AUGUST 2019 BRC BLAST – Interlocation Cost Transfers

Tips for Interlocation Cost Transfers

Have you ever wondered...can a University of California (UC) campus location invoice another UC campus location? The answer is absolutely NOT. Why not? Because we are all The Regents of the University of California, and we cannot invoice ourselves.

When a UC location incurs an expense which is to be charged to other UC location(s), an interlocation cost transfer to move the expense must be initiated. Here are a few tips on interlocation cost transfers:

- If a UCOP department has incurred the cost and will be “charging” other location(s), the UCOP department must initiate the Cost Transfer.
- If another campus location has incurred the cost and will be “charging” the UCOP department, the campus must initiate the Cost Transfer.
- Either way, the location initiating the cost transfer will need to obtain the following information from the location they are debiting in order to process the transfer of expense:
  - The full Campus Chart String or Account (FAU) to debit
  - For the location being debited, the name of the department and contact name, phone number, and email address

Heads up for UCOP departments!

- When you are providing the above information to another campus location (UCOP is being debited), be sure to provide the full FAU including the object code but NOT the department code. The department code is not part of the FAU and campuses will be confused.
- When you are initiating an interlocation cost transfer (UCOP is being credited), you will be collecting the same information above from the campus and submitting the transaction to the BRC CAAP Team through ServiceNow for processing as a Cost Transfer. Please feel free to contact BRC-CAAP@ucop.edu if you have additional questions about interlocation cost transfers.

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