UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

Fiscal Year End Activities Under Way

As fiscal year is fast approaching, the following guidelines/deadlines have been established in order to ensure a smooth fiscal year end.

Thursday, June 22, 2017

- Deadline to submit requisitions to Purchasing for **FY2016-2017**

Friday, June 23, 2017

- Requisitions submitted after **June 22nd** will be **FY2017-2018** requisitions and sourced to FY2017-2018 Purchase Orders.

Monday, June 26, 2017

- Deadline for **FY2016-2017 IITs/RQs**
- Deadline to clear **FY2016-2017** Cash Advances that ended on or before **May 31st**
- Deadline for **FY2016-2017** Invoice Submission for payment in June
- Last day for Payment Requests AP Approvals for **FY2016-2017**

Thursday, June 29, 2017

- **VISA Team Travel Card** transactions must be allocated by 3:30pm (WORKS)
- **VISA Purchasing Card** transactions must be allocated by 3:30pm (WORKS)

Friday, June 30, 2017

- All Match Exceptions and Budget Overrides completed by 3:30pm
- Final June Paycycles to be run at 4:00pm

For additional information view the 2016-2017 Year End Guidance and Deadlines online.

Reminder—Out of Office Settings

If you approve transactions like payment requests, requisitions or journals in PeopleSoft, do not forget to select an alternate user to review and approve these transactions while you are out of the office. Go to the **Main Menu - My System Profile** to select an alternate user.

Purchasing Highlights Webinar

On **June 21st** at **9am**, join the Purchasing Department to review fiscal year end dates and procedures for Requisitions and POs.

Click here to register.

Classroom Training: Requisition and Receiving

On **July 11th** at **9am**, the Purchasing department will offer training on entering requisitions and receipts. This class is geared toward new users or anyone needing a hands-on refresher.

Click here to register.

Previous Newsletter Issues

Click here to access.

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