

pmis_clear_copy_tables

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Log on to the current year pay frequency.

Perform the following two processes:

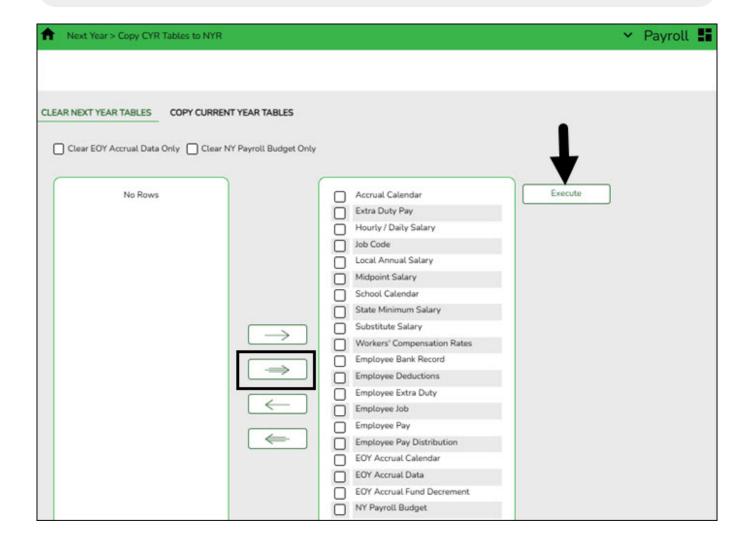
Payroll > Next Year > Copy CYR Tables to NYR > Clear Next Year Tables

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.



Clear next year tables:

Field	Description
	Select to clear the EOY accrual data records only. All other next year data is left intact.
	Select to clear the next year payroll budget records only. All other next year data is left intact.

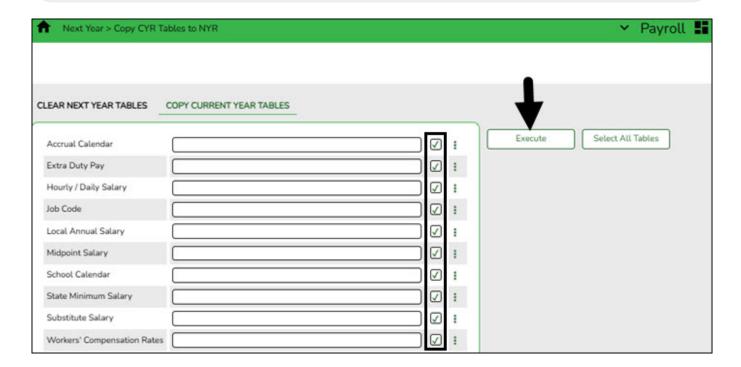
Note: If an option is not selected, all displayed next year tables for all pay frequencies (regardless of the pay frequency to which you are logged on) are cleared when you click **Execute**.

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**.

Payroll > Next Year > Copy CYR Tables to NYR > Copy Current Year Tables

This tab is used to copy all tables or selected tables as next year records for the corresponding next year frequency (e.g., CYR = 6, NYR = F; CYR = 5, NYR = E; and CYR = 4, NYR = D). The tables are copied from all current year frequencies to all next year frequencies (except the School Calendar table). The School Calendar table header is only copied for the frequency to which you are logged on. To copy the school calendar for another frequency, log on to the other frequency and copy the School Calendar table. The calendar itself is not copied, only the calendar code and calendar description. Type the year in the **Start Year** field and the beginning month in the **Start Month** field to begin the process of building the next year calendar.



Copy current year tables:

All available cur	rent year tables	are displayed	on the left s	side of the pag	e. Select the	tables to	сору.
Select the corre	sponding check	boxes to select	a table. At	least one tabl	e option mus	t be selec	ted.

- Select □ next to the table(s) to copy.
- Select □ again to clear the selected check box.
- ☐ Click if you do not want to copy the entire table, but want to include specific data from a table.

Notes:

- Only the selected tables are processed.
- If the tables are copied multiple times and the record in the current year does not exist in the next year, the new record is inserted in the next year.
- If the tables are copied multiple times and a description is changed in the next year but not in the current year, the description is replaced by the description in the current year table.

☐ Click Select All Tables to select all current year tables to copy to the next year.
☐ Click Execute . A separate preview report is displayed for each selected table.
☐ Click Process on each report page to copy the table. Or, click Cancel not to copy the table. A message is displayed indicating that the tables were successfully copied. Click OK .

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