

GL-PCR Funding Change Reclassification

Purpose

Use this procedure to move transactions to a different fund value on payroll entries when there is a known amount to move. The simple funding reclassification is completed by adding the proper tubs, orgs, and periods within a fund to reclass with a HUID.

Trigger

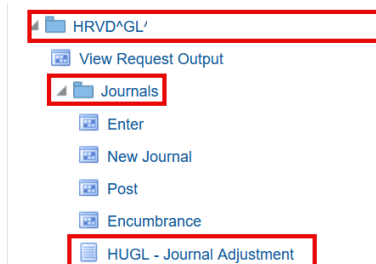
- A specific amount of an employee’s salary need to be moved to a different fund
- A specific amount plus the fringe amount of an employee’s salary and fringe need to be moved to a different fund

Prerequisite

- Preparer **MUST** have access to GL-PCR salaries in order to use the Funding Change Reclassification

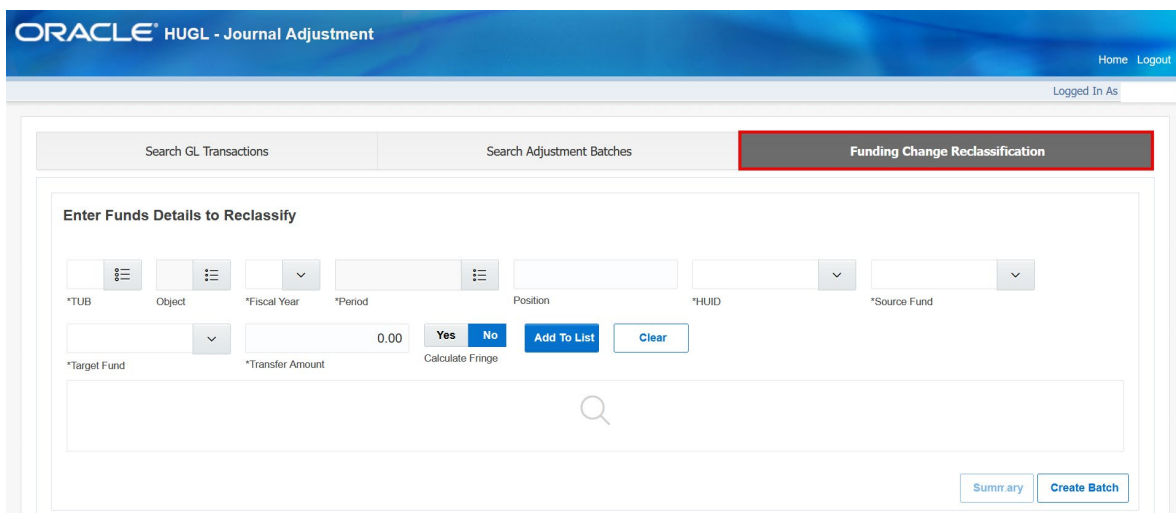
Procedure

1. First open Oracle, then select your General Ledger responsibility HRVD^GL^... > Journals >HUGL Adjustment



- **Note:** When moving a federal award expense, it is **MANDATORY** to follow the Cost Transfer Policy

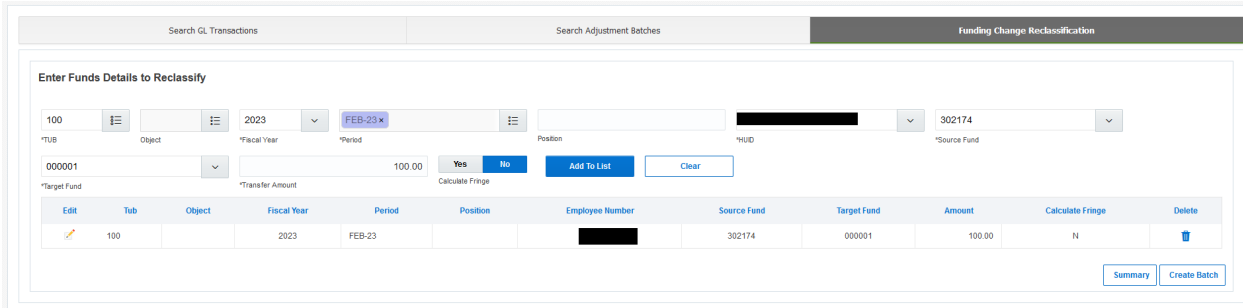
2. Once the HUGL Journal Adjustment page appears select the **Funding Change Reclassification** tab



