

Mass Change Payroll Account Codes - HRS8000

Table of Contents

Mass Change Payroll Account Codes - HRS8000 1

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Payroll > 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. **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.

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

Notes:

- 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:

	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