



Updating Pay Account Status to Inactive

February 2018

Following are instructions to use Safari ODBC and the USPLOAD program to inactivate old pay accounts. If pay accounts have a status of inactive, they will not show up in UPDCAL as an account choice when posting a miscellaneous pay type.

This extraction is time sensitive. Spreadsheets should be created, modified, and loaded during the same payroll period. If a payroll is run between the time the spreadsheet is created and the time the load is done, there is a risk that a pay account could be used and then inactivated.

These instructions assume you are familiar with Safari ODBC. If you need additional assistance with Safari ODBC, please refer to the **Safari Instructions - Safari ODBC on Microsoft 2010** document on the LACA website or contact the LACA fiscal support team.

In Excel Using Safari ODBC

1. Select the PAYACT_JOB_INF table

2. Select the following columns/fields:
 - a. EMPLOYEE_ID
 - b. FULL_NAME
 - c. JOB_NO
 - d. ACCOUNT_COUNTER
 - e. FUND
 - f. SCC
 - g. FUNCTION
 - h. OBJECT
 - i. SUBJECT
 - j. OPERATIONAL_UNIT
 - k. INSTRUCTIONAL_LEVEL
 - l. JOB
 - m. ACCOUNT_STATUS
 - n. STOP_DATE (if you would like to enter stop dates on these accounts)
 - o. YTD_PAY
 - p. FYTD_PAY
 - q. PAY_GROUP (if you would like to select specific pay groups)

3. Filter data by:
 - a. ACCOUNT_STATUS does not equal I
 - b. YTD_PAY equals 0



- c. FYTD_PAY equals 0

Note: Depending on the size of your district and how recently pay accounts were last inactivated, you may receive a very large spreadsheet listing hundreds or thousands of accounts. You may want to add additional filters such as below to make your spreadsheet more manageable.

- d. FULL_NAME begins with A
- e. Or FULL_NAME begins with B
- f. Or FULL_NAME begins with C
- or
- g. PAY_GROUP equals XX

4. Sort by:

- a. FULL_NAME
- b. JOB_NO
- c. ACCOUNT_COUNTER

5. A spreadsheet listing all pay accounts that have an active status but have not been used this fiscal or calendar year will be produced. Save the spreadsheet as a table using a file type of Excel. This will allow you to use the spreadsheet again to query using different filters (as explained in the following steps) or to query current information at a future date. For more information on refreshing a saved query at a later date, refer to the **Safari Instructions - Safari ODBC on Microsoft 2010** document on the LACA website.
6. Review the spreadsheet. Delete any pay accounts that you do not want inactivated.
7. Modify the Account Status field to I for all remaining pay accounts.
8. Enter stop dates in the spreadsheet if desired (mm/dd/yyyy).
9. Save the Excel spreadsheet as a CSV file.

In Reflection

1. Use the file transfer option (flying paper) to transfer the CSV file into Reflection.
2. At a MENU prompt, type USPLOAD.
 - a. Select PAYSCN – Pay Account Information
 - b. Under Processing Options:
 - i. Update existing records (Y/N) – change to Y
 - ii. Name of import file – enter the name of the file you created and



transferred into Reflection

USPLOAD - PAYSCN	
Report File Specifications:	
Error report file	PAYLOAD.TXT
Print options page	Y
Optional heading line	
Processing Options:	
Format of import file	CSV
Update existing records (Y/N)	Y
Name of import file	PAY.CSV
Name of parameter file	
Name of parameter section	

3. Review the PAYLOAD.TXT file that was created.
 - a. Lines marked with ! have been updated. These pay accounts are now marked as inactive and will not be displayed when you post MISC pay types using UPDCAL.
 - b. Lines marked with # are fatal errors and must be researched and possibly inactivated by hand.

4. Continue creating spreadsheets using the Excel table that you saved.
 - a. Use the instructions “Editing a Safari ODBC Query” in the **Safari Instructions - Safari ODBC on Microsoft 2010** document to change the filter letters, pay group, etc. in your original Excel table spreadsheet.
 - b. Save the new file as a CSV.
 - c. Follow the **In Reflection** Steps 1 through 3 above to transfer the newly saved CSV file into Reflection and upload it to inactivate the pay accounts.
 - d. Repeat this Step 4 until all pay accounts for all filters have been inactivated as desired.

5. Pay accounts with a status of inactive and no associated Pay YTD, FYTD amount charged, or Maximum to charge can also be deleted from PAYSCN if desired. To proceed with this clean up process, refer to the **PAYDEL Instructions** document on the LACA website.