

# HOW TO PROCESS AN INTERDEPARTMENTAL RECHARGE

Revised October 23, 2018

## 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)**, 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 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.

**\*\*\*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:

Additional online training is available through Accounting's tutorials:

[http://ga.accounting.ucla.edu/recharge/On-Line%20Recharge-Interdepartmental%20-May%2007\\_files/frame.htm](http://ga.accounting.ucla.edu/recharge/On-Line%20Recharge-Interdepartmental%20-May%2007_files/frame.htm)

## 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](mailto:nplengsangtip@finance.ucla.edu)) for approval:  
<http://medschool.ucla.edu/workfiles/Site-ORA/postawardforms/On-Line-Recharge-Access-Application.pdf>

## PROCESSING an Online Interdepartmental Recharge:

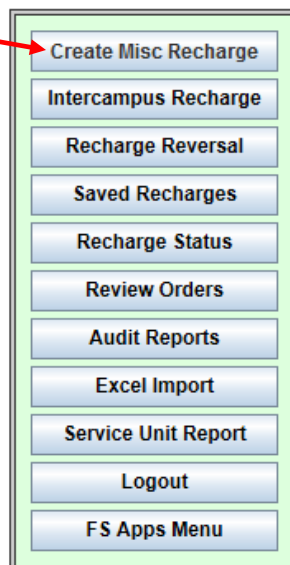
1. Go to [www.accounting.ucla.edu](http://www.accounting.ucla.edu) → Click **Online Financial System** → Bookmark webpage
2. Log into UCLA On-line Financial System using your **UCLA logon ID & password**

### 3. Click **Interdepartmental Recharge**



### 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

Description of Goods and Services being Recharged				Quantity	Approved Rate	Total
1						
2						
3						
4						
5						
<b>TOTAL RECHARGE</b>						<b>0.00</b>

Rchrg ID	LOC	Account	CC	Fund	Project	Fin Class Sub Object	Source	Description	Reference	Debit	Credit
1	4										
2	4										
3	4										
4	4										
5	4										
6	4										
7	4										
8	4										
9	4										
10	4										
<b>TOTAL</b>										<b>0.00</b>	<b>0.00</b>

### 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.
- The rate used **MUST** be an approved rate. If you need to change your rates, please contact Tsegaye Teshome 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
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.