

FY2008 WEB-BASED BUDGET USER-GUIDE



Please enter your network username and password.

Username:

Password:

Please enter your network username and password to access your account.

USERNAME:

PASSWORD:

Determining your network username & password:

1. Type the following address into your internet browser: <https://vip.sc.edu/>
2. Login and click the Technology link located on the left side.
3. Click the **SHOW ME** button beside Network Username (Blackboard, GEM, Dept. Networks), Password Reset.
4. Your username is displayed in all bold caps.
5. Below the username, there is a place to enter your new password. For verification purposes, you must enter the same NEW password again.
6. Give the system 5 minutes to update and try to login again.

NOTE: *Helpful tips are provided in red font to assist you.*

*Click on the pencil or Department to view the budget for each account.
Click on the DeptFund to edit the number (only if this is a new account).*

After you have successfully logged in, the responsibility information is displayed.

Responsibility Listing

Update the Responsibility	Responsibility is locked	Export Budget
Objects 37400 and 37500 are not balanced	Resources and Expenses are not balanced	Objects 36400 and 36500 are not balanced
Responsibility is balanced	<input checked="" type="checkbox"/> Check the box under the Manage header when ready to submit	

Resp	Department	Business Officer	Balance	Manage	Reviewed
	Sample	Cocky		<input type="checkbox"/>	<input type="checkbox"/>

NOTE: *New features and alerts are listed above.*

By clicking on the Department name or the pencil icon, all accounts associated with the responsibility are displayed at the summary level.


Example of Responsibility Department/Fund Account Summary

UNIVERSITY OF SOUTH CAROLINA		BUDGET OFFICE		RESPONSIBILITY LIST		LOGOUT
Responsibility Code - Sample		<small>Click on the pencil or Department to view the budget for each account. Click on the DeptFund to edit the number (only if this is a new account).</small>				
DeptFund	Department	Add New Dept/Fund	Resources	Expenses	Balance	Manage
11200A000	CON EDUCATIONAL		4,859,444	4,859,444	0	
11200A002	CENTER FOR COCKY LEADERSHIP		0	0	0	
11200A025	OFFICE OF RESEARCH		0	0	0	
11200A041	PROGRAM FEES (SPRING)		175,038	175,038	0	
11200A042	PROGRAM FEE (SUMMER I)		2,227	2,227	0	
11200A043	PROGRAM FEE (SUMMER II)		3,015	3,015	0	
11200A044	PROGRAM FEE (FALL)		174,174	174,174	0	
11200A100	ENRICHMENT FEE		41,500	41,500	0	
11200A941	TAP FEE - SPRING		24,444	24,444	0	
11200A944	TAP FEE		29,711	29,711	0	
11210A000	IRC OPERATIONAL FUNDS		0	0	0	
11210A001	OFFICE OF STUDENTS SERVICES		0	0	0	
11210A003	EDUCATIONAL TECH/RESOURCES COMMITTEE		0	0	0	
11230A301	FACULTY SUMMER I		0	0	0	
11230A302	CON FACULTY SUMMER II		0	0	0	
Totals:			5,309,553	5,309,553	0	

To add a new Department/Fund:

Click on the Add New Dept/Fund button.

NOTE: *You must submit an account memorandum to the Budget Office prior to May 4, 2007 before this action can be completed. Any new accounts without prior documentation will be deleted after May 4, 2007.*

To review each account's detail of resources and expenses:
 Click on the Department name or the pencil  icon.



Responsibility Code - - Sample Mouse-over the Object Title to see the full Description.
Click on the Office Adjmts values to view details of each record.