3. When using the tool, the **mandatory fields** that must be filled out include:

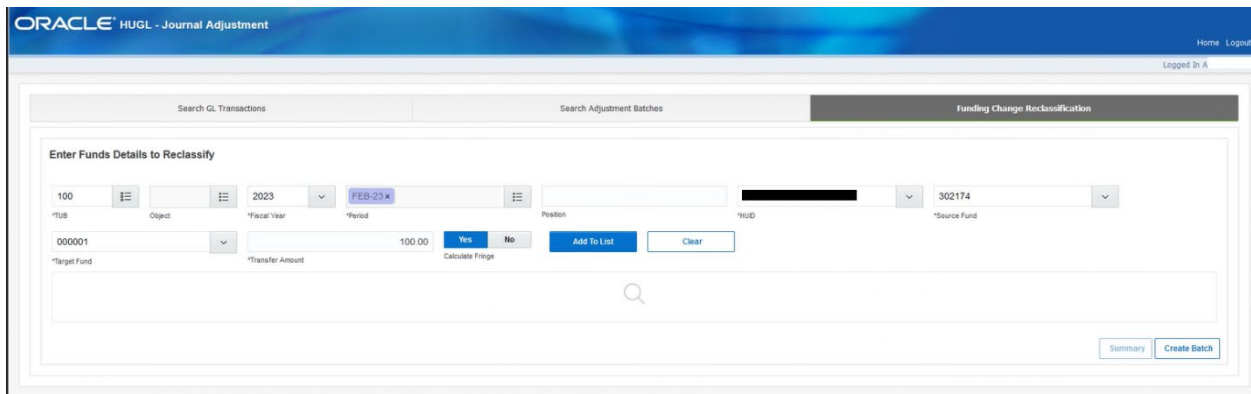
- Tub
 - Multiple tubs can be chosen
- Fiscal Year
- Period
 - Multiple periods can be chosen
- HUID
 - Multiple users can be added to the list by querying one at a time

4. Once the mandatory fields have been filled out, select **Add To List**



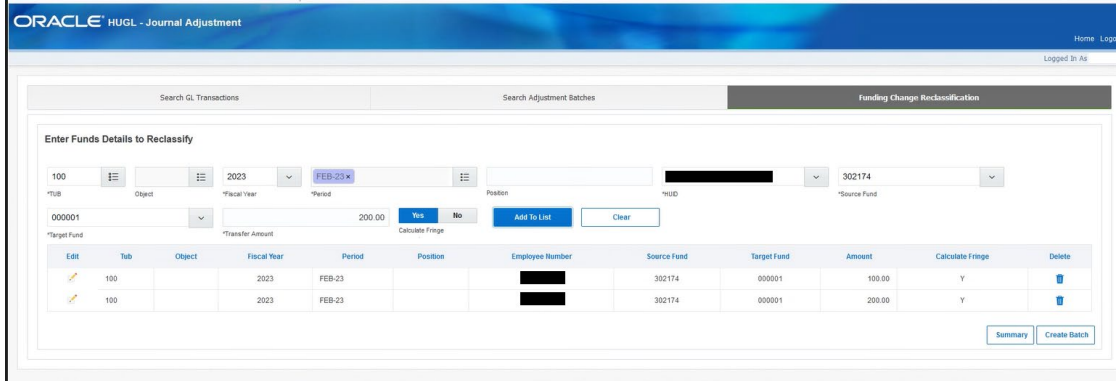
Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23			302174	000001	100.00	N	

- The Source Fund is where the funds are originally located, and the Target Fund is where the new transfer amount will be relocated
- The default of **Calculate Fringe** is **No**
- Add additional employees by filling out the data points again and “Add to List” until complete
 - Note: 10 lines is the **highly recommended** maximum lines that should be added



Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
------	-----	--------	-------------	--------	----------	-----------------	-------------	-------------	--------	------------------	--------

