

# 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.
- 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)**.

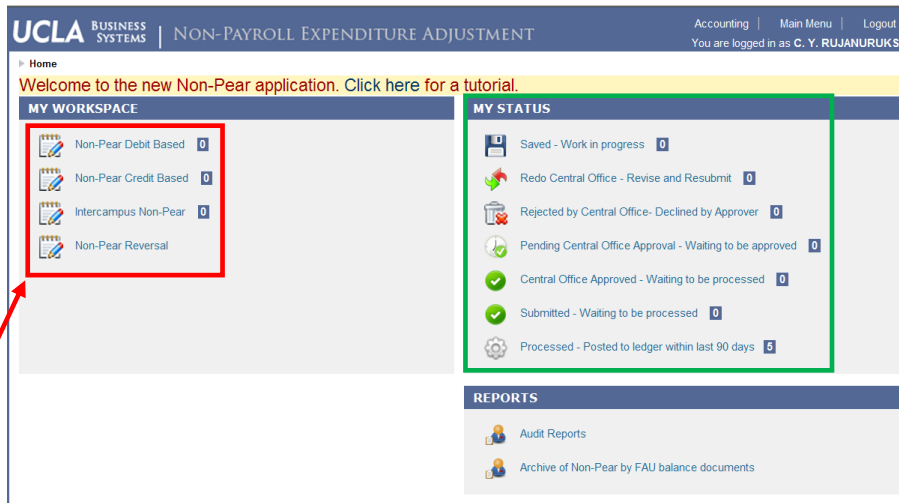
## PROCESSING AN ONLINE NPEAR:

1. Go to [www.finance.ucla.edu](http://www.finance.ucla.edu) → Click **Online Financial System** → Bookmark webpage
2. Log into UCLA On-line Financial System using **UCLA Logon ID & Password**

3. Click **Non-Payroll Expenditure Adjustment**

4. **My Status** – 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. **My Workspace** – 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”



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	Trans Ref GL	Ledger Year Month	Project	Object	Account	CC Fund	Sub-Object Title	Source Code	Trans ID TE GL	Trans Doc Date	Trans. Eff. Date	Description	Expense
03	1560NRA107	201310	BAYER	3510	441344	HZ 29746	SURVEY/RESEARCH SE GLOCA	41	851381	7/29/13	10/9/2013	BAYER_ANGE1560NRA107	4,391.80
<b>Sub 03</b>													<b>4,391.80</b>
<b>Sub Grand Total</b>													<b>4,391.80</b>

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

- 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.)

Home > My Workspace > Non-Pear Document

### NON-PEAR DOCUMENT - CREATE

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:

#	Loc	Account	CC	Fund	Project	Sub	Object	Source	Doc Date	Description of Transaction		Reference	Debit	Credit	Action	
										TE	Trans No					
1	4	441344	HZ	29746	BAYER	03	3510	GLOCAL	07/29/2013	41	851381	BAYER_ANGE15	1560NRA107			Adjust   Remove
<b>Total</b>													0.00	0.00		

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?  
 PLEASE ANSWER ALL QUESTIONS BELOW:

Save Validate Cancel

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15. Make adjustments & click **Add Adjustment**.

Home > Non-Pear Document > Adjustments

### ADJUST NON-PEAR TRANSACTIONS

Original Transaction

Trans No	TE	Loc	Account	CC	Fund	Project	Sub	Object	Source	Description	Reference	Original Amount	Previously Adjusted Amount	Maximum Allowable Amount
851381	41	4	441344	HZ	29746	BAYER	03	3510	GLOCAL	BAYER_ANGE...	1560NRA107	4,391.80	0.00	4,391.80

Adjustments No Adjustment exists

Use this section to create an Adjustment

Loc	Account	CC	Fund	Project	Sub	Object	Source	Reference	Amount	Add Adjustment
4	441344	B8	29158		03	3510		1560NRA107	3263.25	Add Adjustment

Return

Before

Home > Non-Pear Document > Adjustments

### ADJUST NON-PEAR TRANSACTIONS

Original Transaction

Trans No	TE	Loc	Account	CC	Fund	Project	Sub	Object	Source	Description	Reference	Original Amount	Previously Adjusted Amount	Maximum Allowable Amount
851381	41	4	441344	HZ	29746	BAYER	03	3510	GLOCAL	BAYER_ANGE...	1560NRA107	4,391.80	0.00	4,391.80

Adjustments

#	Loc	Account	CC	Fund	Project	Sub	Object	Source	Reference	Debit Amount	Action
1	4	401344	B8	29158		03	3510		1560NRA107	3,263.25	
<b>Total:</b>										3,263.25	

Validate

Use this section to create an Adjustment

Loc	Account	CC	Fund	Project	Sub	Object	Source	Reference	Amount	Add Adjustment
4	441344	HZ	29746	BAYER	03	3510	GLOCAL	1560NRA107	1,128.55	Add Adjustment

Return

After

Any amount that remains unadjusted, remains unchanged on the same FAU.

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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?

#	Loc	Account	CC	Fund	Project	Sub	Object	Source	Doc Date	Description of Transaction			Reference	Debit	Credit	Action
										TE	Trans No	Description				
1	4	441344	HZ	29746	BAYER	03	3510	GLOCAL	07/29/2013	41	851381	BAYER_ANGE15	1560NRA107		3,263.25	Adjust   Remove
2	4	401344	B8	29158		03	3510		07/29/2013	41	851381	BAYER_ANGE15	1560NRA107	3,263.25		
													<b>Total</b>	<b>3,263.25</b>	<b>3,263.25</b>	

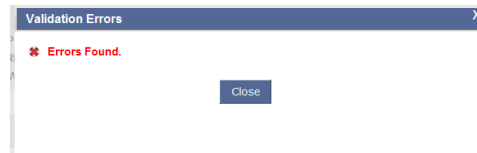
1. WHY IS THE TRANSFER BEING MADE?  
 2. WHY WAS THE ORIGINAL IN ERROR?  
 3. WHAT STEPS HAVE BEEN TAKEN TO PREVENT REOCCURRENCE ?  
 4. EXPLAIN THE DELAY IN TRANSFER GREATER THAN 120 DAYS AFTER THE ORIGINAL TRANSACTION DATE OR 90 DAYS AFTER FUND EXPIRATION?  
 PLEASE ANSWER ALL QUESTIONS BELOW:  
 1.  
 2.

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 [here](#).

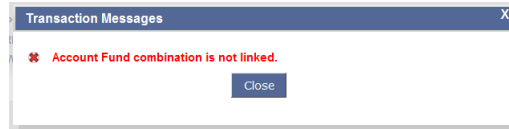
19. **Save** – To save transaction to complete at a later time, click **Save**. To access a saved transaction, see #4 above.
20. **Validate** – System checks: All credit & debit amounts are equal. FAUs are valid. Effective date is appropriate.
  - 1) If no errors or warnings, Submit will become live. Skip to step #21.



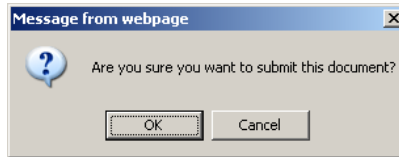
- 2) If there are errors
  - a) Message to the right will appear:



- 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



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

