For a Department to become a Recharge Center, a license must be obtained. To acquire the license, the Department must submit a license application either to SPF (for grant license) or to FR&O (for non-grant license – which should be very rare). Once the Department is granted the license, individuals who will be initiating transactions for that Department must be granted the appropriate page and workflow security.

Refer to the University's policy for additional information on grant licensed Service Centers and Recharge Centers: https://universitypolicies.columbia.edu/content/service-centers-and-recharge-centers

Please refer to the chart below for additional instructions on the setup and transaction processes for Recharge Centers:

	Step	Grant License	Non-Grant License	Additional Resources
Set Up	1. Application: apply for the Recharge Center license for your Department *grant license or non-grant license*	Submit application to Sponsored Projects Finance askRPIC@columbia.edu	Submit e-mail request to the Controller's Office – these requests should be rare. To do so, please submit an incident to the Finance Service Center directed to Security Operations.	Application Form for Grant Licensed Recharge Centers: Request via email to: askRPIC@columbia.edu
	2. Attributes	Account and Department Attributes updated by FR&O	Account and Department Attributes updated by FR&O	ChartField Request Form: *Columbia Specific, General Ledger, ChartField Request Form, ChartFields*
	3. Security Setup: request appropriate security role for individual(s) who will initiate transactions for the Recharge Center Department	Initiator Role: Grant License Initiator Approver Role: Internal Transfer Approver	Initiator Role: Non-Grant License Initiator Approver Role: Internal Transfer Approver	All security roles must be requested by the user through the Columbia University Financial Systems Security Application which can be found in the Service Catalog of ServiceNow (https://columbia.service-now.com/).

	Step	Grant License	Non-Grant License	Additional Resources
Transaction	1. Entering Internal Transfers in ARC	Internal transfer must be initiated by the person(s) with the Grant License Initiator role	Internal transfer must be initiated by the person(s) with the Non-Grant License Initiator role	Navigation in ARC: *Columbia Specific, General Ledger, Internal Transfer Journal Entry*
	2. Recharge Center Accounts	Must use Recharge Center accounts in ALL transaction lines Recharge Center Accounts have been set up in the following series of Accounts: 4xxxx for revenues, 69xxx for recoveries and 6xxxx for expenses	Must use Recharge Center accounts in ALL transaction lines Recharge Center Accounts have been set up in the following series of Accounts: 4xxxx for revenues, 69xxx for recoveries and 6xxxx for expenses	
	3. Project	A separate Project should be set up for each license and the grant license number will be recorded as an attribute of this Project. Only those costs that are associated with this license may be charged to this Project and any recoveries should also be credited to this Project.	Use of a separate Project to track expenses, recoveries and/or revenues is recommended, but not required.	

Getting Help
Please contact the Finance Service Center
http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now
https://columbia.service-now.com