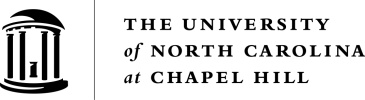
**Department Deactivation Request & Checklist**

This Department Deactivation Checklist is being provided to help you prepare prior to submitting a Department deactivation request.

**DEPARTMENT DEACTIVATION DEPT\_ID \_\_\_\_\_\_ Alternate Active Dept\_ID for in-flight \_\_\_\_\_\_\_\_**

***Please be advised that once a department is deactivated there are no payroll retros or journals allowed.***

**CU lead Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact person for issues\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The following items MUST be completed prior to requesting the deactivation.**

Request all Requisitions be closed. Purchase Orders will either need to be updated with the new department or closed, depending on the current fulfillment status with the vendor.

Initiate Add/Update Position and/or Hire ePars to move Positions and all Employees (permanent, temporary, affiliate) out of the department. Tip: Run reports in Infoporte for HR on the Employees, Positions, Payroll, and Affiliates tab.

Update any default funding for Commitment Accounting/HR that is using the department being deactivated.

Complete any payroll retros (PAAT) and Fund swaps to transfer funding to the new department including MCD’s.

Change/remove departments from data collect batch entries being processed as monthly recurring charges to your department – see Appendix A for journal source and contact information.

If used as a default string for any charges such as HR/Pcard etc. please update through appropriate contact (internal Services).

Process journal corrections that are needed on the department such as transferring inappropriate charges using the Campus Journal mod tool in Peoplesoft.

Make any budget transfers from/to the department as necessary to finalize balance ensuring that budget and/or cash matches the expenses. Tip: Run the cash balance report to verify that the department is at 0.

Request cost transfers for any assets that are assigned to the department – Contact Asset Management Team.

Funding strings for Endowment Income Allocations (from Endowment Principal Fund to Endowment Income Fund)).

If this department is a disbursing authority of any source(s), department ID in the source attribute needs to be updated. Contact Accounting Services to update the source attribute.

If the department has student activity, enrollment must be cleared and ensure that Student Records/Registrar/Admissions has another department number for future activity (if applicable).

If the department has OSR Projects open, these projects should be completed/closed prior to department deactivation.

Run queries (RPT) to verify department id is clear of finance activities and in Infoporte for human resources activities.

***Once all above have been completed then the request for inactivation can be submitted to the OEVC&P for processing. Any incomplete items will result in the department not being deactivated and the request being returned for completion of any missed items.***

***Accounting Services will review the department trial balance and complete cash normalization at the memo bank level.***

***Department to provide a list of chartfield strings to be used for in-flight transactions, and a main contact person for questions regarding in-flight transactions.***

