Deposit Page Changes Webinar

November 2016
Welcome

• The purpose of this webinar is to review the changes made to the USC Regular Deposit page.

• An email invitation from the Bursar’s office went out to everyone who has made at least one deposit in PeopleSoft.

• If after attending this webinar you feel that more hands on practice is needed or if you are a new user, please sign up for one of the classroom sessions available on November 10th, 15th or 17th.
Agenda

• Review the changes to the Deposit page
• Highlight features available on the Accounting Entries page
• Review changes to Deposit Transmittal
• Live demonstration of Deposit Entry
• Question and Answer Session
### USC Regular Deposit

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>SCCOL</td>
</tr>
<tr>
<td>Deposit ID</td>
<td>NEXT</td>
</tr>
<tr>
<td>Bursar Acceptance</td>
<td></td>
</tr>
<tr>
<td>Receipt Number</td>
<td></td>
</tr>
<tr>
<td>Last Updated User</td>
<td>PPLSFT</td>
</tr>
<tr>
<td>Accounting Date</td>
<td>11/02/2016</td>
</tr>
<tr>
<td>Entered Date</td>
<td>11/02/2016</td>
</tr>
<tr>
<td>Payment ID</td>
<td>NEXT</td>
</tr>
<tr>
<td>Entry Operator</td>
<td>ANDREADG</td>
</tr>
<tr>
<td>Budget Status</td>
<td></td>
</tr>
<tr>
<td>Last Update DTTM</td>
<td>11/02/16 10:53AM</td>
</tr>
</tbody>
</table>

#### Payment

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Method</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
</tr>
<tr>
<td>Checks</td>
<td></td>
</tr>
<tr>
<td>Cr Cards/Dir Deposit</td>
<td></td>
</tr>
<tr>
<td>ACH/EFT</td>
<td></td>
</tr>
<tr>
<td>Total Deposit</td>
<td></td>
</tr>
<tr>
<td>Deposit Reference</td>
<td></td>
</tr>
</tbody>
</table>

#### Hand Receipt Number Range

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td></td>
</tr>
<tr>
<td>To</td>
<td></td>
</tr>
</tbody>
</table>

#### Prepared By

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepared By (Required)</td>
<td></td>
</tr>
<tr>
<td>Name/Phone Number</td>
<td></td>
</tr>
</tbody>
</table>
# Accounting Entries Page

**Unit:** SCCOL  
**Deposit ID:** 152715  
**Payment:** 15271511022016  
**Seq:** 1

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Speed Type</th>
<th>Line Amount</th>
<th>Currency</th>
<th>Account</th>
<th>Oper Unit</th>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>PC Bus Unit</th>
<th>Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC01</td>
<td>Speed Type</td>
<td></td>
<td>USD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Budget Status**

- Complete

**Distribution Lines**

<table>
<thead>
<tr>
<th>Lines</th>
<th>Total Debits</th>
<th>Currency</th>
<th>Total Credits</th>
<th>Currency</th>
<th>Net</th>
<th>0.000</th>
</tr>
</thead>
</table>

**Save**  | **Notify**  | **Refresh**
## Multiple Distribution Lines

<table>
<thead>
<tr>
<th>GL Unit</th>
<th>Speed Type</th>
<th>Line Amount</th>
<th>Account</th>
<th>Oper Unit</th>
<th>Dept</th>
<th>Fund</th>
<th>Class</th>
<th>PC Bus Unit</th>
<th>Project</th>
<th>Activity</th>
<th>Analysis Type</th>
<th>Product</th>
</tr>
</thead>
<tbody>
<tr>
<td>USC01</td>
<td>Speed Type</td>
<td>-25.00</td>
<td>48650</td>
<td>CL012</td>
<td>622620</td>
<td>A0001</td>
<td>602</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>USC01</td>
<td>Speed Type</td>
<td>-25.00</td>
<td>10304</td>
<td>CL010</td>
<td>622620</td>
<td>A0001</td>
<td>602</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Total
- Lines: 2
- Total Debits: 0.00
- Currency: USD
- Total Credits: 50.00
- Currency: USD
- Net: -50.00
Printing the Deposit Transmittal

