



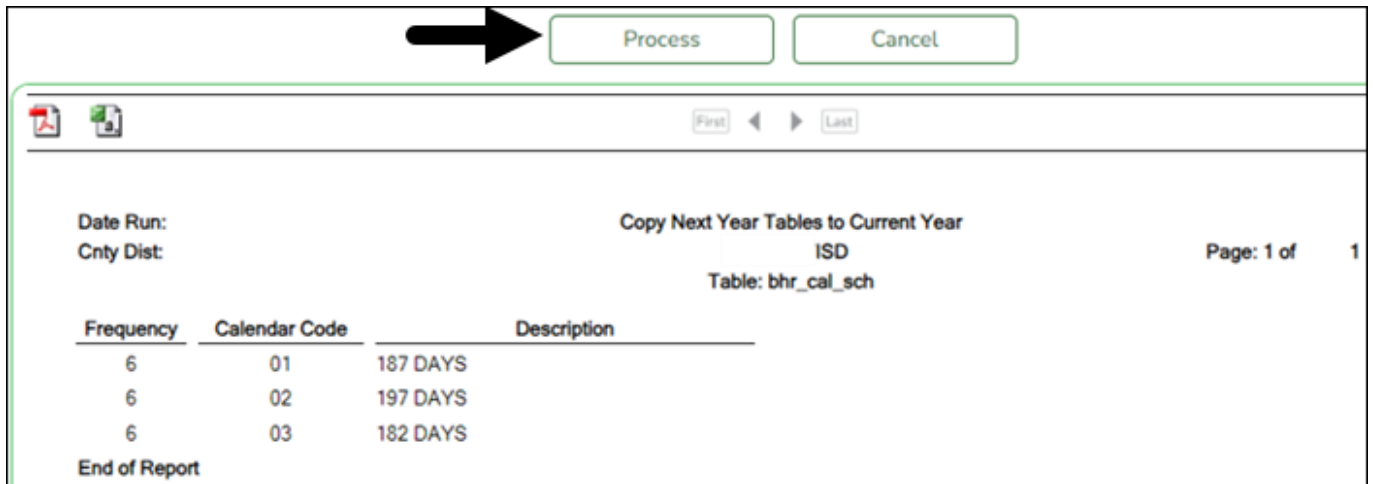
**body**



# Table of Contents



Click **Execute**. Only the selected tables are processed. As the reports are generated, click **Process** for each table. [Review the reports](#).



The screenshot shows a software interface with a 'Process' button highlighted by a black arrow. Below the button is a report window titled 'Copy Next Year Tables to Current Year'. The report displays the following information:

Date Run: \_\_\_\_\_  
 Cnty Dist: \_\_\_\_\_  
 Copy Next Year Tables to Current Year  
 ISD  
 Table: bhr\_cal\_sch  
 Page: 1 of 1

Frequency	Calendar Code	Description
6	01	187 DAYS
6	02	197 DAYS
6	03	182 DAYS

End of Report

A message is displayed with the table names and the number of rows that were copied. Click **OK**.

Review the process report to verify that all applicable calendars were copied to the current year payroll frequency. **It is recommended** that you log on to Personnel to verify this information. If the calendars were not copied over correctly, you may have to individually copy the calendars.

**Note:** When copying the school calendar table from next year to the current year, the calendar code, description, and days are copied. If a calendar code exists in the next year and current year, the next year data replaces the entire calendar contents for the current year for the specified calendar code.



## Back Cover