



Purge

Table of Contents

Purge 1

Purge

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
From Date (MM-YYYY)	Type the beginning month and year in the MM-YYYY format of the TRS tables to be purged.
To Date (MM-YYYY)	Type the ending month and year in the MM-YYYY format of the TRS 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 check box 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.

- 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.



Back Cover