

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.

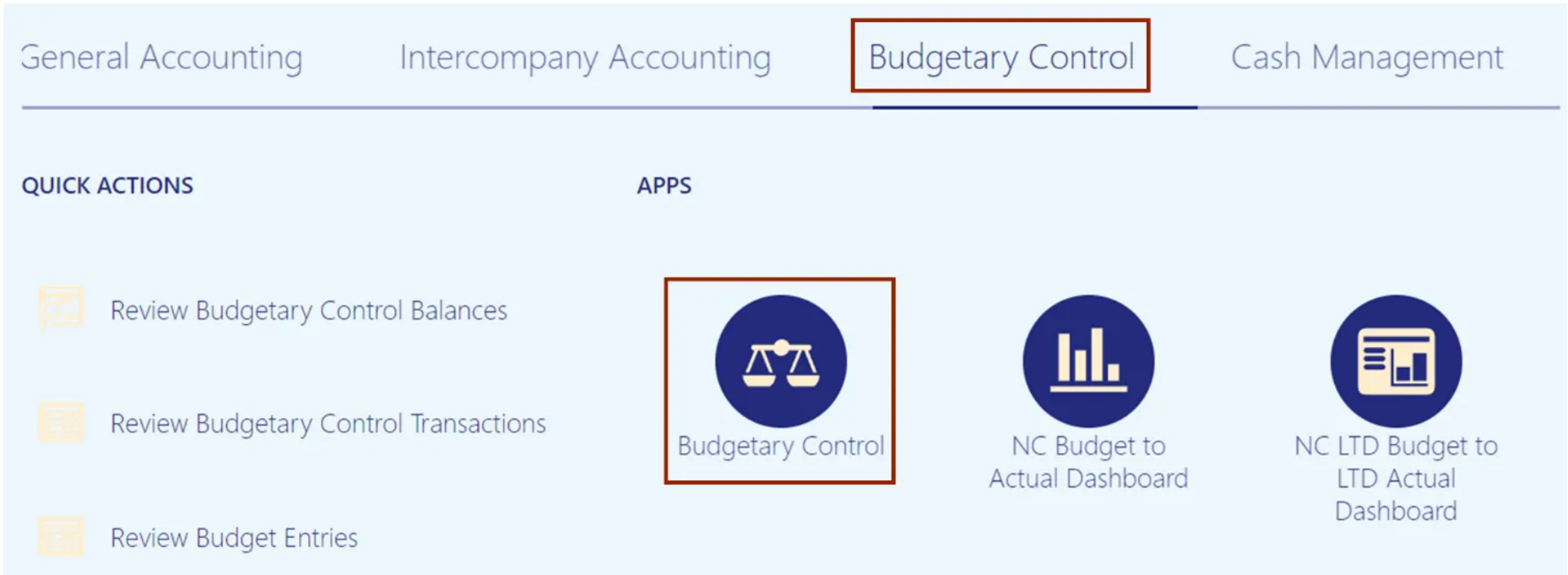
Carryforward PO Balances

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.

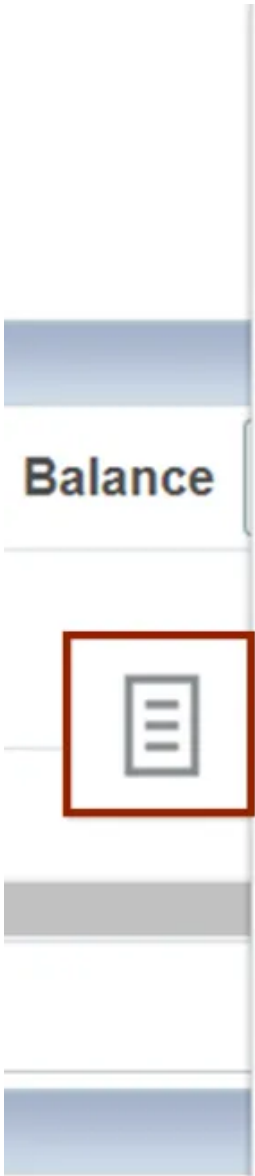
Step 2. On the **Home** page, click the **Budgetary Control** tab. Click the **Budgetary Control** app.

Image



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

Image



Budgets

- [Manage Control Budgets](#)
- [Enter Budgets in Spreadsheet](#)
- [Review Budget Entries](#)
- [Review Budgetary Control Balances](#)
- [Review Budgetary Control Transactions](#)

Period Close

- [Budget Period Statuses](#)
- [Manage Encumbrance Carry Forward Rules](#)
- [Carry Forward Funds Available](#)
- [Carry Forward Purchase Order Budgetary Control Balances](#)

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 v

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

Basic Options

Parameters

Ledger

PO Charge Account Filter 0 Filter Conditions Defined 

* Finally Close Through Budget Date 

* Reopen Budget Date 

* Run Mode 

Keep funds available unchanged in the carry forward from year ☒

Include budget for purchase orders in the carry forward to year ☒

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

This process will be queued up for submission at position 1

Process Options Advanced **Submit** Cancel

Name Carry Forward Purchase Order Budgetary Control ...

