FDM Checklist Items for Earnings Operation Decommissioning

Completed	Checklist Item	Date Completed
	Office of the Controller – Finance FDM	
☐	1. Unit to submit Earnings Operations – Edit request form 2. Finance FDM Administrator to work with unit to complete decommissioning checklist prior to inactivation 3. Finance FDM Administrator to Inactivate Workday worktag value	
	Office of the Controller – Tax Compliance	

☐	Notification to Tax Compliance regarding decommissioning
	1. Unrelated Business Income (UBI)
	   a. Unit to submit sales/income/expenses for final activity
	2. Sales Tax
	   a. Unit to submit final sales tax collected
	3. Vendor License
	   a. Tax Compliance to notify State of location(s) closure	

	Financial Services - Treasury	
☐	Notification to Director of Treasury Operations (required for Centralized eCommerce)	
	Financial Services – Accounts Receivable	
☐	Notification to Assistant Director of Collections of decommissioning only if the earnings operation had external customers 1. Provide plan and support documentation for any outstanding AR Provide timeline of shut down (target date)	
	Supply Chain – Vendor Maintenance	
☐	Notification to Supply Chain Vendor maintenance group re: decommissioning; reach out to your service center for assistance 1. Submit request to inactivate Supplier in Workday 2. Supplier inactivated via the Supplier Account process	
	Supply Chain – eProcurement	

☐	Notification to Supply Chain eProcurement group re: decommissioning
	1. Submit request for Supplier Contract closure in Workday
	2. Remove sales items from hosted catalog
	3. How did you sell the goods or services?
	   a. Punchout (e.g. Dell or Fisher)
	   b. Excel spreadsheet (template TBD)
	   c. Integration with external system (provide Web Service/API needed)	

	Supply Chain – Inventory	

☐	Notification to Supply Chain Inventory group re: decommissioning
	1. Turn off replenishment process
	2. Adjust inventory to $0 balance
	   a. May require sale of inventory and/or debit to expense and credit to inventory
	   b. Journal entries for inventory not managed in Workday, if applicable	

	Customer Accounts - Internal Service Provider	
☐	Notification to Customer Accounts group re: decommissioning 1. Submit request for Internal Service Provider closure in Workday 2. Remove sales items from hosted catalog	
	Customer Accounts - Controller	
☐	Sales items and associated Revenue Category – Sales items will need to be inactivated if a unit is decommissioned. Balance Sheet Clean-Up: Need to ensure associated assets are disposed of or transferred to an active Cost Center and balances are cleared.	
	Office of the Chief Information Officer	
☐	Notification to EBS Team regarding decommissioning if integration was used for an external system to conduct business activity	