Performing Monthly Trend Analysis for General Ledger (GL) Verification

General Ledger Verification (GLV) is a UCSF key internal control required by Campus Administrative Policy 300-46. It is the responsibility of each department to verify the financial transactions recorded in the general ledger are reasonable and accurately represent Dept ID activity.

The **General Ledger (GL) Verification Tool** automatically selects items for review and verification based on established business rules. The selected items include: high-risk and large dollar value transactions, transactions approved outside the reconciling Dept ID, unusual items, and selected sample transactions.

The system is comprised of 3 roles – **Verifier, Viewer**, and **Approver**. Depending on your Departmental practice, Verifiers or Approvers may perform monthly trend analysis.

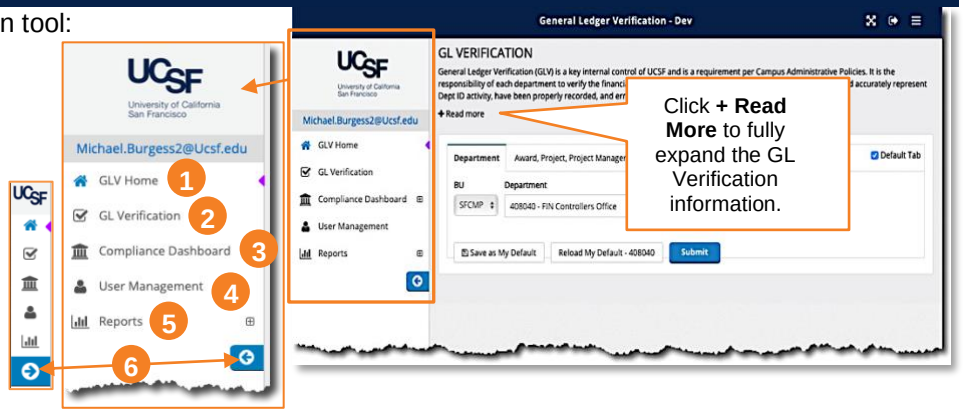
Logging into the GL Verification Tool

Log into **MyAccess**, UCSF's single sign-on platform. Go to https://MyAccess.ucsf.edu and sign on using your **MyAccess** credentials. The first time you access the **GL Verification tool** you will need to locate it by clicking the **Manage Favorites** button and then searching for "**GL Verification**". Click the star icon next to the **GL Verification** link then click **Save Favorites**. The **GL Verification tool** will now be available on your default **MyAccess** applications list each time you log in. Click the **GL Verification** link to open the **GL Verification tool**.

Navigating the GL Verification Tool Home Page

The **GLV Home** page will display. To navigate to the sections of the GL Verification tool:

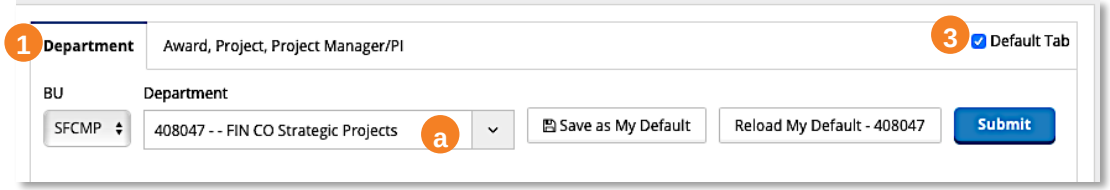
1. Click the **GLV Home** page link to return to the home page at any time to change the **Dept ID, Award, Project, or PI** you are verifying.
2. Click the **GL Verification** link to return to the **GL Verification** dashboard for the selected **Dept ID**.
3. Click the **Compliance Dashboard** link to view current GL Verification completion status by Control Point or Level 2 Dept ID.
4. Click **User Management** to review a roster of GLV users, their roles, and Approvers' assigned Dept IDs.
5. Click **Reports** to view GLV reports. See the General Ledger (GL) Reports Job Aid for detailed information.
6. Click the icon to collapse the main menu. Click the icon to expand.



Selecting Transactions for GL Verification

You can specify the transactions that you wish to view or verify using the following parameters from two tabs on the **GLV Home** page:

1. **Department** tab:
   - a. **Department** (Dept ID)
2. **Award, Project, Project Manager/PI** tab:
   - a. **Project Award/Parent** (Award)
   - b. **Project**
   - c. **Project Manager/PI**
3. Click the **Default Tab** box to set one of the two tabs as the default to display each time you log into GLV.



