**Indiana University Budget Office All Fees Website DRAFT** version 1.1

**User’s Guide**

October 2018

NOTE: This is a DRAFT. We will be adding to it daily. Let us know your questions and we will answer them here. Thank you!

**Thank you**

Many people were involved with helping us design this new tool. Thanks to everyone. We hope that if you find bugs or think of improvements, you will feel encouraged to pass the word to your Campus fiscal officer. We will do our best to make this site match the way you need to work.

**Features**

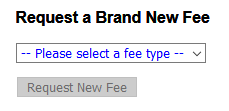
This site has two main parts right now. The first part is just a simple list of your fees. When you log in and authenticate with Duo, we should already know you and place you with the fees belonging to your RC. If you are working at the Campus level, the list contains ALL fees for your campus. The second part is a form you can use to either update existing fees, or request new ones.

If you examine the fee list, you will see a little link next to the Unique Fee ID that says “Update”. Clicking it will pre-fill the form with the details for that fee so you don’t have to bother. As you make changes to the fee, notice that there may be some fields which need to be filled in. You may save your work by clicking the “Save” button at the bottom of the screen. This just saves your changes in a “Pending” status until you are ready to submit your request. Note that the “Submit” button remains disabled until all fields are filled out. We realize this may mean extra work this first time around, but we are saving it all in the database so that you hopefully never need to go through that again.

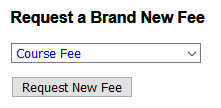
This new non-instructional fees tool separates the course associations from the actual fees. This means that the "All Fees" list becomes much shorter, and the course associations are completely separated and handled by the Bursar.

**Requesting a Brand New Fee**

When you want to make a new fee request, select the fee type you want first:



As soon as you select a fee type, the Request New Fee button will be enabled:



Go ahead and click the “Request New Fee” button. You will go to the New Fee Request form. Your new Fee ID will be assigned, and the form is pre-filled with your RC, the fee type you selected, and a few other details that we already know. You can start to fill in each field in the form. You may click the “Save” button at the bottom at any time.

Note that clicking “Save” does not submit your request. It just saves your work as “Pending”. The “Submit” button will only be enabled when all the fields are filled out. We realize that may take a while, so you can just “Save” your work whenever you need.

Once the form is all filled out and the fee has been “Submitted”, it will appear in your Campus Fiscal Officer’s list as “Pending”. Campus fees can be approved by them whenever they are ready. Fees requiring approval from UBO will appear in a list for the Budget Director and CFO to view. As soon as they approve or deny your request, the final approval status for your request will appear in the list under “Status”. If the status of your fee is sitting at “Submitted”, that means that it is waiting to be either Approved or Denied.

Some fees are not Approved by your Campus fiscal officer, but as a courtesy, all fee requests are displayed to them so that they can see your request.