



**copynyrtablestocyr**



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# Copy NYR Tables to CYR - HRS4000

## **Human Resources > Next Year > Copy Next Year Tables**

This page is used to select next year payroll tables to copy to the current year after budget development.

### **Copy next 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.

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  to go to the first page of the report.

Click  to go back one page.

Click  to go forward one page.

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

Click **Process** on each table report to copy the data.

**Note:** When copying the school calendar table from next year to current year, the calendar code,

description, and days are copied. If a calendar code exists in next year and current year, the data for next year replaces the entire calendar contents for the current year for that calendar code.