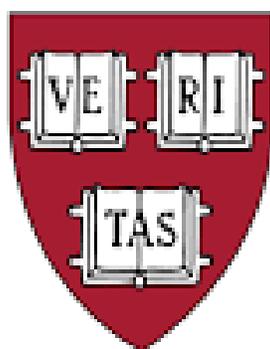


HARVARD UNIVERSITY



GL-PCR User Guide

ITHELP@HARVARD.EDU



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Overview of Button Functionality

Button Name	Pages Button Appears On	Button Description
Advanced Search	Search GL Transactions	Provides additional fields for searching criteria.
Simple Search	Search GL Transactions	Provides most common fields for searching criteria. This button appears after Advanced Search has been selected.
Search	Search GL Transactions	Begins the query for records matching the provided search criteria.
Clear	Search GL Transactions	Clears the values on the form for the search criteria.
Return to Search Results	Search GL Transactions Results	Redirects to the search results.
Return to Batch	Search GL Transactions Results	Redirects back to the current batch.
Show Selected	Search GL Transactions Results	Creates a pop-up with the information for all lines currently selected for adjustment.
Back to Search	Search GL Transactions Results, Adjustment, Search Adjustment Batches Results	Redirects back to the search page, with no criteria set. It will retain any transactions already selected for adjustment. Use this button to add more lines to the current adjustment.
Back to Search Results	Adjustment	Redirects to the search results associated with the current adjustment. This button returns blank search results when used on a batch that was previously saved.
Reset	Adjustment	Resets the current adjustment and clears all fields so that the user may begin a new adjustment. This button must be selected prior to beginning a new adjustment.
Calculate Fringe	Adjustment	Reviews the adjustment lines to determine and then calculate the appropriate fringe rates for the object code. Depending on whether fringe and vacation fringe are associated with the object code, 2-4 lines are added to the batch's GL Adjustment – Details section.



Button Name	Pages Button Appears On	Button Description
Download Batch	Adjustment	Downloads the adjustment as an excel file.
Review Column Button	Adjustment	Found in the Review Column of the Selected Adjustment lines section. Filter's the data visible in the GL Adjustment - Details to show only the selected line for review.
Review All	Adjustment	Reset's the visible data in the GL Adjustment - Details to show all lines.
All Payroll Non-Payroll	Adjustment	Filters the visible data in the GL Adjustment - Details to show all lines, only payroll lines, or only non-payroll lines.
Save	Adjustment	Saves the changes made to the adjustment.
Validate	Adjustment	Validates the CCID changes being made to the adjustment. This step is optional, as validation will take place during the transaction, and is also the first step the program takes when Submit Batch is selected.
Submit Batch	Adjustment	Submits the adjustment to Oracle General Ledger.
Mass Adjust	Adjustment	Opens the Mass Adjust feature of the GL-PCR.
Add COA	Mass Adjust	Adds the supplied COA segments to the staging table for the mass adjustment.
Clear COA	Mass Adjust	Clears the current COA segment values and dollar or percentage values.
Mass Adjust	Mass Adjust	Applies the Mass Adjustment to all lines.
Clear	Search Adjustment Batches	Clears the search fields.
Search Batch	Search Adjustment Batches	Begins a query for records matching the provided search criteria.



GL-PCR Standard Adjustments

A standard adjustment is a GL-PCR batch that does not use the Mass Adjust feature of the tool.

GL-PCR Standard Adjustment – Fringe Defaults and How to Bypass Them

- I. Fringe will be calculated for current fiscal year lines. To bypass fringe for current fiscal year lines, select the **NO** next to **Calculate Fringe (Current Year)**. The highlighted **No** indicates the fringe will not be calculated.



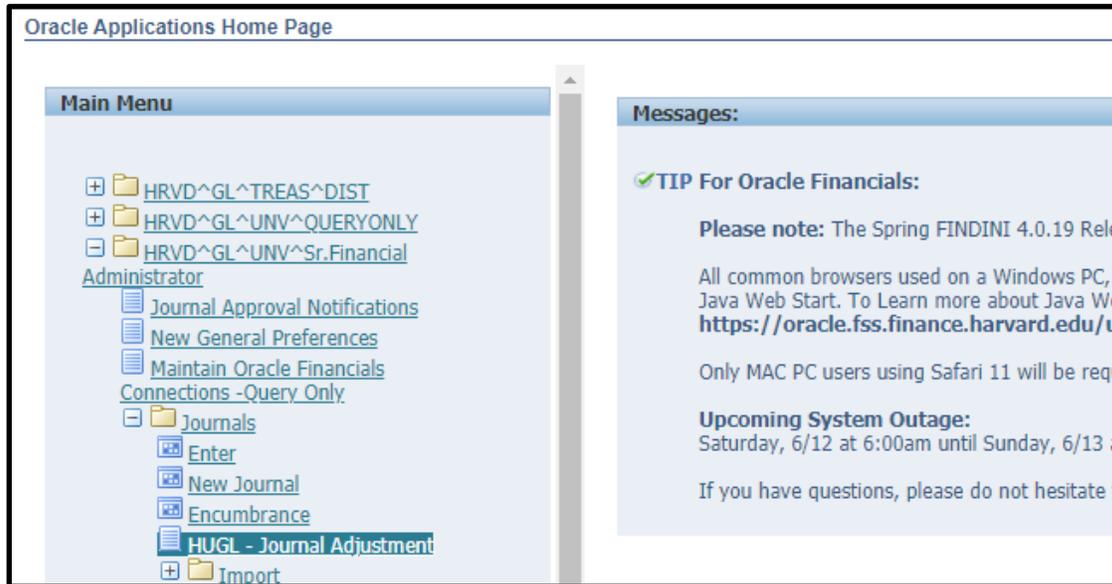
- II. Fringe will not be calculated for prior fiscal year lines. To calculate fringe for prior fiscal year lines, select the **Calculate Fringe** button.



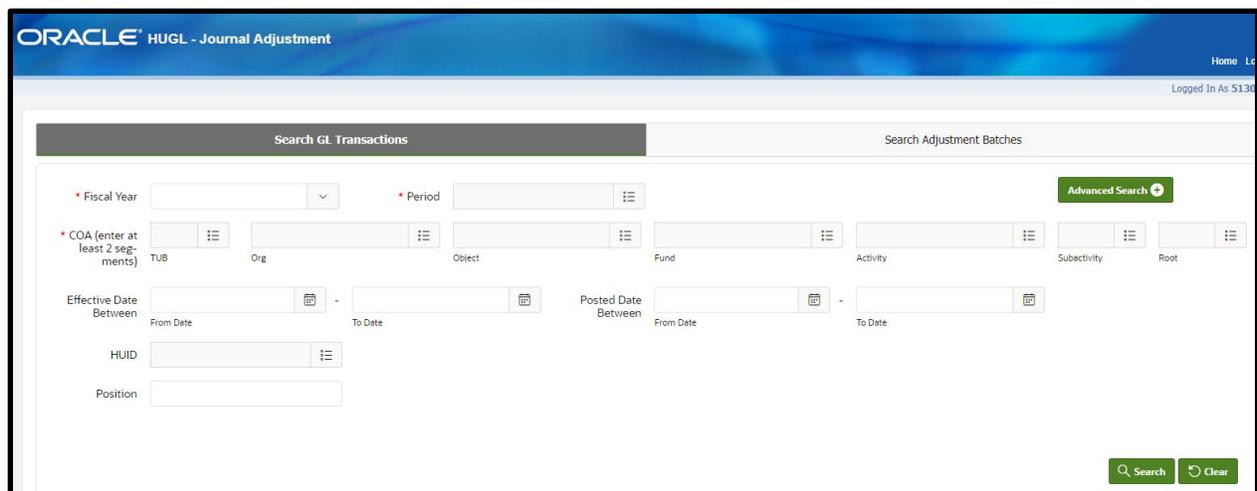


GL-PCR Standard Adjustment – Adjusting a Journal within the Current Fiscal Year

1. Navigate to and then log into Oracle using HarvardKey
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.



3. The **Search GL Transactions** tab of the **HUGL - Journal Adjustments** page will now open.





4. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required which are Fiscal Year, Period, and 2 COA segments. There are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).

The screenshot shows a search interface with two tabs: "Search GL Transactions" (active) and "Search Adjustment Batches". The search criteria include:

- Fiscal Year:** 2022 (marked with a red asterisk)
- Period:** AUG-21 (marked with a red asterisk)
- COA (enter at least 2 segments):** 100 (marked with a red asterisk), 6050 (marked with a red asterisk)
- Effective Date Between:** From Date and To Date fields
- Posted Date Between:** From Date and To Date fields
- HUID:** Text input field
- Position:** Text input field

Buttons include "Advanced Search" (top right), "Search" (bottom right), and "Clear" (bottom right).

5. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.



6. If search results are available, scroll through the lines to find the journal line(s) to adjust.

Total Debit		Total Credit															
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	
<input type="checkbox"/>	AUG-21	2022	25-AUG-2021	25-AUG-2021	25-AUG-2021	Pyrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	3,831.92	0.00	3,831.92	REG Regular
<input type="checkbox"/>	AUG-21	2022	11-AUG-2021	11-AUG-2021	11-AUG-2021	Pyrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	2,128.84	0.00	2,128.84	REG Regular

7. Select the check box in the left-most column to choose the line to be adjusted; note that the **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

Total Debit		Total Credit															
3,128.09		0.00															
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	
<input checked="" type="checkbox"/>	AUG-21	2022	25-AUG-2021	25-AUG-2021	25-AUG-2021	Pyrl Bi Weekly USD	100	00236	6050	430301	500004	0000	00000	3,128.09	0.00	3,128.09	REG Regular

i Do not select object codes 6052 or 6072 for prior years as these are for the vacation salaries which are reimbursed from Benefits.

i Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.

i Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.

8. Now that a line has been chosen, select **Adjust Selected** (found near the top right corner).

i The selected lines appear in the Harvard - GL Adjustment form.



9. Add the **Batch Description** in the top left of the form, this may be a max of 90 characters long. Once the adjustment has loaded into Oracle the **Created By HUID** will be appended to the batch description.

i If debiting a federal sponsored award, please ensure you have followed the [Cost Transfer](#) policy (including approvals and naming convention).

i The **Effective Date** field will populate with the current date; please adjust to the appropriate general ledger date if needed (note only dates within open GL periods can be chosen). **This** field dictates which period your batch will post to once it arrives in the GL.

10. Select the pencil icon for the line (found in the left-most column within the **Selected Adjustment lines** subsection).

i The selected line appears in a new form.

i The **Line Type** column indicates “**R**” for the reversal of the original line and “**A**” for its adjustment.



- i** The **Amount** fields are populated with the full value from the original line item but can be adjusted.
 - i** By default, the fringe for current fiscal year lines will be calculated in the nightly **GL Fringe Allocation**. However, this default can be overruled by selecting **NO** for the option to **Calculate Fringe (Current Year)** (found in the top right corner of the **GL Adjustment for Line** form).
11. Select the pencil and paper icon (found in the left-most column of the adjustment line, within the **GL Adjustment for Line** form).
- i** The **Edit Line Adjustment** window will appear.
 - i** Due to the tax effect, payroll object codes cannot be reclassified within the tool.
12. Adjust the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, **Period of Work Performed** and Line Desc fields as needed.

- i** The **Period of Work Performed (PWP)** defaults to the original transaction’s **PWP** or, if there was no original PWP, it uses the **Effective Date** to populate the PWP.
- i** **Line Desc** defaults to the supplied batch description but can be edited here; there is a 100 character limit for this field.
- i** **Calculate Fringe (Current Year)** field is shown here but all changes to this field must be made using the previous form.



13. Select **Apply Changes** (found near the bottom right of the **Edit Line Adjustment form**).

i The adjustments are now reflected in the **GL Adjustment for Line** form.

14. Review the lines to verify their accuracy.

GL Adjustment For Line															
Q v Go										Calculate Fringe (Current Year)		Yes No			
	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Split	Delete
	100	00236	6050	430301	500004	0000	00000	0.00	3,128.09	-3,128.09	Standard Adjustment for a Current Fiscal Year line	R	FY2022Q1 JUL-SEP		
	100	00236	6050	000001	500004	0000	00000	3,128.09	0.00	3,128.09	Standard Adjustment for a Current Fiscal Year line	A	FY2022Q1 JUL-SEP		
								3,128.09	3,128.09	0.00					

1 - 2

Cancel **Apply**

15. Select **Apply** (found near the bottom right of the **GL Adjustment for Line** form).

16. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustment.

GL Adjustment - Details																	
Total Debit:		3,128.09			Total Credit:		3,128.09			View Transactions: All Payroll Non-Payroll							
Q v Go																	
	Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg
	1	100	00236	6050	430301	500004	0000	00000	0.00	3,128.09	-3,128.09	Standard Adjustment for a Current Fiscal Year line	R	YES	FY2022Q1 JUL-SEP	Payroll	
	2	100	00236	6050	000001	500004	0000	00000	3,128.09	0.00	3,128.09	Standard Adjustment for a Current Fiscal Year line	A	YES	FY2022Q1 JUL-SEP	Payroll	
								3,128.09	3,128.09	0.00							

1 - 2 of 2

i In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.

17. Repeat steps 11 through 16 for any remaining adjustment lines within the **Selected Adjustment lines** subsection of the **Harvard - GL Adjustment** form.

18. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).

i A notification containing the batch ID will appear.

19. Take note of the batch ID and select **OK** to exit the notification.



i At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.

20. If no review is required, select Submit Batch (found near the bottom right corner of the Harvard - GL Adjustment form).

i A notification will appear warning that the submission cannot be modified once it has been submitted.

21. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.



