



PeopleSoft Newsletter

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New Process for Changes to Purchase Orders

Effective 4/4/16, in order for changes to a purchase order to be processed, an email from the approver must be submitted to the Purchasing department describing the requested change. Read the [article](#) on the PeopleSoft website for more detailed information.

Grant Ready Rooms

An additional Grant ready room session has been scheduled for 4/13/16 from 2–4pm to allow you access to various USC experts to assist with your grant related questions. Several of you showed up and received personalized assistance and answers to your questions in March. Be sure to check the [PeopleSoft Training Calendar](#) for location and sign-up information.

New PeopleSoft Training Courses

The OneCarolina team will soon make available several new courses to assist with finding the information you need within PeopleSoft:

- Advanced Finance Intranet (online and classroom options)
- Query Viewer (online and classroom options)
- Grants Module 101 (online only)

Click the course title on the [PeopleSoft Training Calendar](#) to review the course descriptions.

Quick Reference / Training Recordings

A wealth of information exists on the PeopleSoft Training Resources page to help you navigate your way through PeopleSoft. Be sure to check this page first for answers to your questions. Click here to access the Resources page.

Grants Module 101

Training Webinar
April 12th @ 10am

[Click here to register](#)

General Accounting / AP Hot Topic

Monthly Training
Webinar
April 14th @ 9am

[Click here to register](#)

Accessing PeopleSoft

For security purposes you must be on campus or logged into VPN to access PeopleSoft.

[Click the link below to access PeopleSoft.](#)

<http://finance.ps.sc.edu>