

GL-PCR

Frequently Asked Questions

Version 16 – December 7, 2023

TABLE OF CONTENTS

GL-PCR Frequently Asked Questions1

General.....4

Can a submitted batch be reversed? 4

Can a submitted batch be deleted? 4

Can I delete an unsubmitted batch? 4

Should I use the GL-PCR tool to submit an accrual journal? 4

Can the GL-PCR tool be used to make non-salary adjustments? 4

Why am I unable to select the lines I would like to adjust?..... 4

Can the same line be adjusted more than once? 4

How can I find the journal that was created by my GL-PCR batch?..... 4

Where can I find the File Generation Request ID?..... 4

Where can I find batch number?..... 4

Can I use special characters in my batch description?..... 4

What is the source for adjustments entering via the GL-PCR tool?..... 5

Why can't I find lines (that are visible in the GL) in the GL-PCR tool? 5

What is a GL-PCR Standard Adjustment? 5

What is a GL-PCR Mass Adjustment? 5

Why am I receiving a split dollar value error when creating a Mass Adjustment? For example:..... 5

Why am I receiving a combination of the below listed errors? 5

Error: "You cannot change object code for this transaction" and how do I bypass it? 5

Unable to Download Batch? Error: "ORA-20000: Issue calling Main AOP Service, ORA-29273: HTTP request failed" 5

Error: "ORA-20999: Error while validating user adjustments | ORA-01422: exact fetch returns more than requested number of rows" 6

Why am I only seeing reversal lines after applying a Mass Adjustment? 6

Why am I unable to make changes to the highlighted lines in my adjustment? 6

What is the process for completing an intertub batch? 6

Why can I not use the Mass Adjustment for adjusting an intertub batch? 6

How can I find a GL-PCR batch name from within a HART report?..... 6

How can I find my authorized requestor?..... 6

What must I do if I have submitted an ADI to post a payroll adjustment?..... 6

Why is there a message stating that, "GL processing is on hold. Please do not submit any transactions for processing."?6

Can GL-PCR entries be posted during the 2nd close each quarter? 6

Why am I unable to remove the sub-activity field from my search?..... 7

What is the latest time I can submit a journal and have it visible in HART the next day?..... 7

Fringe7

How does fringe work for a standard adjustment that is in the current fiscal year? 7

How does fringe work for a standard adjustment that is in the prior fiscal year? 7

How do I get the Vacation Reimbursement to calculate? 7

Can I calculate fringe in a GL-PCR Mass Adjustment?..... 7

Why is the calculate fringe button not working on some of my payroll transactions? 7

Security7

How does security work when searching for lines?..... 7

How does security work when adjusting an individual line within a batch? 7

How does security work when adjusting lines with the Mass Adjust feature? 8

How does the security work when submitting a batch? 8

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 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 fix any mistakes that may have been created, wait until the resulting GL batch has 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.

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.

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 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: 1 GLJE010-ADJ Entries A 57436819.

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.

Can I use special characters in my batch description?

Yes, but must avoid the single quote ' and the forward-slash / and the upside down question mark ¿.

It is safe to use the following special characters: ~ ! @ # \$ % ^ & * () _ + { } | : " < > ? ` - = [] \ ; , .

Please note that the character resembling a single quote is a backtick. Keep in mind delimiters can affect report exports.

What is the source for adjustments entering via the GL-PCR tool?
GLJE010-ADJ Entries

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

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.

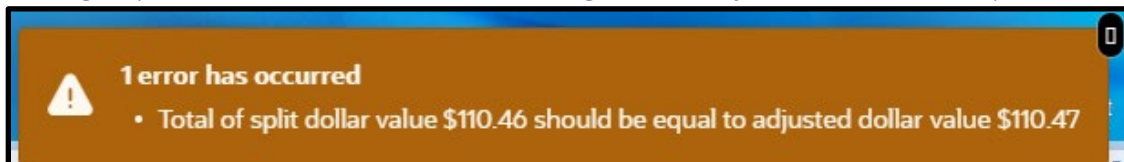
What is a GL-PCR Standard Adjustment?

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.

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.

How can I find a GL-PCR batch name from within a HART report?

You can use the journal source, “GLE010-ADJ Entries” and the batch's *Created By* HUID to find the batch name in HART.

How can I find my authorized requestor?

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

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

The ADI must be reversed, and the adjustment must then be completed via the GL-PCR.

Why is there a message stating that, “GL processing is on hold. Please do not submit any transactions for processing.”?

This is a notice informing all users that GL processing is on hold until the completion of the GL close. While the hold is active, the system allows users to save batches, but blocks batch submissions. This scheduled black-out period is consistent with other General Ledger feeds. The GL processing hold begins approximately at 4pm on the day prior to the 1st close. On quarter-end months, the hold begins approximately at 4pm on the day prior to the 2nd close.

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.

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.

Fringe

How does fringe work for a standard 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 standard 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.

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.

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.

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.