



UNIVERSITY OF GEORGIA

Instructions for New Online Charge to Account Request

1. Access Online Charge to Account Form

- a. Go to https://busfin3.busfin.uga.edu/bursar_account/charge_account_login.cfm.
- b. Login using your MyID credentials.
- c. Click “New Charge to Account Request”. (If this is the first time accessing, you will be taken directly to the form).

The screenshot shows the Bursar & Treasury Services website for the University of Georgia. The header includes the university logo and the text "Bursar & Treasury Services Finance & Administration UNIVERSITY OF GEORGIA". Below the header is a "LOGOUT" button. The main content area is titled "Charge to Account Request List" and features a prominent red button labeled "New Charge To Account Request". Below this button is a table with the following columns: "Requests Started", "Not Submitted", "Submitted", "Returned for Corrections", "Completed", and "Deleted By Reviewer".

2. Charge to Account Request

- a. Complete the following information:
 - Departmental contact information
 - Full chartstring to be charged
 - Fund should begin with 2.
 - Project and Activity ID are both required for grants.
 - Student detail
 - RIAS/RIAT Waiver: Yes or No.
 - If yes, verify that the waiver has been entered in Grad Status.

- Term code

Charge To Account Request

Fields marked with * are required
Fields marked with ** are required for grants

* Name of Contact:

* Contact Email Address: **Copy of request will be emailed to contact after submission.**

* Contact Phone Number:

* Department Name:

Chartstring Information

Account Code: **784100**

* Fund:

Program Code:

* Department ID:

Class:

Operating Unit:

** Project ID:

** Activity ID:

Chartfield 1:

PC Business Unit:

Enter Student Detail:

* Student ID (81x):

* Student First Name:

Student Middle Name (optional):

* Student Last Name:

* RIAS/RIAT:

Term Code:

Entry can be saved prior to submission in case all required info is not available at the time.

For any questions, please call 706-542-2965 or email stuacct@uga.edu.

- b. When complete, click “Continue to Fee Information”.
 - If your request is not complete, click “Save Request and Exit”. This will allow you to return to your pending request in the future.

3. Fee Information

- a. Modify amounts in the “Write in Amount” column to be the amounts covered by the Charge to Account if different from the default amounts. Tuition, Health Insurance, Housing, Food Services, and Program Fees are never defaulted. These amounts must be entered in the “Write in Amount” column. Additionally, if

you are not going to cover one of the defaulted amounts for student fees, you will need to change the amount to 0.00 in the "Write in Amount" column.

- Verify student's charges on TSICSRV in Banner.

b. After updating the "Write in Amount" column, click "Recalculate Student Total".

Please reference TSICSRV in Banner to validate the student's account balance for specifying the amounts you authorize Student Account Services to charge against the chart string provided for this student.

Student Account Charges to Cover:

Charges:	Default Amount	Write in Amount
Tuition:	\$0.00	\$ 0.00
Technology:	\$114.00	\$ 114.00
Connect UGA:	\$30.00	\$ 30.00
Green:	\$3.00	\$ 3.00
Institutional:	\$450.00	\$ 450.00
Transportation:	\$115.00	\$ 115.00
Health Center:	\$206.00	\$ 206.00
Student Facilities:	\$75.00	\$ 75.00
Activity:	\$78.00	\$ 78.00
Athletic:	\$53.00	\$ 53.00
Recreation:	\$15.00	\$ 15.00
ISCF:	\$65.00	\$ 65.00
Health Insurance:	\$0.00	\$ 0.00
Housing:	\$0.00	\$ 0.00
Food Services:	\$0.00	\$ 0.00
Program Fee:	\$0.00	\$ 0.00
Other:	\$0.00	\$ 0.00
Default Other Desc:		
Write In Other Desc:		
Student Total:	\$ 1,204.00	\$ 1,204.00 <input type="button" value="Recalculate Student Total"/>

Entry can be saved prior to submission in case all required info is not available at the time.

Copy of request will be emailed to contact.

c. Select Yes or No if you have more than one student using the same chartstring.

- If Yes, continue entering and submitting students' information.

Student Total:	\$ 1,204.00	\$ 5,553.00 <input type="button" value="Recalculate Student Total"/>
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* Do you have additional students using this same chartstring?

- d. After entering all students, click “Submit Charge to Account Request”. You will receive an email summarizing your requests.
 - If your request is not complete, click “Save Request and Exit”. This will allow you to return to your pending request in the future.

From: stuacct@uga.edu <stuacct@uga.edu>
 Sent: Wednesday, September 15, 2021 7:51 AM
 To: Brandi Jones <brycock@uga.edu>
 Subject: Charge to Account Request Submitted for Review



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Name of Contact: [Brandi Jones](#)
 Contact Email Address: brycock@uga.edu
 Contact Phone Number: 2-6837

Chartstring Information

Account Code: <u>784100</u>	Fund: <u>21000</u>	Program Code: _____
Department ID: <u>69587736</u>	Class: _____	Operating Unit:
Project ID:	Activity ID:	Chartfield 1:
PC Business Unit: _____		

Student Detail:

Student ID (81x): 811479886
 First Name: Sadie
 Middle Name:
 Last Name: Payne
 Term Code: Fall 2021
 RIAS/RIAT:

Please reference TSICSRV in Banner to validate the student's account balance for specifying the amounts you authorize Student Account Services to charge against the chart string provided for this student.

Student Account Charges to Cover:

Tuition: \$ 0.00
 Technology: \$ 114.00
 Connect UGA: \$ 30.00
 Green: \$ 3.00
 Institutional: \$ 450.00
 Transportation: \$ 115.00
 Health Center: \$ 206.00
 Student Facilities: \$ 75.00
 Activity: \$ 78.00
 Athletic: \$ 53.00
 Recreation: \$ 15.00
 ISCF: \$ 0.00
 Health Insurance: \$ 0.00
 Housing: \$ 0.00
 Food Services: \$ 0.00
 Program Fee: \$ 0.00
 Other: \$ 0.00
 Other Desc:
 Student Total: \$ 1,139.00

For any questions, please call 706-542-2965 or email stuacct@uga.edu.

4. Main Menu

- a. Requests Started Not Submitted

- Requests can be saved and not submitted if all information is not available. Your saved requests can be accessed under this heading when you're ready to complete them.
- b. Submitted**
 - All completed and submitted forms will be available here and the creator will be emailed once the form has been submitted to Student Account Services.
 - c. Completed**
 - Once the form has been approved by Student Account Services, it will be moved to this menu and the creator will receive an email that the form has been approved.
 - d. Returned for Corrections**
 - If there are errors with the form, Student Account Services will return with an opportunity to correct. The creator will be notified and once changes are made and resubmitted, the form will move to the Submitted menu.
 - e. Deleted by Reviewer**
 - If Student Account Services cannot approve the form, and corrections cannot be made, it will be deleted and the creator will be emailed.



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LOGOUT

Charge to Account Request List

[New Charge To Account Request](#)

[Requests Started Not Submitted](#)
[Submitted](#)
[Returned for Corrections](#)
[Completed](#)
[Deleted By Reviewer](#)

5. Final Steps

- a.** After submitting the request(s), you will receive an email indicating the request has been forwarded to Student Account Services for approval.
- b.** If the request is approved, you will receive an email confirming the approval.
 - Student Account Services will enter the approved Charge to Account into Banner within 2-3 business days.

- c. If the request is not approved, you will receive an email indicating the issues with the request. You will log into the Charge to Account Request System and click on the “Returned for Corrections” tab and click on the request. At this point, you will be able to correct any errors preventing approval and resubmit beginning the approval process over.