YTD Transactions - HRS7400

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Payroll > Utilities > Mass Delete > YTD Transactions

This utility is used to delete all historic transaction records with dates prior to or equal to the date in the **Pay Date** field. The system was designed to delete multiple payroll frequencies (e.g., monthly (6), biweekly (5), and weekly (4)). Once data is altered using this page, the changes are reflected elsewhere in the system.

Note: This page also allows you to delete permit, responsibility, and employee data.

Mass delete year-to-date transaction data:

❑ Under **Mass Delete Mode Selection**, the **YTD Transactions** field is selected by default.

Field	Description
Pay Date	Type the exact pay date for which the transaction records are to be deleted in the MMDDYYYY format. All transaction records with dates prior to or equal to this date are deleted.

❑ Click **Execute** to execute the process.

A message is displayed indicating that you are about to delete year-to-date transactions and confirming that you want to continue.

- Click **Yes** to continue. You are prompted to create a [backup](#).
- Click **No** to return to the YTD Transactions page.

A preview report is displayed. [Review the report.](#)

❑ Click **Process** to accept the changes and continue. If you click **Process**, you have the option to print parameter criteria.

- Click **Yes** to print the parameters selected for this update.
- Click **No** to continue.

❑ Click **Cancel** to return to the YTD Transactions page without making the changes.

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