



Clear next year requisitions

Table of Contents

Budget > Utilities > Clear/Move NYR Requisitions to CYR

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.

Image



Utilities > Clear Move NYR Requisitions To CYR

Requisition Accounting Period in Current Finance: **10**

PO Date:

Clear Next Year Requisitions Only 

Move Next Year Requisitions to Current and Update Finance

Leave the **PO Date** field blank.

Select **Clear Next Year Requisitions Only** to clear all next year requisitions from the database.

Click **Execute**. When the process is completed, a Clear Next Year Requisitions report is displayed.

Click **Process** to clear all next year requisitions from the database.



Back Cover