



**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 PeopleSoft Finance web interface for the "USC Regular Deposit" page. The breadcrumb navigation at the top shows "Main Menu > USC Enhancements > USC Regular Deposit > USC Regular Deposit". The page title is "USC Regular Deposit". Below the title, there is a "Find an Existing Value" section with a red-bordered button labeled "Add a New Value". Underneath, there is a "Search Criteria" section with the instruction "Enter any information you have and click Search. Leave fields blank for a list of all values." The search criteria include: "Recent Searches" (Choose from recent searches), "Saved Searches" (Choose from saved searches), "\*Deposit Unit" (dropdown menu), "Deposit ID" (begins with dropdown menu), "Accounting Date" (dropdown menu with calendar icon), "Bursar Acceptance" (dropdown menu), and "Posted Date" (dropdown menu with calendar icon).

**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

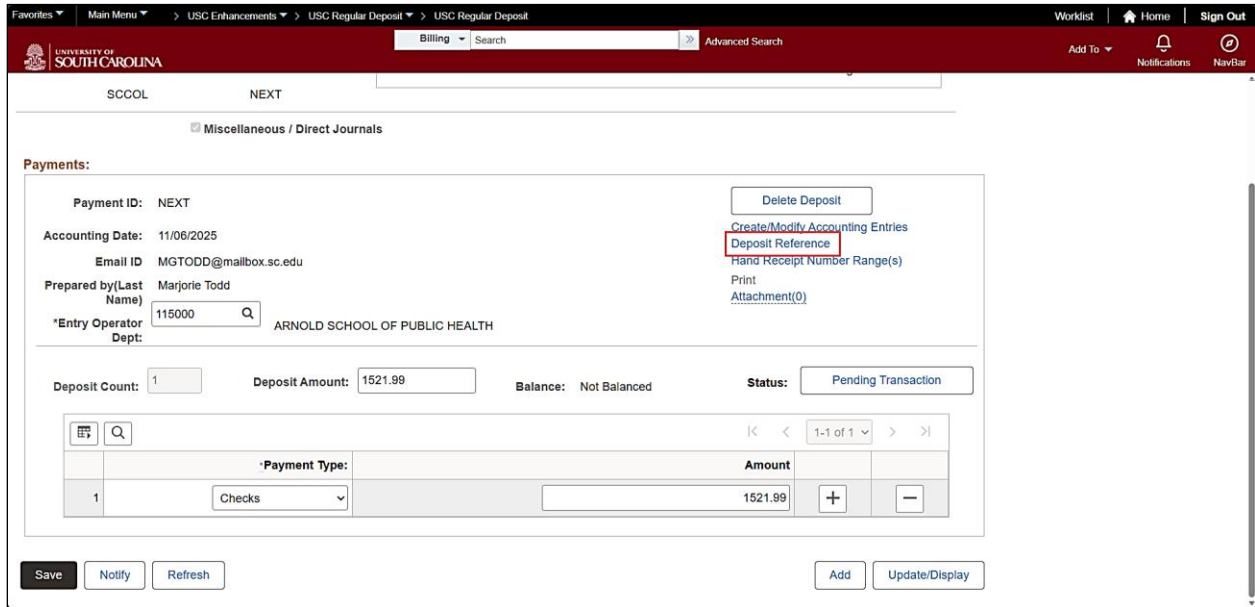
\*Entry Operator (Name): 910000

Dept: AKAIKEN

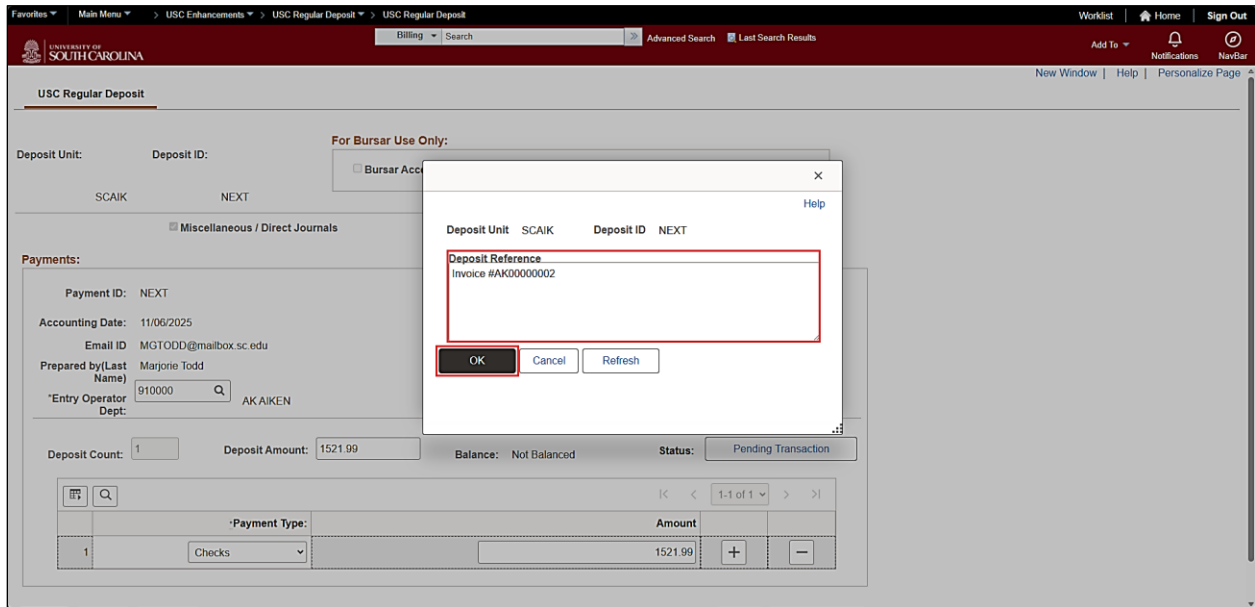
Deposit Count: 1 Deposit Amount: 1521.99 Balance: Not Balanced Status: Pending Transaction

