

## Creating a PeopleSoft Deposit Guidelines

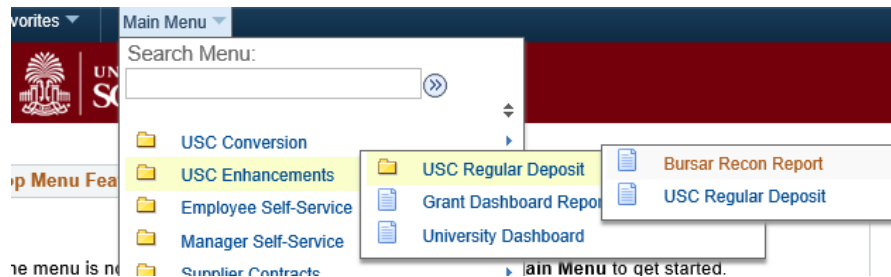
### The Bursar’s Office Training

### The University of South Carolina

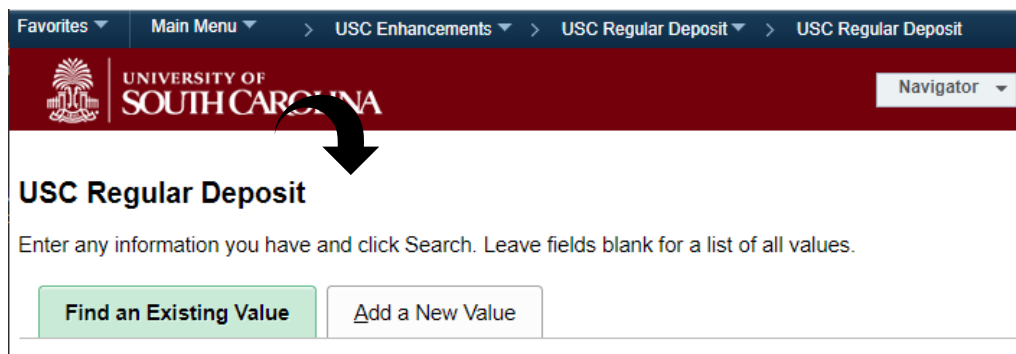
Steps provided below are followed by university departments for depositing funds using the PeopleSoft application. Once deposits have been completed and submitted through PeopleSoft, they are either delivered, or mailed, to the Bursar’s Office.

1. Log in to PeopleSoft and navigate to the “Main Menu” field along the top of the page.
2. From the drop down, make the following selections:

**USC Enhancements (folder) > USC Regular Deposit (folder) > USC Regular Deposit (page)**



3. From the USC Regular Deposit page you can search for existing deposits or create a new deposit.



### Creating a New Deposit

- The Deposit unit for Columbia campus departments is **SCCOL**
- Click the **“Add New Value”** tab at the top – and then click the **“Add”** button
- In the **“Entry Operator Dept:”** box enter the department number
  - NOTE – the magnifying glass icon will always allow you to search for unknowns such as department numbers, etc.
- In the **“Deposit Amount”** box, enter the total amount of the deposit
- From the **“Payment Type”** drop down box, select any/all payment types used for the deposit and enter the amount.
  - To add a multiple payment types, click the **+** symbol to the right. To delete payment types, click the **–** symbol to the right.
  - **All amounts used should equal the deposit total.**

Payment Type:	Amount		
<input type="text"/>	<input type="text"/>	<input data-bbox="1230 814 1263 856" type="button" value="+"/>	<input data-bbox="1344 814 1377 856" type="button" value="-"/>

- From the right-side menu, click **“Deposit Reference”**. This is a required field where departments must briefly describe what the deposit is for. This is often used as an audit trail – so be specific. When complete, click the **“Save”** button – bottom left.
- A deposit ID will be generated – see upper left area.

### Attachments

- Attachments can be added at this point.
  - Attachments can include, but are not limited to: hand receipts, invoices, emails, etc.
  - Hand receipts – pink copies – should ALWAYS be scanned and NOT submitted with deposits to the Bursar’s Office
  - Checks should NEVER be scanned and attached.
  - Click **“Attachment(0)”** field
  - Click **“Add Attachment”** button, and browse documents which have been scanned and saved to your computer and **“Upload”**
  - To add additional documents, click the **+** symbol.
  - Click **“OK”** when all documents have been added and **“Save”**
- If using more than one hand receipt, the number range should be added. Click **“Hand Receipt Number Range”** and complete the fields by adding the first and last receipts used. NOTE – receipts should be used in sequential order. If any receipts are voided, please note this in the **“Deposit Reference”** field.
- Click **“Save”** after items have been attached

