



**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.

The screenshot shows a web application interface for searching customer information. At the top left, it says "General Information". Below that is "Find an Existing Value". On the right side, there is a button labeled "Add a New Value" which is highlighted with a red rectangular box. Below this is a section for "Search Criteria" with a dropdown arrow. A note says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two search history sections: "Recent Searches" and "Saved Searches", both with dropdown menus. The main search area contains several fields: "*SetID" (set to "=" and "MSCAR"), "Customer ID" (set to "begins with"), "Name 1" (set to "begins with"), "Name 2" (set to "begins with"), "Customer Status" (set to "="), "Telephone" (set to "begins with"), "Address Line 1" (set to "begins with"), "City" (set to "begins with"), "State" (set to "begins with"), and "Postal Code" (set to "begins with"). At the bottom of the search area, there are checkboxes for "Case Sensitive", "Include History", and "Correct History", and "Search" and "Clear" buttons.

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

The screenshot shows the "General Information" section with the sub-header "Add a New Value". On the right side, there is a button labeled "Find an Existing Value". Below this is a large light gray area containing two input fields: "*SetID" with the value "MSCAR" and a search icon, and "*Customer ID" with the value "NEXT" and a search icon. At the bottom left of this area, there is a button labeled "Add" which is highlighted with a red rectangular box.

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 Correspondance Customer, Remit From Customer, and Corporate Customer boxes should auto populate.

The screenshot shows the 'General Info' tab for a customer. The 'Name 1' field contains 'Joanne Callahan'. In the 'Roles' section, the following checkboxes are checked: Bill To Customer, Bill To Selection, Ship To Customer, Ship To Selection, Sold To Customer, Sold To Selection, Correspondence Customer, Correspondence Selection, Remit From Customer, Remit From Selection, and Corporate Customer, Corporate Selection. Other roles like Broker Customer, Indirect Customer, and Grants Management Sponsor are unchecked.

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

Team Code	Default	Description
MSC_AR	<input checked="" type="checkbox"/>	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.

The screenshot shows the 'Address Locations' section for 'Location 1'. The 'Description' field is '999 Main Street'. The following checkboxes are checked: Bill To, Ship To, Sold To, and three Primary checkboxes. Other checkboxes like Broker, Indirect, and Correspondence Address are unchecked.

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 of a customer record. The 'Address 1' field is highlighted with a red box and contains the text '999 Main Street'. Below it, the 'City' field is highlighted with a red box and contains 'Columbia', the 'State' field is highlighted with a red box and contains 'SC', and the 'Postal' field is highlighted with a red box and contains '29208'. The 'Save' button is located at the bottom left of the form.

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

The screenshot shows the 'Address Locations' section of a customer record. The 'Save' button is highlighted with a red box. The 'Address 1' field contains the text '345 Square Avenue'. Below it, the 'City' field contains 'Columbia' and the 'State' field contains 'SC'. The 'Save' button is located at the bottom left of the form.

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 Information' page for a customer. The 'Customer ID' field is highlighted with a red box and contains the value 'CST0000009'. The '*Status' dropdown menu is also highlighted with a red box and shows 'Inactive'. Other fields include 'Date Added' (02/07/2023), '*Since' (01/01/1901), 'Name 1' (Joanne Callahan), and 'Short Name' (Joanne Cal). The 'Currency Code' is 'USD' and 'Rate Type' is '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.

This screenshot is identical to the previous one, but the '*Status' dropdown menu now shows 'Active' instead of 'Inactive'. The 'Customer ID' remains 'CST0000009' and all other fields are the same.

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.

Contact Info

Find an Existing Value ⊕ Add a New Value

▼ **Search Criteria**

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

🕒 **Recent Searches** **Saved Searches**

*SetID = MSCAR

Contact ID begins with

Contact Name begins with

Customer SetID begins with

Customer ID begins with

Customer Name begins with

^ Show fewer options

Case Sensitive Include History Correct History

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

Contact Info

Add a New Value Q Find an Existing Value

*SetID

*Contact ID

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.

The screenshot shows the 'Contact Information' page. The form includes fields for Effective Date (02/07/2023), Name (Pam Hayes), Email Address (phayee@mailbox.sc.edu), and Status (Active). The 'Contact Customers' link is highlighted with a red box at the bottom left of the form area.

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.

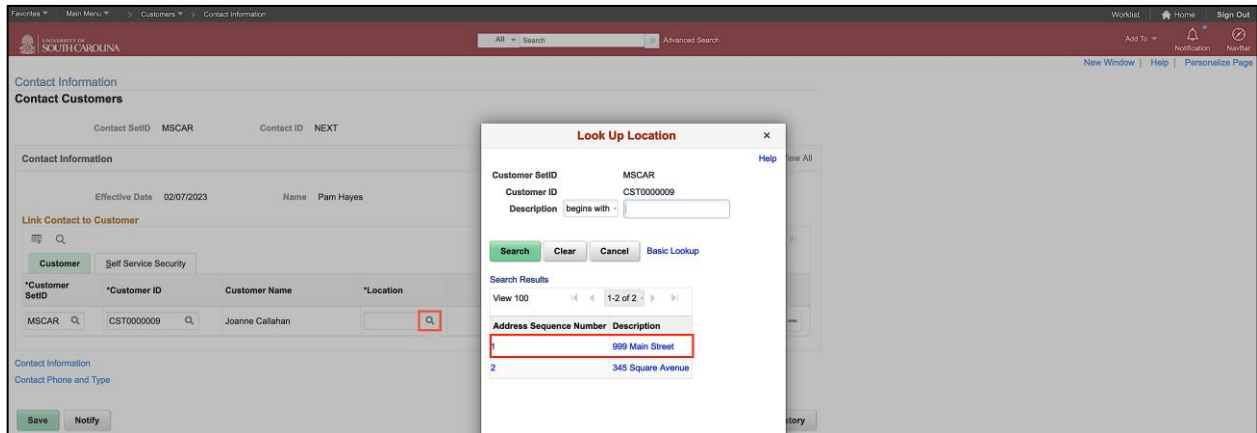
Step 7: Click the **Search** button.

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

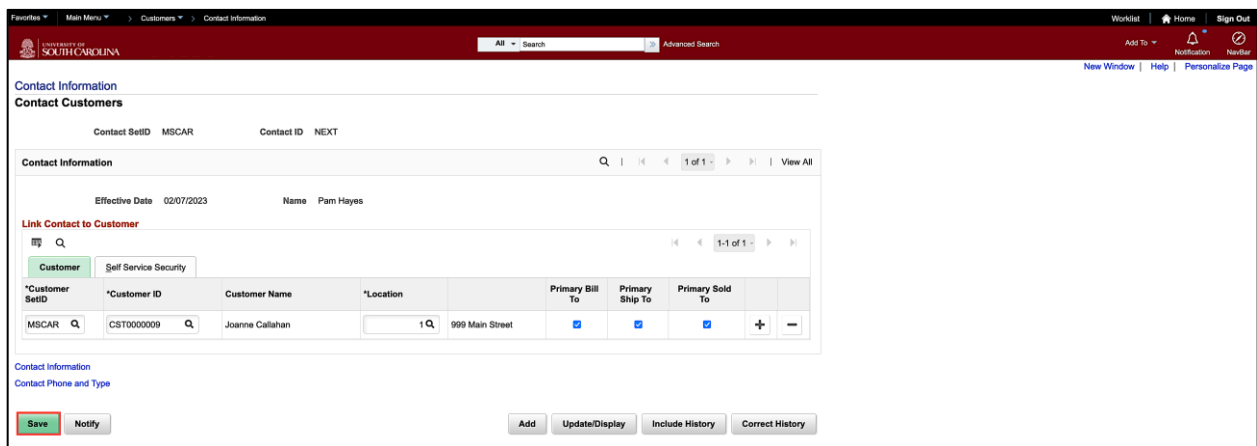
The screenshot shows the 'Contact Customers' page with a 'Look Up Customer ID' dialog box open. The dialog box has a 'Customer ID' field with 'CST000009' entered and a 'Search' button. The search results table shows one result: Customer ID CST000009 and Name 1 Joanne Callahan. The 'Customer ID' field in the background is highlighted with a red box.