RESOURCES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11230A301	36400	One Time Intrafund Transfer In	17,000	-17,000	0	<input type="text" value="0"/>	0		
Totals:			17,000	-17,000	0	0	0		
EXPENSES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11230A301	50000	Expenditures	0	-17,000	-17,000	<input type="text" value="0"/>	-17,000		
11230A301	51318	Extra Comp Faculty Nonteaching	499	0	499	<input type="text" value="0"/>	499		
11230A301	51330	Summer Faculty Teaching	15,991	0	15,991	<input type="text" value="0"/>	15,991		
11230A301	54600	Fringe Benefits	510	0	510	<input type="text" value="0"/>	510		
Totals:			17,000	-17,000	0	0	0		
Overall Totals:			0	0	0	0	0		

In this section, you may also add object codes to the resources and expenses section as needed.
 The following object codes can not be revised and therefore are read-only:

315XX, 363XX, 368XX, 373XX, 378XX, 37400, 37500, 81150, 86150

Example of Read-Only Object Codes

RESOURCES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11200A000	31500	General Fund Operating Recurring	3,816,289	0	3,816,289	<input type="text" value="0"/>	3,816,289		
11200A000	31534	Carry-Forward Surplus	2,470,062	-2,470,062	0	<input type="text" value="0"/>	0		
11200A000	36349	Alloc-One Time From VP Research	50,000	-50,000	0	<input type="text" value="0"/>	0		
11200A000	36500	One Time Intrafund Transfer Out	-527,004	527,004	0	<input type="text" value="0"/>	0		
11200A000	40120	University Fee Summer I	172,835	0	172,835	<input type="text" value="0"/>	172,835		
11200A000	40130	University Fee Summer II	5,318	0	5,318	<input type="text" value="0"/>	5,318		
11200A000	40140	University Fee Fall	1,722,220	-1	1,722,219	<input type="text" value="0"/>	1,722,219		
11200A000	40150	University Fee Spring	1,675,191	0	1,675,191	<input type="text" value="0"/>	1,675,191		
11200A000	48621	USC Educational Found/Gifts	190,146	0	190,146	<input type="text" value="0"/>	190,146		
11200A000	86150	TRF TO VCM SERV UNITS	-2,626,070	-96,484	-2,722,554	<input type="text" value="0"/>	-2,722,554		
Totals:			6,948,987	-2,089,543	4,859,444	0	4,859,444		

To view details of Budget Office adjustments:
Click on the Budget Ofc Adjmts Value.

RESOURCES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11230A301	36400	One Time Intrafund Transfer In	17,000	-17,000	0	<input type="text" value="0"/>	0		
Totals:			17,000	-17,000	0	0	0		

EXPENSES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11230A301	50000	Expenditures	0	-17,000	-17,000	<input type="text" value="0"/>	-17,000		
11230A301	51318	Extra Comp Faculty Nonteaching	499	0	499	<input type="text" value="0"/>	499		
11230A301	51330	Summer Faculty Teaching	15,991	0	15,991	<input type="text" value="0"/>	15,991		
11230A301	54600	Fringe Benefits	510	0	510	<input type="text" value="0"/>	510		
Totals:			17,000	-17,000	0	0	0		
Overall Totals:			0	0	0	0	0		

To Add Unit Changes:
Click in the Unit Change box and the following screen will open:

Enter the unit change without any punctuation.
Click the Save button.

Example of a Unit Change

RESOURCES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11230A301	36400	One Time Intrafund Transfer In	17,000	-17,000	0	10,000	10,000		
Totals:			17,000	-17,000	0	10,000	10,000		



EXPENSES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 2/28/07	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
11230A301	50000	Expenditures	0	-17,000	-17,000	0	-17,000		
11230A301	51318	Extra Comp Faculty Nonteaching	499	0	499	0	499		
11230A301	51330	Summer Faculty Teaching	15,991	0	15,991	0	15,991		
11230A301	54600	Fringe Benefits	510	0	510	0	510		
Totals:			17,000	-17,000	0	0	0		

Overall Totals:			0	0	0	10,000	10,000		
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Click the comments button  to provide an explanation of the unit change.

To review the Responsibility Department/Fund Account Summary with the unit change:
Click on the department fund list at the top of the screen.

















