



## Clear next year requisitions



# Table of Contents



## Clear next year requisitions

[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 Budget

Execute

Requisition Accounting Period in Current Finance: 09

PO Date: 00-00-0000

Clear Next Year Requisitions Only

Move Next Year Requisitions to Current and Update Finance

- 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.



## Back Cover