Using the General Ledger (GL) Verification Tool for Verifiers

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 that 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 transactions, 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**. This job aid discusses how to perform your role as a *Verifier*.

## 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**. **GL Verification** 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.
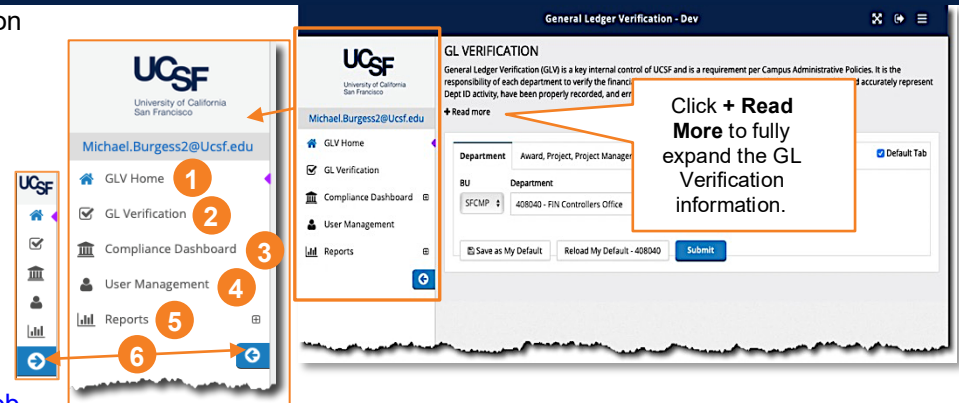
Selecting Transactions for GL Verification

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.

Using the General Ledger (GL) Verification Tool for Verifiers

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.

Department	Award, Project, Project Manager/PI

BU: SFCMP
Department: 408047 - - FIN CO Strategic Projects

Save as My Default | Reload My Default - 408047 | **Submit**

school

- 100000 School of Medicine
- 100010 School Level Adjustment
- 122118 School Level Holding
- 122120 - School-Endow Admin
- 122121 - - School-End-AME Chairs
- 122122 - - School-End-Held on Behalf
- 122123 - - School-End-REAC
- 122124 - School-Student Support
- 122125 - - School-Stdnt-Scholarships
- 122126 - - School-Stdnt-RAPTr
- 122127 - School-CP Flow-Thru
- 122119 - - School-CP Flow-Thru-Core

*If you work in this **Dept ID** frequently, click to save as your default for future verification. If you change your Dept ID for a search and need to go back to your default, click **Reload My Default**.*

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.

Department	Award, Project, Project Manager/PI		☐ Default Tab

Project Award/Parent: blue | Add
Project | Add
Project Manager/PI | Add

- 2015D003NET BLUESTONE (126529A)
- Bluestone,J_Diab_Resch_Kagle (7002191)
- Bluestone,J_Discr (2002019)
- Bluestone,J_DistProf_Clausen (7700427)
- Bluestone,J_Gene Therapy Suite (7002161)
- Bluestone,J_ImmnTol_Resch (7002174)
- UC4DK116264 BLUESTONE (130102A)

Project: 131333A 🗑

Save as My Default | Reload My Default | **Submit**

*If you work with this combination of filters frequently, click to save as your default for future verification. If you have used a filter to look at data for a different set of filter criteria, you can click **Reload My Default** to switch back to your default.*

Controller's Office – Accounting & Reporting Job Aid

Using the General Ledger (GL) Verification Tool for Verifiers

Navigating the GL Verification Dashboard

1 The report defaults to the last closed month. To see a different month, use the 📅 icon next to the **Report Date** to select the desired month, then click **Submit**

2 Section **1** of the **GL Verification Dashboard** displays summary totals (by **Transaction Type**) of the items selected for GL Verification (**a**). The **% Items Completed or Pending** (**b**) indicates the verification completion percent for of each **Transaction Type**, with green indicating **Complete**, yellow **Pending**, and pink **Not Verified**.

3 To review and verify the selected transactions, you have three options:

a Click on the **Review and Verify Transactions** tab to view the entire report for all transaction types *OR*

b Click a blue hyperlinked dollar amount on the **Dashboard** to open a report for the selected transaction type.

c Click the **Review and Verify Payroll** tab to open a report for payroll transactions only *OR* click the blue hyperlinked **Payroll: Distribution** dollar amount in Section **2**.

4 The second step of the GL Verification process is monthly trend analysis. Monthly trend analysis may be performed by *either* the **Verifier** or the **Approver** depending on departmental practice. To generate the report:

a Click the **Review and Verify Monthly Trends** tab, *OR*

b Click the **Monthly Trend Report** button.

Complete details on performing monthly trend analysis can be found in the [Performing Monthly Trend Analysis for General Ledger (GL) Verification Job Aid](#).

