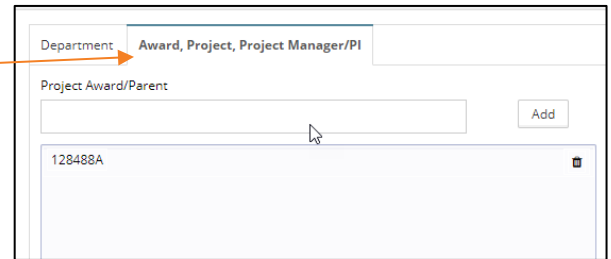
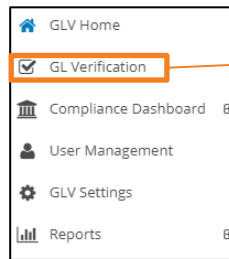


This reference details a history of enhancements to the GL Verification tool.

February 2020

The following enhancements were deployed in February 2020:

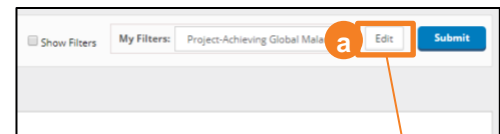
1. **Award, Project, Project Manager/PI Dashboard** – Display option to retrieve data by Project Award/Parent, Project, Project Manager/PI.



2. **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.

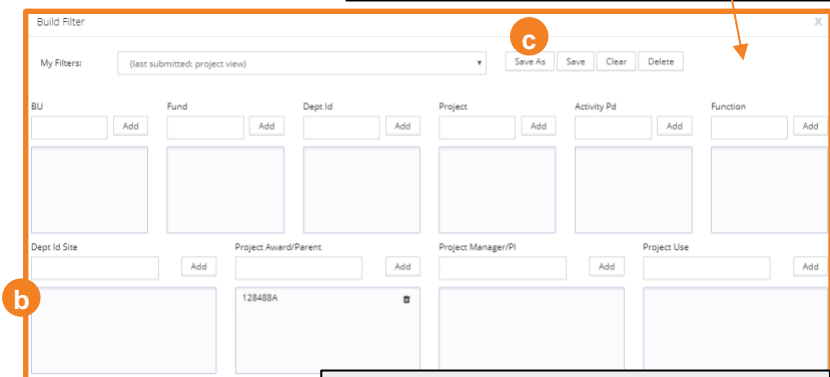


3. Ability to select scope and save to **My Filters**:
 - a Click **Edit**.

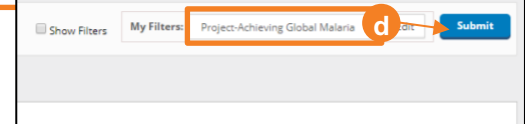


- b **Select Scope** by entering one more filter values as desired (Project Award/Parent is used in this example).

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

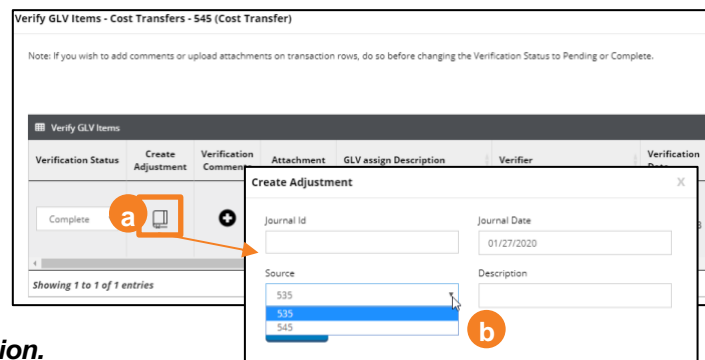


- d Name the new filter and click "**Submit**". The newly added filter will be available from the **My Filters** drop-down.



4. **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.

