

GUIDE TO USE THE WEB BASED ON-LINE RECHARGE ORDER REQUEST (ROR) APPLICATION FOR BRUINCARD SERVICES.

If you are a preparer using the Web Based On-Line ROR Application for the first time:

1. Check with your department head to obtain the proper access. Department Security Administrator (DSA) can grant access through DACSS utilizing **FSRORP** (Recharge Order Request-Preparer).
2. View the training material at the General Accounting portal to ensure you fully understand the process or for periodic review. Click training in the banner, and scroll to Training Tutorial, “*On-Line Recharge Order Request*”

Please direct questions to Nancy Tran by phone at extension 62484 or by email at ntran@finance.ucla.edu.

TO SUBMIT BRUINCARD SERVICE REQUEST:

1. Log onto the Online Financial Reporting Systems (OFSR) using your OASIS login.
2. Click on “**Recharge Order Request**”

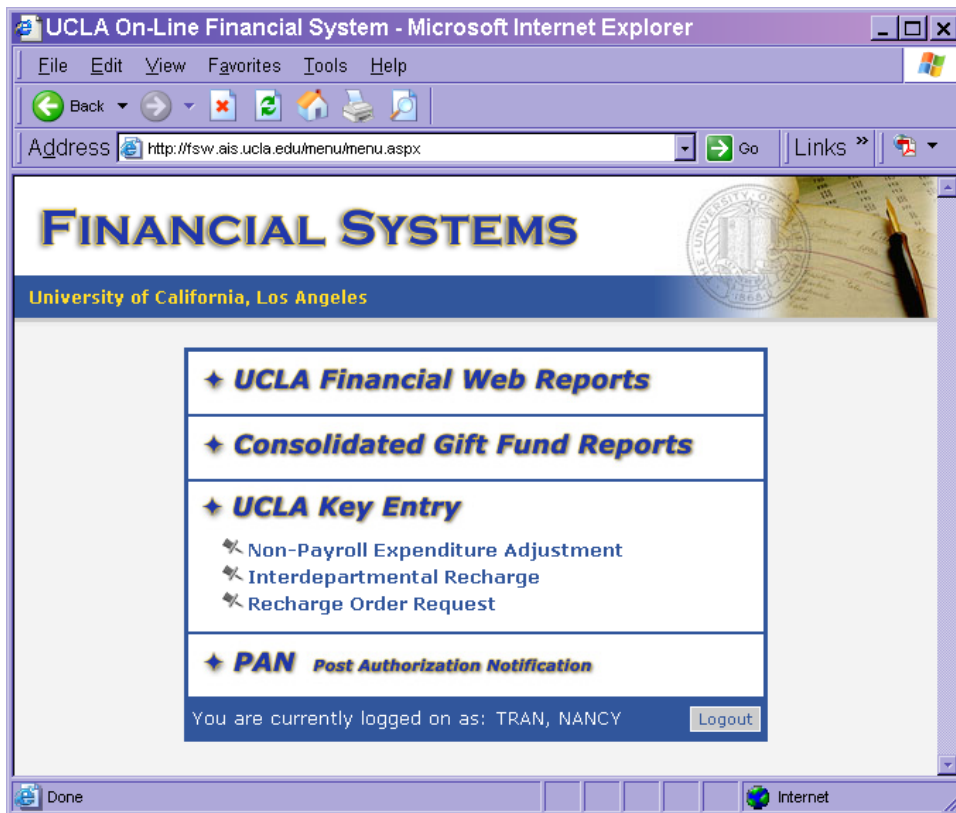


Figure 1

3. Click on **Create Order**

GUIDE TO USE THE WEB BASED ON-LINE RECHARGE ORDER REQUEST (ROR) APPLICATION FOR BRUINCARD SERVICES.

