



ASCENDER GUIDES



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Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).

A message is displayed with the table names and the number of rows that were copied. Click **OK**.

Review the process report to verify that all applicable calendars were copied to the current year payroll frequency. **It is recommended** that you log on to Personnel to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

Note: When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.