



**Office of the Controller**  
**Miscellaneous Accounts Receivable**  
**MAR Deposits**

**Depositing Requirements:**

- Your assigned campus/department **MAR Clearing Account** – the entire string - should be used for all MAR deposits.
- The invoice must be attached.
- The invoice number must be provided in the Deposit Reference field.
- MAR deposits should not be combined with other types of deposits – those using different accounting strings.

To complete a deposit in PeopleSoft Finance, use the navigation:

**Main Menu > USC Enhancements > USC Regular Deposit > USC Regular Deposit**

**Step 1:** Click the **Add a New Value** button.

A screenshot of the "USC Regular Deposit" page in the PeopleSoft Finance system. The page has a dark red header with navigation links like "Favorites", "Main Menu", "USC Enhancements", "USC Regular Deposit", "Worklist", "Home", and "Sign Out". Below the header, there's a search bar and a "Find an Existing Value" section. A red box highlights the "Add a New Value" button. The "Search Criteria" section is expanded, showing fields for "Deposit Unit", "Deposit ID", "Accounting Date", "Bursar Acceptance", and "Posted Date", each with a dropdown menu and a search icon. The "Recent Searches" and "Saved Searches" sections are also visible.

**Step 2:** Click the **Add** button.

USC Regular Deposit

Add a New Value Find an Existing Value

\*Deposit Unit

Deposit ID

**Step 3:** On the USC Regular Deposit add the following information:

- **Entry Operator Dept**
- **Deposit Amount**
- Select **Payment Type** from drop down.
- **Add Amount**
- Use the **+** Plus button to add additional payment types and amounts. **Note:** All payment types should equal the Deposit Amount.

USC Regular Deposit

Deposit Unit: SCAIK Deposit ID: NEXT

**For Bursar Use Only:**

☐ Bursar Acceptance ☒ TouchNet Receipt(s) Status: Work In Progress

☒ Miscellaneous / Direct Journals

**Payments:**

Payment ID: NEXT

Accounting Date: 11/06/2025

Email ID: MGTODD@mailbox.sc.edu

Prepared by (Last Name): Marjorie Todd

\*Entry Operator (Last Name): 910000

Dept: AKAIKEN

Deposit Count: 1 Deposit Amount: 1521.99 Balance: Not Balanced Status: Pending Transaction

|   | Payment Type | Amount  |
|---|--------------|---------|
| 1 | Checks       | 1521.99 |

**Step 4:** Click the **Deposit Reference** link to provide the invoice number, along with other related information.

The screenshot shows the 'USC Regular Deposit' page. The 'Payments' section contains the following information:

- Payment ID: NEXT
- Accounting Date: 11/06/2025
- Email ID: MGTODD@mailbox.sc.edu
- Prepared by (Last Name): Marjorie Todd
- \*Entry Operator: 115000
- Dept: ARNOLD SCHOOL OF PUBLIC HEALTH

Buttons in the top right include: Delete Deposit, Create/Modify Accounting Entries, **Deposit Reference** (highlighted in red), Hand Receipt Number Range(s), Print, and Attachment(0).

Below the form, the 'Deposit Count' is 1, 'Deposit Amount' is 1521.99, 'Balance' is Not Balanced, and 'Status' is Pending Transaction.

|   | *Payment Type: | Amount  |   |   |
|---|----------------|---------|---|---|
| 1 | Checks         | 1521.99 | + | - |

Buttons at the bottom include: Save, Notify, Refresh, Add, and Update/Display.

**Step 5:** Enter the invoice number and additional comments if applicable in the **Deposit Reference** box. Click the **OK** button to return to the Deposit page.

The screenshot shows the 'USC Regular Deposit' page with a modal window open for 'Deposit Reference'. The modal contains the following information:

- Deposit Unit: SCAIK
- Deposit ID: NEXT
- Deposit Reference: Invoice #AK00000002

Buttons in the modal include: OK (highlighted in red), Cancel, and Refresh.

The background page shows the same 'Payments' section as in Step 4, but with the 'Entry Operator' changed to 910000 and the 'Dept' changed to AKA AIKEN.

