Re: Phase out of Manual Non-Payroll Expenditure Adjustment Request Forms

Dear Colleagues:

A memorandum was distributed last November to inform departments of the new web enabled Non-Payroll Expenditure Adjustment (Non-PEAR) application developed by General Accounting and AIS. The Non-PEAR application (as with the existing manual process) is used to adjust financial transactions on the general ledger in order to correct non-payroll transactions, redistribute high volume/low cost items and transfer non-payroll expenses recorded in one FAU to a different FAU as a result of management decisions. The new on-line application provides department users with improved efficiency, timeliness, appropriate policy compliance and accuracy in processing Non-PEAR transactions.

The new application has been implemented successfully in the majority of departments. As a result, we are planning to phase out the current manual process by June 30, 2004. It is important that all departments who have yet to transition to the web enabled system for Non-PEAR transactions sign up for training using the following web site:


These departments will need to determine the preparers, reviewers and DSA's who will utilize the system in order to schedule them for training. A tutorial of the system is available through Corporate Accounting’s home page at www.accounting.ucla.edu. Please address any additional questions to my attention at mwoldemu@finance.ucla.edu. We look forward to completing the roll-out of this application to our Campus users.

Regards,

Maaza Woldemusie
Manager, General Accounting