UNIVERSITY OF
South Carolina

Office of the Controller
Miscellaneous Accounts Receivable
MAR Deposits

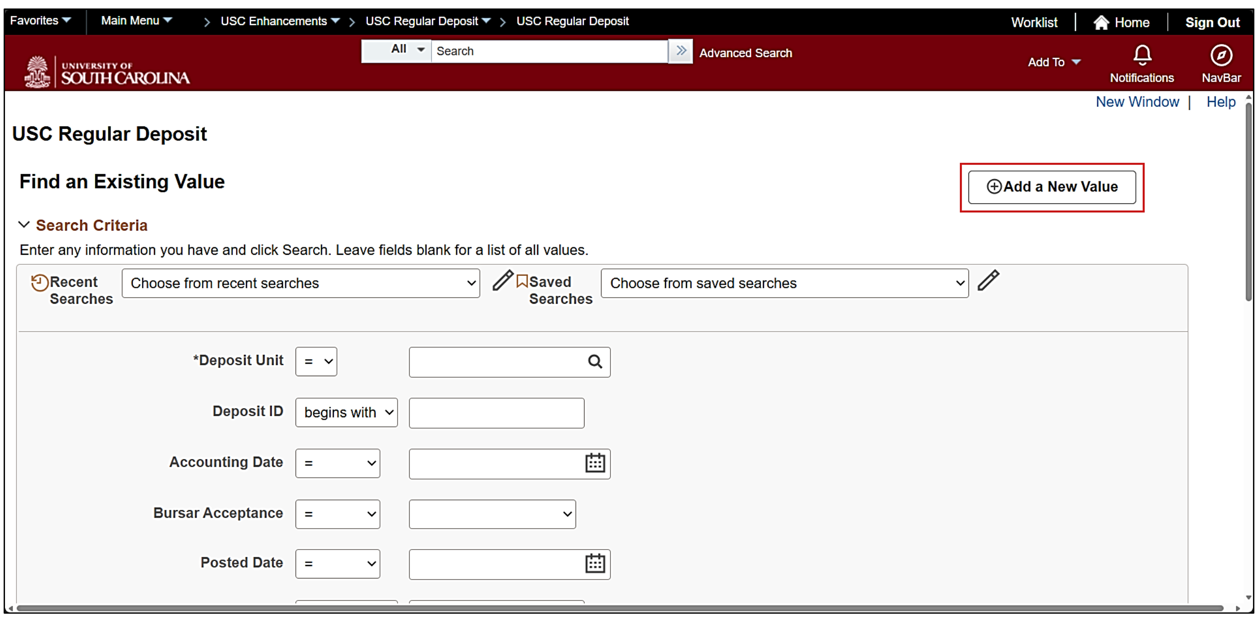
Depositing Requirements:

- 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.

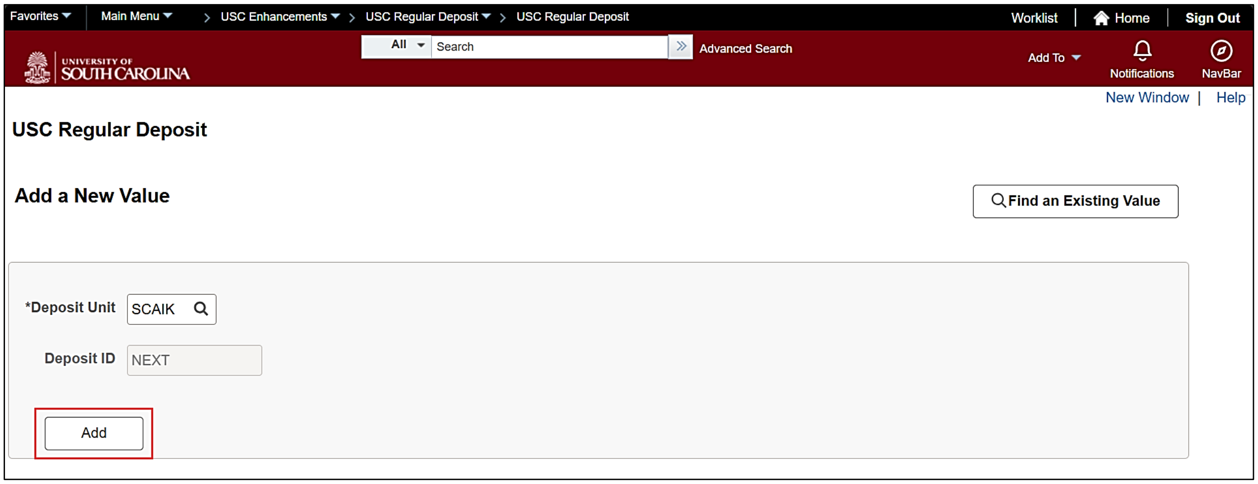
To complete a deposit in PeopleSoft Finance, use the navigation:

