



**Controller's Office
Miscellaneous Accounts Receivable (MAR)**

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I. Objectives

By following the processes below, you should be able to successfully:

- Create a new Customer
- Add Contact information for a new customer
- View customer contact information
- Create an invoice
- Create a deposit using the MAR Clearing Account

II. Tips and Tricks

Here are few tips and tricks that will help when setting up customers, invoicing, and depositing through the MAR module:

- Save and keep track of your Customer IDs.
- For any issues with setting up customers/customer contacts, reach out to the MAR team – miscar@mailbox.sc.edu.
- Revenue accounts are primarily used for invoicing. The MAR Clearing Account should never be used for invoicing.
- Invoices cannot be corrected once they have been submitted. A cancellation form must be completed and submitted, and an updated invoice should be created as appropriate.
- When adding tax, be sure to select your tax code carefully. The menu provides tax codes for all counties. If you have questions about sales tax, please contact the MAR team for assistance.
- Before changing the status to RDY and clicking the invoice icon, review your invoice details carefully.
- The MAR Clearing Account should always be used for deposits.

III. Creating a New Customer

Main Menu > Customers > Customer Information > Create Customer Information

Step 1: Click the **Add a New Value** button. The SetID will always be MSCAR.

General Information

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches Choose from recent searches Saved Searches Choose from saved searches

*SetID = MSCAR

Customer ID begins with

Name 1 begins with

Name 2 begins with

Customer Status =

Telephone begins with

Address Line 1 begins with

City begins with

State begins with

Postal Code begins with

^ Show fewer options

☐ Case Sensitive ☐ Include History ☐ Correct History

Search Clear

Step 2: From the next screen, click the **Add** button.

General Information

Add a New Value

*SetID MSCAR

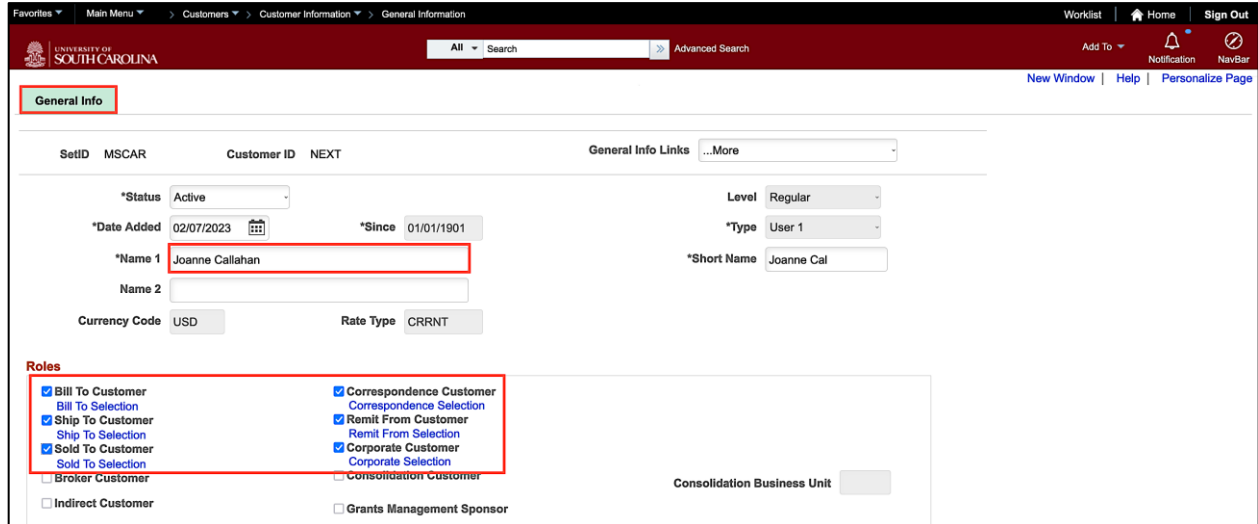
*Customer ID NEXT

Add

Find an Existing Value

Step 3: Under the **General Info** tab enter the name of the customer in the **Name 1** field. The **Name 2** field can be used to enter an additional name for the customer.

Step 4: In **Roles** section, be sure to check the Bill To Customer, Ship To Customer, Sold To boxes. The Correspondence Customer, Remit From Customer, and Corporate Customer boxes should auto populate.



General Info

SetID MSCAR Customer ID NEXT General Info Links ...More

*Status Active *Date Added 02/07/2023 *Since 01/01/1901 Level Regular *Type User 1 *Short Name Joanne Cal

*Name 1 Joanne Callahan Name 2

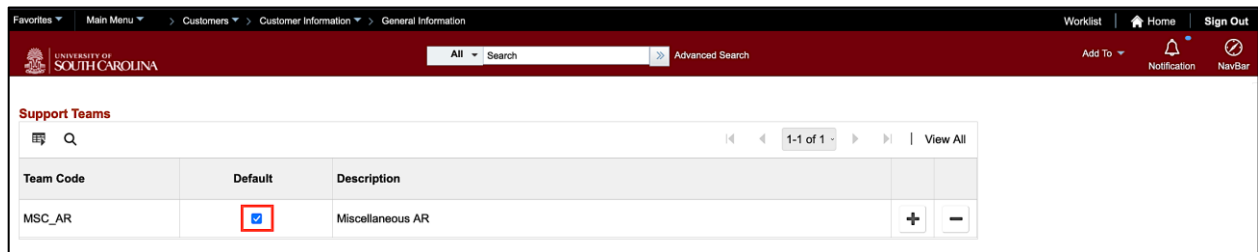
Currency Code USD Rate Type CRRNT

Roles

☒ Bill To Customer ☒ Correspondence Customer
☒ Bill To Selection ☒ Correspondence Selection
☒ Ship To Customer ☒ Remit From Customer
☒ Ship To Selection ☒ Remit From Selection
☒ Sold To Customer ☒ Corporate Customer
☒ Sold To Selection ☒ Corporate Selection
☐ Broker Customer ☐ Consolidation Customer
☐ Indirect Customer ☐ Grants Management Sponsor

Consolidation Business Unit

Step 5: In **Support Teams** section, the **Default** box should be auto checked.

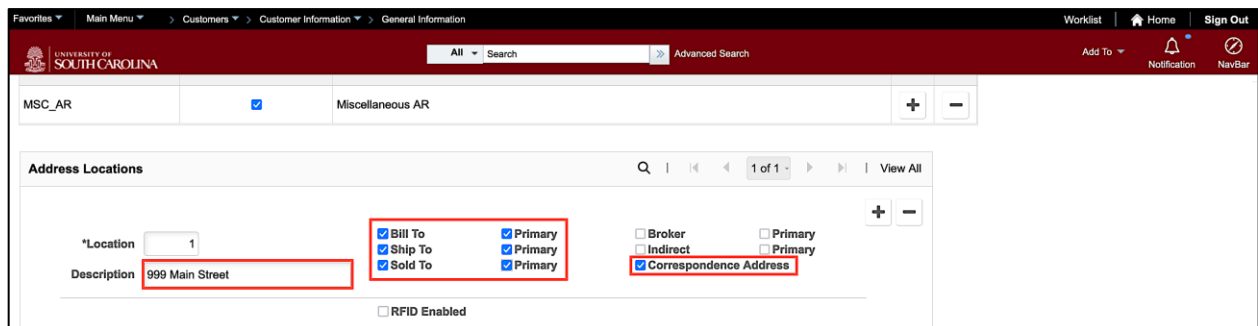


Support Teams

Team Code Default Description

MSC_AR ☒ Miscellaneous AR

Step 6: In the **Address Locations**, add the street address in the **Description** field for **Location 1**. Check boxes (6 total) for Bill To, Ship To, Sold To and 3 Primary boxes.



