



Adding Lines to a Batch In-Process

- Using the “Search Adjustment Batches” tab, find the GL-PCR batch which is In-Process.

- i** Alternatively, the batch can be chosen from “Your Recent Batches” list on the right side of the screen.

- Select the arrow for the batch desired in the column “Review/Modify”.

Batch ID	Creation Date	Created By - HUID	Created By - Name	Batch Description	Batch Status	Review/Modify	Related Batch Id	Related Batch Type
43012	10-MAR-2025	11683681	Gomes, Kaitlyn S	ksg test - pty	Submitted	→	-	-
43011	10-MAR-2025	11683681	Gomes, Kaitlyn S	ksg test - cty	Submitted	→	-	-
43010	07-MAR-2025	80751885	Helmuth, William C	HMS*NEURO*whc-20545*OFT*Ag_E.Griffith_Jan25_parcialREGSal_R224206_to302281_01MAR25	In-Process	→	-	-
43009	27-FEB-2025	80408838	Olson, Sharon D.	43009-SO-Batch Redass-27-FEB-2025	In-Process	→	-	-
43008	27-FEB-2025	80408838	Olson, Sharon D.	sdo test eff date cty then pty	In-Process	→	-	-
43007	25-FEB-2025	11683681	Gomes, Kaitlyn S	ksg test 2	Submitted	↶ Review/Modify Batch	-	-
43006	25-FEB-2025	11683681	Gomes, Kaitlyn S	ksg test	Submitted	→	-	-
43005	21-FEB-2025	11683681	Gomes, Kaitlyn S	ksg test - effective date pty	In-Process	→	-	-

- The batch will open and be displayed. Click on the “Batch To Search Page” button.



4. On the “Search GL Transactions” tab, search for the desired lines to add.

The screenshot shows the 'Search GL Transactions' interface with various search filters. The 'Search' button is highlighted with a red box.

5. When the search results appear, click the selection box(es) for the lines desired, then click the “Adjust Selected” button.

The screenshot shows search results with two rows selected. The 'Adjust Selected' button is highlighted with a red box.

Period Name	Fiscal Year	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name	Journal Source	Batch Name	BA
<input checked="" type="checkbox"/>	NOV-24	2025	13-NOV-2024	13-NOV-2024	Pyrl Bi Weekly USD	105	01290	6050	431098	501004	0000	00000	1,911.05	0.00	1,911.05	REG Regular	3*****	*****	PYRL009-PS On-cycle Pyrl	BW110924 PYRL009-PS On-cycle Pyrl A 91678317	JO IIR P1 PS CY 91
<input checked="" type="checkbox"/>	NOV-24	2025	26-NOV-2024	26-NOV-2024	Pyrl Bi Weekly USD	105	01290	6050	431098	501004	0000	00000	1,911.00	0.00	1,911.00	SKE Slick	3*****	*****	PYRL009-PS On-cycle Pyrl	BW112324 PYRL009-PS On-cycle Pyrl A 91791274	JO IIR P1 PS CY

6. The lines should now appear in the GL-PCR batch to be adjusted.

The screenshot shows the 'Harvard - GL Adjustment' batch interface. The newly added lines are highlighted in red.

Review	Period Name	Creation Date	Posted Date	Effective Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name	Journal Source
<input type="checkbox"/>	NOV-23	29-NOV-2023	29-NOV-2023	29-NOV-2023	Pyrl Bi Weekly USD	430	39880	6050	000001	657009	0000	00000	5,078.70	0.00	5,078.70	REG Regular	2*****	*****	PYRL009-PS On-cycle Pyrl
<input type="checkbox"/>	NOV-23	15-NOV-2023	15-NOV-2023	15-NOV-2023	Pyrl Bi Weekly USD	430	39880	6050	000001	657009	0000	00000	3,456.72	0.00	3,456.72	REG Regular	6*****	*****	PYRL009-PS On-cycle Pyrl
<input type="checkbox"/>	NOV-24	26-NOV-2024	26-NOV-2024	26-NOV-2024	Pyrl Bi Weekly USD	105	01290	6050	431098	501004	0000	00000	955.58	0.00	955.58	REG Regular	3*****	*****	PYRL009-PS On-cycle Pyrl
<input type="checkbox"/>	NOV-24	13-NOV-2024	13-NOV-2024	13-NOV-2024	Pyrl Bi Weekly USD	105	01290	6050	431098	501004	0000	00000	1,274.03	0.00	1,274.03	REG Regular	3*****	*****	PYRL009-PS On-cycle Pyrl
													10,765.03	0.00	10,765.03				

i The newly added lines are highlighted since they have not been adjusted yet.

Questions?

If you have any questions, please contact ithelp@harvard.edu mentioning Oracle Financials GL-PCR.