



body

Table of Contents

Clear next year tables:

Business

Field	Description
Clear EOY Accrual Data Only <small>This tab is used to clear:</small>	Select to clear the EOY accrual data records only. All other next year data is left intact.
Clear NY Payroll Budget Only <small>All next year tables for all pay frequencies regardless of the pay frequency to which you are logged on.</small>	Select to clear the next year payroll budget records only. All other next year data is left intact.

- Only EOY accrual data.
- Only next year payroll budget data.

Note: If an option is not selected, all displayed Human Resources next year tables for all pay frequencies cannot be selected for deletion. (you are logged on) are cleared when you click **Execute**.

Note: EOY accrual reversals must be created and interfaced to Finance before clearing next year tables or EOY accrual data only.

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