



**body**



## Table of Contents



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.

Next Year > Copy CYR Tables to NYR

▼ Payroll

**CLEAR NEXT YEAR TABLES**   **COPY CURRENT YEAR TABLES**

Clear EOY Accrual Data Only    Clear NY Payroll Budget Only

Title	Title	Execute
<input type="checkbox"/> Accrual Calendar		
<input type="checkbox"/> Extra Duty Pay		
<input type="checkbox"/> Hourly / Daily Salary		
<input type="checkbox"/> Job Code		
<input type="checkbox"/> Local Annual Salary		
<input type="checkbox"/> Midpoint Salary		
<input type="checkbox"/> School Calendar		
<input type="checkbox"/> State Minimum Salary		
<input type="checkbox"/> Substitute Salary		
<input type="checkbox"/> Workers' Compensation Rates		
<input type="checkbox"/> Employee Bank Record		
<input type="checkbox"/> Employee Deductions		
<input type="checkbox"/> Employee Extra Duty		
<input type="checkbox"/> Employee Job		
<input type="checkbox"/> Employee Pay		
<input type="checkbox"/> Employee Pay Distribution		
<input type="checkbox"/> EOY Accrual Calendar		
<input type="checkbox"/> EOY Accrual Data		
<input type="checkbox"/> EOY Accrual Fund Decrement		
<input type="checkbox"/> NY Payroll Budget		

### Clear next year tables:

Field	Description
<b>Clear EOY Accrual Data Only</b>	Select to clear the EOY accrual data records only. All other next year data is left intact.
<b>Clear NY Payroll Budget Only</b>	Select to clear the next year payroll budget records only. All other next year data is left intact.

**Note:** If an option is not selected, all displayed next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

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



## Back Cover