# HOW TO PROCESS A NON-PAYROLL EXPENDITURE ADJUSTMENT REQUEST (NPEAR)

Revised August 4, 2021

### PURPOSE and USES of the NPEAR SYSTEM:

- The Non-Payroll Expenditure Adjustment Request (Non-PEAR / NPEAR) is a tool for departments to adjust any portion of the full accounting unit (FAU) of non-payroll expenses on the general ledger. Npears transactions must be fully explained, justified and approved.
- Non-PEARs are used to:
  - Correct errors in FAU on *non-payroll expenses*. i.e. sub, object, source, project codes
  - Redistribute high/volume/low cost items, such as telephone, fax, copying charges. (*Backup documents for this type of transfers are maintained by the department.*)
  - Transfer non-payroll expenses recorded in one account/cc/fund (FAU) to a different FAU because of a management decision, etc.

#### TIMELINESS:

- As per Federal policy, all NPEARs should be processed in a timely manner (<90 days). As
  of 07/14/08, NPEARs TO contracts or grants over 120 days after the original transaction
  posting to the general ledger will require additional review and approval from EFM. See pg 5-6.</li>
- Fiscal Year funds, such as endowments, gifts, University and other unrestricted funds, will only allow NPEARs to be processed within the current fiscal year (Jul 1 – Jun 30).

#### **PROCESSING AN ONLINE NPEAR:**

- 1. Go to <u>www.finance.ucla.edu</u>  $\rightarrow$  Click **Online Financial System**  $\rightarrow$  Bookmark webpage
- 2. Log into UCLA On-line Financial System using UCLA Logon ID & Password

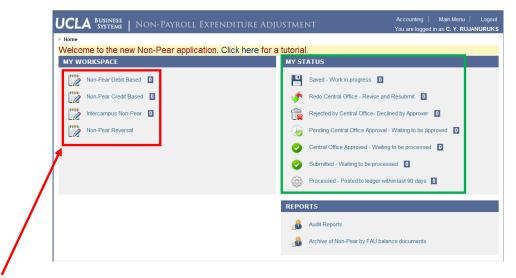
Your UCLA L	ogon ID
Your UCLA L	ogon Password
SIGN IN	<ul> <li>Forgot your UCLA Logon ID or Password?</li> <li>Need a UCLA Logon ID?</li> </ul>
	or

3. Click Non-Payroll Expenditure Adjustment

LA BUSINESS SYSTEMS	You are logged in as C. Y. RUJANUR
FINANCIAL SYSTEM REPORTS	FINANCIAL SYSTEM KEY ENTRY
► UCLA Financial Web Reports (CDW) Feedback	Non-Payroll Expenditure Adjustment
UCLA Financial Web Reports	Transfer of Funds
Payroll Reports	Interdepartmental Recharge
► CG Reports	Recharge Order Request
PAC/BruinBuy Reports	
► BAR Reports	
CASHNET Reports	
APPLICATIONS	
Consolidated Gift Fund Management	
Web DocumentDirect	
PAN - Post Authorization Notification	
CASHNET - Processing Cash Receipts	
CASHNET - Services Application	

4. <u>My Status</u> – Definitions:

Saved – Work in progress:	NPEARs that FMs have saved that are pending completion & submission.
Redo Central Office – Revise and Resubmit:	NPEARs that required EFM review/approval that have been sent back to the FM to revise and resubmit.
Rejected by Central Office – Declined by Approver:	NPEARs that have been rejected by EFM.
Pending Central Office Approval – Waiting to be approved:	NPEARs that are pending EFM review/approval.
Central Office Approval – Waiting to be processed:	NPEARs that have been approved by EFM & pending system update.
Submitted – Waiting to be processed	NPEARs that don't require EFM review/approval & just pending system update.
Processed – Posted to ledger within last 90 days:	NPEARs that have been posted to the ledger within last 90 days.

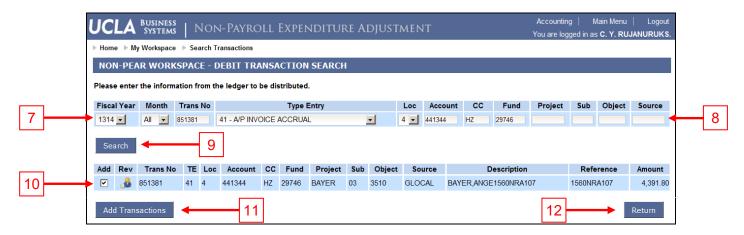


- 5. <u>My Workspace</u> Click one of the following options, based on the type of transaction to be processed:
  - 1) **Non-Pear DebitBased** To transfer *debit* expenses only.
    - Example used for remainder of chapter.
  - 2) **Non-Pear CreditBased** To transfer *credit* expenses only.
  - 3) Intercampus Non-Pear To transfer *intercampus* expenses only.
  - 4) Non-Pear Reversal Used to reverse non-pears processed in error.
- 6. Click "Search and Add Transactions"

UCLA <sup>Business</sup>   Non-Payroll Expenditure Adjustment	Accounting   Main Menu   Logout You are logged in as C. Y. RUJANURUKS
► Home ► My Workspace	
NON-PEAR WORKSPACE - DEBIT	
Search and Add Transactions	
Transactions	
There are no transactions available in the workspace.	
	Return

