

USF Controller's Office

FAST Chart Field Inactivation

Philosophy:

In accordance with effective internal control procedures and established accounting processes FAST chart fields no longer in use and no longer needed can be inactivated in FAST.

Procedure:

Before a fund, department, product or initiative code can be inactivated, its' use must have been discontinued and there can be no activity in that chart field within the fiscal year in which it is to be inactivated. In the case of projects or grants, the project period must be ended and there can be no additional transactions posted to that project.

To inactivate a fund, department, product or initiative chart field:

Contact [Russ Nally](#) in the USF Controller's Office explaining the reason for the request.

The request will be reviewed for approval by the Controller's Office.

Upon approval the chart field will be marked inactive by the Controller's Office.

Contacts

Please direct questions to [Russ Nally](#) UCO General Accounting.