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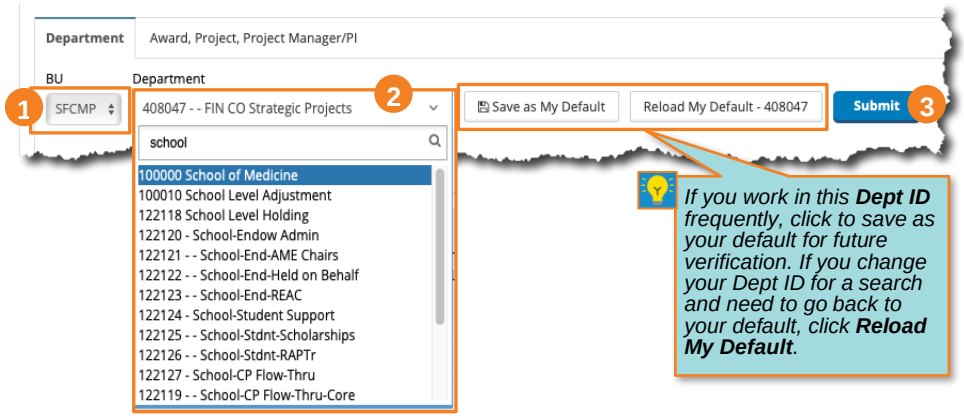
Selecting Transactions for GL Verification Using the Department Tab

Use the **Department** tab on the **GLV Home** page to select an individual Dept ID for verification.

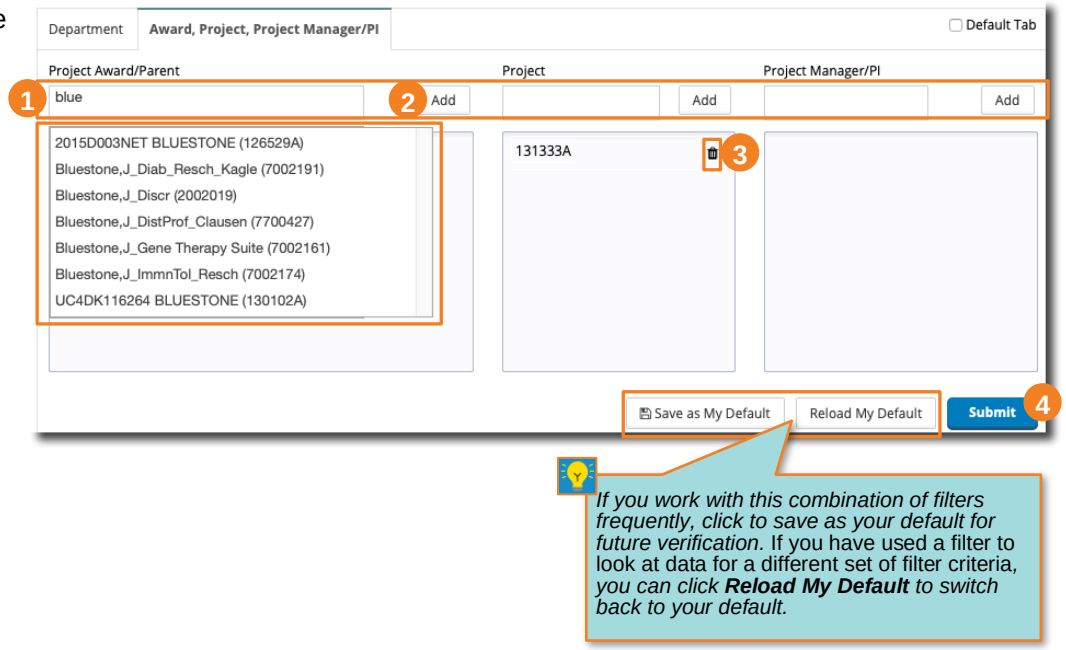
1. Select the Business Unit (**BU**) if necessary
2. Select a Department from the drop-down menu on the **GLV Home** page. You can use type-ahead search by entering a Dept ID number or name to narrow the list of choices. Click on the Dept ID you want to select.
3. Click Submit to make your selection and open the **GL Verification** page.



Selecting Transactions for GL Verification Using the Award, Project, Project Manager/PI Tab

Use the **Award, Project, Project Manager/PI** tab on the **GLV Home** page to select transactions related to a specific Project, Award, or Project Manager/PI. You can also combine filters to produce very specific results, but keep in mind the filters are "and" filters, and only transactions matching all entries will be returned in your results.

1. Type the name or number of an Award, Project, or Project Manager/PI in the appropriate field. Items that match will display in a drop-down list. Select the one you want or continue to type the full name or number.
2. Click **Add** to add it to the appropriate filter box. You can add multiple values for each to further refine the data.
3. Click the trash can icon (🗑) next to a selected item to remove it from the filter box.
4. Click Submit to make your selection and open the **GL Verification** page.



