# 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.

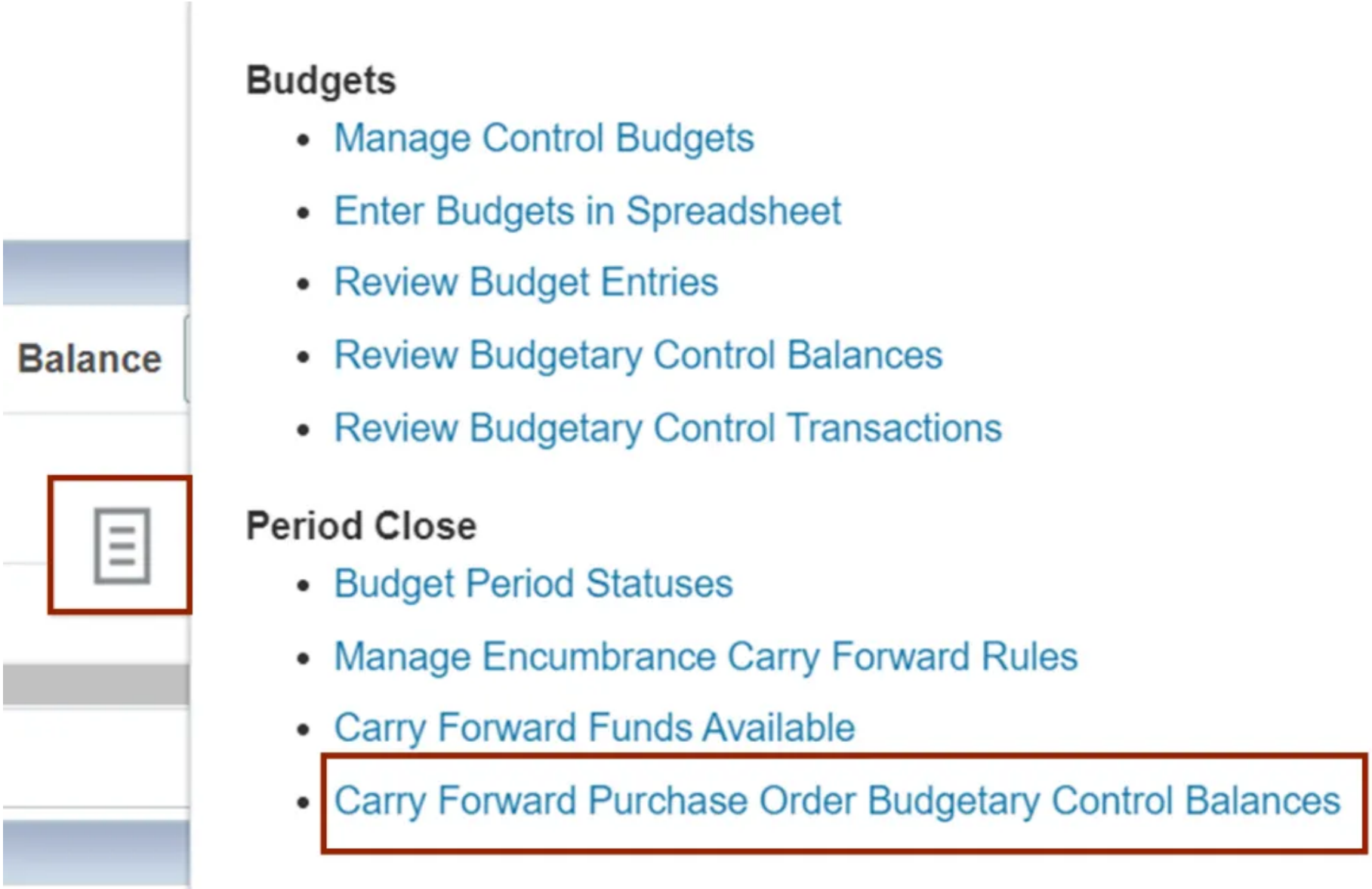
Step 2. On the **Home** page, click the **Budgetary Control** tab. Click the **Budgetary Control** app.