**Step 6: Click the Save button.**

University of South Carolina Billing Search Advanced Search Last Search Results

SCAIK 14869

Miscellaneous / Direct Journals

**Payments:**

Payment ID: 1486911062025 [Delete Deposit](#)

Accounting Date: 11/06/2025 [Create/Modify Accounting Entries](#)

Email ID: MGTODD@mailbox.sc.edu [Deposit Reference](#)

Prepared by(Last Name): Marjorie Todd [Hand Receipt Number Range\(s\)](#)

\*Entry Operator: 910000 AK AIKEN [Print](#)

Dept: [Attachment\(0\)](#)

Deposit Count: 1 Deposit Amount: 1521.99 Balance: Not Balanced Status: Pending Transaction

|   | Payment Type | Amount  |   |   |
|---|--------------|---------|---|---|
| 1 | Checks       | 1521.99 | + | - |

**Save** Notify Refresh Add Update/Display

**Step 7: Click the Attachment link to add a copy of the invoice (required) and other related documents.**

University of South Carolina Billing Search Advanced Search Last Search Results

SCAIK 14869

Miscellaneous / Direct Journals

**Payments:**

Payment ID: 1486911062025 [Delete Deposit](#)

Accounting Date: 11/06/2025 [Create/Modify Accounting Entries](#)

Email ID: MGTODD@mailbox.sc.edu [Deposit Reference](#)

Prepared by(Last Name): Marjorie Todd [Hand Receipt Number Range\(s\)](#)

\*Entry Operator: 910000 AK AIKEN [Print](#)

Dept: [Attachment\(0\)](#)

Deposit Count: 1 Deposit Amount: 1521.99 Balance: Not Balanced Status: Pending Transaction

|   | Payment Type | Amount  |   |   |
|---|--------------|---------|---|---|
| 1 | Checks       | 1521.99 | + | - |

**Save** Notify Refresh Add Update/Display

**Step 8:** Click the **Save** button on the USC Regular Deposit page before continuing.

USC Regular Deposit page for Payment ID: 1486911062025. The page shows the deposit details, including the deposit count (1), deposit amount (1521.99), and status (Pending Transaction). The **Save** button is highlighted with a red box.

**Payments:**

Payment ID: 1486911062025  
 Accounting Date: 11/06/2025  
 Email ID: MGTODD@mailbox.sc.edu  
 Prepared by(Last Name): Marjorie Todd  
 \*Entry Operator: 910000 Q AK AIKEN  
 Dept:

Deposit Count: 1 Deposit Amount: 1521.99 Balance: Not Balanced Status: Pending Transaction

|   | *Payment Type: | Amount  |   |   |
|---|----------------|---------|---|---|
| 1 | Checks         | 1521.99 | + | - |

**Save** Notify Refresh Add Update/Display

**Step 9:** Click the **Create/Modify Accounting Entries** link to add accounting lines.

USC Regular Deposit page for Payment ID: NEXT. The page shows the deposit details, including the deposit count (1), deposit amount (1521.99), and status (Pending Transaction). The **Create/Modify Accounting Entries** link is highlighted with a red box.

**Payments:**

Payment ID: NEXT  
 Accounting Date: 11/06/2025  
 Email ID: MGTODD@mailbox.sc.edu  
 Prepared by(Last Name): Marjorie Todd  
 \*Entry Operator: 115000 Q ARNOLD SCHOOL OF PUBLIC HEALTH  
 Dept:

Deposit Count: 1 Deposit Amount: 1521.99 Balance: Not Balanced Status: Pending Transaction

|   | *Payment Type: | Amount  |   |   |
|---|----------------|---------|---|---|
| 1 | Checks         | 1521.99 | + | - |

**Save** Notify Refresh Add Update/Display

**Step 9:** In the Distribution Lines section, enter the amount as a negative in the **Line Amount** field. This amount will be the **NEGATIVE** of the payment amount.