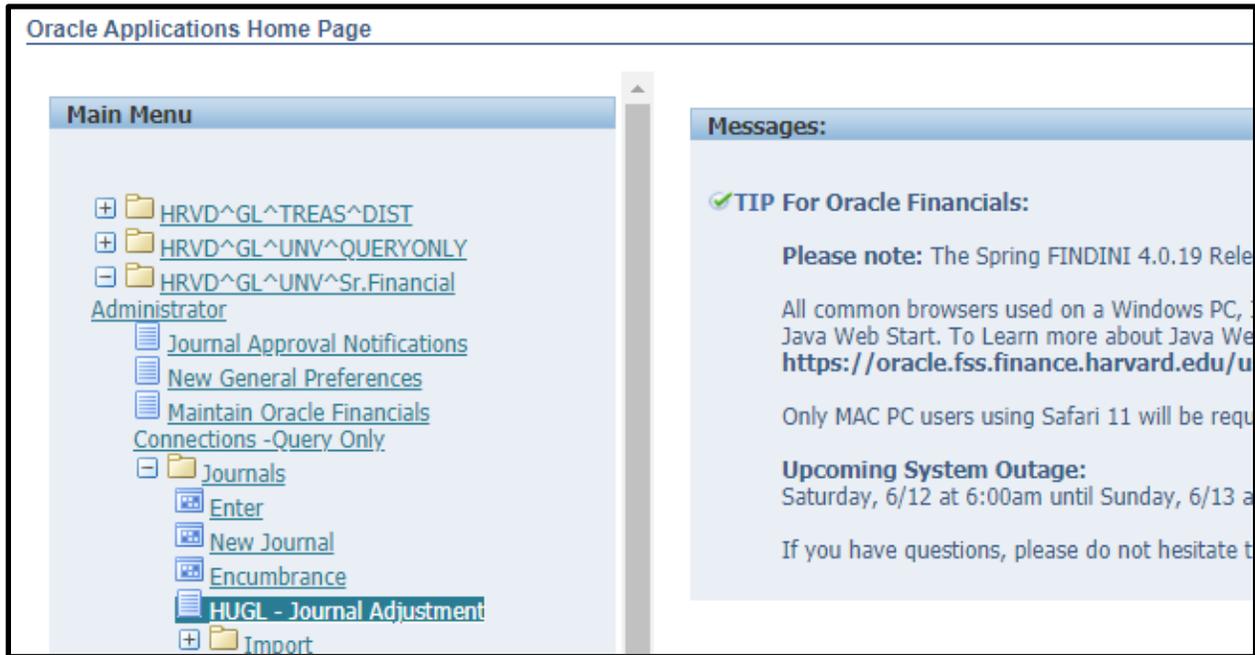
i After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.

22. To clear the current adjustment and begin a new one, select **Reset** near the top right corner of the page.

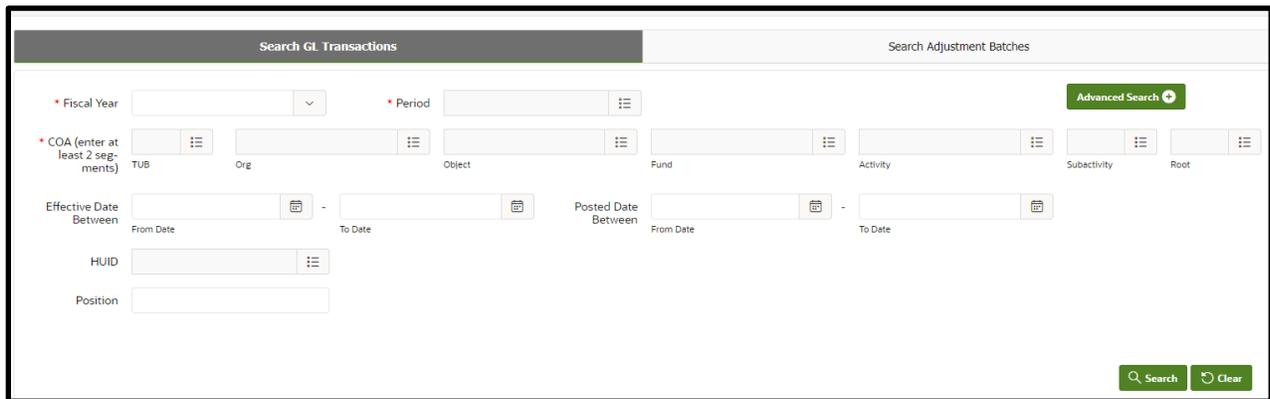


GL-PCR Standard Adjustment – Adjusting a Journal for a Prior Fiscal Year

1. Navigate to and then log into Oracle using HarvardKey.
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.



3. The **Search GL Transactions** tab of the **HUGL - Journal Adjustments** page will now open.





4. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required which are Fiscal Year, Period, and 2 COA segments. There are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).

5. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.

6. If search results are available, scroll through the lines to find the journal line(s) to adjust.

Total Debit													Total Credit				
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line De	
<input type="checkbox"/>	FEB-21	2021	10-FEB-2021	10-FEB-2021	Pyrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	2,000.58	0.00	2,000.58	REG Regula	
<input type="checkbox"/>	FEB-21	2021	24-FEB-2021	24-FEB-2021	Pyrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	4,001.15	0.00	4,001.15	REG Regula	
<input type="checkbox"/>	FEB-21	2021	10-FEB-2021	10-FEB-2021	Pyrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	2,000.57	0.00	2,000.57	REG Regula	



- Select the check box in the left-most column to choose the line to be adjusted; note that the **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

Total Debit		2,000.58		Total Credit		0.00											
Q		Go		Rows: 100		<input checked="" type="checkbox"/> Show Selected <input type="button" value="Back To Search"/> <input type="button" value="Adjust Selected"/>											
<input type="checkbox"/>	Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line De
<input checked="" type="checkbox"/>	FEB-21	2021	10-FEB-2021	10-FEB-2021	10-FEB-2021	Pyrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	2,000.58	0.00	2,000.58	REG Regula
<input type="checkbox"/>	FEB-21	2021	24-FEB-2021	24-FEB-2021	24-FEB-2021	Bvrl Bi Weekly USD	100	00330	6050	430304	500002	0000	00000	4,001.15	0.00	4,001.15	REG Regula

- i** Do not select object codes 6052 or 6072 for prior year transactions as these are for the vacation salaries which are reimbursed from Benefits.
- i** Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
- i** Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.

- Now that a line has been chosen, select **Adjust Selected** (found near the top right corner).

- i** The selected lines appear in the **Harvard - GL Adjustment** form.

- Add the **Batch Description** in the top left of the form, this may be a max of 90 characters long. Once the adjustment has loaded into Oracle the **Created By HUID** will be appended to the batch description.

- i** If debiting a federal sponsored award, please ensure you have followed the [Cost Transfer](#) policy (including approvals and naming convention).

Harvard - GL Adjustment

* Batch Description: GL Effective Date: Batch Status:

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Batch ID: Created By HUID: Updated By HUID:

File Generation Request ID: Creation Date: Update Date:

- i** The **Effective Date** field will populate with the current date. If necessary, please adjust to the appropriate general ledger date. Note that only dates within open GL periods can be chosen. This



field dictates which period your batch will post to once it arrives in the GL.

10. Select the pencil icon for the line (found in the left-most column within the **Selected Adjustment lines** subsection).

i The selected line appears in a new form.

GL Adjustment For Line

	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
	100	00330	6050	430304	500002	0000	00000	0.00	2,000.58	-2,000.58	Adjusting a journal within the prior fiscal year	R	FY2021Q3 JAN-MAR	NO		
	100	00330	6050	430304	500002	0000	00000	2,000.58	0.00	2,000.58	Adjusting a journal within the prior fiscal year	A	FY2021Q3 JAN-MAR	NO		
								2,000.58	2,000.58	0.00						

1 - 2

i The **Line Type** column indicates “**R**” for the reversal of the original line and “**A**” for its adjustment.

i The **Amount** fields are populated with the full value from the original line item but can be adjusted.

i The fringe for prior fiscal year lines is not calculated. If fringe is required, select the **Calculate Fringe** button and the fringe will be added into this batch.

11. Select the pencil and paper icon (found in the left-most column of the adjustment line, within the **GL Adjustment for Line** form).

i The **Edit Line Adjustment** window will appear.

i Due to the tax effect, payroll object codes cannot be reclassified within the tool.



12. Adjust the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, **Period of Work Performed** and Line Desc fields as needed.

Line Adjustment

Tub: 100 ARB^Arnold Arboretum

Org: 00330 ARB^Weld Hill Research Center

Object: 6050 Exempt Staff Salaries+Wages

Fund: 00000 Unrestricted Undesignated

Activity: 500002 ARB^(A1) Instruction+Departmental Rsch2

Subactivity: 0000 500002^Unspecified

Root: 00000 Unspecified

Debit:

Credit:

Period of Work Performed: FY2021Q3 JAN-MAR

Line Desc:

i The **Period of Work Performed (PWP)** defaults to the original transaction’s *PWP* or, if there was no original PWP, it uses **Effective Date** to populate the PWP.

i The **Line Desc** defaults to the supplied batch description but can be edited here. There is a 100 character limit for this field.

13. Select **Apply Changes** (found near the bottom right of the **Edit Line Adjustment form**) when you are ready.



i The adjustments are now reflected in the **GL Adjustment for Line** form.

GL Adjustment For Line

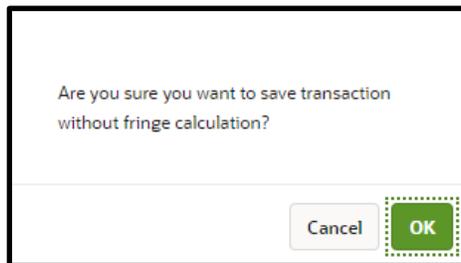
Q Go

	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
	100	00330	6050	430304	500002	0000	00000	0.00	2,000.58	-2,000.58	Adjusting a journal within the prior fiscal year	R	FY2021Q3 JAN-MAR	NO		
	100	00330	6050	000001	500002	0000	00000	2,000.58	0.00	2,000.58	Adjusting a journal within the prior fiscal year	A	FY2021Q3 JAN-MAR	YES		
								2,000.58	2,000.58	0.00						

1 - 2

14. Select **Apply** (found at the bottom right of the **GL Adjustment for Line** form).

15. Since the transaction being adjusted is in a prior fiscal year, if fringe is required it must be calculated using the GL-PCR. A notification that the fringe calculation was not performed will appear.



- a. If fringe calculation is not required, select **OK** and continue to the next step.
- b. If the fringe calculation is required, select **Cancel**, select **Calculate Fringe** (found in the bottom right corner), and then **Apply** (found next to **Calculate Fringe**).



16. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustment.

GL Adjustment - Details																						
Total Debit:		2,816.82							Total Credit:		2,816.82							View Transactions:		All	Payroll	Non-Payroll
<input type="text"/> <input type="button" value="Go"/>																						
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg						
1	100	00330	6050	430304	500002	0000	00000	0.00	2,000.58	-2,000.58	Adjusting a journal within the prior fiscal year	R	NO	FY2021Q3 JAN-MAR	Payroll							
2	100	00330	6050	000001	500002	0000	00000	2,000.58	0.00	2,000.58	Adjusting a journal within the prior fiscal year	A	YES	FY2021Q3 JAN-MAR	Payroll							
3	100	00330	6270	430304	500002	0000	00000	0.00	616.18	-616.18	30.8% Fringe on 6050-6052 Exempt Staff salary	FR	NO		Payroll							
4	100	00330	6270	000001	500002	0000	00000	616.18	0.00	616.18	30.8% Fringe on 6050-6052 Exempt Staff salary	FA	NO		Payroll							
5	100	00330	6271	430304	500002	0000	00000	0.00	200.06	-200.06	10% Vac Fringe on 6050 Exempt Staff salary	VR	NO		Payroll							
6	100	00330	6271	000001	500002	0000	00000	200.06	0.00	200.06	10% Vac Fringe on 6050 Exempt Staff salary	VA	NO		Payroll							
								2,816.82	2,816.82	0.00												

i In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.

17. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).

i A notification containing the batch ID will appear.

18. Take note of the batch ID number and select **OK** to exit the notification.

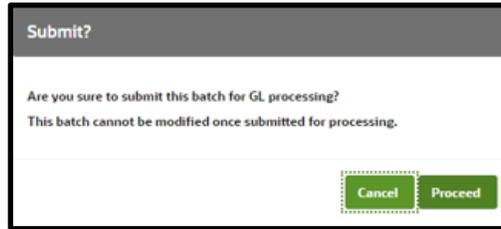
19. If necessary, repeat steps 10 through 17 for any remaining adjustment lines within the **Selected Adjustment lines** subsection of the **Harvard - GL Adjustment** form.

i At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.

20. If no review is required, scroll to the bottom of the page and select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).



- i** A warning will appear stating that the submission cannot be modified once it has been submitted.



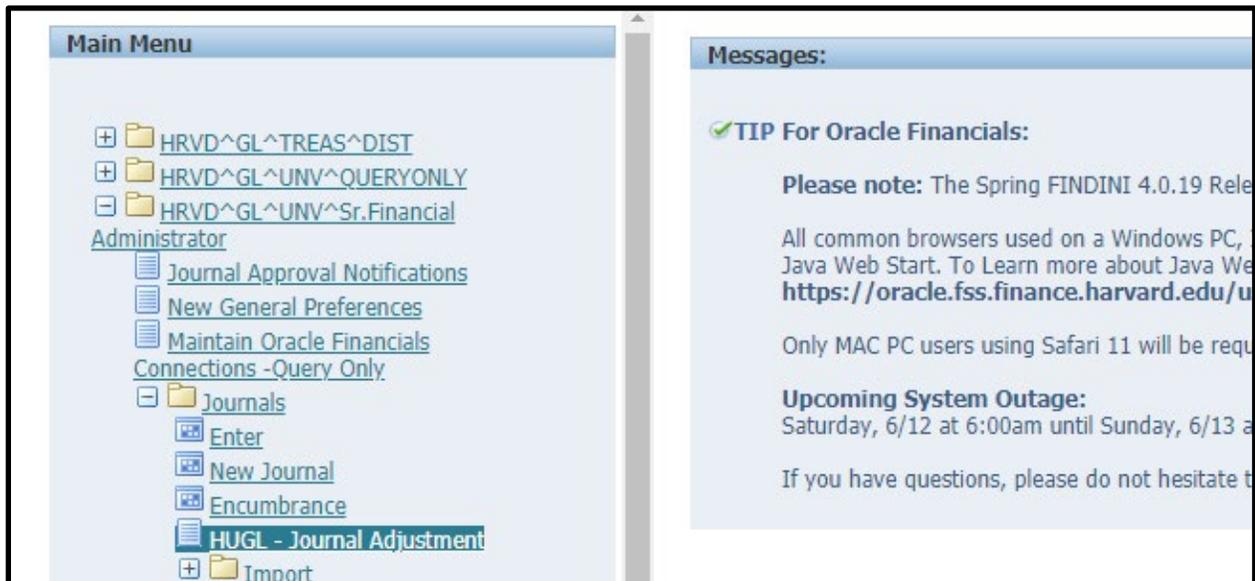
21. Select ***Proceed*** to complete the adjustment or ***Cancel*** to make changes to the adjustment.
- i** After selecting ***Proceed***, a notification informing that the adjustment has been submitted for processing will appear.
22. To clear the current adjustment and begin a new one, select ***Reset*** (found near the top right corner of the page).



