



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  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.

USC Regular Deposit

For Bursar Use Only:

Deposit Unit: SCCOL Deposit ID: 152686 Bursar Acceptance TouchNet Receipt(s) Status: Ready for Approval

Miscellaneous / Direct Journals

Payments:

Payment ID: 15268610182016

Accounting Date: 10/18/2016

Email ID: andreadg@mailbox.sc.edu

Prepared by: GARRISON, ANDREA


*Entry Operator Dept: 010010 GENERAL FUND SUPPORT

[Reset Submit](#)

[Create/Modify Accounting Entries](#)

[Deposit Reference](#)

[Hand Receipt Number Range\(s\)](#)


 [Print](#)

[Attachment\(0\)](#)

[Reset/Modify Accounting Entry\(s\)](#)

Deposit Count: 1 Deposit Amount: 20.00 Balance: Balanced Status: Submitted

Line	Payment Type	Amount	
1	Cash	20.00	

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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.

USC Dept/Fund Inquiry

USC Department/Fund: 65300E700 Oper Unit: Fund Code: Dept: Class Field: Product:

Fiscal Year: 2016 PC Business Unit: Project: Activity:

Search

Personalize Find   First 1 of 1 Last												
	USC Department	USC Fund	Description	Fiscal Year	Operating Unit	Department	Fund Code	Class Field	PC Business Unit	Project	Activity	Product
1	65300	E700	ONECAROLINA TECH FEE	2016	CL083	652000	E6131	604				