

copycurrentyeartables

Table of Contents

copycurrentyeartables i
Copy Current Year Tables - HRS4000 1

Copy Current Year Tables - HRS4000

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

This tab is used to copy all tables or 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 tables are copied from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is only copied for the frequency to which you are logged on. To copy the school calendar for another frequency, log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and 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 the next year calendar.

Copy current year tables:

All available current year tables are displayed on the left side of the page. Select the tables to copy. Select the corresponding check boxes to select a table. At least one table option must be selected.

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

Select ❑ again to clear the selected check box.

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 the 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 copy to the next year.

❑ Click **Execute**. A separate preview report is displayed for each selected table.

❑ 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**.