



(If applicable) Clear/move NYR requisitions to CYR

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Log on to file ID C.

Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR

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.

Image



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 07-01-2018 for early fiscal year LEAs or 09-01-2018 for standard fiscal year 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 the report.

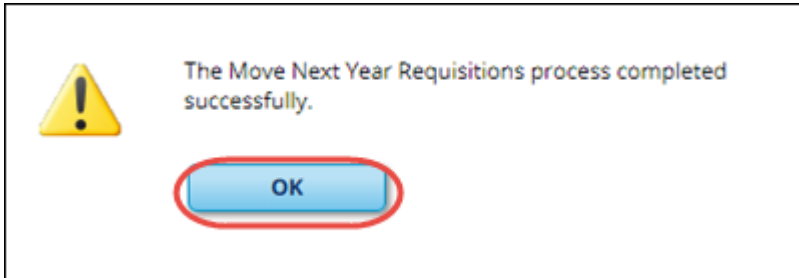
Click **Continue**. The Move Next Year Requisitions to Current Year report is displayed. Use this report to determine if budget amendments need to be done in Finance.

Image

Orig Acct Per	Req Nbr	PO Nbr	Vendor Nbr	Req Date	Orig User	Description
01	600245	600233	06217	01-21-2020	000831	AVID MEMBERSHIP& WEEKLY
02	600246	600234	00026	02-27-2020	001672	PROF DEV-HEALTH DEPT
02	600247	600235	00026	02-27-2020	000831	T-TESS TEACHER TRAINING

Click **Process**. You are prompted to create a [backup](#). There are two exports files, one for Finance and one for Budget. The following message is displayed indicating that the process was successfully completed.

[Image](#)



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