205.3.1f - Source Modification Checklist

Questions about this form should be directed to Accounting Services

> This Source Modification Completion Form is being provided to help you prepare prior to submitting a Source Modification request. The items below need to be completed by you or a department representative to complete the modification.

Modification for Source:

The following items must be completed if the modification involves a department change (new chartfield string), or certain other circumstances. Please complete checklist once Disbursing Authority approval to change the source is received.

Close all Requisitions or modify with the new department ID. Purchase Orders must be modified with the new department ID or closed, depending on the current fulfillment status with the vendor.

Initiate Add/Update Position and/or Hire ePars to update Positions and Employees to new department ID.
  Tip: Run Infoporte reports on "Employees", "Positions", "Payroll", "Affiliates" tabs, and contact HR representative.

Complete payroll retros (PAAT) and Fund swaps to transfer funding to the new department ID.

Change department ID and update default funding for Commitment Accounting/Payroll.

Update any default strings with new department ID in HR, Works (P-CARD), DAVIE (gift), CBM, etc.

Update the Associated Revenue chartfield string in Commitment Control, if used.

Record budget transfers/journals from/to the chartfield as necessary, ensuring that budget matches the expenses.

Transfer all fixed assets to new department ID. Contact Asset Management Office.

Change department ID in data collect batch (DCB). See **DCB Contact Information** contact list or contact Accounting Services.

Change department ID for Endowment Income Allocations. Contact Foundation and Investment Accounting.

Change department ID for Capital Improvement funding. Contact VC F&O SCE.

Record campus journals to correct any errors, as needed, and move any revenue and expense transactions to the new department ID.

Transfer any remaining balances to the new department ID, as necessary. Cash should be transferred to the new department ID.
  Tip: NC_CPS_TB_DETAILS to view account balances.

ALL MODIFICATIONS REQUIRE A MEMO REQUESTING THE CHANGE! The memo should be addressed to the University Controller and signed by the disbursing authority. If the modification involves changing departments, both the current and new disbursing authority should sign the memo.

Once all necessary items above have been completed, a change request should be submitted in Connect Carolina. Any incomplete items will result in the delay of the modification. Attach this checklist and required memo to the source change request in Connect Carolina, along with all other necessary documentation supporting the need to modify the source.

Note: Any Money Market allocations will be automatically updated with the new department once the modification has been processed.

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