Address Locations

*Location 1 Description 999 Main Street

☒ Bill To ☒ Primary ☐ Broker ☐ Primary
☒ Ship To ☒ Primary ☐ Indirect ☐ Primary
☒ Sold To ☒ Primary ☒ Correspondence Address

☐ RFID Enabled

Step 7: In the **Address Details** section, duplicate the street address in **Address 1** field, (can copy from **Description** box above) as well as the **City**, **State**, and **Postal Code**.

The screenshot shows the 'Address Details' section for Location 1. The 'Description' field contains '999 Main Street'. The 'Address 1' field is highlighted with a red box and contains '999 Main Street'. The 'City' field is highlighted with a red box and contains 'Columbia'. The 'State' field is highlighted with a red box and contains 'SC'. The 'Postal' field is highlighted with a red box and contains '29208'. The 'Effective Date' is '02/07/2023' and the 'Status' is 'Active'. The 'Language Code' is 'English'. The 'Country' is 'USA' and 'United States'. The 'In City Limit' checkbox is unchecked. The 'Bill To', 'Ship To', and 'Sold To' checkboxes are checked. The 'Primary' checkbox is checked. The 'Broker', 'Indirect', and 'Primary' checkboxes are unchecked. The 'Correspondence Address' checkbox is checked. The 'RFID Enabled' checkbox is unchecked. The 'General Info Links' dropdown is set to 'More'. The 'Save', 'Notify', and 'Refresh' buttons are visible at the bottom left. The 'Add', 'Update/Display', 'Include History', and 'Correct History' buttons are visible at the bottom right.

Step 8: Click the **Save** button to assign a customer ID.

The screenshot shows the 'Address Details' section for Location 2. The 'Description' field contains '345 Square Avenue'. The 'Address 1' field contains '345 Square Avenue'. The 'City' field contains 'Columbia'. The 'State' field contains 'SC' and 'South Carolina'. The 'Postal' field contains '29208'. The 'Effective Date' is '02/07/2023' and the 'Status' is 'Active'. The 'Language Code' is 'English'. The 'Country' is 'USA' and 'United States'. The 'In City Limit' checkbox is unchecked. The 'Bill To', 'Ship To', and 'Sold To' checkboxes are checked. The 'Primary' checkbox is checked. The 'Broker', 'Indirect', and 'Primary' checkboxes are unchecked. The 'Correspondence Address' checkbox is checked. The 'RFID Enabled' checkbox is unchecked. The 'General Info Links' dropdown is set to 'More'. The 'Save' button is highlighted with a red box at the bottom left. The 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', 'Update/Display', 'Include History', and 'Correct History' buttons are visible at the bottom right.

Step 9: Once saved, a Customer ID is assigned. The customer **Status** will be **Inactive** until the submission is approved and activated by the Controller's Office. An email will be sent to the Controller's Office stating that a customer was created and is awaiting approval.

The screenshot shows the 'General Info' tab for a customer. The 'Customer ID' is CST0000009, highlighted with a red box. The '*Status' dropdown is set to 'Inactive', also highlighted with a red box. Other fields include: SetID MSCAR, Inactive As Of 02/07/2023, Level Regular, *Date Added 02/07/2023, *Since 01/01/1901, *Type User 1, *Name 1 Joanne Callahan, *Short Name Joanne Cal, Name 2 (empty), Currency Code USD, and Rate Type CRRNT.

Step 10: Once approved by the Controller's Office, the status will reflect as **Active** and an email will be sent to the user confirming activation for billing.

The screenshot shows the same customer record, but the '*Status' dropdown is now set to 'Active', highlighted with a red box. All other fields remain the same as in the previous screenshot.

IV. Adding a Customer Contact

A customer contact must be added to a customer before they can be invoiced.

Main Menu > Customers > Create Customer Contacts

Step 1: Click the **Add a New Value** button. The SetID will always be MSCAR.

The screenshot shows the 'Find an Existing Value' search interface. The 'Add a New Value' button is highlighted with a red box. Below the search criteria, the '*SetID' dropdown is set to 'MSCAR', which is also highlighted with a red box. Other search criteria include Contact ID, Contact Name, Customer SetID, Customer ID, and Customer Name, each with a 'begins with' dropdown and a search field. At the bottom, there are checkboxes for 'Case Sensitive', 'Include History', and 'Correct History', and 'Search' and 'Clear' buttons.

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

Contact Info

Add a New Value Find an Existing Value

*SetID MSCAR

*Contact ID NEXT

Add

Step 3: On the **Contact Information** page in the Contact Information section, enter the contact's name in the **Name** field and carefully enter the contact's email address in the **Email Address** field to ensure the invoice is successfully received.

Step 4: Click the **Contact Customers** link at the bottom left of the page.

University of South Carolina

Search

Worklist Home Sign Out

Add To Notification New Set

New Window Help Personalize Page

Contact Information

Maintain Contacts

SetID MSCAR Contact ID NEXT

Contact Information

*Effective Date 02/07/2023 *Status Active

*Name Pam Hayes *Contact Flag External Contact

Title

*Email Address phayes@mailbox.sc.edu

Salutation Code

Salutation

*Preferred Communication Email & Print

Language Code English

Person ID

Contact Customers

Save Notify

Add Update/Display Include History Correct History

Step 5: In the **Contact Customer** section, click the **Customer ID Lookup** button.

Step 6: Enter the Customer ID number in the **Customer ID** field.

Step 7: Click the **Search** button.

Step 8: Click the **Customer ID or Name 1** hyperlink. This will populate the Customer ID field in the Link to Contact to Customer section of the page.

University of South Carolina

Search

Worklist Home Sign Out

Add To Notification New Set

New Window Help Personalize Page

Contact Information

Contact Customers

SetID MSCAR Contact ID NEXT

Contact Information

Effective Date 02/07/2023 Name Pam Hayes

Link Contact to Customer

Customer Self Service Security

*Customer SetID *Customer ID Customer Name *Location

MSCAR

Look Up Customer ID

Customer SetID MSCAR

Customer ID begins with CST0000009

Name 1 begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 1 of 1

Customer ID Name 1

CST0000009 Joanne Callahan

Step 9: Click the **Location Lookup** button and select the correct **Location** for the contact. This will populate the Location field in the Link Contact to Customer section of the page.

