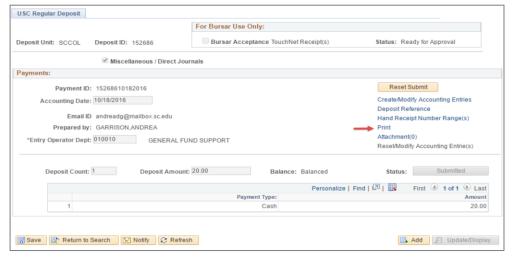
University of South Carolina Bursar's Office PeopleSoft Depositor Procedures

Creating Deposit Transmittal

Departments making the deposit must complete the following steps to create the deposit transmittal prior to bringing funds to the Student Customer Services area in the Bursar's Office:

- 1. Log into PeopleSoft.
- 2. Navigate to Main Menu > USC Enhancements > USC Regular Deposit.
- 3. Deposit Unit > Existing Value or Add a New Value > Select the Deposit Unit > Click the Add button.
- 4. Enter the following: (* indicates required fields)
 - Entry Operator Dept* (this was previously the Prepared by information)
 - Deposit Amount*
 - Payment Type*
 - Deposit Reference* (Phone number can be entered here)
 - Hand Receipt Number Range(s)
- 5. Save (Deposit ID is created upon saving)
- 6. Click Create/Modify Accounting Entries.
- 7. If necessary, click the New Window link to go to the USC Crosswalk (See navigation on page 2), copy new GL information.
- 8. Enter new GL information for each line of the Journal Entry. The 'Line Amount' must be **NEGATIVE**. Click the lightning bolt icon ^{\$\frac{\pi}{2}\$} to create the cash offset.
- 9. Click the **Complete** checkbox and the **Save** button.
- 10. Click the magnifying glass icon to budget check. (Budget Status goes from blank to Valid)
- 11. Click the Go to USC Deposit Page link.
- 12. Click the **Ready to Submit** button. (The status updates to Submitted and the Print link is available)
- 13. Scan and attach pink receipts and other supporting documentation.
- 14. The user can now click the 'Print' link. (Amounts will show up in parenthesis as negative balances)
- 15. The department representative brings the deposit transmittal and money to the Bursar's Office.
 - If a deposit is incorrect the department must complete the adjustment in PeopleSoft and resubmit. The Bursar's Office can no longer adjust deposits.



How to Use the USC Crosswalk

Navigate to Main Menu > USC Conversions > USC Chartfield Mapping > USC Department/Fund Inquiry

- 1. Enter old department/fund in the USC Department/Fund field.
- 2. Enter the current fiscal year in the Fiscal Year field. (i.e. 2016)
- 3. Click the Search button.

