



YTD Transactions - HRS7400

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Human Resources > 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**. 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. Otherwise, click **No** to return to the YTD Transactions page.

Click **Execute**. 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. Otherwise, click **No** to return to the YTD Transactions page.


[Review the report.](#)

Review the report using the following buttons:


Click  to go to the first page of the report.


Click  to go back one page.

Click  to go forward one page.

Click  to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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.

A message displays asking if you would like to create a system backup. A backup is

[Create a backup.](#)

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.

Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

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



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