Deans, Directors, Department Chairs and Administrative Officers

**Re: On-Line Non-Payroll Expenditure Adjustment Request Application**

Dear Colleagues:

As you may be aware, General Accounting and AIS have developed a new web enabled Non-Payroll Expenditure Adjustment (Non-PEAR) application. The Non-PEAR application (as with the existing manual system) is used to adjust financial transactions on the general ledger in order to:

- Correct non-payroll transactions that are made in error
- Redistribute high volume/low cost items such as telephone, fax, or copying charges
- 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 and accuracy in processing Non-PEAR transactions. Some of the special features of this new application are:

1. The web enabled electronic input process provides users with a more streamlined method to input data validation through the general ledger, automatic input of preparer information, and automatic totaling of transactions.
2. The timeliness of document processing is greatly improved eliminating mailing of manual adjustments to central departments and to an external key-punch service. Transactions are updated nightly to the general ledger through the new on-line application.
3. The application improves accuracy of transactions through "Front End" edits of FAU’s, value, date and other policy related matters. These features help to insure that charges are adjusted appropriately to UCLA’s varied funding sources and that the system is used only for the appropriate types of transactions (i.e., payroll adjustments, financial aid transactions, etc., are not processed as Non-PEAR transactions).
4. Enhanced control features are available through DACSS/ASAP system. Similar to other applications, preparers are granted access to post transactions to the application by their departmental DSA. Reviewers are notified twice daily, in a single e-mail, of all posted Non-PEAR transactions. Reviewers document their approval of such transactions by indicating their review within the application for each transaction.
5. Complete electronic retrieval of documents is available on a distributed basis at all stages of processing. Preparers can retrieve “in progress” and completed documents. Reviews can retrieve posted documents for review and all users can retrieve completed and posted documents for research and management purposes.

The new application has been implemented successfully in many departments. The manual process will be phased out in the near future. If your unit has not converted to the on-line process yet, it is important that you contact General Accounting at GenAcct@finance.ucla.edu by the beginning of next calendar year to schedule training and
arrange for implementation. Departments will need to determine the preparers, reviewers and DSA’s who will utilize the system in order to schedule them for training. Please address any additional questions to my attention at mwoldemu@fiannce.ucla.edu. We look forward to completing the roll-out of this application to our Campus users.

Regards,

Maaza Woldemusie
Manager, General Accounting