OPTIONAL: You can use **My Filters** to further refine the Dept ID selected. Click the **Edit** button to select additional filters for **Site**, **Project**, **Fund**, **Project Mgr**, or **Project Use**. Details on page 3.

Report Date: Jan 2021 📅   Dept ID: [_____]   BU: SFCMP   My Filters: (default)   Edit   Submit

Dashboard | Review and Verify Transactions | Review and Verify Payroll | Review and Verify Monthly Trends

1. Review and verify the following selected high risk transactions, large dollar value transactions, transactions approved outside the reconciling Dept ID, unusual items, and selected sample transactions.

Period: Jan 2021 Transaction Type	Selected For Verification $ Amount	# of Items	Total Month Activity $ Amount	# of Items	% Items Completed or Pending	Total Not Verified $ Amount	# of Items
Cost Transfers	$0	0	$0	0	100%	$0	0
Financial Journals	$0	0	($316,031)	13	100%	$0	0
Payroll: GL	$0	0	$273,059	492	100%	$0	0
Purchases	$26,821	6	$26,841	7	100%	$0	0
Recharge	$1,807	5	$3,313	12	100%	$0	0
Total	$28,628	11	($12,818)	524	100%	$0	0

2. Review and verify salary and FTE distributions for selected employees.

Period: Transaction Type	Selected For Verification $ Amount	# of Items	Total Month Activity $ Amount	# of Items	% Items Completed or Pending	Total Not Verified $ Amount	# of Items
Payroll: Distribution	$0	0	$0	0	100%	$0	0

3. Review department revenue and expense trends, look for deviations from plan, historical actuals, or forecast, and verify that the department trend is reasonable:

Monthly Trend Report   % Monthly Trend Analysis Completed 100%

APPROVAL:
All GL Verification procedures for this Dept ID have been completed. To the best of my knowledge, all posted general ledger transactions accurately represent Dept ID activity, have been properly recorded, and errors have be[...]

The **Approve and Submit** button is only available to users with the *Approver* role

Approved

Using the General Ledger (GL) Verification Tool for Verifiers

Using My Filters

Build Filter

Make edits to existing filters by choosing the filter you want to edit from the **My Filters** drop-down, and clicking **Save** when finished

(1) My Filters: (default) ↕ Edit

(7)

My Filters: (default) ↕ | **(3)** Save As | Save | Clear | Delete | 408040

Fund — **(2)** state | **(b)** Add
- Current funds (100A) **(a)**
- .. Current restricted (110B)

Project | Add

Activity Pd | Add | **(c)**
- 01 ⊘ 🗑

Function | Add | **(d)**
- 72 (Not) ⊘ 🗑

Dept Id Site | Add

Hover your mouse pointer over any existing filter for details

Project Award/Parent | Add
- 132795A ⊘ 🗑
- VISION: An International, Pro (132795A)

Project Manager/PI | Add

Project Use | Add

Use the optional **My Filters** feature to further refine the Dept ID and to select additional filters for **BU, Fund, Dept ID, Project, Activity Pd, Function, Dept Id Site, Project Award/Parent, Project Manager/PI, or Project Use**:

(1) Click **Edit** from the GL Verification **Dashboard**; the **Build Filter** window displays. Select any combination of filters you require.

(2) Select from the filters by typing in the value you wish to find. As you type a list of matching values will display and will be further refined as you type.

  (a) Click on the desired value,

  (b) click **Add**.

  (c) To remove a filter that has been added, select the filter and then click the **trash can** icon (🗑) displayed next to the selected filter. It will be deleted.

  (d) To set an added filter to exclude results, click the ⊘ icon next to the selected filter. The word (Not) will then display next to the selected filter. For example, Function "72 (Not)" would only display transactions that are *not* related to institutional support & admin.

(3) To save filter settings for future use, click **Save As** and enter a name in the **Please name this filter** field.

(4) Click **OK**; A confirmation message displays when the filter is saved.

(5) Click **Close** (not shown) to dismiss the confirmation message. The GL Verification **Dashboard** displays.

Filter name

Please name this filter

Not General Unspecific **(3)**

(4) OK | Cancel

(6) Click **Submit** on the GL Verification **Dashboard** to apply the new filter (See page 2).

(7) To switch between saved filters, click the **My Filters** drop-down menu from the GL Verification **Dashboard** and select the desired filter.

My Filters: Not General Unspecific ↕ **(7)** Edit
- (default)
- ✓ Not General Unspecific
- This and that

(8) Click **Submit** again to apply the filter (See Page 2).

Using the General Ledger (GL) Verification Tool for Verifiers

Navigating the Review and Verify Transactions Tab

Transaction values can be viewed by **Dollars** or item **Count**. After choosing the desired view using the radio buttons (**a**), select the transactions you want to review and verify by clicking a blue hyperlinked value, the **Review and Verify Transactions** tab, or the **View and Verify Payroll** tab from the GL Verification **Dashboard**:

Click the **Export Data** button to download the data as an Excel file.

Use the scrollbar to see previous months' GL actuals by Group and Source Code for the last 12 months. You can use this information to review expense trends by category. These amounts are *not* drillable.

1 The values in the **Not Verified** column represent items that require GL Verification. Items are grouped by Source Code.

2 Values in the **Auto Complete** column represent the GL transactions that were *not* selected for GL Verification. You *cannot* change the **Verification Status** of **Auto Complete** transactions.

3 Values in the **Prior Not Verified** column represent the value of items from *prior periods* that were *not* verified *before* the GL Verification period *closed*. These should be reviewed and verified as soon as possible.

When you click the blue amount (or item count) you want to verify in any column, the **Verify GLV Items** report displays. The report lists each transaction selected for verification. Scroll to the right to see complete details for each journal line.

Choose a filter using the drop-down, then enter the desired **Input Data**. Click the **Clear** icon to return to all results.

Click **Export Data** to download the displayed data in an Excel file.

Sort any column using the icons.

4 Verify that each transaction item was accurately recorded by reviewing all the available data. Then modify the **Verification Status**:

Verification Status	Description
Not Verified	This journal line is not yet verified
Pending	This journal line is pending completion
Complete	GL Verification for this journal line is complete

5 Use one of two methods to set the appropriate status:

a Use the drop-down menu for each Journal line, OR

b Use the buttons at the bottom of the **Verify GLV Items** page to move *all* items on the current page of the report to the selected status.

Note these buttons change the status only of items visible on the page. Multiple pages require verifying page-by-page.

6 To revert to the original statuses, click **Reset All**.

7 When finished setting statuses as desired across all pages, click **Save**.

You will be returned to the transaction report in the **Review and Verify Transactions** tab, where the transactions you just verified now display in the **Completed** column. Any remaining outstanding transactions stay in the **Not Verified** column until **Completed**. Likewise, transactions marked as **Pending** will display in the **Pending** column.

Remaining unverified transactions

Pending transactions

Completed (verified) transactions

As transactions are marked **Complete** or **Pending**, the Dashboard automatically updates to indicate **% Items Completed or Pending**. The percentage is based on the *number* of items, not the *dollar amount* of items completed.
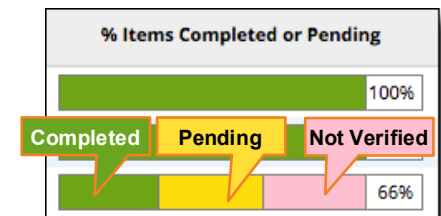
Using the General Ledger (GL) Verification Tool for Verifiers

Reviewing and Verifying Payroll

1 The **GL Verification** section lists the employees selected for review and verification. A sample of employees paid or with distribution changes in the current month is selected. The **FTE & Salary** section (**2**) displays total monthly **FTE** and total monthly salary expense for the last 12 months. Use this section to review monthly FTE/salary trends for the selected Dept ID. The **Payroll Expense Detail and FTE Report** section (**3**) displays 3 months of detailed monthly pay and distribution data for each employee. Employees with pay or distribution changes in the current month are noted in the **Chg** column, with changes highlighted in pink. Use the buttons to export to Excel for changed employees only (**a**) or all data (**b**).

a Click on the **EmployeeID** or **Employee Name** link to display **Payroll Expense Detail** for a specific employee.

b If payroll detail is correct, scroll to the top of the page and change the employee **Status** to **Complete** using the drop-down menu on the line.

c Click **Submit** to save your status changes.

Adding Comments or Attachments to Journal and Payroll Lines

Comment and/or attachment use is determined by individual departments. It is the Verifier's responsibility to understand and follow department procedures for using the comments and attachments features prior to using the GL Verification tool. If you have questions, speak to your manager or supervisor *before* adding comments or attachments to a journal line.

1 To add a comment to a journal line, scroll to the **Verification Comments** column (labeled **Comments** for Payroll verification) and click the ⊕; the **Comments** pop-up displays.

2 Click [Add Comment] then enter your comment in the **Add Comment** box (**a**).

3 Click [Add Comment] a second time to save your comment.

4 Your comment will immediately display in the **Comments** box along with prior comments in reverse chronological order.

The journal row's **Comments** icon will change to 💬 indicating that comments are available.

Using the General Ledger (GL) Verification Tool for Verifiers

## Adding Attachments to Journal and Payroll Lines

1 To add an attachment to a journal line, scroll to the **Attachments** column and click the ⊕; the **Attachments** pop-up displays.

2 Click Choose Files then select the file you want to upload from your computer.
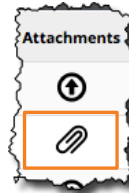
3 Click Upload Files .