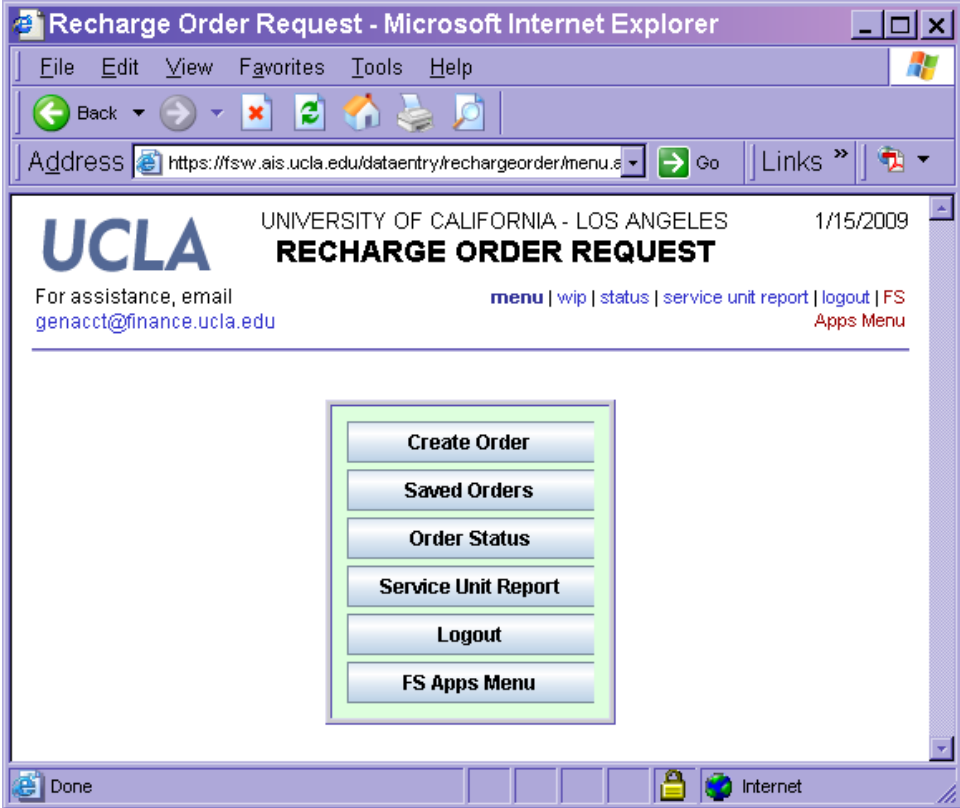


Figure 2

4. Click on the *Search* icon, type *BruinCard*, click on search, and select the BruinCard fund 66338.

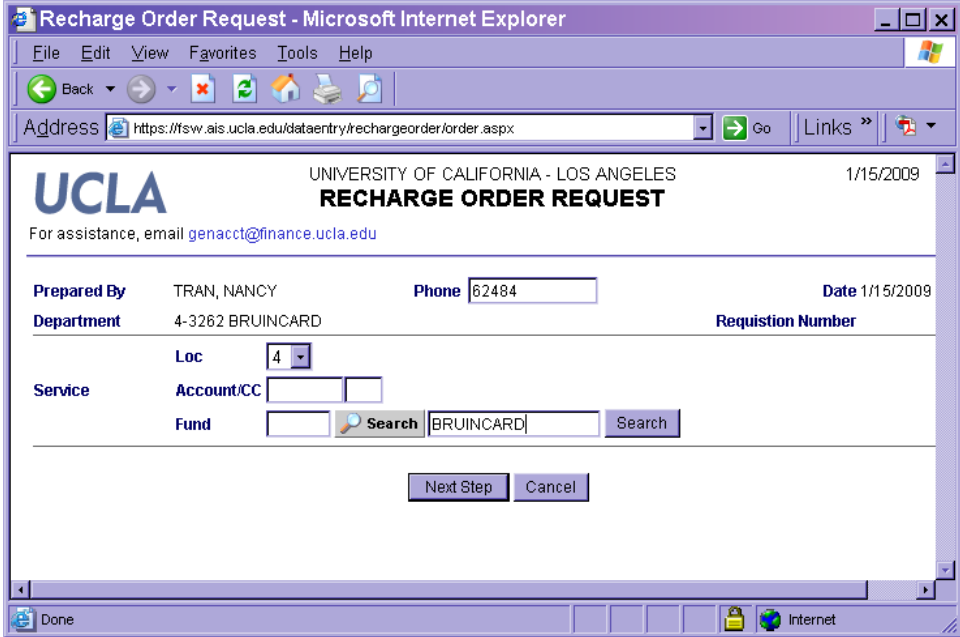


Figure 3

5. Click on "Next Step"

GUIDE TO USE THE WEB BASED ON-LINE RECHARGE ORDER REQUEST (ROR) APPLICATION FOR BRUINCARD SERVICES.

Recharge Order Request - Microsoft Internet Explorer

Address <https://fsw.ais.ucla.edu/dataentry/rechargeorder/order.aspx>

UCLA UNIVERSITY OF CALIFORNIA - LOS ANGELES 1/15/2009

RECHARGE ORDER REQUEST

For assistance, email genacct@finance.ucla.edu

Prepared By TRAN, NANCY **Phone** 62484 **Date** 1/15/2009

Department 4-3262 BRUINCARD **Requisition Number**

Loc 4

Account/CC 115625 - BRUINCARDS

Service **Filter by Service Unit** ALL

Fund 66338 Search UCLA BRUINCARD

Next Step Cancel

Figure 4

6. Enter your department *Recharge ID* or *Account/CC/Fund*.
7. Click on the drop down box and select the *object code* that best describe the service you are requesting. Click on *Add Another FAU* if you would like to distribute the expense to multiple accounts.
8. Click on *Explanation/Description* and provide a reason or business justification for the service request. (*All University Financial Policies apply. Please refer to the General Accounting portal for reference on various policies.*)
9. Enter the BruinCard name and number to credit on the *Description of Goods & Services being Recharged*. Enter **1** in *Quantity*.
10. Enter the appropriate rate or deposit amount under the *Approved Rate*.
11. Click on *Add Another Row* to add additional name and number. Please use one line item per card name/number.
12. Review your entry and click on *Validate* when completed.

GUIDE TO USE THE WEB BASED ON-LINE RECHARGE ORDER REQUEST (ROR) APPLICATION FOR BRUINCARD SERVICES.

Figure 5

13. Click on *Submit* to proceed, *Save* to return and edit later or *Edit* to make immediate change(s).

Figure 6

14. The preparer will receive a notification when the request has been processed. Both preparer and reviewer will receive a PAN notification for the transaction.