Tips To Find A Deposit

Note: 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.

If you have questions about information in this document, or you cannot find the information you need here, please e-mail psguides@uvm.edu.

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 also 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.

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 Mini Manual
- Journal Entries Mini Manual
- Open Lab Schedule

Relevant UVM Departments

- Disbursement Center

Suggestions? Updates? Please send an e-mail to psguides@uvm.edu

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