

FY2010 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** Network Username (Blackboard, University E-Mail, Dept. Networks), Password Reset button.
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"/>

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		South Carolina's Flagship University		RESPONSIBILITY LIST	LOGOUT
Responsibility Code - SCHOOL OF COCKY				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	
12550A000	SCHOOL OF COCKY		5,512,217	5,512,217	0		
12550A001	SCHOOL OF COCKY II		0	0	0		
12550A002	COCKY INSTITUTE		0	0	0		
12550A003	SCHOOL OF COCKY PROGRAM		0	0	0		
12550A004	SCHOOL OF COCKY ADMISSIONS		0	0	0		
12550A301	SUMMER I		0	0	0		
12550A302	SUMMER II		0	0	0		
12550A490	CENTENARY PLAN SCHOOL OF COCKY		0	0	0		
12550A961	COCKY ENRICHMENT FEE SPRING		131,000	131,000	0		
12550A963	COCKY ENRICHMENT FEE SUMMER II		570	570	0		
12550A964	COCKY ENRICHMENT FEE FALL		151,395	151,395	0		
46500A000	COCKY CHR		8,564	8,564	0		
46600A000	COCKY GUARANTEE		0	0	0		
Totals:			5,803,746	5,803,746	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, 2009 before this action can be completed. Any new accounts without prior documentation will be deleted after May 4, 2009.*

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





















RESOURCES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 7/31/08	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
12550A961	40161	Other University Fees Spring	131,000	0	131,000	<input type="text" value="0"/>	131,000		
Totals:			131,000	0	131,000	0	131,000		

EXPENSES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 7/31/08	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
12550A961	51351	Graduate Teaching Assistants	131,000	0	131,000	<input type="text" value="0"/>	131,000		
Totals:			131,000	0	131,000	0	131,000		

Overall Totals:			0	0	0	0	0	
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In this section, you may also add object codes to the resources and expenses section as needed.
 The following object codes cannot be revised and therefore are read-only:
315XX, 363XX, 368XX, 373XX, 378XX, 36400, 36500, 37400, 37500, 49XXX, 81150, 81160, 86150, 86160
 The read-only object codes are highlighted in yellow.

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 7/31/08	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
12550A000	31500	General Fund Operating Recurring	4,983,485	-682,159	4,301,326	<input type="text" value="0"/>	4,301,326		
12550A000	31510	General Fund Operating Non-Recurring	0	0	0	<input type="text" value="0"/>	0		
12550A000	31534	Carry-Forward Surplus	0	0	0	<input type="text" value="0"/>	0		
12550A000	36302	Alloc-One Time From Provost	0	0	0	<input type="text" value="0"/>	0		
12550A000	36400	One Time Intrafund Transfer In	0	0	0	<input type="text" value="0"/>	0		
12550A000	36400	One Time Intrafund Transfer In	0	0	0	<input type="text" value="0"/>	0		
12550A000	36500	One Time Intrafund Transfer Out	-326,000	326,000	0	<input type="text" value="0"/>	0		
12550A000	36818	Alloc-One Time To Alumni Development	0	0	0	<input type="text" value="0"/>	0		
12550A000	37302	Alloc-Permanent From Provost	0	0	0	<input type="text" value="0"/>	0		
12550A000	37360	Alloc Permanent Fr General Institution Supp	0	0	0	<input type="text" value="0"/>	0		
12550A000	37802	Alloc-Permanent To Provost	0	0	0	<input type="text" value="0"/>	0		
12550A000	40120	University Fee Summer I	59,727	4,960	64,687	<input type="text" value="200"/>	64,887		
12550A000	40130	University Fee Summer II	63,084	22,564	85,648	<input type="text" value="100"/>	85,748		
12550A000	40140	University Fee Fall	1,932,355	194,587	2,126,942	<input type="text" value="0"/>	2,126,942		
12550A000	40150	University Fee Spring	1,591,007	104,890	1,695,897	<input type="text" value="0"/>	1,695,897		
12550A000	40163	Other University Fees Summer II	174	0	174	<input type="text" value="0"/>	174		
12550A000	48621	USC Educational Found/Gifts	0	30,000	30,000	<input type="text" value="0"/>	30,000		
12550A000	48650	General Receipts	0	9,500	9,500	<input type="text" value="0"/>	9,500		
12550A000	81100	Trf Fr E&G UCF (ADER)	40,000	10,000	50,000	<input type="text" value="0"/>	50,000		
12550A000	81150	TRF FR VCM ACAD UNITS	98,468	110,000	208,468	<input type="text" value="0"/>	208,468		
12550A000	86150	TRF TO VCM SERV UNITS	-3,158,165	97,740	-3,060,425	<input type="text" value="0"/>	-3,060,425		
Totals:			5,284,135	228,082	5,512,217	300	5,512,517		

