BUD-29 Carryforward PO Balances

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Carryforward PO Balances in the North Carolina Financial System (**NCFS**).

Introduction and Overview

This QRG covers the steps to Carryforward PO balances at the end of year (Jun 30th) as part of budget and payables year-end process.

Carryforward PO Balances

To Carryforward PO balances in NCFS, please follow the steps below. There are 6 steps to complete this process.

Step 1. Log in to the NCFS portal with your credentials to access the system.

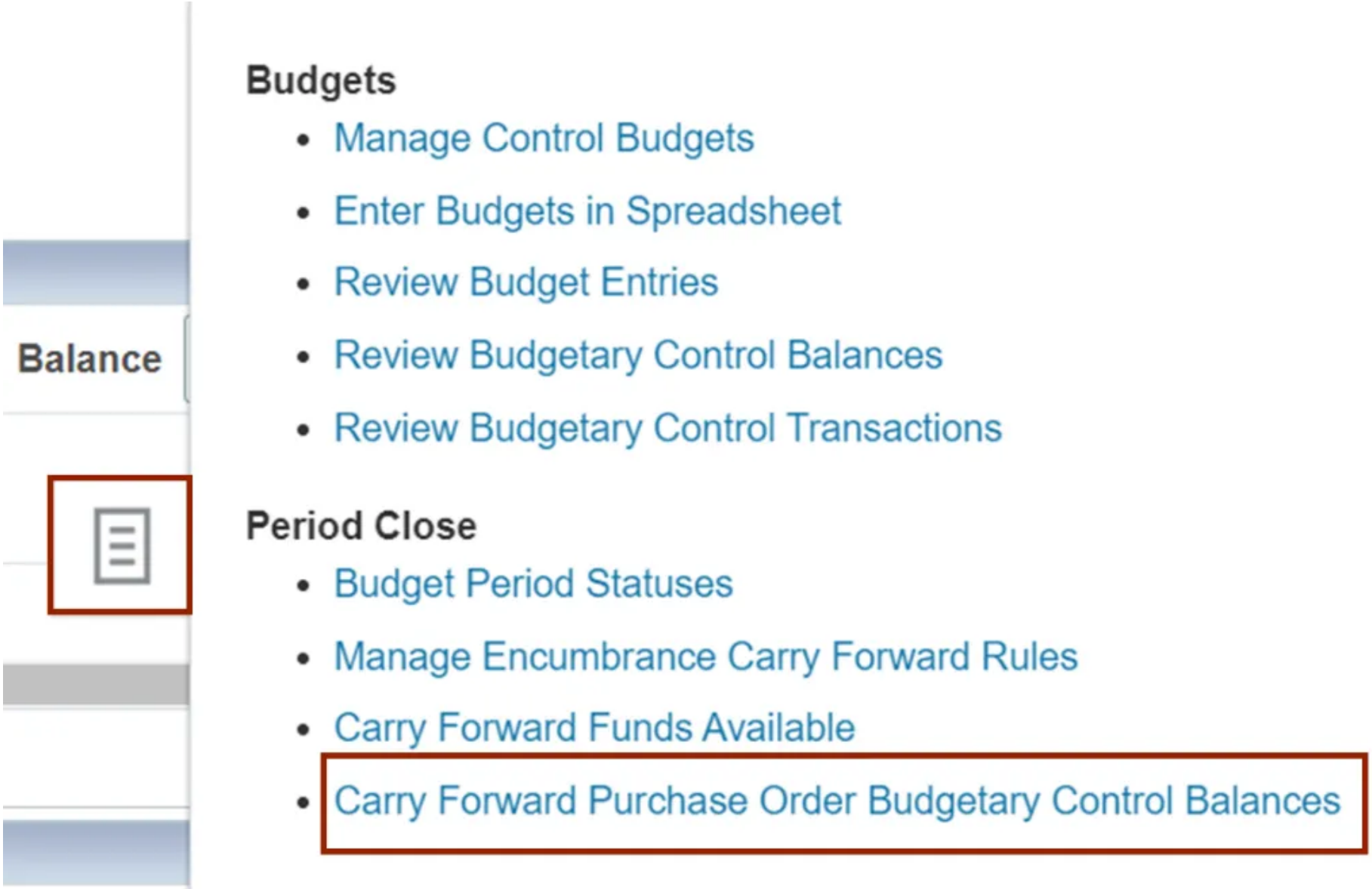
Step 2. On the **Home** page, click the **Budgetary Control** tab. Click the **Budgetary Control** app.