	Payment Type	Amount	
1	Checks	1521.99	<input type="button" value="+"/> <input type="button" value="-"/>

**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.

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 SCAIK 14869. The page shows a payment form with the following details:

- Payment ID: 1486911062025
- Accounting Date: 11/06/2025
- Email ID: MGTODD@mailbox.sc.edu
- Prepared by (Last Name): Marjorie Todd
- \*Entry Operator: 910000
- Dept: AK AIKEN
- Deposit Count: 1
- Deposit Amount: 1521.99
- Balance: Not Balanced
- Status: Pending Transaction

The 'Save' button is highlighted with a red box. Other buttons include Notify, Refresh, Add, and Update/Display.

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

USC Regular Deposit page for SCCOL NEXT. The page shows a payment form with the following details:

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

The 'Create/Modify Accounting Entries' link is highlighted with a red box. Other buttons include Save, Notify, Refresh, Add, and 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    Entry Event: [Search]

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 0    Total Debits 0.00    Currency USD    Total Credits 1,521.99    Currency USD    Net -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 displays the following information:

- Unit: SCAIK, Deposit ID: 14869, Payment: 1486911062025, Seq: 1
- Currency Details: Amount 1,521.99 USD. A 'Budget Check' icon is visible next to the amount.
- A button labeled 'Go To USC Deposit Page' is highlighted with a red box.
- Budget Status: Complete (checked), Entry Event: [Search]
- Distribution Lines: A table with 2 lines. Line 1: GL Unit USC01, Speed Type, Line Amount -1,521.99 USD, Oper Unit AK000, Dept 917811, Fund A0001, Account 12250, Class 101. Line 2: GL Unit USC01, Speed Type, Line Amount 1,521.99 USD, Oper Unit AK000, Dept 911100, Fund A0001, Account 10303, Class 101.
- Total: Lines 2, Total Debits 1,521.99, Currency USD, Total Credits 1,521.99, Currency USD, Net 0.00.
- Buttons: Save, Return to Search, Notify, Refresh.

**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 following details:

- Deposit Unit: SCAIK, Deposit ID: 14869
- For Bursar Use Only:  Bursar Acceptance TouchNet Receipt(s), Status: Work in Progress
- Miscellaneous / Direct Journals:
- Payments:
  - Payment ID: 1486911062025
  - Accounting Date: 11/06/2025
  - Email ID: MGTODD@mailbox.sc.edu
  - Prepared by (Last Name): Marjorie Todd
  - \*Entry Operator: 910000, Dept: AK AIKEN
  - Buttons: Delete Deposit, Create/Modify Accounting Entries, Deposit Reference, Hand Receipt Number Range(s), Print, Attachment(1), Reset/Modify Accounting Entries(s)
- Deposit Count: 1, Deposit Amount: 1521.99, Balance: Balanced, Status: **Ready to Submit** (highlighted with a red box)
- Table:
 

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**.

The screenshot displays the 'USC Regular Deposit' web application. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'USC Enhancements > USC Regular Deposit > USC Regular Deposit'. A search bar is present with 'Billing' selected. The right side of the header includes 'Worklist', 'Home', 'Sign Out', 'Add To', 'Notifications', and 'NavBar'. Below the header, the page title is 'USC Regular Deposit'. The main content area shows 'Deposit Unit: SCAIK' and 'Deposit ID: 14869'. Under 'For Bursar Use Only', there is a checkbox for 'Bursar Acceptance' and a 'Status: Ready for Approval' field. A 'Miscellaneous / Direct Journals' checkbox is also visible. The 'Payments:' section contains a form with fields for 'Payment ID: 1486911062025', 'Accounting Date: 11/06/2025', 'Email ID: MGTODD@mailbox.sc.edu', 'Prepared by (Last Name): Marjorie Todd', and '\*Entry Operator Dept: 910000 AK AIKEN'. Action buttons include 'Reset Submit', 'Create/Modify Accounting Entries', 'Deposit Reference', 'Hand Receipt Number Range(s)', 'Print', and 'Attachment(1)'. Below this, 'Deposit Count: 1', 'Deposit Amount: 1521.99', and 'Balance: Balanced' are shown, along with a 'Status: Submitted' button. A table at the bottom lists the payment details:

	Payment Type:	Posted Date	Amount
1	Checks		1521.99