


# clearnextyeartables

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# Clear Next Year Tables - HRS4000

***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 |
|---|---|
| **Clear EOY Accrual Data Only** | Select to clear the EOY accrual data records only. All other next year data is left intact. |
| **Clear NY Payroll Budget Only** | Select to clear the next year payroll budget records only. All other next year data is left intact. |

**Note**: If none of the above options are selected, all displayed Human Resources next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) will be cleared when you click **Execute**.

All available payroll next year 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 to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

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

Click **OK**.