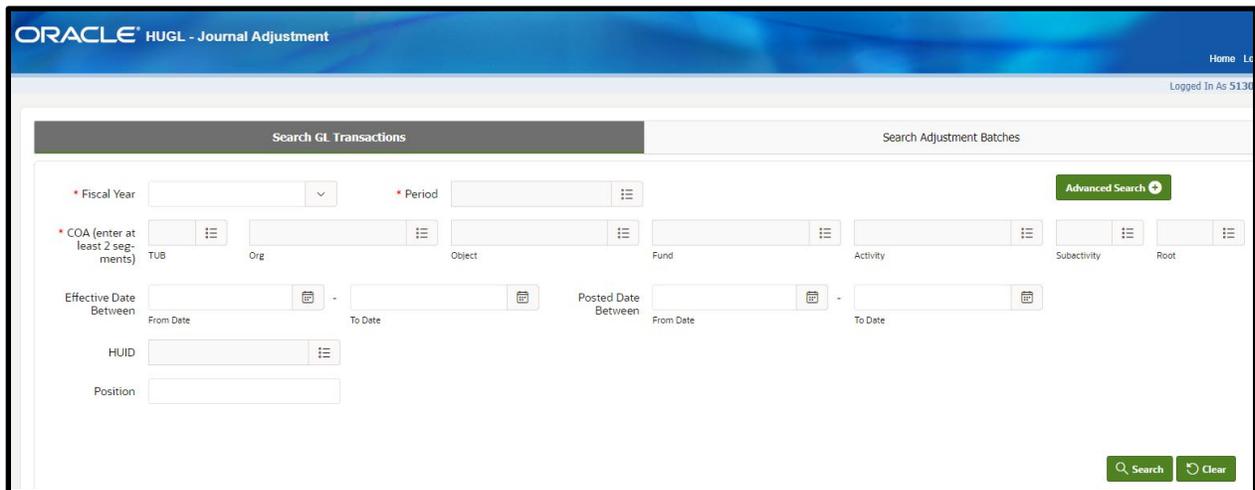
GL-PCR Standard Adjustment – Splitting Cost

A split is used to divide the originating line into multiple lines to move funding to more than one location. If you only need to move a portion of the original line, you must Split the line to return some of the funds.

1. Navigate to and then log into Oracle using HarvardKey.
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.



3. The **Search GL Transactions** tab of the **HUGL - Journal Adjustments** page will now open.





4. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required. These fields are Fiscal Year, Period, and 2 COA segments. There are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).

5. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.

6. If search results are available, scroll through the lines to find the journal line(s) to adjust.

Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc
<input type="checkbox"/>	APR-21	2021	21-APR-2021	21-APR-2021	Pyrl Bi Weekly USD	400	35420	6050	624537	648155	0000	00000	3,423.08	0.00	3,423.08	REG Regular
<input type="checkbox"/>	APR-21	2021	07-APR-2021	07-APR-2021	Pyrl Bi Weekly USD	400	35420	6050	624537	648155	0000	00000	357.45	0.00	357.45	PLE Personal
<input type="checkbox"/>	APR-21	2021	07-APR-2021	07-APR-2021	Pyrl Bi Weekly USD	400	35420	6050	624537	648155	0000	00000	357.45	0.00	357.45	REG Regular



7. Select the check box in the left-most column to choose the line to be adjusted; note that the **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

Total Debit		3,423.08		Total Credit		0.00										
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc
<input checked="" type="checkbox"/>	APR-21	2021	21-APR-2021	21-APR-2021	Pyrl Bi Weekly USD	400	35420	6050	624537	648155	0000	00000	3,423.08	0.00	3,423.08	REG Regular
<input type="checkbox"/>	APR-21	2021	07-APR-2021	07-APR-2021	Pyrl Bi Weekly USD	400	35420	6050	624537	648155	0000	00000	357.45	0.00	357.45	BL F Personal

- i** Do not select object codes 6052 or 6072 for prior year as these are for the vacation salaries which are reimbursed from Benefits.
 - i** Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
 - i** Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
8. When lines have been chosen, select **Adjust Selected** (found near the top right corner).
- i** The selected lines appear in the **Harvard - GL Adjustment** form.



9. Add the **Batch Description** in the top left of the form, this may be a max of 90 characters long. Once the adjustment has loaded into Oracle the **Created By HUID** will be appended to the batch description.

i If debiting a federal sponsored award, please ensure you have followed the [Cost Transfer](#) policy (including approvals and naming convention).

i The **Effective Date** field will populate with the current date. If necessary, please adjust to the appropriate general ledger date. Note that only dates within open GL periods can be chosen. This field dictates which period your batch will post to once it arrives in the GL.

10. Select the pencil icon that correlates to the line item to be adjusted (found in the left-most column within the **Selected Adjustment lines** subsection).

i The selected line appears in a new form.

Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
	400	35420	6050	624537	648155	0000	0.00	3,423.08	-3,423.08	Splitting Cost, Prior Fiscal Year Line	R	FY2021Q4 APR-JUN	NO		
	400	35420	6050	624537	648155	0000	3,423.08	0.00	3,423.08	Splitting Cost, Prior Fiscal Year Line	A	FY2021Q4 APR-JUN	NO		
							3,423.08	3,423.08	0.00						

i The **Line Type** column indicates **“R”** for the reversal of the original line and **“A”** for its adjustment.

i The **Amount** fields are populated with the full value from the original line item but can be adjusted.



11. Select the plus symbol (found in the **Split** column) for the line(s) that will be split.

- i** This will create a new line with a duplicate of the split line’s COA. You can add as many new lines as needed, but the transaction in total must balance to zero; Automatic balancing is not completed by the tool for splits.

GL Adjustment For Line																
<input type="text" value="Q"/> <input type="button" value="Go"/>																
	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
	400	35420	6050	624537	648155	0000	00000	0.00	3,423.08	-3,423.08	Splitting Cost, Prior Fiscal Year Line	R	FY2021Q4 APR-JUN	NO		
	400	35420	6050	624537	648155	0000	00000	3,423.08	0.00	3,423.08	Splitting Cost, Prior Fiscal Year Line	A	FY2021Q4 APR-JUN	NO		
	400	35420	6050	624537	648155	0000	00000	0.00	0.00	0.00	Splitting Cost, Prior Fiscal Year Line	A	FY2021Q4 APR-JUN	NO		
								3,423.08	3,423.08	0.00						
																1 - 3
												<input type="button" value="Cancel"/>	<input type="button" value="Calculate Fringe"/>	<input type="button" value="Apply"/>		

12. Select the pencil and paper icon (found in the left-most column of the adjustment line, within the **GL Adjustment for Line** form).

- i** The **Edit Line Adjustment** window will appear.
- i** Due to the tax effect, payroll object codes cannot be reclassified within the tool.



- Adjust the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, **Period of Work Performed** and Line Desc fields as needed.

Edit Line Adjustment

Tub	400		FGS^Grad School of Arts+Sciences
Org	35420		FGS^Academic Programs + Diversity
Object	6050		Exempt Staff Salaries+Wages
Fund	000001		Unrestricted Undesignated
Activity	648155		FGS^GSAS Dean Advising Project (A09) FGS
Subactivity	0000		648155^Unspecified
Root	00000		Unspecified
Debit		100.00	
Credit		0	
Period Of Work Performed	FY2021Q4 APR-JUN		
Line Desc	Transfer to fund 000001		

i The adjustment line's **Period of Work Performed** defaults to the original transaction's **Period of Work Performed** or it's **Effective Date** if there was no original **Period of Work Performed**.

i The **Line Desc** defaults to the supplied batch description but can be edited here. There is a 100 character limit for this field.

- Select **Apply Changes** (found near the bottom right of the **Edit Line Adjustment form**).

i The adjustment is now reflected in the **GL Adjustment for Line** form.

GL Adjustment For Line

	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
<input type="checkbox"/>	400	35420	6050	624537	648155	0000	00000	0.00	3,423.08	-3,423.08	Splitting Cost, Prior Fiscal Year Line	R	FY2021Q4 APR-JUN	NO	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	400	35420	6050	624537	648155	0000	00000	3,423.08	0.00	3,423.08	Splitting Cost, Prior Fiscal Year Line	A	FY2021Q4 APR-JUN	NO	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	400	35420	6050	000001	648155	0000	00000	100.00	0.00	100.00	Transfer to fund 000001	A	FY2021Q4 APR-JUN	NO	<input type="checkbox"/>	<input type="checkbox"/>
								3,523.08	3,423.08	100.00						

1 - 3



15. Repeat steps 13-15 for any remaining split line(s), until the total transaction balances to zero.

GL Adjustment For Line

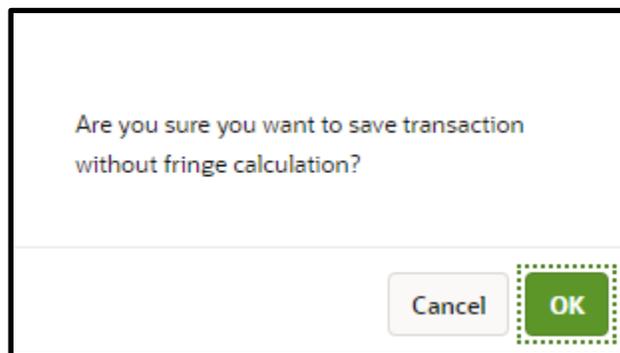
Q v Go

	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Period Of Work Performed	Calculate Fringe	Split	Delete
	400	35420	6050	624537	648155	0000	00000	0.00	3,423.08	-3,423.08	Splitting Cost, Prior Fiscal Year Line	R	FY2021Q4 APR-JUN	NO	+	🗑️
	400	35420	6050	000002	648155	0000	00000	3,323.08	0.00	3,323.08	Splitting Cost, Prior Fiscal Year Line	A	FY2021Q4 APR-JUN	NO	+	🗑️
	400	35420	6050	000001	648155	0000	00000	100.00	0.00	100.00	Transfer to fund 000001	A	FY2021Q4 APR-JUN	NO	+	🗑️
								3,423.08	3,423.08	0.00						

1 - 3

16. Select **Apply** (found at the bottom right of the *GL Adjustment for Line* form).

- i** Since the transaction being adjusted is in a prior fiscal year, if fringe is required it must be calculated using the GL-PCR. A notification that the fringe calculation was not performed will appear.



- If fringe calculation is not required, select **OK** and continue to the next step.
- If the fringe calculation is required, select **Cancel**, select **Calculate Fringe** (found in the bottom right corner), and then **Apply** (found next to **Calculate Fringe**).



17. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments.

GL Adjustment - Details																		
Total Debit:		4,819.70					Total Credit:		4,819.70					View Transactions:		All	Payroll	Non-Pe
<input type="text" value="Q"/> <input type="text" value="Go"/>																		
	Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Wor Performed			
	1	400	35420	6050	624537	648155	0000	00000	0.00	3,423.08	-3,423.08	Splitting Cost, Prior Fiscal Year Line	R	NO	FY2021Q4 APR JUN			
	2	400	35420	6050	000002	648155	0000	00000	3,323.08	0.00	3,323.08	Splitting Cost, Prior Fiscal Year Line	A	NO	FY2021Q4 APR JUN			
	3	400	35420	6050	000001	648155	0000	00000	100.00	0.00	100.00	Transfer to fund 000001	A	NO	FY2021Q4 APR JUN			
	4	400	35420	6270	624537	648155	0000	00000	0.00	1,054.31	-1,054.31	30.8% Fringe on 6050-6052 Exempt Staff salary	FR	NO				
	5	400	35420	6270	000002	648155	0000	00000	1,023.51	0.00	1,023.51	30.8% Fringe on 6050-6052 Exempt Staff salary	FA	NO				
	6	400	35420	6270	000001	648155	0000	00000	30.80	0.00	30.80	30.8% Fringe on 6050-6052 Exempt Staff salary	FA	NO				
	7	400	35420	6271	624537	648155	0000	00000	0.00	342.31	-342.31	10% Vac Fringe on 6050 Exempt Staff salary	VR	NO				

i In this section, the background color of each line is representative. A gray background indicates that only the line description can be edited. A white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.

18. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).

i A notification containing the batch ID will appear.

19. Take note of the batch ID number and select **OK** to exit the notification.

i At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.

20. If submitting immediately, scroll to the bottom of the page and select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).

i A notification will appear warning that the submission cannot be modified once it has been submitted.

21. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.

i After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.



22. To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).



GL-PCR Mass Adjustments

A Mass Adjustment is a GL-PCR batch that uses the Mass Adjust feature of the tool.

GL-PCR Mass Adjustment – Fringe Defaults and How to Bypass Them

- I. When using the **Mass Adjust** feature, you do not need to take any action to calculate fringe for each line. Fringe will be calculated for all adjustment lines. Prior fiscal year fringe lines will be calculated in the tool, while current fiscal year fringe lines will be calculated via the standard allocation that evening.

Calculate Fringe (Current Year)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Calculate Fringe (Prior Years)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

- II. To bypass fringe for current fiscal year lines, select the **No** next to **Calculate Fringe (Current Year)**. The highlighted **No** indicates the fringe will not be calculated.

Calculate Fringe (Current Year)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
---------------------------------	------------------------------	--

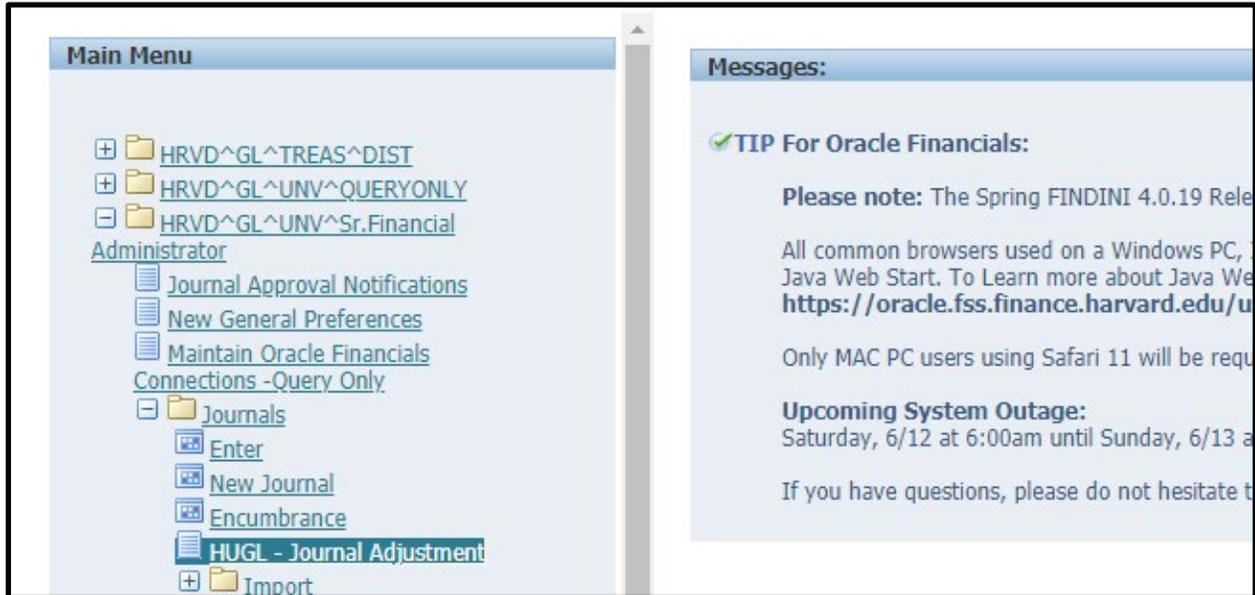
- III. To bypass fringe for prior fiscal year lines, select the **No** next to **Calculate Fringe (Prior Years)**. The highlighted **No** indicates the fringe will not be calculated.

