

copycurrentyeartables

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

This tab is used to copy all tables or just 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 program copies tables from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is copied only for the frequency you are currently logged on to. To copy the school calendar for another frequency, you must log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and the calendar description. You need to type the year in the **Start Year** field and the begin month in the **Start Month** field to begin the process of building a calendar for next year.

Copy current year tables:

The system displays all available current year tables that may be copied to the next year tables. Tables are selected using individual check boxes. At least one table option must be selected.

Select ❑ next to the table(s) you want to include.

Select ❑ again to deselect a table.

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 these tables are copied multiple times, and the record in current year does not exist in next year, it inserts the new record in next year.
- If these tables are copied multiple times, and a description has been changed in next year but not in 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 be copied to next year.

Click **Execute**. Only the selected tables are processed. The system displays a Data Preview window.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.