**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 |