Customer ID	Name 1
CST000009	Joanne Callahan

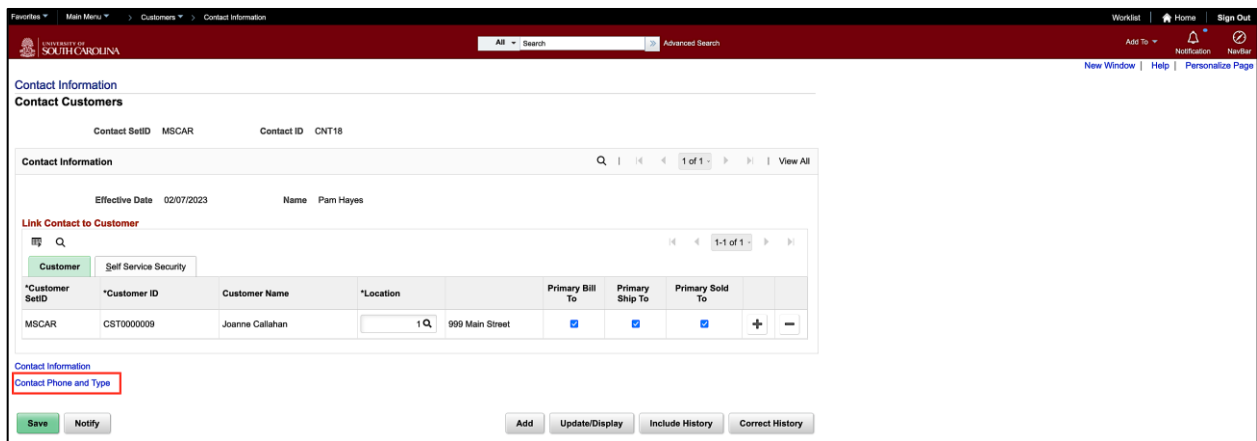
Step 9: Click the **Location Lookup** button and select the correct **Location** for the contact. This will populate the Location field in the Link Contact to Customer section of the page.



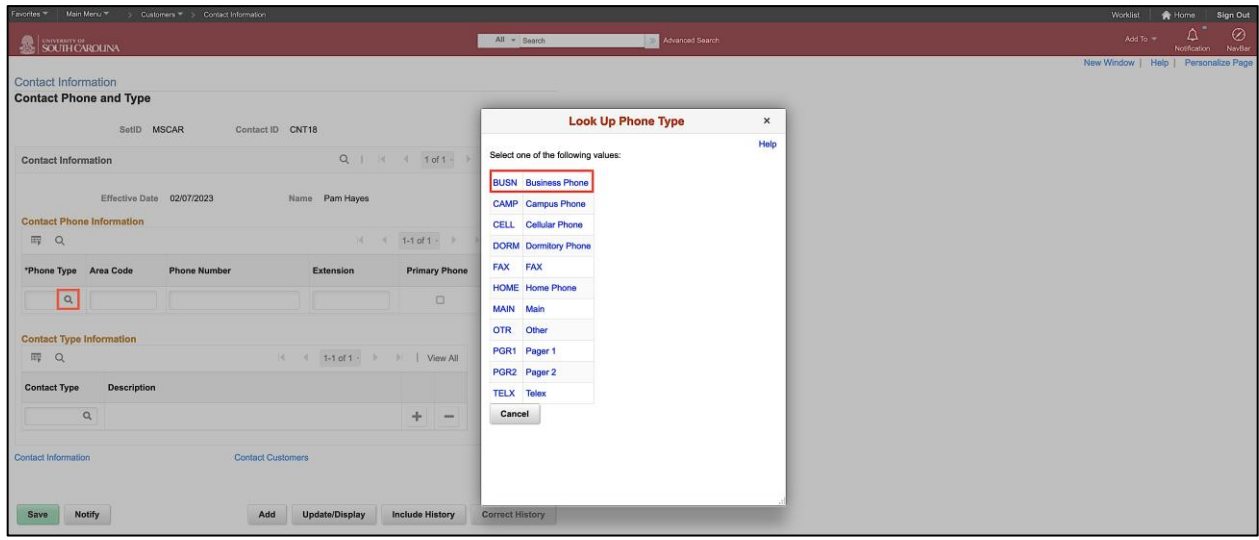
Step 10: Click the **Save** button.



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

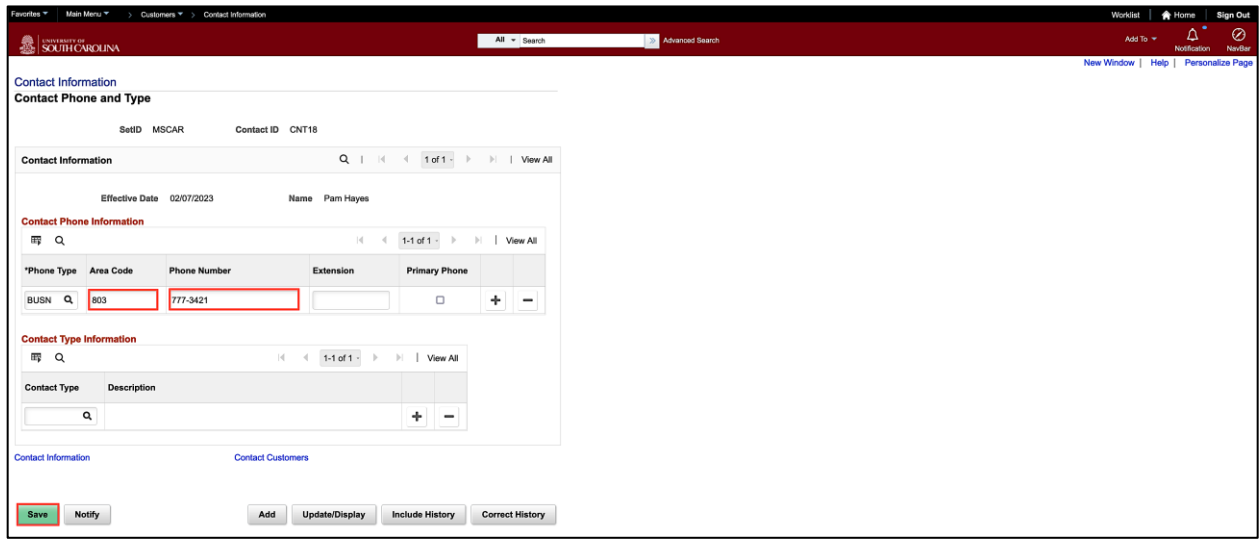


Step 12: On this page, click the **Phone Type Lookup** button and select the appropriate type from the list.



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

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



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.

University of South Carolina

Search: All Search Advanced Search

Worklist Home Sign Out

Add To Notification NavStar

New Window Help

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 [MSCAR] 🔍

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.

University of South Carolina

Search: All Search Advanced Search Last Search Results

Worklist Home Sign Out

Add To Notification NavStar

Customer Name begins with []

Include History Correct History Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

SetID	Contact ID	Contact Name	Customer SetID	Customer ID	Customer Name
MSCAR	CNT18	Pam Hayes	MSCAR	CST000009	Joanne Callahan

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

Customer Name begins with:

Include History Correct History Case Sensitive

Search Results

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

Maintain Contacts

SetID: MSCAR Contact ID: CNT18

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: [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.

