



Clear next year requisitions

Table of Contents

Clear next year requisitions i

Budget > Utilities > Clear Move NYR Requisitions To CYR

Skip this step if your LEA does not use the next year requisitions feature.

If your LEA is using the next year requisitions feature, clear the next year requisitions from the database.

Use the following page to complete this step.

[Budget > Utilities > Clear/Move NYR Requisitions to CYR](#)

Image

Utilities > Clear Move NYR Requisitions To CYR

Requisition Accounting Period in Current Finance: **10**

PO Date:

Clear Next Year Requisitions Only 

Move Next Year Requisitions to Current and Update Finance

- Leave the **PO Date** field blank.
- Select **Clear Next Year Requisitions Only** to clear all next year requisitions from the database.
- Click **Execute**. When the process is completed, a Clear Next Year Requisitions report is displayed.
- Click **Process** to remove all next year requisitions from the database.