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Mass Update/Delete - HRS8400

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Payroll > Utilities > Transfer Transaction Processing > Mass Update/Delete

This tab is used to perform either mass updates or deletes of existing liability transfer transactions.

The Mass Update utility allows you to update account codes and vendors for all unprocessed transactions, regardless of pay dates. Updates can be by deduction code, account code, and/or vendor. If data is entered in the From Acct or From Vendor fields, data is also required in the To Acct or To Vendor fields.

The Mass Delete utility can be performed on either unprocessed transfer checks, processed transfer checks, or both. At least one of the two delete options must be selected.

Mass update/delete deduction checks:

Under **Method**, select from either of the following options:

Mass Update:

Field	**Description**
Deduct Code	Click ⌄ to select a deduction code from the list of existing unprocessed liability check transactions. If a deduction code is selected, account codes and/or vendor changes are applied to unprocessed liability transfer checks with the selected deduction code only. If a deduction code is not selected, the account codes and/or vendor changes are applied to all unprocessed transfer liability check transaction deduction codes that match the from account code and/or vendor selected.
From Acct	Click ⋮ to select an account code from the list of existing unprocessed liability transfer check transactions. If a deduction code is selected above, account code updates only apply to deductions with that code. If data is entered in the **From Acct** field, data is also required in the **To Acct** field.
From Vendor	Click ⋮ to select a vendor from the list of existing unprocessed liability check transactions. If a deduction code is selected above, vendor updates only apply to deductions with that code. If data is entered in the From Vendor field, data is also required in the **To Vendor** field.

If the parameters selected do not meet the record criteria (e.g., transactions do not exist for the account code and vendor selected), an error message is displayed. Click **OK** to return to the Mass

Update/Delete tab without processing any updates or deletes.

Mass Delete:

When processed transactions are deleted, the associated check transfer transactions are no longer available on the bank reconciliation page.

From Pay Date	Click ⋮ to select a pay date from the list of existing liability transactions. This is a required field.
To Pay Date	Click ⋮ to select a pay date from the list of existing liability transactions. This is a required field.

Select **Delete Unprocessed Checks**, **Delete Processed Checks**, or both.

At least one of the two delete check boxes must be selected.

Click **Execute**. A message is displayed that you are about to update or delete a number of records (depending on the option selected) and asks if you want to continue.

Click **Yes** to continue processing the update or delete function. A message is displayed when the process is completed. Click **OK**.

Click **No** to cancel the update or delete. You are returned to the Mass Update/Delete tab.