Email the completed form to the Stratus Financials Team at stratusfinancialsteam@towson.edu
(One Cost Center per Form)

Cost Center #   Source #   Division/Subdivision #

Cost Center Description:

Name of Requestor:

Signature of Requestor:

- Make sure Source/Cost Center has a zero balance
- Make sure there is no payroll being charged to the Cost Center
- Make sure there is no ProCard user assigned to the Cost Center (check Default Expense Account, HCM)
- Make sure Cost Center is not used in a Student Financials Item Type, STRATUS AR Billing Memo Line
- Make sure there are no other expenses assigned to cost center (phones, copies, etc.)

For Financial Systems & Technology Staff:

Chart of Accounts Maintenance in Closing a Cost Center:

Verify Zero Balance – Run TU_BC_DAT_Rev_Expense, TU_BC_DeptCC_Sum_DAT &

TU_GL_Fund_Balance_F (if source is unique) reports

Verify ProCard and/or other expenses re-directed

HCM:

Inactivate Commit Accounting - if used as Payroll Funding Source. (Query: TU_FIN_CA_FOR_DEPT_GRANT)

Inactivate Commit Accounting – if used as a hiring department (Query: BCV_Check_Job_Data)

Hiring Department Lookup Table – Inactivate Status – Delete Cost Center Field

Inactivate – Department and Job Code Values [Dept Budget TBL] (if applicable)

Inactivate [Foundation Table - Department] (if applicable)

Remove from HCM DEPT_SECURITY Tree (if applicable)

CS:

Verify not used with an Item Type [TUSF_DEPTS_WITH_ITEMTYPES]

Verify not used with any memo lines in Stratus AR

<u>STRATUS:</u>

Disable value set value in STRATUS   Disable Alias

Remove from Crosswalk Spreadsheet

Notification for STRATUS Allocations Month End Run

Completed By: Signature:

Date: