

GL-PCR Reclassification Enhancement

HUGL Journal Adjustment

Bonus: View Summary Updated

October 2024
Last Updated 10/21/24

Purpose

- This enhancement allows the movement of transactions to a different Chart of Accounts (COA) value including Tub, Org, Fund, Activity, and Sub-Activity on payroll entries by using a HUID
- Path: Oracle > HRVD^GL^..... responsibility > Journals > HUGL- Journal Adjustment
 - Note: Screen shots in this presentation are from a test environment and contain test data.

The screenshot displays the Oracle E-Business Suite home page. The top navigation bar includes the Oracle logo, the text 'ORACLE E-Business Suite', and icons for a star, settings, a notification bell with a '0', a user profile with the text 'Logged In', a help icon, and a power icon. The main content area is titled 'Home' and is divided into two sections: 'Navigator' and 'Messages'. The 'Navigator' section on the left contains a list of folders and reports. The folder 'HRVD^GL^HBSALL^TFO' is highlighted with a red box. Below it, the 'Reports' section is expanded, and the 'Journals' folder is also highlighted with a red box. Under 'Journals', the report 'HUGL - Journal Adjustment' is highlighted with a red box. The 'Messages' section on the right contains a message: 'The Oracle E-Business Suite currently has no planned outages' with a 'TIP' icon. Below this, it states: 'If you have questions or concerns, please contact us at ithelp@harvard.edu or call the HUIT Service Desk at 5-7777.'

Reclassification - Tab

- The tab has been re-labelled, Reclassification
 - Mandatory fields are noted by an asterisk* (Fiscal Year, Period, HUID, Source/Target Tub, Transfer Amount)

The screenshot shows the Oracle HUGL Journal Adjustment interface, specifically the Reclassification tab. The page header includes the Oracle logo and 'HUGL - Journal Adjustment' on the left, and 'Home Logout' and 'Logged In As' on the right. Below the header is a navigation bar with three tabs: 'Search GL Transactions', 'Search Adjustment Batches', and 'Reclassification' (which is the active tab). The main content area is titled 'Enter Details to Reclassify' and contains a form with the following fields:

- Object (with a list icon)
- *Fiscal Year (dropdown menu)
- *Period (with a list icon)
- Position (with a dropdown menu)
- *HUID (with a dropdown menu)
- *Source TUB (dropdown menu)
- *Target TUB (dropdown menu)
- Source Org (dropdown menu)
- Target Org (dropdown menu)
- Source Fund (dropdown menu)
- Target Fund (dropdown menu)
- Source Activity (dropdown menu)
- Target Activity (dropdown menu)
- Source SubActivity (dropdown menu)
- Target SubActivity (dropdown menu)

At the bottom of the form, there is a field for '*Transfer Amount' with the value '0.00', a 'Calculate Fringe' section with 'Yes' and 'No' radio buttons, and two buttons: 'Add To List' and 'Clear'. A search icon is located at the bottom center of the form area. A 'Create Batch' button is located at the bottom right of the page.

Reclassification - Source and Target Fields

- In the red outline below, one set of the four fields is mandatory (Source/Target Org, Fund, Activity, SubActivity)
- Source and Target TUB are mandatory, fields are below outlined in a yellow box

ORACLE[®] HUGL - Journal Adjustment

Home Logout

Logged In As

Search GL Transactions Search Adjustment Batches **Reclassification**

Enter Details to Reclassify

6050 x 2025 AUG-24 x

Object *Fiscal Year *Period Position *HUD

*Source TUB *Target TUB

Source Org Target Org

Source Fund Target Fund

Source Activity Target Activity

Source SubActivity Target SubActivity

50.00 *Transfer Amount Yes No Calculate Fringe Add To List Clear

Create Batch

Reclassification - Example

- This example shows the Reclassification form filled in for the Activity field
 - Fiscal Year, Period, HUID, Source/Target Tub, Transfer Amount are required fields
- Ranges can be chosen for each source and target field

The screenshot displays the Oracle HUGL - Journal Adjustment Reclassification form. The page header includes the Oracle logo and 'HUGL - Journal Adjustment' on the left, and 'Home Logout' and 'Logged In As' on the right. Below the header are three tabs: 'Search GL Transactions', 'Search Adjustment Batches', and 'Reclassification', with the latter being the active tab. The main form area is titled 'Enter Details to Reclassify' and contains several input fields and buttons. The fields are arranged in two columns. The first column includes 'Object' (6070 x), '*Fiscal Year' (2025), '*Source TUB' (370), 'Source Org', 'Source Fund' (636011), 'Source Activity', and 'Source SubActivity'. The second column includes '*Period' (AUG-24 x), 'Position', '*Target TUB' (370), 'Target Org', 'Target Fund', 'Target Activity' (000001), and 'Target SubActivity'. At the bottom, there is a '*Transfer Amount' field with the value 10.00, a 'Calculate Fringe' section with 'Yes' and 'No' buttons, and 'Add To List' and 'Clear' buttons. A search icon is located at the bottom center, and a 'Create Batch' button is at the bottom right.

Reclassification – Transfer Amount

- Transfer Amount is located near the bottom, shown below in a red box
 - The Transfer Amount does not include fringe (see next slide for more information on fringe)

ORACLE HUGL - Journal Adjustment

Home Logout

Logged In As [REDACTED]

Search GL Transactions Search Adjustment Batches **Reclassification**

Enter Details to Reclassify

6070 x 2025 AUG-24 x [REDACTED]

Object *Fiscal Year *Period Position *HUD

370 370

*Source TUB *Target TUB

Source Org Target Org

Source Fund Target Fund

636011 000001

Source Activity Target Activity

Source SubActivity Target SubActivity

10.00

*Transfer Amount

Yes No Add To List Clear

Calculate Fringe

Create Batch

Reclassification – Calculate Fringe

- The Calculate Fringe toggle button defaults to Yes
 - Fringe is always calculated inside GL-PCR, it does not use the nightly Oracle allocation
 - Fringe will be an added amount to the Transfer Amount that is not visibly shown in this process
 - To not move Fringe, set the Calculate Fringe toggle the button to No

The screenshot displays the Oracle HUGL - Journal Adjustment interface. The top navigation bar includes the Oracle logo, the text "HUGL - Journal Adjustment", and links for "Home" and "Logout". Below the navigation bar, there are three tabs: "Search GL Transactions", "Search Adjustment Batches", and "Reclassification". The "Reclassification" tab is active. The main form area is titled "Enter Details to Reclassify" and contains several input fields and dropdown menus. The fields are organized into two columns: "Source" and "Target". The "Source" column includes fields for Object (6070), Fiscal Year (2025), Source TUB (370), Source Org, Source Fund (636011), and Source SubActivity. The "Target" column includes fields for Period (AUG-24), Position, Target TUB (370), Target Org, Target Fund (000001), and Target SubActivity. At the bottom of the form, there is a field for "Transfer Amount" with the value "10.00". To the right of this field is a "Calculate Fringe" toggle button with "Yes" and "No" options. The "Yes" option is selected and highlighted with a red box. To the right of the toggle are "Add To List" and "Clear" buttons. At the bottom right of the form, there is a "Create Batch" button.

Reclassification – Create Batch

- Once all desired fields have been selected or filled in, select the "Add to List" button. This will create a line at the bottom.
 - The line can be edited using the pencil icon under the Edit column or deleted using the trash can in the Delete column.
 - To create more than one line, fill out the fields as shown earlier and select Add to List button again
- Once all lines have been added and reviewed, select the Create Batch button below

ORACLE HUGL - Journal Adjustment

Home Logout

Logged In As [REDACTED]

Search GL Transactions Search Adjustment Batches **Reclassification**

Enter Details to Reclassify

Object: 6050 x Fiscal Year: 2025 Period: AUG-24 x Position: TUB: [REDACTED]

Source TUB: 370 Target TUB: 370

Source Org: Target Org:

Source Fund: Target Fund:

Source Activity: 630758 Target Activity: 001002

Source SubActivity: Target SubActivity:

Transfer Amount: 10.00 Yes No **Add To List** Clear

Calculate Fringe

Edit	Object	Fiscal Year	Period	Position	Employee Number	Tub From	Tub To	Source Org	Target Org	Source Fund	Target Fund	Source Activity	Target Activity	Source Sub Activity	Target Sub Activity	Calculate Fringe	Amount	Delete
	6052	2025	AUG-24		[REDACTED]	370	370					630758	000001			Y	10.00	
	6050	2025	AUG-24		[REDACTED]	370	370					630758	001002			Y	10.00	

Create Batch

Reclassification – Save/Submit Batch

- After selecting Create Batch, the summary batch lines are shown, if no processing error is found
- At this point, the user can choose to:
 - Save Batch
 - When clicking "Save Batch", the detail lines appear in the GL-Adjustment page
 - Allows other users to review and adjust the batch if needed before choosing to Submit Batch
 - Submit Batch
 - When clicking "Submit Batch", the batch is immediately processed
 - Allows user to see the batch fully submitted in the GL-PCR tool

ORACLE[®] HUGL - Journal Adjustment

Home Logout

Logged In As [REDACTED]

Total Amount Total Transfer Amount

Q Go Actions ▾

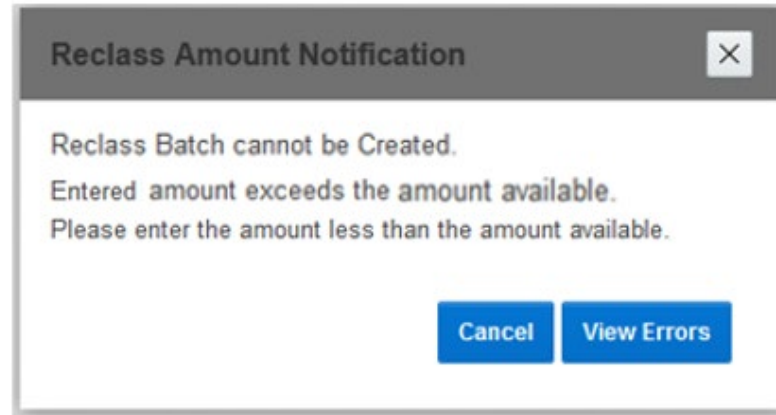
◀ Back To Search [Save Batch](#) [Submit Batch](#)

Line Number ↑	Object	Fiscal Year	Period	Position	Employee Number	Amount Available	Source Tub	Target Tub	Source Org	Target Org	Source Fund	Target Fund	Source Activity	Target Activity	Source Subactivity	Target Subactivity	Transfer Amount	Retention Amount	Uniquekeyfield
1	6050	2025	AUG-24	P0011215	7 [REDACTED]	2,038.05	125	125	04063	00116	431502	000001	511506	000001	0000	0000	50.00	1,988.05	7405029-248-4
						2,038.05											50.00		

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Reclassification – Possible Error, Transfer Amount

- If the Transfer Amount is exceeded, a notification pop up will appear:



- Select View Errors to see the line(s) with the Amount Entered and Amount Available in the Validation Report

Reclass Amount Validation Report

Actions ▾

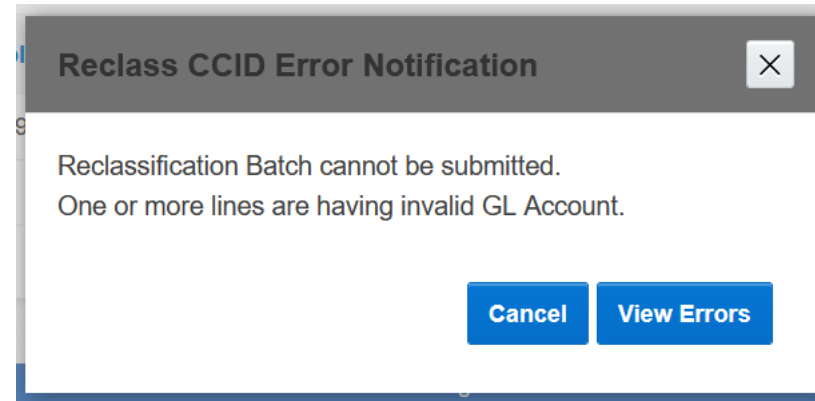
HUID	Source Tub	Source Org	Object	Source Fund	Source Activity	Source Subactivity	Position Number	Period	Amount Entered	Amount Available
7 [REDACTED]	430				657009			MAR-24	300.00	0.00