5. To add fringe, select **Yes** for **Calculate Fringe**



ORACLE HUGL - Journal Adjustment

Search GL Transactions Search Adjustment Batches Funding Change Reclassification

Enter Funds Details to Reclassify

100 2023 FEB-23 302174

*TUB Object *Fiscal Year *Period Position *UID *Source Fund

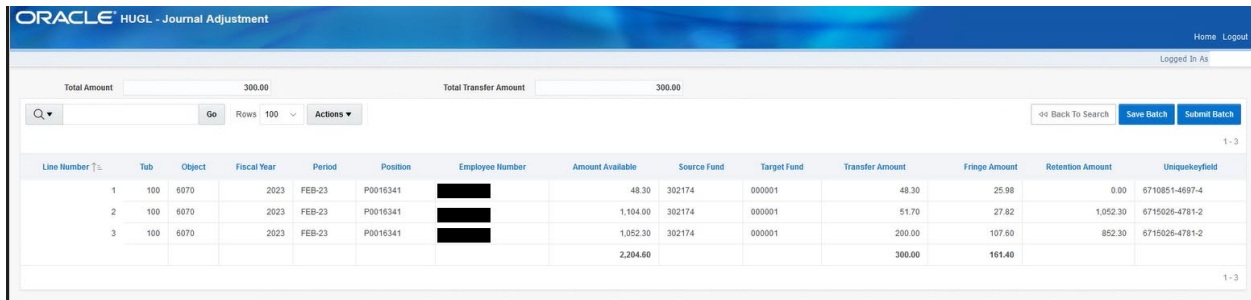
000001 200.00 Yes No Add To List Clear

*Target Fund *Transfer Amount Calculate Fringe

Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23			302174	000001	100.00	Y	
	100		2023	FEB-23			302174	000001	200.00	Y	

Summary Create Batch

- Resulting screen if Calculate Fringe = Yes, note the Calculate Fringe column value = Y



ORACLE HUGL - Journal Adjustment

Total Amount 300.00 Total Transfer Amount 300.00

Rows 100 Actions

Back To Search Save Batch Submit Batch

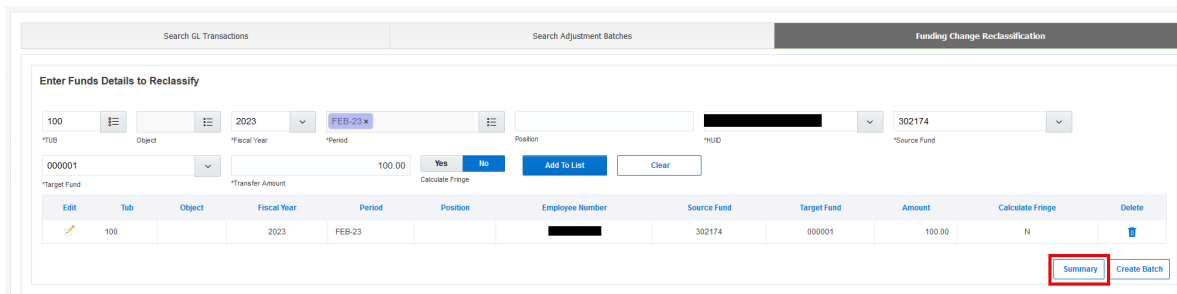
Line Number	Tub	Object	Fiscal Year	Period	Position	Employee Number	Amount Available	Source Fund	Target Fund	Transfer Amount	Fringe Amount	Retention Amount	Uniquekeyfield
1	100	6070	2023	FEB-23	P0016341		48.30	302174	000001	48.30	25.98	0.00	6710851-4697-4
2	100	6070	2023	FEB-23	P0016341		1,104.00	302174	000001	51.70	27.82	1,052.30	6715026-4781-2
3	100	6070	2023	FEB-23	P0016341		1,052.30	302174	000001	200.00	107.80	852.30	6715026-4781-2
							2,204.60			300.00	161.40		

- The **Fringe Amount** column will show the calculated fringe if Calculate Fringe is Yes.

6. If there are edits to be made in any line, select the pencil icon under in the **Edit** column. To remove a line, select the trash icon in the **Delete** column.

Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23			000000	000001	100.00	N	

7. Once the lines have been entered, if desired, select **Summary** to view debit/credit amounts by fund value.



ORACLE HUGL - Journal Adjustment

Search GL Transactions Search Adjustment Batches Funding Change Reclassification

Enter Funds Details to Reclassify

100 2023 FEB-23 302174

*TUB Object *Fiscal Year *Period Position *UID *Source Fund

000001 100.00 Yes No Add To List Clear

*Target Fund *Transfer Amount Calculate Fringe

Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23			302174	000001	100.00	N	

Summary Create Batch

Fund	Debit Amount	Credit Amount
302174	100.00	0.00
000001	0.00	100.00
	100.00	100.00
		1 - 2

- 8. When the batch is as desired, select **Create Batch**. The system will then create the GL-PCR batch. *Note, there may be a slight delay while this occurs since checks are being performed.*

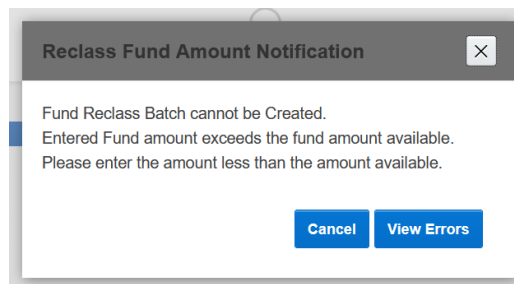
Enter Funds Details to Reclassify

*TUB: 100, *Fiscal Year: 2023, *Period: FEB-23, *Source Fund: 302174, *Target Fund: 000001, *Transfer Amount: 100.00

Edit	Tub	Object	Fiscal Year	Period	Position	Employee Number	Source Fund	Target Fund	Amount	Calculate Fringe	Delete
	100		2023	FEB-23			302174	000001	100.00	N	

Buttons: Summary, **Create Batch**

- When completing a **Transfer Amount** in Funding Change Reclassification, if the entered amount exceeds the fund amount available, a notification will appear.



- Clicking on **View Errors** pops up another screen with the detail of the error.

Reclass Funds Validation Report

HUID	Object	Position Number	Period	Source Fund	Amount Entered	Amount Available
			FEB-23	000000	100.00	0.00

Buttons: Close

- Review the **Amount Entered** and the **Amount Available** then click close
- Note, if no transfer amount was entered the Reclass Funds Validation Report will be blank.
- Make the proper edits on the selection screen then click **Create Batch** again.

9. If there are no errors found, a new screen with the transfer amounts will appear for **review**

The screenshot shows the Oracle HUGL - Journal Adjustment interface. At the top, there are fields for 'Total Amount' (100.00) and 'Total Transfer Amount' (100.00). Below these are search and action buttons: 'Go', 'Rows: 100', 'Actions', 'Back To Search', 'Save Batch', and 'Submit Batch'. The main part of the screen is a table with the following columns: Line Number, Tab, Object, Fiscal Year, Period, Position, Employee Number, Amount Available, Source Fund, Target Fund, Transfer Amount, Fringe Amount, Retention Amount, and Uniquekeyfield. The table contains two rows of data.

Line Number	Tab	Object	Fiscal Year	Period	Position	Employee Number	Amount Available	Source Fund	Target Fund	Transfer Amount	Fringe Amount	Retention Amount	Uniquekeyfield
1	100	6070	2023	FEB-23	P0016341	[REDACTED]	32.20	302174	000001	32.20	0.00	0.00	6710851-4697-2
2	100	6070	2023	FEB-23	P0016341	[REDACTED]	434.70	302174	000001	67.80	0.00	366.90	6710851-4697-3
							466.90			100.00	0.00		

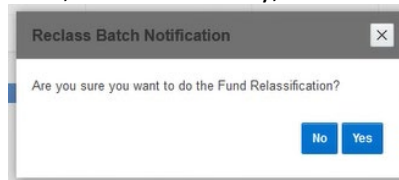
- Users should review all data on the screen, especially Transfer and Fringe Amounts.

