



TIPS TO FIND A DEPOSIT

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Overview

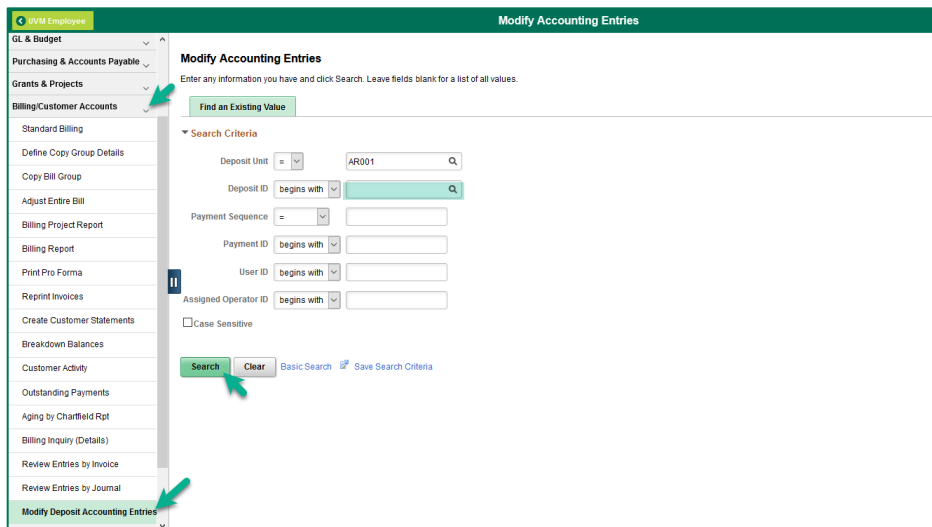
This document contains tips on how to view the chartstring used for directly journaled deposits.

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**.

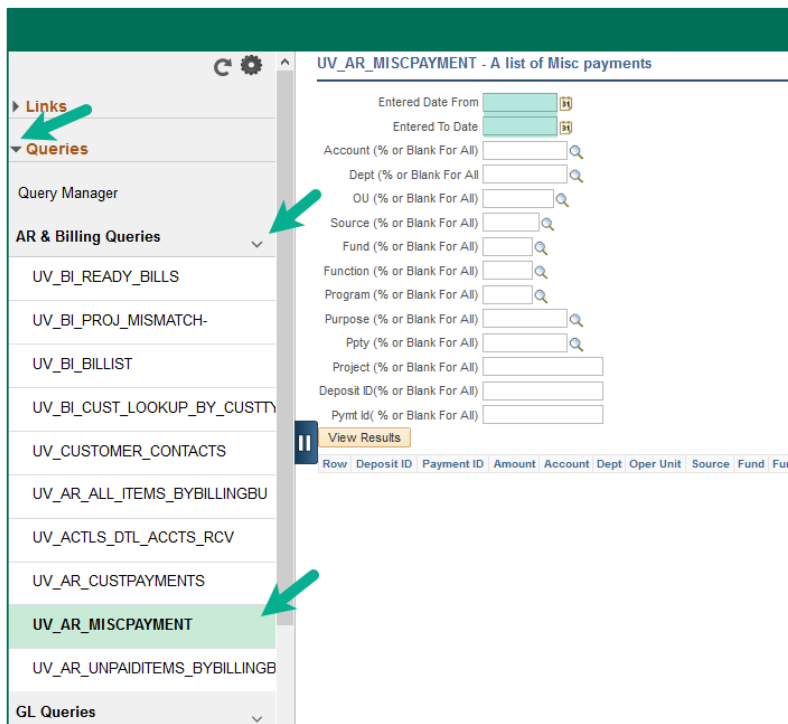


Find a Deposit without using an ID Number

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



- 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**.



- Enter date range in **Date From** and **To Date**.
- Enter values for chartfields: **Account** and **Dept**.
- 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.