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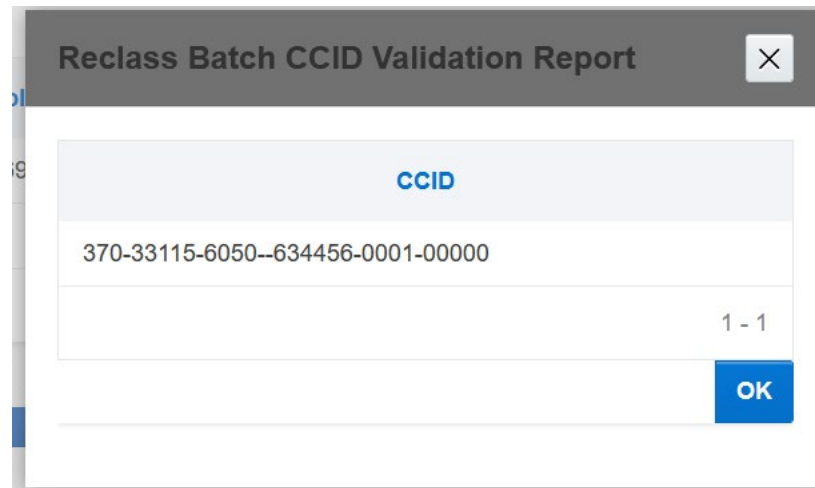
Close

Reclassification – Possible Error, Chart of Accounts

- If the batch cannot be processed due to the account coding being invalid, an error notification will appear

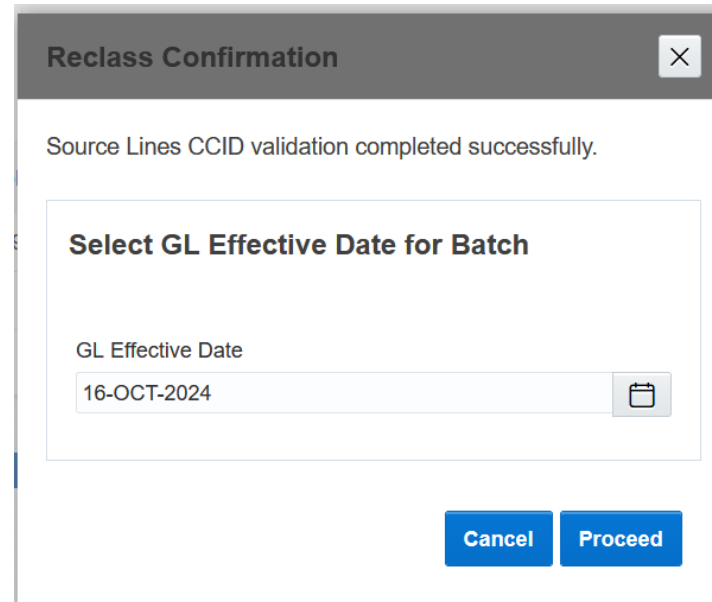


- Select View Errors to see the invalid code combination(s) in the Validation Report



Reclassification – Batch Processing

- After selecting either Save/ Submit button, three pop ups will appear:
 - Are you sure you want to do the Reclassification? No / Yes
 - Select the GL Effective Date for the Batch > Proceed



Reclass Confirmation

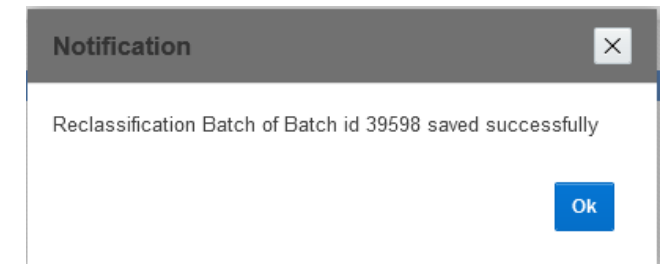
Source Lines CCID validation completed successfully.

