Dear Colleagues:

Re:  Web Based On-Line Recharge Order Request Application

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As you may be aware, General Accounting and AIS have developed a new web enabled Recharge Order Request (P-39) application that interfaces with the On-Line Interdepartmental Recharge application. I am happy to announce that the introductory training has been completed and this application is available in production for use by campus departments effective June 1, 2007.

In addition to the training provided a few months ago, we will schedule a refresher course for campus users in mid June and send out an announcement as soon as we determine the date and location. Please note that the training material is available through the General Accounting portal, click training in the banner, and scroll to Training Tutorial, “On-Line Recharge Order Request”.

At this time, we would like you to identify individuals in your organization who will perform this function and have your Departmental Security Administrator (DSA) grant them systems access through DACSS utilizing the following functions:

- FSRORP - Recharge Order Request-Preparer for all other orders
- FSRORBD - Recharge Order Request-Blood Donation

These functions are now available for the DSA’s on their DACSS menu.

In addition, the following PROC IDs have been established in order to set up reviewers for recharge order request and recharge transactions:

- ROR PROC ID to grant access to Reviewers when recharge orders are placed.
- FSR PROC ID to grant access to Reviewers when recharge transactions are posted to the ledger.

This new on-line application provides campus users with improved efficiency, timeliness and accuracy in processing recharge orders. Some of the special features of this new application are:

1. The web enabled electronic input process provides users with a more streamlined method to input data validation through the Recharge Order System, automatic input of preparer information, and automatic totaling of transactions.
2. The timeliness of document processing is greatly improved eliminating mailing or faxing of order document to various service units. Transactions are updated real time in the Recharge Order System.

3. The application improves accuracy of transactions through “Front End” edits of FAU’s, values, date and other policy related matters. These features help to insure that the system is used only for the appropriate types of orders (i.e. it only allows service units to accept orders that they are approved for).

4. Enhances control features are available through DACSS/e-mail notification process. Similar to other applications, preparers are granted access their departmental DSA to post order requests to the application by. Reviewers are notified twice daily in a single e-mail, of all the posted orders. Order status (accepted or declined) will be tracked within the application.

5. Complete electronic retrieval of document is available on a distributed basis as all stages of processing. Preparers can retrieve “in progress” and completed orders. Reviewers can retrieve posted orders for review and all users can retrieve completed and posted orders to the On-Line Interdepartmental Recharge application for research and management purposes.

After this new application is rolled out to all users, all other methods of ordering (fax, telephone, etc.) will be phased out. We encourage you to use this application to process all your recharge orders. In addition, in Phase II, the product listings and prices of all recharge units will be available through this application.

Please address any additional questions to my attentions at Mwoldemu@finance.ucla.edu. We look forward to completing the rollout of this application to our campus users.

Regards,

Maaza Woldemusie
Manager, General Accounting