**Appendix A:** **DCB Contact Information**

| **Journal Source** | **Description** | **Primary Departmental Contact** |
| --- | --- | --- |
| ANI | Lineberger Cancer Center - Animal Ex | Patrice McGrath |
| AR3 | Gases Cylinder Rentals | Ammar Yameen |
| ARG | AirGas National Welders | Ammar Yameen |
| ATH | Athletics Diners Club Card | Stephen Boyd |
| AUX | Dining Services | Paula Morris |
| BKP | Iron Mountain Annual Renewal | Greg Neville |
| BNY | BONY-Mellon Investment Transaction | John Carlson |
| CAB | Central Airfare Billing | Brian Durkin |
| CCC | Carolina Copy | Paula Morris |
| CEU | Friday Center Continuing Education | David Elkins/Renee Eaves |
| CIP | Auto Facilities Billing fir Captial Fund Group | Bing Roenigk/Susan Brown |
| CRC | Computer Repair Center | David Eckert |
| CWS | Carolina Works | Gwen Norwood |
| DEV | Development Office | Candace Clark |
| DIG | Lineberger Cancer Center - Digital Imaging | Patrice McGrath |
| DIS | Computer Repair Center - Dispatch | David Eckert |
| DPS | Dept of Public Safety | Laurie Ann Trumbo |
| DRC | Computer Services | Melissa Wood |
| DSC | Dental Storeroom – Full Chart string | Ammar Yameen |
| DSD | Dental Storeroom – Dept – CBM | Ammar Yameen |
| DSI | Debt Service Mandatory Billing (Interest) | Scott Dwyer/Robert Hazard |
| DSP | Debt Service Mandatory Billing (Principal) | Scott Dwyer |
| ECS | ECSI Inbound | Beth Williams |
| EHS | Environment, Health and Safety | Rashad Carlson |
| ELE | Lineberger Cancer Center - Electron Microscopy | Patrice McGrath |
| ENT | Enterprise Rental Vehicles - Motor Pool | JC Peterson |
| FBA | Faculty Benefits -Hospital Benefits | Lauren Gardner |
| FDX | FedEx | Ammar Yameen |
| FRI | Friday Center/Conference Center | Renee Eaves |
| FSB | AIM Work Management System | Susan Brown |
| FUL | Wex (fuel cards) | Ammar Yameen |
| FWS | Federal Work Study | Gwen Norwood |
| GFT | Development Office-Gift Assessment | Crystal Wright |
| GRD | GradStar | Beverly Wyrick |
| GSP | Graduate Student Health Insurance (GSHIP) | Kelleigh Huggins/Brett Kenney |
| HAI | Lineberger Cancer Center - CHAI | Patrice McGrath |
| HC1 | UNC Hospital - Healthcare | Andy Capps/Anthony (AJ) Gentile |
| HC2 | UNC Hospital - Resident | Andy Capps/Crystal Arrington |
| HFP | APCF Charge From Hospital | Patsy Oliver / Jon Angier |
| HLL | Leave Liability Interface | Jesse Baker |
| HRB | Human Resources Background Check | Kelly Gallagher |
| ILB | Ilabs\_replace FLW and BRI | Jackie Schwamebrger |
| INN | Carolina Inn | Lisa Hierman |
| INR | Carolina Inn - Room Charge | Lisa Hierman |
| IRC | Risk Management-General Charges | Drew Nicholson |
| IRP | Risk Management-Fire Protection Grant | Robin Bennington |
| LAM | Department of Lab Animal Medicine | Troy Cates |
| LSV | Laundry Services | Paula Morris |
| MCE | Establish a SOM external Contracts AR file | Todd Allen |
| MSC | MSC - Mini Storeroom – Full Chart string | Ammar Yameen |
| MSD | MSD - Mini Storeroom – Dept – via CBM | Ammar Yameen |
| NUC | Lineberger Cancer Center - Nucleic Acids | Patrice McGrath |
| OC1 | OneCard | Paula Morris |
| OC2 | OneCard | Paula Morris |
| OIS | Office of Information Systems | Yolanda Lujan |
| ONC | Lineberger Cancer Center - Protocol Oncology | Patrice McGrath |
| PCD | Procurement Card | Hua Shen |
| PNA | Physicians and Associates | Jeff Wall/ Jon Anger |
| PRK | Dept of Public Safety-Parking | Laurie Ann Trumbo |
| PRT | Printing Services | JC Peterson |
| REL | University Creative Relations | Donna Pike Marlette |
| RFE | Lineberger Cancer Center - Recharge Center FedEx and Xerox Charges | Patrice McGrath |
| RFS | Remedy License Renewal | Dana Ward/Francis Chan |
| RVY | Lineberger Cancer Center - Retrovirology | Patrice McGrath |
| SMR | School of Medicine Core Facility Recharge Centers | Todd Allen |
| SOG | School of Government | Su Dong/Mary Underwood |
| SOP | Lineberger Cancer Center - Pharmocology | Patrice McGrath |
| SUR | Surplus SPMS/Web Corporation | Ammar Yameen |
| TEL | Telecom Charges | Dennis Pickett |
| TIS | Lineberger Cancer Center - Tissue Culture | Patrice McGrath |
| TLE | Telecom Encumbrances | Steve Haring |
| TPL | Lineberger Anatomic Pathology | Patrice McGrath |
| TPR | Lineberger Cancer Center - Tissue Procurement | Patrice McGrath |
| UAS | Unit Accounting System | John Carlson |
| UMS | University Mail Serives | Paula Morris |
| USS | Student Stores - Barnes and Noble College (BNC) | Toni Horton |
| UTL | Campus Utilities | Gale Noble |
| VIR | Lineberger Cancer Center - Vironomics | Patrice McGrath |
| VWC | VWR-CBM | Ammar Yameen |
| VWD | VWR-CBM | Ammar Yameen |