

Delete Multiple Lines in GL-PCR Batch

Table of Contents

- Delete Multiple Lines in GL-PCR Batch 1
- Table of Contents 1
- Purpose 1
- Prerequisites 1
- GL-PCR Delete a Line 1
- Questions? 4

Purpose

To understand how to delete multiple lines in a GL-PCR batch and how to retrieve a line if it was accidentally deleted

Prerequisites

- User has Oracle General Ledger Responsibility
- Has access to GL-PCR and Payroll
- GL-PCR batch has been created but **not submitted**, is in saved move

GL-PCR Delete Multiple Lines

1. After creating a new batch or returning to a saved batch, the GL Adjustment Page will appear

The screenshot shows the 'Harvard - GL Adjustment' interface. At the top, there are navigation buttons: 'Download Batch', 'Back To Search Page', 'Back To Search Results', and 'Reset'. Below this, the batch details are displayed:

- Batch Description: KSG test - Delete Lines
- GL Effective Date: 22-JAN-2025
- Batch Status: Saved
- Batch ID: 42057
- Batch Type: Regular
- Created By HUD: 11683681
- Updated By HUD: 11683681
- File Generation Request ID:
- Creation Date: 22-JAN-2025 15:06:58
- Update Date: 22-JAN-2025 15:07:12

Below the details is a section titled 'Selected Adjustment lines' with a search bar and 'Go' button. A table of 17 columns follows, including Review, Period Name, Creation Date, Posted Date, Journal Header, Tub, Org, Object, Fund, Activity, Subactivity, Root, Debit, Credit, Amount, Line Desc, HUD, and HUD Name. The table contains 8 rows of data for 'Pyrl Bi Weekly USD' entries, all with a 'HOL Holiday Pay' line description. The total debit is 3,024.74 and the total credit is 0.00.

Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUD	HUD Name
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	HOL Holiday Pay	3*****	*****
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	1,118.38	0.00	1,118.38	HOL Holiday Pay	5*****	*****
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	HOL Holiday Pay	5*****	*****
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	HOL Holiday Pay	6*****	*****
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	HOL Holiday Pay	5*****	*****
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	HOL Holiday Pay	6*****	*****
<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	624554	801360	0000	00000	77.88	0.00	77.88	HOL Holiday Pay	4*****	*****
												3,024.74	0.00	3,024.74			

- In the **Selected Adjustment lines** section, there is a checkbox column next to the **Review** column. Use the checkbox to select the lines to be deleted.

Selected Adjustment lines

Go Rows: 50

Review All Mass Adjust Remove Lines

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Li
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	HOL Hol
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	1,118.38	0.00	1,118.38	HOL Hol
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	HOL Hol
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	HOL Hol
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	HOL Hol
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	HOL Hol
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	624554	801360	0000	00000	77.88	0.00	77.88	HOL Hol
													3,024.74	0.00	3,024.74	

1 - 8

- The checkbox at the top of the column will choose all the lines in a batch. Line removal was designed to handle 100 lines at a time. Please refrain from attempting more.

- Once the desired lines have been selected, click the Remove Lines button

Selected Adjustment lines

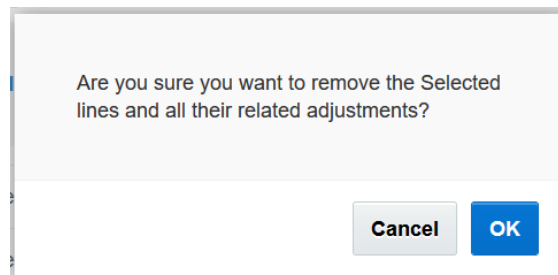
Go Rows: 50

Review All Mass Adjust Remove Lines

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Li
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	HOL Hol
<input checked="" type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	1,118.38	0.00	1,118.38	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	HOL Ho
<input checked="" type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	HOL Ho
<input type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	HOL Ho
<input checked="" type="checkbox"/>	<input type="radio"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	624554	801360	0000	00000	77.88	0.00	77.88	HOL Ho
													3,024.74	0.00	3,024.74	

1 - 8

- After selecting the Remove Lines button, a pop up will appear. Click **OK**



5. After clicking OK, scroll back down to Selected Adjustment Lines

Selected Adjustment lines

Go Rows 50

Review All Mass Adjust Remove Lines

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	324.69	0.00	324.69	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	Hi
													1,604.94	0.00	1,604.94	

1 - 5

6. If ready to submit after reviewing the batch, scroll to [Step 12](#)

7. If a line was accidentally deleted, scroll to the top of the page and click Back to Search Results

Harvard - GL Adjustment

[Download Batch](#) [Back To Search Page](#) [Back To Search Results](#) [Reset](#)

* Batch Description: GL Effective Date: Batch Status: Saved

23 of 90

Batch ID: 42057 Batch Type: Regular

Related Batch ID: Created By HUID: Updated By HUID:

File Generation Request ID: Creation Date: 22-JAN-2025 15:06:58 Update Date: 22-JAN-2025 15:07:12

8. From here, scroll down to find the line that was accidentally deleted

Total Debit Total Credit

Go Rows 100

Show Selected Back To Search Adjust Selected

1 - 100

<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	
<input checked="" type="checkbox"/>	JAN-25	2025	08-JAN-2025	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0024	00000	324.69	0.00	324.69	Hi
<input checked="" type="checkbox"/>	JAN-25	2025	08-JAN-2025	08-JAN-2025	08-JAN-2025	Pyrl Bi Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	Hi

- Once the deleted line has been found, select the line and click **Adjust Selected** to return to the GL Adjustment page

Total Debit: 1,828.48 Total Credit: 0.00

Search: [] Go Rows: 100 [v] [x] Show Selected [Back To Search] **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	
<input type="checkbox"/>	JAN-25	2025	08-JAN-2025	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	HC
<input checked="" type="checkbox"/>	JAN-25	2025	08-JAN-2025	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	HC

- Review the new line added to the batch by using the Pencil Icon

Selected Adjustment Lines

Search: [] Go Rows: 50 [v] [Review All] [Mass Adjust] [Remove Lines]

<input type="checkbox"/>	Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	33240	6070	625804	636011	0024	00000	324.69	0.00	324.69	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	33240	6070	625804	636011	0025	00000	596.90	0.00	596.90	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	33240	6070	625800	636011	0024	00000	479.30	0.00	479.30	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	33240	6070	625800	636011	0024	00000	139.15	0.00	139.15	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	32920	6070	625020	631558	0000	00000	64.90	0.00	64.90	Hi
	<input type="checkbox"/>	JAN-25	08-JAN-2025	08-JAN-2025	Pyrl BI Weekly USD	370	32920	6070	625020	631558	0000	00000	223.54	0.00	223.54	Hi
													1,828.48	0.00	1,828.48	

1 - 6

- Validate and 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.