

GL-PCR View Summary

Purpose

This document aims to show the new View Summary Tool functionality within GL-PCR.

Prerequisites

A GL-PCR journal adjustment has been created and can be viewed.

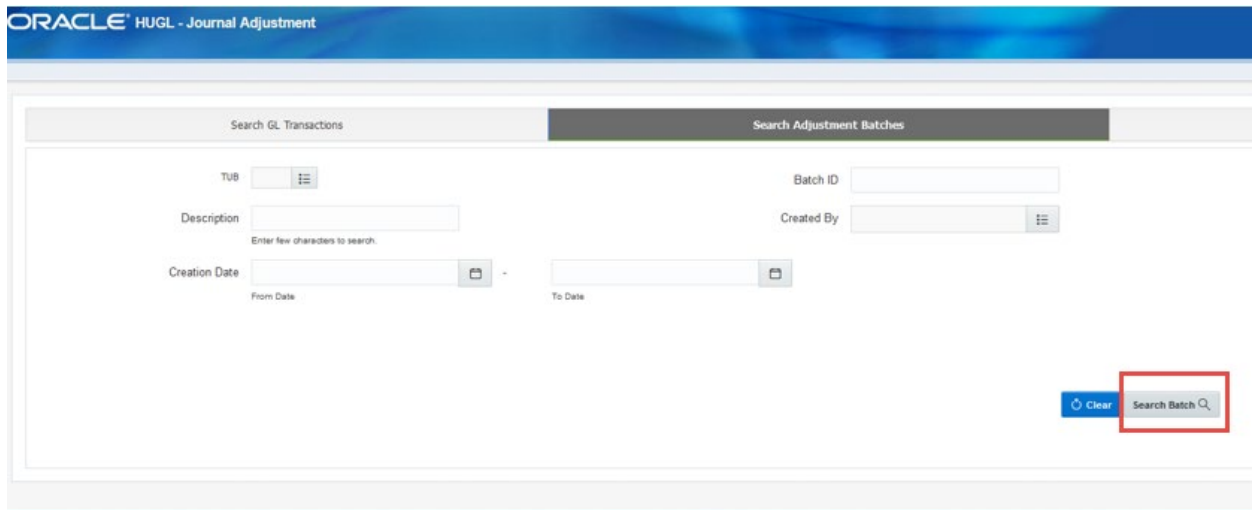
Procedure

1. Open Oracle, then select a General Ledger responsibility HRVD^GL^... > Journals > HUGL Adjustment

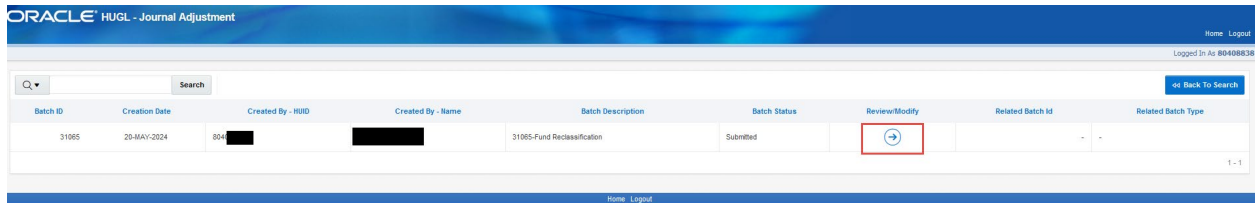



2. The **HUGL - Journal Adjustment** page appears.

On the **Search Adjustment Batches** tab, find a GL-PCR batch by searching or opening one of Your Recent Batches.