Image



Step 3. Click the **Tasks** icon. Under **Period Close**, click **Carry Forward Purchase Order Budgetary Control Balances**.

Image



Step 4. The **Basic Options** page opens, enter in the required field such as ***Ledger, PO Charge Account Filter- Blank (default), *Finally Close Through Budget Date, *Reopen Budget Date,*** and ***Run Mode***.

In this example, choose **Run Mode** as **Preview**.

Image

This process will be queued up for submission at position 1

Name Carry Forward Purchase Order Budgetary Control ...

Description Carries forward purchase orders and their budge...

Schedule As soon as possible

Submission Notes

Basic Options

Parameters

Ledger

PO Charge Account Filter 0 Filter Conditions Defined

* **Finally Close Through Budget Date** m/d/yy

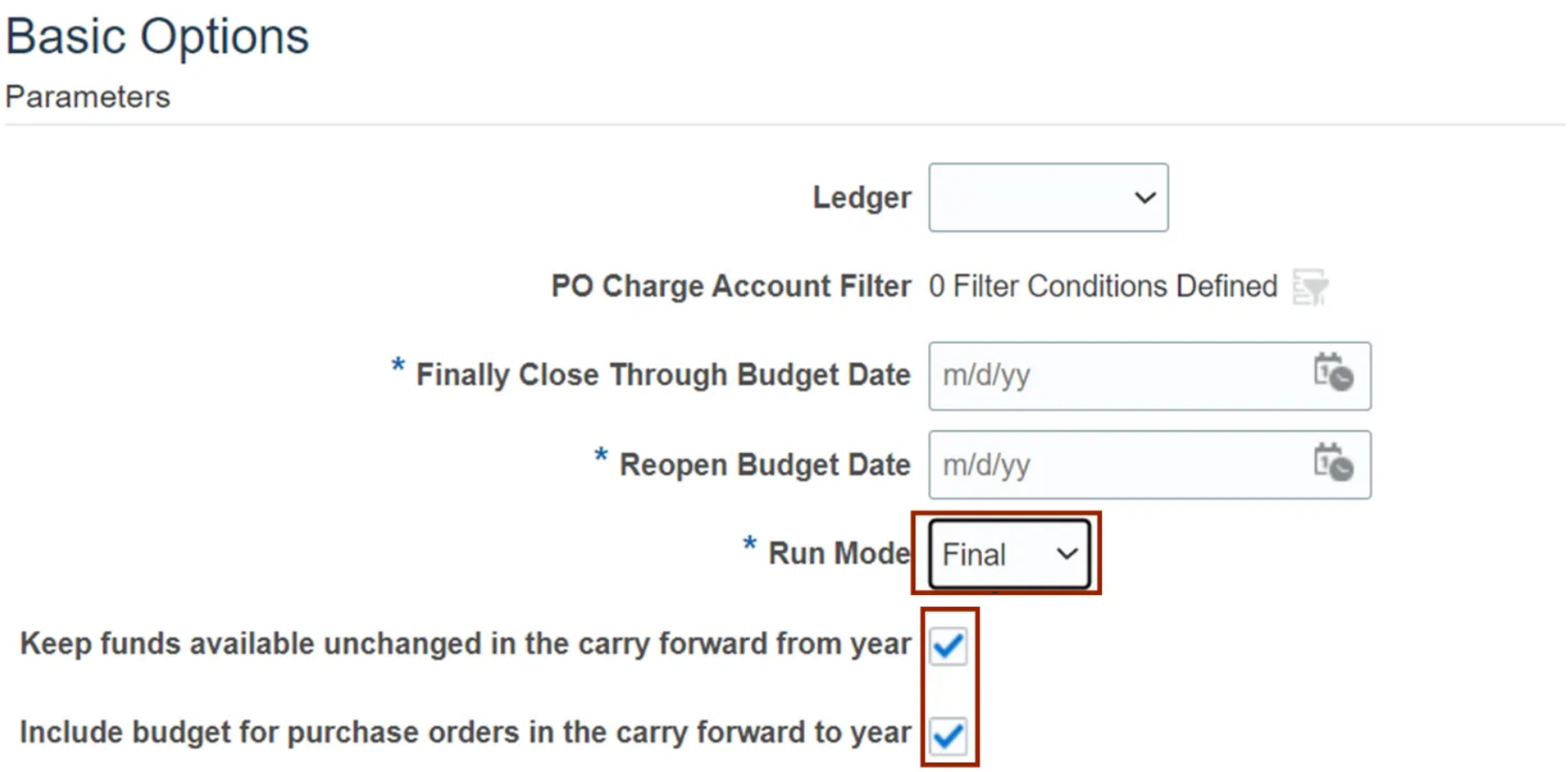
* **Reopen Budget Date** m/d/yy

* **Run Mode** Preview

Note: If the **Run Mode** field is selected as **Final**, then uncheck the following:

- Keep funds available unchanged in the carry forward from year.
- Include budget for purchase orders in the carry forward to year.

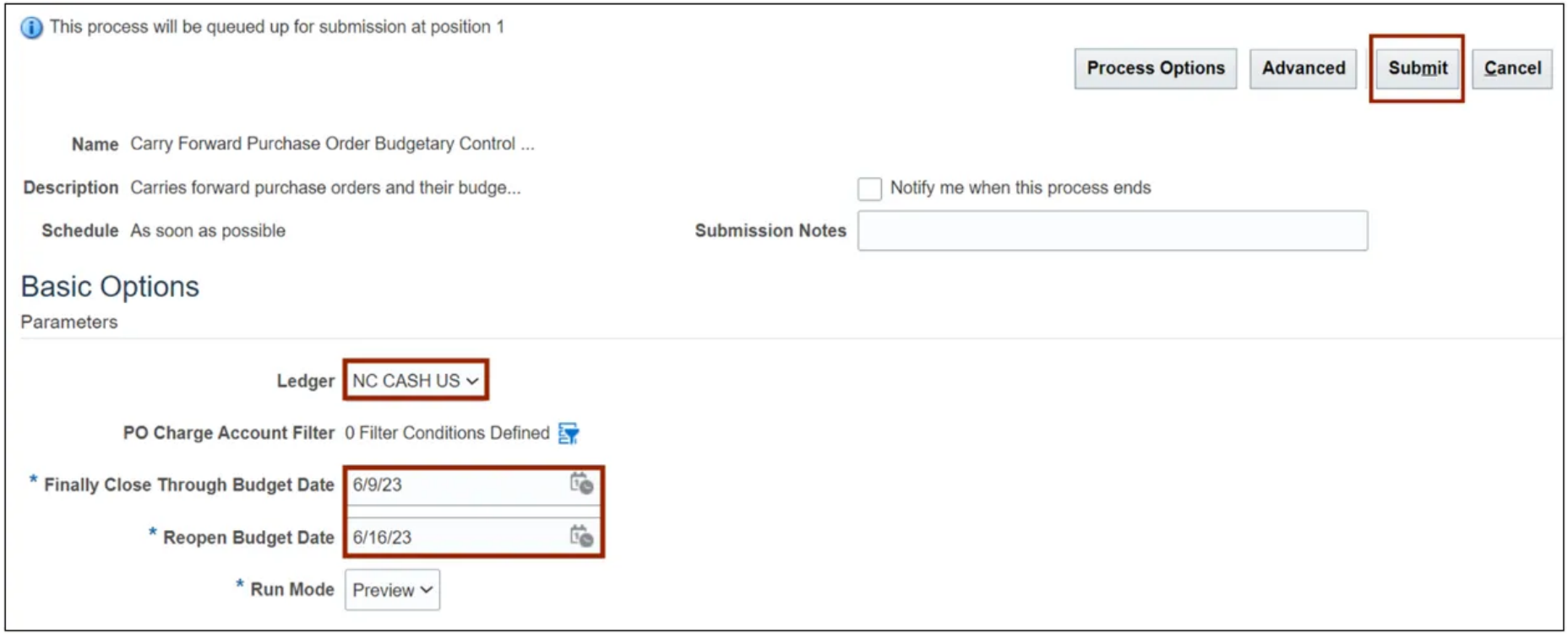
Image



Step 5. On the top right-hand side of the page, click the **Submit** button.

