UNIVERSITY OF South Carolina

Bursar and Controller Office
PeopleSoft Deposit Attachments

Peoplesoft Deposit Attachment Tips
Documents such as invoices, emails, spreadsheets, check stubs, and pink receipt forms are great examples of effective documentation. **Just be sure to redact any personal or secure information before saving attachments.**

The below list will help determine the best attachment options when creating a deposit in PeopleSoft Finance.

"Do" Attach
- If any of the below contain secure or personal information, please redact it before saving attachment.
- Invoices (system generated/department created).
- Spreadsheets containing information on the deposit. Highlight specific information as needed. Be sure no information from the do not attach list is contained in the spreadsheet.
- Spreadsheet/Word document listing checks (include name, amount, and memo/reason).
- Emails related to the deposit. Use screenshots as needed for long email threads on multiple topics.
- Screen shots from Peoplesoft or Finance Intranet for reimbursements of Accounts Payable or Expense module items.
- Check stub.
- Pink/Yellow receipt form.
- Touchnet receipts as applicable.
- Cash register/credit card terminal register receipts.
- Associated rental/other agreements/contracts.
- Any additional back up that explains the deposit and when the actual revenue was earned.

"Do NOT" Attach
- Copies of checks being deposited (these can be retrieved from online banks as needed). Use Excel or Word to create listings.
- Personal credit card information, credit card number, security code, etc.
- Social security numbers.
- Any documents containing secure or personal information.
- Additional information unrelated to the deposit.