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

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

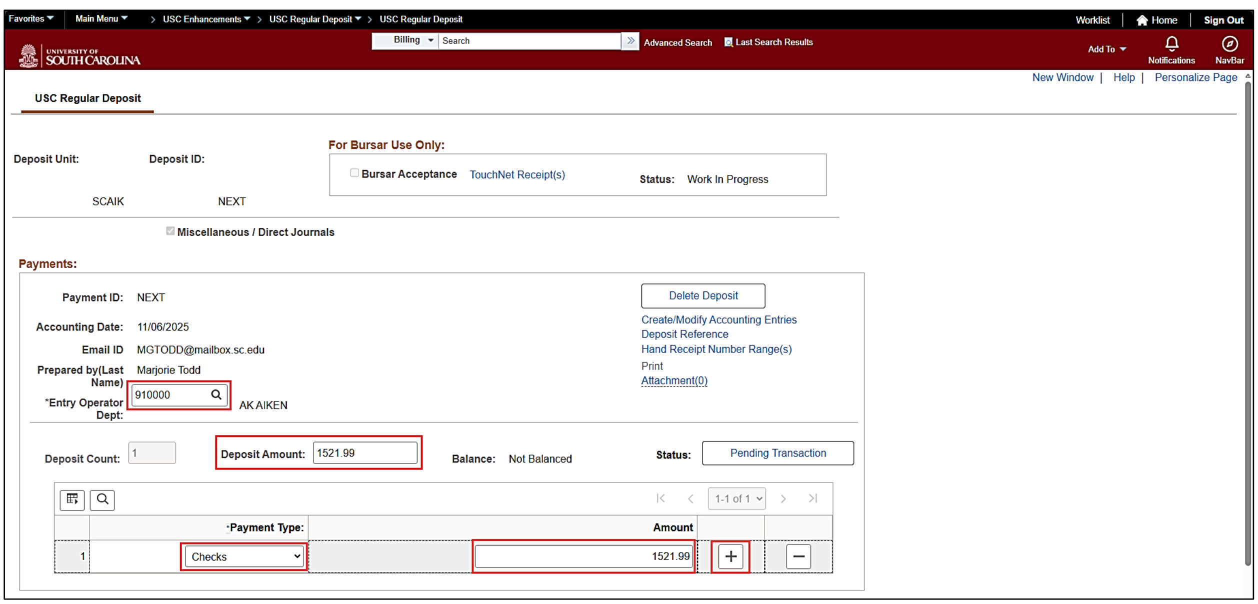


Step 2: Click the **Add** button.

