General Ledger Verification Checklist and Acknowledgement

General Ledger Verification

General Ledger verification is a key control of UCSF and is a requirement as described in Campus Administrative Policies. It is the responsibility of each Department to verify the financial transactions recorded in the general ledger are in accordance with University regulations. Additionally, transactions recorded against restricted funds, must be in accordance with the terms of the contract. The GL Verification Job Aid should be referenced for further details on how to perform specific procedures.

GL Verification Reconciliation and/or Review procedures on this checklist relate to the following Dept ID(s):

Dept ID	Dept Name	Posting Level Yes/No	Planning Level Yes/No

General Ledger Verification Activities

Activity / Transaction Type	Description
Reconciliation of manual journal entries: ▪ Cost transfer ▪ Deposit ▪ Financial Journal – Other ▪ Recharge	▪ Ensure entries are valid revenues or expenditures ▪ Ensure transactions have been accurately recorded ▪ Correct identified errors
Reconciliation of purchasing transactions: ▪ MyExpense ▪ PCard ▪ Voucher	▪ Ensure entries are valid expenditures ▪ Ensure expenditures are allowable per University policy and/or fund source terms ▪ Ensure transactions have been accurately recorded ▪ Correct identified errors
Reconciliation of payroll transactions: ▪ Payroll	▪ Ensure transaction relate to employees within the Department ▪ Ensure new hires and terminations were properly processed ▪ Correct identified errors
Review at the summary reporting level	▪ Review planning level Dept ID revenue and expense trends for deviations from anticipated results or historical patterns ▪ Correct identified errors

General Ledger Verification Acknowledgement

The signatures below are an attestation the following GL Verification procedures were performed:

Reconciler: Reconciliation procedures for posting level Dept ID(s) has been performed according to the GL Verification Job Aid and to the best of the Reconciler's knowledge, general ledger transactions represent Department activity, have been accurately recorded, and identified errors have been corrected.

Reviewer: Review procedures for planning level Dept ID have been performed according to the GL Verification Job Aid and to the best of the Reviewer's knowledge, general ledger transactions represent Department activity, have been accurately recorded, and identified errors have been corrected.

Period	Reconciler	Reviewer
July (01)		
August (02)		
September (03)		
October (04)		
November (05)		
December (06)		
January (07)		
February (08)		
March (09)		
April (10)		
May (11)		
June (12)		