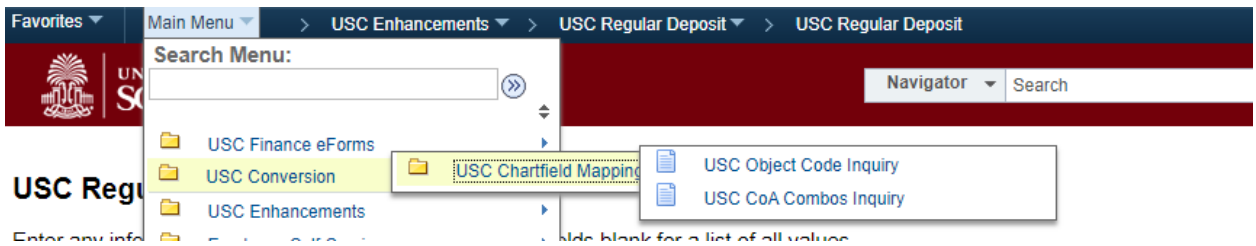
### Entering Accounting Information

- Click **“Create/Modify Accounting Lines”**
- The accounting codes for non-grant/project related entries usually include:
  - Oper Unit > Dept > Fund > Account> Class
- Grant/project entries will also require the codes below in addition to the above:
  - PC Bus Unit > Project > Activity > Analysis Type

**Searching for Accounting Information – Crosswalk**

- From right top corner of the page, open a **“New Window”**
- From the top menu bar select **“Main Menu”** and make the following selections:

**USC Conversion (folder) > USC Chartfield Mapping (folder) > USC CoA Combos Inquiry**



- If the legacy (pre-PeopleSoft) department and fund combination is known, it can be entered in the **“USC Combo Code”** field which will reveal the new PeopleSoft accounting information for the older combination.
  - Input the correct fiscal year in the **“Fiscal Year”** box – and click **“Search”**

USC CF Combos Inquiry

USC Combo Key:  Fiscal Year From:  Fiscal Year To:  Status:   Payroll Only?

Operating Unit:  Department:  Fund Code:  Class Field:   Include Cost Share

PC Business Unit:  Project:  Activity:  Product:

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field
1	62030A000	FINANCIAL SERVICES/BURSAR	2020	Active	CL010	620300	A0001	602

- If the updated PeopleSoft Department/Fund are known, these can be entered in the **“Fund Code”** and **“Dept”** boxes to reveal the full PeopleSoft accounting information.
  - Input the correct fiscal year in the **“Fiscal Year”** box – and click **“Search”**

USC CF Combos Inquiry

USC Combo Key  Fiscal Year From  Fiscal Year To  Status   Payroll Only?  
 Operating Unit  Department  Fund Code  Class Field   Include Cost Share  
 PC Business Unit  Project  Activity  Product

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field
1	62030A000	FINANCIAL SERVICES/BURSAR	2020	Active	CL010	620300	A0001	602

- If only the updated PeopleSoft Department is known, this can also be entered along with the fiscal year which will reveal all funds within a department number:

USC CF Combos Inquiry



USC Combo Key  Fiscal Year From  Fiscal Year To  Status   Payroll Only?  
 Operating Unit  Department  Fund Code  Class Field   Include Cost Share  
 PC Business Unit  Project  Activity  Product

	USC Combo Key	Description	Fiscal Year	Status	Operating Unit	Department	Fund Code	Class Field
1	00000T000	LOAN FUNDS	2020	Active	CL000	620300	T0000	950
2	00000V000	GENERAL ENDOWMENT FUNDS	2020	Active	CL000	620300	V0000	961
3	17110T300	USCA EMERGENCY STUDENT LOANS	2020	Active	AK000	620300	TN300	950
4	17110T302	RICH LOAN FUND	2020	Active	AK000	620300	TN302	950
5	62030A000	FINANCIAL SERVICES/BURSAR	2020	Active	CL010	620300	A0001	602
6	62030CGA1	USCSP HOLDING ACCOUNT	2020	Active	CL010	620300	A0001	602

- When the correct accounting information has been identified, navigate back to the “Create Accounting Entries” tab (top of page).
- In the “Line Amount” box, enter the total amount of the deposit using a negative (-) symbol. *In PeopleSoft, revenue = credit – and credits are negative.*

Line Amount

- Enter the complete accounting information obtained from the Crosswalk
- **NOTE:** The **Account** number is not provided in the Crosswalk. This must be provided by the department and is typically a revenue code - 4XXXX.