The screenshot shows the 'Express Bill Entry' page with the following elements:

- Navigation: Favorites, Main Menu, Billing, Maintain Bills, Express Billing.
- Search: All Search, Advanced Search, Last Search Results.
- Buttons: Find an Existing Value, Add a New Value (highlighted with a red box).
- Search Criteria:
 - Business Unit: SCAIK
 - Invoice: begins with
 - Bill Status:
 - Customer: begins with
 - Contract: begins with
 - Bills in Business Unit:
 - Template Invoice Flag:
 - Case Sensitive:
- Actions: Search, Clear, Basic Search, Save Search Criteria.

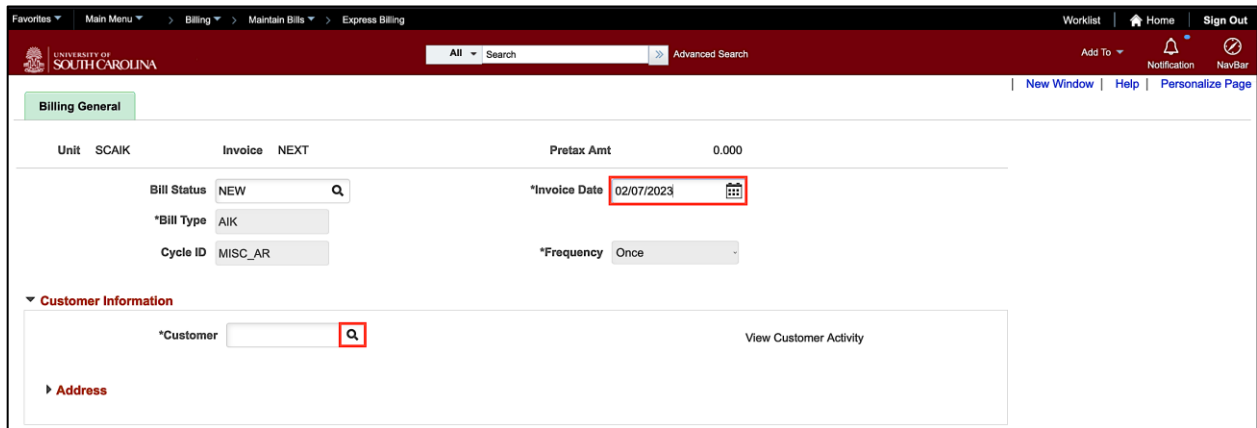
Step 2: From the next screen, click the **Add** button.

The screenshot shows the 'Express Bill Entry' page with the following elements:

- Navigation: Favorites, Main Menu, Billing, Maintain Bills, Express Billing.
- Search: All Search, Advanced Search, Last Search Results.
- Buttons: Find an Existing Value, Add a New Value.
- Form Fields:
 - *Business Unit: SCAIK
 - *Invoice: NEXT
 - Bill Type Identifier:
 - Bill Source:
 - Customer:
 - Invoice Date:
- Action: Add (highlighted with a red box).

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

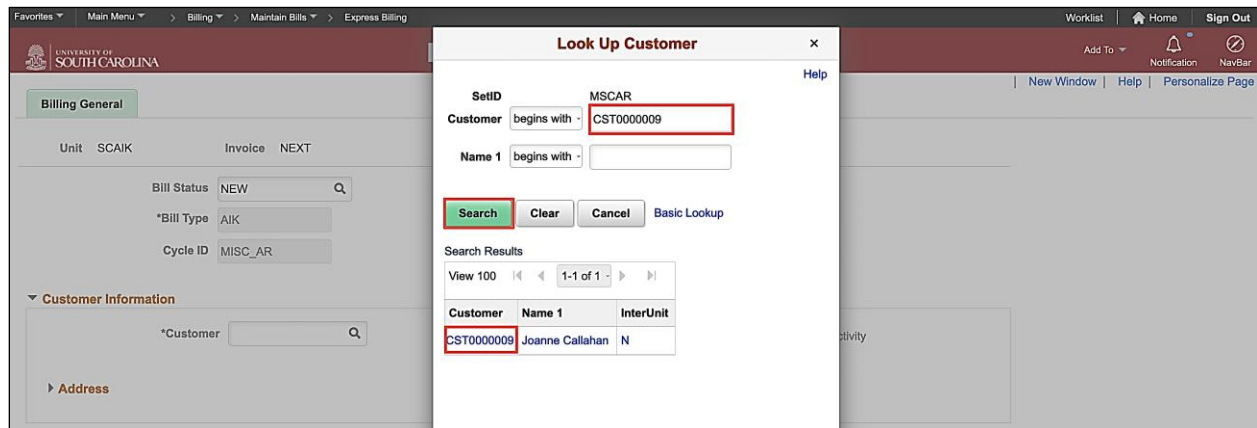
Step 4: Click the **Customer Lookup** button and select the appropriate Customer.



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.

Address

*Attention To	1	Contact Name	Doreen Michaels	
*Location	1	Number of Copies	1	
Language Code	ENG	*Invoice Media	Email	
Email Address	doreenm@mailbox.sc.edu			
Country	USA	United States		
Address 1	P.O. Box 889			
Address 2				
Address 3				
City	Lancaster			
County		Postal	29721	
State	SC	South Carolina		

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.

Customer Information

*Customer CST0000009 [View Customer Activity](#)
Joanne Callahan

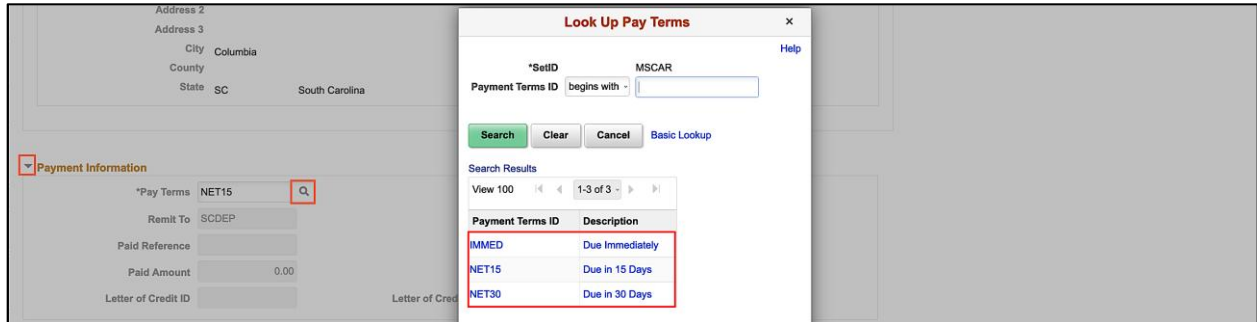
Address

*Attention To	1	Contact Name	Pam Hayes	
*Location	1	Number of Copies	Email	
Language Code	ENG	*Invoice Media	Print	
Email Address	phayes@mailbox.sc.edu			
Country	USA	United States		
Address 1	999 Main Street			
Address 2				
Address 3				
City	Columbia			
County		Postal	29208	
State	SC	South Carolina		