Look Up Location

Customer SetID MSCAR
Customer ID CST0000009
Description begins with

Search **Clear** **Cancel** **Basic Lookup**

Search Results
View 100

Address Sequence Number	Description
1	999 Main Street
2	345 Square Avenue

Step 10: Click the **Save** button.

Link Contact to Customer

*Customer SetID	*Customer ID	Customer Name	*Location	Primary Bill To	Primary Ship To	Primary Sold To
MSCAR	CST0000009	Joanne Callahan	1 999 Main Street	☒	☒	☒

Save **Notify** **Add** **Update/Display** **Include History** **Correct History**

Step 11: Click the **Contact Phone and Type** link at the bottom left of the page.

Contact Information

Contact Phone and Type

Save **Notify** **Add** **Update/Display** **Include History** **Correct History**

Step 12: On this page, click the **Phone Type Lookup** button and select the appropriate type from the list.

The screenshot shows the 'Contact Phone and Type' form in the University of South Carolina system. A modal dialog box titled 'Look Up Phone Type' is open, displaying a list of phone types. The 'BUSN Business Phone' option is highlighted with a red box. The background form shows contact information for Pam Hayes, with fields for Area Code and Phone Number. The 'Phone Type' dropdown is also highlighted with a red box.

Step 13: Enter the **Area Code** and **Phone Number** in the appropriate fields.

Step 14: Click the **Save** button.

The screenshot shows the 'Contact Phone and Type' form after the phone type has been selected. The 'BUSN' phone type is selected in the dropdown. The 'Area Code' field contains '803' and the 'Phone Number' field contains '777-3421', both highlighted with red boxes. The 'Save' button at the bottom left is also highlighted with a red box.

V. View Customer Contact Information for a Customer

Main Menu > Customers > Contact Information

Step 1: Under the **Find an Existing Value** tab, click the **Search** button.

Contact Info
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

Search Criteria

*SetID

Contact ID begins with

Contact Name begins with

Customer SetID begins with

Customer ID begins with

Customer Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 2: Scroll through the list at the bottom of the page to see which contacts are assigned to a customer.

Note: Customers can be sorted in ascending/descending order by clicking the Customer ID header.

Search Results
View All 1-18 of 18

SetID	Contact ID	Contact Name	Customer SetID	Customer ID	Customer Name
MSCAR CNT8	Kathy Blackburn	(blank)	(blank)	(blank)	(blank)
MSCAR CNT1	Jane FUAT Testing	MSCAR	CST0000001	Jane FUAT Testing 1.31.23	
MSCAR CNT2	Backdate is Due	MSCAR	CST0000002	Backdated Customer	
MSCAR CNT6	Pam Hayes	MSCAR	CST0000003	Salk FUAT 1	
MSCAR CNT4	Kathy Blackburn	MSCAR	CST0000003	Salk FUAT 1	
MSCAR CNT5	Kathy Blackburn	MSCAR	CST0000004	BFT FUAT (1)	
MSCAR CNT3	Pam Hayes	MSCAR	CST0000004	BFT FUAT (1)	
MSCAR CNT7	Pam Hayes	MSCAR	CST0000005	BFT FUAT (2)	
MSCAR CNT9	Kathy Blackburn	MSCAR	CST0000006	SMT FUAT 1	
MSCAR CNT10	Pam Hayes	MSCAR	CST0000006	SMT FUAT 1	
MSCAR CNT12	Kathy Blackburn	MSCAR	CST0000007	LANC FUAT (1)	
MSCAR CNT11	Pam Hayes	MSCAR	CST0000007	LANC FUAT (1)	
MSCAR CNT14	Kathy Blackburn	MSCAR	CST0000008	LANC FUAT (2)	
MSCAR CNT13	Pam Hayes	MSCAR	CST0000008	LANC FUAT (2)	
MSCAR CNT18	Pam Hayes	MSCAR	CST0000009	Joanne Callahan	
MSCAR CNT16	Pam Hayes	MSCAR	CST0000010	Alkan FUAT 1	
MSCAR CNT15	Kathy Blackburn	MSCAR	CST0000010	Alkan FUAT 1	
MSCAR CNT17	Pam Hayes	MSCAR	CST0000011	PH FUAT LANC (1)	

Note: Each contact is assigned an ID.

Search Results					
View All			1-18 of 18		
SetID	Contact ID	Contact Name	Customer SetID	Customer ID	Customer Name
MSCAR	CNT18	Pam Hayes	MSCAR	CST0000009	Joanne Callahan

Step 3: Click an **applicable row** to view additional Contact information.

Search Results					
View All			1-18 of 18		
SetID	Contact ID	Contact Name	Customer SetID	Customer ID	Customer Name
MSCAR	CNT8	Kathy Blackburn	(blank)	(blank)	(blank)
MSCAR	CNT1	Jane FUAT Testing	MSCAR	CST0000001	Jane FUAT Testing 1.31.23
MSCAR	CNT2	Backdate is Due	MSCAR	CST0000002	Backdated Customer
MSCAR	CNT6	Pam Hayes	MSCAR	CST0000003	Salk FUAT 1
MSCAR	CNT4	Kathy Blackburn	MSCAR	CST0000003	Salk FUAT 1
MSCAR	CNT5	Kathy Blackburn	MSCAR	CST0000004	BFT FUAT (1)
MSCAR	CNT3	Pam Hayes	MSCAR	CST0000004	BFT FUAT (1)
MSCAR	CNT7	Pam Hayes	MSCAR	CST0000005	BFT FUAT (2)
MSCAR	CNT9	Kathy Blackburn	MSCAR	CST0000006	SMT FUAT 1
MSCAR	CNT10	Pam Hayes	MSCAR	CST0000006	SMT FUAT 1
MSCAR	CNT12	Kathy Blackburn	MSCAR	CST0000007	LANC FUAT (1)
MSCAR	CNT11	Pam Hayes	MSCAR	CST0000007	LANC FUAT (1)
MSCAR	CNT14	Kathy Blackburn	MSCAR	CST0000008	LANC FUAT (2)
MSCAR	CNT13	Pam Hayes	MSCAR	CST0000008	LANC FUAT (2)
MSCAR	CNT18	Pam Hayes	MSCAR	CST0000009	Joanne Callahan
MSCAR	CNT16	Pam Hayes	MSCAR	CST0000010	Alkan FUAT 1
MSCAR	CNT15	Kathy Blackburn	MSCAR	CST0000010	Alkan FUAT 1
MSCAR	CNT17	Pam Hayes	MSCAR	CST0000011	PH FUAT LANC (1)

Step 4: On the Contact Information page you will find the **Contact's email address** and **phone number** by clicking the Contact Phone and Type link.

