

GL-PCR

Frequently Asked Questions

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General

Can a submitted batch be reversed?

Yes, GL-PCR batches can be reversed within the tool. Directions can be found in the *Accounting & Finance Learning Portal* under *Training Documents and Other Resources* or at Oracle Financial Systems, User Resources, [GL-PCR](#) site. Alternatively, users can use GL-PCR to individually choose and change the previously posted adjusted lines.

Can a submitted batch be deleted?

No, GL-PCR batches cannot be deleted once they have been submitted. To adjust further, wait until the resulting GL batch has been posted. On the following business day, you can use the GL-PCR tool to search for previously adjusted lines and make necessary corrections.

Can I delete an unsubmitted batch?

No, users should instead remove the lines that will no longer be adjusted, please see the *Removing a Line from a Batch* section of the GL-PCR User Guide or review the next question/answer.

How do I delete lines in an unsubmitted batch?

Each line needs to be removed individually. Locate the line(s) you wish to remove in the ***Selected Adjustments lines*** section of your GL-PCR batch. Use the scroll bar (found at the bottom of the ***Selected Adjustments lines*** section) to scroll all the way to the end of the ***Selected Adjustments lines***. Select the Trash Bin icon (found in the ***Remove*** column) of the line you wish to remove from the batch. A notification asking if you are sure that you wish to remove the line along with its related adjustments will appear. Select OK. The line and any related adjustments should now be removed. For screenshots, please see the *Removing a Line from a Batch* section of the GL-PCR User Guide.

Should I use the GL-PCR tool to submit an accrual journal?

No, the GL-PCR tool must not be used to submit an accrual journal.

Can the GL-PCR tool be used to make non-salary adjustments?

Yes, the GL-PCR tool can be used to make non-salary adjustments. However, only object codes 6000-8999 are available in the GL-PCR system and the Descriptive Flexfields (DFFs) have only been mapped for Payroll object codes at this time. See the "Payroll" section of [Object Codes and Associated DFFs](#) document for the exact object codes which are mapped.

Why am I unable to select the lines I would like to adjust?

If the checkbox to select the line is grayed out, it is already part of an existing batch. That batch may be in-process or submitted. To find the Batch that line currently belongs to, hover the cursor on the checkbox.

Can the same line be adjusted more than once?

Once a line has been adjusted it is unavailable for future adjustments. However, if the GL-PCR batch has been reversed in the tool, the line will become available for re-selection.

How can I find the GL journal that was created by my GL-PCR batch?

Journals created via GL-PCR follow a naming convention of: [batch number] GLJE010-ADJ Entries A [File Generation Request ID]. An example of this is: 40707 GLJE010-ADJ Entries A 57436819.

What is the source for adjustments entering via the GL-PCR?

GLJE010-ADJ Entries

Where can I find the File Generation Request ID?

The File Generation Request ID is located in the batch’s header.

Where can I find batch number?

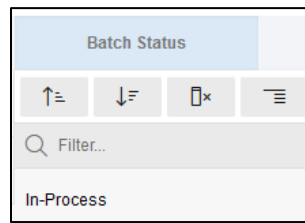
The batch number is in the batch’s header.

If GL-PCR is considered a feed, when does it become a GL journal?

When the user submits the GL-PCR journal, a File Generation Request ID is added to the batch’s header and the system sends the journal over to Oracle GL. The number corresponding with the Oracle Request ID is found in Oracle forms on the submitter’s menu bar > View > Requests > All My Requests > Find. That Request ID job creates the GL Feed and places it in the queue to be processed in Oracle. GL Feeds are processed/imported every 30 minutes, on the half-hour, from 7 AM through 5 PM every day, 7 days a week. If the GL-PCR journal feed imports successfully, it becomes a journal in the GL.

How can I find if I have any “In-Process” GL-PCR batch?

In GL-PCR, on the *Search Adjustment Batches* tab, put your HUID in the *Created By* field, then click *Search Batch* button. When the results appear, click on the *Batch Status* header and use the filter to see only *In-Process*.



Can I use special characters in my batch description?

Yes, see chart below:

Allowed	~ ! @ # \$ % ^ & * () _ + : " < > ? ` - = [] \ ; , .
Not Allowed	` \ ' ` { }

The not allowed characters include the backtick ` the backslash \ the single quote ‘ the upside down question mark ¿ the open and close brace { }. Please note the backtick can be found under the tilde ~.

For **line description** all characters are allowed (both the allowed and not allowed list can be used).

Be mindful that special characters can parse data when exporting reports.

Why can’t I find lines (that are visible in the GL) in the GL-PCR?

There are two possible issues...

1. A chart value within the COA is disabled. To check if the COA is inactive, use the Chart of Accounts Validator.
2. Your security access does not allow you to view the lines, review how GL-PCR Security works near the end of this document.

