This document contains tips on how to view the chartstring used for directly journaled deposits.

Log in to [PeopleSoft](#) using the
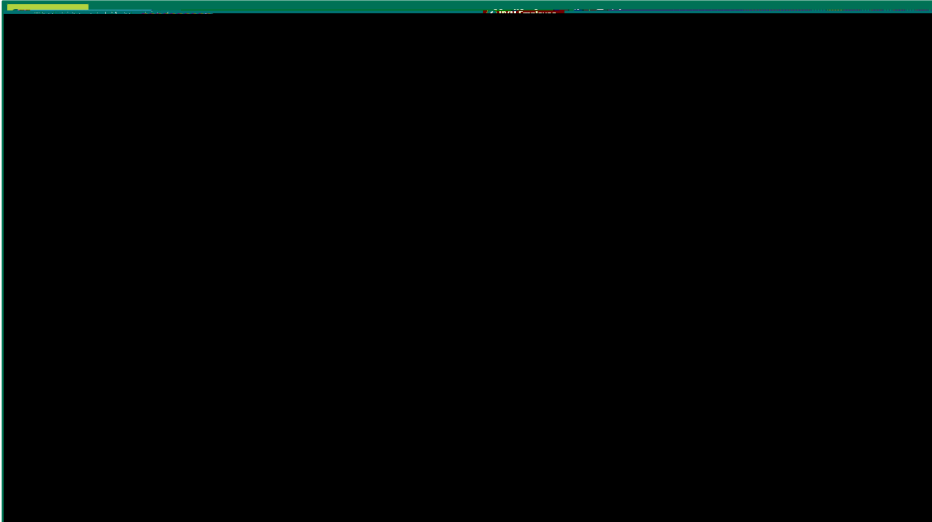On the   click on the   tile

Click the ☐ icon to expand the   and   to expand the
menu, showing a list of frequently used links. Select   .

Enter the   and click   .

Log in to [PeopleSoft](#) using the

On the   click on the   tile

Click the _____ icon to expand the _____ menu and the _____ menu to view frequently used AR & Billing queries. Then select _____.

Enter date range in _____ and _____.

Enter values for chartfields: _____ and _____.

Enter ___ for all other fields and click _____.