

INTERCAMPUS RECHARGES

Revised May 16, 2022

OVERVIEW

Inter-campus 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 inter-campus recharge transfer.**

Scenario 1: UCLA to pay another UC campus or UCOP:

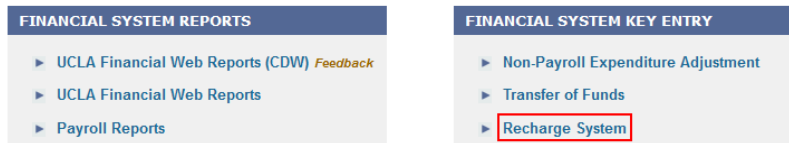
1. Direct the other UC campus processor to their own General Accounting Group to initiate an Inter-campus Order/Charge (IOC) per that campus' IOC instructions.
2. Provide the following information to the other UC campus processor:
 - a) UCLA PI's Full Accounting Unit (FAU). ex. Sample below. **Required 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 Account Group.
4. Review the ledger for the FAU provided to ensure the Inter-campus 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 Inter-campus 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 Inter-campus Recharges.

Fund No(s): 2.a.

SU Code(s): 2.a.

Account/CC(s): 2.c. = N/A

Object Code(s) on the DEBIT side (not 39XX): 2.c. = N/A

Comments:

UCLA Recharge

Getting Started

Order

- Create Order
- Saved (0)
- Awaiting Pricing (0)
- Pending FAU Allocation (0)
- Sent Back (0)
- Awaiting Fulfillment (0)
- Recently Completed (0)

Reports

- Audit Reports
- Service Unit Reports 2.b.

Review Recharge Orders

- Quote Pending Orders (12)
- Awaiting FAU Allocation (0)
- Pending Fulfillment (0)
- Recently Completed Orders (0)
- Pending Reversal Orders (0)
- Sent Back Orders (2)

Bulk OR Single Recharge

- Create Bulk Import
- Create Single-Credit-Line Recharge
- Saved (0)
- Recently Completed (7)

InterCampus Recharge

- Create InterCampus 1.
- Saved (0)
- Recently Completed (0)

Service Unit Reports

FAUs for User	Service Units for User	Description	Fund	Dept	Account	Object	Inactive Users	Incomplete SUs	
<p>Search by Fund Number</p> <input style="width: 100%;" type="text"/> 2.b. <input type="button" value="Search"/>									
Fund: <input type="text"/>									
(Two Active Contacts required for each Service Unit)									
Loc	SU	Service Unit Description	Logon	Name	Dept	Auth	Employee	DACSS	Service Unit
4	2.b.	MEDICINE-BASIC SCIENCE PLAN	BICYR	RUJANURUKS, C. Y.	1565	Contact	Active	Active	Active

Create InterCampus

Name: RUJANURUKS, CATHERIN | **Department:** MEDICINE-DEPT ADMINISTRATION | **Phone Number:** (310) 206-6287 | **Effective Date:** 05/12/2022

Explanation: 256 characters left.

ENTER EXPLANATION OF THE GOODS/SERVICES PROVIDED TO OTHER UC CAMPUS. BEST PRACTICE IS TO INCLUDE DATE(S) GOODS/SERVICES PROVIDED AND TO THE NAME OF THE INDIVIDUAL/PI RECEIVING THE GOODS/SERVICE.

Fund

- 61244
- 61244
- 62052
- 62089
- 62165
- 62246
- 62964

Service Unit

61244

Description	Quantity	Rate	Total
GOODS/SERVICES DESCRPT	1.00	750.0000	750.00

Campus	Name	Phone	Email	Department	Ext. FAU	Amount
2.a.	Thomas Cruise	8058765309	tcruise@uci.edu	Medicine	41357-TC-19900-03-	750.00
Debits: \$750.00						Credits: \$750.00

Choose appropriate UC campus that will be recharged.

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.