


# Mass Change Payroll Account Codes - HRS8000

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***Human Resources > Utilities > Mass Change Payroll Account Codes > Mask Crosswalk***

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.<br><br>**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 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.

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


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