

GL Verification Enhancement Summary

This reference details a history of enhancements to the GL Verification tool.

July 2023

The following enhancement was deployed in July 2023:

The GL Verification dashboard was modified to add a “Submit” button to the GL Verification section of the **Review and Verify Payroll** tab when verifying by Award, Project ID, or Project Manager/PI. Verifiers can now complete payroll verification from within the tab and are no longer required to complete payroll verification by department for each Dept ID charged to the Award or Project.

June 2022

To assist departments with the tracking of unapproved verifications, the General Ledger (GL) Verification Tool began sending email notifications of unapproved items in June 2022. Designated Approvers receive a monthly email informing them of all verifications pending their approval by accounting period and department.

February 2021

The following enhancement was deployed in February 2021:

The GLV dashboard was modified to improve the identification of payroll transactions selected for verification review. These will be clearly displayed using two distinct transaction types:

1. **Payroll: Distribution** - sampled from transactions with changes to payroll distribution

To easily distinguish between transaction types, a new section, “Review and verify salary and FTE distributions for selected employees”, has been added to the Verification page (see **a** below). Upon clicking to verify transactions in this new section, users will be taken to the Review and Verify Payroll tab (see **b** below) to view payroll and FTE distributions selected for verification.

2. **Payroll: GL** - sampled from payroll transactions recorded in the GL

The Payroll label in Section 1 of the dashboard will be re-labeled as **Payroll: GL** to indicate that it includes only payroll transactions selected from GL journal transaction lines (see **c** below).

The screenshot shows the 'Review and Verify Payroll' tab. It contains two main sections:

Section 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.

Transaction Type	Selected For Verification		Total Month Activity		% Items Completed or Pending	Total Not Verified	
	\$ Amount	# of Items	\$ Amount	# of Items		\$ Amount	# of Items
Cost Transfers	\$0	0	(\$6,660)	153	100%	\$0	0
Deposits	(\$4,751)	2	(\$4,973)	3	0%	(\$4,751)	2
Financial Journals	(\$104,690)	28	(\$1,553,101)	1021	0%	(\$104,690)	28
Payroll: GL	\$41,210	10	\$1,264,548	2274	0%	\$41,210	10
Purchases	\$329	3	\$238,579	770	0%	\$329	3
Recharge	\$14,467	158	\$87,087	191	0%	\$14,467	158
Total	(\$53,434)	201	\$25,480	4412	0%	(\$53,434)	201

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

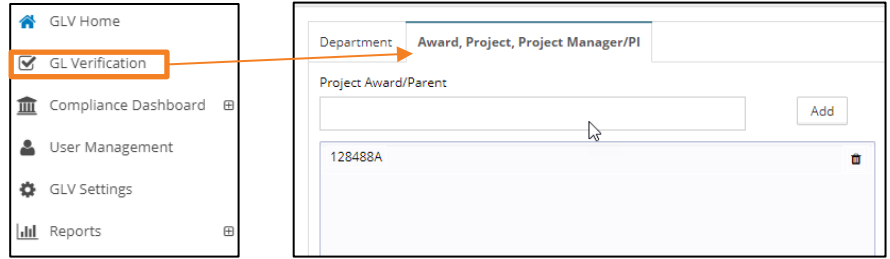
Transaction Type	Selected For Verification	Total Month Activity	% Items Completed or Pending	Total Not Verified
	\$ Amount	\$ Amount		\$ Amount
Payroll: Distribution	\$15,070	\$15,070	0%	\$15,070

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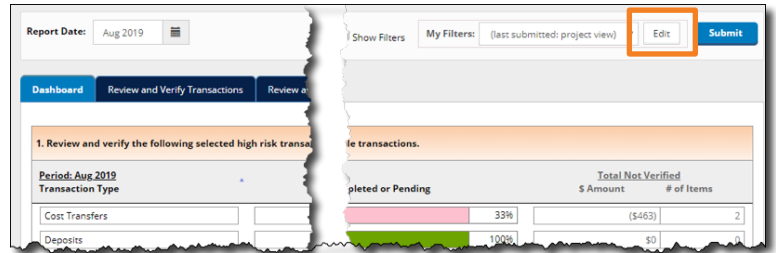
February 2020

The following enhancements were deployed in February 2020:

- Award, Project, Project Manager/PI Dashboard** – Display option to retrieve data by Project Award/Parent, Project, Project Manager/PI.