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

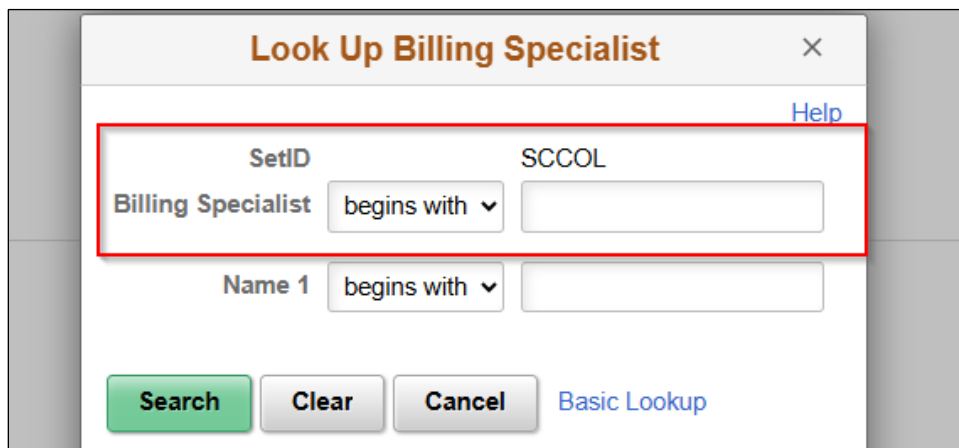
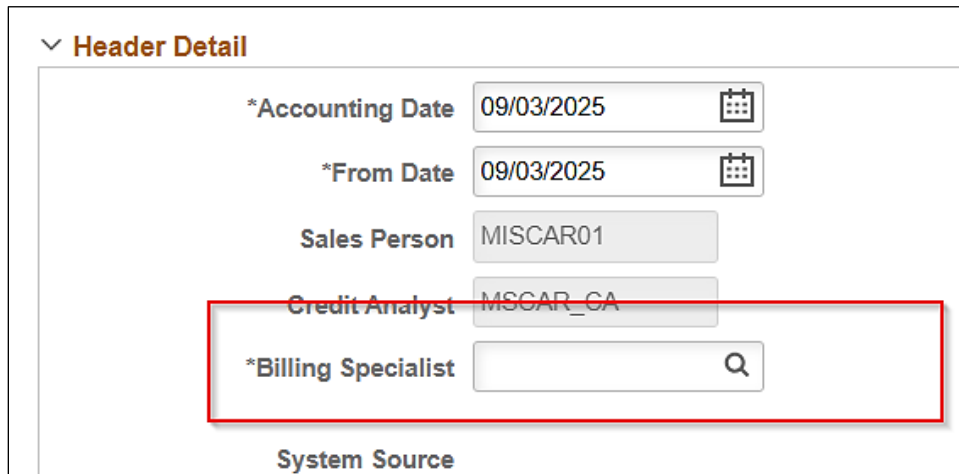
Step 11: If you need to select a different Pay Terms option, click the **Pay Terms Lookup** button.

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



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.



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

- Description,
- Quantity,
- and Unit price.

The screenshot shows the Express Billing interface. The **Header Detail** section includes fields for Accounting Date (02/07/2023), From Date (02/07/2023), To Date (02/07/2023), Sales Person (MISCAR01), Credit Analyst (MSCAR_CA), Billing Specialist (AK_BILL), and Collector (MISC_AR). Below this is the **Bill Lines** section with a table:

Sel	Seq	Line	*Description	*Quantity	*UOM	*Unit Price	Gross Extended	AR Account	Revenue Account		
<input type="checkbox"/>		1	Web Shooters	25	EA	50.25	0.00	12004	Revenue Account	+	-

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

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

This screenshot shows the same Express Billing interface after adding a second line. The **Bill Lines** table now contains two rows:

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

The **Plus** button in the 'Fishing Nets' row is highlighted with a red box. The 'Quantity' and 'Unit Price' fields for this row are also highlighted with red boxes.

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.

The screenshot shows the 'Express Billing' interface. At the top, there are navigation tabs: Favorites, Main Menu, Billing, Maintain Bills, and Express Billing. The University of South Carolina logo is on the left. A search bar is in the center. On the right, there are links for Worklist, Home, and Sign Out, along with notification and navigation icons.

Below the navigation, there are several input fields for account information:

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

Below these fields, there are controls for 'Lines to Add' (set to 5) and 'Max Rows' (set to 10).

The main section is titled 'Bill Lines'. It has a search bar and a 'View All' link. There are two tabs: 'Charge Details' (selected) and 'Line Information'. Below the tabs is a table with the following columns: Sel, Seq, Line, Identifier Look Up Date, *Description, *Quantity, *UOM, *Unit Price, AR Account, and Revenue Account.

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

Below the table, there are links for 'Go to:', 'Header Notes', 'Accounting Distributions', and 'Navigation'. There is also a 'Page Series' section with 'Prev' and 'Next' buttons. At the bottom, there are 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

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.

The screenshot shows the 'Accounting Distributions' tab selected. At the top, there are navigation tabs: Favorites, Main Menu, Billing, Maintain Bills, and Express Billing. The University of South Carolina logo is on the left. A search bar is in the center. On the right, there are links for Worklist, Home, and Sign Out, along with notification and navigation icons.

Below the navigation, there are several input fields for account information:

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

The main section is titled 'Bill Line'. It has a search bar and a 'View All' link. Below the search bar, there are fields for 'Seq' (2) and 'Line'. Below these fields, there are fields for 'Net Extended' (153.00) and 'Description' (Fishing Nets).

Below the 'Description' field, there is a 'Revenue Distribution' section. It has a search bar and a 'View All' link. Below the search bar, there are two tabs: 'Acctg Information' (selected) and 'Reference Information'. Below the tabs is a table with the following columns: Oper Unit, Dept, Fund, Account, Class, PC Business Unit, Project, and Activity.

Oper Unit	Dept	Fund	Account	Class	PC Business Unit	Project	Activity
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there are fields for 'Percent' (0.00), 'Amount' (0.00), and 'Gross Extended' (153.00). At the bottom, there are links for 'Go to:', 'Tax', 'Accounting Distributions', 'Discount/Surcharge', and '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.

The screenshot shows the 'Billing' interface for the University of South Carolina. It displays 'Seq 1' with a 'Net Extended' of 1,256.25 and a 'Description' of 'Web Shooters'. Under the 'Revenue Distribution' section, there is a table with columns: Oper Unit, Dept, Fund, Account, Class, PC Business Unit, Project, and Activity. A red box highlights the following values: Oper Unit: AK000, Dept: 911164, Fund: E2084, Account: 40400, Class: 301. Below the table, summary statistics are shown: Percent: 0.00, Amount: 0.00, Gross Extended: 1,256.25.

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

This screenshot shows the 'Billing' interface for 'Seq 2' with a 'Net Extended' of 153.00 and a 'Description' of 'Fishing Nets'. The 'Revenue Distribution' table is visible, with a red box highlighting the chartfield string: Oper Unit: AK000, Dept: 911164, Fund: E2084, Account: 40400, Class: 301. Summary statistics below the table show: Percent: 0.00, Amount: 0.00, Gross Extended: 153.00. At the bottom of the page, there are navigation options: 'Go to:' with links for Tax, Accounting Distributions, Discount/Surcharge, and Notes; a 'Navigation' dropdown set to 'Accounting - Distributions'; 'Page Series' buttons for 'Prev' and 'Next'; and 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

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.

