



Generate the Account Code Comparison report

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Complete this step only for employees with July contracts who receive their first paycheck in July. This process will be repeated in August for employees with August contracts (i.e., those who receive their first paycheck in August).

Complete the applicable report parameters and generate the report. Print and/or save this report and review it for accuracy. Review for employees with July contracts.

 **IMPORTANT:** If a distribution (fund) for an employee was continued during the Finance EOY Process (keeping the same fiscal year – ex. 211/4 in 23-24 is 211/4 in 24-25), be sure that the distribution listed has the correct fiscal year. It is important to review/verify distribution information for all employees (especially the fiscal year) for July payroll.

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HRS6000 - Account Code Comparison

| Parameter Description | Value |
|---|-----------------------------------|
| Sort by Alpha (A), Pay Campus (C), Primary Campus (P) | <input type="text" value="A"/> |
| Include Reports (Select From List) | <input type="text" value="NY"/> ⋮ |
| From Date (MMDDYYYY) | <input type="text"/> |
| To Date (MMDDYYYY) | <input type="text"/> |
| Pay Status Active (A), Inactive (I), or blank for ALL | <input type="text" value="A"/> |
| Pay Type 1-4, or blank for ALL | <input type="text"/> |
| Select Pay Campus(es), or blank for ALL | <input type="text"/> ⋮ |
| Select Primary Campus(es), or blank for ALL | <input type="text"/> ⋮ |
| Select Employee(s), or blank for ALL | <input type="text"/> ⋮ |

| | | | |
|---|--|--|-----------------------------|
|  First ◀ ▶ Last | | | |
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| Account Codes in Distribution that are INACTIVE in the Finance General Ledger | | | |
| Alphabetic List | | | |
| Account Code | Emp Nbr | Employee Name | Job Code |
| 281-11-6119.00-999-699000 | 000006 | ACHIMON, AARON JAY | 0178 - WWE REG ED TEACHER |
| 281-11-6119.00-999-699000 | 001267 | PARSONS, MAUREEN GENE | 0001 - TEACHER |
| 281-11-6119.00-999-699000 | 001729 | WALTHALL, TERRY SHERYL | 0316 - MTSS/504 FACILITATOR |

- Review the report and correct all of the errors.
- Verify that all employee master distribution records have matching accounts in Finance.

If there are account codes on the report that do not exist in Finance, perform one of the following steps:

- If there are accounts that have a 4 for July and August start employees, perform a mass update of Payroll distributions. You can either mass update records by fund/year using the [Payroll > Utilities > Mass Change Payroll Account Codes > Mask Crosswalk](#) page **OR** mass update all records by using the **Fiscal Year** field under the [Payroll > Utilities > Mass Update > Employee](#) tab. Employees who are paid out of federal funds may need their distributions reviewed and changed for a different fund year, if necessary. For example, federal funds may still be available for the previous year.
- If there are other accounts that need to be added, add them on the [Finance > Maintenance > Create Chart of Accounts](#) page.

After all of the account codes are added, generate the [Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#) report again. If all account codes exist, a blank report should be generated.

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|-------------------------|--|--|--|
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