



(If applicable) Clear/move NYR requisitions to CYR

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Log on to file ID C.

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If your LEA uses the next year Purchasing feature, move all purchase orders and requisitions that were created in next year Purchasing to Finance and current year Purchasing.



The **Requisition Accounting Period in Current Finance** field is display only and is populated by the requisition accounting period data from the [Finance > Tables > District Finance Options](#) page. Requisitions that are moved to Finance are created in the current accounting period.

In the **PO Date** field, type 07-01-20XX for June year-end LEAs or 09-01-20XX for August year-end LEAs.

Select **Move Next Year Requisitions to Current and Update Finance** to transfer all next year requisitions to the current year and update the Finance general ledger.

Click **Execute**. The Over Expend Report is displayed if you have account codes that are over budget. Review and print all of the reports.

Click **Continue**. The Move Next Year Requisitions to Current Year report is displayed. Use this report to determine if budget amendments need to be done in Finance.

Click **Process**. The following message is displayed indicating that the process was successfully completed.

Click **OK** to close the message box.