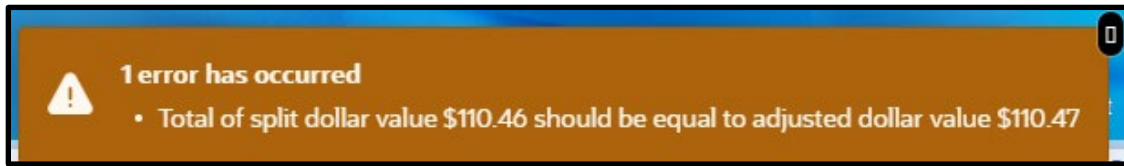
What is a GL-PCR Standard Adjustment?

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

What is a GL-PCR Mass Adjustment?

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

Why am I receiving a split dollar value error when creating a Mass Adjustment? For example:



A split dollar balancing error occurs when an entry is not balanced. To balance the adjustment, please see the *Balancing a Mass Adjustment – Split Dollar Error* section of the GL-PCR User Guide.

Why am I receiving a combination of the below listed errors?

- ORA-20999: Error fetching posting start and end date
- ORA-20999: Error in procedure HUGL_JRNL_ADJ.submit_batch_conc_request
- ORA-20999: Error while validating user adjustments
- ORA-01422: exact fetch returns more than requested number of rows

These errors occur when the "Add COA" button is not selected prior to the selection of the Mass Adjust button. Please follow the instructions in the *GL-PCR Mass Adjustments* section of the GL-PCR User Guide.

Error: "You cannot change object code for this transaction" and how do I bypass it?

You are receiving this error because the COA that you are adjusting contains a payroll object code and you have entered a value in the object code field. Payroll object codes may not be altered as this would reclass the employee and have unexpected tax effects. To make payroll object code changes, coordination with your Central finance team is necessary. If you receive this error from within a Mass Adjustment, leave the object field blank when adjusting the COA. This helps to avoid errors because only COA values that will be different from the original COA's value must be entered. And if you are receiving this error from within a single adjustment, return the object code to the original value.

Unable to Download Batch? Error: "ORA-20000: Issue calling Main AOP Service, ORA-29273: HTTP request failed"

This error occurs because the operation that powers the download file only runs from 7:30AM to 5:30PM.

Error: "ORA-20999: Error while validating user adjustments | ORA-01422: exact fetch returns more than requested number of rows"

There are two possible reasons...either the *Add COA* button was not selected, or the *Add COA* button was selected and the *Mass Adjust* button was selected prior to the system generating the COA.

To resolve this, re-enter the Mass Adjust feature, add the COA, confirm that the COA was generated prior to selecting the *Mass Adjust* button.

Why am I only seeing reversal lines after applying a Mass Adjustment?

The *Add COA* button was not selected prior to your selection of the *Mass Adjust* button. Please follow the instructions in the *GL-PCR Mass Adjustments* section of the GL-PCR User Guide.

Why am I unable to make changes to the highlighted lines in my adjustment?

The highlighted lines are the original lines being reversed. For these original lines, the only data that may be edited is the Line Description. Data changes to these lines are limited as these are automatically created by the GL-PCR tool to ensure that the original entry is reversed.

What is the process for completing an intertub batch?

An individual who has the appropriate security to see the original transaction would search for, select, adjust, and then save the line(s) to a batch. Anyone with Intertub oracle access can then find and submit the batch.

How can I find my authorized requestor?

To find your authorized requestor please see the *Financial Authorized Requestor List* document available [here](#).

Why can I not use the Mass Adjustment for adjusting an intertub batch?

Some user's security level may prohibit the use of the Mass Adjustment form. The Mass Adjustment screen does a security check within that form. The Standard Adjustment screen does the security check when the "Validate" or "Submit Batch" button is clicked.

What must I do if I have submitted an ADI to post a payroll adjustment?

Please review the [GL-PCR Decision Chart](#) to see if it was allowed. If the adjustment was required to go through GL-PCR, then reverse the ADI and do the adjustment using GL-PCR.

Can GL-PCR entries be posted during the 2nd close each quarter?

The 2nd GL close each quarter is for the Office of the Controller. Any GL-PCR entries should be reviewed by them prior to submitting the batch. If a batch is submitted without their approval, it will not be posted and eventually will be deleted in 45 days via an automated program.

Why am I unable to remove the sub-activity field from my search?

During high congestion, removing the sub-activity is slow or not possible at all. The clear button (found in the bottom right corner of the search) can be used to get around this and all the fields must then be re-filled.

Why can't I do a GL-PCR journal adjustment to object codes 6052, 6072, 6205, or 6207?

The Vacation Reimbursement Allocation Object codes 6052, 6072, 6205, and 6207 are not to be journaled directly because they are part of a custom allocation for the Controller's Office. The custom Vacation Reimbursement Allocation offsets the charge in 6054, 6074, 6206, 6208 respectively. This results in a zero charge to the Tub and then the Central Vacation Fund is charged. Therefore, object codes 6052, 6072, 6205, and 6207 should not be adjusted by the user. The exception to this is if a chart segment is being disabled. For disabling chart segments an ADI or manual journal should be used to clear out the disabled value.

Can a submitted GL-PCR batch be voided on the same day before 6 PM?