To Add Unit Changes:

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

UNIT CHANGES

Dept Fund: 12550A961
Object: 40161
Unit Changes: 5000
No commas or dollar signs please.

Save Close

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 7/31/08	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
12550A961	40161	Other University Fees Spring	131,000	0	131,000	5,000	136,000		
Totals:			131,000	0	131,000	5,000	136,000		
EXPENSES		Add New Obj. Code							
Dept Fund	Obj. Code	Obj. Title	Budget 7/31/08	Budget Ofc Adjmts	Proposed Base	Unit Changes	Requested Budget	Comments	
12550A961	51351	Graduate Teaching Assistants	131,000	0	131,000	0	131,000		
Totals:			131,000	0	131,000	0	131,000		
Overall Totals:			0	0	0	5,000	5,000		

Click the comments button to provide an explanation of the unit change. If the resource change is not equal to the expense change, the following error message will occur.

Microsoft Internet Explorer

Your Requested Budget is not balanced.
Click OK to update the balance or click Cancel to proceed to the Department Fund List.

OK Cancel

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

University of South Carolina		BUDGET OFFICE		South Carolina's Flagship University		RESPONSIBILITY LIST	LOGOUT
Responsibility Code - SCHOOL OF COCKY				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	
12550A000	SCHOOL OF COCKY		5,512,217	5,512,217	0		
12550A001	SCHOOL OF COCKY II		0	0	0		
12550A002	COCKY INSTITUTE		0	0	0		
12550A003	SCHOOL OF COCKY PROGRAM		0	0	0		
12550A004	SCHOOL OF COCKY ADMISSIONS		0	0	0		
12550A301	SUMMER I		0	0	0		
12550A302	SUMMER II		0	0	0		
12550A490	CENTENARY PLAN SCHOOL OF COCKY		0	0	0		
12550A961	COCKY ENRICHMENT FEE SPRING		136,000	131,000	5,000		
12550A963	COCKY ENRICHMENT FEE SUMMER II		570	570	0		
12550A964	COCKY ENRICHMENT FEE FALL		151,395	151,395	0		
46500A000	COCKY CHR		8,564	8,564	0		
46600A000	COCKY GUARANTEE		0	0	0		
Totals:			5,808,746	5,803,746	5,000		

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.*

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

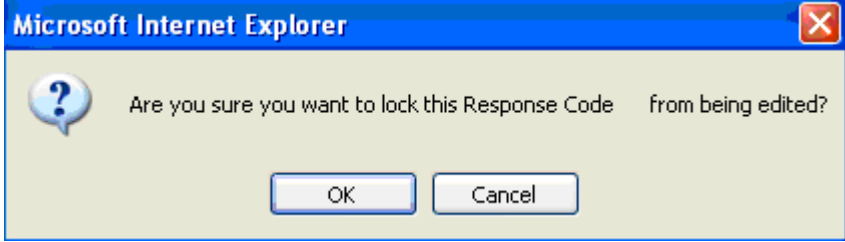
Update the Responsibility	Responsibility is locked	Export Budget
Objects 37400 and 37500 are not balanced	Resources and Expenses are not balanced	Objects 36400 and 36500 are not balanced
Responsibility is balanced	<input checked="" type="checkbox"/> Check the box under the Manage header when ready to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

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.



South Carolina

UNIVERSITY OF SOUTH CAROLINA LOGOUT

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.