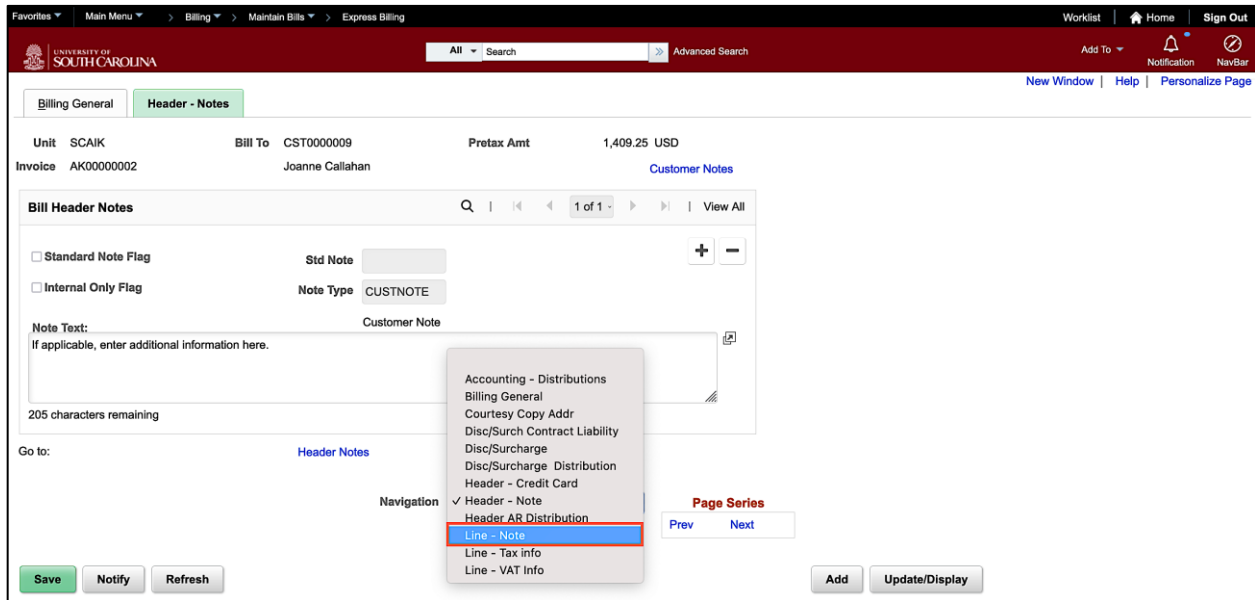
Step 20: To add a **Header Note**, click the **Navigation** drop-down arrow and select **Header – Note** from the list.

The screenshot shows the 'Billing Line' interface for a bill with sequence number 2 and a net extended amount of 153.00. The description is 'Fishing Nets'. Under the 'Revenue Distribution' section, there is a table with columns for Oper Unit, Dept, Fund, Acct, PC Business Unit, Project, and Activity. The 'Acct' column is expanded to show a list of options, with 'Header - Note' highlighted in blue. Other options include Accounting - Distributions, Billing General, Courtesy Copy Addr, Disc/Surch Contract Liability, Disc/Surcharge, and Disc/Surcharge Distribution. The 'Header - Credit Card' option is also visible. Below the table, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

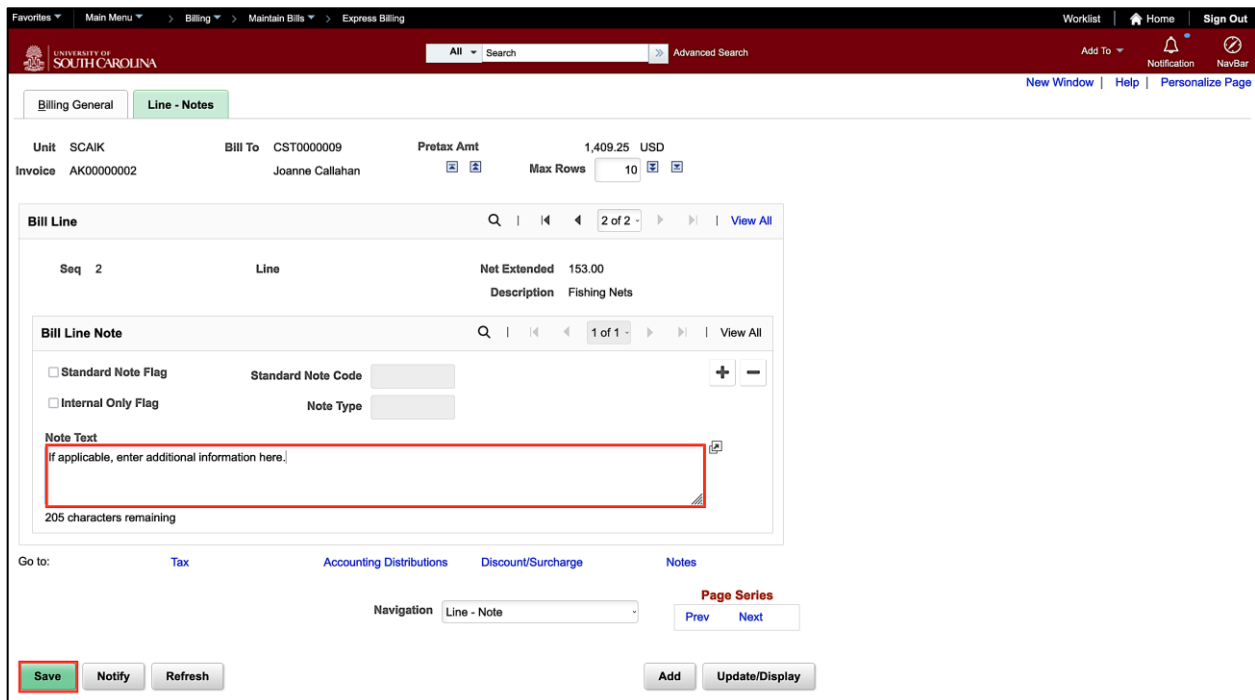
Step 21: Enter a **Bill Header Note** in the **Note Text** box and click the **Save** button.

The screenshot shows the 'Header - Notes' section of the billing system. The 'Billing General' tab is active. The 'Header Notes' section contains a 'Note Text' input field with a red border around it. The text inside the field reads: 'If applicable, enter additional information here.' Below the input field, it indicates '205 characters remaining'. The 'Navigation' dropdown menu is set to 'Header - Note'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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



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



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 AK0000002 Joanne Callahan Max Rows 10

Billing General Line - Notes

Bill Line

Seq	Line	Net Extended	Description
2		153.00	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 MISCAR_CA Collector MISC_AR
 *Billing Specialist AK_BILL Business Services System Source

Lines to Add 5 Max Rows 10

Bill Lines

Charge Details Line Information **Line Information**

Sel	Seq	Line	Description	Quantity	UOM	Unit Price	Gross Extended	AR Account	Revenue Account
<input type="checkbox"/>	1		Web Shooters	25.0000	EA	50.2500	1,256.25	12004	40400
<input type="checkbox"/>	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.

The screenshot shows the Express Billing interface for the University of South Carolina. At the top, there are navigation menus: Favorites, Main Menu, Billing, Maintain Bills, and Express Billing. The right side includes Worklist, Home, and Sign Out. A search bar is present with 'All' selected and 'Advanced Search' options. Below the navigation, there are input fields for '*To Date' (02/07/2023) and 'Collector' (MISC_AR). A table of billing items is displayed with columns: *Quantity, *UOM, *Unit Price, Gross Extended, AR Account, Revenue Account, Line Type, Accumulate, From Date, Through Date, Tax Code, and Tax Exem. The Tax Code field in the first row is highlighted with a red box. Below the table, there are sections for Header Notes, Accounting Distributions, and Page Series (Billing General).

*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	<input checked="" type="checkbox"/>	02/07/2023	02/07/2023	<input type="text"/>	<input type="checkbox"/>
10.0000	EA	15.3000	153.00	12004	40400	REV	<input checked="" type="checkbox"/>	02/07/2023	02/07/2023	<input type="text"/>	<input type="checkbox"/>

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.

The screenshot shows the Express Billing interface with a 'Look Up Tax Code' dialog box open. The dialog box has a title bar 'Look Up Tax Code' and a 'Help' button. It contains a '*SetID' field with 'MSCAR' and a 'Tax Code begins with' field. There are 'Search', 'Clear', and 'Cancel' buttons, along with a 'Basic Lookup' link. Below the buttons, there is a 'Search Results' section with a table of tax codes and descriptions. The first row, 'MS1002 Misc AR Aiken County', is highlighted with a red box. The background shows the same billing items table as in Step 26, with the Tax Code field in the first row highlighted with a red box.

