Using the General Ledger (GL) Verification Tool for Approvers

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 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 the *Approver* role.

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.
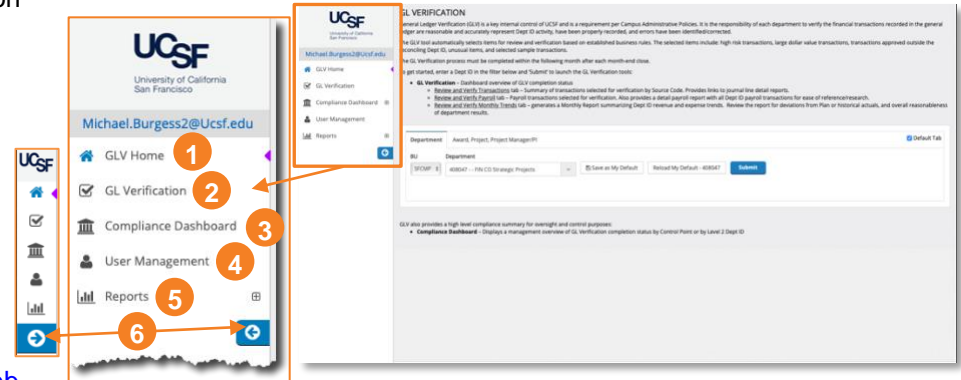
Selecting Transactions for GL Verification

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.
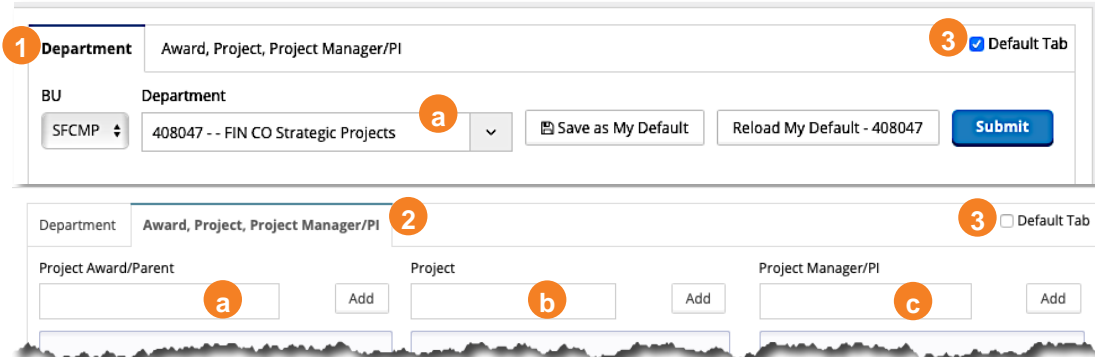
Using the General Ledger (GL) Verification Tool for Approvers

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.

*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.

*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.*

Using the General Ledger (GL) Verification Tool for Approvers

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

state   **2**   **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

Project Award/Parent

Add

Hover your mouse pointer over any existing filter for details

| 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** (not shown) to apply the new filter.

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 on the GL Verification **Dashboard** (not shown) to apply the filter.

Using the General Ledger (GL) Verification Tool for Approvers

## Performing Monthly Trend Analysis

When GLV review and verification is complete, monthly trend analysis should be performed by reviewing the **Monthly Trend Report**. Monthly trend analysis may be performed by either the Verifier or the Approver depending on departmental practice. See the **Performing Monthly Trend Analysis for General Ledger (GL) Verification** job aid for details.

## Approving and Submitting General Ledger Verification

The final step of the GLV process is the acknowledgement that all required review and verification procedures have been completed. Only managers who have been assigned the Approver role in the **GL Verification tool** are authorized to complete this process.

The **Approve and Submit** button is located on the bottom of the GL Verification **Dashboard**.
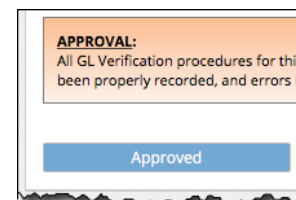
1. The Approver should click the **Approve and Submit** button to acknowledge that *all GL Verification procedures have been completed* and to confirm the *overall reasonableness of the department's financials*.
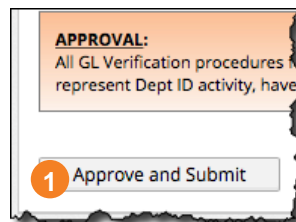
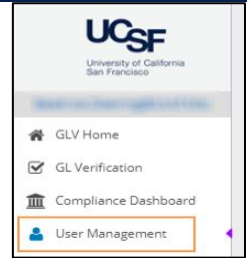2. Click **OK** to confirm on the pop-up that displays
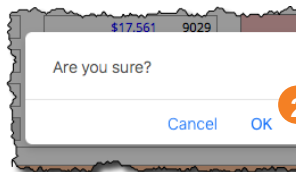
7. The button changes to a blue **Approved** button indicating the GLV process is complete

   You *cannot* reset an **Approved** Dept ID back to "un-approved" status

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.

   Click History to view information about when user roles and Approver Dept IDs were assigned and revoked.
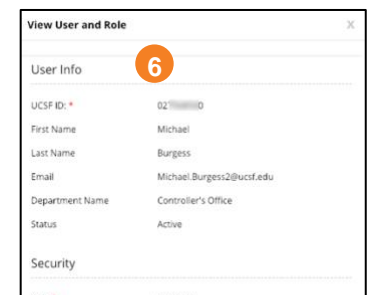
   History data is **not available** for changes made prior to January 22, 2019.
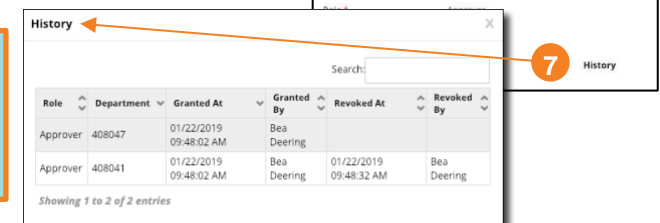
Using the General Ledger (GL) Verification Tool for Approvers

Tips & Tricks

- Approvers may act as Verifier for some Dept IDs and as Approver for other Dept IDs depending on departmental procedures
    - Although you can perform review and verification of transactions as the Approver, you should contact your GLV Verifier to complete unfinished actions rather than completing them yourself
- Clicking the **Approved** button will approve *all Dept IDs for lower levels* of the Dept ID tree. Use caution if you approve at Level 2; approving at Level 2 will approve all Dept IDs in the tree at Level 2 and below. You *cannot* "un-approve"
- Filters are personal and *cannot* be shared among system users
- Monthly trend analysis may be performed by either the Verifier or the Approver depending on departmental practice