Calculate Fringe (Prior Years)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
--------------------------------	------------------------------	--

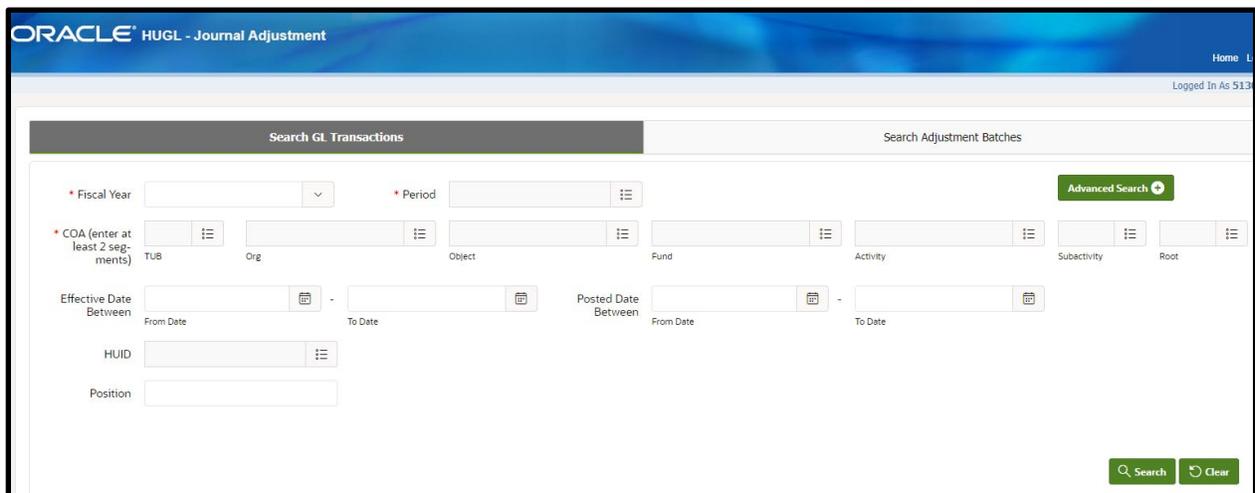


GL-PCR Mass Adjustment – Adjusting the Full Percent or Dollar Amount to a Single COA

1. Navigate to and then log into Oracle using HarvardKey.
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.



3. The **Search GL Transactions** tab of the **HUGL - Journal Adjustments** page will now open.





4. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required which are Fiscal Year, Period, and 2 COA segments. There are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).

5. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.

6. If search results are available, scroll through the lines to find the journal lines to adjust.

Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit
MAR-21	2021	10-MAR-2021	10-MAR-2021	10-MAR-2021	Pyrl BI Weekly USD	215	17144	6050	624473	793860	0089	14000	120.00	
MAR-21	2021	01-APR-2021	01-APR-2021	31-MAR-2021	Pyrl PS Accruals Biweekly USD	215	17144	6050	624473	793860	0089	14000	10.98	



7. Select the check box in the left-most column to choose the lines to be adjusted; note that the **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

The screenshot shows a web interface for GL-PCR. At the top, there are two input fields: 'Total Debit' with the value '360.00' and 'Total Credit' with the value '0.00'. Below these is a search bar with a magnifying glass icon, a 'Go' button, and a 'Rows' dropdown menu set to '100'. To the right of the search bar are three buttons: 'Show Selected' (with a checkmark icon), 'Back To Search' (with a left arrow icon), and 'Adjust Selected' (in green). Below the search area is a table with the following columns: Journal Header, Tub, Org, Object, Fund, Activity, Subactivity, Root, Debit, Credit, Amount, Line Desc, HUID, HUID Name, and Journal Source. The table is currently empty, and a scrollbar is visible at the bottom.

- i** Do not select object codes **6052** or **6072** for prior year as these are for the vacation salaries which are reimbursed from Benefits.
 - i** Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
 - i** Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
8. When lines have been chosen, select **Adjust Selected** (found near the top right corner).
- i** The selected lines appear in the **Harvard - GL Adjustment** form.



9. Add the **Batch Description** in the top left of the form, this may be a max of 90 characters long. Once the adjustment has loaded into Oracle the **Created By HUID** will be appended to the batch description.

i If debiting a federal sponsored award, please ensure you have followed the [Cost Transfer](#) policy (including approvals and naming convention).

i The **Effective Date** field will populate with the current date. If necessary, please adjust to the appropriate general ledger date. Note that only dates within open GL periods can be chosen. This field dictates which period your batch will post to once it arrives in the GL.

10. Select **Mass Adjust** (found near the top right corner of the **Selected Adjustment lines** section).

i All lines will now appear in the **User Selected Adjustment lines** section of the new window (found near the bottom).

Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID Name
215	17144	6050	624473	793860	0089	14000	SKE Sick	13.72	0	13.72	-	7*****	*****
215	17144	6050	624473	793860	0089	14000	REG Regular	226.28	0	226.28	-	7*****	*****
215	17144	6050	624473	793860	0089	14000	REG Regular	120.00	0	120.00	-	7*****	*****



i The **Default Line Description** field will default to match **Batch Description**, but it may be mass edited on this screen. There is a 100 character limit for this field.

i In this tutorial, we will be moving the full amount from the original lines.

11. Select the **Percentage** radio button. In this example, the percentage option is used but it is possible to select the Dollar radio button to move a specific dollar amount.

12. Enter 100.00 in the **Percentage** field.

13. For this example, leave the Calculate Fringe toggles as they are so fringe may be calculated by the system. Current fiscal year lines will be calculated in the GL and prior year lines will be calculated in the GL-PCR tool.

14. Scroll to the **Chart of Accounts Segments for Adjustment** section of the page.

i Due to the tax effect, payroll object codes cannot be reclassified within the tool. If you receive the error, "You can not change object code for this transaction," leave the object field blank when



adjusting the COA.

- Adjust the COA segment fields to reflect the new COA.

- Select the **Percentage of Total Adjustment** radio button.

- Enter 100.00 in the percentage field. This will be a full 100 because we are only distributing funds to one new COA.

- Select **Add COA** (found in the top-right corner of the *Chart of Accounts Segments for Adjustment* section).

i The COA will be added to the previously blank space below.

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				100.00	360.00	Mass Adjustment, Prior Fiscal Year Lines, COA Change	
								100.00	360.00		

- Review the table to confirm the changes to be made and then, select **Preview Adjustment Amount Below**.



Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				100.00	360.00	Mass Adjustment, Prior Fiscal Year Lines, COA Change	
								100.00	360.00		

Preview Adjustment Amount Below

20. If you selected, **Preview Adjustment Amount Below**, you may review the **Adjustment Amount** column (found in the **User Selected Adjustment lines** section) to confirm that the amounts are as expected.

User Selected Adjustment lines

Rows 50

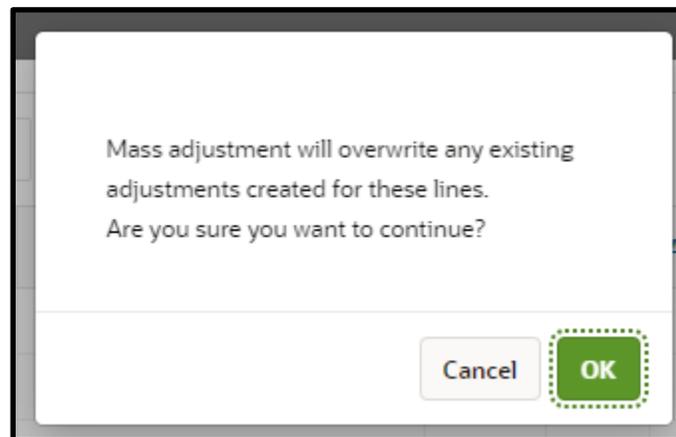
Total Selected Amount

Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID Name	Validation Error
215	17144	6050	624473	793860	0089	14000	SKE Sick	13.72	0	13.72	13.72	7*****	*****	
215	17144	6050	624473	793860	0089	14000	REG Regular	226.28	0	226.28	226.28	7*****	*****	
215	17144	6050	624473	793860	0089	14000	REG Regular	120.00	0	120.00	120.00	7*****	*****	

1 - 3

21. Select **Mass Adjust** (found near the bottom right corner) to apply the Mass Adjust changes.

22. A notification will appear warning, “Mass adjustment will overwrite any existing adjustments created for these lines. Are you sure you want to continue?” Select OK to apply the Mass Adjust changes and return to the batch.



23. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments.

GL Adjustment - Details																				
Total Debit:		506.88						Total Credit:		506.88						View Transactions:		All	Payroll	Non-Payroll
<input type="text" value="Q"/> <input type="button" value="Go"/>																				
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg				
1	215	17144	6050	624473	793860	0089	14000	0.00	120.00	-120.00	Mass Adjustment, Prior Fiscal Year Lines, COA Change	R	NO	FY2021Q3 JAN-MAR	Payroll					
2	215	17144	6050	000001	793860	0089	14000	120.00	0.00	120.00	Mass Adjustment, Prior Fiscal Year Lines, COA Change	A	NO	FY2021Q3 JAN-MAR	Payroll					
3	215	17144	6270	624473	793860	0089	14000	0.00	36.96	-36.96	30.8% Fringe on 6050-6052 Exempt Staff salary	FR	NO		Payroll					
4	215	17144	6270	000001	793860	0089	14000	36.96	0.00	36.96	30.8% Fringe on 6050-6052 Exempt Staff salary	FA	NO		Payroll					
											10% Vac Fringe									

i In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.

24. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).

i A notification containing the batch ID will appear.

25. Take note of the batch ID number and select **OK** to exit the notification.

i At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.

26. If no review is required, select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).

i A notification will appear warning that the submission cannot be modified once it has been submitted.



27. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.

Submit?

Are you sure to submit this batch for GL processing?
This batch cannot be modified once submitted for processing.

Cancel Proceed

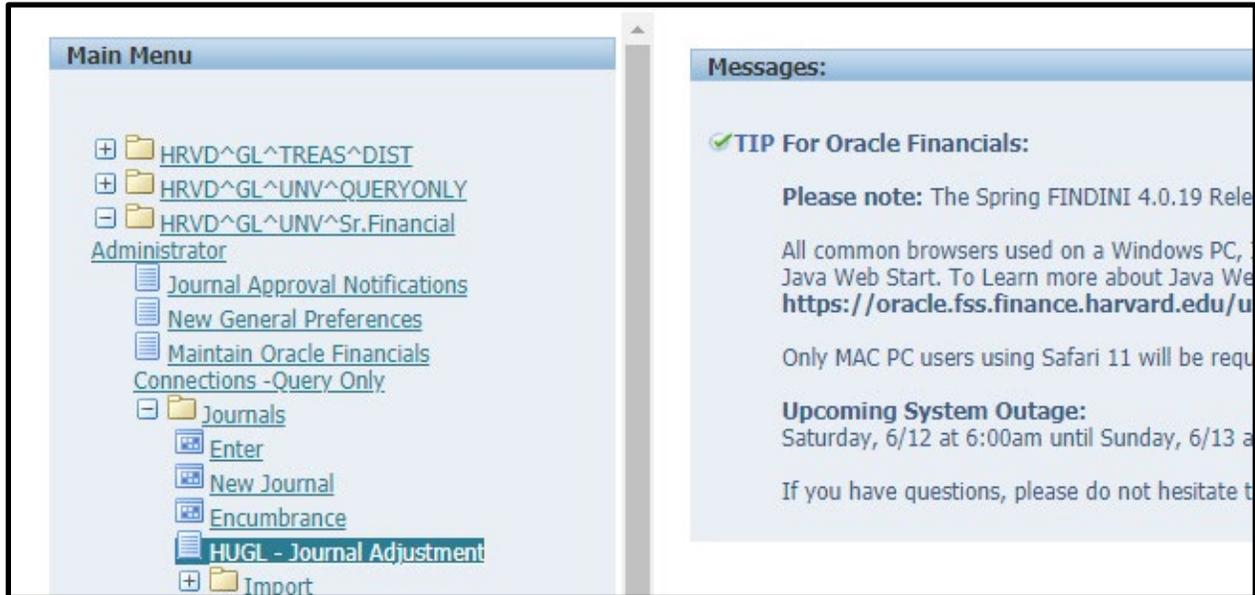
i After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.

28. To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).

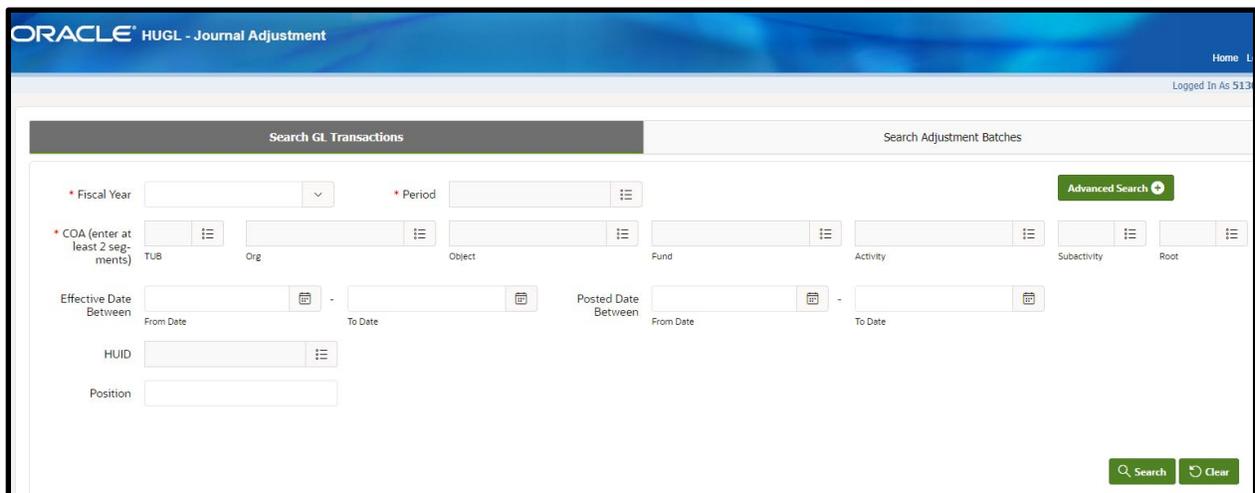


GL-PCR Mass Adjustment – Adjusting the Full Percent or Dollar Amount to Multiple COAs

1. Navigate to and then log into Oracle using HarvardKey.
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.



3. The **Search GL Transactions** tab of the **HUGL - Journal Adjustments** page will now open.





4. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required which are Fiscal Year, Period, and 2 COA segments. There are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).

5. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.

