

HRS6000 - Account Code Comparison

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The report is an error listing. For the current year, the report identifies account codes in the payroll process and verifies that these account codes exist in Finance. If a code entered in the payroll process is not located in the chart of accounts, the account number, social security number, and name of the employee are printed on the report. For next year, the report identifies account codes on the Budget Data page of the Budget application.

Parameter	Parameter Description
Sort by Alpha (A), Pay Campus (C), Primary Campus (P)	A - Sort the report alphabetically. C - Sort the report by pay campus. P - Sort the report by primary campus. This is a required field.
Include Reports (Select From List)	Type a Y or an N to include or exclude specific reports (Transaction File, Distribution File) without separating each of the reports with a comma or a space (e.g., YN). Or, click ⋮ to include reports. This is a required field.
From Date (MMDDYYYY)	Type the from date in the MMDDYYYY format. This is a required field.
To Date (MMDDYYYY)	Type the to date in the MMDDYYYY format. This is a required field.
Pay Status Active (A), Inactive (I), or blank for ALL	A - Print active employees only. I - Print inactive employees only. Blank - Print both active and inactive employees.
Pay Type 1-4, or blank for ALL	1-4 - Include employees with a specific pay type (e.g., 1) on the report. Blank - Include all employees on the report.
Select Pay Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for pay campuses. Otherwise, leave blank to use all campus ID numbers.
Select Primary Campus(es), or blank for ALL	Type the three-digit campus ID number, including all leading zeros and separating multiple campus ID numbers with a comma (e.g., 001, 098). Or, click ⋮ to search for primary campuses. Otherwise, leave blank to use all campus ID numbers.
Select Employee(s), or blank for ALL	Type the employee number separating multiple employee numbers with a comma. Or, click ⋮ to search for employees. Otherwise, leave blank to use all employee numbers.

Generate the report.


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