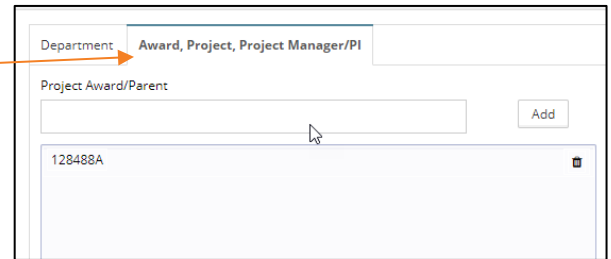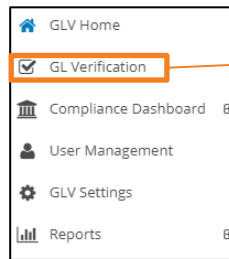# GL Verification Enhancement Summary

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

February 2020

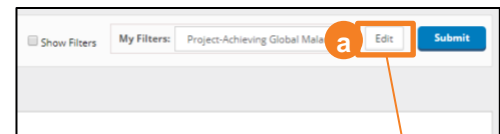The following enhancements were deployed in February 2020:

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.
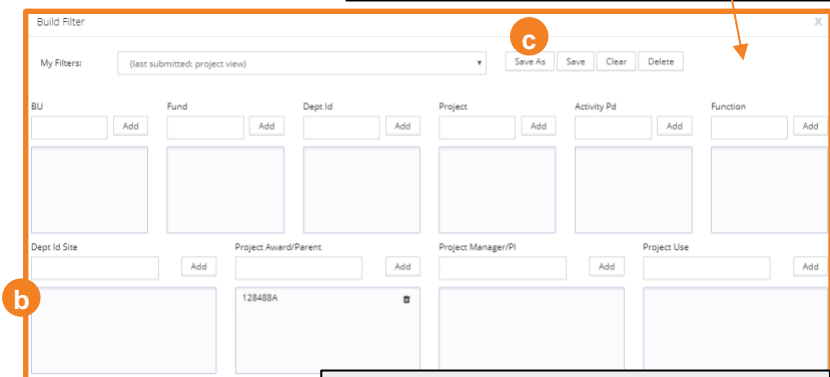

3. Ability to select scope and save to **My Filters**:
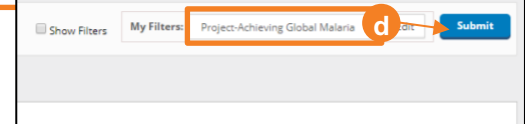
   a Click **Edit**.

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

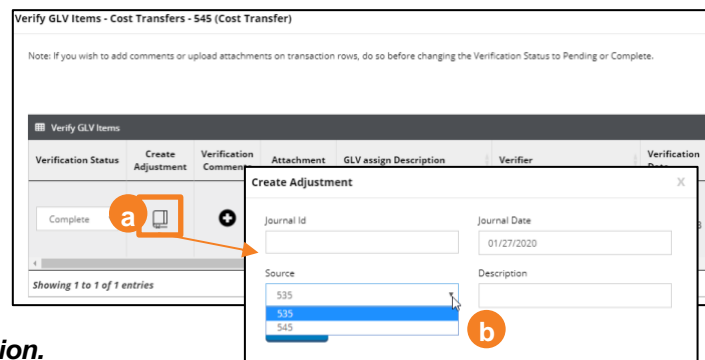   **c** Click **Save As** to create a new filter.

   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.

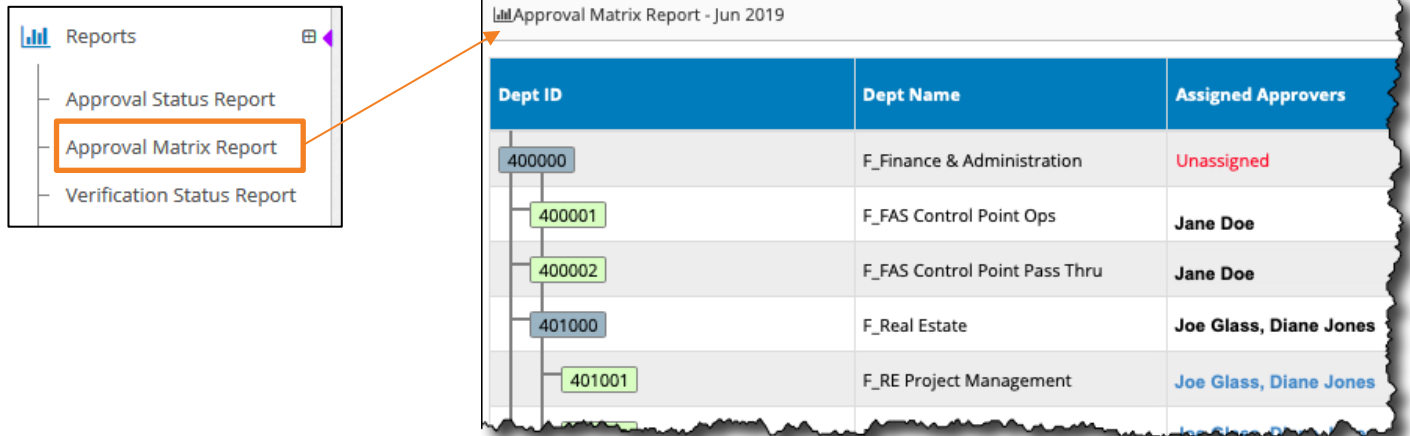   *Note: System is limited to one adjustment per transaction.*

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.

