



## 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 Bas 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	JmIGen - 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.

**Query Viewer**

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

\*Search By: Query Name (dropdown) begins with SC\_AR\_DJ\_BY\_JRNLID

**Search Results**

\*Folder View: -- All Folders --

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.

SC\_AR\_DJ\_BY\_JRNLID - Direct Journal by JrnlID

Journal ID like DEP% DEP0155935

View Results

Download results in: Excel Spreadsheet CSV Text File 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					-9869.080	DEPO155935	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 Q

Deposit ID begins with ▼ 198556

Accounting Date = ▼ [Calendar Icon]

Bursar Acceptance = ▼ [Dropdown Arrow]

Posted Date = ▼ [Calendar Icon]

Cashier ID begins with ▼ [Text Box]

**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.

[Favorites](#) | [Main Menu](#) > [USC Enhancements](#) > [USC Regular Deposit](#) > [USC Regular Deposit](#)

---


All Search  >> [Advanced Search](#)

---

**USC Regular Deposit**

---

**Deposit Unit:** SCCOL      **Deposit ID:** 198556

**For Bursar Use Only:**
 **Bursar Acceptance**    [TouchNet Receipt\(s\)](#)      **Status:** Bursar Approved

---

**Miscellaneous / Direct Journals**

**Payments:**

**Payment ID:** 19855601112023      [Delete Deposit](#)

**Accounting Date:** 01/11/2023      [Create/Modify Accounting Entries](#)

**Email ID:** AKREBS@mailbox.sc.edu      [Deposit Reference](#)

**Prepared by (Last Name):** Krebs, Austin Riley      [Hand Receipt Number Range\(s\)](#)

**\*Entry Operator Dept:** 620499 CONTROLLERS OFFICE      [Print Attachment\(1\)](#)

[Reset/Modify Accounting Entry\(s\)](#)

---

**Deposit Count:** 1      **Deposit Amount:** 18339.88      **Balance:** Balanced      **Status:** [Approved](#)

---

	Payment Type:	Posted Date	Amount
1	Checks		18339.88

Below is a screenshot of the Deposit Transmittal.

 <b>UNIVERSITY OF SOUTH CAROLINA</b>	<h2 style="margin: 0;">Deposit Transmittal</h2> <h3 style="margin: 0;">University of South Carolina</h3>	Bursar Report
--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------	---------------

  

<b>Deposit Type:</b>	Direct Journal/Miscellaneous	<b>Accounting Date:</b>	1/11/2023
<b>Deposit ID:</b>	198556	<b>Journal ID</b>	DEP0155935
<b>Business Unit:</b>	SCCOL( COLUMBIA)	<b>TouchNet Receipt</b>	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		

  

<b>Hand Receipt Range</b>			
	xxxxx		xxxxx

  

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

  

<b>Deposit Reference:</b>	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.