UNIVERSITY OF South Carolina

Controller's Office – General Ledger
Looking up a Deposit in Finance PeopleSoft

Locate the DEPxxxxxxx journal entry number where the deposit posted to the USC GL. This can be done in numerous ways, for this example we used the PeopleSoft query **SC_Ledger_Actual_Journals**. This information can also be pulled from the Finance Intranet.

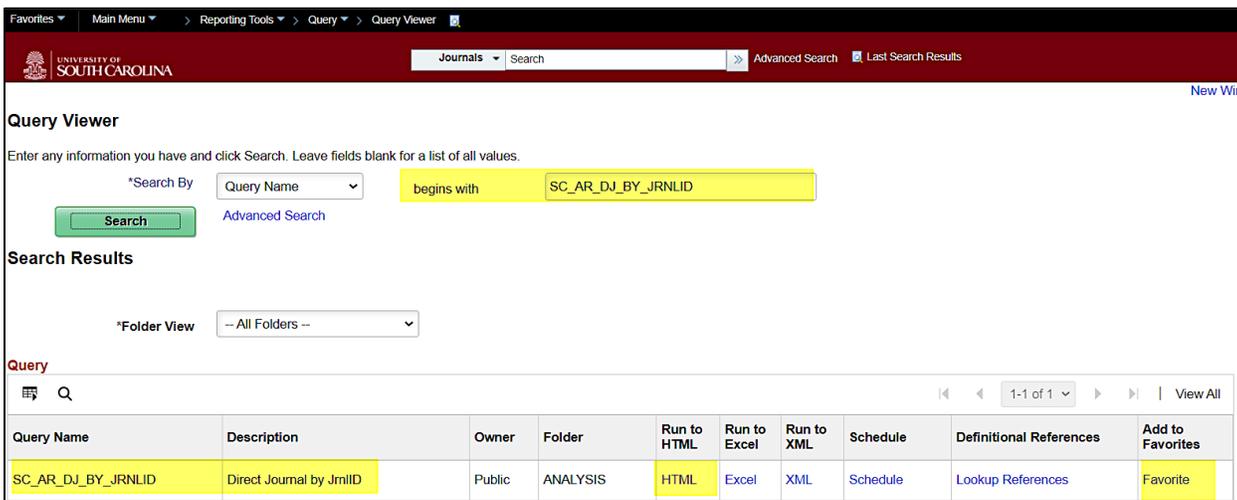| Row	Fiscal Year	Accounting Period	Oper Unit	Department	Fund	Account	Class	PC Bus Unit	Project	Activity	Cost Share	Product	Source	System Source	Journal ID	Journal Date	Date Posted	Amount	Journal Line Reference	Journal Line Description	Journal Header Status	User ID	Journal Description	APPROVE
1	2023	7	CL000	620800	Z0394	48621	990						AR	JrnlGen - Accounts Receivable	DEP0155935	01/11/2023	01/11/2023	-9989.08			Posted to Ledger(s)	PSBATCH	AR Direct Cash Journal	APPROVE

Once you have your journal entry number, DEP0155935 in this example, log into Finance PeopleSoft (finance.ps.sc.edu) and navigate to Query Viewer.

Main Menu → Reporting Tools → Query → Query Viewer

Step 1: Enter the query **SC_AR_DJ_BY_JRNLID** in the **begins with** search box and click the **Search** button.

Step 2: Click the **Favorite** hyperlink to save this query to your list of favorites to be used in the future.

Step 3: Then click the **HTML** hyperlink to pull up the actual query.

Step 4: Enter the **JE** number in the Journal ID search box and click the **View Results** button.

Step 5: Locate your transaction in the results list (results can be downloaded to Excel if desired). Note there may be several transactions other than just the one you are looking for due to deposits all rolling up into one JE daily. Make note of the Deposit unit (SCCOL for this example) and Deposit ID (198556) numbers in columns 2 and 3.

62	SCCOL	198556	48621	620800	Z0394	990			-9989.080	DEP0155935	D	AR_DIRJRNL	01/11/2023	User	2023	7

Use the Deposit Unit and Deposit ID to pull up the original deposit created in PeopleSoft.

Main Menu → USC Enhancements → USC Regular Deposit → USC Regular Deposit

Step 6: Enter the **Deposit Unit** and **Deposit ID** in the search boxes and click the **Search** button at the bottom of the page.

Step 7: This will pull up the deposit and all corresponding detail. Use the following hyperlinks to obtain information on the deposit:
- **Deposit Reference**: short description on the deposit.
- **Print:** To view a printable copy of the deposit transmittal.
- **Attachment**: To view detailed back-up on the deposit.

Below is a screenshot of the Deposit Transmittal.

Deposit Transmittal

University of South Carolina

Deposit Type:	Direct Journal/Miscellaneous

Accounting Date: 1/11/2023

Journal ID	TouchNet Receipt
DEP0155935	562705

Deposit ID:	198556
Business Unit:	SCCOL(COLUMBIA)
Payment ID:	19855601112023
Entry Operator:	Krebs,Austin Riley
Email ID:	AKREBS@mailbox.sc.edu
Department:	CONTROLLERS OFFICE

Hand Receipt Range	
XXXXX	XXXXX

	Payment Type	Amount
1	Checks	$18,339.88
	Total Amount	**$18,339.88**

Deposit Reference:	CONTROLLER'S REMOTE DEPOSIT 1-17-2023

Line	Account	Oper. unit	Fund Code	Dept. ID	Class Field	PCBU	Project ID	Activity ID	Analysis Type	Amount
1	19010	CL034	N1800	115600	202	USCIP	80003117	1	REV	($20.00)
2	48621	CL000	Z0171	620800	990					($1,850.80)
3	48621	CL000	Z0255	620800	990					($6,420.00)
4	48621	CL000	Z0392	620800	990					($60.00)
5	48621	CL000	Z0394	620800	990					($9,989.08)

Instructions: Print one copy for your records and one copy to send to the Bursar's Office with your Deposit.