



Clear next year requisitions

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

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

Utilities > Clear/Move NYR Requisitions to CYR Budget

Execute

Requisition Accounting Period in Current Finance: 09

PO Date: 00-00-0000

Clear Next Year Requisitions Only

Move Next Year Requisitions to Current and Update Finance

- Leave the **PO Date** field as is (00-00-0000).
- Select **Clear Next Year Requisitions Only** to clear all next year requisitions from the database.
- Click **Execute**. When the process is completed, the Clear Next Year Requisitions report is displayed.
- Click **Process** to clear all next year requisitions from the database.