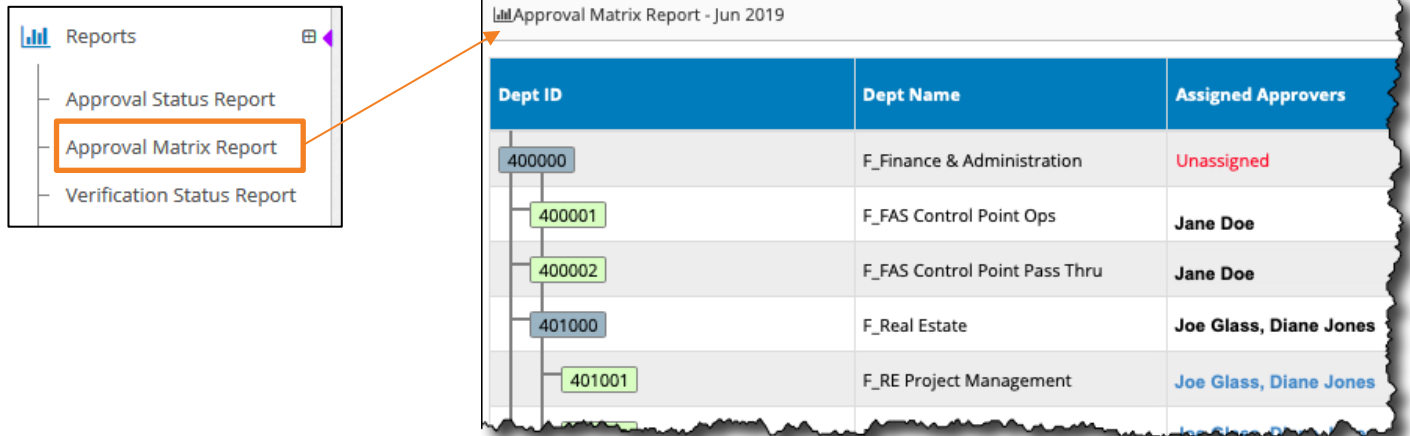
5. **Viewer** role – Users assigned the new Viewer role can search for and view transactions in GLV but cannot perform verification or approval activities, add comments or upload documents.

GL Verification Enhancement Summary

September 2019

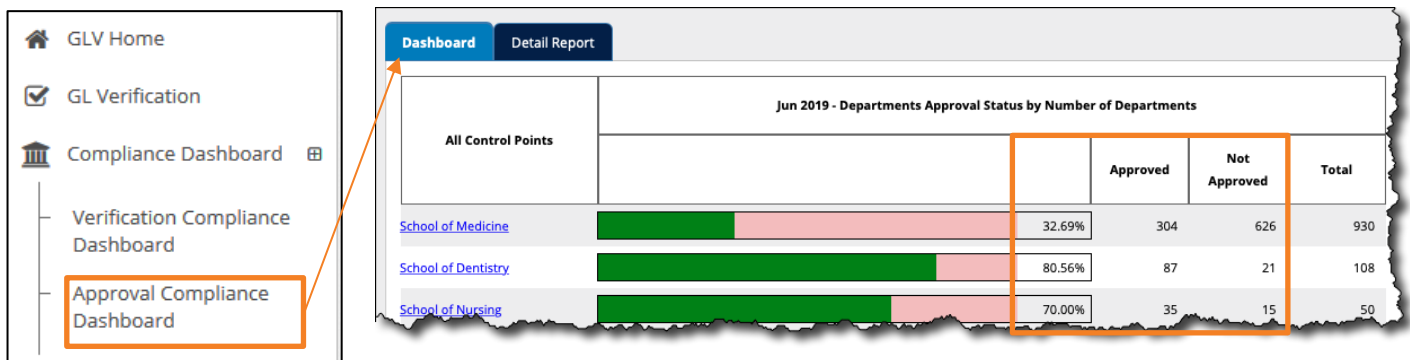
The following enhancements were deployed in September 2019:

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**.