Contact Information		1 of 1		View All
*Effective Date	02/07/2023	*Status	Active	
*Name	Pam Hayes	*Contact Flag	External Contact	
Title				
*Email Address	phayes@mailbox.sc.edu			
Salutation Code				
Salutation				
*Preferred Communication	Email & Print			
Language Code	English			
Person ID				
Contact Customers		Contact Phone and Type		
Save	Return to Search	Previous in List	Next in List	Notify
Add	Update/Display	Include History	Correct History	

VI. Creating an Invoice

A customer can be invoiced once activated.

Main Menu > Billing> Maintain Bills > Express Billing

Step 1: Click **Add a New Value** tab.

Note: Business Unit should correlate to your Campus.

Express Bill Entry

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value**

▼ Search Criteria

Business Unit

Invoice begins with

Bill Status

Customer begins with

Contract begins with

Bills in Business Unit

Template Invoice Flag

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

Step 2: From the next screen, click the **Add** button.

Express Bill Entry

Find an Existing Value **Add a New Value**

*Business Unit

*Invoice

Bill Type Identifier

Bill Source

Customer

Invoice Date

Add

[Find an Existing Value](#) | [Add a New Value](#)

Step 3: On the Billing General page, enter the invoice date in the **Invoice Date** field. The invoice date is typically the **current** date.

Step 4: Click the **Customer Lookup** button and select the appropriate Customer.

Step 5: Enter the customer ID in the **Customer** field.

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

Step 7: Click the **Customer** hyperlink to populate the Customer field on the Billing General page.

Step 8: In the Customer Information section, click the **expand** arrow next to Address to verify the contact was added successfully. There should be a 1 in the *Attention To box and in the *Location box. **If either box is empty, the contact was not added successfully.**

Step 9: Click the **Invoice Media** drop-down arrow and make the appropriate selection.

- Select **Email** if you would like the system to email the invoice to the Customer. ** Remember – no attachments can be added by the system.
- Select **Print** if you would like to print/save the invoice and email the invoice to the customer to include additional attachments.

The screenshot shows the 'Customer Information' form. The 'Customer' field is set to 'CST0000009' and the name is 'Joanne Callahan'. The 'Address' section is expanded, showing fields for 'Attention To', 'Location', 'Language Code', 'Email Address', 'Country', 'Address 1', 'Address 2', 'Address 3', 'City', 'County', 'State', and 'Postal'. The 'Invoice Media' dropdown menu is open, showing 'Email' and 'Print' options. The 'Print' option is highlighted with a red box.

Step 10: Click the **Payment Information** expand arrow to update the Payment Terms.

Step 11: If you need to select a different Pay Terms option, click the **Pay Terms Lookup** button.

Step 12: Click the **Payment Terms ID** applicable for this invoice.

The screenshot shows the 'Payment Information' form. The 'Pay Terms' field is set to 'NET15'. The 'Look Up Pay Terms' dialog box is open, showing a search for 'MSCAR'. The 'Payment Terms ID' field is set to 'NET15'. The 'Search Results' table shows three options: 'IMMED' (Due Immediately), 'NET15' (Due in 15 Days), and 'NET30' (Due in 30 Days). The 'NET15' option is highlighted with a red box.

Payment Terms ID	Description
IMMED	Due Immediately
NET15	Due in 15 Days
NET30	Due in 30 Days

Step 13: In the **Header Detail** section, click the **Billing Specialist Lookup** button to select the Billing Specialist.

The Billing Specialist is linked to the Remit Address on the invoice. Carefully select your campus/department Billing Specialist.

For the Columbia campus, please use the Look Up option and search by department number to ensure the correct Billing Specialist is selected.

▼ Header Detail

*Accounting Date

09/03/2025

*From Date

09/03/2025

Sales Person

MISCAR01

Credit Analyst

MSCAR_CA

*Billing Specialist

Q

System Source

Look Up Billing Specialist

×

Help

SetID

SCCOL

Billing Specialist

begins with

Name 1

begins with

Search

Clear

Cancel

Basic Lookup

Search Results

View 100

|<

<

1-6 of 6

>

>|

Billing Specialist	Name 1
290000	CL020 CONT EDUC AND CONF
29XXXX	CLXXX Test Office
620300	CL010 BURSAR
620499	CL010 CONTROLLERS OFFICE
BRAD	BRAD TESTING FI04
JANE	JANE F04

Step 14: In the **Bill Lines** section, enter the *required fields:

- Description,
- Quantity,
- and Unit price.

Favorites

Main Menu

Billing

Maintain Bills

Express Billing

Worklist

Home

Sign Out

UNIVERSITY OF SOUTH CAROLINA

All Search

Advanced Search

Add To

Notification

NavBar

▼ Header Detail

*Accounting Date02/07/2023

*From Date02/07/2023

*To Date02/07/2023

Sales PersonMSCAR01

Credit AnalystMSCAR_CA

CollectorMISC_AR

*Billing SpecialistAK_BILL

System SourceBusiness Services

Lines to Add5

Max Rows10

Bill Lines

Charge Details

Line Information

1-1 of 1

View All

Sel	Seq	Line	*Description	*Quantity	*UOM	*Unit Price	Gross Extended	AR Account	Revenue Account		
☐	1		Web Shooters	25	EA	50.25	0.00	12004	Revenue Account	+	-

Go to:Header NotesAccounting Distributions

NavigationBilling General

Page SeriesPrevNext

SaveNotifyRefreshAddUpdate/Display

Step 15: Click the **Plus** button to add additional lines for billed items.

Favorites

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UNIVERSITY OF SOUTH CAROLINA

All Search

Advanced Search

Add To

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*Accounting Date02/07/2023

*From Date02/07/2023

*To Date02/07/2023

Sales PersonMSCAR01

Credit AnalystMSCAR_CA

CollectorMISC_AR

*Billing SpecialistAK_BILL

System SourceBusiness Services

Lines to Add5

Max Rows10

Bill Lines

Charge Details

Line Information

1-2 of 2

View All

Sel	Seq	Line	Identifier Look Up Date	*Description	*Quantity	*UOM	*Unit Price	AR Account	Revenue Account		
☐	1			Web Shooters	25.0000	EA	50.2500	12004	Revenue Account	+	-
☐	2		02/07/2023	Fishing Nets	10	EA	15.30	12004	Revenue Account	+	-

Go to:Header NotesAccounting Distributions

NavigationBilling General

Page SeriesPrevNext

SaveNotifyRefreshAddUpdate/Display

Step 16: To add your chartfield information, click the **Revenue Account** link. ** Remember – this should be a revenue account. The MAR Clearing Account should NEVER be used for invoicing.

Note: Different chartfields can be added for each line when applicable.

University of South Carolina Billing System Interface - Bill Lines Section

Charge Details | Line Information | Header Notes | Accounting Distributions

Sel	Seq	Line	Identifier Look Up Date	Description	*Quantity	*UOM	*Unit Price	AR Account	Revenue Account
☐	1			Web Shooters	25.0000	EA	50.2500	12004	Revenue Account
☐	2		02/07/2023	Fishing Nets	10	EA	15.30	12004	Revenue Account

Go to: [Header Notes](#) [Accounting Distributions](#) [Navigation](#) [Billing General](#) [Page Series](#) [Prev](#) [Next](#)

[Save](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Step 17: Before entering the chartfield information for each billed item, click the **View All** link so that you can enter the chartfield information for each one if there are multiple.

