BFS DeptID Inactivation Process Guide

DeptIDs with transactions or values associated with them will require the following actions

1. Review and clear all transactions and values associated with each DeptID to be inactivated. Follow the COA Inactivation Report Reference Guide for more information on how to clear or who to follow up for the specific transaction or value code that needs to be cleared.
    a. Transaction codes and values that **cannot be cleared**:
        i. Due to the time constraints of the CGA department related to their role on the Common Chart of Accounts project, any DeptIDs with CGA related values to clear will be on hold until further notice. See the following list of CGA related values which cannot be cleared at this time:
            - AR Bank Acc
            - AR Dst
            - AR Entry
            - AR Mis Dst
            - AR Pen Dst
            - AR Product Code
            - Award Primary ChartFields
            - BI Bill Stg
            - BI New Bill
            - Contract Deferred Revenue CFs
            - Contract Revenue CFs
            - Contract Unbilled AR CFs
            - Exp need FA processed
            - Exp need Rev Recognition
            - Exp need to be billed

        ii. **Funding Entry Distribution**: We were informed that this value can be ignored and that there is no need to clear them as it is not possible to clear since there will always be the possibility of someone processing a direct retro for any payroll that was processed against the chartstring.

2. To be relatively certain the DeptID is okay to be inactivated, a smartview report should be run to determine if there is any recent activity on the DeptID. A DeptID with **a minimum of 12 months of inactivity is deemed okay to inactivate.**

3. In the event a transaction is processed in UCPath against an inactivated DeptID, the transaction would suspend upon upload to BFS and require manual intervention. Contact DFL Concierge to request the DeptID be temporarily reactivated. Complete the process to resolve any transactions then contact DFL Concierge when it is okay to place the DeptID back to inactive status.

4. **COA values departments can clear or update internally:** There are values which can be cleared by the divisions without the need to contact a third party within the University. For assistance you should refer to the available job aids or COA Inactivation Guide for the contact listed for the value you are looking to clear or update.
    i. FedEx Acct: Active FedEx account COA default values.

ii. PCard Default.
iii. PCard Trns.
iv. PO: Purchase orders with status other than complete or canceled, with open distributions.
v. REQ: Requisitions with open distribution that are not closed or canceled.
vi. SpeedType.

5. Re-run the Chart of Account (COA) Inactivation query in BFS to make sure you did not miss any transactions or value that are still associated with the DeptID(s).

6. Check and resolve any balances in Actuals, Permbudg, Tempbudg, and Encumbrances. **Review and resolve balances campus wide, not just in your Division. There should be zero remaining balance at the DeptID - Fund - CF1 - CF2 level.**

7. When running reports, you will need to be sure of the following:
    a. Assets and Liability Accounts are excluded.
    b. Exclude C&G Revenue Accounts.
    c. Include inactive Funds but do not clear them. You can flag the fund and notify the appropriate contact as clearing balances on inactive funds will require coordination and a manual intervention to resolve.
    d. For your convenience, provided are the bookmark links to a couple Cal Answer reports which can be used for checking balances. You will need to update the details to reflect your division and the current fiscal year and month:
        i. **Permbudg Cal Answer report:** https://calanswers-bi.berkeley.edu:9503/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FPermBudg%2F_portal%2FPermanent%20Budget%20Reporting&Page=Ledger%20Summary&PageIdentifier=8ae34ubpgjfem3jp&BookmarkState=os55hll9kaupu20ckhi9128fl2&options=fd
        ii. **Actual Ledger Cal Answer report; includes Tempbudg and Encumbrances:** https://calanswers-bi.berkeley.edu:9503/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FFinance%2F_portal%2FGeneral%20Ledger%20Reporting&Page=General%20Ledger%20Summary&PageIdentifier=l5nn9bp81u8qg2ng&BookmarkState=f1i4ia2b4p08bnjsgt3p3lfgfu&options=fd

8. Confirm all is clear and ready for inactivation. Your signoff spreadsheet should include the DeptID to be inactivated, L3 Division, L4 Org Node and L4 Description.

DeptIDs ready for final review will require the following actions

1. To be relatively certain the DeptID is okay to be inactivated, a smartview report can be run to determine if there is any recent activity on the DeptID. **A DeptID with a minimum of <u>12</u> months of inactivity is deemed okay to inactivate.**

2. Check and resolve any balances in Actuals, Permbudg, Tempbudg, and Encumbrances. Review and resolve balances campus wide, not just in your Division. There should be zero remaining balance at the DeptID - Fund - CF1 - CF2 level.

3. When running reports, you will need to be sure of the following:
    a. Assets and Liability Accounts are excluded.
    b. Exclude C&G Revenue Accounts.
    c. Include inactive Funds but do not clear them. You can flag the fund and notify the appropriate contact as clearing balances on inactive funds will require coordination and a manual intervention to resolve.
    d. For your convenience, provided are the bookmark links to a couple Cal Answer reports which can be used for checking balances. You will need to update the details to reflect your division and the current fiscal year and month:
        i. **Permbudg Cal Answer report:**
        https://calanswers-bi.berkeley.edu:9503/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FPermBudg%2F_portal%2FPermanent%20Budget%20Reporting&Page=Ledger%20Summary&PageIdentifier=8ae34ubpgjfem3jp&BookmarkState=os55hll9kaupu20ckhi9128fl2&options=fd
        ii. **Actual Ledger Cal Answer report; includes Tempbudg and Encumbrances:**
        https://calanswers-bi.berkeley.edu:9503/analytics/saw.dll?Dashboard&PortalPath=%2Fshared%2FFinance%2F_portal%2FGeneral%20Ledger%20Reporting&Page=General%20Ledger%20Summary&PageIdentifier=l5nn9bp81u8qg2ng&BookmarkState=f1i4ia2b4p08bnjsgt3p3lfgfu&options=fd

4. In the event a transaction is processed in UCPath against an inactivated DeptID, the transaction would suspend upon upload to BFS and require manual intervention. Contact DFL Concierge to request the DeptID be temporarily reactivated. Complete the process to resolve any transactions then contact DFL Concierge when it is okay to place the DeptID back to inactive status.