

Carry Forward of Fund Balance

Revised 6/9/05

Two step process:

- I. Create the carryforward record. After Period 998 closes, you should enter your carryforward records in FMP.
- II. Reconcile the record in the new year and expend it.

I. Create the Carryforward Record:

1. Print the 1016 or 1074.6 for FYxx period 998.
2. Create a **Budget Input** record and enter the following. Be sure to change the "Est date" to 9/1/xx of the new fiscal year. Otherwise the record will be created as a current fiscal year record. Example: if you are creating this carryforward record on 8/15/04 (FY04), change the "Est date" to 9/1/04 (FY05).

FileMaker Pro - [VChemLedger (vdfs)]

Budget Input

FIND REQUEST: Find, Modified Last Find, New Request, New Duplicate Request

RECORD(S): Sort, Unsort, New, Omit, Omit Multiple

CONTROL RECORDS: Delete This Record, Duplicate This Record

Document Type: Budget Input

Speed Type: 13888 Sub Acct: PS Acct:

Start Amount: 9,997.37

Entered By: EM

Ref / Doc #: CARRY FW

Sponsor: NSM SMArt

Description: FY 2004 CARRY FORWARD

Go To Transaction List Detail

EACH OF THE STARTER AMOUNTS CAN BE DIFFERENT FOR A NEW COST CENTER

Salary

Fringe Benefits

M & O

Travel

Equipment

SubAward (<= 250000)

SubAward (>= 250000)

Participate Cost

Indirect Cost

Equity: 9,997.37

End of Year Balance: 9,997.37

Document Type: Budget Input
Speed Type: (cost center speed type #)
Start Amount: (ending fund equity from 1016)
Entered by: (your initials)
Document #: CARRYFWD
Description: "FY04 Carryforward"
Equity: (ending fund equity from 1016)
End of Year Balance: "FY04 Carryforward"

II. Reconcile the Carryforward Record in the New Fiscal Year

1. Once September closes for the new fiscal year, print the 1074 for Period 1 of the new year.
2. Verify that the beginning fund equity is the same as the prior year ending fund equity. If they are the same, enter the expended date of 9/30/xx in the "Exp date" field. If it differs, make changes as appropriate, but verify which is correct.