

Non-Salary Cost Transfer Request Form

The form is used to adjust the distribution of non-salary expenses which have posted and impact a Sponsored Program.

For further information, refer to the Non Salary Cost Transfer Policy available at <http://www.bu.edu/researchsupport/forms-policies/sponsored-program-non-salary-cost-transfer-policy/>.

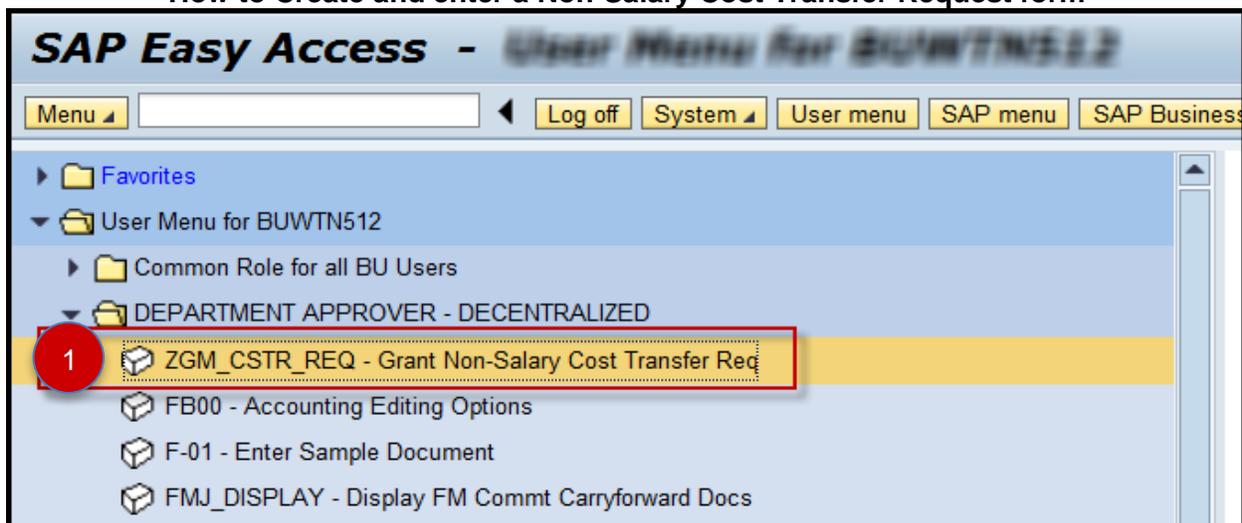
Contact your **Post Award Financial Operations (PAFO)** Research Administrator if you have any questions or need assistance completing this form. If you're not sure who your Research Administrators is go here: <http://www.bu.edu/researchsupport/contact/departmental-contacts/>

Prerequisite – A journal entry has been created and parked using transaction **FV50**.

Once a grant related cost transfer journal entry, document type **ZK – Grant Cost Transfer** or **ZV – Grant Cost Transfer Over 90 Days** has been parked a [Non-Salary Cost Transfer Request form must be completed](#).

Document Type	Description	Notes
ZK	Grant Cost Transfer	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is less than 90 days from the date the journal entry is created.
ZV	Grant Cost Transfer Over 90 Days	Moving a cost between a department and a grant or moving a charge across two grants. This document type is to be used when the original transaction date is equal or greater than 90 days from the date the journal entry is created.

How to Create and enter a Non-Salary Cost Transfer Request form



- 1** BUworks Central Portal → WebGUI → ECC System → SAP Easy Access Menu → ZGM_CSTR_REQ

 To access this transaction you must have the **Department Submitter** or **Department Approver Decentralized Role**.

Grant Non-Salary Cost Transfer Request Form

Menu Save as Variant... Back Exit Cancel System Execute Program Documentation

This form is used to adjust the distribution of non-salary expenses which have posted and impact a Sponsored Program.

* Please complete this form accurately and in its entirety and attach all necessary supporting documentation to the FV50 entry.

* The date of the original charge must be included (unless it has been included in the original FV50 entry).

For further information, refer to the Non Salary Cost Transfer Policy available at <http://www.bu.edu/cfo/files/2011/07/Non-Salary-Cost-Transfer-Policy.pdf>

Contact your Research Administrator if you have any questions or need assistance completing this form.

Document Number	1001532235	2
Fiscal Year	2015	
Document Type	<input type="text"/>	4

2	Document Number	<i>Required</i>	Enter SAP Journal Entry document number (e.g.: FI Document).
3	Fiscal Year	<i>Required</i>	Enter the Fiscal Year that the journal entry was created in.
4	Document Type	<i>Optional</i>	Enter or select– ZK (Grant Cost Transfer) or ZV (Grant Cost Transfer Over 90 Days).