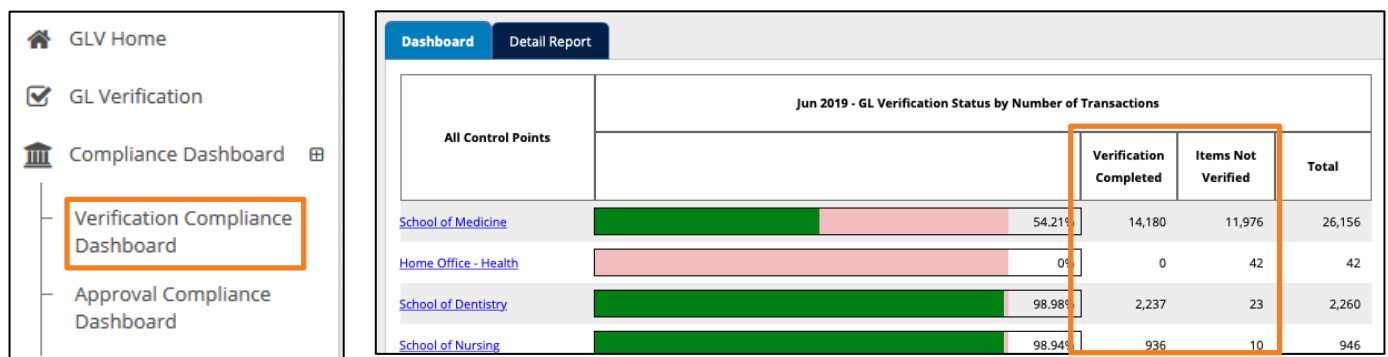
Dept ID	Dept Name	Assigned Approvers
400000	F_Finance & Administration	Unassigned
400001	F_FAS Control Point Ops	Jane Doe
400002	F_FAS Control Point Pass Thru	Jane Doe
401000	F_Real Estate	Joe Glass, Diane Jones
401001	F_RE Project Management	Joe Glass, Diane Jones

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

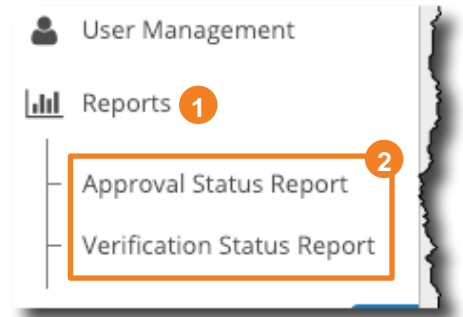
Two new reports were added to the GL Verification Tool:

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.

GL Verification Enhancement Summary

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.

The screenshot shows the 'USER MANAGEMENT' page. On the left, a sidebar menu has 'User Management' highlighted with a red box and a red circle '1'. The main content area has a header with 'Export To CSV' and 'Export To CSV with Allow Dept' buttons, both with a red circle '5'. Below the header is a table of users. The table has columns: UCSF ID, First Name, Last Name, Email, Department Name, Role, Allowed Dept, Status, and Created Date. The 'Department Name' and 'Role' columns have up/down arrows with a red circle '2'. A search box with 'burgess' and a red circle '3' is on the right, with a 'Show Inactive' checkbox and a red circle '4'. The table shows two users: Griffin Burgess (UCSF ID 027) and Michael Burgess (UCSF ID 027). The first user's row is highlighted with a red box and a red circle '6'. At the bottom, there is a 'Show' dropdown set to '100' and a pagination bar with 'Previous', '1', and 'Next'.

- 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.

The screenshot shows the 'View User and Role' pop-up window. It has a red circle '6' next to the title. The window is divided into two sections: 'User Info' and 'Security'. The 'User Info' section shows: UCSF ID: 027, First Name: Michael, Last Name: Burgess, Email: Michael.Burgess2@ucsf.edu, Department Name: Controller's Office, Status: Active. The 'Security' section shows: Role: Approver, Allowed Dept IDs: 408047. At the bottom right, there is a red circle '7' next to the word 'History'.

The screenshot shows the 'History' pop-up window. It has a search bar and a table with columns: Role, Department, Granted At, Granted By, Revoked At, and Revoked By. The table shows two entries for the 'Approver' role, both granted on 01/22/2019 by Bea Deering. The first entry is for Department 408047 and the second is for Department 408041. At the bottom, it says 'Showing 1 to 2 of 2 entries'.

