HOW TO PROCESS AN INTERDEPARTMENTAL RECHARGE
Revised June 28, 2017

PURPOSE of the Online Interdepartmental Recharge System:
The Interdepartmental Recharge System is used by approved recharge units to charge campus departments for good and services.

- The Interdepartmental Recharge System can ONLY be used for approved Sales & Service (S&S) Funds (6xxxx funds) or Compensation Plan Funds (DOM=62165), i.e. generally the fund receiving the credit MUST be a S&S fund or a Comp Plan fund (unless you are processing a Recharge Reversal).
- The Interdepartmental Recharge System is NOT to be used in processing transfers of expense.
- It is UCLA policy that all Sales & Service units bill their customers at previously established/approved rates. If you need to change your approved rates, please contact Tsegaye Teshome to submit a Sales & Service Revised Application for approval.

TRAINING on the Online Interdepartmental Recharge System:
Additional online training is available through Accounting’s tutorials:

ACCESS to the Online Interdepartmental Recharge System:
- Access is granted through Natasha Plengsangtip in General Accounting.
- Preparers must have an AIS login and password PRIOR to requesting access.
- The Application for On-Line Interdepartmental Recharge Systems Access form must be completed and emailed to Natasha (nplengsangtip@finance.ucla.edu) for approval:

PROCESSING an Online Interdepartmental Recharge:
1. Go to www.accounting.ucla.edu → Click Online Financial System → Bookmark webpage
2. Log into UCLA On-line Financial System using your UCLA logon ID & password
3. Click **Interdepartmental Recharge**

**FINANCIAL SYSTEM REPORTS**
- UCLA Financial Web Reports (CDW) Feedback
- UCLA Financial Web Reports
- Payroll Reports
- CG Reports
- PAC/BrinBuy Reports
- BAR Reports
- CASHNET Reports

**FINANCIAL SYSTEM KEY ENTRY**
- Non-Payroll Expenditure Adjustment
- Transfer of Funds
- Interdepartmental Recharge
- Recharge Order Request

**APPLICATIONS**
- Consolidated Gift Fund Management
- Web DocumentDirect
- PAN - Post Authorization Notification
- CASHNET - Processing Cash Receipts
- CASHNET - Services Application

4. Interdepartmental Recharge Main Menu

Choose **Create Misc Recharge**

**Menu Description:**
- **Create Misc. Recharges** – A blank interdepartmental recharge form.
- **Intercampus Recharge** – A blank intercampus recharge form.
- **Recharge Reversal** – To reverse part or complete recharge transactions processed through the Recharge Application system.
- **Saved Recharges** – Recharge documents partially completed saved by the preparer for future submission (This can be updated or deleted by the preparer.)
- **Recharge Status** – Recharge documents that are “submitted” but not yet posted to the ledger.
- **Review Orders** – Recharge Order Requests to be reviewed by a service unit for action (accept or decline the order).
- **Audit Reports** – Recharge documents that have been processed and posted to the General Ledger to be retrieved by campus personnel for reference using various sorts.
- **Excel Import** – Following instruction, can upload from an excel spreadsheet.
- **Service Unit Admin** – List of funds that have approved recharge budget, object codes associated with the fund, contact and price listing. *(To be updated by General Accounting Staff).*
- **Logout** – Sign off from the Interdepartmental Recharge Processing system.
- **FS Apps Menu** – Return to FS Main Menu (see step 3).

5. Complete the Interdepartmental Recharge Form

![Interdepartmental Recharge Form](image)

**Items to Consider/Avoiding Error Messages:**

- The **DEBIT** transaction must be listed as the **FIRST** line of the transaction.
- If there are more than two lines, debits and credits must be posted in pairs.
- The Department receiving the **CREDIT** must be the preparer.
- For S&S funds, the rate used MUST be an approved rate. If you need to change your rates, please contact Norma Vaquerano to submit an S&S Revised Application for approval.
- The **CREDIT SUB** should always be **SUB 09**.
- The **DEBIT OBJECT CODE**, which identifies the purpose for which a service unit is approved to operate, will be **VALIDATED** against the recharge (service) unit’s list of available object codes.
  - Approved Object Codes are established at the time the Sales & Service fund is established, based on the S&S application. If you need to add an approved Object Code, please contact Norma Vaquerano to submit an S&S Revised Application for approval.
- Create a **TEMPLATE** of recurring Recharges. This ensures you will always use the correct RATE, FAU, SUBS, and OBJECT CODES. To create a TEMPLATE, complete the following steps:
Complete the Interdepartmental Recharge Form
From the TEMPLATE menu, choose “Save as Template”
Assign a name to the template and hit the Save button

**Medicine Compensation Plan Funds Considerations:**

Medicine Compensation Plan funds (62165, 62246) have their own approved Object Codes that **MUST** be used when processing Interdepartmental Recharges. Please see the following website for the full list of approved Sub/Object Codes:

- [http://www.deans.medsch.ucla.edu/fiscal/ws7.html#3913](http://www.deans.medsch.ucla.edu/fiscal/ws7.html#3913)

Three examples of the most common **Sub/Object Code Pairings** for Comp Plan Recharges. Please note that the first two examples are for **SUPPORT** and the last example is for **SERVICES**.

### Same Dept Both Sides Of Comp Plan Recharge Entry (e.g. 62165 to 62246) for SUPPORT

<table>
<thead>
<tr>
<th>Recharge Transfer Description</th>
<th>Sub</th>
<th>Object Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Intradepartmental Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept A – Fund 1 – Comp Plan providing monies</td>
<td>08</td>
<td>7232</td>
<td>Support Provided Between 2 Different Comp Plan Funds Within the Same Department</td>
</tr>
<tr>
<td>Dept A – Fund 2 – Comp Plan receiving monies</td>
<td>09</td>
<td>3912</td>
<td></td>
</tr>
</tbody>
</table>

### Comp Plan Recharge Entry Between 2 Different Departments Within SOM for SUPPORT

<table>
<thead>
<tr>
<th>Recharge Transfer Description</th>
<th>Sub</th>
<th>Object Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Interdepartmental Support</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept A – Comp Plan fund providing monies</td>
<td>08</td>
<td>7233</td>
<td>Support Provided Between 2 Different Comp Plan Funds Not in the Same Department</td>
</tr>
<tr>
<td>Dept B – Comp Plan fund receiving monies</td>
<td>09</td>
<td>3913</td>
<td></td>
</tr>
</tbody>
</table>

### Miscellaneous Recharges for SERVICES

<table>
<thead>
<tr>
<th>Recharging For Miscellaneous Services</th>
<th>Sub</th>
<th>Object Code</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Charged Dept (sample object code choice used)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept A – Fund Charged For Services Received</td>
<td>03</td>
<td>3456</td>
<td>Misc. Recharge for Services Provided By One Dept to Another</td>
</tr>
<tr>
<td><strong>Charging Department</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dept B – Fund Receiving Monies for Services Provided</td>
<td>09</td>
<td>3900</td>
<td></td>
</tr>
</tbody>
</table>
6. Once the form has been filled out completely, hit the Validate button.

7. After successful Validation, hit the Submit button.

8. Be sure to send a copy of any backup documentation (e.g. billing statement, etc.) to the debited department.