

## Non Sponsored Inactivation Quick Reference Guide

	Cost Center	Non-Sponsored Internal Order	Fund
Is the balance zero?	Analysis > Finance > Controlling > Actual Trend and Analysis > Funds Management > NS Financial Summary	Analysis > Finance > Controlling > Actual Trend and Analysis > Funds Management > NS Financial Summary	Analysis > Finance > Funds Management > NS Financial Summary / Statement of Changes in Fund Balance / NS Current Year Activity
Is CC a Responsible Cost Center (RCC)?	Analysis > Finance > Funds Management > NS Financial Summary		
Are there open commitments?	Analysis > Finance > Funds Management > NS Financial Summary / Non-Payroll Commitment Reporting Detail	Analysis > Finance > Funds Management > NS Financial Summary / Non-Payroll Commitment Reporting Detail	
Has CO been used in labor distribution in the last six months?	Analysis > Human Resources > Finance Admin > Summary of Gross Salary (Non-Sponsored) / Labor Distribution by Total Dollars	Analysis > Human Resources > Finance Admin > Summary of Gross Salary (Non-Sponsored) / Labor Distribution by Total Dollars	
Does the CO have an active depreciating asset?	Analysis > Finance > Asset Accounting > Asset Master	Analysis > Finance > Asset Accounting > Asset Master	
Is fund derived for any active CO?	Analysis > Finance > Funds Management > NS Financial Summary		Did you provide a replacement fund in your request, or also inactivate any cost objects that derive it?