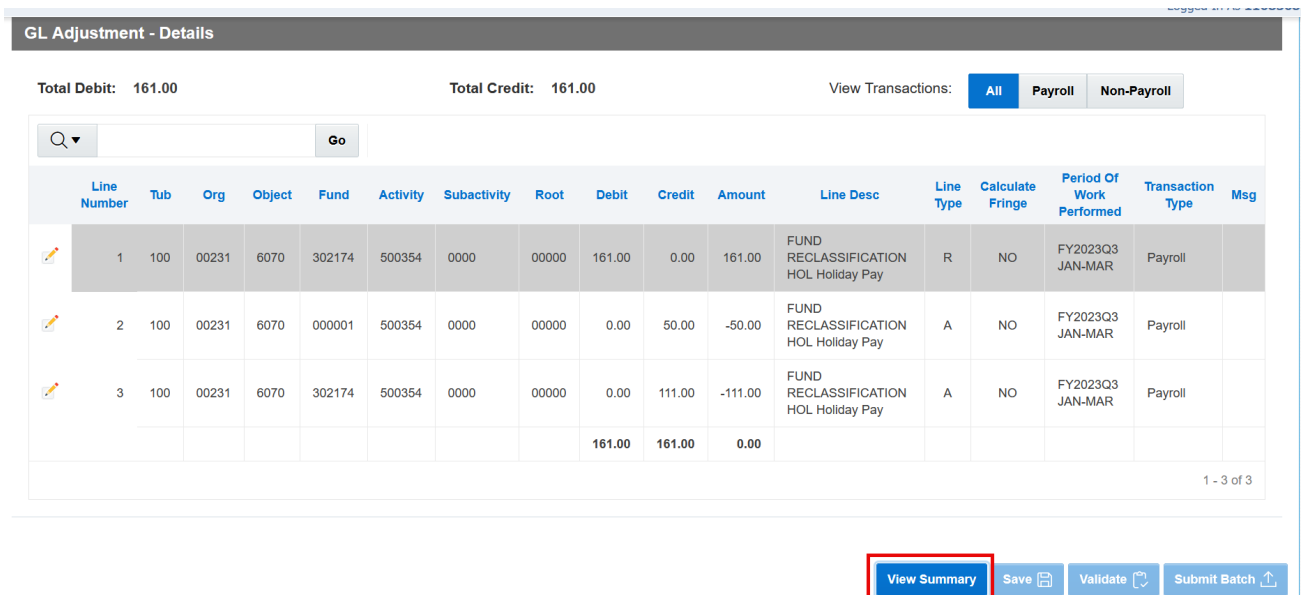


3. Click **Review/Modify** on the journal line.



Batch ID	Creation Date	Created By - HUD	Created By - Name	Batch Description	Batch Status	Review/Modify	Related Batch Id	Related Batch Type
31065	20-MAY-2024	804		31065-Fund Reclassification	Submitted		-	-

4. Scroll down to the bottom of the HUGL – Journal Adjustment page and select **View Summary**



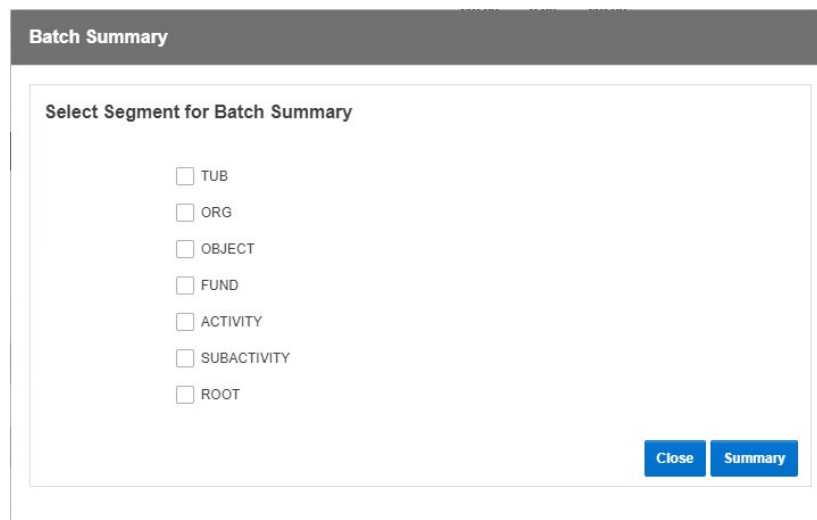
Total Debit: 161.00 Total Credit: 161.00 View Transactions: **All** Payroll Non-Payroll

Line Number	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	Line Type	Calculate Fringe	Period Of Work Performed	Transaction Type	Msg
1	100	00231	6070	302174	500354	0000	00000	161.00	0.00	161.00	FUND RECLASSIFICATION HOL Holiday Pay	R	NO	FY2023Q3 JAN-MAR	Payroll	
2	100	00231	6070	000001	500354	0000	00000	0.00	50.00	-50.00	FUND RECLASSIFICATION HOL Holiday Pay	A	NO	FY2023Q3 JAN-MAR	Payroll	
3	100	00231	6070	302174	500354	0000	00000	0.00	111.00	-111.00	FUND RECLASSIFICATION HOL Holiday Pay	A	NO	FY2023Q3 JAN-MAR	Payroll	
								161.00	161.00	0.00						

1 - 3 of 3

View Summary
Save
Validate
Submit Batch

5. The Batch Summar pop-up will appear to choose the chart segment(s) to view



Batch Summary

Select Segment for Batch Summary

TUB

ORG

OBJECT

FUND

ACTIVITY

SUBACTIVITY

ROOT

Close
Summary

6. Click on the box(es) to choose the segment(s), then click **Summary**

Batch Summary

Select Segment for Batch Summary

TUB

ORG

OBJECT

FUND

ACTIVITY

SUBACTIVITY

ROOT

Close
Summary

7. The desired segment(s) total credit / debit amount will be shown:

This example is for Activity:

Adjusted Batch Summary

Close

Summary Report

ACTIVITY ↑	DEBIT AMOUNT	CREDIT AMOUNT
550001	0	210
551753	210	0

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1 - 2

- If desired, the user can choose to review other chart segments. To do that click **Close**, then **choose** the desired segment(s), click **Summary**. The example below shows Fund / Activity.

Batch Summary

Select Segment for Batch Summary

TUB

ORG

OBJECT

FUND

ACTIVITY

SUBACTIVITY

ROOT

Close
Summary

Adjusted Batch Summary

Close

Summary Report

FUND ↑≡	ACTIVITY	DEBIT AMOUNT	CREDIT AMOUNT
449394	550001	0	210
449394	551753	210	0

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1 - 2

- To exit the summary, click **Close**, then **Close**.
At this point, the View Summary pop-up window is closed.
The user can resume normal GL-PCR action.

Questions?

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