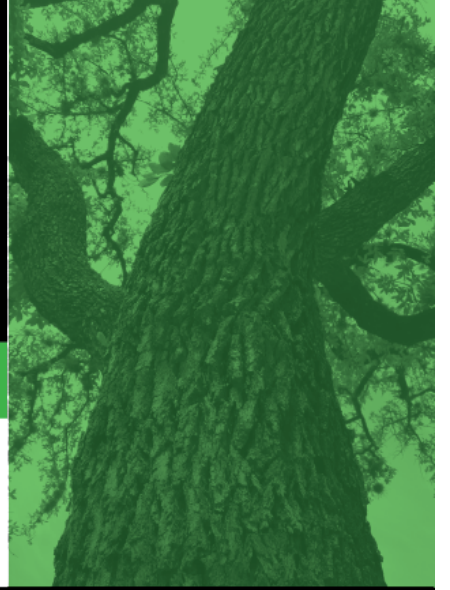




ASCENDER GUIDES



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This tab is used to copy all tables or selected tables as next year records for the corresponding next year frequency (e.g., CYR = 6, NYR = F; CYR = 5, NYR = E; and CYR = 4, NYR = D). The tables are copied from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is only copied for the frequency to which you are logged on. To copy the school calendar for another frequency, log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and calendar description. Type the year in the **Start Year** field and the beginning month in the **Start Month** field to begin the process of building the next year calendar.

The screenshot shows the 'Next Year > Copy CYR Tables to NYR' interface. The page has a green header with a home icon, the title 'Next Year > Copy CYR Tables to NYR', and a 'Payroll' dropdown menu. Below the header, there are two tabs: 'CLEAR NEXT YEAR TABLES' and 'COPY CURRENT YEAR TABLES'. The 'COPY CURRENT YEAR TABLES' tab is active. A list of tables is shown on the left, each with a text input field and a checked checkbox. The checkboxes are highlighted with a black box. To the right of the list are two buttons: 'Execute' and 'Select All Tables'. A large black arrow points down to the 'Execute' button.

Copy current year tables:

All available current year tables are displayed on the left side of the page. Select the tables to copy. Select the corresponding check boxes to select a table. At least one table option must be selected.

- Select next to the table(s) to copy.
- Select again to clear the selected check box.

Click  if you do not want to copy the entire table, but want to include specific data from a table.

Notes:

- Only the selected tables are processed.
- If the tables are copied multiple times and the record in the current year does not exist in the next year, the new record is inserted in the next year.
- If the tables are copied multiple times and a description is changed in the next year but not in the current year, the description is replaced by the description in the current year table.

- Click **Select All Tables** to select all current year tables to copy to the next year.

- Click **Execute**. A separate preview report is displayed for each selected table.

- Click **Process** on each report page to copy the table. Or, click **Cancel** not to copy the table. A message is displayed indicating that the tables were successfully copied. Click **OK**.