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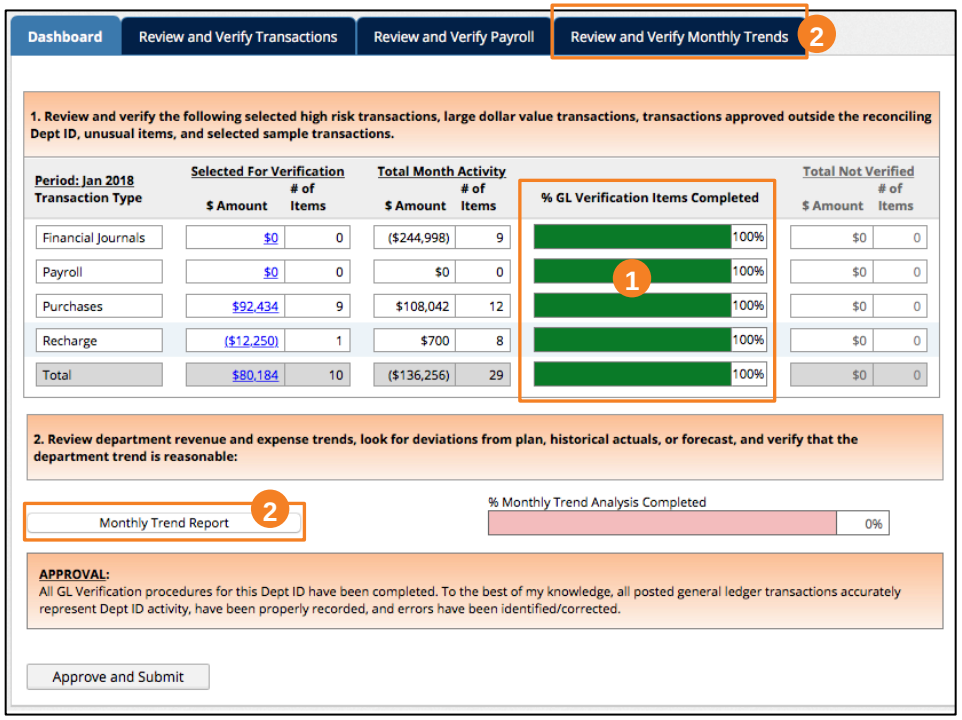
Performing Monthly Trend Analysis

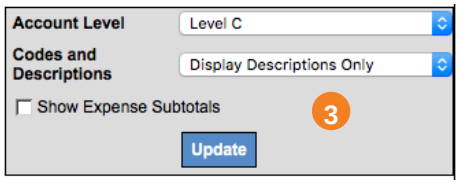
Monthly trend analysis should be conducted *after* GL Verification is completed. To begin, select the Dept ID; the GL Verification **Dashboard** displays:

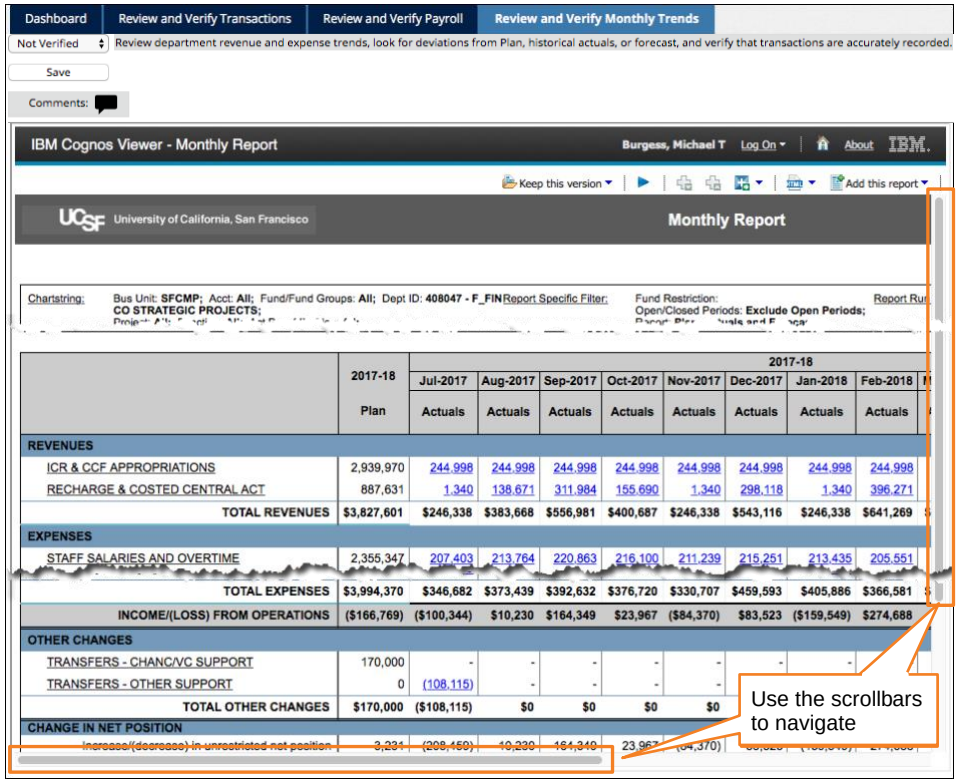


1. All **% GL Verification Items Completed** graphs will display as 100% when the Verifier has completed review and verification. See the steps in the **Using the General Ledger (GL) Validation Tool for Verifiers** job aid if you would like to perform further review.

