



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.



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, the Clear Next Year Requisitions report is displayed.

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



Back Cover