6. If search results are available, scroll through the lines to find the journal lines to adjust.

Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit
MAR-21	2021	10-MAR-2021	10-MAR-2021	10-MAR-2021	Pyrl Bi Weekly USD	215	17144	6050	624473	793860	0089	14000	120.00	
MAR-21	2021	01-APR-2021	01-APR-2021	31-MAR-2021	Pyrl PS Accruals Biweekly USD	215	17144	6050	624473	793860	0089	14000	10.98	



7. Select the check box in the left-most column to choose the lines to be adjusted; note that the **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

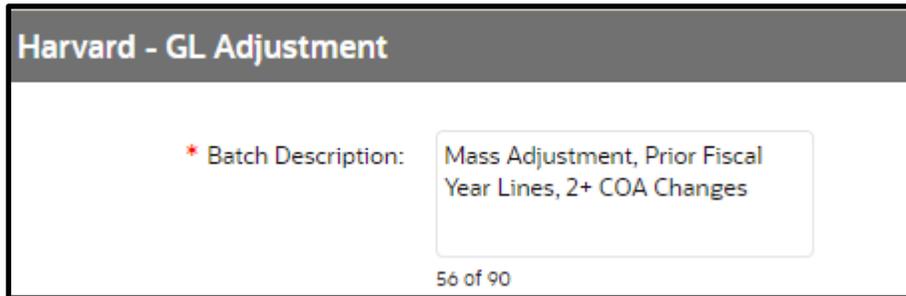
The screenshot shows a web interface for GL-PCR. At the top, there are two input fields: 'Total Debit' with the value '360.00' and 'Total Credit' with the value '0.00'. Below these is a search bar with a magnifying glass icon, a 'Go' button, and a 'Rows' dropdown menu set to '100'. To the right of the search bar are three buttons: 'Show Selected' (with a checkmark icon), 'Back To Search' (with a left arrow icon), and 'Adjust Selected' (in green). Below the search area is a table with the following columns: Journal Header (with a checkbox), Tub, Org, Object, Fund, Activity, Subactivity, Root, Debit, Credit, Amount, Line Desc, HUID, HUID Name, and Journal Source. The table is currently empty, and a scroll bar is visible at the bottom.

- i** Do not select object codes **6052** or **6072** for prior year as these are for the vacation salaries which are reimbursed from Benefits.
 - i** Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
 - i** Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
8. When lines have been chosen, select **Adjust Selected** (found near the top right corner).
- i** The selected lines appear in the **Harvard - GL Adjustment** form.



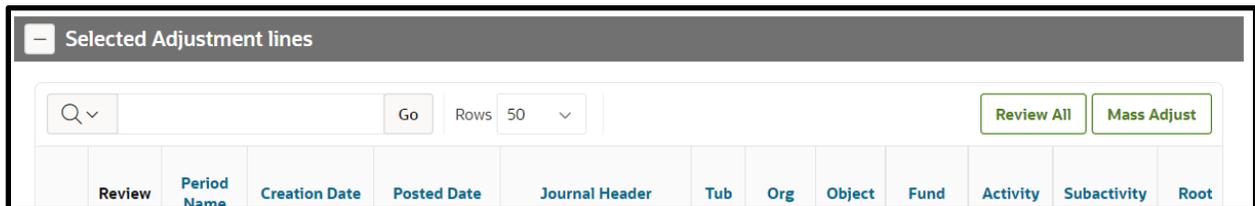
9. Add the **Batch Description** in the top left of the form, this may be a max of 90 characters long. Once the adjustment has loaded into Oracle the **Created By HUID** will be appended to the batch description.

i If debiting a federal sponsored award, please ensure you have followed the [Cost Transfer](#) policy (including approvals and naming convention).

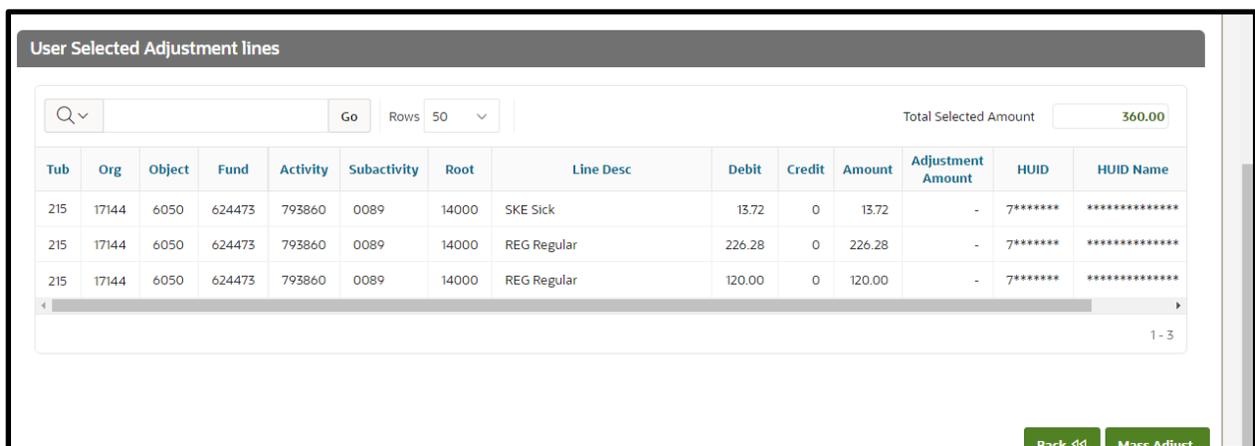


i The **Effective Date** field will populate with the current date. If necessary, please adjust to the appropriate general ledger date. Note that only dates within open GL periods can be chosen. This field dictates which period your batch will post to once it arrives in the GL.

9. Select **Mass Adjust** (found near the top right corner of the **Selected Adjustment lines** section).



i All lines will now appear in the **User Selected Adjustment lines** section of the new window (found near the bottom).



i The **Default Line Description** field will default to match **Batch Description**, but it may be edited on this screen. There is a 100 character limit for this field.

i In this tutorial, we will be moving the full amount from the original lines.

10. Select the Percentage radio button. In this example, the percentage option is used but it is possible to select the Dollar radio button to move a specific dollar amount.

Step 1: Enter Total Adjustment

Default Line Description: Mass Adjustment, Prior Fiscal Year Lines, COA Change
52 of 100

Adjustment Dollar 0.00 Percentage 0.00 %

Calculate Fringe (Current Year) Yes No
Calculate Fringe (Prior Years) Yes No

11. Enter 100.00 in the **Percentage** field.

Adjustment Dollar 360.00 Percentage 100.00 %

12. For this example, leave the Calculate Fringe toggles as they are so fringe may be calculated by the system. Current fiscal year lines will be calculated in the GL and prior year lines will be calculated in the GL-PCR tool.

Calculate Fringe (Current Year) Yes No
Calculate Fringe (Prior Years) Yes No

13. Scroll to the **Chart of Accounts Segments for Adjustment** section of the page.

Step 2: Chart of Accounts Segments for Adjustment

COA: [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] [Dropdown] Dollar of Total Adjustment 0.00 Percentage of Total Adjustment 0.00 %

Acct Desc [Search Box]

i Due to the tax effect, payroll object codes cannot be reclassified within the tool. To avoid receiving an error, leave the object field blank when adjusting the COA. al COA's value must be entered.



14. Adjust the COA segment fields to reflect the new COA.

15. Select the **Percentage of Total Adjustment** radio button.

16. Enter 50.00 in the percentage field. This will be 50 because we are going to distribute funds to two new COAs ($100/2=50$).

17. Select **Add COA** (found in the top-right corner of the *Chart of Accounts Segments for Adjustment* section).

i The COA will be added to the previously blank space below.

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	180.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
								50.00	180.00		

Preview Adjustment Amount Below



- Scroll back to the **Chart of Accounts Segments for Adjustment** section of the page and either select **Clear COA** (found just below **Add COA**) or modify the COA segment fields to reflect the second new COA.

Chart of Accounts Segments for Adjustment

COA: Dollar Percentage of Total Adjustment

Tub Org Object Fund Activity Subactivity Root

- If you did not select **Clear COA**, the **Percentage of Total Adjustment** radio button will still be selected with 50% as its value. If you did select **Clear COA**, select the **Percentage of Total Adjustment** radio button and then enter 50.00 in the field.

- Select **Add COA** (found in the top-right corner of the **Chart of Accounts Segments for Adjustment** section).

i The COA will be added to the table below.

...Unrestricted Designated...

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	180.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
				000002				50.00	180.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
								100.00	360.00		

[Preview Adjustment Amount Below](#)

- Review the table to confirm the changes to be made, you may select **Preview Adjustment Amount Below**.

...Unrestricted Designated...

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	180.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
				000002				50.00	180.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
								100.00	360.00		

[Preview Adjustment Amount Below](#)



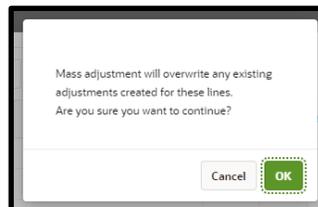
i At this point, the line description for each new COA can be edited. Lines created by this Mass Adjustment will inherit the edited line description. For more information, see [Mass Adjustment – Applying Multiple Line Descriptions](#).

i If you selected, **Preview Adjustment Amount Below**, you may review the **Adjustment Amount** column (found in the **User Selected Adjustment lines** section) to confirm that the amounts are as expected.

User Selected Adjustment lines														
<input type="text"/> <input type="button" value="Go"/> Rows: 50										Total Selected Amount: 360.00				
Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID Name	Validation Error
215	17144	6050	624473	793860	0089	14000	SKE Sick	13.72	0	13.72	13.72	7*****	*****	
215	17144	6050	624473	793860	0089	14000	REG Regular	226.28	0	226.28	226.28	7*****	*****	
215	17144	6050	624473	793860	0089	14000	REG Regular	120.00	0	120.00	120.00	7*****	*****	

22. Select **Mass Adjust** (found near the bottom right corner) to apply the Mass Adjust changes.

23. A notification will appear warning, “Mass adjustment will overwrite any existing adjustments created for these lines. Are you sure you want to continue?” Select OK to apply the Mass Adjust changes and return to the batch.



24. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments.

Total Debit:		Total Credit:		View Transactions:												
506.88		506.88		All Payroll Non-Payroll												
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg
1	215	17144	6050	624473	793860	0089	14000	0.00	120.00	-120.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	R	NO	FY2021Q3 JAN-MAR	Payroll	
2	215	17144	6050	000001	793860	0089	14000	60.00	0.00	60.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	A	NO	FY2021Q3 JAN-MAR	Payroll	
3	215	17144	6050	000002	793860	0089	14000	60.00	0.00	60.00	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	A	NO	FY2021Q3 JAN-MAR	Payroll	
4	215	17144	6270	624473	793860	0089	14000	0.00	36.96	-36.96	30.8% Fringe on 6050-6052 Exempt Staff salary	FR	NO		Payroll	
5	215	17144	6270	000001	793860	0089	14000	18.48	0.00	18.48	30.8% Fringe on 6050-6052 Exempt Staff salary	FA	NO		Payroll	

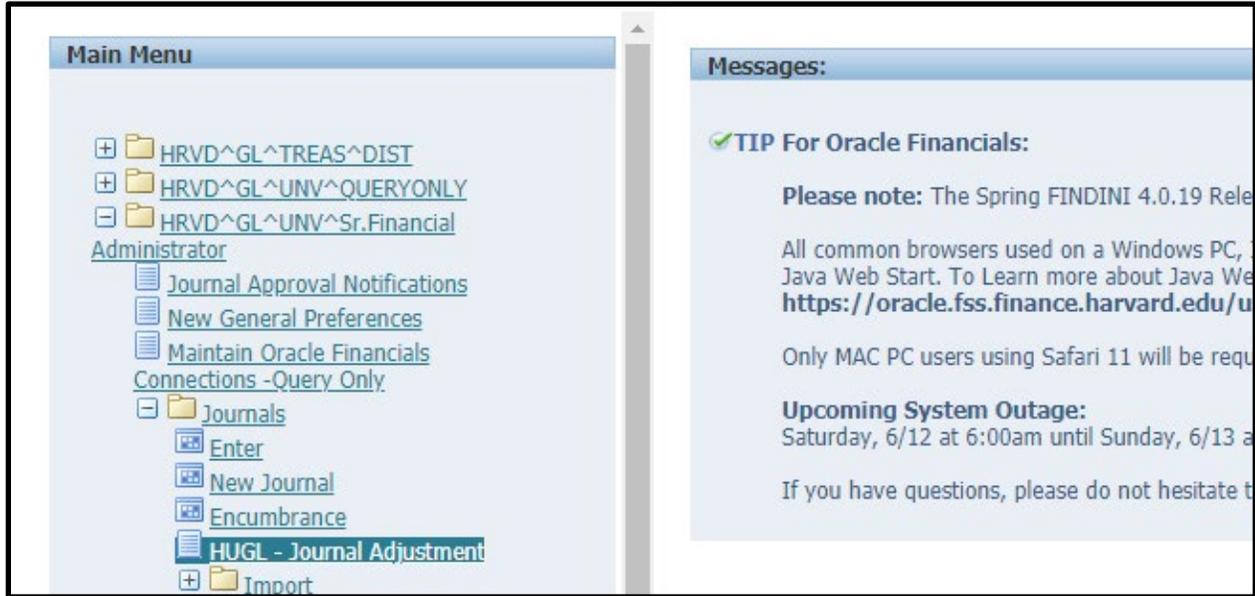


- i** In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.
25. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).
- i** A notification containing the batch ID will appear.
26. Take note of the batch ID number and select **OK** to exit the notification.
- i** At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.
27. If no review is required, select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).
- i** A notification will appear warning that the submission cannot be modified once it has been submitted.
28. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.
- i** After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.
29. To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).

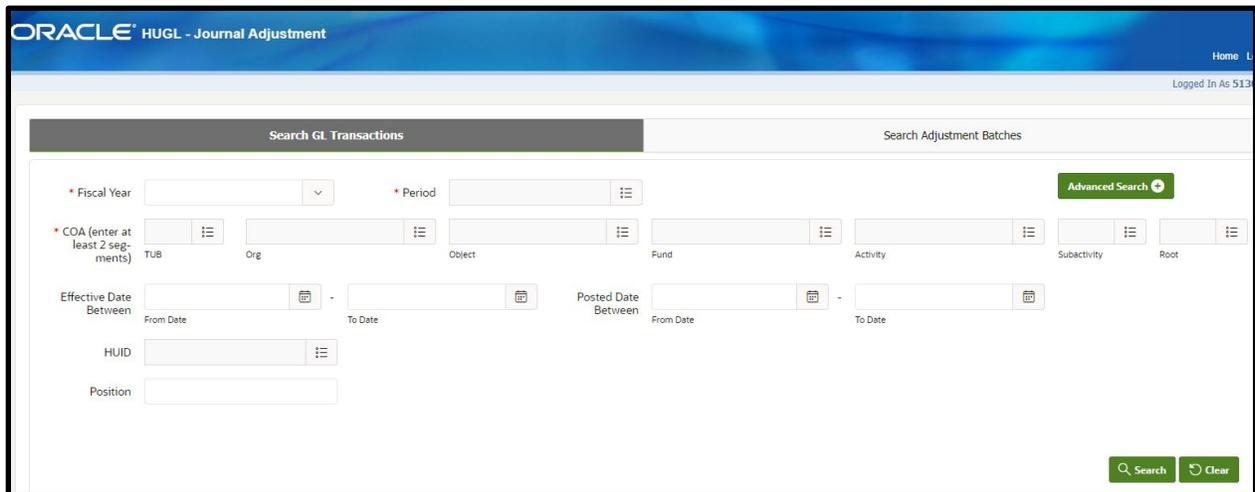


GL-PCR Mass Adjustment – Adjusting a Partial Percent or Dollar Amount

1. Navigate to and then log into Oracle using HarvardKey.
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.



3. The **Search GL Transactions** tab of the **HUGL - Journal Adjustments** page will now open.





4. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required which are Fiscal Year, Period, and 2 COA segments. There are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).

5. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.

6. If search results are available, scroll through the lines to find the journal lines to adjust.

Total Debit		Total Credit													
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit		
<input type="checkbox"/>	NOV-21	2022	01-DEC-2021	01-DEC-2021	30-NOV-2021	Pyr1 Bi Weekly USD	400	35420	6050	354313	648160	0000	00000	216.83	
<input type="checkbox"/>	NOV-21	2022	01-DEC-2021	01-DEC-2021	30-NOV-2021	Pyr1 Bi Weekly USD	400	35420	6050	354313	648160	0000	00000	3,576.92	



- Select the check box in the left-most column to choose the lines to be adjusted; note that the **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

Total Debit		6,612.50		Total Credit		0.00								
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	
<input checked="" type="checkbox"/>	NOV-21	2022	01-DEC-2021	01-DEC-2021	30-NOV-2021	Pyrl Bi Weekly USD	400	35420	6050	354313	648160	0000	00000	3,576.92
<input checked="" type="checkbox"/>	NOV-21	2022	01-DEC-2021	01-DEC-2021	30-NOV-2021	Pyrl Bi Weekly USD	400	35420	6050	354313	648160	0000	00000	3,035.58

- i** Do not select object codes 6052 or 6072 for prior year as these are for the vacation salaries which are reimbursed from Benefits.
 - i** Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
 - i** Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to “NO” and the fringe should be moved manually.
- When lines have been chosen, select **Adjust Selected** (found near the top right corner).
- i** The selected lines appear in the **Harvard - GL Adjustment** form.



9. Add the **Batch Description** in the top left of the form, this may be a max of 90 characters long. Once the adjustment has loaded into Oracle the **Created By HUID** will be appended to the batch description.

i If debiting a federal sponsored award, please ensure you have followed the Cost Transfer policy (including approvals and naming convention).

i The **Effective Date** field will populate with the current date. If necessary, please adjust to the appropriate general ledger date. Note that only dates within open GL periods can be chosen. This field dictates which period your batch will post to once it arrives in the GL.

10. Select **Mass Adjust** (found near the top right corner of the **Selected Adjustment lines** section).

i All lines will now appear in the **User Selected Adjustment lines** section of the new window (found near the bottom).

Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount	HUID	HUID
400	35420	6050	354313	648160	0000	00000	REG Regular	3,576.92	0	3,576.92	-	6*****	*****
400	35420	6050	354313	648160	0000	00000	REG Regular	3,035.58	0	3,035.58	-	2*****	*****

i The **Default Line Description** field will default to match **Batch Description**, but it may be mass edited on this screen. There is a 100 character limit for this field.



i In this tutorial, we will be moving the full amount from the original lines.

11. Select the Percentage radio button. In this example, the percentage option is used but it is possible to select the Dollar radio button to move a specific dollar amount.

12. Enter 80.00 in the **Percentage** field. The tool will apply the remaining balance to the original COA, in this example this will be 20%.

13. For this example, leave the Calculate Fringe toggles as they are so fringe may be calculated by the system. Current fiscal year lines will be calculated in the GL and prior year lines will be calculated in the GL-PCR tool.

14. Scroll to the **Chart of Accounts Segments for Adjustment** section of the page.

i Due to the tax effect, payroll object codes cannot be reclassified within the tool. To avoid receiving an error, leave the object field blank when adjusting the COA. al COA's value must be entered.

15. Adjust the COA segment fields to reflect the new COA.



Step 2: Chart of Accounts Segments for Adjustment

COA: 000001

Tub Org Object Fund Activity Subactivity Root

16. Select the **Percentage of Total Adjustment** radio button.

Dollar of Total Adjustment

Percentage of Total Adjustment

17. Enter 100.00 in the percentage field. This will be a full 100 because we are only distributing funds to one new COA.

Dollar of Total Adjustment 360.00

Percentage of Total Adjustment %

18. Select **Add COA** (found in the top-right corner of the **Chart of Accounts Segments for Adjustment** section).

i The COA will be added to the previously blank space below.

Acct Desc ...Unrestricted Undesignated...

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				100.00	5,290.00	Adjusting a Partial Amount to a Single COA	
								100.00	5,290.00		

Preview Adjustment Amount Below



19. Review the table to confirm the changes to be made and then, select **Preview Adjustment Amount Below**.

Acct Desc ...Unrestricted Undesignated...

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				100.00	5,290.00	Adjusting a Partial Amount to a Single COA	
								100.00	5,290.00		

Preview Adjustment Amount Below

i If you selected, **Preview Adjustment Amount Below**, you may review the **Adjustment Amount** column (found in the **User Selected Adjustment lines** section) to confirm that the amounts are as expected.

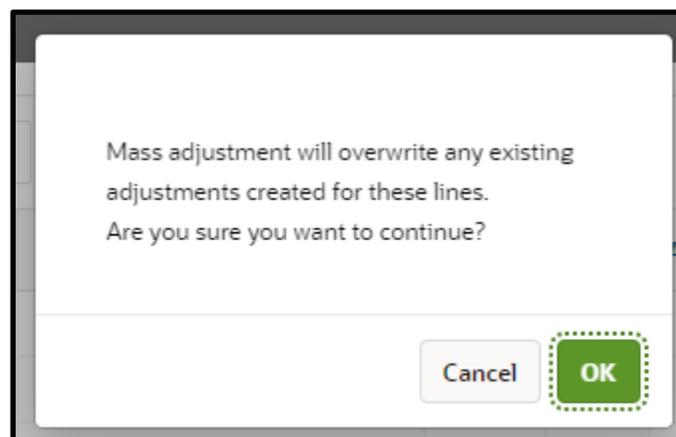
User Selected Adjustment lines

Q Go Rows 50

Tub	Org	Object	Fund	Activity	Subactivity	Root	Line Desc	Debit	Credit	Amount	Adjustment Amount
400	35420	6050	354313	648160	0000	00000	REG Regular	3,576.92	0	3,576.92	2,861.54
400	35420	6050	354313	648160	0000	00000	REG Regular	3,035.58	0	3,035.58	2,428.46

20. Select **Mass Adjust** (found near the bottom right corner) to apply the Mass Adjust changes.

21. A notification will appear warning, “Mass adjustment will overwrite any existing adjustments created for these lines. Are you sure you want to continue?” Select OK to apply the Mass Adjust changes and return to the batch.





22. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments. The tool applied the remaining balance to the original COA. See line 2 for the 20% that was returned in this example.

GL Adjustment - Details																			
Total Debit:		6,612.50						Total Credit:		6,612.50						View Transactions:		All Payroll Non-Payroll	
<input type="text" value="Q"/> <input type="button" value="Go"/>																			
	Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg		
	1	400	35420	6050	354313	648160	0000	00000	0.00	3,576.92	-3,576.92	Adjusting a Partial Amount to a Single COA	R	YES	FY2022Q2 OCT-DEC	Payroll			
	2	400	35420	6050	354313	648160	0000	00000	715.38	0.00	715.38	Adjusting a Partial Amount to a Single COA	A	YES	FY2022Q2 OCT-DEC	Payroll			
	3	400	35420	6050	000001	648160	0000	00000	2,861.54	0.00	2,861.54	Adjusting a Partial Amount to a Single COA	A	YES	FY2022Q2 OCT-DEC	Payroll			
	1	400	35420	6050	354313	648160	0000	00000	0.00	3,035.58	-3,035.58	Adjusting a Partial Amount to a Single COA	R	YES	FY2022Q2 OCT-DEC	Payroll			

i In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.

23. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).

i A notification containing the batch ID will appear.

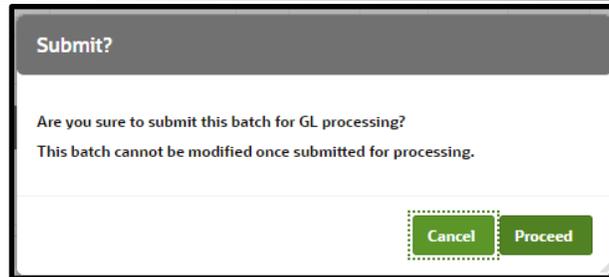
24. Take note of the batch ID number and select **OK** to exit the notification.

i At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.

25. If no review is required, select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).

i A notification will appear warning that the submission cannot be modified once it has been submitted.

26. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.



i After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.

27. To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).



GL-PCR Mass Adjustment – Applying Multiple Line Descriptions

The following instructions assume you are in the Mass Adjust feature and multiple new COAs have been added.

1. Scroll to the table found in **Chart of Accounts Segments for Adjustment** section of the page.

...Unrestricted Designated...

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	1,716.35	Mass Adjustment Enhancement, GL-PCR Test #9	
				000002				50.00	1,716.34	Mass Adjustment Enhancement, GL-PCR Test #9	
								100.00	3,432.69		

[Preview Adjustment Amount Below](#)

2. Select the **Pencil** icon, for the appropriate COA line.

i The **Edit Mass Adjust Line** form will appear.

Edit Mass Adjust Line

Tub

Org

Object

Fund **Unrestricted Undesignated**

Activity

Subactivity

Root

Line Desc

Adjustment Type Dollar **1716.35**

Percentage %



3. Enter the **Line Desc** field and type in the new line description. This line description will be inherited by all lines created for this COA.

4. Select **Apply Changes** to see the updated line description in the table.

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	1,716.35	Transferring to fund 000001.	
				000002				50.00	1,716.34	Mass Adjustment Enhancement, GL-PCR Test #9	
								100.00	3,432.69		

5. Repeat steps 2-4 for the remaining COA(s).
6. Review the table to confirm both the new line descriptions.

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	1,716.35	Transferring to fund 000001.	
				000002				50.00	1,716.34	Transferring to fund 000002	
								100.00	3,432.69		

Preview Adjustment Amount Below

i You may select **Preview Adjustment Amount Below**. If you selected, **Preview Adjustment Amount Below**, you may review the **Adjustment Amount** column (found in the **User Selected Adjustment lines** section) to confirm that the amounts are as expected.

7. Select **Mass Adjust** (found near the bottom right corner).
8. A notification will appear warning, "Mass adjustment will overwrite any existing adjustments created for these lines. Are you sure you want to continue?" Select OK to apply the Mass Adjust



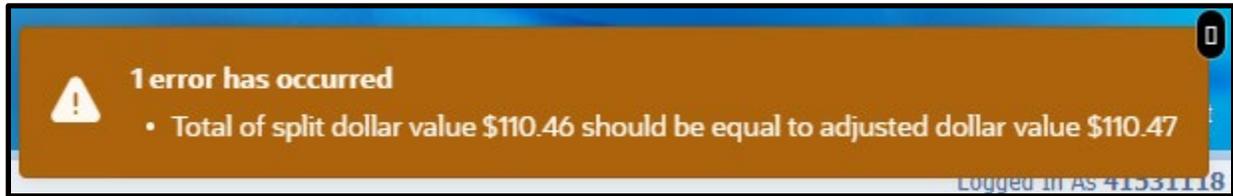
changes and return to the batch.

9. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments.
 - i** In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.
10. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).
 - i** A notification containing the batch ID will appear.
11. Take note of the batch ID number and select **OK** to exit the notification.
 - i** At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.
12. If no review is required, select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).
 - i** A notification will appear warning that the submission cannot be modified once it has been submitted.
13. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.
 - i** After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.
14. To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).



GL-PCR Mass Adjustment – Balancing a Split Dollar Error

The following instructions assume you have an unbalanced Mass Adjustment and have received the error stating, “Total of split dollar value [\$\$\$] should be equal to adjusted dollar value [\$\$\$],” shown below. This occurs when the tool is unable to disperse funds equally and there is a resulting penny difference. To continue the Mass Adjustment, the split values must be manually adjusted to correct the penny difference.



1. Scroll to the **Chart of Accounts Segments for Adjustment** section of the page.

...Unrestricted Designated...

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	55.23	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
				000002				50.00	55.23	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
								100.00	110.46		

[Preview Adjustment Amount Below](#)

2. Select the pencil icon for the line to alter; in this example the second line is selected.

i The Edit Mass Adjust Line window will appear.

Edit Mass Adjust Line

Tub

Org

Object

Fund 000002 Unrestricted Designated

Activity

Subactivity

Root

Line Desc: Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes

Adjustment Type: Dollar 55.23 Percentage 50.00 %

3. Select the **Dollar** radio button.



Adjustment Type Dollar

Percentage

- In this example, a penny was added to the existing amount because the error informed us that this Mass Adjustment was off by -\$0.01.

Adjustment Type Dollar

Percentage

- Select **Apply Changes** (found in the bottom-right corner).

i The COA will be updated in the table below.

...Unrestricted Designated...											
Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	55.23	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
				000002				50.00	55.24	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
								100.00	110.47		

[Preview Adjustment Amount Below](#)

- Review the table to confirm the changes to be made and then you may select **Preview Adjustment Amount Below**.

Edit	Tub	Org	Object	Fund	Activity	Sub Activity	Root	Percentage	Dollar	Line Description	Delete
				000001				50.00	55.23	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
				000002				50.00	55.24	Mass Adjustment, Prior Fiscal Year Lines, 2+ COA Changes	
								100.00	110.47		

[Preview Adjustment Amount Below](#)

i At this point the line description for each new COA can be edited. Lines created by this Mass Adjustment will inherit the edited line description. For more information, see [Mass Adjustment – Applying Multiple Line Descriptions](#).



