HOW TO PROCESS AN INTERDEPARTMENTAL RECHARGE

Revised July 13, 2022

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

- The Interdepartmental Recharge System can ONLY be used for approved Sales & Service (S&S) Funds (6xxxx funds), i.e. generally the fund receiving the credit MUST be a S&S fund (unless you are processing a Recharge Reversal).
- The Interdepartmental Recharge System is NOT to be used for processing expense transfers.
- 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.

***Please note the Interdepartmental Recharge is no longer used to process transfers between Compensation Plan funds. These transfers are now processed via a Cross-Balance Account Transfer (TOF). Please see the Cross-Balance Account Transfer form under the Post Award Forms.***

TRAINING on the Online Interdepartmental Recharge System:
Online training is available through Business & Finance Solutions' (BFS) Recharge System Training.

ACCESS to the Online Interdepartmental Recharge System:
- Access is granted by BFS via request by your Departmental Security Administrator (DSA).
- 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 provided to BFS for approval.

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

4. For detailed instructions on how to work within the Recharge System, review BFS's Recharge System Training videos or PowerPoint PDFs.