The June 2013 BRC Blast of the month:

The BRC tip of the month

What is an NPEAR?

It is a Non-Payroll Expenditure Adjustment Request.

Did you know that if an expense is posted to an incorrect FAU, the BRC can move the expense to the correct FAU via the NPEAR process? Simply complete a BRC NPEAR form with all requested information and forward to the BRC for processing. Here are a few tips to help facilitate the process:

- In lieu of completing the Description of Transaction section of the form, a copy of the general ledger detail page with the transaction highlighted can be attached.
- Be sure to provide an answer to each of the four questions as to why the adjustment is being requested.
- Ensure all pertinent information and signatures are provided.
- Make every effort to request the correction within 120 days of the original processing date.
- During Fiscal Close, the BRC processes a high volume of NPEARS for departments. If you know you have expenses that will require NPEARS, please submit them to the BRC as soon as possible to ensure that all items are processed in a timely manner.
- Bookmark this page for quick access to the BRC NPEAR form: http://www.ucop.edu/business-resource-center/services/expense-transfer/index.html

Do you have anything in mind that you would like BRC to discuss? Need clarification on the information provided? Click your BRC Team color below to email us. Thank you!

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