- i** If you selected, **Preview Adjustment Amount Below**, you may review the **Adjustment Amount** column (found in the **User Selected Adjustment lines** section) to confirm that the amounts are as expected.
7. Select **Mass Adjust** (found near the bottom right corner) to apply the Mass Adjust changes.
8. A notification will appear warning, “Mass adjustment will overwrite any existing adjustments created for these lines. Are you sure you want to continue?” Select OK to apply the Mass Adjust changes and return to the batch.
9. Scroll down to the **GL Adjustment - Details** subsection to see the applied adjustments. In this section, a gray background indicates that only the line description can be edited while a white background indicates that the Tub, Org, Object (only non-payroll object codes may be adjusted), Fund, Activity, Subactivity, Root, Debit, Credit, and Line Desc fields can be edited.
10. Scroll to the bottom of the page and select **Save** (found near the bottom right corner).
- i** A notification containing the batch ID will appear.
11. Take note of the batch ID number and select **OK** to exit the notification.
- i** At this point, the form may be closed and left for later submission. If the batch needs review, you may share your batch ID with a team member to review and submit (see [Reviewing a Saved Batch](#)). If no time or review is required, you may submit the batch immediately by continuing to the next step.
12. If no review is required, select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).
- i** A notification will appear warning that the submission cannot be modified once it has been submitted.
13. Select **Proceed** to complete the adjustment or **Cancel** to make changes to the adjustment.
- i** After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.
14. To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).



All Adjustments

Filtering Batch Lines

Adding a filter to your batch lines can be helpful when reviewing applied adjustments in the **GL Adjustment Details** section of a batch prior to submission.

Adding a Line Filter

The following instructions assume you are in a batch in need of review.

1. Select the header for the field you would like to filter your lines by. If necessary, use the scrollbar to find it.

i A dropdown will appear listing the values available to filter by.

The screenshot shows the 'GL Adjustment - Details' interface. At the top, it displays 'Total Debit: 4,833.23' and 'Total Credit: 4,833.23'. Below this is a search bar with a 'Go' button. The main area is a table with columns: Line Number, Tub, Org, Object, Fund, Activity, Subactivity, Root, Debit, Credit, Amount, Line Desc, Line Type, Calculate Fringe, Period Of Work Performed, Transaction Type, and Msg. A dropdown menu is open over the 'Fund' column, showing a search bar and two options: '000001' and '373516'. The table contains three rows of data, all with 'Mass Adjustment Enhancement, GL-PCR Test #9' as the line description.

2. Select the value(s) you would like to filter for.

This screenshot is identical to the previous one, but the dropdown menu is now closed, and the value '373516' is highlighted in the 'Fund' column of the table, indicating it has been selected for filtering.



i Lines that do not match the filter are no longer visible.

GL Adjustment - Details																		
Total Debit:		4,833.23				Total Credit:		4,833.23				View Transactions:				All	Payroll	Non-Payroll
<input type="text" value=""/> <input type="button" value="Go"/>																		
<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Fund = '373516' <input type="button" value="X"/>																		
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg		
	1	430	39290	6050	373516	801265	0022	60567	0.00	1,144.23	-1,144.23	Mass Adjustment Enhancement, GL-PCR Test #9	R	NO	FY2020Q3 JAN-MAR	Payroll		
	2	430	39290	6050	373516	801265	0022	60567	1,110.90	0.00	1,110.90	Mass Adjustment Enhancement, GL-PCR Test #9	A	NO	FY2020Q3 JAN-MAR	Payroll		
												30.5% Fringe on 6050-6057						

i Remember to [Remove any Line Filters](#) after you've adjusted a filtered segment as it is important to review all batch lines before submitting.



Removing a Line Filter

If you have completed a segment change, remove the existing line filter prior to selecting **Mass Adjust**.

1. Select the **X** found to the right of the filter.

GL Adjustment - Details

Total Debit: Total Credit: View Transactions: All Payroll Non-Payroll

Q v Go

▼ Fund = '373516' X

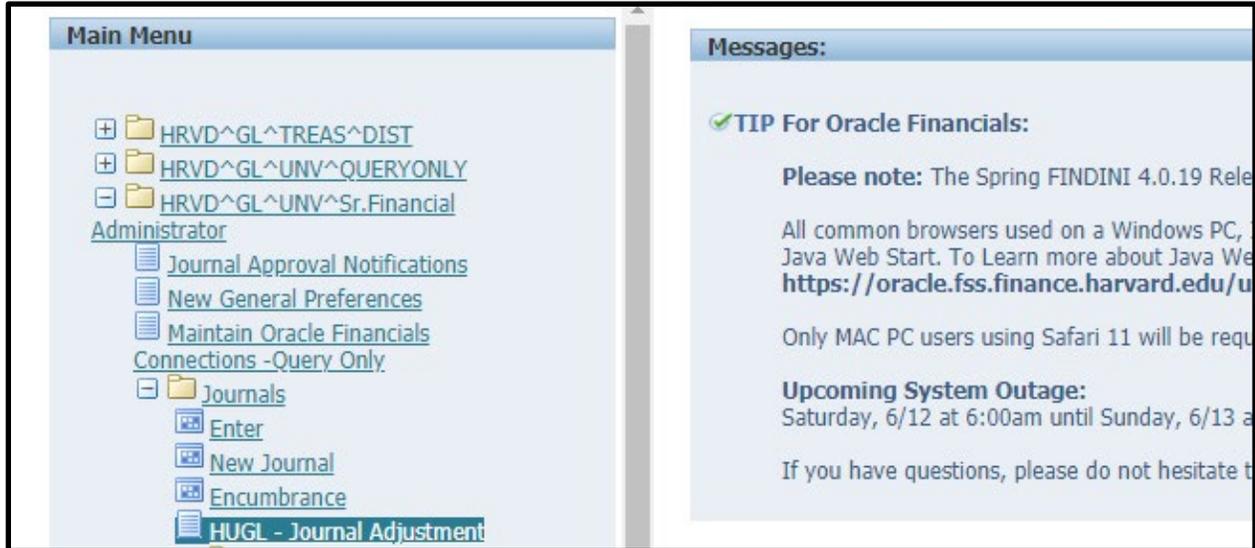
Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg
	1	430	39290	6050	373516	801265	0022	60567	0.00	1,144.23	-1,144.23	Mass Adjustment Enhancement, GL-PCR Test #9	R	NO	FY2020Q3 JAN-MAR	Payroll
	2	430	39290	6050	373516	801265	0022	60567	1,110.90	0.00	1,110.90	Mass Adjustment Enhancement, GL-PCR Test #9	A	NO	FY2020Q3 JAN-MAR	Payroll
	4	430	39290	6270	373516	801265	0022	60567	0.00	348.99	-348.99	30.5% Fringe on 6050-6052 Exempt Staff salary	FR	NO		Payroll

i Remember to use the **Review All** button to reset the data in the **GL Adjustment – Details** section.

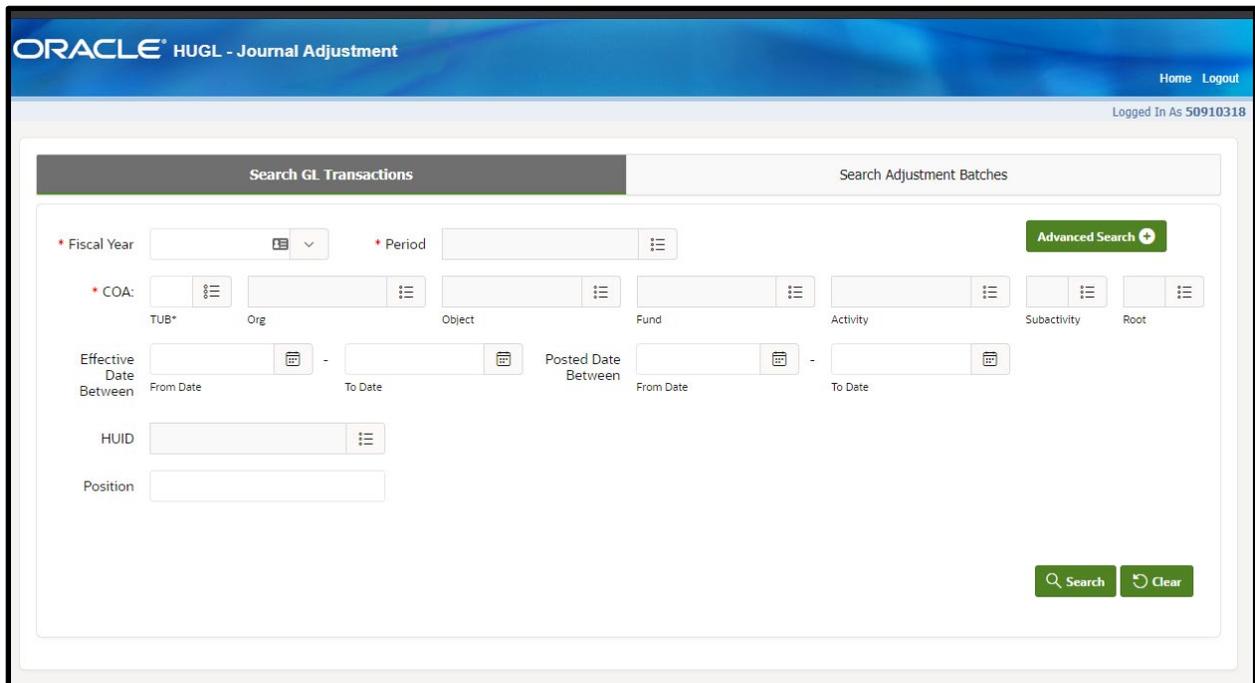


Reviewing a Saved Batch

1. Navigate to and then log into Oracle using HarvardKey.
2. Once signed in, look under **Journals** in the main menu and select **HUGL - Journal Adjustment**.

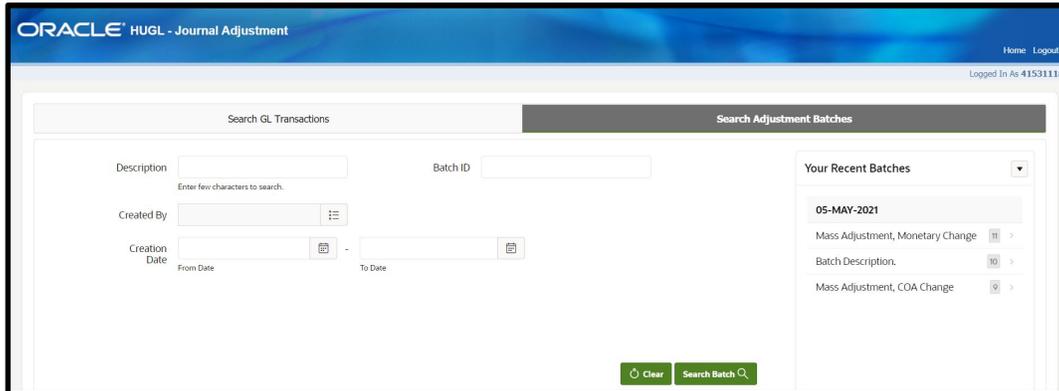


i The **Search GL Transactions** tab of the **HUGL - Journal Adjustment** page will now open.



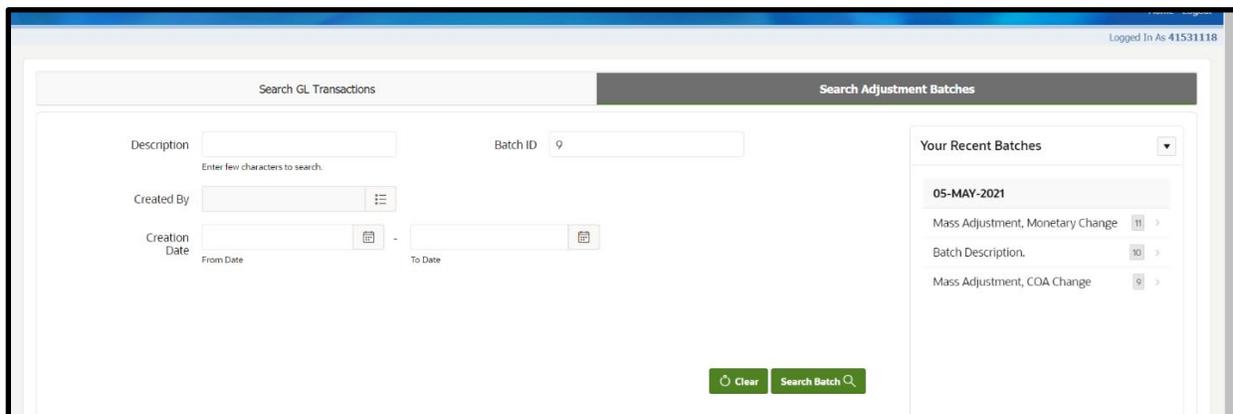


3. Select the **Search Adjustment Batches** tab to the right of the **Search GL Transactions** tab.



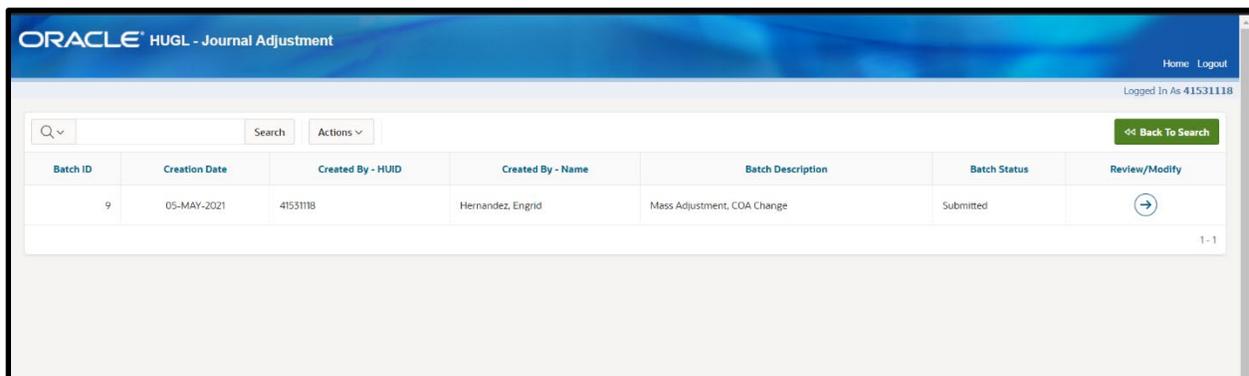
- i** Your most recent batches will be listed on the right under **Your Recent Batches** and can be selected to go directly to that batch.

