Background

This document contains tips on how to find a deposit quickly and efficiently. See instructions to locate a deposit with an ID number, and how to find one without an ID.

Find a Deposit Using the ID Number

These are instructions to find a deposit using the ID number.

1. Log in to PeopleSoft using the Financials Login www.uvm.edu/~erp/portal


3. Click Modify Accounting Entries.

4. Enter the Deposit ID and click Search.

Find a Deposit without the ID Number

1. Log in to PeopleSoft using the Financials Login www.uvm.edu/~erp/portal


3. In the field Query Name begins with, type UV_AR_MISCPAYMENT.

4. Click Search.

5. Under the column Run to HTML click HTML to run the query to the screen.
6. The selected query will open.

![UV_AR_MISC_PAYMENT - A list of Misc payments](image)

7. Enter date range in **Date From** and **To Date**.

8. Enter values for chartfields: **Account** and **Dept**.

9. Enter % for all other fields and click **View Results**.

**Resources**

**Helpful Links**

- [General Ledger Data User Guide](#)
- [Journal Entries User Guide](#)

**Relevant UVM Departments**

- [Disbursement Center](#)

**Suggestions? Updates?** Please send an e-mail to [cashier@uvm.edu](mailto:cashier@uvm.edu)

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.