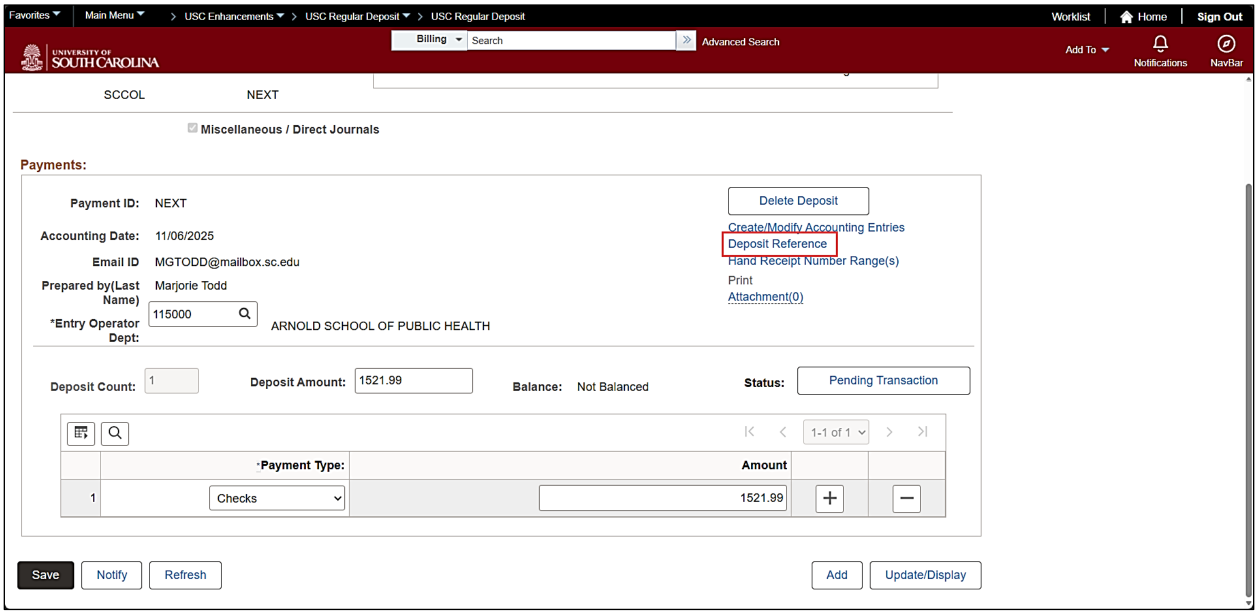


Step 3: On the USC Regular Deposit add the following information:

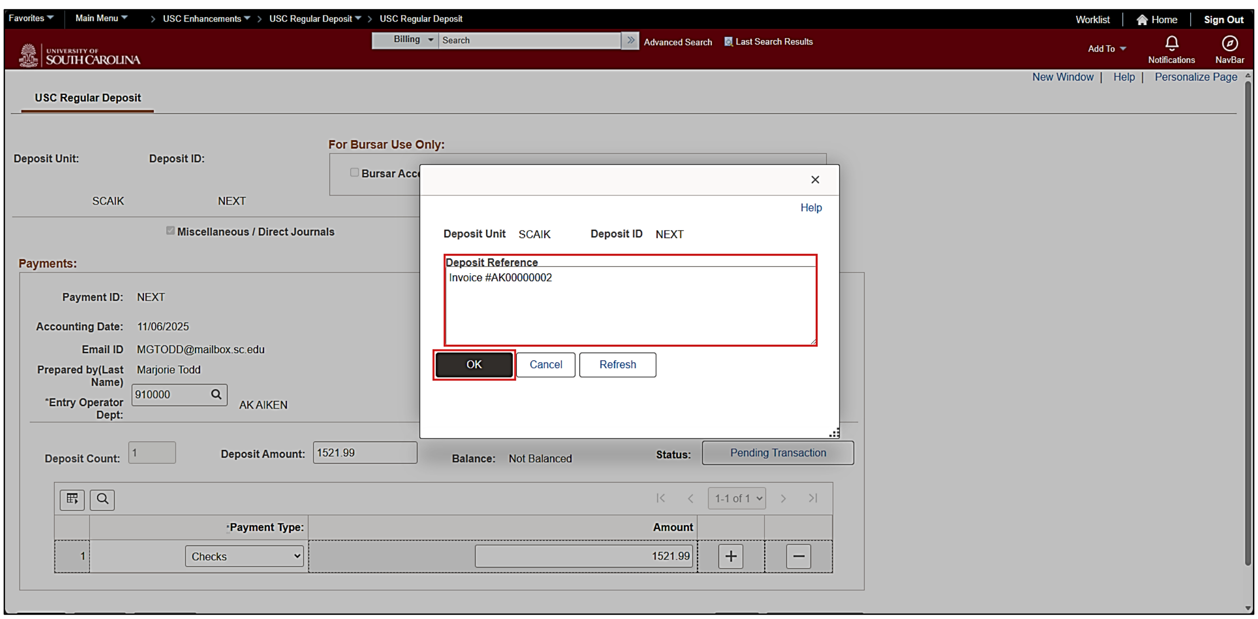
- **Entry Operator Dept**
- **Deposit Amount**
- Select **Payment Type** from drop down.
- Add **Amount**
- Use the **+** Plus button to add additional payment types and amounts. **Note:** All payment types should equal the Deposit Amount.



