Inactivate a Project Activity

This guide covers how to inactivate a project activity by updating the Processing Status field to “Inactive”. You can inactivate an activity if it was created in error or you no longer want transactions to be charged to it. If you are closing the Project, refer to the “Close and Reopen Projects” guide for instructions.

Steps to complete:

- Step 1: Adjust the Activity Budget if Necessary
- Step 2: Update the Activity Processing Status Field to Inactive

Step 1: Adjust the Activity Budget if Necessary

You should view the Project Budget and verify if it needs to be adjusted. For example, you may need to move budget from the Activity that you are inactivating to another Activity. Refer to the “Redistribute Project Budgets” guide for instructions. If you need to adjust the activity budget amount, you must do this before inactivating the activity. If you inactivate the activity first, you will encounter an error when finalizing the budget, and it will not complete the finalization process correctly.

Note: SWIFT will not warn you that the Activity has a budget.

Step 2: Update the Activity Processing Status Field to Inactive

You will drill down to the General Information page for the activity from the project.

1. Navigate to the Project Information page using one of the options below:

<table>
<thead>
<tr>
<th>Navigation Options</th>
<th>Navigation Path</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navigation Collection</td>
<td>Accounting, Grants Management, Manage Awards, left-menu, Project.</td>
</tr>
<tr>
<td>WorkCenter</td>
<td>Accounting, Grants Management, Grants WorkCenter, left-menu, Links section, Maintain Award, Project General Information.</td>
</tr>
</tbody>
</table>

2. On the Find an Existing Value tab of the Project General page, verify the Business Unit and enter the Project ID in the Project field.
3. Click on the **Search** button.

4. On the project *General Information* page, click on the *Project Activities* link at the bottom of the page.

5. On the *Project Activities* page, click on the **Activity Definition** icon for the activity you want to inactivate.
6. At the Activity General Information page, click on the Processing Status drop-down and select “Inactive”.

7. Click on the Save button.