The GL-PCR sends a system journal feed over to the General Ledger. When it gets to the General Ledger it is "frozen". Meaning no one can make a manual change to it. This is a normal procedure for items going system-to-system, so they stay in sync. Therefore, a GL-PCR journal cannot be voided/removed after it is submitted. The user would have to wait for the data to come back into GL-PCR the next day and reverse/adjust it.

Fringe

How is fringe handled in a GL-PCR reversal batch?

The reversal takes what is in the original journal and switches the debits/credits around.

- If the original journal had fringe lines in the batch, it would be reversed at the same rate since it is switching those debits/credits around.
- If the original journal bypassed the fringe, no fringe would be reversed.

- If the original journal used the nightly fringe allocation to calculate the fringe, the reversal would also calculate fringe in the nightly allocation. Please note, if the original journal is from the prior fiscal year (PFY), fringe would be calculated at the (incorrect) current year rate. For PFY which used the nightly fringe allocation, it is recommended to query for the adjusted lines (including fringe lines) and “manually” reverse (re-adjust) them in GL-PCR so the fringe would be at the correct rate.

How does fringe work for a GL-PCR adjustment that is in the [current](#) fiscal year?

Fringe may be calculated by selecting YES in the *Calculate Fringe (Current Year)* toggle. Current fiscal year fringe lines will not appear within the GL-PCR as they will be calculated by the nightly GL fringe allocation.

How does fringe work for a GL-PCR adjustment that is in the [prior](#) fiscal year?

Fringe is not automatically calculated. Fringe can be calculated by using the *Calculate Fringe* button. Prior fiscal year fringe lines will appear within the GL-PCR. Note: for the Vacation Fringe and Vacation Reimbursement to be properly auto calculated, do not bypass the fringe.

Can I calculate fringe in a GL-PCR Mass Adjustment?

Yes, fringe will be calculated by default. If the fringe calculation is unneeded, select NO in the *Calculate Fringe* toggles.

How do I get the Vacation Reimbursement to calculate?

For a current fiscal year (CFY) adjustment, create the adjustment in GL-PCR without bypassing the fringe. For a prior fiscal year (PFY) adjustment, GL-PCR will not adjust the Vacation Reimbursement. The GL-PCR tool only does fringe calculations. If there are any questions, please contact your FAR representative.

Why is the calculate fringe button not working on some of my payroll transactions?

The calculate fringe button appears for the range of payroll object codes, but not all object codes have fringe. The system is referencing the Transaction Type, “Payroll” or “Other” in the GL-PCR to determine the button’s appearance. In FY23 and FY24, a couple of payroll object codes that do not carry fringe are 6110, 6140.

Security

How does security work when searching for lines?

When searching in GL-PCR, the oracle security is considered first. Then the tool looks at the user’s HART security access to narrow down the results to those permitted by both oracle and HART.

How does security work when adjusting an individual line within a batch?

When entering the coding for an adjusted line, security is not considered. This allows for intertub entries.

How does security work when adjusting lines with the Mass Adjust feature?

When entering the coding for an adjusted line, oracle security is considered. Entries must be coded by a team member with security access to the coding to be added.

How does the security work when submitting a batch?

GL-PCR considers the users Oracle security when submitting a batch.

Reclassification

What is the purpose of the GL-PCR Reclassification?

To move a specific amount of an employee's salary expense to other coding.

Can a user save a batch in the GL-PCR Reclassification?

Yes, the batch can be saved. Saving a batch allows users to review in the same manner as other GL-PCR journals.

When choosing a month in the GL-PCR Reclassification, will it always use the first pay period?

Yes, the user can choose any available month to reclass, however the tool will always start with the first pay period of that month.

When using the GL-PCR Reclassification, what is the impact on fringe?

The amount put into the "Transfer Amount" field does not include fringe.

Users have the option of adding fringe as an additional amount above the transfer amount by selecting Calculate Fringe "Yes". If users do not wish to reclassify the fringe, you may select Calculate Fringe "No".

Is entering a HUID required for using the GL-PCR Reclassification?

Yes, HUID is required.

HART Reporting

What is the latest time I can submit a journal and have it visible in HART the next day?

The cutoff time for a batch to be submitted in the GL-PCR and appear in HART the next is 4:30PM. Users should keep in mind, there is higher volume at the end of the month/year of GL Feeds being submitted which may affect processing times. GL Feeds are processed in the order they are received.

How does a user see GL-PCR Journals in the Journals General report in HART?

In the HART Journals General report, the Journal Source (GLJE010-ADJ Entries) can be added to the list of Journal Sources manually.

When reviewing GL-PCR journals in HART, is there a way to show/ filter by who created the GL-PCR journal?

Since the GL-PCR is a GL Feed, the *Created By* is the Oracle system. Users would need to look up the batch number in GL-PCR to see who created the GL-PCR journal. The *Created By* data does not exist outside the GL-PCR system.

On July 1st how does HART reporting change (prior fiscal year vs current year)?

HART changes fiscal years on July 1st. When looking for June transactions after July 1st, reports should use "Prior Fiscal Year". If "Current Fiscal Year" is used, the report will reflect from July 1st to the current date. The Detail Listing does provide a field for "Closing Selection" which is updated to pinpoint the year end close dates.