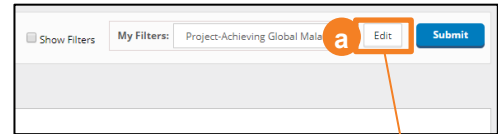


- Build Filter** – Display option to narrow scope by BU, Fund, Dept Id, Project, Activity Pd, Function, Dept Id Site, Project Award/Parent, Project Manager/PI, and/or Project Use.

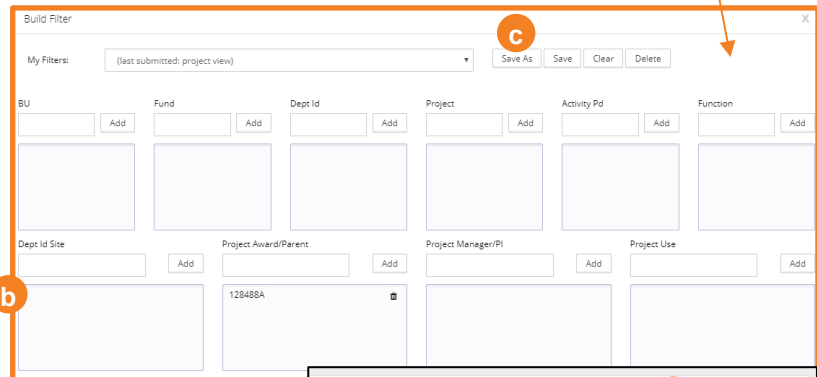


- Ability to select scope and save to **My Filters**:

a Click **Edit**.

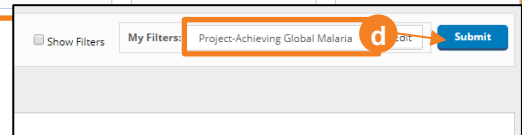


b **Select Scope** by entering one more filter values as desired (Project Award/Parent is used in this example).



c Click **Save As** to create a new filter.

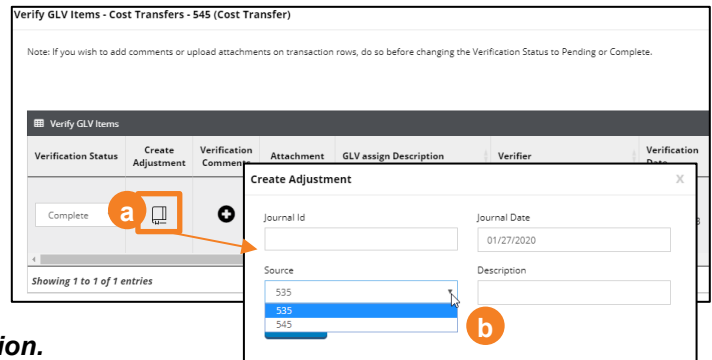
d Name the new filter and click **Submit**. The newly added filter will be available from the **My Filters** drop-down.



- Create Adjustment** – Initiate a **535 – Financial Journal** and/or **545 – Cost Transfer – Direct** journal entry (JE) from GLV.

a Click the book icon (📖) on the desired transaction line

b Once Journal Id, Journal Date, Source, and Description are completed, click **Submit**, and **PeopleSoft** will open.



Note: System is limited to one adjustment per transaction.

- Viewer** role – Users assigned the new Viewer role can search for and view transactions in GLV but cannot perform verification or approval activities, add comments or upload documents.

GL Verification Enhancement Summary

September 2019

The following enhancements were deployed in September 2019:

1. **Approval Matrix Report** – Displays assigned approvers for one or more Dept IDs, along with color indicators of whether or not they were **directly assigned**, **inherited as approvers from parent Dept IDs**, or whether the Dept ID remains **Unassigned**.

