Department Inactivation Flow Chart
(the deactivation process)

START

Department reviews financial transactions and identifies all owning sources.
* Adhoc Queries in CC
* Infoporte

Deactivate Source(s)?
* Fund authority
* Agreements/contracts

Yes

Source activities ceased or transferred

Contact Accounting Services, BP&A
- Request source deactivation
- Instructions and checklist

- Update CFS for future transactions
- Prepares entries to CLEAR balances

Accounting Services, BP&A
- Ensure all required CFS be zero
- Request ITS to change department

- Update CFS for future transactions
- Prepares entries to MOVE balances

Contact Accounting Services, BP&A
- Request source modification
- Instructions and checklist

- Update CFS for future transactions
- Prepares entries to MOVE balances

Accounting Services, BP&A
- Ensure all required CFS be zero
- Request ITS to deactivate source(s).

No

Move Source(s) to another department

Contact Controller’s Office / Accounting Services
- Instructions and checklist

- Requisitions and PO close/update.
- HR personnel / Payroll Funding update.
- Student Financial update.
- OSR Projects closed.

Data Collect Batch Files. Subsystem. External systems (e.g. CBM)

Budgets must be cleared.


Finance/Student/HR provides confirmation to Controller’s Office /

Campus Unit lead signs off checklist and submits the request to

Accounting Services
- reviews/approves deactivation
- request IT to deactivate department

END

Version updated: 3/6/2020