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

The screenshot displays the 'Express Billing' page for FUAT. At the top, there is a navigation bar with 'Billing' and 'Express Billing' menus. The main content area is titled 'Billing General' and includes fields for Unit (SCAIK), Invoice (AK0000002), and Pretax Amt (1,409.25 USD). Below this, there are sections for 'Customer Information' and 'Address' with various search and input fields. A 'Related Content' dropdown menu is open, showing 'Billing Details' as the selected option. At the bottom, a table titled 'SC_BILLING_DETAILS_RC-SC Billing DtI Related Content' displays two rows of bill line data. The table has columns for Row, Business Unit, Bill Status, Invoice Number, Invoice 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 USCB, Tax Code, and Tax Description. Red boxes highlight the 'Line Amount', 'Total Invoice', 'Accounting Date', 'Operating Unit', 'Department', 'Fund', 'Account Class', and 'Tax Code' columns for both rows.

Row	Business Unit	Bill Status	Invoice Number	Invoice 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 USCB	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			SHARRONNE	Sharonne Calvin	A59384239	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				SHARRONNE	Sharonne Calvin	A59384239		

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

The screenshot shows the 'Billing General' page for unit SCAIK and invoice AK00000002. The 'Bill Status' is set to 'NEW'. Below the main form, there is a 'Billing Details' query with a table of results. A 'Close' button is highlighted in a red box at the bottom right of the query area.

Row	Business Unit (Company)	Bill Status	Invoice Number	Invoice Date	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 USCD	Tax Code	Tax Description
1	SCAIK	NEW	AK00000002	02/07/2023	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	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.

The screenshot shows the 'Billing General' page with a 'Look Up Bill Status' dialog box open. The dialog box contains a list of bill statuses, with 'RDY Ready to Invoice' selected and highlighted in a red box. The 'Bill Status' field in the background is also highlighted in a red box.

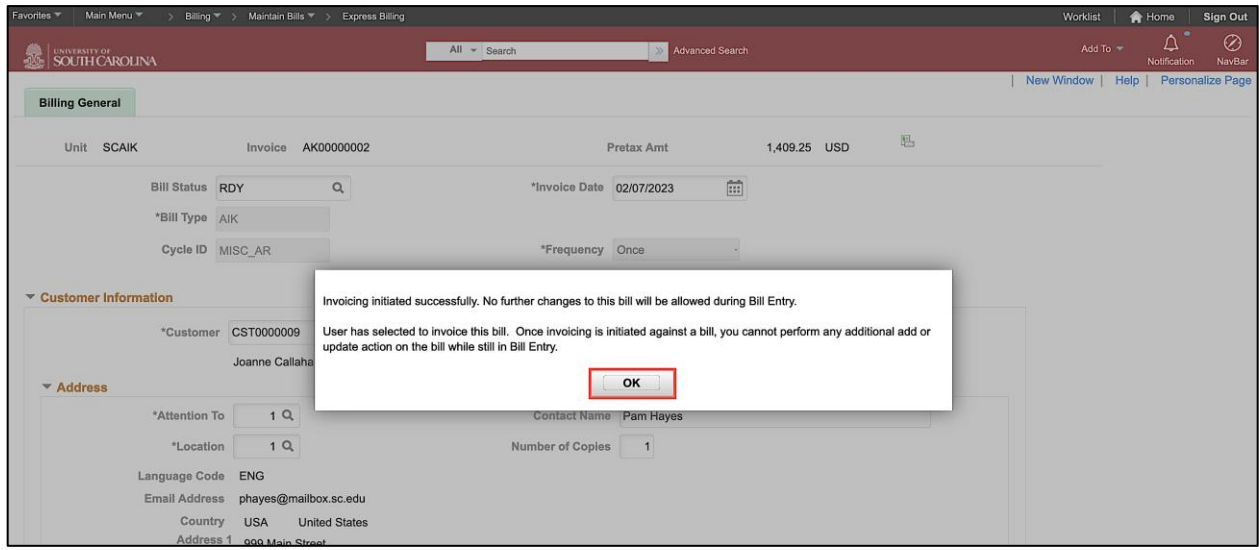
Step 33: Notice the **Invoice** number is populated, and Bill Status is **RDY**.

The screenshot shows the 'Billing General' section of a web application. At the top, there is a navigation bar with 'Favorites', 'Main Menu', 'Billing', 'Maintain Bills', and 'Express Billing'. The University of South Carolina logo is on the left, and 'Worklist', 'Home', and 'Sign Out' are on the right. A search bar is in the center. Below the navigation, the 'Billing General' section contains the following fields: Unit (SCAIK), Invoice (AK00000002), Pretax Amt (1,409.25 USD), Bill Status (RDY), *Invoice Date (02/07/2023), *Bill Type (AIK), Cycle ID (MISC_AR), and *Frequency (Once). Below this is the 'Customer Information' section with *Customer (CST0000009) and Joanne Callahan. The 'Address' section includes *Attention To (1), *Location (1), Contact Name (Pam Hayes), Number of Copies (1), Language Code (ENG), Email Address (phayes@mailbox.sc.edu), Country (USA), and Address 1 (999 Main Street).

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.

This screenshot is identical to the one in Step 33, showing the same invoice details. The only difference is that the 'Invoice' icon, located at the top right of the main content area next to the pretax amount, is now highlighted with a red box.

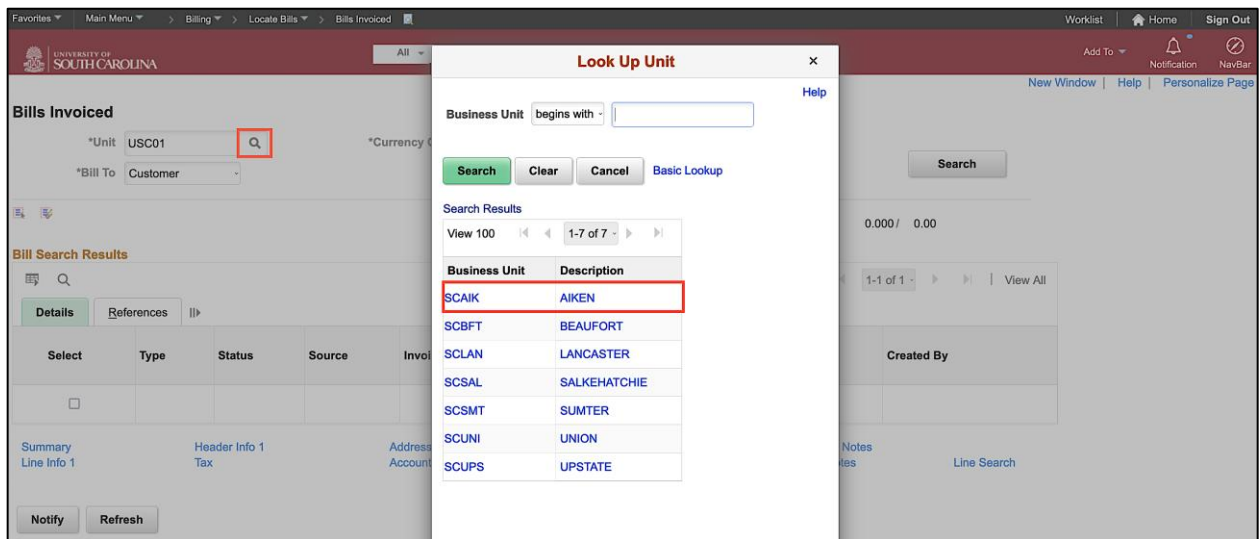
Step 35: Click the **OK** button when the Success Message appears.



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.

