

  
**UNIVERSITY OF**  
**South Carolina**  
**Controller's Office – General Ledger**  
**Looking up a Deposit in Finance PeopleSoft**

Locate the DEPxxxxxx 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     | JmlGen - Accounts Receivable | DEP0155935 | 01/11/2023   | 01/11/2023  | -9989.08 |                        |                          | Posted to Ledger(s)   | PSBATCH | AR Direct Cash Journal | APPROVE |

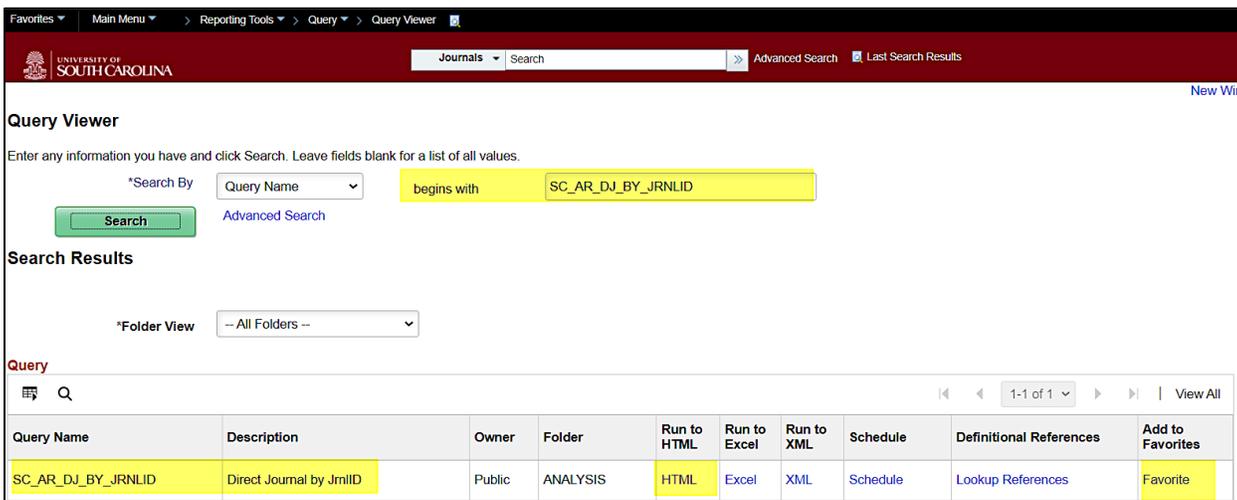
Once you have your journal entry number, DEP0155935 in this example, log into Finance PeopleSoft (finance.ps.sc.edu) and navigate to Query Viewer.

**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.



The screenshot shows the PeopleSoft Query Viewer interface. The search criteria are set to "begins with" and "SC\_AR\_DJ\_BY\_JRNLID". The search results table is as follows:

| Query Name         | Description              | Owner  | Folder   | Run to HTML | Run to Excel | Run to XML | Schedule | Definitional References | Add to Favorites |
|--------------------|--------------------------|--------|----------|-------------|--------------|------------|----------|-------------------------|------------------|
| SC_AR_DJ_BY_JRNLID | Direct Journal by JrnlID | Public | ANALYSIS | HTML        | Excel        | XML        | Schedule | Lookup References       | Favorite         |

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



The screenshot shows the search results for the query "SC\_AR\_DJ\_BY\_JRNLID - Direct Journal by JrnlID". The search criteria are "Journal ID like DEP%" and "DEP0155935". The results show "View Results" and "Download results in:" options for Excel Spreadsheet, CSV Text File, and XML File (58 kb).

**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.

USC Regular Deposit

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

\*Deposit Unit = SCCOL

Deposit ID begins with 198556

Accounting Date =

Bursar Acceptance =

Posted Date =

Cashier ID begins with

**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.

The screenshot shows the USC Regular Deposit system interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'USC Enhancements > USC Regular Deposit > USC Regular Deposit'. The University of South Carolina logo is on the left, and a search bar with 'All' and 'Advanced Search' is on the right.

The main content area has a green header 'USC Regular Deposit'. Below it, the 'Deposit Unit' is 'SCCOL' and the 'Deposit ID' is '198556'. A red section titled 'For Bursar Use Only:' contains a checkbox for 'Bursar Acceptance' (checked), a link for 'TouchNet Receipt(s)', and a 'Status: Bursar Approved'.

Below this is a checkbox for 'Miscellaneous / Direct Journals' which is checked.

The 'Payments:' section shows 'Payment ID: 19855601112023', 'Accounting Date: 01/11/2023', 'Email ID: AKREBS@mailbox.sc.edu', and 'Prepared by (Last Name): Krebs, Austin Riley'. The 'Entry Operator' is '620499' from the 'CONTROLLERS OFFICE'. On the right, there are buttons for 'Delete Deposit', 'Create/Modify Accounting Entries', 'Deposit Reference', 'Hand Receipt Number Range(s)', 'Print Attachment(1)', and 'Reset/Modify Accounting Entry(s)'.

Summary statistics show 'Deposit Count: 1', 'Deposit Amount: 18339.88', 'Balance: Balanced', and 'Status: Approved'.

At the bottom, there is a table with a search icon and a dropdown showing '1-1 of 1'. The table has columns for 'Payment Type' and 'Posted Date', and a summary row for 'Amount'.

|   | Payment Type: | Posted Date | Amount   |
|---|---------------|-------------|----------|
| 1 | Checks        |             | 18339.88 |

Below is a screenshot of the Deposit Transmittal.



UNIVERSITY OF  
**SOUTH CAROLINA**

Bursar Report

**Deposit Transmittal**  
**University of South Carolina**

| <b>Deposit Type:</b>   | Direct Journal/Miscellaneous | <b>Accounting Date:</b> 1/11/2023   |                  |            |
|------------------------|------------------------------|---|------------------|------------|
| <b>Deposit ID:</b>     | 198556                       | <table border="1"> <tr><th>Journal ID</th></tr> <tr><td>DEP0155935</td></tr> </table>   | Journal ID       | DEP0155935 |
| Journal ID             |                              |   |                  |            |
| DEP0155935             |                              |   |                  |            |
| <b>Business Unit:</b>  | SCCOL( COLUMBIA)             | <table border="1"> <tr><th>TouchNet Receipt</th></tr> <tr><td>562705</td></tr> </table> | TouchNet Receipt | 562705     |
| TouchNet Receipt       |                              |   |                  |            |
| 562705                 |                              |   |                  |            |
| <b>Payment ID:</b>     | 19855601112023               |   |                  |            |
| <b>Entry Operator:</b> | Krebs,Austin Riley           |   |                  |            |
| <b>Email ID:</b>       | AKREBS@mailbox.sc.edu        |   |                  |            |
| <b>Department:</b>     | CONTROLLERS OFFICE           |   |                  |            |

| Hand Receipt Range |       |
|--------------------|-------|
| xxxxx              | xxxxx |

|                     | Payment Type | Amount             |
|---------------------|--------------|--------------------|
| 1                   | Checks       | \$18,339.88        |
| <b>Total Amount</b> |              | <b>\$18,339.88</b> |

**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.