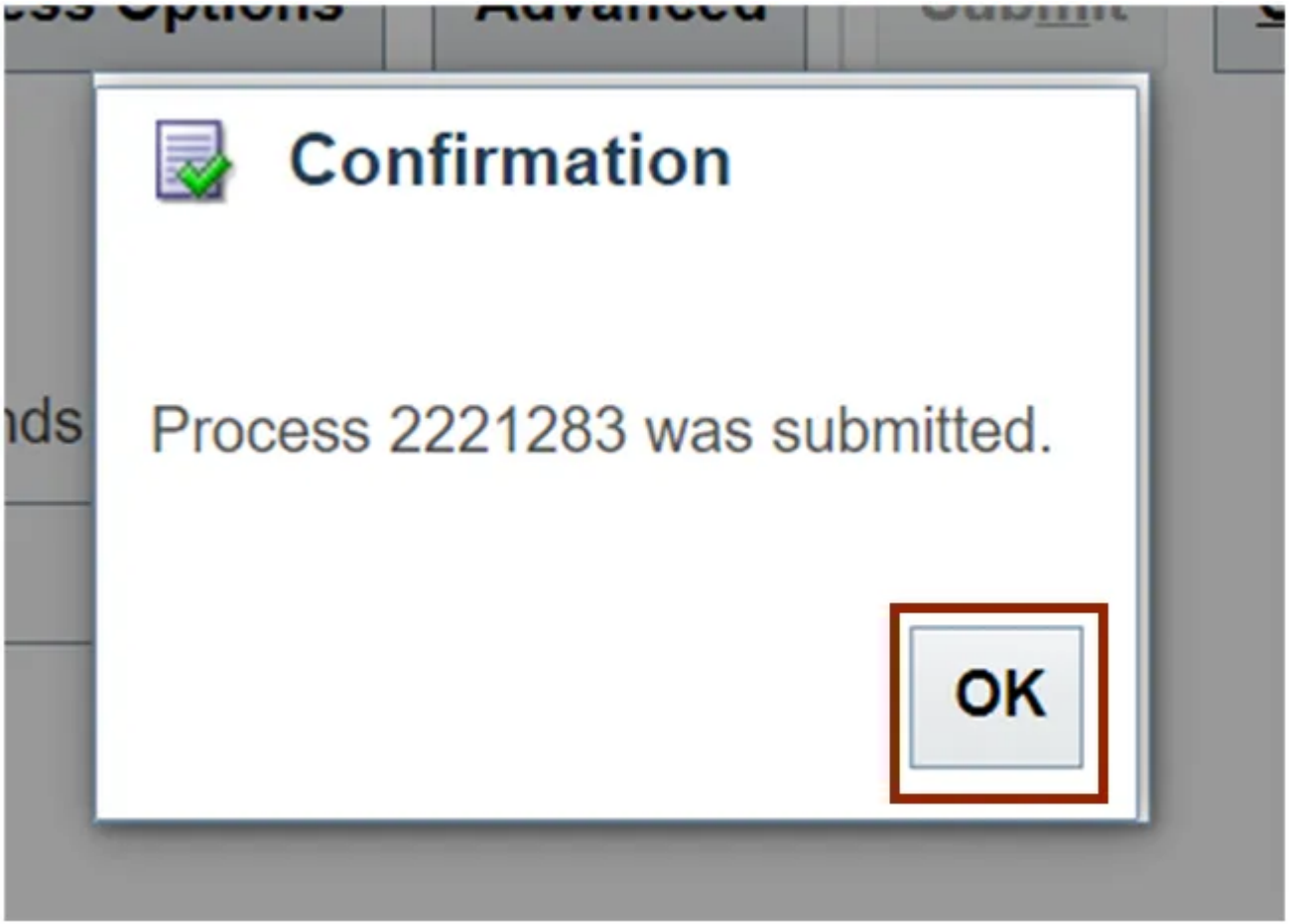
Note: In this example, choose ***Run Mode*** as **Preview**, ***Ledger*** as **NC CASH US**, and enter **Budget Dates**.

Image



Step 6. The Confirmation pop-up appears. Click the **OK** button You are now redirected to **Budgetary Control Dashboard** page.

Image



Note: The PO balances are available to view on Execution reports. In step No. 5, if we selected the ***Run Mode*** as **Final**, then the PO balances would be available to view on both the Execution Reports and the Inquiry screens.

Wrap-Up

Carryforward PO balances as a part of the budget and payables year-end process as illustrated in the steps above.

Additional Resources

- Web-based Training (WBT)
  - BU102: Budget Period Management

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