UNIVERSITY OF CALIFORNIA, SAN DIEGO UCSD

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BUSINESS AND FINANCIAL SERVICES
COSTING POLICY AND ANALYSIS OFFICE

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA 92093-0951

Memo: Operating Guidance **22-01**

May 19, 2022

ALL UC SAN DIEGO SALES & SERVICE ACTIVITIES UNITS (APPROVED RECHARGE FACILITIES, SERVICE ENTERPRISE, AUXILIARY ENTERPRISES, AND OTHER-INCOME PRODUCING ACTIVITIES) THAT PROVIDE PRODUCTS AND SERVICES AS RECHARGE BY RMP APPLICATION TOOL, AS WELL AS ANY OTHER CAMPUS RECHARGE APPLICATION TOOL.

Subject: To provide University recharge customers or users with a detailed description of the products and services offered by the University's Sales & Services Activities Units.

Background:

Since the implementation of the University's new Oracle financial system it has been difficult for customers or users of the service to locate information regarding the charge. Currently, when a recharge transaction is processed through a recharge application tool, the transaction contains insufficient information to determine the charged product or service, which department delivered the service, and whom to contact regarding the service. Additionally, information from providers is inconsistent.

Guidance:

A mandatory requirement for all Sales and Service Activities units such as approved Recharge Facilities, Service Enterprise, Auxiliary Enterprise, and Other-Income Producing activities that process recharge transactions through any recharge application tool or manually created MCI (miscellaneous cost import) file that have been authorized and approved under exceptional cases to ***include* in the Oracle Financials Project Cost Transaction Detail the following:**

- **"Original Transaction Reference"** field, which will serve as the product or service's unique identifier or receipt number, **and**

- **"Expenditure Item Comment"** field a (1) **recharge operation's financial contact information** for customers or users to inquire about the description of the goods or services provided by recharge operations, and/or (2) a **hyperlink** to the full description of the products and services being provided, which includes financial contact information. This hyperlink includes, but is not limited to the following information:

1. Date of the service
2. Recharge Units name or Department information providing the product or services
3. Customer (name and email) who authorized the purchase of the product or service
4. Price rate and quantity for each product or service rendered
5. Description of products and services rendered
6. Financial Contact information (name and email address) who may provide additional information on the product or service rendered.

Effective Date:

Effective immediately, subject to individual department needs to retrofit system integration applications to comply with this new procedure. Any necessary actions must be completed within six months.

Monitoring and Support:

Additional information and recommendations for corrective action in monitoring, compliance, and support are forthcoming from Business & Financial Services.

Resources:

https://adminrecords.ucsd.edu/ppm/docs/300-87.html

https://blink.ucsd.edu/finance/costing-analysis/ssa/index.html

Contact:
Lizette Ou, Senior Manager
Costing Policy & Analysis Office
Business & Financial Services
lmou@ucsd.edu

Nilo Mia

Nilo Mia, Executive Director
Costing Policy & Analysis Office
Business & Financial Services