Grant Non-Salary Cost Transfer Request Form

Attach to Doc & if applicable send email Validate Before Submitting

Basic Data Document Date: 02/05/2015 Posting Date: 02/05/2015 Period: 8 Document Number: 1001529630 Reference: <input type="text"/> Doc.Header Text: Test case 4 ZV to 1 CO Document Type: ZV Grant Cost Trans >90		Amount Information Total Dr.: 600.00 USD Total Cr.: 600.00 USD
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5 **A. If WITHIN 90 DAYS OF ORIGINAL TRANSACTION DATE**

Justification supporting the necessity of the transfer:

K. Gabel, distinguished authority on New England gravestones, will introduce attendees to the stones, their symbolism and special languages.

A detailed explanation of what caused the error and how it was discovered. An explanation that states to "correct a clerical error" or "transfer to correct grant or contract" is not sufficient:

K. Gabel, distinguished authority on New England gravestones, will introduce attendees to the stones, their symbolism and special languages.

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B. IF IN EXCESS OF 90 DAYS OF THE ORIGINAL TRANSACTION DATE
 Provide the extenuating circumstance for the delay in processing adjustment:
 K. Gabel, distinguished authority on New England gravestones, will introduce attendees to the stones, their symbolism and special languages.

Identify the controls that will be implemented or what action has been taken to ensure the error does not occur again:
 hey

5	Section A - For ZK and ZV entries	<i>Required</i>	A thorough explanation justifying and supporting the necessity of the transfer is required. Note: Answers are limited to 500 characters.
6	Section B – For ZV entries only	<i>Required</i>	For explanation of delay in processing and controls to be implements. Note: Answers are limited to 500 characters.
7	Principal Investigator	<i>Required</i>	Highlight and select the Principal Investigator (PI) to receive the approval email. This should always be the PI for the account being debited.

Grant Non-Salary Cost Transfer Request Form

Attach to Doc & if applicable send email Validate Before Submitting

Basic Data

Document Date: 02/05/2015
 Posting Date: 02/05/2015 Period: 8
 Document Number: 1001529630
 Reference:
 Doc.Header Text: Test case 4 ZV to 1 CO
 Document Type: ZV Grant Cost Trans >90

Amount Information

Total Dr. 600.00 USD
 Total Cr. 600.00 USD

hey

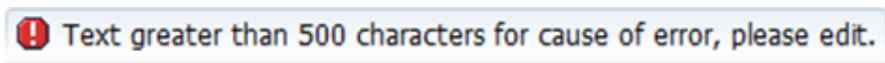
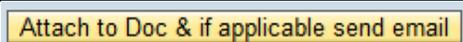
Please select the Principal Investigator to receive approval email

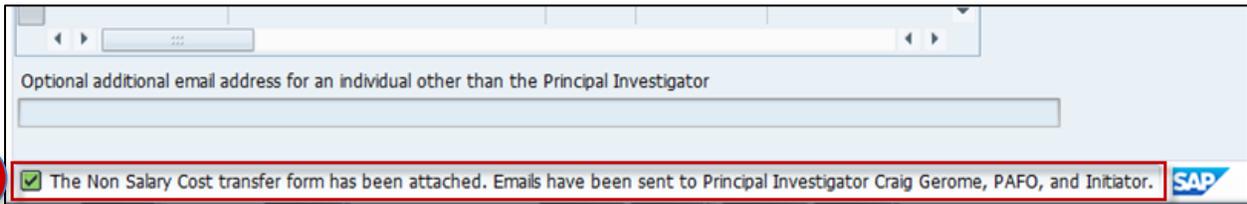
FULL NAME	Email	D/C	Order	Grant
Craig Gerome	CGEROME@BU.EDU	Debit	9500303909	50203062

Optional additional email address for an individual other than the Principal Investigator

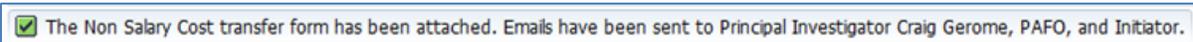
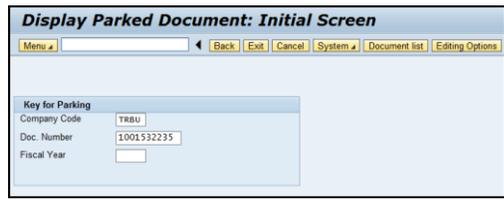
9 No errors found. Emails will be sent to Principal Investigator Craig Gerome, PAFO, and Initiator.

8	Validate Before Submitting	<i>Required</i>	Click Validate Before Submitting button to check request form.
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9	System Message	System messages will display here. Example of a common system error message: 
10	Attach form to document	Click on  button to submit form. For document type ZV entries, a system generated email will be sent to the selected Principle Investigator



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11	System Message	System messages will display here.  <p style="text-align: center;">You have successfully attached the form!</p>
12		To confirm attachment, go to FBV3 to display the entry.  To access the attachment list go to transaction code FBV3 then select the Services for Object  and click on Attachment list .