Role	Department	Granted At	Granted By	Revoked At	Revoked By
Approver	408047	01/22/2019 09:48:02 AM	Bea Deering		
Approver	408041	01/22/2019 09:48:02 AM	Bea Deering	01/22/2019 09:48:32 AM	Bea Deering

GL Verification Enhancement Summary

November 2018

The following enhancements were deployed on November 18, 2018:

Verify GLV Items - Purchases - 426 (BearBuy A - greater than 500)

Note: If you wish to add comments or upload attachments, do so before changing the status.

Click arrows to sort any column in ascending or descending order.

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

Filter Results By: Fund (5018) Clear

Export Data

Verification Status	Verification Comments	Attachment	GLV assign Description
Complete	+	+	Sys: Requestor Different Dept 848104
Complete	+	+	Sys: Requestor Different Dept 848104

Showing 1 to 2 of 2 items

Fund	Dept ID	Project ID	Activity Period	Function	Flex	Reference
5018	408047	2014522		72	-----	52092476
5018	408047	2014522		72	-----	52083953

First Previous 1 Next Last

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:

Export Data

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.

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

Not Verified Review department revenue and expense trends, look for deviations from Plan, historical actuals, or forecast, and verify that transactions are accurately recorded.

Save

Comments: + 5

IBM Cognos Viewer - Monthly Report Burgess, Michael T Log On About IBM

Keep this version Add this report

- 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	Selected For Verification		Total Month Activity		% Item	Total Not Verified	
Transaction Type	\$ Amount	# of Items	\$ Amount	# of Items		\$ Amount	# of Items
Financial Journals	\$0	0	(\$244,998)	19	100%	\$0	0
Payroll	\$0	0	\$258,082	55	100%	\$0	0
Purchases	\$43,458	6	\$49,838	12	67%	\$17,360	2
Recharge	\$394	1	\$2,245	12	100%	\$0	0
Total	\$43,852	7	\$65,166	98	71%	\$17,360	2

Yellow indicates items in Pending status.

- 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

IBM Cognos Viewer - Monthly Report

UCSF University of California, San Francisco

Monthly Report

2018-19

	2018-19	Jul-2018	Aug-2018	Sep-2018	Oct-2018	Nov-2018	Dec-2018	Jan-2019	Feb-2019	Mar-2019	Apr-2019	May-2019	Jun-2019
	Plan	Actuals	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
REVENUES													
<u>ICR & CCF APPROPRIATIONS</u>	3,153,005	262,832	262,832	262,832	262,832	262,832	262,832	262,832	262,832	262,832	262,832	262,832	262,832
<u>RECHARGE & COSTED CENTRAL ACT</u>	153,000	74,972	74,972	74,972	71,378	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													
<u>STAFF SALARIES AND OVERTIME</u>	2,303,245	175,311	194,320	187,315	203,025	186,876	186,875	186,875	186,875	186,875	186,875	186,875	186,875
<u>STAFF BENEFITS</u>	921,452	72,456	53,053	67,468	74,891	74,749	74,750	74,750	74,750	74,750	74,750	74,750	74,750
<u>ASSESSMENTS EXPENSE</u>	0	0	0	0	0	0	0	0	0	0	0	0	0
<u>SUPPLIES AND MATERIALS</u>	12,000	-	135	91	10,464	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
<u>SERVICES</u>	265,787	16,669	42,088	48,528	60,222	51,332	130,332	51,332	51,332	130,332	51,332	51,332	275,232
<u>TRAVEL, MTGS & ENTERTAINMENT</u>	0	-	2,284	-	189	0	0	0	0	0	0	0	0
<u>OTHER EXPENSES</u>	5,000	-	1,921	-	(1,867)	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
INCOME LOSS FROM OPERATIONS	\$228,000	\$73,369	\$44,002	\$34,401	\$142,711	\$23,430	(\$55,570)	\$23,430	\$23,430	(\$55,570)	\$23,430	\$23,430	(\$200,000)