



## **pmis\_clear\_copy\_tables**



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## Log on to the current year pay frequency.

Human Resources > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

This tab is used to clear:

- All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.
- Only EOY accrual data.
- Only next year payroll budget data.

Individual frequencies cannot be selected for deletion.

**Note:** EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.

### Clear next year tables:

Field	Description
<b>Clear EOY Accrual Data Only</b>	Select to clear the EOY accrual data records only. All other next year data is left intact.
<b>Clear NY Payroll Budget Only</b>	Select to clear the next year payroll budget records only. All other next year data is left intact.

**Note:** If an option is not selected, all displayed Human Resources next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

All available next year payroll tables are displayed on the left side of the page. Select the tables to clear. Use the arrow buttons to move the selected tables from the left side to the right side of the page.

Click **Execute**. A message is displayed indicating that the next year records have been cleared. Click **OK**.

- Clear Next Year Tables - Use the double arrow to move all tables to the right side of the screen and click Execute.
- Copy Current Year Tables - Select All Tables and Execute