Select GL Effective Date for Batch

GL Effective Date

16-OCT-2024

Cancel Proceed



Notification

Reclassification Batch of Batch id 39598 saved successfully

Ok

- The Batch ID number will appear in a new notification
- Clicking Ok opens the GL Adjustment page

Reclassification – GL Adjustment Page

- For a saved batch, the GL Adjustment page shows as allowing the batch to be modified/reviewed before validating and submitting

ORACLE HUGL - Journal Adjustment Home Logout

Logged In As [Redacted]

Harvard - GL Adjustment Download Batch Back To Search Page Back To Search Results Reset

Batch Description: 38363-KG-Batch Reclass-18-OCT-2024
 GL Effective Date: 18-OCT-2024
 Batch Status: Saved

Batch ID: 38363
 Batch Type: Regular
 Created By HUID: [Redacted]
 Updated By HUID: [Redacted]

Related Batch ID:
 File Generation Request ID:
 Creation Date: 18-OCT-2024 10:19:01
 Update Date: 18-OCT-2024 10:19:01

Selected Adjustment lines

Search: [] Go Rows: 50 Review All Mass Adjust

Review	Period Name	Creation Date	Posted Date	Journal Header	Tub	Org	Object	Fund	Activity	Subactivity	Root	Debit	Credit	Amount	Line Desc	HUID	HUID Name	Journal Source	Batch
	AUG-24	07-AUG-2024	07-AUG-2024	Pyrl Bi Weekly USD	125	04063	6050	431502	511506	0000	00000	2,038.05	0.00	2,038.05	REG Regular	[Redacted]	[Redacted]	PYRL009-PS On-cycle Pyrl	BW080324 PYRL009-PS
												2,038.05	0.00	2,038.05					

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GL Adjustment - Details

Total Debit: 2,891.99 Total Credit: 2,891.99 View Transactions: All Payroll Non-Payroll

Search: [] Go

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	125	04063	6050	431502	511506	0000	00000	0.00	2,038.05	-2,038.05	RECLASS TUB- 125 to 125, ORG- 04063 to 00116, FUND- 431502 to 000001, ACTIVITY- 511506 to 000001, SUBACTIVITY- 0000 to 0000 REG Regular-KG-18-OCT-2024	R	NO	FY2025Q1 JUL-SEP	Payroll	
	2	125	00116	6050	000001	000001	0000	00000	50.00	0.00	50.00	RECLASS TUB- 125 to 125, ORG- 04063 to 00116, FUND- 431502 to 000001, ACTIVITY- 511506 to 000001, SUBACTIVITY- 0000 to 0000 REG Regular-KG-18-OCT-2024	A	NO	FY2025Q1 JUL-SEP	Payroll	

- For a submitted batch, the GL Adjustment page shows as no modification allowed

Enhancement – Updated View Summary Button

- On the GL-Adjustment page, scroll down to the View Summary button
- The summary can now be selected/displayed by any desired Chart of Accounts field for review
 - This example shows Org and Activity

Batch Summary

Select Segment for Batch Summary

TUB

ORG

OBJECT

FUND

ACTIVITY

SUBACTIVITY

ROOT

[Close](#) [Summary](#)

Adjusted Batch Summary [Close](#)

Summary Report

ORG ↑≡	ACTIVITY	DEBIT AMOUNT	CREDIT AMOUNT
00116	000001	70.95	0
04063	511506	2821.04	2891.99

[Download Report](#) | [Print](#)

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Questions?

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

