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.

If problems persist, contact Wendy Simpkins simpkinw@mailbox.sc.edu to ensure your username is in the system.

NOTE: Helpful tips are provided in red font to assist you.
After you have successfully logged in, the responsibility information is displayed.

Responsibility Listing

<table>
<thead>
<tr>
<th>Update the Responsibility</th>
<th>Responsibility is locked</th>
<th>Export Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objects 37400 and 37500 are not balanced</td>
<td>Resources and Expenses are not balanced</td>
<td>Objects 36400 and 36500 are not balanced</td>
</tr>
<tr>
<td>Responsibility is balanced</td>
<td>Check the box under the Manage header when ready to submit</td>
<td></td>
</tr>
</tbody>
</table>

Resp | Department | Business Officer | Balance | Manage | Reviewed |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample</td>
<td>Cocky</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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 July 27, 2012 before this action can be completed. Any new accounts without prior documentation will be deleted after July 27, 2012.
To review each account's detail of resources and expenses:
   Click on the Department name or the pencil 🖋 icon.

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, 316XX, 319XX, 363XX, 368XX, 373XX, 378XX, 40140, 40150, 49XXX, 81150, 81160, 86150, 86160
The read-only object codes are highlighted in yellow.
*Object code 52085-Contractual Services Other Non-reportable is discontinued beginning FY2013. Please ensure this object code has a zero balance.

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

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.
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

<table>
<thead>
<tr>
<th>Responsibility Code</th>
<th>Department/Fund</th>
<th>Resources</th>
<th>Expenses</th>
<th>Balance</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>15900A000</td>
<td>DEAN'S OFFICE</td>
<td>3,554,594</td>
<td>3,554,594</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A002</td>
<td>ENRICHMENT FEE</td>
<td>188,125</td>
<td>188,125</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A041</td>
<td>PROGRAM FEE (SPRING)</td>
<td>350,231</td>
<td>350,231</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A042</td>
<td>PROGRAM FEE (SUMMER I)</td>
<td>61,120</td>
<td>61,120</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A043</td>
<td>PROGRAM FEE (SUMMER II)</td>
<td>46,875</td>
<td>46,875</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A044</td>
<td>PROGRAM FEE (FALL)</td>
<td>351,765</td>
<td>351,765</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A301</td>
<td>SUMMER I</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A302</td>
<td>SUMMER II</td>
<td>0</td>
<td>5,500</td>
<td>-5,500</td>
<td></td>
</tr>
<tr>
<td>15900A500</td>
<td>ACADEMIC ADMINISTRATION</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>15900A914</td>
<td>INSURANCE FALL</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

Totals: 4,550,710 4,556,210 -5,500

**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.

Click the red exclamation icon to view all 36400 and 36500 object codes only within the responsibility. This will hopefully assist in locating the error.
Likewise, click the purple exclamation icon to view all 37400 and 37500 object codes within the responsibility to find the error.
All error alerts must be corrected before submitting. For additional assistance, please call your Budget Analyst.

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