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

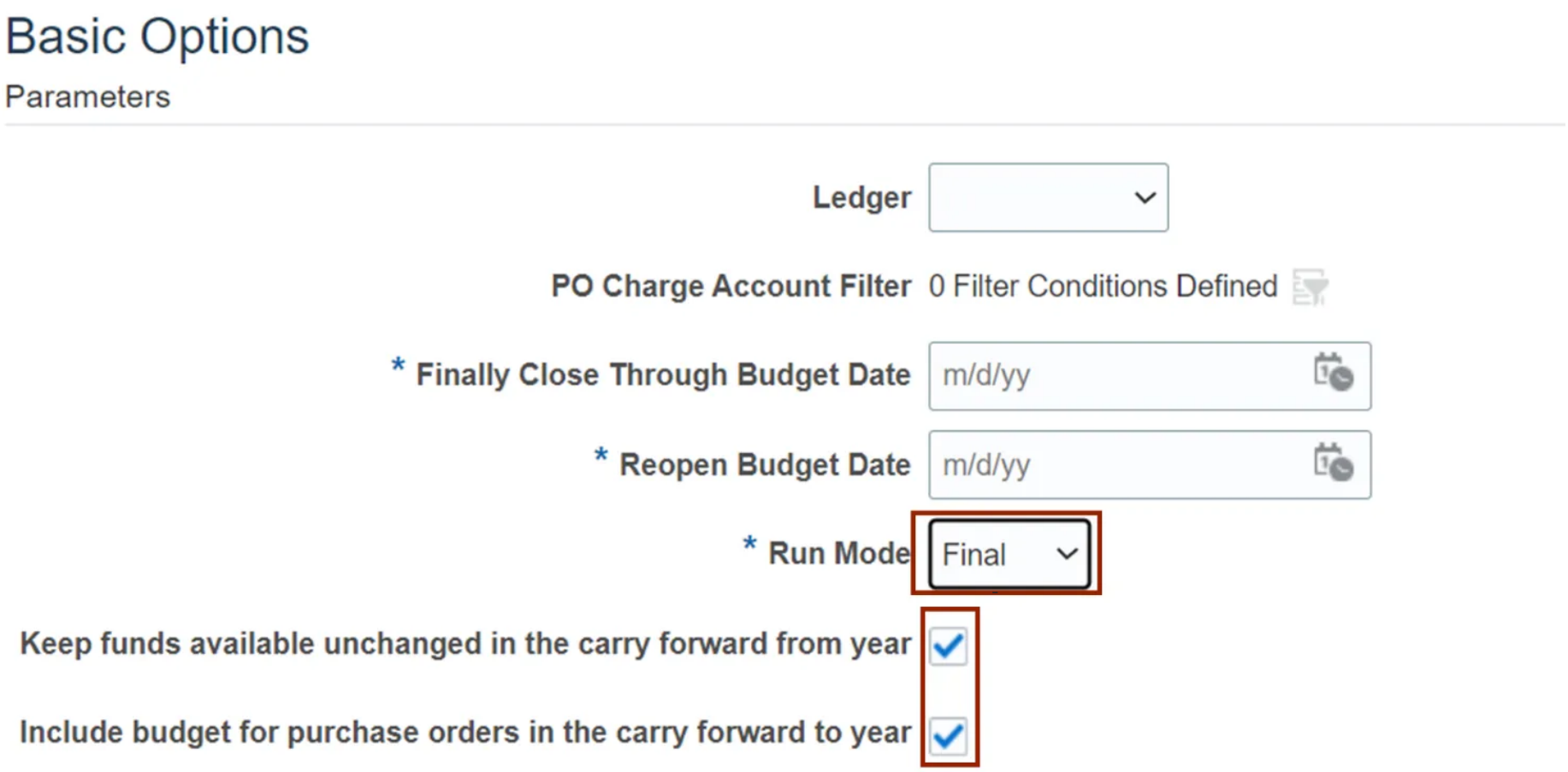
* **Reopen Budget Date** m/d/yy

* **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.

