Income & Recharge Billing
Financial Journal Process

PLEASE LIMIT RECHARGE JOURNALS TO INCLUDE ONLY RECHARGE TRANSACTIONS FOR ONE CENTER

Prior to filling in the department information outlined below, you must first update the "Mo/Yr" and "Number" of the Financial Journal located at the top of the journal (highlighted in yellow on example). To do so, you will need to update the first row (row 6) "Date" and "MO" fields located in Column O and P (highlighted in orange in example). The information will then autofill the remaining rows and update the journal "Mo/Yr" and "Number".

1. Date (MMDDYY) – Last date of month the journal is processed in
2. MO (MM) – The number corresponds to period the journal will be processed in. Numbers run through fiscal year, starting with July (1) and ending with June prelim (12), and June Interim (13). Final fiscal close recharge journals need to be done no later than period 13 and are integral in closing the Interim ledger.

Financial Journal Information:

A. Account Name – Enter title of account
B. Loc – Enter location. One digit representing campus to which the transaction is posted. UC Santa Barbara is location "8", UC System wide EAP is location "Q".
C. Account – Enter account number to be credited and/or debited
D. Fund – Enter fund number to be credited and/or debited
E. Sub – Enter sub number to be credited and/or debited
    a. For credit transactions to the recharge account/fund, use Sub 9.
F. Object – Enter object code
    a. For debit transactions to departments charged for goods and services, use object code 3905 or the recharge centers unique debit object code assigned by General Accounting.
    b. For credit transactions to Sub 9 of the recharge center account/fund, use object code 3900 or the recharge centers unique credit object code assigned by General Accounting.
    c. Other specific object codes (like communication 4XXXX series) can be used but require prior approval from General Accounting since they must be mapped to object code 3900 or 3905. Several object codes are already mapped to roll up to these object codes, please consult with General Accounting for additional information.
    d. In the future, every Income & Recharge center will have its own unique debit and credit object codes that will be used for recharging transactions only.
G. Description – Describe goods and/or service and include quantity (e.g. # of items or hours of service), rate (e.g. cost/item or cost/hour), if applicable for each item listed.
H. Ref. or Req. – Enter recharge fund number being credited to distinguish between programs. If this field is already being used by the department for other purposes, then the recharge fund number should be referenced under the "Program" field.
I. Debit Amount – Enter amount of charge
J. Credit Amount – Enter amount of credit

K. Dpt Dash – Optional field, can be used by the department for miscellaneous information. Shows up as Dept Req No on ledger.
L. Cost Center – Optional field, can be used by the department for miscellaneous information.
M. Cost Type – Optional field, can be used by the department for miscellaneous information.
N. Project – Optional field, can be used by the department for miscellaneous information.
O. Program – Designates a formalized set of on-going system-wide or cross-campus/location activities. Assigned by UCOP.
P. Explanation – Enter recharge activity and period that recharges are covering
Q. Prepared By – Enter name of person to contact regarding questions about the form along with telephone number and email.
R. Cd Check By –
S. Approved By – Enter name of person approving charge(s)