OVERVIEW
Intercampus recharges are financial entries between UC campuses used to charge and credit each other for services or materials provided. **The campus receiving payment/requesting reimbursement or recharge initiates the intercampus recharge transfer.**

Scenario 1: UCLA to pay another UC campus or UCOP:
1. Direct the other UC campus processor to their own General Accounting Group to initiate an Intercampus Order/Charge (IOC) per that campus’ IOC instructions.
2. Provide the following information to the other UC campus processor:
   a) UCLA PI’s Full Accounting Unit (FAU). ex. Sample below. Required in red. # of digits in (#) after category. If voluntary field is to be left blank, state so.
      
      | Loc (1) UCLA=4 | Account (6) | Cost Center (2) | Fund (5) | Project (Up to 6) | Sub (2) | Object (4) | Source (Up to 6) |
      | 4           | 441357     | JB             | 23480    | Leave Blank      | 03      | 4630       | Leave Blank      |

   b) Your name, email and phone number so that UC campus can provide it to their General Accounting Group as the UCLA contact person.
3. UCLA Business and Finance Solutions (BFS) will receive the IOC form directly from the other UC’s General Accounting Group.
4. Review the ledger for the FAU provided to ensure the Intercampus Recharge expense hits as expected.
5. Follow-up with BFS if the expense does not hit after a few weeks.
   a) Email financialcontrol@finance.ucla.edu if you would like a status update on a specific recharge.
      i. Provide the amount, FAU and other UC campus’s name so BFS can track down the transaction.

Scenario 2: UCLA to charge (invoice) another UC campus or UCOP: Complete the request via BFS’s Recharge system via the Online Financial System Portal. For access and interdepartmental recharge preparer training (start on page 26 of PDF) for the Recharge System.
1. Log into the Online Financial System Portal Recharge System. If you do not see that option, it means you do not have access.
2. Complete Intercampus Recharge within the system (see next page for screenshots)
   a) **FAU:** If you do not see the UCLA PI’s credit FAU receiving the payment from the other UC, complete the Service Unit Maintenance Form to have the FAU added.
   b) **SU:** If you do not know the SU code, click on “Service Unit Report” and search by entering fund #.
   c) **Object Code:** Credit side=3900. Leave blank on form for Intercampus Recharges.
2.b. Choose appropriate UC campus that will be recharged.

2.b. Collect other UC’s fund manager’s name, phone, email, dept, FAU equivalent to charge prior to starting recharge request. This is the person the other UC’s Financial Office will notify when the transaction is received from UCLA.