University of South Carolina Billing System Interface - Accounting Distributions Section

Billing General | Accounting Distributions | New Window | Help | Personalize Page

Unit: SCAIK | Bill To: CST0000009 | Pretax Amt: 1,409.25 USD | Invoice: NEXT | Joanne Callahan | Max Rows: 10

Bill Line | Seq: 2 | Line | Net Extended: 153.00 | Description: Fishing Nets

[View All](#)

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information | Reference Information | View All

+	-	Oper Unit	Dept	Fund	Account	Class	PC Business Unit	Project	Activity
☐	☐								

Percent: 0.00 | Amount: 0.00 | Gross Extended: 153.00

Go to: [Tax](#) [Accounting Distributions](#) [Discount/Surcharge](#) [Notes](#)

Step 18: Enter the **Chartfield** string for each billed item.

Note: Be sure you are associating the correct chartfield to the correct item if using different accounts.

Bill Line

Seq 1 Line Net Extended 1,256.25 Description Web Shooters

Revenue Distribution

BI Creates GL Acct Entries

Revenue

Acctg Information Reference Information

Oper Unit	Dept	Fund	Account	Class	PC Business Unit	Project	Activity
AK000	911164	E2084	40400	301			

Percent 0.00 Amount 0.00 Gross Extended 1,256.25

Seq 2 Line Net Extended 153.00 Description Fishing Nets

Revenue Distribution

Revenue

Step 19: If applicable, scroll down to add the chartfield information for the second billed item.

Percent 0.00 Amount 0.00 Gross Extended 1,256.25

Seq 2 Line Net Extended 153.00 Description Fishing Nets

Revenue Distribution

Revenue

Acctg Information Reference Information

Oper Unit	Dept	Fund	Account	Class	PC Business Unit	Project	Activity
AK000	911164	E2084	40400	301			

Percent 0.00 Amount 0.00 Gross Extended 153.00

Go to: Tax Accounting Distributions Discount/Surcharge Notes

Navigation Accounting - Distributions

Page Series Prev Next

Save Notify Refresh Add Update/Display

Header Notes and **Line Notes** can be added to an invoice for a variety of reasons. A Header Note should be added to elaborate on billing details, to note special payment agreements, etc. Line Notes can be added to indicate something particular about a billed item or service.

Step 20: To add a **Header Note**, click the **Navigation** drop-down arrow and select **Header – Note** from the list.

The screenshot shows the 'Revenue Distribution' section of the billing system. A dropdown menu is open under the 'Navigation' tab, with 'Header - Note' selected. The background shows a table with columns for Oper Unit, Dept, Fund, Acct, PC Business Unit, Project, and Activity. The 'Acct' column has a dropdown menu open with 'Header - Note' selected.

Step 21: Enter a **Bill Header Note** in the **Note Text** box and click the **Save** button.

The screenshot shows the 'Header - Notes' section of the billing system. The 'Note Text' box is highlighted with a red border, and the 'Save' button is highlighted with a green border. The background shows a table with columns for Unit, Bill To, Pretax Amt, and Invoice. The 'Note Text' box contains the text 'If applicable, enter additional information here.'

Step 22: To add a **Bill Line Note**, click the **Navigation** drop-down arrow and select **Line-Note** from the list.

The screenshot shows the 'Billing General' tab with the 'Header - Notes' sub-tab selected. The interface displays billing details for Unit SCAIK, Bill To CST0000009, and Pretax Amt 1,409.25 USD. The 'Bill Header Notes' section is active, showing a 'Std Note' field and a 'Note Type' dropdown set to 'CUSTNOTE'. A 'Note Text' box is present with the placeholder 'If applicable, enter additional information here.' and a '205 characters remaining' indicator. The 'Navigation' dropdown menu is open, listing various options: Accounting - Distributions, Billing General, Courtesy Copy Addr, Disc/Surch Contract Liability, Disc/Surcharge, Disc/Surcharge Distribution, Header - Credit Card, Header - Note (checked), Header AR Distribution, **Line - Note** (highlighted), Line - Tax info, and Line - VAT info. The 'Page Series' section shows 'Prev' and 'Next' buttons. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Step 23: Enter a **Bill Line Note** in the **Note Text** box and click the **Save** button.

The screenshot shows the 'Billing General' tab with the 'Line - Notes' sub-tab selected. The interface displays billing details for Unit SCAIK, Bill To CST0000009, and Pretax Amt 1,409.25 USD. The 'Bill Line' section shows 'Seq 2' and 'Line' details, including 'Net Extended 153.00' and 'Description Fishing Nets'. The 'Bill Line Note' section is active, showing a 'Standard Note Code' field and a 'Note Type' dropdown. The 'Note Text' box is highlighted with a red border, with the placeholder 'If applicable, enter additional information here.' and a '205 characters remaining' indicator. The 'Navigation' dropdown menu is set to 'Line - Note'. The 'Page Series' section shows 'Prev' and 'Next' buttons. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

Sales tax should be added for all taxable goods and services. ** Remember – contact the MAR team with any questions about adding sales tax.

Step 24: To add sales tax for all taxable goods and services, return to the **Billing General** page by clicking the **Billing General** tab.

Unit SCAIK Bill To CST0000009 Pretax Amt 1,409.25 USD
Invoice AK00000002 Joanne Callahan Max Rows 10

Billing General Line - Notes

Bill Line Seq 2 Line Net Extended 153.00 Description Fishing Nets

Bill Line Note
☐ Standard Note Flag Standard Note Code
☐ Internal Only Flag Note Type
 Note Text
 If applicable, enter additional information here.
 205 characters remaining

Go to: Tax Accounting Distributions Discount/Surcharge Notes

Navigation Line - Note Page Series Prev Next

Save Notify Refresh Add Update/Display

Step 25: In the Bill Lines section, click the **Arrow** symbol next to the Line Information tab to view additional fields.

*Accounting Date 02/07/2023
 *From Date 02/07/2023 *To Date 02/07/2023
 Sales Person MISCAR01
 Credit Analyst MSCAR_CA Collector MISC_AR
 *Billing Specialist AK_BILL
 System Source Business Services

Lines to Add 5 Max Rows 10

Bill Lines

Charge Details Line Information **||>**

Sel	Seq	Line	*Description	*Quantity	*UOM	*Unit Price	Gross Extended	AR Account	Revenue Account
☐	1		Web Shooters	25.0000	EA	50.2500	1,256.25	12004	40400
☐	2		Fishing Nets	10.0000	EA	15.3000	153.00	12004	40400

Go to: Header Notes Accounting Distributions

Navigation Billing General Page Series Prev Next

Save Notify Refresh Add Update/Display

Step 26: Scroll to the **Tax Code** field.

