



# Generate the Account Code Comparison report



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[Payroll > Reports > Payroll Information Reports > HRS6000 - Account Code Comparison](#)

Complete the applicable report parameters and generate the report.

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

- 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 2 for July and August start employees, perform a mass update of HR 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 [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.