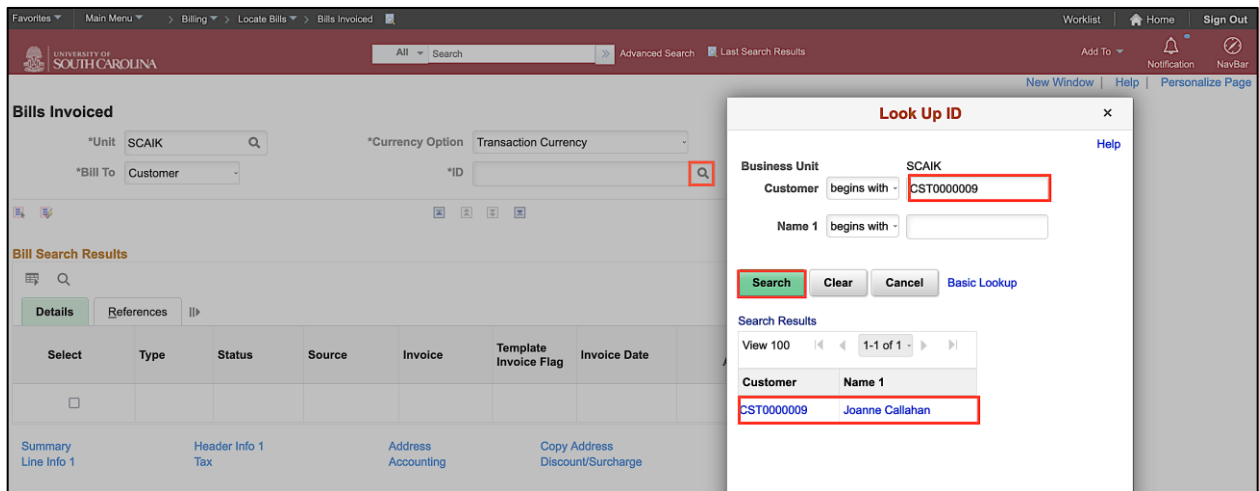


Step 37: On the Billed Invoice page, click the ***ID Lookup** button to select the appropriate customer.

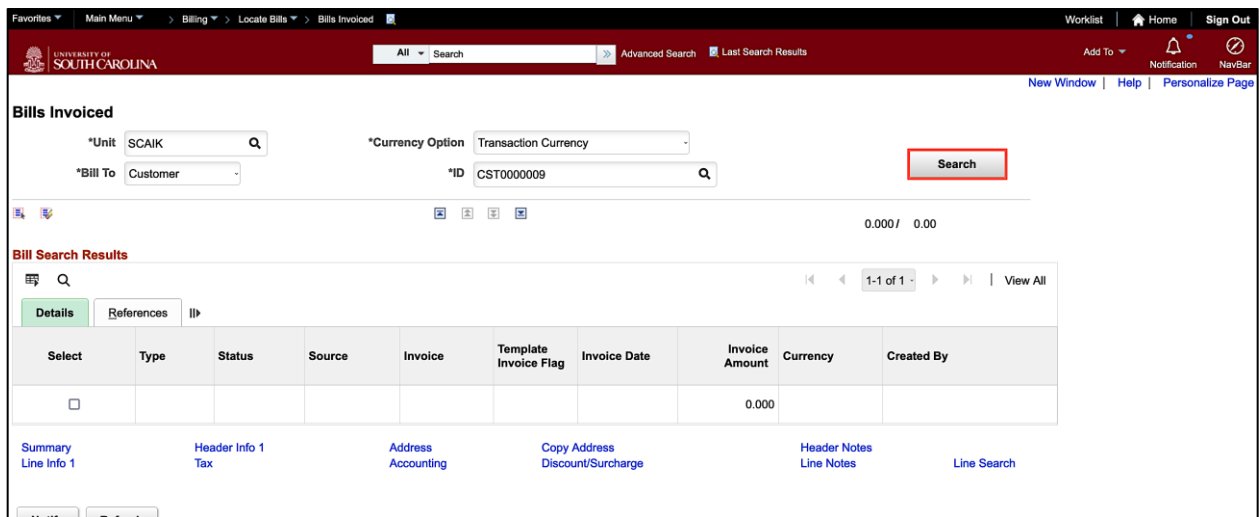
Step 38: Enter the customer ID in the **Customer** field.

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

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



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



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

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

Select	Type	Status	Source	Invoice	Template Invoice Flag	Invoice Date	Invoice Amount	Currency	Created By
<input type="checkbox"/>	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.

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: Joanne Callahan
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: Collect: MISC_AR
Credit: MISCAR_CA Billing Authority: Billing Specialist: AK_BILL


Business Services

Go to: Header Info 2 Address Copy Address Notes
Summary Commit Cntrl

Bill Search Line Search Header - Info 1 Page Series Prev Next

Return to Search Notify Refresh

Header - Info 1 | Line - Info 1

		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
<i>Thank you for your business!</i>		TOTAL	\$1,521.99
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	WFBUI56S (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 page. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and breadcrumb navigation: 'USC Enhancements > USC Regular Deposit > USC Regular Deposit'. On the right, there are links for 'Worklist', 'Home', and 'Sign Out'. Below the navigation bar is a search bar with 'All' and 'Search' buttons, and an 'Advanced Search' link. The page title is 'USC Regular Deposit'. Below the title, there is a prompt: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value', with the latter highlighted by a red box. Below the buttons is a 'Search Criteria' section with a dropdown arrow. It contains several search fields: '*Deposit Unit' (set to 'SCAIK'), 'Deposit ID' (begins with), 'Accounting Date', 'Bursar Acceptance', 'Posted Date', 'Cashier ID' (begins with), 'Bursar Status', 'Entered By' (begins with), 'Prepared by (Last Name)' (begins with), 'Control Total', 'Department' (begins with), and 'Receipt Number' (begins with). At the bottom left of the search criteria section is a checkbox for 'Case Sensitive'.

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

The screenshot shows the 'USC Regular Deposit' search page after the search criteria have been filled in. The 'Add a New Value' button is now highlighted in green. Below the search criteria, the 'Add' button is highlighted with a red box. The search criteria are: '*Deposit Unit' (SCAIK), 'Deposit ID' (NEXT), and 'Add' (highlighted). At the bottom left, 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: 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](#)

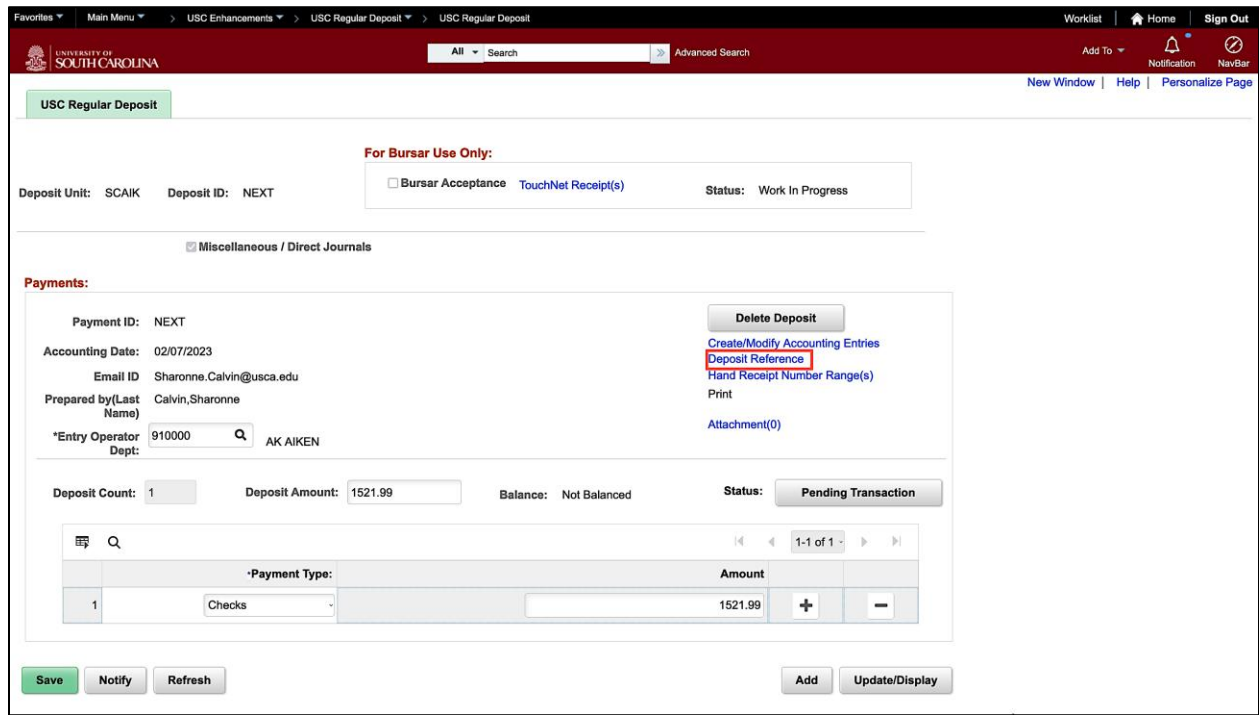
Dept: AK AIKEN [Attachment\(0\)](#)