2. To perform the monthly trend analysis, click the Monthly Trend Report button, or on the **Review and Verify Monthly Trends** tab. The **Monthly Report** for your selected Dept ID displays. In some cases, you may be asked to log into **MyAccess** as the report is generated in **MyReports**.

3. The **Monthly Report** defaults to **Account Level C**. To see data at a more detailed level, scroll to the upper-right hand corner of the report and change the Account Level to D, E, or F, then click **Update**.





You can drill down *on* **Actuals** from the **GL Verification tool** for more details. Results open in a new browser tab.

4. After your verification of the **Monthly Report** is complete, change the status to **Complete** using the drop-down menu in the upper left-hand corner of the **Review and Verify Monthly Trends** tab then click Save .

5. Confirm you are sure by clicking **OK** then dismiss the **Update trend successfully** message by clicking **Close** (not shown).

To add comment(s):

1. Click the icon; the **Comments** pop-up displays.
2. Click the **Add Comment** button.
3. Add your comment to the box that displays.
4. Click **Submit**; the comment is added with your **User** name, and a date/timestamp.

After a comment has been added, the **+ icon** changes to , indicating comments are available.

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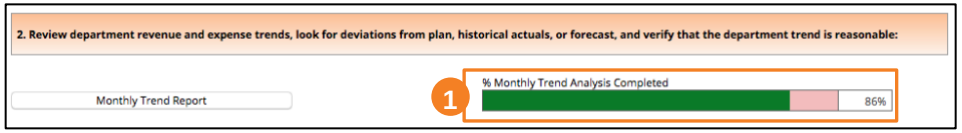
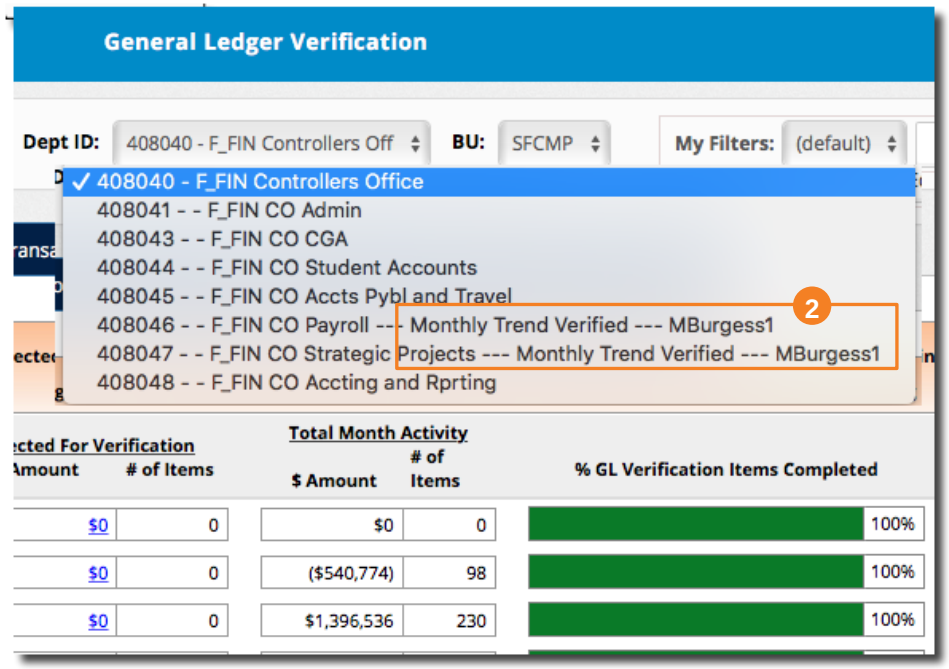
Monitoring Completion of Monthly Trend Analysis by Lower Level Dept IDs

Some large Dept IDs may elect to have the monthly trend analysis review completed at a lower level in the Dept ID tree. In this scenario, the higher-level Dept ID manager can monitor completion of the process:

1. The GL Verification **Dashboard** of the higher level Dept ID will display the **% Monthly Trend Analysis Completed**:



2. The **Dept ID** drop-down menu at the top of the **Dashboard** indicates which lower level Dept IDs have been verified:



Tips & Tricks

- New monthly data will be loaded into the **GL Verification tool** after the close of each monthly period. Verification and Approval activities should be completed by the end of that month.
- Monthly Trend Analysis may be performed by either the Verifier or the Approver depending on departmental practice.