Mass Change Payroll Account Codes - HRS8000

Table of Contents

Mass Change Payroll Account Codes - HRS8000 1

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Human Resources > Utilities > Mass Change Payroll Account Codes

This utility is used to select a fund/year number and change it to another fund/year number, taking the transactions from the old fund/year to the new fund/year.

When logged on to the current year, only accounts for active employees are changed. When logged on to next year, accounts for all employees are changed.

Mass change account codes:

Field	Description
From Fund/Yr	Type the account code elements to be corrected.
To Fund/Yr	Type the corrected account code elements. **Note**: Verify the fund/year code fields for accuracy. The system will change what is in the **From Fund/Yr** field to what is in the **To Fund/Yr** field, even if it is not correct.

❑ Under **Current Year Frequency**, select from the following options:

- **4 - Biweekly**
- **5 - Semimonthly**
- **6 - Monthly**

❑ Under **Options**, select from the following options:

- **Update Distributions** - Only active employee records are updated.
- **Update Transmittals (Unprocessed)** - Processed transmittals are not updated.
- **Update Job Code Table**
- **Update Extra Duty Table**
- **Update PMIS Distributions**

❑ Click **Execute** to initiate the mass change of the selected payroll account codes.

- If any errors are encountered, the Mask Crosswalk Error Listing Report is displayed.
- If no errors are encountered, the Mass Change Payroll Account Codes Report is displayed.

Review the report.

Review the report using the following buttons:

Click  to go to the first page of the report.

Click to go back one page.
Click to go forward one page.
Click 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.

Click **Process**. You are prompted to create a backup. A message is displayed indicating that the process was successfully completed.

To include additional account codes in the mass update, click **+Add**.

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.

If the export file was previously run, click **Execute** again to create the new funds.

Other functions and features:

	Delete a row. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.


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Back Cover