SJSU | FINANCE AND BUSINESS SERVICES

Finance – One Washington Square – San José, CA 95195-0008   Main: 408-924-1558

This checklist is designed to assist departments to prepare a fund to be inactivated/closed. This checklist will identify the steps needed to ensure all fund activity is stopped and/or redirected appropriately. This checklist is a reference tool only; it is not to be submitted to Finance.

Checklist

Task to Complete
☐ **Review Open Transactions** • Login to FTS • Click through the Open Items at the top of the screen • Review the chartfields for each open item and update as needed
☐ **Review Open POs** • Login to CFS Data Warehouse • Go to Transaction Inquiry Dashboard > Open PO Report. • Run the Open PO Report for current fiscal year. • Process a Change Order Request to update the chartfields on your POs
☐ **Review Active Positions** • Login to SJSU@Work • Follow these instructions to run the Active Position List • Review the position chartfields • Submit Position Management Requests to change funding information for active positions.

☐ **Update Chartfields for University Services**
 	
• Follow up with FABS service groups if you need to update default chartfield information related to the following services:
   o Campus Copier Program (Contracts & Procurement Services)
   o eMarket Stores (Bursar's Office)
   o Postage Fees (Distribution Services)
   o ProCard and GoCard (Payment Services)
   o Student Fee Revenue (Budget & Financial Management)

☐ **Run CFS Data Warehouse Reports** • Login to CFS Data Warehouse • Go to Financial Reporting Dashboard > Manage My Budget Report. • Run the Manage My Budget Report for the current fiscal year. • Verify the fund has a zero balance and no financial activity for at least one month

	Request Fund Closure
☐	• Submit the Fund Closure Request once all financial activities have ceased or been redirected

Contacts

- **Accounting Services**
  Phone: 408-924-1558 Email: arbilling-journalrequests@sjsu.edu
  Website: https://www.sjsu.edu/fabs/services/accounting/

- **Budget & Financial Management**
  Phone: 408-924-1558 Email: university.budget.office@sjsu.edu
  Website: https://www.sjsu.edu/fabs/services/budget/

- **Bursar's Office**
  Phone: 408-924-1601 Email: bursar@sjsu.edu
  Website: https://www.sjsu.edu/bursar/

- **Contracts**
  Phone: 408-924-1558 Email: strategicsourcing-c-ps@sjsu.edu
  Website: https://www.sjsu.edu/fabs/services/contracts/

- **FinanceConnect**
  Phone: 408-924-1558 Email: financeconnect@sjsu.edu
  Website: https://www.sjsu.edu/fabs/connect/

- **Distribution Services**
  Phone: 408-924-1590 Email: distributionservices@sjsu.edu
  Website: https://www.sjsu.edu/fabs/services/distribution/

- **Payment Services**
  Phone: 408-924-1558 Email: payment-services-group@sjsu.edu
  Website: https://www.sjsu.edu/fabs/services/p2p/

- **Position Management**
  Phone: 408-924-2250 Email: university-personnel@sjsu.edu
  Website: https://www.sjsu.edu/up/resources/operations/position-management.php

- **Procurement Services**
  Phone: 408-924-1558 Email: strategicsourcing-c-ps@sjsu.edu
  Website: https://www.sjsu.edu/fabs/services/p2p/

Forms/Guidelines

- **Campus Copier Program:** https://forms.gle/dm71b8r4k4AgXwr78

- **Change Order Request**: https://www.sjsu.edu/fabs/services/p2p/pay/change-order.php

- **Department Organization Change:** https://apps.docusign.com/send/templates/details/65c97a22-441e-47de-8cb8-bd81cb252c50

- **e-Market Stores:** https://www.sjsu.edu/bursar/our-services/campus-departments/emarket.php

- **Extended Zip Code:** https://apps.docusign.com/send/templates/details/5a28c0a1-f162-416c-b7c0-15940e62ac7c

- **LCD Setup Audit Report:** https://www.sjsu.edu/up/resources/help/position-management-help/lcd-setup-audit.php

- **Open PO Report:** https://sjsu.edu/fabs/docs/tut_cfs_po_life_cycle_report.pdf
- **ProCard/GoCard Application:** https://app.docusign.com/templates/details/7a70ed5d-1649-429b-b9bb-5da6b4693db1