



PeopleSoft Newsletter

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NEW WEBINAR SERIES - Purchasing Highlights

The Purchasing department will soon start a regularly occurring webinar series called Purchasing Highlights. The goal is to provide the PeopleSoft User Community with information, tips and training on new processes, policies and features as it relates to PeopleSoft. Use the [PeopleSoft Training Schedule](#) to register for each of these sessions to ensure you are getting the most up-to-date information. A recording of each session will be placed on the PeopleSoft Resources page for viewing at your convenience.

FEATURE HIGHLIGHT - Payment Request Inquiry

An inquiry page is available to view Payment Request status by Operating Unit, Department or User. This new page in PeopleSoft is 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**.

Purchase Requisition and Receiving Training Relocated

Starting August 9th, Purchase Requisition and Receiving training will be held at 1600 Hampton Street in the Professional Development area on the 1st floor. You must complete the PeopleSoft Purchasing Prerequisite course video to attend this class. The video can be found on the [New User Information](#) page.

Approver Responsibilities Webinar Recording

If you approve transactions in PeopleSoft (this includes requisitions, budget adjustments, journal entries and payment requests) a webinar recording is available to demonstrate a few features and review approver responsibilities. Click [here](#) to view the recording.

Grants Analysis Types

Remember to include an Analysis Type when completing Online Journals in PeopleSoft.

Click [here](#) to access the USCSP Analysis Type Guide.

Webinar Recordings

If you miss any of the PeopleSoft live webinars, they are located in the PeopleSoft Videos section of the [Resources](#) page to review at your convenience.

Classroom Training: Query Viewer

August 10th at UTS
at 10am
Click [here](#) to register.