



## 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.**

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: 00-00-0000

**Execute**

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.



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