Example of Responsibility Department/Fund Account Summary with unit changes

South Carolina








[RESPONSIBILITY LIST](#) [LOGOUT](#)

Responsibility Code - Sample Click on the pencil or Department to view the budget for each account.
Click on the DeptFund to edit the number (only if this is a new account).

DeptFund	Department	Add New Dept/Fund	Resources	Expenses	Balance	Manage
11200A000	CON EDUCATIONAL		4,859,444	4,859,444	0	
11200A002	CENTER FOR COCKY LEADERSHIP		0	0	0	
11200A025	OFFICE OF RESEARCH		0	0	0	
11200A041	PROGRAM FEES (SPRING)		175,038	175,038	0	
11200A042	PROGRAM FEE (SUMMER I)		2,227	2,227	0	
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11200A044	PROGRAM FEE (FALL)		174,174	174,174	0	
11200A100	ENRICHMENT FEE		41,500	41,500	0	
11200A941	TAP FEE - SPRING		24,444	24,444	0	
11200A944	TAP FEE		29,711	29,711	0	
11210A000	IRC OPERATIONAL FUNDS		0	0	0	
11210A001	OFFICE OF STUDENTS SERVICES		0	0	0	
11210A003	EDUCATIONAL TECH/RESOURCES COMMITTEE		0	0	0	
11230A301	FACULTY SUMMER I		10,000	0	10,000	
11230A302	CON FACULTY SUMMER II		0	0	0	
Totals:			5,319,553	5,309,553	10,000	

NOTE: *Ensure the balance is \$0 once you have completed all unit changes. The final budget submission for your responsibility should not have any debit budget amounts in your revenue object codes or any credit budget amounts in your expenditure object codes.*

Responsibility Listing

 Update the Responsibility	 Responsibility is locked	 Export Budget
 Objects 37400 and 37500 are not balanced	 Resources and Expenses are not balanced	 Objects 36400 and 36500 are not balanced
 Responsibility is balanced	<input checked="" type="checkbox"/> Check the box under the Manage header when ready to submit	

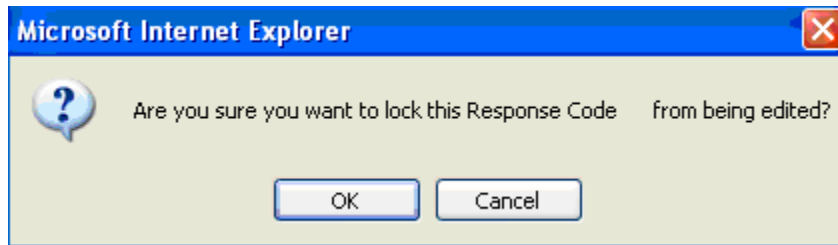
Resp	Department	Business Officer	Balance	Manage	Reviewed
	Sample	Cocky	 	 <input type="checkbox"/> 	<input type="checkbox"/>

All error alerts must be corrected before submitting.
 For additional assistance, please call your Budget Analyst.

Resp	Department	Business Officer	Balance	Manage	Reviewed
	Sample	Cocky		 <input type="checkbox"/> 	<input type="checkbox"/>








To submit your budget, click the checkbox under the Manage header.

You will receive a message to confirm your submission.




Once the budget is submitted successfully, your account is locked.

Responsibility Listing

 Update the Responsibility	 Responsibility is locked	 Export Budget
 Objects 37400 and 37500 are not balanced	 Resources and Expenses are not balanced	 Objects 36400 and 36500 are not balanced
 Responsibility is balanced	<input checked="" type="checkbox"/> Check the box under the Manage header when ready to submit	

Resp	Department	Business Officer	Balance	Manage	Reviewed
	Sample	Cocky		 <input checked="" type="checkbox"/> 	<input type="checkbox"/>

At any time during your budget process, you may download your submission by clicking the Microsoft Excel  icon.