



**body**



# Table of Contents



**Clear next year tables:**

<b>Field</b>	<b>Description</b>
<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