Departmental Recharge System

Departmental Recharge System (DRS) is an automated online and batch system that allows one department to recharge another department for services or goods. Departments can enter recharge transactions online daily and once a month DRS feeds these ledgers to the Financial System.

In order to access the DRS system, the Accounting Office needs to authorize your department. The procedure requires you completing a packet of forms and a letter to the Accounting Officer describing your activity.

Please read, print, and send the following documents to Victor Cesario, Accounting, (949) 824-7200, ZotCode 1050:

Authorization Packet ( * is required):
- Request for Direct General Ledger Input via Terminal *
- Request for journal number to be added to DRS (Microsoft Word Document) *
- Request for new/change school code (Microsoft Word Document) *
- Request for department code (Microsoft Word Document) *
- Contact your DSA (Departmental Security Administrator) for approval.
- Sample Request Letter
- DRS Glossary

To learn how to use the online system, please read the Online User Guide (Microsoft Word Document)

Contact
For general information: AdCom Help Desk , (949) 824-8500, helpdesk@uci.edu
For technical information: Angela Chang, AdCom Services, (949) 824-7060, aychang@uci.edu