	*Quantity	*UOM	*Unit Price	Gross Extended	AR Account	Revenue Account	Line Type	Accumulate	From Date	Through Date	Tax Code	Tax Exem
	25.0000	EA	50.2500	1,256.25	12004	40400	REV	☒	02/07/2023	02/07/2023		☐
	10.0000	EA	15.3000	153.00	12004	40400	REV	☒	02/07/2023	02/07/2023		☐

Step 27: Click the **Tax Code Lookup** button to select the appropriate county code for your campus/department. Add the Tax Code to all applicable billing items. Be sure to click the **Save** button once the Tax Code field is populated.

Look Up Tax Code

*SetID: MSCAR
Tax Code begins with:

[Basic Lookup](#)

Search Results

View 100 1-21 of 21

Tax Code	Description
MS1002	Misc AR Aiken County
MS1003	Misc AR Allendale County
MS1007	Misc AR Beaufort County
MS1009	Misc AR Calhoun County
MS1010	Misc AR Charleston County
MS1022	Misc AR Georgetown County
MS1023	Misc AR Greenville County
MS1032	Misc AR Lexington County
MS1040	Misc AR Richland County
MS1041	Misc AR Saluda County
MS1042	Misc AR Spartanburg County
MS1044	Misc AR Union County
MS2015	Misc AR Allendale Town
MS2074	Misc AR Beaufort Bluffton

Before updating the Bill Status, always review the invoice details for accuracy by using the **Related Content** which can be found at the top right of the screen.

Step 28: Click the **Related Content** drop-down arrow.

Step 29: Click the **Billing Details** option.

Step 30: The Bill Lines query populates at the bottom of the Express Bill page. Be sure to pay attention to the following:

- Line Amounts
- Total Invoice Amount
- Chartfield Information
- Tax Code and Description

Favorites Main Menu Billing Maintain Bills Express Billing

Worklist Home Sign Out

University of South Carolina FUAT

All Search Advanced Search

Related Content New Window Help Personalize Page

Billing Details

Unit SCAIK Invoice AK00000002 Pretax Amt 1,409.25 USD

Bill Status NEW *Invoice Date 02/07/2023

*Bill Type AIK

Cycle ID MISC_AR *Frequency Once

Customer Information

*Customer CST0000009 View Customer Activity

Joanne Callahan

Address

*Attention To 1 Contact Name Pam Hayes

*Location 1 Number of Copies 1

Language Code ENG *Invoice Media Print

Email Address ohaves@mailbox.sc.edu

Related Content Billing Details

SC_BILLING_DETAILS_RC-SC Billing Details Related Content

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

Row	Business Unit (Campus)	Bill Status	Invoice Number	Invoice Date	Due Date	Customer ID	Customer Name	Line Number	Line Description	Quantity	Unit Price	Line Amount	Line Tax Amt	Total Invoice	Accounting Date	Operating Unit	Department	Fund	Account Class	PC Business Unit	Project Activity	Cost Share	Created By ID	Created By Name	Employee USCID	Tax Code	Tax Description
1	SCAIC	NEW	AK00000002	02/07/2023		CST0000009	Pam Hayes	1	Web Shooters	25.0000	50.2500	1256.250	0.000	1409.250	02/07/2023	AK000	911164	E2084	40400	301				SHARONNE Calvin	A59394239	MS1002	Misc AR Aiken County
2	SCAIC	NEW	AK00000002	02/07/2023		CST0000009	Pam Hayes	2	Fishing Nets	10.0000	15.3000	153.000	0.000	1409.250	02/07/2023	AK000	911164	E2084	40400	301				SHARONNE Calvin	A59394239		

Step 31: Click the three **vertical dots** to close the Billing Details query before updating the Bill Status to RDY.

Billing General

Unit: SCAIK Invoice: AK00000002 Pretax Amt: 1,409.25 USD

Bill Status: NEW *Invoice Date: 02/07/2023

*Bill Type: AIK *Frequency: Once

Cycle ID: MISC_AR

Customer Information

*Customer: CST0000009 View Customer Activity

Joanne Callahan

Address

*Attention To: 1 Contact Name: Pam Hayes

*Location: 1 Number of Copies: 1

Language Code: ENG *Invoice Media: Print

Email Address: ohaves@mailbox.sc.edu

Related Content **Billing Details**

SC_BILLING_DETAILS_RC-SC Billing Dtl Related Content

Download results in: Excel Spreadsheet CSV Text File XML File (1 kb)

Row	Business Unit (Campus)	Bill Status	Invoice Number	Invoice Date	Due Date	Customer ID	Customer Name	Line Number	Line Description	Quantity	Unit Price	Line Amount	Line Tax Amt	Total Invoice	Accounting Date	Operating Unit	Department	Fund	Account Class	PC Business Unit	Project Activity	Cost Share	Created By ID	Created By Name	Employee USCID	Tax Code	Tax Description
1	SCAIK	NEW	AK00000002	02/07/2023		CST0000009	Pam Hayes	1	Web Shooters	25.0000	50.2500	1256.250	0.000	1409.250	02/07/2023	AK000	911164	E2084	40400	301			SHARONNE	Sharonne Calvin	A59394239	MS1002	Misc AR Aiken County
2	SCAIK	NEW	AK00000002	02/07/2023		CST0000009	Pam Hayes	2	Fishing Nets	10.0000	15.3000	153.000	0.000	1409.250	02/07/2023	AK000	911164	E2084	40400	301			SHARONNE	Sharonne Calvin	A59394239		

Step 32: When all billing information has been reviewed and finalized, click the **Billing Status Lookup** button to change the status from **NEW** to **RDY**. Click the **Save** button once the status is updated.

Billing General

Unit: SCAIK Invoice: AK00000002

Bill Status: NEW *Invoice Date: 02/07/2023

*Bill Type: AIK *Frequency: Once

Cycle ID: MISC_AR

Customer Information

*Customer: CST0000009 View Customer Activity

Joanne Callahan

Address

*Attention To: 1 Contact Name: Pam Hayes

*Location: 1 Number of Copies: 1

Language Code: ENG *Invoice Media: Print

Email Address: ohaves@mailbox.sc.edu

Look Up Bill Status

Select one of the following values:

- CAN Canceled
- FNL Finalized Bill
- HLD Hold Bill
- INV Invoiced Bill
- NEW New Bill
- PND Pending Approval
- RDY Ready to Invoice**
- TMP Temporary Bill
- TMR Temporary Ready Bill

Cancel

Step 33: Notice the **Invoice** number is populated, and Bill Status is **RDY**.

University of South Carolina Billing General form. The Invoice number AK00000002 is populated. The Bill Status is RDY. The Pretax Amt is 1,409.25 USD. The Invoice Date is 02/07/2023. The Bill Type is AIK. The Cycle ID is MISC_AR. The Frequency is Once. The Customer is CST0000009. The Address is Pam Hayes, 999 Main Street, USA, United States.