Dept ID	Dept Name	Assigned Approvers
400000	F_Finance & Administration	Unassigned
400001	F_FAS Control Point Ops	Jane Doe
400002	F_FAS Control Point Pass Thru	Jane Doe
401000	F_Real Estate	Joe Glass, Diane Jones
401001	F_RE Project Management	Joe Glass, Diane Jones

2. **Approval Compliance Dashboard** – Identifies the approval percentage of one or more Dept IDs, along with the number of verification items approved and not approved.

All Control Points	Approved	Not Approved	Total
School of Medicine	304	626	930
School of Dentistry	87	21	108
School of Nursing	35	15	50

3. The number of **Verifications Completed** and **Items Not Verified** were added to the **Verification Compliance Dashboard**:

All Control Points	Verification Completed	Items Not Verified	Total
School of Medicine	14,180	11,976	26,156
Home Office - Health	0	42	42
School of Dentistry	2,237	23	2,260
School of Nursing	936	10	946

GL Verification Enhancement Summary

March 2019

The following enhancements were deployed on March 2019:

1. GLV Approval Status and Verification Status Reports

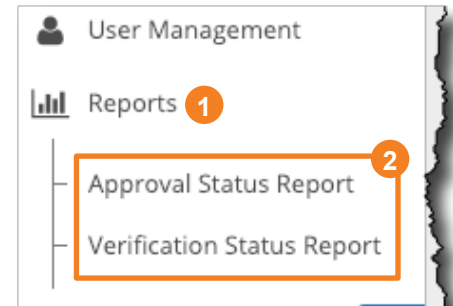
Two new reports were added to the GL Verification Tool:

Approval Status Report - Identifies the approval status of one or more Dept IDs, along with the user who approved the Dept ID in the selected month. Approval is required as a part of GL Verification for each month.

Verification Status Report - Identifies the verification status for individual transactions by transaction type for one or more Dept IDs, along with the corresponding users who verified and/or approved each transaction in the selected month.

- 1 Click **Reports** on the left-hand menu navigation.
- 2 Click **Approval Status Report** or **Verification Status Report**; the selected report will display in the main window of your web browser.

Complete instructions on running and working with the reports is available in the General Ledger (GL) Verification Reports job aid.



2. The Journal Description field has been added to the Verify GLV Items screen.
3. A higher-level Dept ID will be automatically marked as Approved when all of its subordinate Dept IDs are approved. Conversely, when a higher-level Dept ID is approved, all of its subordinate Dept IDs will be automatically marked as Approved.

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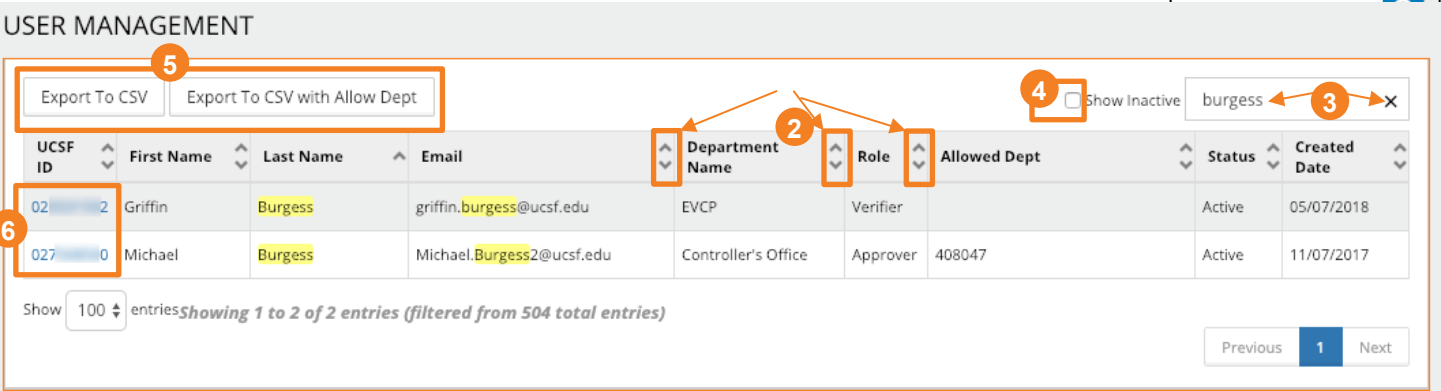
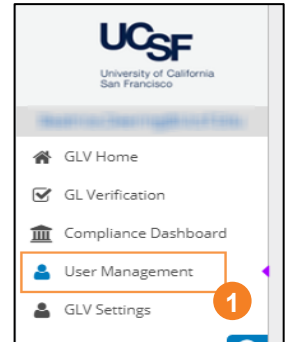
January 2019