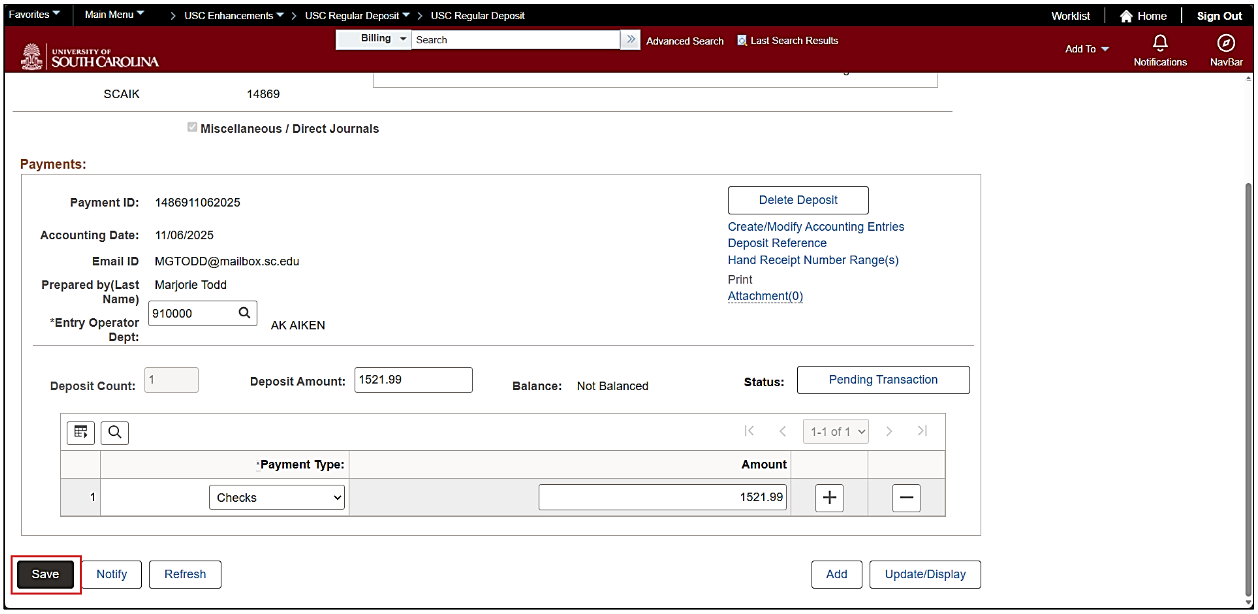
Step 4: Click the **Deposit Reference** link to provide the invoice number, along with other related information.