Step 34: Now that all the invoice details have been finalized and the status updated to RDY, it's time to submit the invoice. To do this click the **Invoice** icon at the top right of the page.

University of South Carolina Billing General form. The Invoice icon at the top right is highlighted. The Invoice number AK00000002 is populated. The Bill Status is RDY. The Pretax Amt is 1,409.25 USD. The Invoice Date is 02/07/2023. The Bill Type is AIK. The Cycle ID is MISC_AR. The Frequency is Once. The Customer is CST0000009. The Address is Pam Hayes, 999 Main Street, USA, United States.

Step 35: Click the **OK** button when the Success Message appears.

The screenshot shows the 'Billing General' page in the University of South Carolina system. A modal dialog box is displayed in the center with the following text:

Invoicing initiated successfully. No further changes to this bill will be allowed during Bill Entry.

User has selected to invoice this bill. Once invoicing is initiated against a bill, you cannot perform any additional add or update action on the bill while still in Bill Entry.

At the bottom of the dialog box, there is an **OK** button highlighted with a red rectangle.

After a few minutes, an invoice can be viewed and saved using the following steps.

Navigate to: **Main Menu > Billing > Locate Bills > Bills Invoiced**

Step 36: Click the **Unit Lookup** button and select the unit for your campus.

The screenshot shows the 'Bills Invoiced' page. The 'Unit' field is set to 'USC01' and is highlighted with a red rectangle. A 'Look Up Unit' dialog box is open, showing a list of business units. The 'Business Unit' field is set to 'SCAIK' and is highlighted with a red rectangle. The 'Description' field is set to 'AIKEN' and is also highlighted with a red rectangle.

Business Unit	Description
SCAIK	AIKEN
SCBFT	BEAUFORT
SCLAN	LANCASTER
SCSAL	SALKEHATCHIE
SCSMT	SUMTER
SCUNI	UNION
SCUPS	UPSTATE

Step 37: On the Billed Invoice page, click the ***ID Lookup** button to select the appropriate customer.

Step 38: Enter the customer ID in the **Customer** field.

Step 39: Click the **Search** button.

Step 40: Click the link for the customer to populate the ***ID** field on the Bills Invoiced page.

University of South Carolina

Navigation: Favorites | Main Menu | Billing | Locate Bills | Bills Invoiced

Search: All | Search | Advanced Search | Last Search Results

Worklist | Home | Sign Out

Add To | Notification | NavBar

New Window | Help | Personalize Page

Bills Invoiced

*Unit: SCAIK | *Currency Option: Transaction Currency

*Bill To: Customer | *ID: [Search]

Look Up ID

Business Unit: SCAIK

Customer: begins with - CST0000009

Name 1: begins with -

Buttons: Search | Clear | Cancel | Basic Lookup

Search Results

View 100 | 1-1 of 1

Customer	Name 1
CST0000009	Joanne Callahan

Bill Search Results

Details | References

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date
☐						

Summary | Line Info 1 | Header Info 1 | Tax | Address | Accounting | Copy Address | Discount/Surcharge

Step 41: Click the **Search** button.

University of South Carolina

Navigation: Favorites | Main Menu | Billing | Locate Bills | Bills Invoiced

Search: All | Search | Advanced Search | Last Search Results

Worklist | Home | Sign Out

Add To | Notification | NavBar

New Window | Help | Personalize Page

Bills Invoiced

*Unit: SCAIK | *Currency Option: Transaction Currency

*Bill To: Customer | *ID: CST0000009 | Search

0.000 / 0.00

Bill Search Results

Details | References

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
☐							0.000		

Summary | Line Info 1 | Header Info 1 | Tax | Address | Accounting | Copy Address | Discount/Surcharge | Header Notes | Line Notes | Line Search

Step 42: In the Bill Search Results section, click the **Invoice** link.

University of South Carolina

Navigation: Favorites | Main Menu | Billing | Locate Bills | Bills Invoiced

Search: All | Search | Advanced Search | Last Search Results

Worklist | Home | Sign Out

Add To | Notification | NavBar

New Window | Help | Personalize Page

Bills Invoiced

*Unit: SCAIK | *Currency Option: Transaction Currency

*Bill To: Customer | *ID: CST0000009 | Search

1 To 1 Of 1 | 1,521.99 / 1,521.99

Bill Search Results

Details | References

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
☐	AIK	INV		AK00000002	N	02/07/2023	1,521.99	USD	JOANNEC

Summary | Line Info 1 | Header Info 1 | Tax | Address | Accounting | Copy Address | Discount/Surcharge | Header Notes | Line Notes | Line Search

Notify | Refresh

Step 43: Click the **View Invoice Image** link to view/save the invoice.

University of South Carolina

Header - Info 1 | Line - Info 1

Unit	SCAIK	Invoice	AK00000002	Invoice Amt	1,521.99 USD
Status	INV	Invoice Date	02/07/2023	Cycle ID	MISC_AR
Type	AIK	Source		Frequency	Once
Customer	CST0000009	SubCust1		SubCust2	
Invoice Form	XMLPUB	From Date	02/07/2023	To Date	02/07/2023
Accounting Date	02/07/2023	Pay Terms	NET15	Pay Method	Check
Remit To	SCDEP	Bank Account	AIK	View Invoice Image	
Sales	MISCAR01	Bill Inquiry Phone			
Credit	MISCAR_CA	Collect	MISC_AR		
Billing Specialist	AK_BILL	Billing Authority			
Business Services					

Go to: [Header Info 2](#) [Address](#) [Copy Address](#) [Notes](#)

[Summary](#) [Commit Cntrl](#)

[Bill Search](#) [Line Search](#)

Header - Info 1 | Line - Info 1

[Return to Search](#) [Notify](#) [Refresh](#)

02/07/2023



INVOICE

REMIT TO	INVOICE #	INVOICE DATE
University of South Carolina - Aiken Business Services Office 471 University Parkway Aiken, SC 29801	AK00000002	02/07/2023
BILL TO	CUSTOMER ID	TERMS
Joanne Callahan 999 Main Street Columbia SC 29208 United States	CST0000009	NET15
	DUE DATE:	02/22/2023

If applicable, enter additional information here.

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Web Shooters	25	\$50.25	\$1,256.25
Add note here if applicable.			
Fishing Nets	10	\$15.30	\$153.00
If applicable, enter additional information here.			
SUBTOTAL			\$1,409.25
Sales Tax			\$112.74
TOTAL			\$1,521.99

Thank you for your business!

Please provide the invoice number on the payment.

Electronic Payment Information	
Banking Institution	Wells Fargo Bank, NA
Account Name	Controller's Deposit Sweep Account
Depositor Account Number	2079900430262 (Checking)
Routing Number	121000248
Swift Number	WFBUIUS6S (International Wires Only)
Remit Email Address	MISCAR@mailbox.sc.edu

For Billing questions please contact us:

Business Services
(803) 641-3543

VII. Creating a Deposit

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.