The following enhancements were deployed on January 22, 2019:

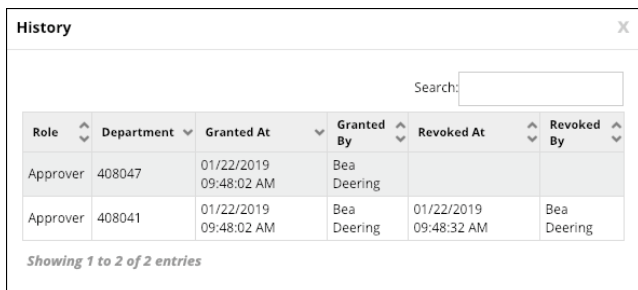
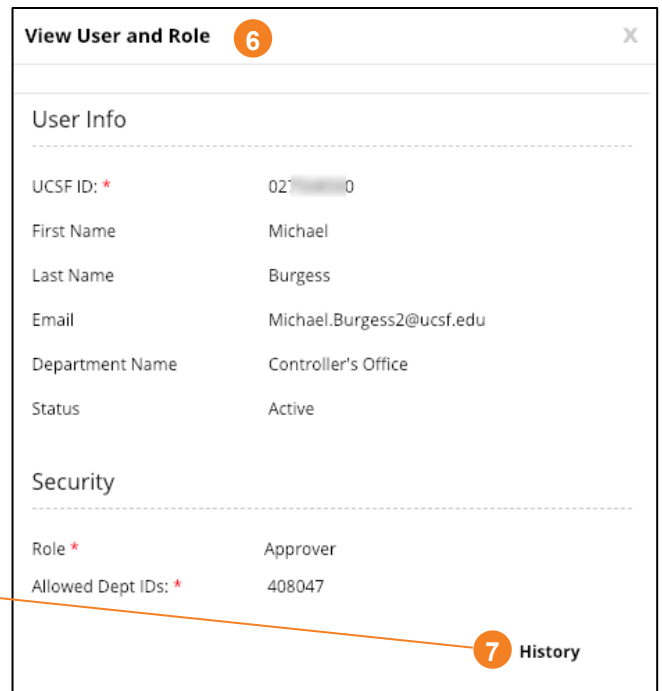
User Management Enhancements

View a roster of all GLV users and their current and historical roles, including Approver Dept ID assignments.

- 1 Select **User Management** from the main menu on the left side of the screen.