4. Fill in fields that will help narrow down the search. In this example, the **Batch ID** field is used.



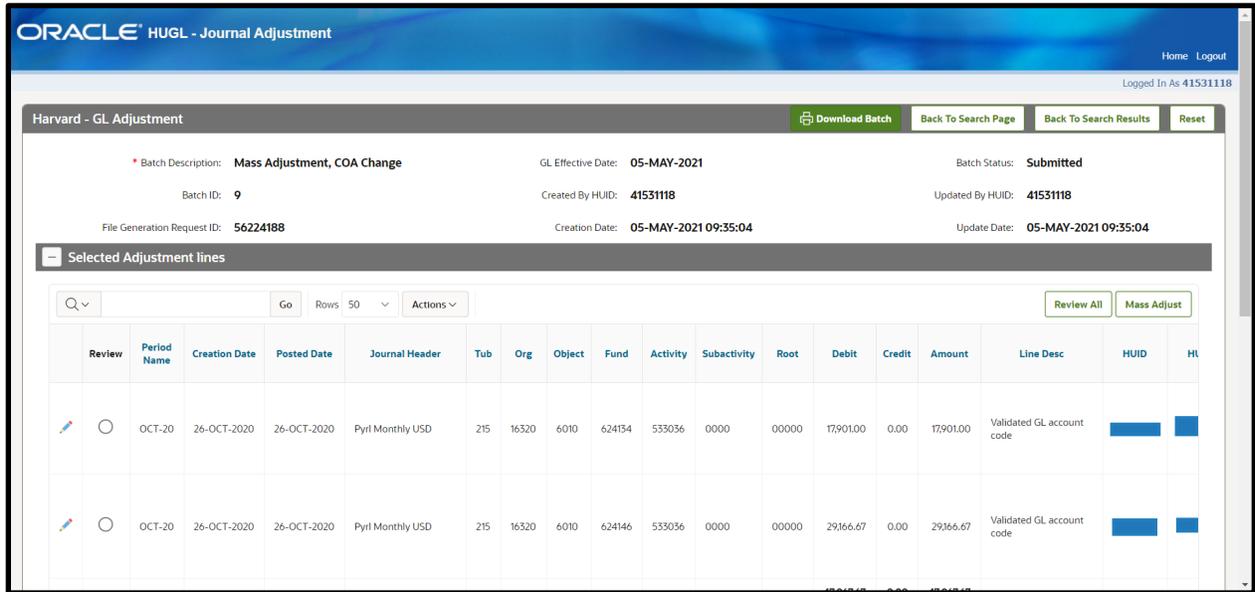
5. Select **Search Batch**.

6. The search results will appear, scroll to find the desired batch and select the arrow icon in the **Review/Modify** column.





- i** The batch for review is now open and if it has not yet been submitted for processing, it can be modified.



- Review the batch.
- If the batch satisfies your review, select **Submit Batch** (found near the bottom right corner of the **Harvard - GL Adjustment** form).

- i** A notification will appear warning that the submission cannot be modified once it has been submitted.

- Select **Proceed** to complete the adjustment or **Cancel** to go back and make changes to the adjustment.



- After selecting **Proceed**, a notification informing that the adjustment has been submitted for processing will appear.
- To clear the current adjustment and begin a new one, select **Reset** (found near the top right corner of the page).



Removing a Line from a Batch

Please note that the following instructions assume you are in a saved batch with line(s) in need of removal.

1. Locate the line you wish to remove in the **Selected Adjustment lines** section.

Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc
<input type="radio"/>	DEC-20	16-DEC-2020	16-DEC-2020	Pyrl BI Weekly USD	105	01230	6070	000001	501012	0000	00000	1,984.72	0.00	1,984.72	EAN Excused Absence-None
<input type="radio"/>	DEC-20	16-DEC-2020	16-DEC-2020	Pyrl BI Weekly USD	105	01230	6070	000001	501012	0000	00000	222.25	0.00	222.25	EAN Excused Absence-None
												2,206.97	0.00	2,206.97	

2. Use the scroll bar (found at the bottom of the **Selected Adjustment lines** section) to scroll all the way to the end of the selected adjustment lines.

Review	AZ1 Classification Code	AZ1 Classification Desc	Ar Comment	Customer Name	Customer Site Location	Ar Invoice Id	Ar Receipt Number	Gft Effective Month	Gft Rpt Advice Num	Gft Units	Invoice No	Invoice Dk	Purchase Order No	Transaction Type	Uniquekeyfield	Remove
<input type="radio"/>	A10	Facilities Operation-Maintenance Expenses	-	-	-	-	-	07-JAN-1999	-	0	-	-	-	Payroll	6384616-4750-7	
<input type="radio"/>	A10	Facilities Operation-Maintenance Expenses	-	-	-	-	-	07-JAN-1999	-	0	-	-	-	Payroll	6384616-4750-8	

3. Select the **Trash Bin** icon (found in the **Remove** column) of the line you wish to remove from the batch.

i A notification asking if you are sure that you wish to remove the line along with its related adjustments will appear.

4. Select **OK**.

i The line and any related adjustments have been removed.

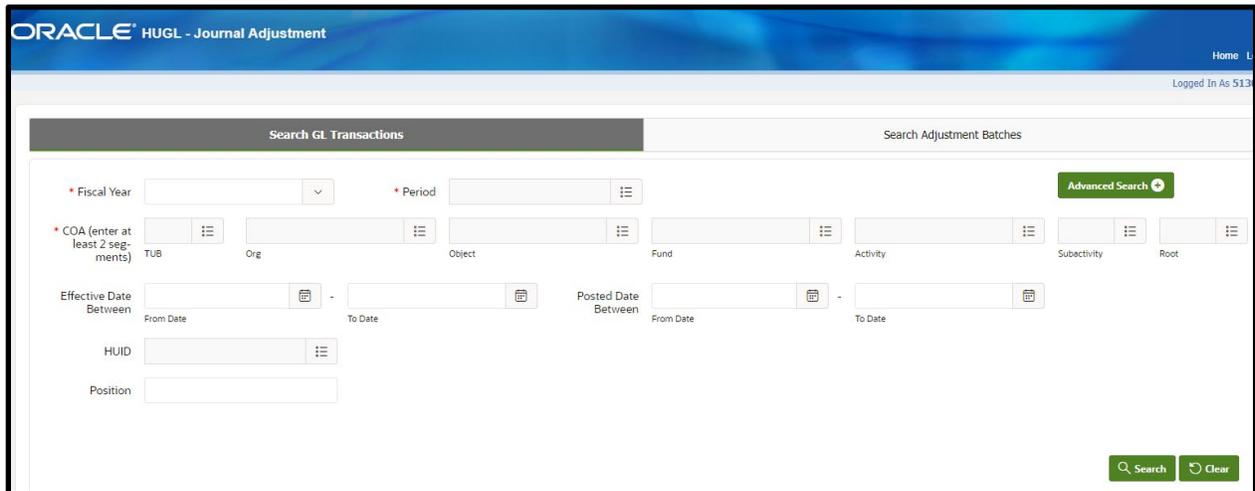
Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc
<input type="radio"/>	DEC-20	16-DEC-2020	16-DEC-2020	Pyrl BI Weekly USD	105	01230	6070	000001	501012	0000	00000	1,984.72	0.00	1,984.72	EAN Excused Absence-None
												1,984.72	0.00	1,984.72	



Adding a New Line to a Saved Batch

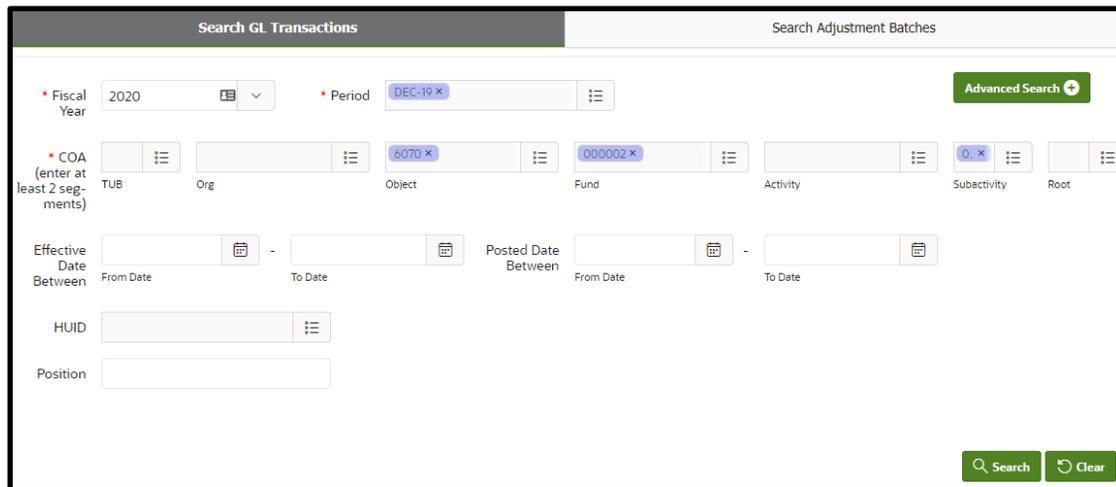
The following instructions assume you are in the saved batch that you would like to add an additional line to.

1. To add a new line, select **Back to Search Page** (found near the top right corner of the page).
2. The **Search GL Transactions** tab of the **HUGL - Journal Adjustment** page will now open.



3. Fill in fields that will help narrow down the search.

i The fields marked with a red asterisk are required. These fields are Fiscal Year, Period, and 2 COA segments. Please note that there are additional search fields which can be found by selecting **Advanced Search** (found near the top right corner of the screen).



4. Select **Search** (found near the bottom right corner of the screen).

i A background security process checks your oracle security & then your HART security to narrow down the results to those permitted by both oracle and HART.



- If search results are available, scroll through the lines to find the journal line(s) to add to the GL-PCR batch.

Total Debit		Total Credit																
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount			
					48156 12/11/2019 Adjust													
<input type="checkbox"/>	DEC-19	2020	11-DEC-2019	11-DEC-2019	11-DEC-2019	SPH01000KCADCK8 Pyr1 Bi Weekly USD	275	23440	6070	000002	556947	0000	28696	0.00	1,316.59	-1.		
<input type="checkbox"/>	DEC-19	2020	11-DEC-2019	11-DEC-2019	11-DEC-2019	SPH01000KCADCK8 Pyr1 Bi Weekly USD	275	23440	6070	000002	556947	0000	28696	0.00	263.32	-.		
<input type="checkbox"/>	DEC-19	2020	16-DEC-2019	16-DEC-2019	14-DEC-2019	SPH1000KDDCUE Pyr1 Bi Weekly USD	275	23590	6070	000002	559660	0000	30848	103.93	0.00			
<input type="checkbox"/>	DEC-19	2020	16-DEC-2019	16-DEC-2019	14-DEC-2019	SPH1000KDDCUE Pyr1 Bi Weekly USD	275	23590	6070	000002	559660	0000	30848	107.69	0.00			
<input type="checkbox"/>	DEC-19	2020	16-DEC-2019	16-DEC-2019	14-DEC-2019	SPH1000KDDCUE Pyr1 Bi Weekly USD	275	23590	6070	000002	559660	0000	30848	93.54	0.00			

- i** The **Total Debit** and **Total Credit** fields (found above the search results) will reflect the total debits and credits of all selected journal lines.

- Select the check box in the left-most column to choose the line(s) to be adjusted.

Total Debit		Total Credit														
0.00		-1,579.91														
Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	
<input checked="" type="checkbox"/>	DEC-19	2020	11-DEC-2019	11-DEC-2019	11-DEC-2019	SPH01000KCADCK8 Pyr1 Bi Weekly USD	275	23440	6070	000002	556947	0000	28696	0.00	1,316.59	-1.
<input checked="" type="checkbox"/>	DEC-19	2020	11-DEC-2019	11-DEC-2019	11-DEC-2019	SPH01000KCADCK8 Pyr1 Bi Weekly USD	275	23440	6070	000002	556947	0000	28696	0.00	263.32	-.
<input type="checkbox"/>	DEC-19	2020	16-DEC-2019	16-DEC-2019	14-DEC-2019	SPH1000KDDCUE Pyr1 Bi Weekly USD	275	23590	6070	000002	559660	0000	30848	103.93	0.00	

- i** Do not select object codes 6052 or 6072 for prior year transactions as these are for the vacation salaries which are reimbursed from Benefits.
- i** Journals with no Pay End Date will default to current year fringe rates; Calculate Fringe should be set to "NO" and the fringe should be moved manually.



i Lines selected for adjustment that were previously adjusted through GL-PCR will default to current year fringe rates; Calculate Fringe should be set to "NO" and the fringe should be moved manually.

7. When the line(s) has been chosen, select **Adjust Selected** (found near the top right corner).

i The working GL-PCR batch will appear on the screen and the newly added line(s) appears in the **Selected Adjustment lines** subsection of the **Harvard - GL Adjustment** form.

Selected Adjustment lines										
<input type="text"/> <input type="button" value="Go"/> Rows 50 <input type="button" value="v"/>										
	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fun	
	<input type="radio"/>	AUG-21	12-AUG-2021	12-AUG-2021	Stu Rcvbl Activity USD	325	28741	6430	0005	
	<input type="radio"/>	AUG-21	12-AUG-2021	12-AUG-2021	Stu Rcvbl Activity USD	325	28741	6430	0005	
	<input type="radio"/>	DEC-19	11-DEC-2019	11-DEC-2019	SPH01000KCADCK8 Pysl Bi Weekly USD	275	23440	6070	0000	
	<input type="radio"/>	DEC-19	11-DEC-2019	11-DEC-2019	SPH01000KCADCK8 Pysl Bi Weekly USD	275	23440	6070	0000	



Adjusting a Submitted GL-PCR Adjustment

The following instructions assume you are familiar with the GL-PCR tool and need to adjust or reverse a previously submitted GL-PCR batch.

- To verify the number of lines that were adjusted.
 - Download and open the original GL-PCR batch, via the “Download Batch” button.



- Count the total number of lines with a value of *Adjusted in the* Line Type column, use a filter if needed.

Line Type
Original
Reversal
Adjusted
Adjusted

- In the GL-PCR tool, search for the lines created by the GL-PCR batch via the *Advanced Search* options and the search fields noted below.

Required Search Fields

- Fiscal Year, use the Fiscal Year in which the original GL-PCR batch was submitted.
- Period, use the period the original GL-PCR batch posted to.
- 2+ COA segments, using the segments from adjustment lines in the original GL-PCR batch.

- After you have completed your search, add a filter to the Batch Name column using the original GL-PCR batch’s batch name.

i This is not the original adjustment’s GL-PCR batch description but rather the GL produced Batch name that begins with the Batch’s ID, ex: *7103 GLJE010-ADJ Entries A 59676222*.



4. Review the selected lines to ensure that only the adjustment lines from the original GL-PCR batch are selected.
 - i. Confirm that the total number of adjustment lines matches the number noted in step #1.
 - ii. If these values do not match, identify the missing or extra line(s) and add/remove them accordingly.

Fringe for Current Fiscal Year Adjustment Lines

The GL-PCR's *Calculate Fringe (Current Year)* toggle (Yes/No) must be used to adjust any fringe. The fringe lines must not be manually adjusted.

Fringe for prior fiscal year adjustment Lines

The fringe lines must be manually added, and the *Calculate Fringe (Current Year)* toggle must be set to NO.

Fringe was Bypassed in the Original GL-PCR batch

If fringe was bypassed in the original GL-PCR batch, *Calculate Fringe (Current Year)* toggle must be set to NO.

5. Adjust the lines as needed and then save the batch.
6. Submit the batch.



Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu.