



## Source Deactivation Checklist

Questions about this form should be directed to [Accounting Services](#).

**Deactivation for Source:**

**Alternate Source (in-flight transactions):**

**Contact Person:**

**The following action items MUST be completed prior to requesting the source deactivation. Please be advised that no new transactions are allowed after a source has been deactivated.**

Close all Requisitions. Close all fulfilled Purchase Orders (PO). Outstanding POs need be updated with the new source number.

Initiate Position Transfer, Add/Update Position and/or Hire to move Positions and Employees into a different source.

Remove source and update default funding grid for Commitment Accounting/Payroll.

Complete any payroll retros (PAAT) and Fund swaps to transfer funding to the new Source.

Change source in data collect batch (DCB). See [DCB Contact Information](#) or contact [Accounting Services](#).

Update any default string for any charges such as HR, [Works \(P-CARD\)](#), [DAVIE](#) (gift), [CBM](#), etc.

Update enrollment for student activities under source. Ensure Student Records/ Registrar/Admissions has alternate source for future activities.

All [OSR projects](#) should be closed prior to source deactivation.

Update source for Endowment Income Allocations. Contact [Foundation and Investment Accounting](#).

Request to stop any allocations that use the Source such as Money Market. Contact [Accounting Services](#)

Transfer or liquidate fixed assets out of the source. Contact [Asset Management Services](#).

Update source in any Capital Improvement funding. Contact [VC F&O SCE](#).

Run Adhoc queries in Connect Carolina to verify the Source is clear of any financial activities.

*Tip: NC\_CPS\_TB\_DETAILS to verify balance sheet and current fund balance is zero.*

Record campus journals to clean up errors, outstanding receivables and payables in Connect Carolina.

Enter budget transfers/journals ensuring the budget matches the expenses and budget balance is zero.

If the source is included on the Associated Budget table, submit a help ticket to remove it from the table.

**Once all items above have been completed, the deactivation request can be submitted through Connect Carolina (Add Change Request – Deactivate Source “Click Box”), attaching the documents below:**

A memo signed by the Disbursing Authority (Department Head, Dean of School, Director) addressed to the [University Controller](#) requesting the Source to be deactivated.

Completed Source Deactivation Checklist.