**For Bursar Use Only:**
- Bursar Acceptance
- Status: Work in Progress

**Payments:**
- Payment ID: 1527151022016
- Accounting Date: 11/02/2016
- Email ID: andreadg@mailbox.sc.edu
- Prepared by: GARRISON, ANDREA
- Entry Operator Dept: OFFICE OF THE PROVOST

**Deposit Information:**
- Deposit Count: 1
- Deposit Amount: 50.00
- Balance: Balanced

**Payment Types:**
<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Amex Card</td>
<td>25.00</td>
</tr>
<tr>
<td>2: Checks</td>
<td>25.00</td>
</tr>
</tbody>
</table>

Status: Ready to Submit
Sample Deposit Transmittal

Deposit Transmittal
University of South Carolina

November 2, 2016

Deposit Type: Direct Journal/Miscellaneous
Deposit ID: 152702
Business Unit: SCCOL( COLUMBIA)
Payment ID: 15270210202016
Entry Operator: GARRISON, ANDREA
Email ID: andreadg@mailbox.sc.edu
Department: OFFICE OF THE PROVOST

Hand Receipt Range

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cash</td>
<td>$50.00</td>
</tr>
<tr>
<td>2 Checks</td>
<td>$100.00</td>
</tr>
<tr>
<td>3 Master Card</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Total Amount $200.00

Deposit Reference: ANDREA G 404.825.5269

<table>
<thead>
<tr>
<th>Line</th>
<th>Account</th>
<th>Oper. unit</th>
<th>Fund Code</th>
<th>Dept. ID</th>
<th>Class Field</th>
<th>PCBU</th>
<th>Project ID</th>
<th>Activity ID</th>
<th>Analysis Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>48650</td>
<td>CL012</td>
<td>A0001</td>
<td>622620</td>
<td>602</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>($200.00)</td>
</tr>
</tbody>
</table>

Instructions: Print one copy for your records and one copy to send to the Bursar’s Office with your Deposit.
Searching for Deposits

USC Regular Deposit
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value  Add a New Value

Search Criteria

Deposit Unit = ▼
Deposit ID begins with ▼
Accounting Date = ▼
Bursar Acceptance = ▼
Cashier ID begins with ▼
Bursar Status = ▼
User ID begins with ▼
Control Total = ▼
Department begins with ▼
Receipt Number begins with ▼

Case Sensitive

Search  Clear  Basic Search  Save Search Criteria
Deleting Deposits Prior to Submission

Deposit Unit: SCCOL  Deposit ID: 152700

For Bursar Use Only:
- Bursar Acceptance
- TouchNet Receipt(s)
Status: Work In Progress

Miscellaneous / Direct Journals

Payments:

- Payment ID: 15270010202016
- Accounting Date: 10/20/2016
- Email ID: andreadg@mailbox.sc.edu
- Prepared by: GARRISON, ANDREA
- Entry Operator Dept: 10000 OFFICE OF THE PROVOST

Deposit Count: 1  Deposit Amount: 200.00  Balance: Not Balanced

Status: Pending Transaction

Delete Deposit

Create/Modify Accounting Entries
Deposit Reference
Hand Receipt Number Range(s)
Print
Attachment(0)
Deleting Deposits After Submission

For Bursar Use Only:

- Bursar Acceptance TouchNet Receipt(s)
- Status: Ready for Approval

Payments:

- Payment ID: 15270110202016
- Accounting Date: 10/20/2016
- Email ID: andreadg@mailbox.sc.edu
- Prepared by: GARRISON, ANDREA
- Entry Operator Dept: OFFICE OF THE PROVOST

Deposit Count: 1
Deposit Amount: 100.00
Balance: Balanced

Status:Submitted to Bursar

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>50.00</td>
</tr>
<tr>
<td>Discover Card</td>
<td>50.00</td>
</tr>
</tbody>
</table>
Deleting Deposits After Submission

