


# Clear/Move NYR Requisitions to CYR - BUD6700

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# Clear/Move NYR Requisitions to CYR - BUD6700

***Budget > Utilities > Clear Move NYR Requisitions To CYR***

This page is used to clear or move all next year requisitions and purchase orders to the current year. As requisitions and purchase orders are created in the next year, they validate against the account codes, but not against the **Next Year Approved** column in Budget. Next year requisitions and purchase orders can be created for amounts that exceed what has been approved in Budget. All requisitions and purchase orders are posted, even if it results in exceeding the appropriated amount. The move also updates current requisition tables so they can be accessed and processed as needed. **Note**: The Move Budget to Finance function must be performed before this function is processed.

Additional notes:

- If **Clear Next Year Requisitions Only** is selected, all next year requisitions are removed from the database, and a report is created. You must click **Execute** to update the database.
- If **Move Next Year Requisitions to Current and Update Finance** is selected:
  - The accounting period selected (either current or next) is used as the accounting period for the transactions created in Finance and to determine which amounts are updated for the general ledger. It will also be used as the accounting period for the requisitions.
  - Next year purchase orders cannot exist in the current year with the same vendor number. If this condition exists, an error report is displayed. The user must reverse the purchase order in next year Requisition.
  - Requisitions are moved from next year to current year, and after the move is completed, they are no longer accessible in next year requisitions.
  - Appropriate supporting transactions are written to the Finance general ledger, balances are updated, and a report is created. The user must click Process to update the database.

This function can be performed on the following two pages:

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

## Clear/move next year requisitions to current year:

| Field | Description |
|---|---|
| **Requisition Accounting Period in Current Finance** | Populated by the requisition accounting period data from the District Finance Options table and is display only. Requisitions that are moved to Finance are created in the current displayed accounting period. |

| Field | Description |
|---|---|
| **PO Date** | Type a date to override the **Purchase Order Date**, **Encumbrance Trans Date**, and **Requisition Purchase Order Date** for next year purchase orders that have not been printed or purchase orders for which the **Confirm Only** field is not selected. If left blank, the process continues without overriding these dates. |
| **Clear Next Year Requisitions Only** | Select to remove all next year requisitions from the database tables |
| **Move Next Year Requisitions to Current and Update Finance** | Select to transfer all next year requisitions to the current year and update the Finance general ledger. |
| **Execute** | Click to move the requisitions to the Finance general ledger. When the process is completed, the Clear Next Year Requisitions or Move Next Year Requisitions to Current Year report is displayed. Review the report.<br><br>**Review the report using the following buttons**:<br><br>Click First to go to the first page of the report.<br>Click ◀ to go back one page.<br>Click ▶ to go forward one page.<br>Click Last to go to the last page of the report.<br><br>**The report can be viewed and saved in various file formats**.<br><br>Click to save and print the report in PDF format.<br>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.<br>Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead. |
| **Process** | Click to remove all next year requisitions from the database, or to write all next year requisitions to the current year and the Finance general ledger.<br>A message is displayed indicating that the process was successfully completed. Click **OK**. |
| **Cancel** | Click to return to the Clear/Move NYR Requisitions to CYR page without clearing/moving any next year requisitions. |

**Notes**:

- When moving next year requisitions to current year, the general journal **JV Number Description** automatically populates with REQ plus the requisition number.
- When moving next year requisitions to current year, the **Reason** automatically populates with the purchase order reason for those purchase orders that have already become purchase orders.
- Requisitions will not be processed if the **Current (Open) Accounting Period** and the **Requisition Accounting Period** fields are the same, and **Current Accounting Period Close** is selected on the District Finance Options page.
- Requisitions are not processed if end-of-month closing is being processed.


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