University
of Houston
Clear Lake

PeopleSoft General Ledger Documentation

The Request for Cost Center Action is the form used to inactive a cost center.

To inactivate an existing Cost Center:

Department

1. Check the "Inactivate Existing Cost Center" box. The current balance sheet should have zero in amounts for assets, liabilities and fund equity. The Current Budget Node summary should have zero in Base, Current and Budget Balance Available. Inactivation can be done at any time during the year, as soon as the above reports all have zeros.

2. Enter the Speed Type, Program (or Project ID), and Program Description (or Project ID Description) of the cost center to be inactivated. **All three fields are required.**

3. Attach a current version of section two (Summary by Budget Node and Account) and section six (Balance Sheet) of the UGL01074 to the Request for Cost Center Action Form.

4. Obtain the Business Administrator signature.

5. Forward the form to General Accounting for approval.

General Accounting

6. Inactivate the cost center in PeopleSoft. Refer to the Data Entry Instructions for Cost Center Inactivation.

7. Upload Cost Center Action Form onto the Cost Center Definition screen and notify the Business Administrator.