TIPS TO FIND A DEPOSIT

TABLE OF CONTENTS

Find a Directly Journaled Deposit Using an ID Number ................................................................. 1
Find a Deposit without using an ID Number ..................................................................................... 2
Help .................................................................................................................................................. 3
Suggestions? Updates? ......................................................................................................................... 3

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

![Diagram of PeopleSoft Financials interface]
3. Enter the **Deposit ID** and click **Search**.

![Deposit ID Search Criteria](image)

### Find a Deposit without using an ID Number

1. Log in to [PeopleSoft](https://www.peoplesoft.com) using the **Financials Login**

![Query Viewer](image)

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_MISCPAYMENT - A list of Misc payments](image)

   **Entered Date From:** [ ]
   **Entered To Date:** [ ]
   **Account (% or Blank For All):** [ ]
   **Dept (% or Blank For All):** [ ]
   **OU (% or Blank For All):** [ ]
   **Source (% or Blank For All):** [ ]
   **Fund (% or Blank For All):** [ ]
   **Function (% or Blank For All):** [ ]
   **Program (% or Blank For All):** [ ]
   **Purpose (% or Blank For All):** [ ]
   **Pty (% or Blank For All):** [ ]
   **Project (% or Blank For All):** [ ]
   **Deposit ID (% or Blank For All):** [ ]
   **Deposit ID: Payment ID: Amount: Account: Dept:**

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**.

**Help**

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please e-mail Treasury Services.

- General Ledger Data User Guide
- Journal Entries User Guide

**Suggestions? Updates?**

Please send an e-mail to ooe@uvm.edu.