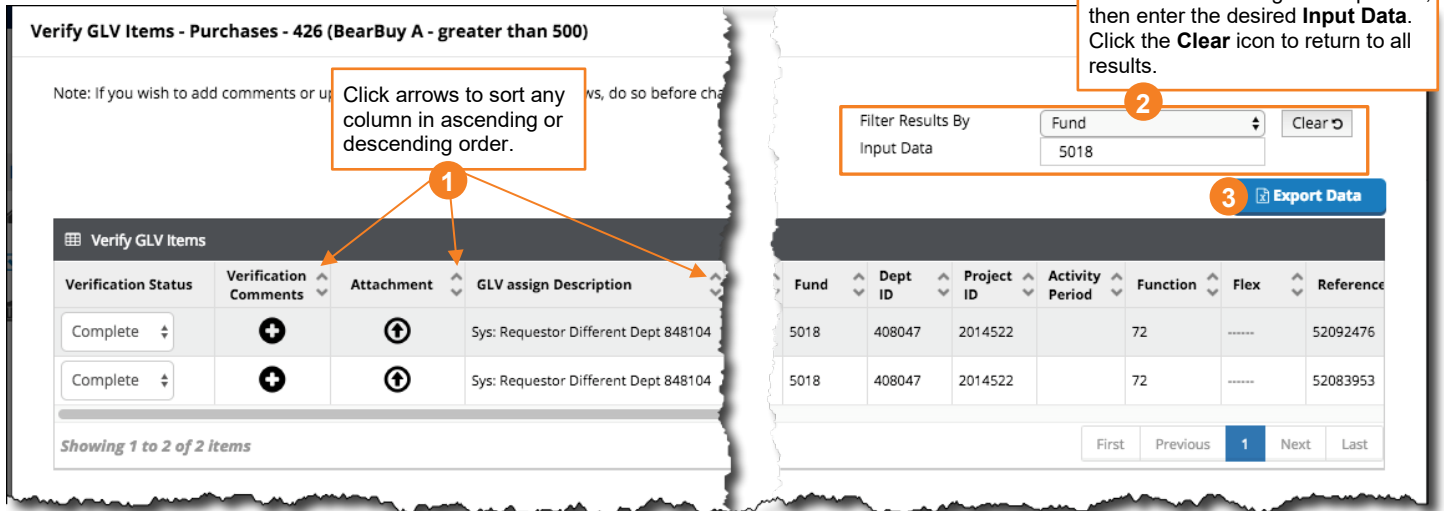
- 2 Users are displayed in alphabetical order by last name. Sort on any column using the up/down arrows.
- 3 You can search for any text string in the Search box. For example, you can find all Approvers assigned to a particular Dept ID by searching for that Dept ID. Click the X in the Search box to clear 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. Note: History data is not available for changes made prior to Jan. 22, 2019.



GL Verification Enhancement Summary

November 2018

The following enhancements were deployed on November 18, 2018:



Enhancements

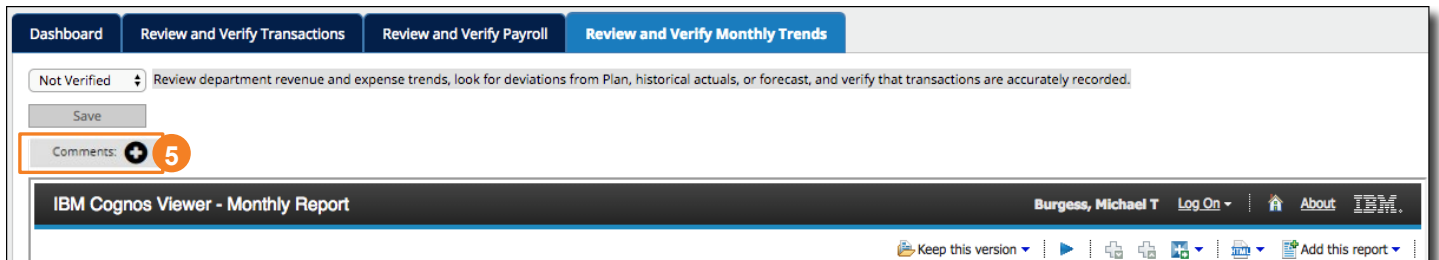
- 1 Sort data by any column on the *Verify GLV Items* page.
- 2 Use the **Filter Results By** feature to filter verification results by a specific column value.
- 3 Export data to Excel from the following pages:
 - *Review and Verify Transactions*
 - *Verify GLV Items*
 - *Payroll Expense Detail and FTE Report*

Look for the **Export Data** button on the upper right hand section of the page:



On the *Payroll Expense Detail* you have the option of exporting all data or only data for employees who had payroll changes in the selected month.

- 4 The display order for columns in the *Verify GLV Items* screen has been modified per user requests.
- 5 Add **Comments** to a report displayed in the *Review and Verify Monthly Trends* tab in addition to marking it *Complete* for a particular month.