4 The file is uploaded to the **Attachments** list along with any other documents that have been attached. Click a filename to open an attached file.
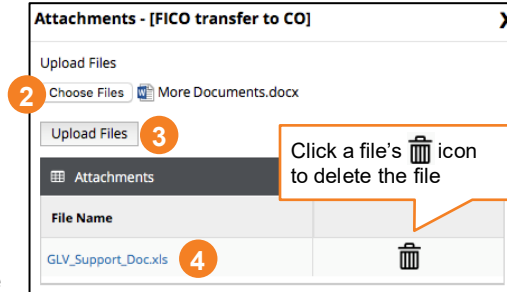
The row's **Attachments** icon will change to 📎 indicating that files are attached.

5 Click the **X** to close the window.

Creating an Adjustment to a Transaction

If you have the appropriate authorization within PeopleSoft, you can initiate a 535 Financial Journal or a 545 Cost Transfer journal entry from within GLV.
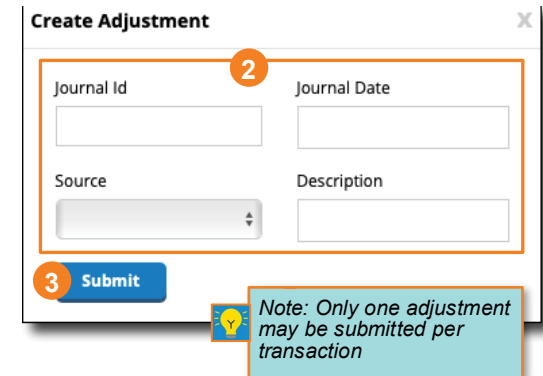
1 Click the plus icon (⊕) on the desired transaction line. The **Create Adjustment** window displays. Note that the plus icon only appears for transactions that are permitted to be adjusted according to UCSF accounting rules.
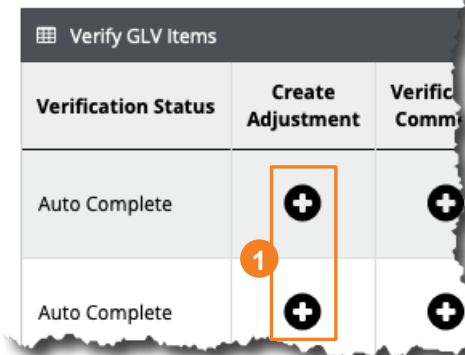
2 Enter the **Journal Id**, **Journal Date**, **Source**, and **Description** for the transfer.

3 Click **Submit**. A **PeopleSoft** window will open that will allow you to complete the transfer.

Note: After you submit the transfer, the journal entry will go through all of the appropriate **PeopleSoft** approval steps.

Note: Only one adjustment may be submitted per transaction

Notifying Your GL Approver

Before you initiate the approval process:

- Return to the **Dashboard** and ensure all transactions have been reviewed and marked complete.
- Review, verify, and mark complete any remaining **Prior Not Verified** transactions.
- If you marked any transactions as **Pending**, be sure to add comments or follow any other specific departmental guidelines so the Approver can determine a best course of action.

When your verification is accurate and complete, follow your established departmental practice to notify your GL Approver and let them know their review and approval is required.

Using the General Ledger (GL) Verification Tool for Verifiers

Reviewing GL Verification Roles & Dept ID Assignments

1 Select **User Management** from the main menu on the left side of the screen. The **User Management** window displays.

2 Users are displayed in alphabetical order by last name. Sort on any column using the up/down arrows.

3 You can search for any text string in the Search box. For example, you can find all Approvers assigned to a particular Dept ID by searching for that Dept ID. Click the X in the Search box to clear your search parameters.

4 By default, only active users are displayed. Click the Show Inactive checkbox to include inactive users.

5 You can export the list of users to a CSV file (which you can open in Excel) using the Export to CSV buttons at the top of the screen. The Export to CSV with Allow Dept option includes assigned Dept IDs for users with the Approver role.

6 Click on a user's UCSF ID to view user details in a pop-up window.

7 Click History to view information about when user roles and Approver Dept IDs were assigned and revoked.

History data is **not available** for changes made prior to January 22, 2019.

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.
- Filters are personal and *cannot* be shared among users
- You can use optional filters to pre-define specific sets of transactions that you want to review each month.
- Use of the **Pending** status is optional and is up to individual departments to determine based on their internal processes. Pending status can be used to indicate that a change to the selected transaction is in progress. For example, if another department must perform a cost transfer to resolve an issue, you can mark the transaction as Pending and enter a comment explaining the status.
- **Pending** transactions are included with **Completed** transactions in the **% Completed** calculation on the dashboard.
- Monthly trend analysis may be performed by either the Verifier or the Approver depending on departmental practice.