

MONTANA STATE UNIVERSITY – BILLINGS

CAMPUS RECHARGES

The Financial Services office processes monthly Recharge Journals for the Recharge and Service Centers on campus. A **Recharge Journal** is an entry made in Banner in the Financial Services department to process the financial transaction between a Recharge Center and a Campus Department. A Recharge Journal provides revenue to the Recharge Center for the service or product provided and expenses the Campus Department for that service or product.

Recharge Journals include (but are not limited to):

- Campus Store
- Computer Service Center
- Copyroom
- Mail Service Center
- Maintenance Service Center
- Motorpool
- Printing Services

From time to time, other campus departments may find it necessary to recharge another department for miscellaneous services or goods. A minimum value of \$25 is required for those charges to be processed. Please contact Financial Services for assistance.

In Banner, a Recharge Journal will have the Document type **JRC**.

The screenshot shows the Banner Transaction Activity interface. At the top, there is a navigation bar with the user 'ellucian' and the system 'Detail Transaction Activity FGITRND 9.3.6 (PROD) (BL)'. Below this, search criteria are displayed: COA: 1, Fiscal Year: 19, Index: Fund:, Organization: 634104, Account: 62233, Program: 33, Activity: Location: Period: Start Over. The Commit Type is set to Both. The main section is titled 'DETAIL TRANSACTION ACTIVITY' and contains a table with columns: Account, Organization, Program, Field, Amount, Increase (+) or Decrease (-), Type, Document *, Transaction Date *, Activity Date *, and Description. A red circle highlights the 'Type' column, which contains the value 'JRC'. The table also shows a total amount of 36.10. The interface includes navigation controls at the bottom, such as '1 of 1' and 'Per Page'.

Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
62233	634104	33	YTD	36.10	+	JRC	YR001607	09/06/2018	09/06/2018	PAPER CHGS 0818
Total				36.10	+					

If you have questions concerning Recharge Journals, please contact:

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