



Reversing a Submitted GL-PCR Batch

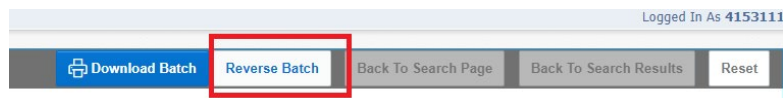
GL-PCR batches may now be reversed from within the GL-PCR tool.
Exception noted on the last page of this document.

- i** Reversing a batch will auto-generate a reversal batch which will then release the lines that were originally selected for re-selection.

How to Reverse a Batch

1. Select “HUGL – Journal Adjustment” to enter the GL-PCR tool.
2. Select the “Search Adjustment Batches” tab and enter your original batch’s batch ID.

3. Select the *Search Batch* button.
4. Open the batch from the search results by clicking on the arrow under “Review/Modify”.
5. In the top right section of the screen, select the *Reverse Batch* button.



- i** A pop-up window will appear:





- Select Yes.
- Select a GL Effective Date in an open GL period, then click *Proceed*.

Validate

Batch validation completed successfully.

Select GL Effective Date for Reversal Batch

GL Effective Date

15-FEB-2023
📅

Cancel
Proceed

- A pop-up Notification window will appear with the Request ID. Select OK.

Notification

Concurrent Request with request id 61277758 submitted for processing of Batch id 14028

Ok

- The window will navigate automatically to the submitted Reversal batch.

Harvard - GL Adjustment		
* Batch Description: REVERSAL-Correct coding on prior FY salary from F256712 to F256728	GL Effective Date: 15-FEB-2023	Batch Status: Submitted
Batch ID: 14028	Batch Type: Reversal	
Related Batch ID: 14	Created By HUID: 41531118	Updated By HUID: 41531118
File Generation Request ID: 61277758	Creation Date: 15-FEB-2023 05:26:03	Update Date: 15-FEB-2023 05:26:03

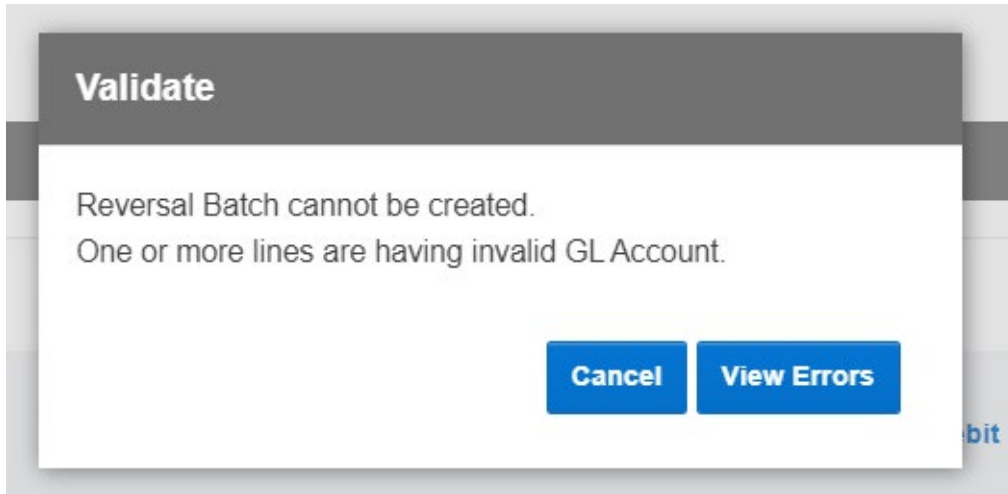
i The *Related Batch ID* (in the example above, **14**) is the ID for the Batch that is being reversed by this batch. Note the *Batch Type*, in the center of the example, shows as Reversal.

i A user can re-select the original lines for re-adjustment if desired.

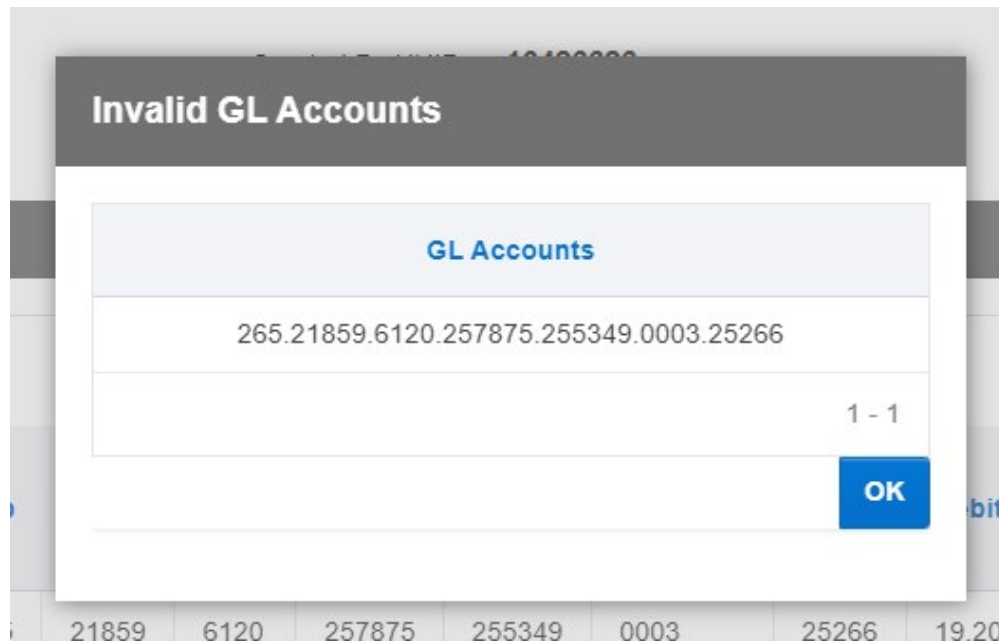


Exception for GL-PCR batches reversed from within the tool.

A *submitted* batch containing disabled account coding may not be reversed, since it would be rejected.



After you select *View Errors*, the Errors will be listed in the following pop-up.



A user is able to view disabled lines within the submitted batches. The user can use this information to work with their local finance office to enable value for processing, if desired.

Questions?

If you have any questions, please contact ithelp@harvard.edu mentioning Oracle Financials GL-PCR.