Form To Request Close of Department

Email a clear scan of the completed form to Financial Systems & Technology at psteam@towson.edu

(One Department Number per Form)

Department Number: Fund #: Division/Subdivision #:

Department Description:

Name of Requestor:

Signature of Requestor:

- Make sure Fund/Department has a zero balance
- Make sure there is no payroll being charged to Department
- Make sure there is no ProCard on the Department
- Make sure Dept is not used in a Student Financials Item Type
- Make sure there are no other expenses (phones, copies, etc)

Financial Systems Staff:

Chart of Accounts Maintenance in Closing a Department:

- Verify Zero Balance – Run DAT & Fund Reports
- Verify ProCard and/or other expenses re-directed
- Verify not in current process in Travel System

HCM:

- Inactivate Commit Accounting - if used as Payroll Funding Source. (Query under TU_FIN)
- Inactivate Commit Accounting – if used as a hiring department (Query: BCV_Check_Job_Data)
- Hiring Department Lookup Table – Inactivate Status – Delete Department Field
- Inactivate – Department and Job Code Values [HRMS – Product Related – Dept Budget TBL]
- Inactivate [HRMS – Foundation – Organization – Department]
- Remove from CS9 Security Tree

CS:

- Verify not used with an Item Type [TUSF_DEPTS_WITH_ITEMTYPES]

FS:

- Inactivate in PeopleSoft
- Delete Speedtype
- Inactivate SpeedChart

- Status Column on COA Master Spreadsheet
- Notification for PeopleSoft Allocations Month End Run

Completed by: Initials: Date:

For more information see instructions on how to close a department, grant, or project.