- Click the lightning bolt icon  in the top “Currency Details” field to create the cash offset entry.
- Check the “**Complete**” box and click “**Save**”
- Click the magnifying glass icon in the “Currency Details” to budget check. 
- Click “**Go To USC Deposit Page**”
- When the deposit is complete, Click “**Ready to Submit**”
- The “**Print**” field should now be active – print the Deposit Transmittal
  - For printing issues – be sure you allow pop-ups. If you are still unable to print, communicate with your department IT staff.
- The Deposit Transmittal should be submitted to the Bursar’s Office along with checks, cash and credit card documentation.
  - Cash should never be mailed.
  - It is always best to hand-deliver deposits if possible.

### Searching for a Deposit

To search for a deposit, certain known criteria can be entered in the “**Find an Existing Value**” fields.

Navigate from the “**Main Menu**” drop down:

**USC Enhancements (folder) > USC Regular Deposit (folder) > USC Regular Deposit (page)**

Find an Existing Value
Add a New Value

**▼ Search Criteria**

Deposit Unit	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text" value="SCCOL"/>
Deposit ID	begins with	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Accounting Date	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Bursar Acceptance	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Cashier ID	begins with	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Bursar Status	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Entered By	begins with	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Prepared by (Last Name)	begins with	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Control Total	=	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Department	begins with	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>
Receipt Number	begins with	<input type="text" value="▼"/>	<input style="width: 95%;" type="text"/>

- Using the **Deposit ID** is the best way to search for a deposit.
- If the Deposit ID is unknown, searching by username in the “Entered By” field is next best

- Searching by last name and all other fields is possible – just remember that fields work independently of one another. If incorrect information is entered in one field, with correct information entered in another, no search will be revealed.

### Deleting a Deposit

- Deposits **cannot** be deleted if they have already been **“Bursar Accepted”** –

The image shows a screenshot of a web form. At the top, there is a header in orange text that reads "For Bursar Use Only:". Below this header is a light blue rectangular area containing a checked checkbox followed by the text "Bursar Acceptance". To the right of this is a text input field with a dotted border, containing the text "TouchNet Receipt(s)".

- To make a correction after the Bursar’s Office has accepted/processed the deposit, the department should submit a Journal Entry.
- If the deposit has not been “Bursar Approved”, a deposit can be deleted by the following steps:
  - From the **“Main Menu”** navigate to the **“Find an Existing Value”**, enter the **“Deposit ID”** and click **“Search”**
  - Click **“Reset Submit”**
  - Click **“Delete Deposit”**
  - Click **“Yes”** when asked are you sure
  - Provide a brief reason for the deletion for audit purposes and click **“OK”**.

### Modifying the Accounting Entry

- Accounting lines can be edited without deleting a deposit by the following steps:
    - From the **“Main Menu”** navigate to the **“Find an Existing Value”**, enter the **“Deposit ID”** and click **“Search”**
    - Click **“Reset Submit”**
    - Click **“Reset/Modify Accounting Entries”**
    - Click **“Create/Modify Accounting Entries”**
- 
- A **red X** icon will appear beside the lightning bolt icon
  - Click the **red X** icon. The accounting fields will open again so the entry can be modified.
  - Follow steps provided previously to complete the deposit.

### Documentation Required for Credit Card Transactions

- Two copies of a completed Treasurer Form with close out slips attached.
  - Treasurer Forms must include the amounts by card type, Department name, total and who prepared the form. (Sample included)

### Other Requirements

- Two adding tapes should be included for all check batches
- Per Policy – **FINA 4.10, Receipt and Handling of University Payments**” (provided in handout)
  - When the accumulated amounts received total \$50 or more, the deposit must be made no later than the following business day.
  - When the accumulated amounts received are less than \$50, deposit within a one-week time period.
  - Due to the risk of loss or theft, funds should not be retained by any department unnecessarily.
- Hand receipts should be provided for payment. Hand receipts are supplied by the Bursar’s Office. Contact us regarding authorization for hand receipt distribution.
- Hand receipts should be distributed in sequential order.
- Voided receipts should be noted in the **“Deposit Reference”** field.
- Check, money order, and Cardholder Data based payments, regardless of function, must be made payable to the University of South Carolina.
- PeopleSoft access is granted upon completion and submission of the **PeopleSoft Finance Access Form**  
[https://sc.edu/about/offices\\_and\\_divisions/peoplesoft\\_finance/internal/resources/ps\\_access\\_request\\_for\\_finance\\_2019\\_01\\_31\\_bh.pdf](https://sc.edu/about/offices_and_divisions/peoplesoft_finance/internal/resources/ps_access_request_for_finance_2019_01_31_bh.pdf) (also provided in handout)
- Restrictively stamp “for deposit only” all checks and money orders immediately upon receipt. Contact our office to obtain a restrictive endorsement stamp if you do not already have one for your department.