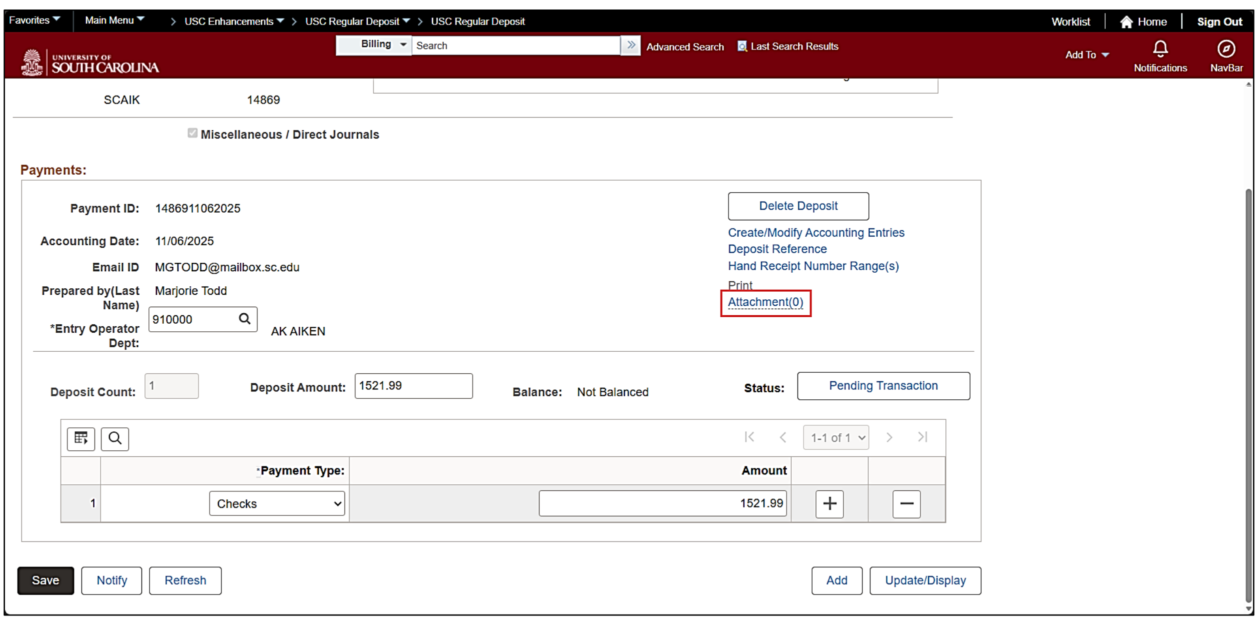
Step 5: Enter the invoice number and additional comments if applicable in the **Deposit Reference** box. Click the **OK** button to return to the Deposit page.



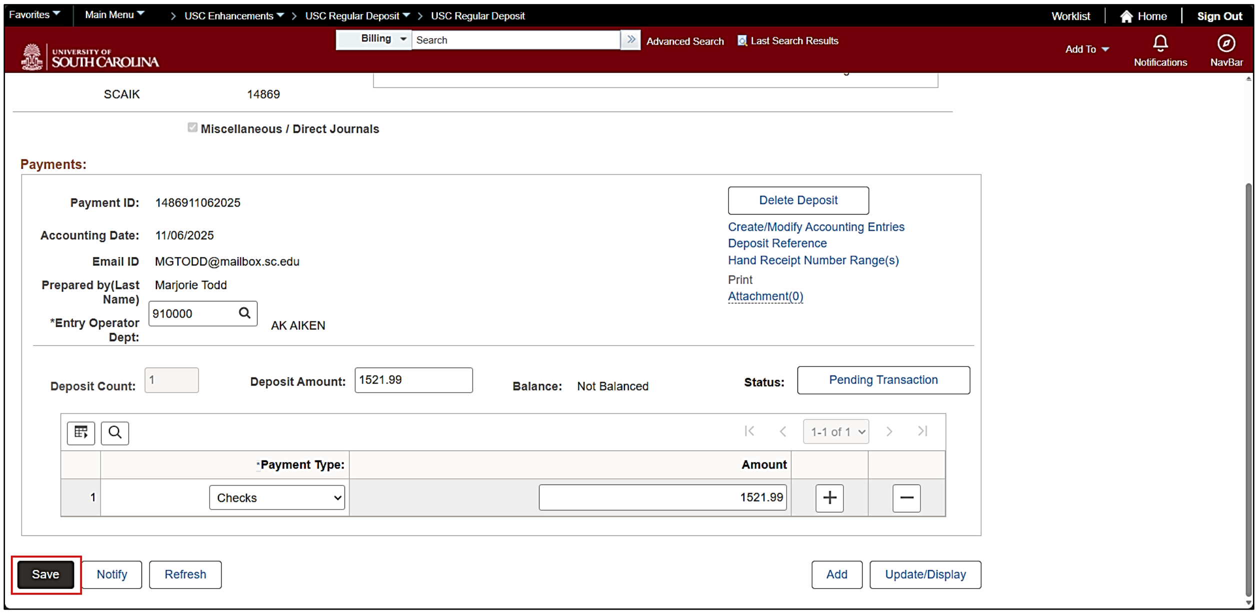
Step 6: Click the **Save** button.



