

Mask Crosswalk - BUD6300

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Budget > Utilities > Mass Change Account Codes > Mask Crosswalk

This tab is used to select elements of any 20-digit account code number and change it to another number, copying the account codes and balances for the old account to the new account. The old account and amount are deleted from the budget tables. The new account is accessible to all those whose user profile includes the new account codes. Single or multiple account code changes can be made on this page. Changes to account codes in next year payroll and end-of-year accruals (August accruals) can be easily and quickly changed using this function. Care should be taken when choosing these two options as they affect all next year payroll frequencies. These entries also affect the Create Budget Data, Update Budget Data, and Update Last Year Closing options.

Mask crosswalk edit notes:

The from and to account codes cannot be all Xs or all spaces. If all digits are entered in each component, the codes must exist in the code table. The account code components are checked as follows:

1. The class objects (first digit of the object code) must be the same (e.g., 199-XX-5XXX.XX-XXX-5XXXXX cannot be crosswalked to 199-XX-6XXX.XX-XXX-5XXXXX).
2. When entire account codes are entered, the from account code must exist in the budget table and all components of the to account code must exist in the account code tables. The account codes must be different between the from and to.

Object and function edits are as follows:

- Classes 1, 2, 3, 5, 6, 7, and 8 are allowed to crosswalk.
- The from and to classes must be the same.
- For classes 1, 2, or 3, the function must be 00.
- For class 5, the function must be 00, and the major object (second digit of object code) must be 7, 8, or 9 (to edits only).
- For class 6, the function must not be 00, and the major object must be 1, 2, 3, 4, 5, or 6.
- For class 7, the function must be 00, and the major object must be 9 (to edits only).
- For class 8, the function must be 00, and the major object must be 9 (to edits only).

Process the mask crosswalk:

Field	Description
From Mask	Type the from account code elements you want to crosswalk.
To Mask	Type the to account code elements you want to crosswalk.

Click **+Add** to include additional account codes in the mask crosswalk.

- If changing more than one account code at a time, make sure that all criteria can be accommodated.
- If all criteria cannot be accommodated, complete one mask at a time.

NOTE: Verify the mask for accuracy. The data in **From Mask** field is copied to what is in the **To Mask** field. If the account code for the **To Mask** field does not currently exist, the account code tables are automatically created and updated. When crosswalking from one fund/fiscal year to another fund/fiscal year only, the from fund/fiscal year from the fund code table is deleted.

Under **Object Description**, select one of the following:

Existing Code Description from Budget	Select to retrieve the existing code element description from the current budget.
New Object Description from Object Table	Select to replace the current description from the budget with the object code description in the account code table.

Under **Options**, select one of the following if changes need to be made to transactions related to the budget:

NOTE: If any of the below options are selected, it is highly recommended that the Human Resources > Utilities > Export Pay Tables utility be used to create a backup of each pay frequency before continuing to process this crosswalk. However, if **Update PMIS Forecast Distribution** is the only option selected, do not run the Human Resources > Utilities > Export Pay Tables utility before continuing to process this crosswalk.

Update Payroll Distributions	Select to change all payroll distribution account codes in next year payroll that match the from mask are changed to the to mask account code. This updates all next year payroll frequencies.
Update EOY Accrual Data	Select to change account codes in the EOY accrual work table. If this crosswalk has funds and fiscal years that also exist in the EOY Payroll Accruals, Run Calculations tab and some of those funds/fiscal years have been selected to not decrement (Funds/Yrs to not Decrement field), the new fund and fiscal year used for expensing the EOY accruals will not be decremented. Example: Fund 211/1 was included with other funds in the Funds/Yrs to not Decrement field when the EOY Payroll Accrual, Run Calculations was performed. In the Mask Crosswalk, you have selected to change fund 211/1 to 215/1. Then, the same logic of not decrementing the fiscal year will apply to the new fund. Accrual reports reflect fund 215/1, and that fund/fiscal year will be what is posted to Finance. If a fund/fiscal year in the Mask Crosswalk was not included in funds/years to not decrement, decrementing of the fiscal year will apply to the new fund. The user should evaluate the entries on the EOY Payroll Accruals, Decrement tab for accuracy if the from fund/fiscal year is not the same as the to fund/fiscal year.
Update NY Payroll Budget	Select to change all account codes in the next year payroll budget that match the from mask are changed to the to mask account code. This updates all next year payroll frequencies.
Update PMIS Forecast Distribution	Select to update next year Position Management distribution records. When this option is selected, a Budget export should be processed.

Button	Description

Button	Description
Reset	Click to clear all crosswalk records and reset all previously selected options to the default.
Execute	Click to initiate the mask crosswalk. If any errors are encountered during the execution process, an Error Listing report is displayed. If there are no errors, the Error Listing report is not displayed. If there are no errors, the Mask Crosswalk report is displayed. Review the report. **Review the report using the following buttons**: Click First to go to the first page of the report. Click ◀ to go back one page. Click ▶ to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Process	Click to process the changes. A message is displayed prompting you to perform a backup.
Cancel	Click to discard the mask crosswalk and close the page without changing any account codes.


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