SERVICE CHARGES USER-GUIDE

Please enter your network username and password:

Username: 
Password: 

Login

Type the following address into your internet browser:
https://webapps.csg.sc.edu/budgetcharges/default.asp

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 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 the tan box to assist you.
After you have successfully logged in, the responsibility information is displayed.

**Responsibility Listing**

<table>
<thead>
<tr>
<th>Resp</th>
<th>Department</th>
<th>Areas</th>
<th>Manage</th>
<th>Reviewed</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>University Technology Services</td>
<td>Service Charges</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td></td>
<td></td>
<td>New Charges or Fees</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Example of Responsibility Sections**

**Responsibility Code - 14 - Service Charges**

<table>
<thead>
<tr>
<th>Campus</th>
<th>Section</th>
<th>Accepted</th>
<th>Rejected</th>
<th>More Info</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Technology</td>
<td>UTS</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>UTS Mainframe</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>UTS Network</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Information Technology</td>
<td>UTS Telephone</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

**Example of Responsibility Service Charges**

**Responsibility Code - 14 - Service Charges**

**Information Technology - UTS Telephone**

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>Charge</th>
<th>Unit</th>
<th>Additional Info</th>
<th>Revised Charge</th>
<th>Revised Revenue</th>
<th>Difference</th>
<th>% Difference</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Long Distance Services</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Monthly Telephone Service</td>
<td></td>
<td>$19.00</td>
<td>per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic telephone line (10 mg)</td>
<td></td>
<td>$6.35</td>
<td>per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhanced Monthly Telephone Service</td>
<td></td>
<td>$14.00</td>
<td>per month</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhanced telephone line (10 mg)</td>
<td></td>
<td>$8.10</td>
<td>per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enhanced telephone line (10 mg)</td>
<td></td>
<td>$15.30</td>
<td>per day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Back to Service Charges >>**
When additional information is provided for the charge, the comment icon will appear. To view, place the mouse pointer over the comment icon.

After the percentage difference column, the status of the charge will be provided if reviewed.  
- If approved, a check mark will appear.  
- If rejected, an X mark will appear.  
- If more information is needed, a question mark will appear.

Click the pencil icon to propose a different charge.

The icon will appear red when you enter additional comments or notes for the proposed charge. To view, place mouse pointer over the comment icon.

To delete a charge, click the grey trash can. In the event, you delete a charge by mistake; click the green trash can to restore the charge as active.

Once you click on the pencil icon, the below screen will appear.

**Example of Proposed Charge**

![Example of Proposed Charge](image)

- Your information has been saved. Return to charges and fees >>.

<table>
<thead>
<tr>
<th>Description</th>
<th>Telephone Installation - Basic</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Charge:</td>
<td>$160.00</td>
</tr>
<tr>
<td>Current Unit:</td>
<td></td>
</tr>
<tr>
<td>Revised Charge:</td>
<td>170</td>
</tr>
<tr>
<td>Revised Revenue:</td>
<td>500</td>
</tr>
</tbody>
</table>

Additional funds that will become available with this charge.

Revised Description:

Revised Unit:

Additional Comment:

NEW SYSTEM REQUIREMENTS

Save Clear Fields Back >>
Please enter all appropriate proposed information and click the Save button. The required fields are identified by an asterisk.

After the proposed charge is saved, a summary will appear at the Area Level that captures the proposed charge, proposed revenue, difference in the proposed and current charge, and the percentage change.

### Example of Proposed Charge at Area Level

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>Charge</th>
<th>Unit</th>
<th>Additional Info</th>
<th>Revised Charge</th>
<th>Revised Revenue</th>
<th>Difference</th>
<th>% Difference</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone installation - Basic</td>
<td></td>
<td>$160.00</td>
<td></td>
<td></td>
<td>$170.00</td>
<td>$600.00</td>
<td>$10.00</td>
<td>6.25%</td>
<td></td>
</tr>
<tr>
<td>Telephone installation - Enhanced</td>
<td></td>
<td>$220.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone installation - Upgrade from basic to</td>
<td></td>
<td>$80.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>enhanced services</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voice Mail - Monthly Charge</td>
<td></td>
<td>$0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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### Example of New Fee Questionnaire

To create a new charge, click the **New Charges or Fees** link.

Click the **Create New Charge or Fee** button. All questions are required and will need to be answered in order for it to be saved in the system.

**Responsibility Code** -

Administrator Requesting Fee:

Name: *

Phone: *

Email: *

Description: *

Type of Fee: *

- **Academic Fee** - Charge in support of an academic course, program or activity.
- **Service Fee** - Internal charges for goods and services provided by various units within the University.

The proposed fee will affect what USC campus(s)? *

- [ ] Columbia
- [ ] Medical School
- [ ] Aiken
- [ ] Beaufort
- [ ] Upstate
- [ ] Lancaster
- [ ] Salkehatchie
- [ ] Sumter
- [ ] Union

The proposed fee will impact what type(s) of students? *

- [ ] Undergraduate
- [ ] Graduate
- [ ] In-State Resident
- [ ] Out-State Resident
- [ ] Fulltime
- [ ] Parttime
- [ ] Other:
- [ ] None

What is the dollar amount of the charge? *

Is the amount to be capped? *

- [ ] Yes
- [ ] No

If yes, please provide detail of capping amount.

|
To submit your requests, click the checkbox under the Manage header. You will receive a message to confirm your submission.

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To submit: Check the box under the Manage header when ready to submit all charges and fees. Click on the Charge or Fee links to make revisions. Click on the New Charges & Fees to view or add new entries.
Once the requests are submitted successfully, your account is locked.

After the Budget Office has reviewed the requests, you can see the status of each request.