### USC Regular Deposit

<table>
<thead>
<tr>
<th>Deposit Unit:</th>
<th>SCCOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit ID:</td>
<td>152701</td>
</tr>
</tbody>
</table>

**For Bursar Use Only:**

- Bursar Acceptance
- TouchNet Receipt(s)
- Status: Work in Progress

**Payments:**

<table>
<thead>
<tr>
<th>Payment ID:</th>
<th>152701110202016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Date:</td>
<td>10/20/2016</td>
</tr>
<tr>
<td>Email ID:</td>
<td><a href="mailto:andreadg@mailbox.sc.edu">andreadg@mailbox.sc.edu</a></td>
</tr>
<tr>
<td>Prepared by:</td>
<td>GARRISON, ANDREA</td>
</tr>
<tr>
<td>Entry Operator Dept:</td>
<td>100000</td>
</tr>
</tbody>
</table>

**Message:**

- Reset Complete has been successfully activated (30000,59)
- Reset Complete has been successfully activated

**Status:** Ready to Submit

| Deposit Count: | 1 |
| Deposit Amount: | 100.00 |
| Balance:        | Balanced |

**Payment Type:**

<table>
<thead>
<tr>
<th>Payment Type:</th>
<th>Cash</th>
<th>Amount: 50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cash</td>
<td>50.00</td>
</tr>
<tr>
<td>2</td>
<td>Discover Card</td>
<td>50.00</td>
</tr>
</tbody>
</table>

Create/Modify Accounting Entries
- Deposit Reference
- Hand Receipt Number Range(s)
- Print
- Attachment(1)
- Reset/Modify Accounting Entries
Deleting Deposits After Submission

For Bursar Use Only:
- Bursar Acceptance
- TouchNet Receipt(s)
- Status: Work in Progress

Payments:
- Payment ID: 15270110202016
- Accounting Date: 10/20/2016
- Email ID: andreagy@mailbox.sc.edu
- Prepared by: GARRISON, ANDREA
- Entry Operator Dept: OFFICE OF THE PROVOST

Deposit Count: 1
Deposit Amount: 100.00
Balance: Balanced
Status: Ready to Submit

<table>
<thead>
<tr>
<th>*Payment Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>50.00</td>
</tr>
<tr>
<td>Discover Card</td>
<td>50.00</td>
</tr>
</tbody>
</table>
Timeline for Changes

• **SpeedType** functionality on the Accounting Entries page and other modules starting **November 16th**.
  – Webinars scheduled for November 15th and December 1st.

• You should see the **Deposit Page changes** starting **December 12th**.
Live Demo in PeopleSoft

• Click here to access Training Environment
Questions
# Deposit Quick Reference

## Resources

Click a link below to download the selected resource

### Recent
- Entering a Deposit Quick Reference ★
- Supplier Training Webinar PPT (10-27-16) ★
- Purchasing Highlights OCT PPT ★
- Print POs User Guide ★
- JE/JV Hot Topic PPT (10-13-16) ★
- Hot Topic PPT (9-22-16) ★
- Purchasing Highlights SEPT PPT
- University Dashboard PPT
- Payment or Reimbursement for Personal Consumption Items
- University Dashboard Quick Reference

### Most Popular
- USCSP Analysis Types Guide
- Requisition and Receiving PPT »
- Payment Request Matrix »
- Query Listing with Descriptions »
- PeopleSoft Chart of Accounts »
- New Code Structure
- Payment Request Changes PPT
- Revised PeopleSoft Categories
- Approver - Out of Office
- Steps to Run Grant Dashboard Report
UPKs Available for Practice

The Division of **Information Technology**

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**eLearning**

**Courses**

Clicking on a link below will open an eLearning course in the UPK Player. For instructions on using the player, [click here](#).

**General**

- Video Tutorial - How to use the UPK Player
- PeopleSoft 101
- Getting help with PeopleSoft
- eProcurement
Thank You !