- 6 On the Dashboard a yellow bar now indicates items in Pending status, in addition to the green indicator for items in Complete status and the pink indicator for items Not Verified.

Period: May 2018 Transaction Type	Selected For Verification		Total Month Activity		% Item	Total Not Verified	
	\$ Amount	# of Items	\$ Amount	# of Items		\$ Amount	# of Items
Financial Journals	\$0	0	(\$244,998)	19	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	\$0	0
Payroll	\$0	0	\$258,082	55	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	\$0	0
Purchases	\$43,458	6	\$49,838	12	<div style="width: 67%; height: 10px; background-color: green;"></div> 67%	\$17,360	2
Recharge	\$394	1	\$2,245	12	<div style="width: 100%; height: 10px; background-color: green;"></div> 100%	\$0	0
Total	\$43,852	7	\$65,166	98	<div style="width: 71%; height: 10px; background-color: green;"></div> 71%	\$17,360	2

- 7 The maximum size for uploaded files has been increased to 30MB.

GL Verification Enhancement Summary

October 2018

Enhancements

- 1 The rules for Source Codes 5AN (Desktop Svcs) and 5B2 (Network) have been changed. All transactions in those source codes are now auto-completed.

Fixes

- 1 Drill down into the Monthly Report using underlined hyperlinks. Linked pages open in new browser tabs

	2018-19 Plan	2018-19											
		Jul-2018 Actuals	Aug-2018 Actuals	Sep-2018 Actuals	Oct-2018 Actuals	Nov-2018 Forecast	Dec-2018 Forecast	Jan-2019 Forecast	Feb-2019 Forecast	Mar-2019 Forecast	Apr-2019 Forecast	May-2019 Forecast	Jun-2019 Forecast
REVENUES													
ICR & CCF APPROPRIATIONS	3,153,005	<u>262,832</u>	<u>262,832</u>	<u>262,832</u>	<u>262,832</u>	262,832	262,832	262,832	262,832	262,832	262,832	262,832	262,832
RECHARGE & COSTED CENTRAL ACT	153	<u>74,972</u>	<u>74,972</u>	<u>74,972</u>	<u>71,378</u>	74,972	74,972	74,972	74,972	74,972	74,972	74,972	74,972
TOTAL REVENUES	\$3,307,483	\$337,804	\$337,804	\$337,804	\$334,210	\$337,804	\$337,804	\$337,804	\$337,804	\$337,804	\$337,804	\$337,804	\$337,804
EXPENSES													
STAFF SALARIES AND OVERTIME	2,303,245	<u>175,311</u>	<u>194,320</u>	<u>187,315</u>	<u>203,025</u>	186,876	186,875	186,875	186,875	186,875	186,875	186,875	186,875
STAFF BENEFITS	921,452	<u>72,456</u>	<u>53,053</u>	<u>67,468</u>	<u>74,891</u>	74,749	74,750	74,750	74,750	74,750	74,750	74,750	74,750
ASSESSMENTS EXPENSE	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	0	0	0	0	0	0	0	0
SUPPLIES AND MATERIALS	12,000	<u>-</u>	<u>135</u>	<u>91</u>	<u>10,464</u>	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
SERVICES	265,787	<u>16,669</u>	<u>42,088</u>	<u>48,528</u>	<u>60,222</u>	51,332	130,332	51,332	51,332	130,332	51,332	51,332	275,232
TRAVEL, MTGS & ENTERTAINMENT	0	<u>-</u>	<u>2,284</u>	<u>-</u>	<u>189</u>	0	0	0	0	0	0	0	0
OTHER EXPENSES	5,000	<u>-</u>	<u>1,921</u>	<u>-</u>	<u>(1,867)</u>	417	417	417	417	417	417	417	417
TOTAL EXPENSES	\$3,507,484	\$264,435	\$293,802	\$303,403	\$346,924	\$314,374	\$393,374	\$314,374	\$314,374	\$393,374	\$314,374	\$314,374	\$538,278