UNIVERSITY OF SOUTH CAROLINA

PeopleSoft Newsletter

New Physical Inventory Procedures and Training Coming Soon

The physical inventory process has undergone an update! Last year's changes were the first steps towards a complete automation of the physical inventory counts. The new process will complete the automation.

All counts will be entered entirely within PeopleSoft, and the process will start around mid-March. Live training webinars for this new process will be held around the end of February or the beginning of March for those who take the inventory (users) and those who approve the inventory (approvers). Please feel free to reach out to Kevin O'Brien (obrien4@mailbox.sc.edu) if you have any questions or concerns.

Travel and Expense: Phase 1 Going Live February 5th

On February 5th, the Travel and Expense module will Go Live for departments in Phase 1. All users will receive an email reminding users of Go Live, what to do day 1, how to get help, and where to find resources.

Proxys who did not attend training for Phase 1 will be provided the opportunity to participate in Phase 2 training. All Travelers and Approvers will receive an email providing all of the resources they will need to get started day one.

Training for Phase 2 will begin the week of February 5th. Individuals needing training have been identified and received targeted training invitations providing a list of dates to choose from.

Check out the Go Live Schedule to see when your department is going live. If you have any questions, please reach out to the teoffice@mailbox.sc.edu.

Have You Missed a Live Webinar?

All PeopleSoft related live webinars are recorded and the link for playback is made available within 24 hours on the PeopleSoft Resources website page. Listen to the recorded webinar anytime at your convenience.

Some webinars you may have missed in the month of January:

- Travel and Expense Pre—Go Live

- Grants and Funds Management Hot Topics

Webinars: Sign Up Now

Be sure to sign up for the upcoming quarterly trainings presented by the Controller's Office.

Check out the PeopleSoft Training Schedule to

Previous Newsletter Issues

Click here to access. previous issues of the PeopleSoft newsletter.

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