UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

Year End Activities Under Way

The fiscal year end is soon approaching. There are resources available from the Purchasing department and the Controller's office to ensure you are aware of important deadlines.

Purchasing Work Rooms Every Wednesday in June

Come to 1600 Hampton St, Suite 605 to get one-on-one assistance from the Purchasing department with entering requisitions, reviewing purchase orders, identifying old purchase orders to be closed and entering blanket requisitions. You must register to attend. Use the link here to access the training calendar to sign up for the date and timeframe that works best with your schedule. Bring your work so Purchasing can assist with your specific needs.

Changes to PeopleSoft Remote Access Effective July 1, 2016

If you utilize the UTS VPN software to access PeopleSoft outside of the USC network, an additional layer of security will be required starting July 1, 2016. Multifactor Authentication (MFA) is a technology required to accomplish goals outlined by the SecureCarolina project. Use the links to read more about both SecureCarolina and MFA. Important steps for uninterrupted remote access to PeopleSoft will be shared in subsequent newsletters. Stay tuned....

NEW FEATURE - Catalog and Category Code Changes

For the last two weeks, the Purchasing department hosted webinars explaining the new changes related to the catalog and category codes in PeopleSoft. If you were not able to attend one of these sessions, please review the recorded webinar for this valuable information. The recorded webinars can be found on the PeopleSoft Resources page.

NEW FEATURE - Payment Request Inquiry

A new inquiry page will soon be available to view the payment request status by Operating Unit, Department or User. This new page in PeopleSoft should be available to anyone who currently has access to enter a Payment Request. The navigation is: Accounts Payable > Review Accounts Payable Info > USC Payment Request Inquiry. Attend the Payment Request Updates webinar to get a sneak peek at this new feature.

Questions or comments? Use the **Contact Us** page to determine where to send your questions or comments.

Naming Attachments

Special characters are not allowed when naming files to be uploaded into PeopleSoft. If needed, use the underscore symbol to separate words and numbers in the file name.

Webinar: Approver Updates

If you approve transactions in PeopleSoft please plan to attend this webinar.

Click here to register for your session of choice.

Recurring PeopleSoft Outage

Every Tuesday and Wednesday night 7-11pm through May 25th