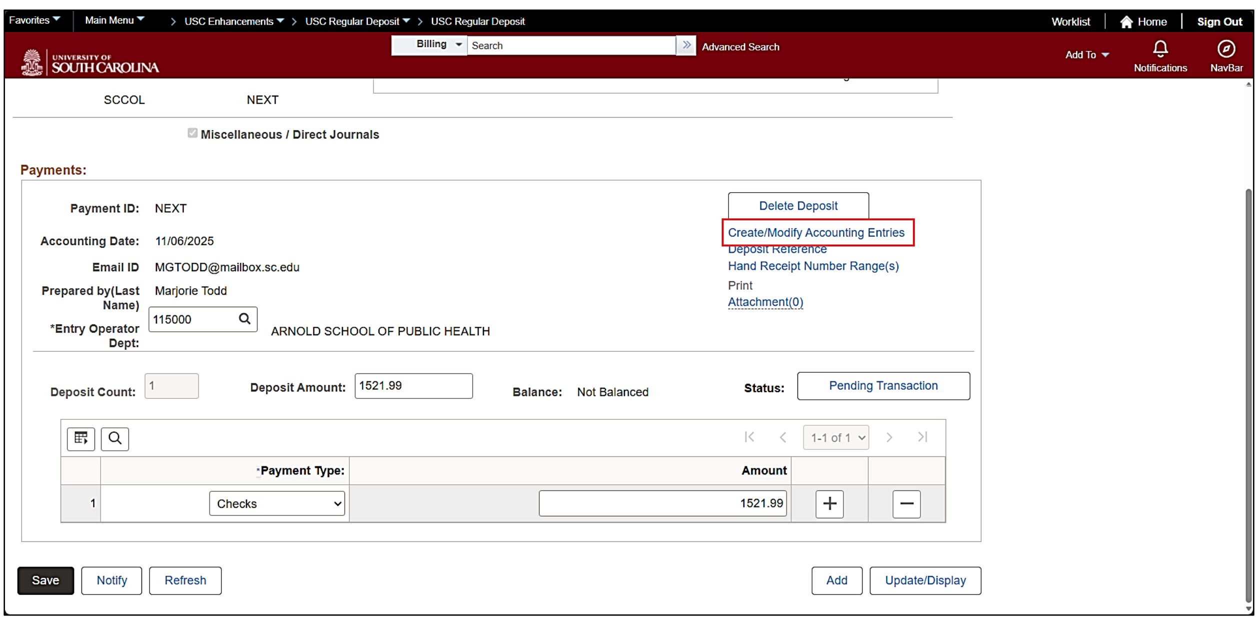
Step 7: Click the Attachment link to add a copy of the invoice (required) and other related documents.



