

HUGL- Journal Adjustment Audit Search

Purpose

This document explains the functionality of the HUGL – Journal Adjustment Audit Search page (also referred to as the GL-PCR Audit Search page). This adjustment audit search page shows all GL-PCR batches submitted successfully to the General Ledger based on the desired fiscal year and period month selected. The audit report shows the user information of *Created By* and *Updated (Submitted) By* for GL-PCR batches along with journal details including dates, coding, and amounts, etc.

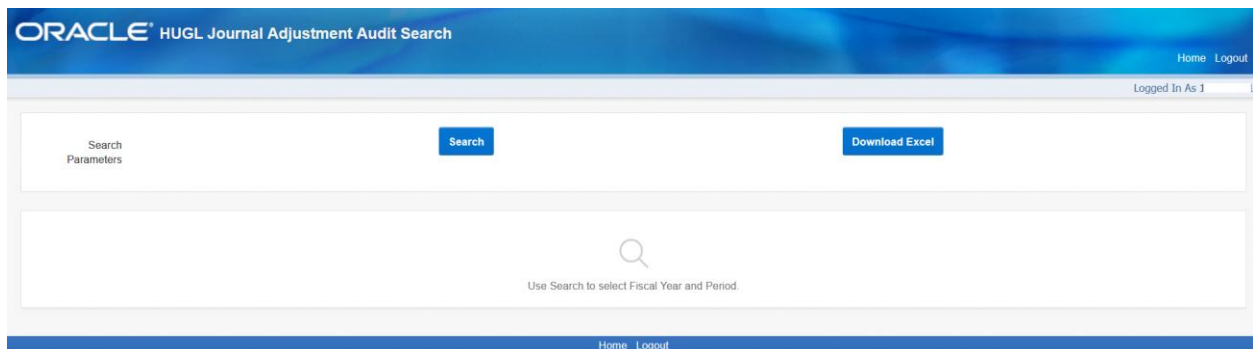
- Note: Users can only select one period month and one fiscal year at a time when generating an audit report

Understanding the Audit Search Page

1. Open Oracle, select the General Ledger responsibility HRVD^GL^... > Journals > HUGL – Journal Adjustment Audit Search



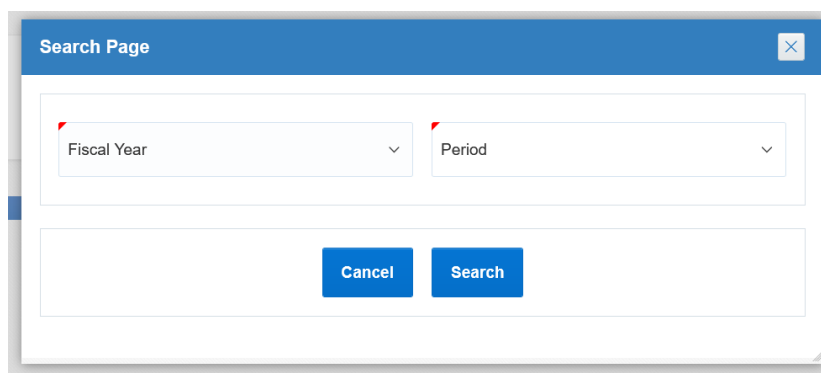
2. The audit search page will open



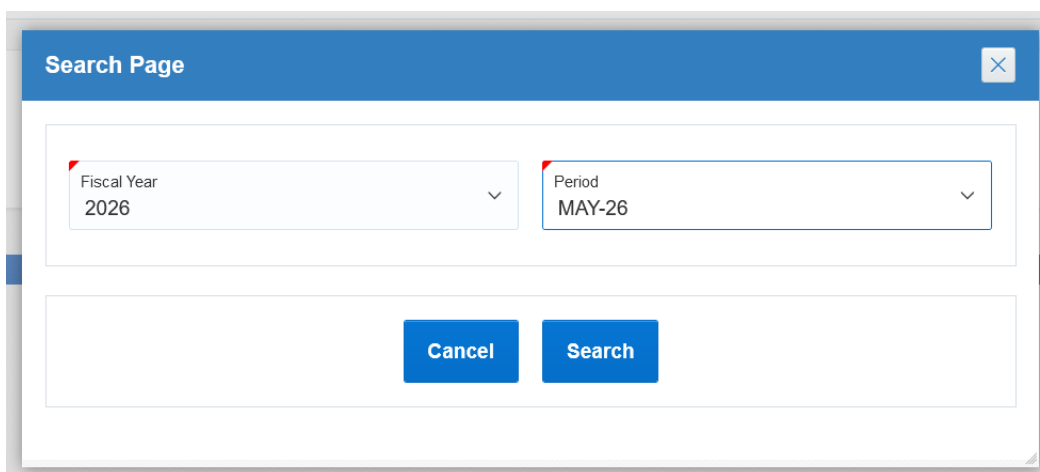
3. Click the **Search** button. This will open the two search fields:

- Fiscal Year
- Period

Field	Core Definition	Data
Fiscal Year	Shows the current and prior fiscal years in the dropdown	Shows fiscal years from 2027 to 2020 (newest first)
Period	Shows all current and prior months in the dropdown field	Shows all 12 months in MMM-YY format based on the selected Fiscal Year.



4. Select the desired **Fiscal Year** and **Period** for to search



i This document uses the example of Fiscal Year 2026 and Period as MAY-26

5. Once the desired fields are entered, click **Search**

6. This will generate all GL-PCR batches created from MAY-26

ORACLE

HUGL Journal Adjustment Audit Search

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Search Parameters

Fiscal Year: 2026 | Period: MAY-26

Search

Download Excel

GL Batch Name

GL Period Name

GL Posted Date

PCR Batch Num

PCR Batch Desc

Original Fiscal Y

PCR GL Effectiv

PCR Creati

51933 GLJE010-ADJ Entries A 96616615	MAY-26	14-MAY-2026	51933	FG Transfer James Huettig salary from L. Sweeney's IQSS account ...	2026	14-MAY-2026	26-SEP-202
51933 GLJE010-ADJ Entries A 96616615	MAY-26	14-MAY-2026	51933	FG Transfer James Huettig salary from L. Sweeney's IQSS account ...	2026	14-MAY-2026	26-SEP-202
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54899 GLJE010-ADJ Entries A 96626714	MAY-26	15-MAY-2026	54899	ADJ*RC*MRG*026080*024002*Lu, Ying*REG Pytl Bi Weekly*July-...	2026	15-MAY-2026	16-DEC-202
54899 GLJE010-ADJ Entries A 96626714	MAY-26	15-MAY-2026	54899	ADJ*RC*MRG*026080*024002*Lu, Ying*REG Pytl Bi Weekly*July-...	2026	15-MAY-2026	16-DEC-202
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7. It may take a few seconds for the data to appear.

8. The data can be reviewed on the screen.

Fields can be sorted or filtered by clicking on the header of the field.

9. Alternatively, the data may be downloaded to Excel using the **Download Excel** button near the top of the screen. The download may take a few seconds. The spreadsheet should appear in your downloads folder.

10. A new search can be performed by clicking the **Search** button near the top of the screen.

11. To exit the screen, click on the **Home** button on the top right.

Questions?

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