Clear next year requisitions

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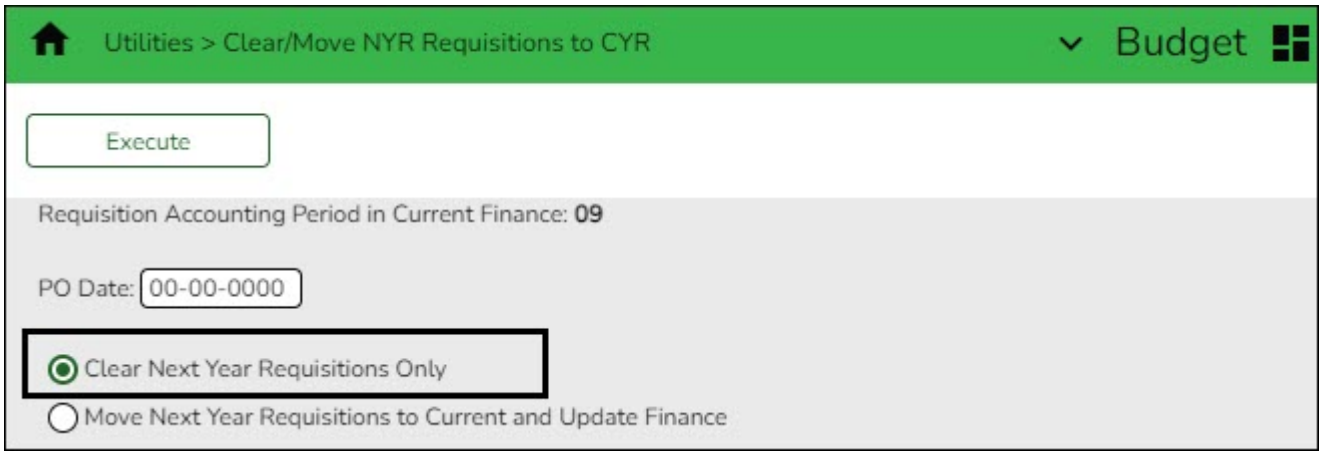
Budget > Utilities > Clear/Move NYR Requisitions to CYR

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

TIP: If your LEA uses the Next Year Requisitions feature, this step will clear those requisitions. **It is recommended** to wait until the Budget is open before entering Next Year Requisitions and to print the Requisition copy rather than the Purchase Order.

If the original Purchase Order is printed early, the issue date will reflect the print date instead of 07/01 or 09/01. To ensure the correct date (07/01 or 09/01), wait for the EOY Process step [Move NY Reqs to Finance], which will generate the original Purchase Order with the appropriate issue date.

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



❑ 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.

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