UNIVERSITY OF SOUTH CAROLINA
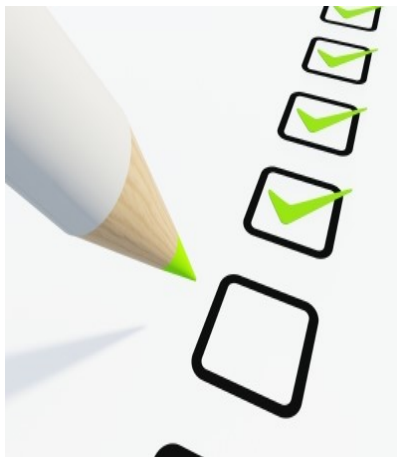
PeopleSoft Newsletter

PROCESS UPDATE - Physical Inventory Reporting

It's that time of year again!

Physical Inventory Reports will be distributed via email this week. All completed reports should be returned to Kevin O'Brien (OBRIEN4@mailbox.sc.edu) **by April 28th.** If you were unable to attend the live Physical Inventory webinars, the PeopleSoft Resources page contains a link to the recording and the PowerPoint presentation. Please contact Kevin O'Brien (OBRIEN4@mailbox.sc.edu) if you manage assets in your department or for your campus and have not received your report via email by March 3rd.

How to Determine Which Payment Method to Use

A short video is available to assist employees who purchase on behalf of the university. It is used as the required prerequisite to attend the Requisition and Receiving class for new users. Click here to watch this video tutorial to find out about the various payment methods used at the University.

REMINDER - Purchases That Require a Purchase Order

Regardless of the amount, assets and radioactive materials must be purchased using the requisition-to-purchase order process. For tracking purposes, SC State Contract purchases must have a purchase order unless the State Contractor allows the P-Card for transactions under $5000, this is an acceptable procurement method. Also all USC Procurement Contracts must have a purchase order. If any other payment method is submitted, the transaction will be denied. Please contact the Purchasing department at PURCHASHING@sc.edu if clarification is needed.

REMINDER!

Classroom Training: Requisition and Receiving

On **March 7th** at **9am**, the Purchasing department will offer training on entering requisitions and receipts. This class is geared toward new users or anyone needing a refresher.

Click here to register.

Classroom Training: Depositor

On **March 10th** at **11am,** the Bursar's office is offering training for departmental depositors.

Click here to register.

Previous Newsletter Issues

Click here to access previous issues of the PeopleSoft newsletter.

Questions or comments? Use the