



---

# **(If applicable) Clear/move NYR requisitions to CYR**



# Table of Contents



---

## Clear/move NYR requisitions to CYR

### Log on to file ID C.

[Finance > Utilities > Fiscal Year Processing > Clear/Move NYR Requisitions to CYR](#)

If your LEA uses the next year Purchasing feature, move all purchase orders and requisitions that were created in next year Purchasing to Finance and current year Purchasing.

The **Requisition Accounting Period in Current Finance** field is display only and is populated by the requisition accounting period data from the [Finance > Tables > District Finance Options](#) page. Requisitions that are moved to Finance are created in the current accounting period.

In the **PO Date** field, type 07-01-20XX for June year-end LEAs or 09-01-20XX for August year-end LEAs.

Select **Move Next Year Requisitions to Current and Update Finance** to transfer all next year requisitions to the current year and update the Finance general ledger.

Click **Execute**. The Over Expend Report is displayed if you have account codes that are over budget. Review and print the report.

Click **Continue**. The Move Next Year Requisitions to Current Year report is displayed. Use this report to determine if budget amendments need to be done in Finance.

Click **Process**. You are prompted to create a [backup](#). There are two export files, one for Finance and one for Budget. The following message is displayed indicating that the process was successfully completed.

Click **OK** to close the message box.



## Back Cover