

# PAYDEL-Auto deletion of pay accounts

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## Overview

The PAYDEL program allows pay accounts in PAYSCN to be mass deleted.

The selection criteria available in deleting PAYSCN pay accounts are as follows:

- Pay account is inactive.
- USAS Budget account does not exist.
- USAS account is inactive for either its cash, appropriation or budget account.
- Date in the PAYSCN Stop Date field.

The selection criteria can be in any combination. This means that one or more of these options may be selected. PAYSCN pay accounts will NOT be deleted in PAYDEL if there are any dollar amounts associated with the PAYSCN. These dollar amounts include the Pay YTD, FYTD amount charged and the Maximum to charge fields.

The Pay Account Deletion program can be run in projection or actual mode. It is strongly encouraged to always run the program in Projection mode before any changes are made using the Actual mode.

## Accessing the program

### USPS/USPS\_ANN/PAYDEL (Option 4)

```
-----  
|                                     OECN USPS SYSTEM  
|  
|                               Annual / Quarterly Programs  
|  
|-----  
|  
|  
|  
| 1. CLRATD      Clear EMIS Long-term Illness Days  
|
```

- | 2. NEWCNT        New Contract Program
- |
- | 3. ODJFSRPT    ODJFS Unemployment Wage Reporting
- |
- | 4. PAYDEL       Auto Deletion of Pay Accounts

**PAYDEL- (Set-up screen)**

```
-----  
|  
|                               PAYDEL - Pay Account Auto Deletion Program  
|  
|  
|                               Report File Specifications:  
|  
| Output file                    PAYDEL.TXT  
|  
| Output Error file              PAYDEL_ERR.TXT  
|  
| Print options page? (Y,N)     Y  
|  
| Actual or Projection? (A,P):  P  
|  
| Optional report heading  
|  
| Sort Options:  
|  
| Sort (ID,N,A)                   ID  
|  
| Selection Criteria:  
|  
| Delete pay accounts with an Inactive pay account status? (Y/N)  
N        |  
| Delete pay accounts that do not have a USAS Budget account?  
(Y/N) N        |  
| Delete pay accounts that are no longer active in USAS? (Y/N)  
N        |  
| Delete pay accounts based on the following stop date:  
/   /   |  
|  
|  
| XX Execute                    XX Reset  
|  
| XX Help                        XX Save/Recall  
|  
| XX Exit  
|  
| XX Cancel  
|  
-----  
-----
```

## Field Definitions

- **Output file-** PAYDEL.TXT is the default name of the report that is produced when the program is ran. The report can be renamed in this field.
- **Output Error file-**PAYDEL\_ERR.TXT is the default name of the error report that gets produced if any errors are discovered during the run. The report can be renamed in this field.
- **Print options page (Y, N)-** The options page shows what selections were made to generate this report.
- **Actual or Projection? (A,P):**
  - A -Delete Pay Account records.
  - P -Generate a report of the projected Pay Accounts to be deleted.
- **Optional report heading-** A descriptive report heading name can be entered.
- **Sort Options:- Sort (ID,N,A)**
  - ID - Employee ID
  - N - Employee Name
  - A - Account Code
- **Delete pay accounts with an Inactive pay account status? (Y/N)**
  - Y - Delete pay accounts with an Inactive (I) pay account status.
  - N - Do not delete pay accounts based on pay account status.
  - NOTE-\*\* Pay accounts with ANY dollar amounts will not be selected.\*\*
- **Delete pay accounts that do not have a USAS Budget account? (Y/N)**
  - Y - Delete pay accounts assigned to a budget account that no longer exists in USAS
  - N - Do not delete pay accounts based on if it exists in USAS.
  - NOTE-\*\* Pay accounts with ANY dollar amounts will not be selected.\*\*
- **Delete pay accounts that are no longer active in USAS? (Y/N)**
  - Y - Delete pay accounts assigned to a budget account that is not active in USAS at either the cash, appropriation or budget level.
  - N - Do not delete pay accounts based on USAS account status.
  - NOTE-\*\* Pay accounts with ANY dollar amounts will not be selected.\*\*
- **Delete pay accounts based on the following stop date:** \_\_\_/\_\_\_/\_\_\_
  - Any records with a stop date prior to or equal the date entered will be deleted.

- o NOTE-\*\* Pay accounts with ANY dollar amounts will not be selected.\*\*

### sample run-projection

```
-----  
|           PAYDEL - Pay Account Auto Deletion Program  
|  
|           Report File Specifications:  
| Output file                PAYDEL.TXT  
| Output Error file          PAYDEL_ERR.TXT  
| Print options page? (Y,N)  Y  
| Actual or Projection? (A,P): P  
| Optional report heading  
| Sort Options:  
| Sort (ID,N,A)              ID  
| Selection Criteria:  
| Delete pay accounts with an Inactive pay account status? (Y/N)  Y  
| Delete pay accounts that do not have a USAS Budget account? (Y/N) Y  
| Delete pay accounts that are no longer active in USAS? (Y/N)    Y  
| Delete pay accounts based on the following stop date:    10/01/2011  
|  
| XX Execute                XX Reset  
| XX Help                    XX Save/Recall  
| XX Exit  
| XX Cancel  
|  
-----  
-
```

A report will be generated when PAYDEL is ran called PAYDEL.TXT or the name can be overwritten on the input screen. The report will include the employee ID, employee name, the PAYSCN job number, account counter and account code. There are also four columns to the far right of the report that will indicate what criteria was met to delete the pay account. A "Y" in one of the fours columns will indicate that the pay account was deleted because it met the criteria indicated. At the end of the report is a count of the number of pay accounts that will be or were deleted.

An error report will also be generated for any errors found. The error report is called PAYDEL\_ERR.TXT. This error report will rarely print. Errors include that the PAYACT record was not found or the deletion failed for some reason. The report will print the employee id, employee name, job number, account code, account counter and the error message.

### Sample actual option

```
-----  
|           PAYDEL - Pay Account Auto Deletion Program  
|  
|  
|   Report File Specifications:  
|  
| Output file                PAYDEL.TXT  
|  
| Output Error file         PAYDEL_ERR.TXT  
|  
| Print options page? (Y,N)  Y  
|  
| Actual or Projection? (A,P):  A  
|  
| Optional report heading  
|  
| Sort Options:  
|  
| Sort (ID,N,A)             ID  
|  
| Selection Critiera:  
|  
| Delete pay accounts with an Inactive pay account status? (Y/N)    Y  
|  
| Delete pay accounts that do not have a USAS Budget account? (Y/N)  Y  
|  
| Delete pay accounts that are no longer active in USAS? (Y/N)      Y  
|  
| Delete pay accounts based on the following stop date:              10/01/2011  
|
```



When performing an Actual run, the program will generate a CSV file of those pay account records that are being deleted. This csv file will be called PAYDELCCYYMMDD\_###.CSV, where CCYYMMDD is the current date and \_### is the increment counter, which will start at 01 each day and increment by 1 for each actual run. The csv file will contain the header record exactly as it is needed to run USPLOAD/PAYSCN. The remaining records (data records) are also in the USPLOAD/PAYSCN format.

This CSV file is created in case pay accounts are accidentally deleted when using PAYDEL and need to be reloaded. It is always advised to run a projection report before the actual process is performed.

All deletions made to pay account records will be audited and can be viewed in USPRPT/AUDRPT.