UNIVERSITY OF
South Carolina

Miscellaneous Accounts Receivable Invoicing FAQ

October 2025

Question: What should/should not be invoiced through the MAR module?

Answer: Invoices should be created for sales of goods and services outside of student account related charges for tuition/fees/other. Some invoicing examples are - space rentals, utility charges/reimbursements, equipment rentals, contracted. Invoicing is not necessary for donations/gifts, student payments, internal/interagency transfers.

Question: Can invoices cross fiscal years?

Answer: Invoices should be created **within the fiscal year** for which services, events, meetings, etc., occur.

Question: What account should be used for invoicing?

Answer: In most cases, a revenue account – 4XXXX – should be used for invoicing.

- If an expense is being reimbursed – salaries, utilities, etc. – an expense code – 5XXXX can be used.
- The MAR Clearing account should never be used for invoicing.
- USCSP accounts should never be used for invoicing.

Question: Can I backdate an invoice?

Answer: Yes. An invoice can be backdated and successfully submitted IF the customer was created on/before the date used for the invoice. If the customer was created after the date used for the invoice, the customer will also need to be updated and backdated. It is best to contact the MAR Team at miscar@mailbox.sc.edu for assistance with backdating an invoice.

Question: How do I know when to add sales tax?

Answer: If you are unsure, please contact the MAR Team at miscar@mailbox.sc.edu.

Question: If I'm still working on an invoice, can I leave it in RDY status?

> **Answer**: No. If you're waiting to submit an invoice, leave it in NEW status until you are ready to submit it. If left in RDY status, the system will pick up an invoice and submit it automatically.

Question: What if an invoice appears to have been successfully submitted but I am unable to view the invoice?

> **Answer**: Contact the MAR Team at miscar@mailbox.sc.edu for assistance as there are a few reasons this might happen.

Question: What if I make a mistake or if a change needs to be made to an invoice?

> **Answer**: The cancellation form should be completed and submitted, and an updated invoice should be created as appropriate.

Question: What if the 'Pay Terms' for an invoice differ from the 3 choices provided for invoicing – NET 15, NET 30, IMMEDIATELY?

> **Answer**: Use the 'Header Note' section of the invoice to provide the specific pay terms for the invoice.

Question: What if I select the wrong 'Billing Specialist' for invoicing?

> **Answer**: The cancellation form should be completed and submitted, and a new invoice should be created using the correct 'Billing Specialist.' Remember, the 'Billing Specialist' is linked to the REMIT address for the payment.