- 7. Make sure the **Fiscal Year** of the expenditure is correct. Date limitations of Npear expenses:
  - 1) Contract & Grant Funds up to 2 prior fiscal years.
  - 2) Fiscal Year Funds current fiscal year only.
  - 3) Any expense outside of the above limits requires a Journal Entry to be done by EFM (for #1) or General Accounting (for #2).
- 8. Enter **requested information** of the expense being transferred. At minimum, make sure to have the TransID. The more information you input, the quicker the query.
- 9. Click Search
- 10. Click checkbox(s) to add the expense(s) you want to move
- 11. Click Add Transactions
- 12. Click **Return** (Repeat steps 7-11, to add all expenses you wish to transfer)

Sub (	Grand Total													4,391.8
Sub (	)3													4,391.8
03	1560NRA107	201310	BAYER	3510	441344	HZ 29746	SURVEY/RESEARCH SE	GLOCA	41	851381	7/29/13	10/9/2013	BAYER,ANGE1560NRA107	4,391.8
Sub	Trans Ref GL	Month	Project	Object	Account	CC Fund	Sub-Object Title	Code	TE	GL	Date	Date	Description	Expense
		Ledger Year						Source		Trans ID	Trans Doc	Trans. Eff.		
GL: 4	41344-HZ-29746		TEMBER	2013 Da	te: 11/05/20	13								



13. Check all transactions to add NPEAR document & click Create Non-Pear Document

UCLA	BUSINESS SYSTEMS		Nc	on-Pay	RO	LL EX	rpend	ITU	RE AE	ojustm	ent		Accountir You are log	ng   Main M gged in as <b>C. Y</b>		Logout RUKS.
▶ Home ▶ M	ly Workspace															
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Create N	lon-Pear Do	curr	nent	Bulk	Adju	stment	-								Retu	rn

• If all expenses will be transferred to the same FAU, click **Bulk Adjustment** to **enter the adjustment FAU** for all lines checked. All blank fields will remain unchanged on transaction.



14. Click **Adjust** to change pertinent information (i.e. account/cc/fund, sub/object code, expense amount, etc.)

Prepared By: RUJANURUKS, C. Y.     Phone: 3102066287     Effective Date: 11/05/2013 Change       Trans No:     Dept: 4 - 1565 - MEDICINE-DEPT ADMINISTRATION     Status: NEW       Type Entry: 54     Document Type: Debit     Wip No:															
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												Total	0.00	0.00	1
<ol> <li>WHY IS THE TRANSFER BEING MADE?</li> <li>WHY WAS THE ORIGINAL IN ERROR?</li> <li>WHAT STEPS HAVE BEEN TAKEN TO PREVENT REOCCURRENCE ?</li> <li>EXPLAIN THE DELAY IN TRANSFER GREATER THAN 120 DAYS AFTER THE ORIGINAL TRANSACTION DATE OR 90 DAYS AFTER FUND EXPIRATION?</li> </ol>															
4. EX			UESTIO	<b>IS BELOW</b>	÷										

## 15. Make adjustments & click Add Adjustment.

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Origin	al Tra	insac	tion												
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	441344		HZ	29746		BAYER	03	351	0 GLO	DCAL 1	1560NRA10	17	1,128.55	Add Adjus	Return

- 16. Click Return once all changes have been made to the particular transaction.
- 17. Journal Explanation Answer all the questions in detail.
  - 1. Why is the transfer being made?
  - 2. Why was the original in error?
  - 3. What steps have been taken to prevent reoccurrence?
  - 4. Explain the delay in transfer greater than 120 days after the original transaction date or 90 days after fund expiration?



18. Effective Date - If the previous month's ledger has not yet closed, you can back date the Effective Date to the last day of the month so that the NPEAR hits the closed ledger quicker. Example: Today's date is November 5, 2013. October ledger has not yet closed. Change the Effective date to 10/31/2013, so that the NPEAR is reflected on the October ledger instead of the November ledger. For ledger deadline dates click <u>here</u>.

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#	Loc	Account	сс	Fund	Project	Sub	Object	Source	Doc Date		Description Trans No	of Transaction Description	Reference	Debit	Credit	Action
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- 19. **Save** To save transaction to complete at a later time, click **Save**. To access a saved transaction, see #4 above.
- 20. Validate System checks: All credit & debit amounts are equal. FAUs are valid. Effective date is appropriate.
  - 1) If no errors or warnings, Submit will become live. Skip to step #21.

	Validation Success	X		
2) If there are errors a) Message t	o the right will appear:	Validation Errors	Close	<b>X</b>

- b) The error transaction line(s) will have a red X to the left of the line #.
- c) Click on the red X to show error message. Sample error message below:



3) If there are warnings, you are still able to submit, but give attention to the warning. 21. Click **Submit** – below message will appear

Message	from webpage		×
?	Are you sure you w	vant to submit this do	ocument?
	ОК	Cancel	

22. Click **OK** - once submitted, below message will appear

Info Messages	X
Document has been successfully submitted with Trans No. 041536	