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

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

The screenshot shows the 'USC Regular Deposit' search interface. At the top, there's a navigation bar with 'Main Menu', 'USC Enhancements', and 'USC Regular Deposit'. Below this, a search bar contains 'All' and 'Search'. The main heading is 'USC Regular Deposit' with a subtext: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the heading are two buttons: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. Under the 'Search Criteria' section, there are several input fields: '*Deposit Unit' (set to 'SCAIK'), 'Deposit ID' (begins with -), 'Accounting Date' (with a calendar icon), 'Bursar Acceptance' (with a dropdown), 'Posted Date' (with a calendar icon), 'Cashier ID' (begins with -), 'Bursar Status' (with a dropdown), 'Entered By' (begins with -), 'Prepared by (Last Name)' (begins with -), 'Control Total' (with a dropdown), 'Department' (begins with -), and 'Receipt Number' (begins with -). At the bottom left, there is a checkbox for 'Case Sensitive'.

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

The screenshot shows the 'USC Regular Deposit' form after clicking the 'Add' button. The 'Find an Existing Value' and 'Add a New Value' buttons are at the top. Below them, the '*Deposit Unit' is set to 'SCAIK' and 'Deposit ID' is set to 'NEXT'. At the bottom left, the 'Add' button is highlighted with a red box. Below the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

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

For Bursar Use Only:

Deposit Unit: SCAIA Deposit ID: NEXT Status: Work In Progress

Miscellaneous / Direct Journals

Payments:

Payment ID: NEXT
Accounting Date: 02/07/2023
Email ID: Sharonne.Calvin@usca.edu
Prepared by (Last Name): Calvin, Sharonne
*Entry Operator Dept: 910000 AK AIKEN

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

	*Payment Type:	Amount
1	Checks	1521.99

Buttons: Save, Notify, Refresh, Add, Update/Display

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

USC Regular Deposit

For Bursar Use Only:

Deposit Unit: SCAIA Deposit ID: NEXT Status: Work In Progress

Miscellaneous / Direct Journals

Payments:

Payment ID: NEXT
Accounting Date: 02/07/2023
Email ID: Sharonne.Calvin@usca.edu
Prepared by (Last Name): Calvin, Sharonne
*Entry Operator Dept: 910000 AK AIKEN

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

	*Payment Type:	Amount
1	Checks	1521.99

Buttons: Save, Notify, Refresh, Add, 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. Click **SAVE**.

The screenshot shows the 'USC Regular Deposit' page. A modal dialog is open with the following fields:

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

Buttons at the bottom of the modal: **OK** (highlighted with a red box), **Cancel**, and **Refresh**.

Step 6: Click the Attachment link to add a copy of the invoice (required) and other related documents.

The screenshot shows a list of links for the deposit:

- Delete Deposit
- AR Payment(s)
- Deposit Reference
- Hand Receipt Number Range(s)
- Print
- Attachment(0) (highlighted with a red box)

Step 7: Click the **Save** button on the USC Regular Deposit page before continuing.

The screenshot shows the 'USC Regular Deposit' page with the following fields:

- Dept:
- Deposit Count: 0
- Deposit Amount: 0.00
- Payment Type: 1

Buttons at the bottom: **Save** (highlighted with a red box), **Notify**, and **Refresh**.

Step 8: Click the **Create/Modify Accounting Entries** link to add accounting lines.

USC Regular Deposit

For Bursar Use Only:

Deposit Unit: SCAIK Deposit ID: NEXT ☐ Bursar Acceptance [TouchNet Receipt\(s\)](#) Status: Work In Progress

☒ Miscellaneous / Direct Journals

Payments:

Payment ID: NEXT [Delete Deposit](#)

Accounting Date: 02/07/2023 [Create/Modify Accounting Entries](#)

Email ID: Sharonne.Calvin@usca.edu [Deposit Reference](#)

Prepared by (Last Name): Calvin, Sharonne [Hand Receipt Number Range\(s\)](#)

*Entry Operator: 910000 [Print](#)

Dept: AK AIKEN [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 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: 11477 Payment: 1147702072023 Seq: 1

Currency Details

Amount: 1,521.99 USD [Go To USC Deposit Page](#)

☒ Complete Entry Event: [Lightning Bolt](#)

Budget Status: [View All](#)

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Oper Unit	Dept	Fund	*Account	Class	PC Bus
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 page includes a navigation bar at the top with 'Favorites', 'Main Menu', and 'USC Enhancements'. The main content area has tabs for 'Accounting Entries' and 'Deposit Control'. The 'Deposit Control' tab is active, showing details for Unit SCAIK, Deposit ID 11477, and Payment 1147702072023. The 'Currency Details' section shows an amount of 1,521.99 USD. A red box highlights the 'Go To USC Deposit Page' link. Below this, there is a 'Budget Status' section and a 'Distribution Lines' table. The table has columns for Distribution Sequence, GL Unit, Speed Type, Line Amount, Currency, Oper Unit, Dept, Fund, Account, Class, PC Bus Unit, and Project. It contains two lines of data. At the bottom, there is a 'Total' section showing a net of 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	1 USC01	Speed Type	-1,521.99	USD	AK000	917811	A0001	12250	101		
2	2 USC01	Speed Type	1,521.99	USD	AK000	911100	A0001	10303	101		

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 'FUAT' logo. The 'For Bursar Use Only' section includes a checkbox for 'Bursar Acceptance' and a 'Status: Work in Progress' field. The 'Payments' section shows details for Payment ID 1147702072023, Accounting Date 02/07/2023, and Prepared by Calvin, Sharonne. The 'Deposit Count' is 1, 'Deposit Amount' is 1521.99, and 'Balance' is Balanced. A red box highlights the 'Ready to Submit' button. Below this, there is a table for 'Payment Type' and 'Posted Date' with one entry for 'Checks' with an amount of 1521.99. Buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display' are at the bottom.

Payment Type	Posted Date	Amount
1 Checks		1521.99

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

USC Regular Deposit

For Bursar Use Only:

Deposit Unit: SCAIK Deposit ID: 11477

☐ Bursar Acceptance [TouchNet Receipt\(s\)](#) Status: Ready for Approval

☒ Miscellaneous / Direct Journals

Payments:

Payment ID: 1147702072023

Accounting Date: 02/07/2023

Email ID: Sharonne.Calvin@usca.edu

Prepared by(Last Name): Calvin,Sharonne

*Entry Operator: 910000 AK AIKEN

Dept:

Reset Submit

[Create/Modify Accounting Entries](#)

[Deposit Reference](#)

[Hand Receipt Number Range\(s\)](#)

[Print](#)

[Attachment\(1\)](#)

[Reset/Modify Accounting Entry\(s\)](#)

Deposit Count: 1 Deposit Amount: 1521.99 Balance: Balanced Status: Submitted

Payment Type:	Posted Date	Amount
1 Checks		1521.99

Save Return to Search Notify Refresh Add Update/Display