

## **Copy current year tables**

2025/12/05 21:10 i Copy current year tables

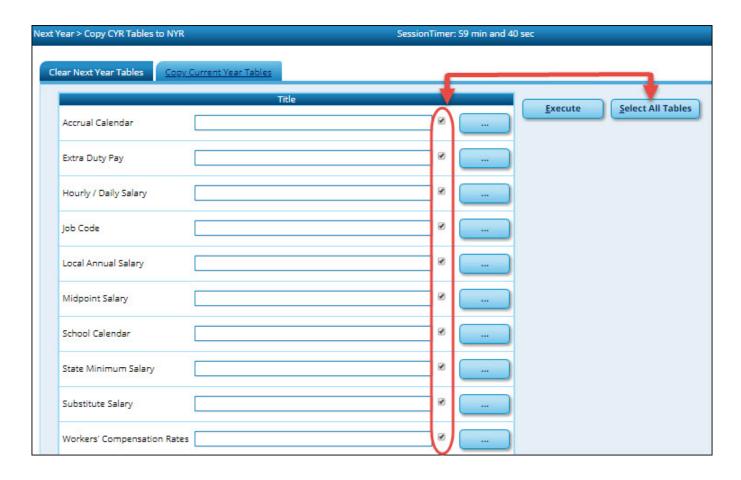
## **Table of Contents**

Copy current year tables .....i

## Human Resources > Next Year > Copy CYR Tables to NYR > Copy Current Year Tables

Log on to the current payroll frequency.

## **Image**



Click **Select All Tables** to select all current year tables to be copied to next year. It is recommended that all tables are copied so that you have immediate access to any selected table.

- This process copies tables for all next year frequencies except the school calendar table, regardless of the frequency to which you are logged on.
- To copy the school calendar, log on to each frequency to do so. The school calendar itself is not copied only the calendar code and the calendar description.

		lick <b>Execute</b> . A	separate	preview re	port is dis	played for	each selected to	able.
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☐ 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**.