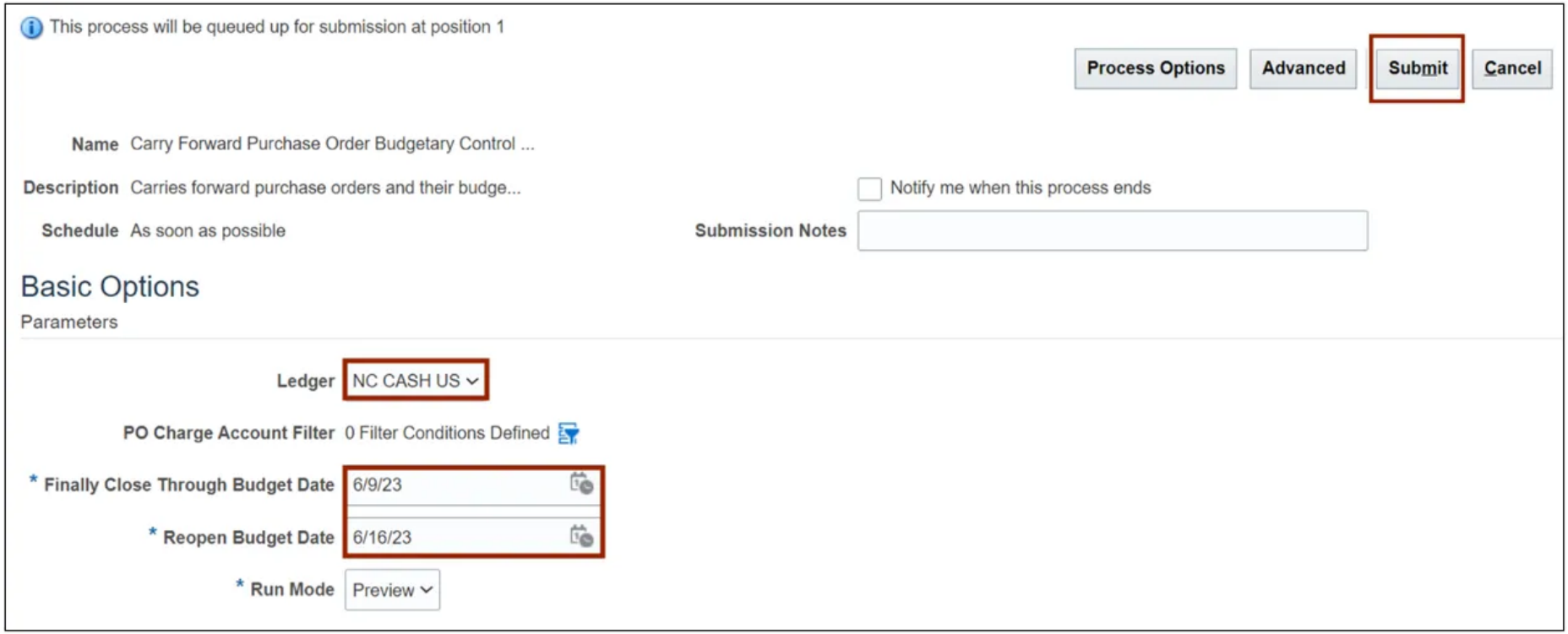
Image




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

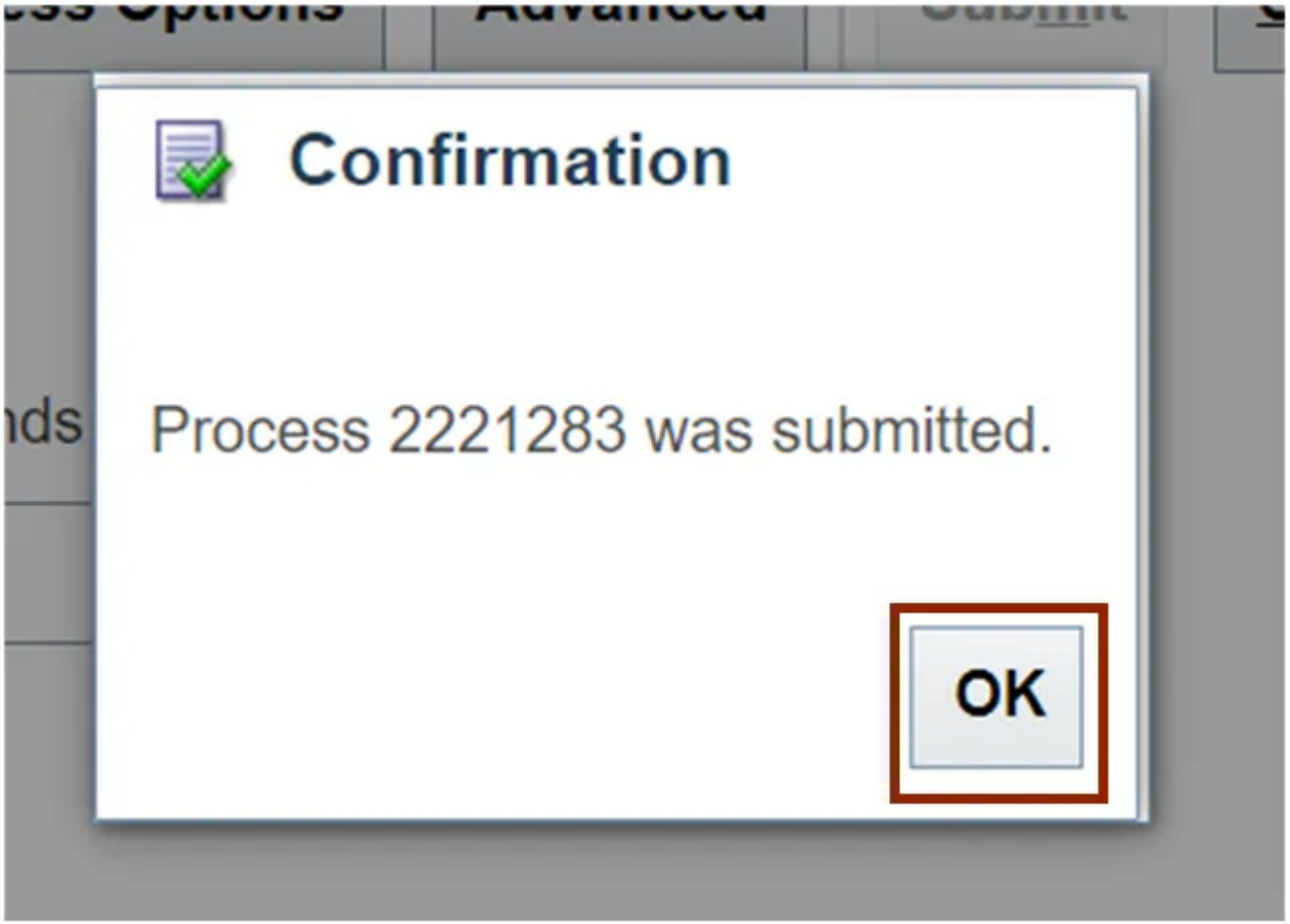
Note: In this example, choose ***Run Mode*** as **Preview**, ***Ledger*** as **NC CASH US**, and enter **Budget Dates**.

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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