Description Carries forward purchase orders and their budge...

Schedule As soon as possible

Submission Notes ☐ Notify me when this process ends

Basic Options

Parameters

Ledger **NC CASH US** ▾

PO Charge Account Filter 0 Filter Conditions Defined

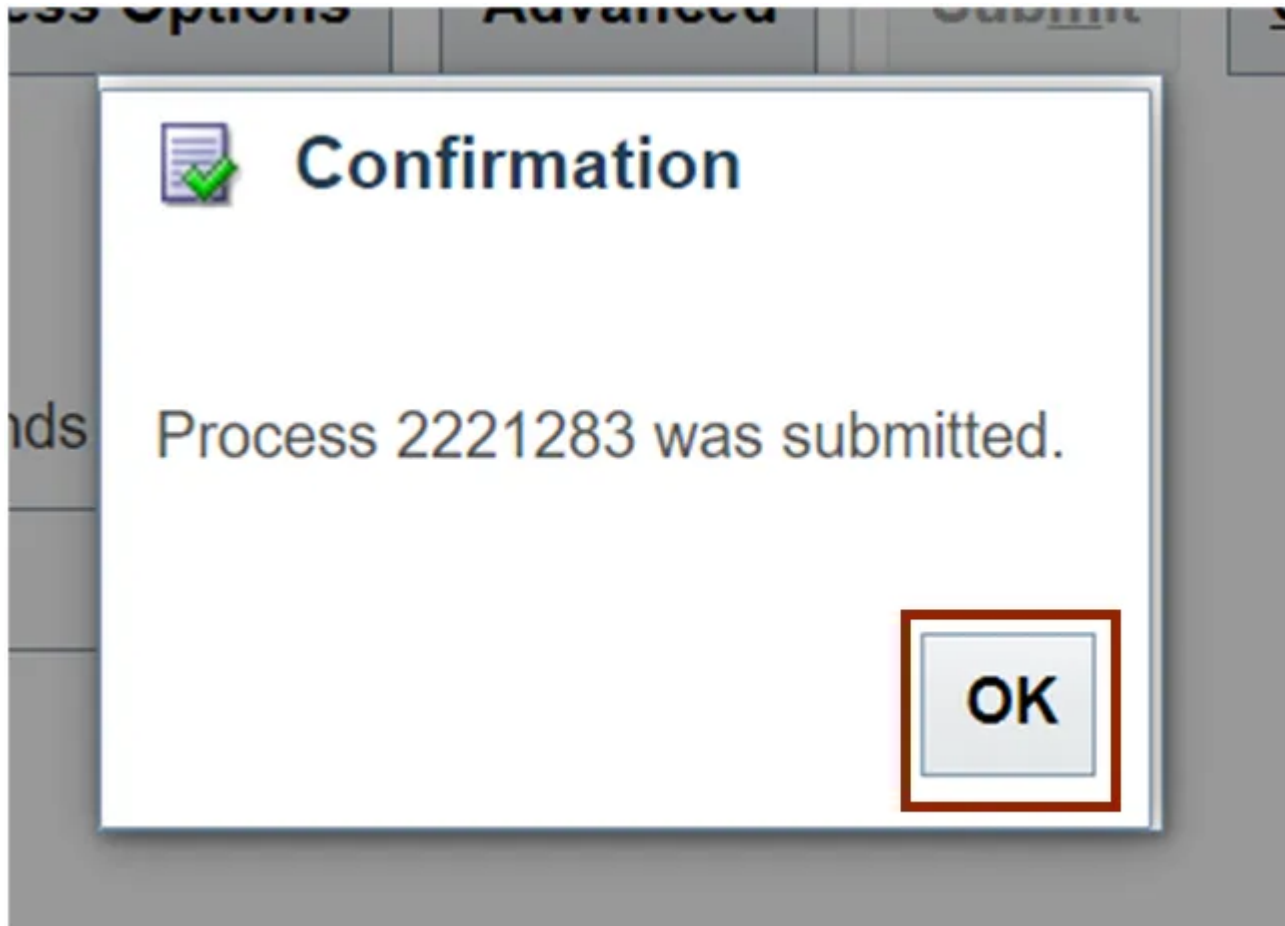
* Finally Close Through Budget Date 6/9/23

* Reopen Budget Date 6/16/23

* Run Mode Preview ▾

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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