



## Purge data:



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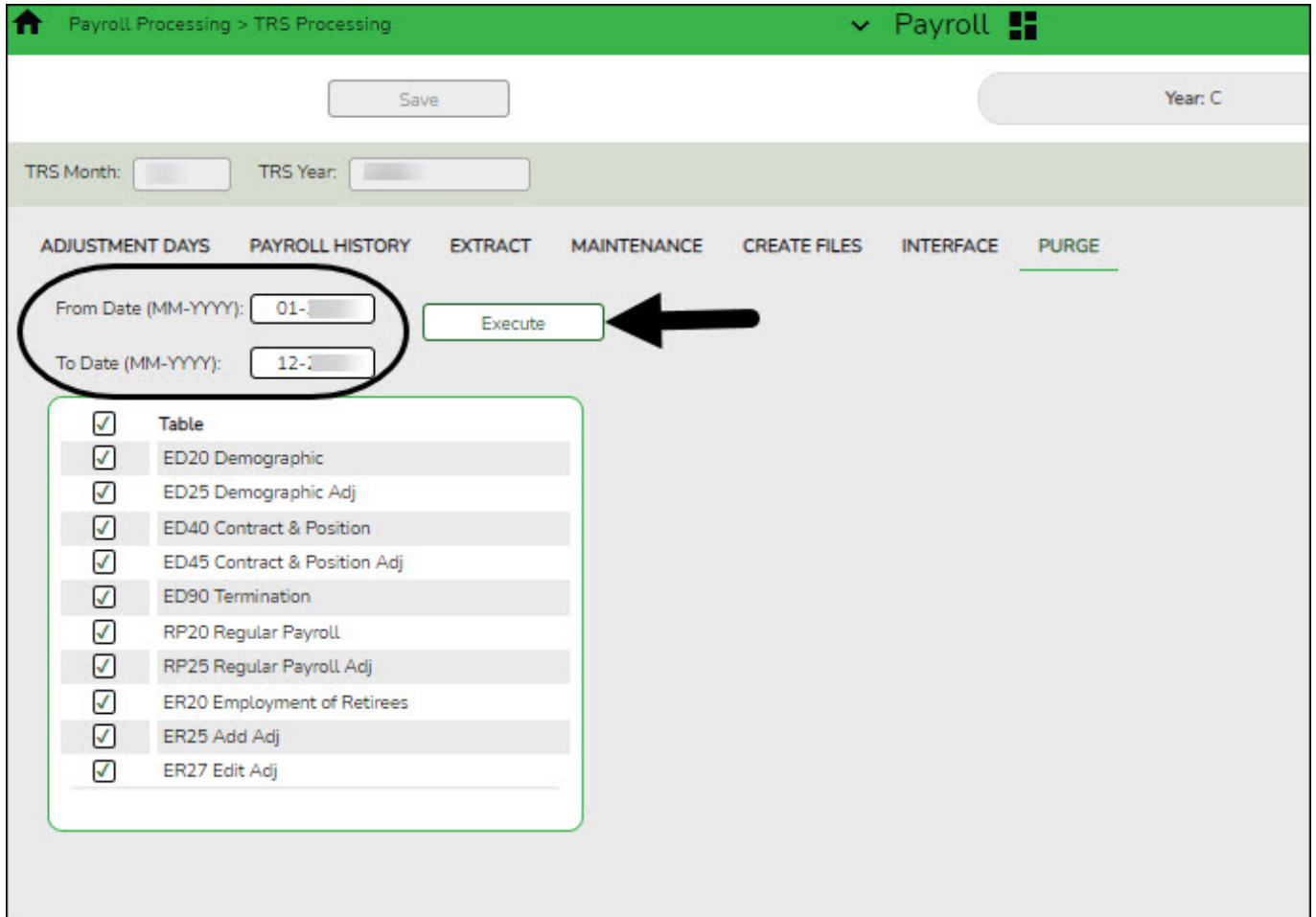


**Payroll > Payroll Processing > TRS Processing > Purge**

This tab is used to purge (delete) data from TRS reporting tables.

**Purge data:**

The **TRS Month** and **TRS Year** fields are disabled on this tab.



| Field                      | Description  |
|----------------------------|--|
| <b>From Date (MM-YYYY)</b> | Type the beginning month and year in the MM-YYYY format of the TEAM tables to be purged. |
| <b>To Date (MM-YYYY)</b>   | Type the ending month and year in the MM-YYYY format of the TEAM tables to be purged.    |

**Notes:**

- If a date is not entered in both the **From Date (MM-YYYY)** and the **To Date (MM-YYYY)** fields, then all of the selected records are purged for all months that are currently in the system.
- If a date is entered in the **From Date (MM-YYYY)** field but not in the **To Date (MM-YYYY)** field, then all of the selected records are purged from the entered month through the current month.
- If a date is not entered in the **From Date (MM-YYYY)** field but is entered in the **To Date**

**(MM-YYYY)** field, then all of the selected records are purged from the beginning month in the system through the entered date.

- If a date is entered in both the **From Date (MM-YYYY)** and **To Date (MM-YYYY)** fields, then all of the selected records are purged for all the months within the date range.

The following list of TRS tables is displayed.

- **ED20 Demographic**
- **ED25 Demographic Adj**
- **ED40 Contract & Position**
- **ED45 Contract & Position Adj**
- **ED90 Termination**
- **RP20 Regular Payroll**
- **RP25 Regular Payroll Adj**
- **ER20 Employment of Retirees**
- **ER25 Add Adj**
- **ER27 Edit Adj**

Select the tables that you want to purge. You can select individual tables (check boxes) or select the top checkbox to select all tables (check boxes).

Click **Execute**. The Purge Data pop-up window is displayed with a list of the selected tables and the number of records to be purged.

Purge Data

Selected TRS tables will be purged of rows between 01- and 12-

| Type                         | Count |
|------------------------------|-------|
| ED20 Demographic             | 43    |
| ED25 Demographic Adj         | 87    |
| ED40 Contract & Position     | 452   |
| ED45 Contract & Position Adj | 1     |
| RP20 Regular Payroll         | 1712  |
| RP25 Regular Payroll Adj     | 22    |
| ER20 Employment of Retirees  | 53    |
| ER25 Add Adj                 | 21    |
| ER27 Edit Adj                | 42    |

Continue with Delete?

Yes No

- Click **Yes** to purge the selected data. A message is displayed indicating that the delete was successful.
- Click **No** to cancel the purge process and return to the Purge tab.



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