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



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



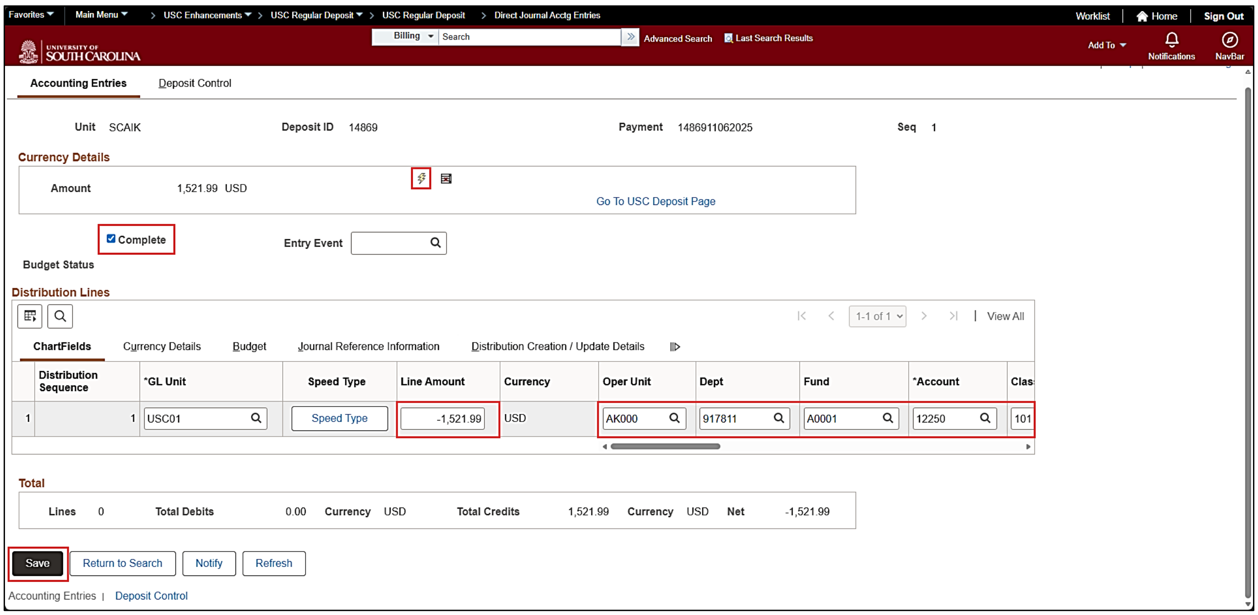
Step 9: In the Distribution Lines section, enter the amount as a negative in the **Line Amount** field. This amount will be the **NEGATIVE** of the payment amount.

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

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

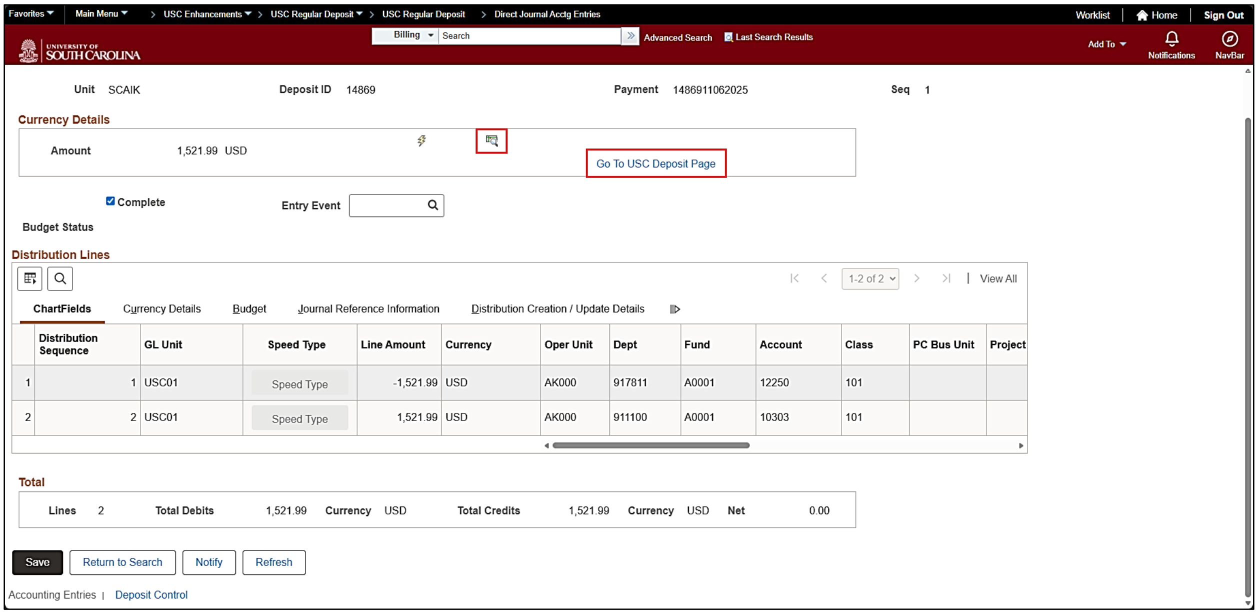
Step 12: Click to check the **Complete** box.

