

Campus Recharges

The Financial Services Office processes monthly recharge journals for the Recharge 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):

- Computer Service Center
- Copyroom
- Mail Service Center
- Maintenance Service Center
- 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 at financialservices@msubillings.edu or 657-2131.

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

Detail Transaction Activity FGITRND 9.3.22 (PROD) (BL)										
COA: 1 Fiscal Year: 26 Index: Fund: 611000 Organization: 633101 Account: 62212 Program: 06 Activity: Location: Period: Start Over										
Commit Type: Both										
DETAIL TRANSACTION ACTIVITY										
Active filters: Type: JRC Clear All Filter Again										
Account	Organization	Program	Field	Amount	Increase (+) or Decrease (-)	Type	Document *	Transaction Date *	Activity Date *	Description
62212	633101	06	YTD	45.00	+	JRC	YR002400	09/04/2025	09/04/2025	Aug Paper Charges
62212	633101	06	YTD	150.05	+	JRC	YR002400	09/04/2025	09/04/2025	Aug Copy Charges
62212	633101	06	YTD	192.09	+	JRC	YR002393	08/11/2025	08/11/2025	July 26 Copy Charges
Total				387.14	+					