**Step 10:** Enter the entire chartstring for your campus/dept **MAR Clearing Account**.

**Step 11:** Click the **Lighting Bolt** icon.

**Step 12:** Click to check the **Complete** box.

**Step 13:** Click the **Save** button.

Accounting Entries | Deposit Control

Unit: SCAIK | Deposit ID: 14869 | Payment: 1486911062025 | Seq: 1

**Currency Details**

Amount: 1,521.99 USD

☒ Complete

**Distribution Lines**

| Distribution Sequence | GL Unit | Speed Type | Line Amount | Currency | Oper Unit | Dept   | Fund  | Account | Class |
|-----------------------|---------|------------|-------------|----------|-----------|--------|-------|---------|-------|
| 1                     | 1 USC01 | Speed Type | -1,521.99   | USD      | AK000     | 917811 | A0001 | 12250   | 101   |

**Total**

| Lines | Total Debits | Currency | Total Credits | Currency | Net       |
|-------|--------------|----------|---------------|----------|-----------|
| 0     | 0.00         | USD      | 1,521.99      | USD      | -1,521.99 |

**Save** | Return to Search | Notify | Refresh

**Step 14:** To complete the final steps for creating a deposit, click the **Budget Check** icon.

**Step 15:** Click the **Go to USC Deposit Page** link to return to the USC Regular Deposit Page.

The screenshot shows the 'USC Regular Deposit' page in the University of South Carolina system. The top navigation bar includes 'Favorites', 'Main Menu', and a breadcrumb trail: 'USC Enhancements > USC Regular Deposit > USC Regular Deposit > Direct Journal Acctg Entries'. The page header displays 'Unit: SCAIK', 'Deposit ID: 14869', 'Payment: 1486911062025', and 'Seq: 1'. The 'Currency Details' section shows 'Amount: 1,521.99 USD' with a 'Go To USC Deposit Page' button highlighted in a red box. Below this, the 'Budget Status' section has a 'Complete' checkbox and an 'Entry Event' search field. The 'Distribution Lines' section contains a table with columns: 'Distribution Sequence', 'GL Unit', 'Speed Type', 'Line Amount', 'Currency', 'Oper Unit', 'Dept', 'Fund', 'Account', 'Class', 'PC Bus Unit', and 'Project'. The table has two rows: Row 1 (Sequence 1, GL Unit USC01, Speed Type, Line Amount -1,521.99, Currency USD, Oper Unit AK000, Dept 917811, Fund A0001, Account 12250, Class 101) and Row 2 (Sequence 2, GL Unit USC01, Speed Type, Line Amount 1,521.99, Currency USD, Oper Unit AK000, Dept 911100, Fund A0001, Account 10303, Class 101). A 'Total' section at the bottom shows 'Lines: 2', 'Total Debits: 1,521.99', 'Total Credits: 1,521.99', and 'Net: 0.00'. Buttons for 'Save', 'Return to Search', 'Notify', and 'Refresh' are at the bottom left.

| Distribution Sequence | GL Unit | Speed Type | Line Amount | Currency | Oper Unit | Dept   | Fund  | Account | Class | PC Bus Unit | Project |
|-----------------------|---------|------------|-------------|----------|-----------|--------|-------|---------|-------|-------------|---------|
| 1                     | USC01   | Speed Type | -1,521.99   | USD      | AK000     | 917811 | A0001 | 12250   | 101   |             |         |
| 2                     | USC01   | Speed Type | 1,521.99    | USD      | AK000     | 911100 | A0001 | 10303   | 101   |             |         |

| Lines | Total Debits | Total Credits | Net  |
|-------|--------------|---------------|------|
| 2     | 1,521.99     | 1,521.99      | 0.00 |

**Step 16:** To submit the deposit for Bursar Acceptance, click the **Ready to Submit** button (typically a cashier accepts when the deposit is processed).

The screenshot shows the 'USC Regular Deposit' page with the 'For Bursar Use Only' section. It includes fields for 'Deposit Unit: SCAIK' and 'Deposit ID: 14869'. The 'Status' is 'Work in Progress'. The 'Payments' section shows 'Payment ID: 1486911062025', 'Accounting Date: 11/06/2025', 'Email ID: MGTODD@mailbox.sc.edu', 'Prepared by: Marjorie Todd', and 'Entry Operator: AK AIKEN'. The 'Deposit Count' is 1, 'Deposit Amount' is 1521.99, and 'Balance' is 'Balanced'. The 'Status' is 'Ready to Submit', which is highlighted in a red box. A table below shows the payment details: 'Payment Type: Checks', 'Posted Date', and 'Amount: 1521.99'.

| Payment Type | Posted Date | Amount  |
|--------------|-------------|---------|
| Checks       |             | 1521.99 |

October 2025