TIPS TO FIND A DEPOSIT

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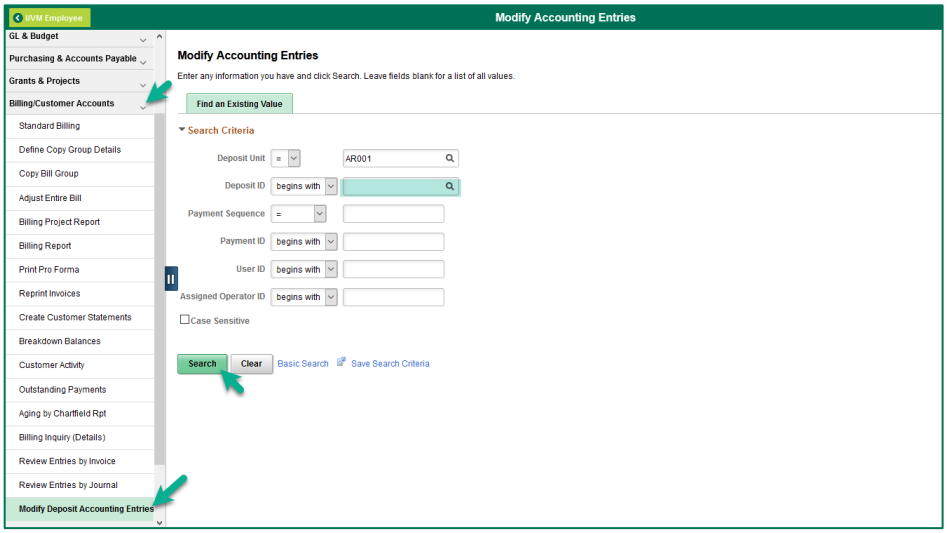
Overview

This document contains tips on how to view the chartstring used for directly journaled deposits.

Find a Directly Journaled Deposit Using an ID Number

1. Log in to PeopleSoft using the **Financials Login**
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile**.**

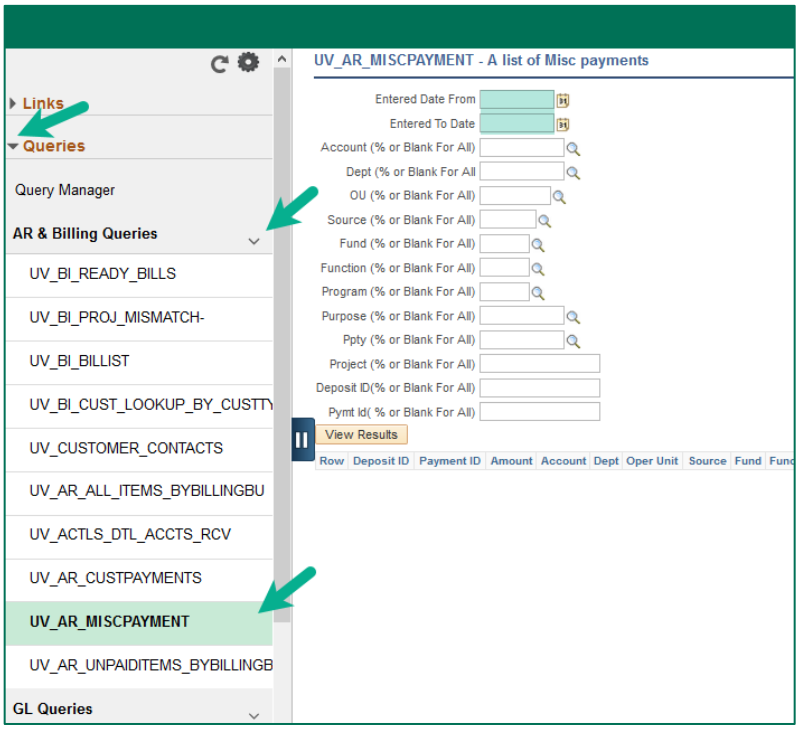
3. Click the **Arrow** icon to expand the **Links** and **Billing/Customer Accounts** to expand the menu, showing a list of frequently used links. Select **Modify Deposit Accounting Entries**.
4. Enter the **Deposit ID** and click **Search**.



Find a Deposit without using an ID Number

1. Log in to PeopleSoft using the **Financials Login**
2. On the **UVM Employee Homepage** click on the **UVM Reports/Queries & Inquiry** tile**.**

3. Click the **Arrow** icon to expand the **Queries** menu and the **AR & Billing Queries** menu to view frequently used AR & Billing queries. Then select **UV_AR_MISCPAYMENT**.



4. Enter date range in **Date From** and **To Date**.
5. Enter values for chartfields: **Account** and **Dept**.
6. Enter **%** for all other fields and click **View Results**.

Help/Resources

Help/Footprints

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft Help Desk ticket in Footprints.

Training

- Professional Development & Training Classes

Related Documents

- General Ledger Reports User Guide (PDF)
- Journal Entries User Guide (PDF)

Relevant UVM Departments

- Treasury Services.

Suggestions? Updates?

Please send an e-mail to PS9-1Upgrade@uvm.edu.