10. At this point, users can **either** Save Batch **or** Submit Batch.

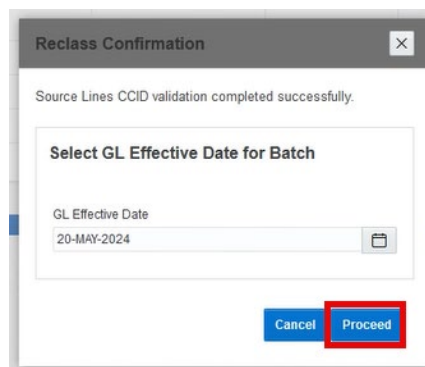
Selecting Save Batch allows other users to review the current batch before submission.

For either choice, two pop-ups will appear:

- One asking are you sure, click Yes if ready, no to return to the selection screen.



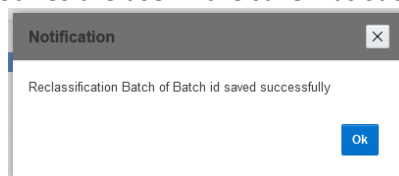
- Two, asking to select the GL Effective Date, which must be in an open accounting period, then select Proceed



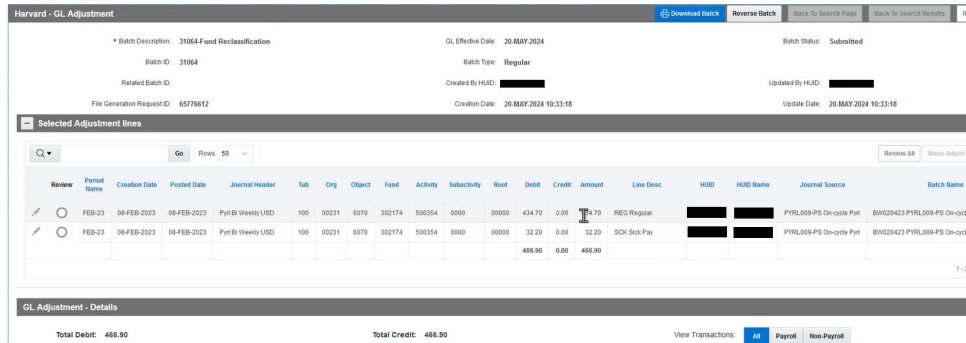
- For **Save Batch**, continue to **STEP 11**
- For **Submit Batch**, go to **STEP 15**

11. **Save Batch** creates the batch in GL-PCR

- The system then notifies the user if the save was successful, Click Ok

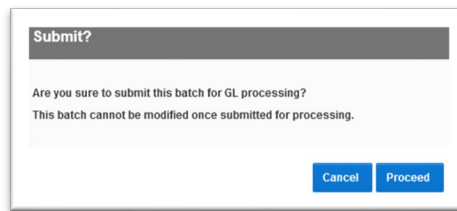


12. The GL-PCR “Harvard – GL Adjustment” page will appear once the batch has been created

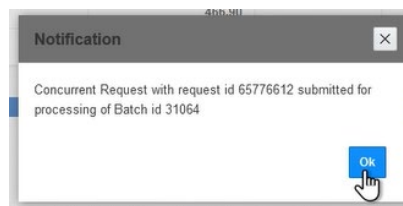


13. Note the Batch ID number (in the upper left hand side) for the reviewer. The preparer of the adjustment should manually notify the reviewer at this point. The reviewer would continue with the next steps to submit the batch.

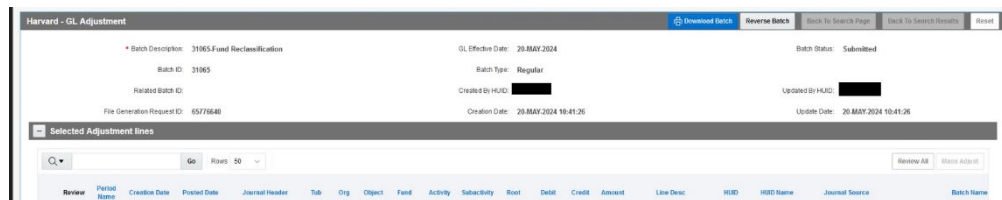
14. When the reviewer clicks **Submit Batch** a decision pop-up appears, if ready click **Proceed**.



15. **Submit Batch** sends the journal to the General Ledger for processing. The **system** then notifies the user about the Concurrent Request submitted, Click Ok



16. The GL Adjustment page should appear with the batch status as Submitted.



Questions?

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