



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



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## 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**. The following message is displayed indicating that the process was successfully completed.
- Click **OK** to close the message box.



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