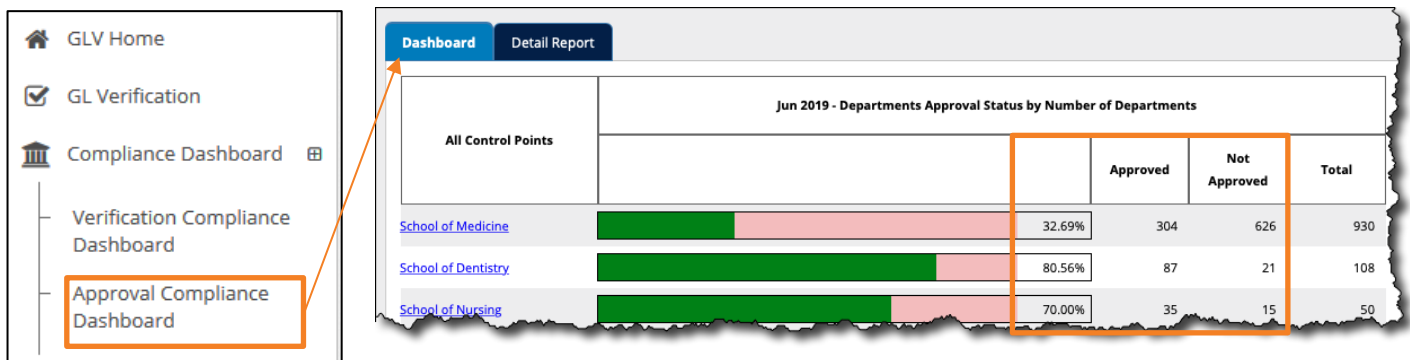# GL Verification Enhancement Summary

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.

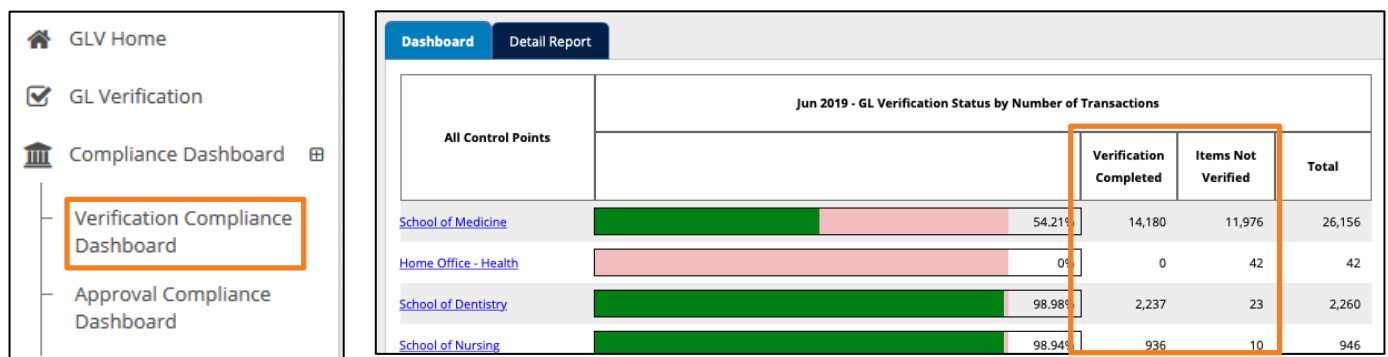2. **Approval Compliance Dashboard** – Identifies the approval percentage of one or more Dept IDs, along with the number of verification items approved and not approved.

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

GL Verification Enhancement Summary

The following enhancements were deployed on March 2019:

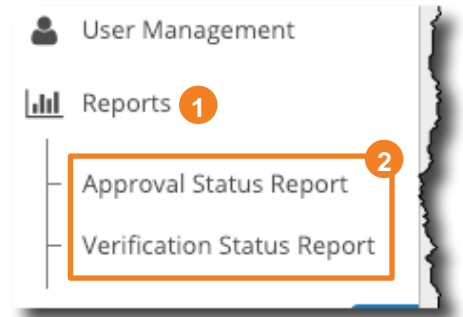**1.   GLV Approval Status and Verification Status Reports**

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

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

The following enhancements were deployed on November 18, 2018:

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

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

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.

Yellow indicates items in Pending status.

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

GL Verification Enhancement Summary

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