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.

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ZK</td>
<td>Grant Cost Transfer</td>
<td>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.</td>
</tr>
<tr>
<td>ZV</td>
<td>Grant Cost Transfer Over 90 Days</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

1. **SAP Easy Access**
   - 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**.
Quick Reference Guide

Non-Salary Cost Transfer Request Form for a Journal Entry – ZGM_CSTR_REQ

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).


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

<table>
<thead>
<tr>
<th>Document Number</th>
<th>Required</th>
<th>Enter SAP Journal Entry document number (e.g.: FI Document).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fiscal Year</td>
<td>Required</td>
<td>Enter the Fiscal Year that the journal entry was created in.</td>
</tr>
<tr>
<td>Document Type</td>
<td>Optional</td>
<td>Enter or select—ZK (Grant Cost Transfer) or ZV (Grant Cost Transfer Over 90 Days).</td>
</tr>
</tbody>
</table>

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:

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**Quick Reference Guide**

**Non-Salary Cost Transfer Request Form for a Journal Entry – ZGM_CSTR_REQ**

1. **Section A - For ZK and ZV entries**
   - **Required:** A thorough explanation justifying and supporting the necessity of the transfer is required.
   - **Note:** Answers are limited to 500 characters.

2. **Section B – For ZV entries only**
   - **Required:** For explanation of delay in processing and controls to be implements.
   - **Note:** Answers are limited to 500 characters.

3. **Principal Investigator**
   - **Required:** Highlight and select the Principal Investigator (PI) to receive the approval email. This should always be the PI for the account being debited.

4. **Validate Before Submitting**
   - **Required:** Click **Validate Before Submitting** button to check request form.
Quick Reference Guide
Non-Salary Cost Transfer Request Form for a Journal Entry – ZGM_CSTR_REQ

<table>
<thead>
<tr>
<th></th>
<th>System Message</th>
<th>System messages will display here.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Example of a common system error message:</td>
<td></td>
</tr>
<tr>
<td></td>
<td><img src="https://example.com/image.png" alt="Image" /></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>System Message</td>
<td>System messages will display here.</td>
</tr>
<tr>
<td>10</td>
<td>Attach form to document</td>
<td>Click on <img src="https://example.com/attach.png" alt="Attach button" /> button to submit form.</td>
</tr>
<tr>
<td></td>
<td>For document type ZV entries, a system generated email will be sent to the selected Principle Investigator</td>
<td></td>
</tr>
</tbody>
</table>

You have successfully attached the form!

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.