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

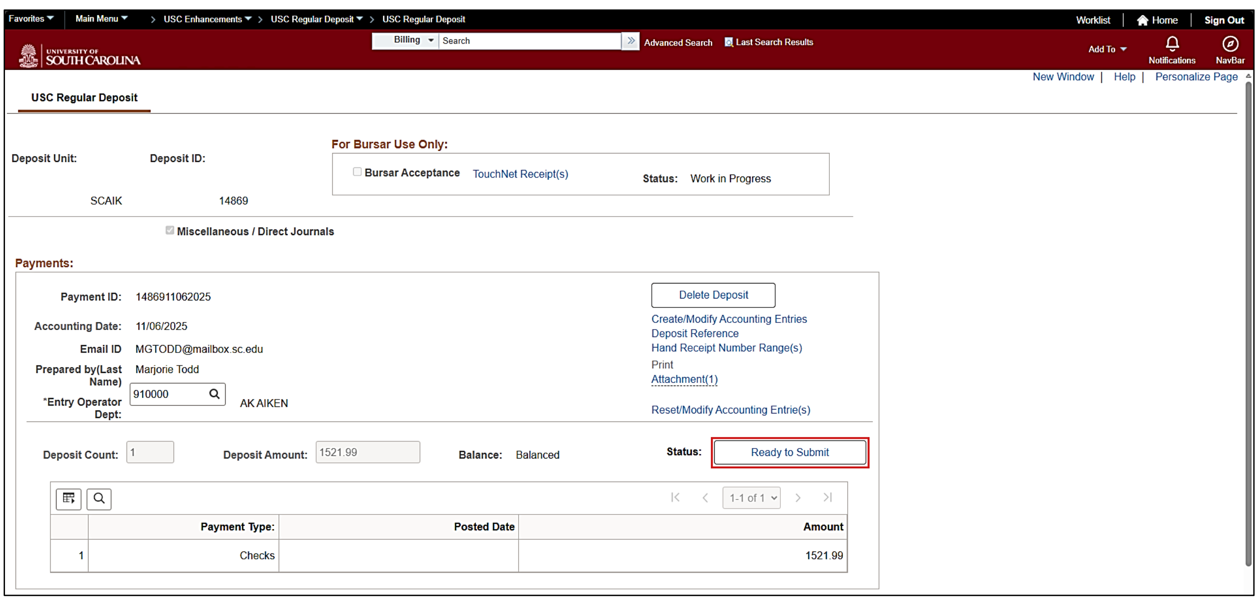


Step 14: To complete the final steps for creating a deposit, click the **Budget Check** icon.

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



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



Step 17: Notice a **Deposit ID** is assigned and the status updates from Work In Progress to **Ready for Approval**.