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

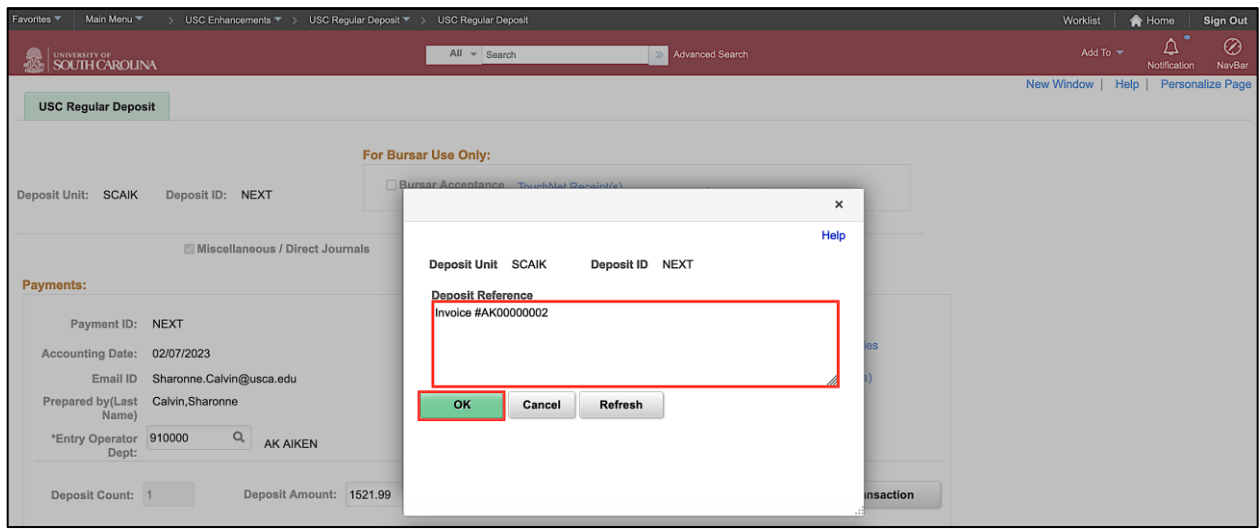
	Payment Type:	Amount		
1	Checks	1521.99	+	-

Save Notify Refresh Add Update/Display

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

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

The screenshot shows the USC Regular Deposit page. At the top, there is a navigation bar with 'Billing' selected. Below the navigation bar, the page title is 'USC Regular Deposit'. The main content area shows 'Miscellaneous / Direct Journals' and 'Payments:'. The payment details include: Payment ID: 1486911062025, Accounting Date: 11/06/2025, Email ID: MGTODD@mailbox.sc.edu, Prepared by (Last Name): Marjorie Todd, and Entry Operator: 910000 (AK AIKEN). There are several action links: 'Delete Deposit', 'Create/Modify Accounting Entries', 'Deposit Reference', 'Hand Receipt Number Range(s)', 'Print', and 'Attachment(0)'. The 'Attachment(0)' link is highlighted with a red box. Below the payment details, there is a table for 'Deposit Count', 'Deposit Amount', 'Balance', and 'Status'. The 'Deposit Amount' is 1521.99 and the 'Status' is 'Pending Transaction'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

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

The screenshot shows the USC Regular Deposit page. At the top, there is a navigation bar with 'All' selected. Below the navigation bar, the page title is 'USC Regular Deposit'. The main content area shows 'Miscellaneous / Direct Journals' and 'Payments:'. The payment details include: Payment ID: NEXT, Accounting Date: 02/07/2023, Email ID: Sharonne.Calvin@usca.edu, Prepared by (Last Name): Calvin, Sharonne, and Entry Operator: 910000 (AK AIKEN). There are several action links: 'Delete Deposit', 'Create/Modify Accounting Entries', 'Deposit Reference', 'Hand Receipt Number Range(s)', 'Print', and 'Attachment(0)'. The 'Create/Modify Accounting Entries' link is highlighted with a red box. Below the payment details, there is a table for 'Deposit Count', 'Deposit Amount', 'Balance', and 'Status'. The 'Deposit Amount' is 1521.99 and the 'Status' is 'Pending Transaction'. At the bottom, there are buttons for '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 11477 Payment 1147702072023 Seq 1

Currency Details

Amount 1,521.99 USD

Complete Entry Event

Distribution Lines

Distribution Sequence	*GL Unit	Speed Type	Line Amount	Currency	Oper Unit	Dept	Fund	*Account	Class	PC Bus
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
-------	---	--------------	------	----------	-----	---------------	----------	----------	-----	-----	-----------

Buttons: 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 'Accounting Entries' page for a deposit. The 'Currency Details' section shows an amount of 1,521.99 USD. A red box highlights a magnifying glass icon next to the amount, and another red box highlights the 'Go To USC Deposit Page' link. The 'Distribution Lines' table is also visible.

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. The 'For Bursar Use Only' section has a checkbox for 'Bursar Acceptance' and a link for 'TouchNet Receipt(s)'. The 'Status' is 'Work in Progress'. The 'Payments' section shows a payment ID of 1147702072023 and a 'Ready to Submit' button highlighted in red. The 'Payment Type' table is also visible.

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 shows the 'USC Regular Deposit' form in a web browser. At the top, the navigation bar includes 'Favorites', 'Main Menu', 'USC Enhancements', 'USC Regular Deposit', and 'USC Regular Deposit'. The University of South Carolina logo is on the left, and 'Worklist', 'Home', and 'Sign Out' are on the right. A search bar is in the center. Below the navigation, the page title is 'USC Regular Deposit'. The main content area has a 'For Bursar Use Only' section with a checkbox for 'Bursar Acceptance', a link for 'TouchNet Receipt(s)', and a 'Status: Ready for Approval' field highlighted with a red box. Below this is a 'Miscellaneous / Direct Journals' section with a checked checkbox. The 'Payments:' section contains a form with fields for 'Payment ID: 1147702072023', 'Accounting Date: 02/07/2023', 'Email ID: Sharonne.Calvin@usca.edu', 'Prepared by(Last Name): Calvin, Sharonne', and '*Entry Operator Dept: 910000 AK AIKEN'. To the right of these fields are buttons for 'Reset Submit', 'Create/Modify Accounting Entries', 'Deposit Reference', 'Hand Receipt Number Range(s)', 'Print', 'Attachment(1)', and 'Reset/Modify Accounting Entries(s)'. Below the payment details are fields for 'Deposit Count: 1', 'Deposit Amount: 1521.99', 'Balance: Balanced', and 'Status: Submitted' (highlighted with a red box). A table below shows one payment entry: '1' with 'Checks' as the 'Payment Type' and '1521.99' as the 'Amount'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.