



UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

Volume 2, Issue 7,
4/11/17



REMINDER - Physical Inventory Reports

All completed Physical Inventory reports should be returned to Kevin O'Brien (OBRIEN4@mailbox.sc.edu) by **April 28th**. If you manage assets for your department or campus you should have received the report via email. A recording of the Physical Inventory webinar and presentation is available on the [PeopleSoft Resources page](#). Please contact Kevin O'Brien (OBRIEN4@mailbox.sc.edu) if you have any questions.

Live Webinar: Purchasing Highlights

On **April 19th at 9am**, the Purchasing department will host an online session to provide information, tips and training on new processes, policies and features as it relates to purchasing in PeopleSoft.

Click [here](#) to register.

PeopleSoft Outage in May

PeopleSoft is one of several systems that will be unavailable from **6am Saturday, May 20** until **2pm Sunday, May 21** as UTS performs upgrades to enterprise login and authentication services. Please plan accordingly for this outage. If you have questions, please contact the UTS Service Desk at 803-777-1800.

Live Webinar: Payment Request - New User

On **May 4th at 9am**, the Controller's office will host an online Payment Request training session. This class is geared toward new users.

Click [here](#) to register.

Resources for New Users

If you have new PeopleSoft users in your department, be sure to review the [New User Information webpage](#) for an overview of resources available to get them started. This page is full of self-paced training tutorials, quick reference documents and links to register for recommended classroom training.

New User Information	
This purpose of this page is to provide new PeopleSoft users an overview of some of the resources available to assist with tasks for which they are responsible.	
All of the available resources are found on the Resources page of the PeopleSoft website. Below are some key items to get you started in PeopleSoft. Review the information in the right column to determine the appropriate help available for your responsibilities in the left column.	
Are you brand new to PeopleSoft?	Tools to get you started
To the right is a listing of tools to get you up and running prior to attending training.	<ul style="list-style-type: none"> Request for PeopleSoft Finance Access Quick Reference - How to Use the UPK Player Video Tutorial - How to use the UPK Player Self-paced eLearning: PeopleSoft 101 UPK QuickReference - PeopleSoft Chart of Accounts (COA) Quick Reference - USC PeopleSoft Glossary
What do you do?	How do you do it?
If you purchase for your department on behalf of the university.	<ul style="list-style-type: none"> Video Tutorial - PeopleSoft Purchasing Training Prerequisite Classroom Training - Requisition and Receiving Recorded Webinar - Requisition to Payment Lifecycle

Previous Newsletter Issues

Click [here](#) to access previous issues of the PeopleSoft newsletter.

Questions or comments? Use the [Contact Us](#) page to determine where to send your questions or comments.