

CARRYFORWARD FUNDS



AVAILABLE

BUD

(APPROPRIATIONS)

QUICK REFERENCE GUIDE BUD-28

Purpose

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

Introduction and Overview

This QRG covers the process of carrying forward funds available, which is the process of moving the appropriations budget amounts for CI budget codes from one budget year to another.

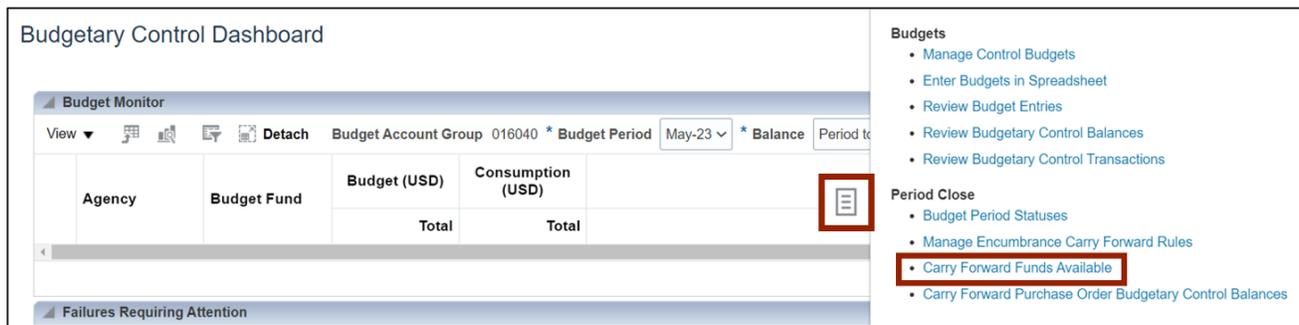
Carryforward Funds Available (Appropriations)

To Carryforward Funds available, please follow the steps below:

1. Log in to the NCFS portal with your credentials to access the system.
2. On the **Home** page, click the **Budgetary Control** tab and click the **Budgetary Control** app.



3. Click the **Tasks** [] icon and under **Period Close**, select **Carry Forward Funds Available**.

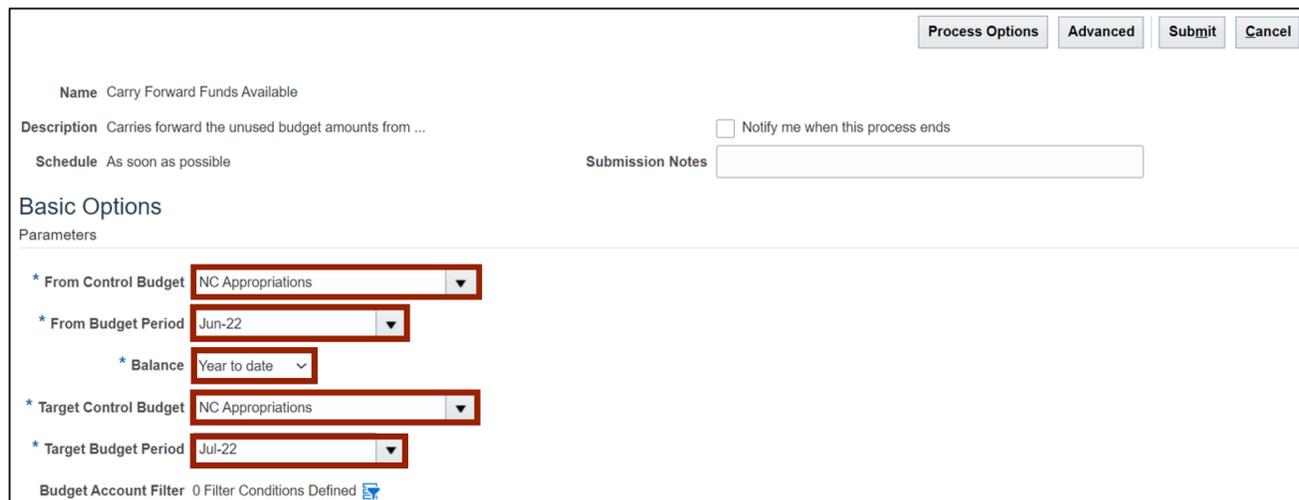


The screenshot shows the 'Budgetary Control Dashboard' with a 'Budget Monitor' section. A table with columns for 'Agency', 'Budget Fund', 'Budget (USD)', and 'Consumption (USD)' is visible. A red box highlights the 'Tasks' icon in the top right. Another red box highlights the 'Carry Forward Funds Available' option in the 'Period Close' menu on the right side of the dashboard.

4. Enter or select the required information on the ***From Control Budget**, ***From Budget Period**, **Balance**, ***Target Control Budget**, and ***Target Budget Period** fields from the respective drop-down choice lists.

In this example, we choose:

- **From Control Budget: NC Appropriations**
- **From Budget Period: Jun-22**
- **Balance: Year to date**
- **Target Control Budget: NC Appropriations**
- **Target Budget Period: Jul-22**



The screenshot shows the configuration form for the 'Carry Forward Funds Available' process. The 'Basic Options' section contains several dropdown menus, each highlighted with a red box:

- * From Control Budget: NC Appropriations
- * From Budget Period: Jun-22
- * Balance: Year to date
- * Target Control Budget: NC Appropriations
- * Target Budget Period: Jul-22

 The form also includes buttons for 'Process Options', 'Advanced', 'Submit', and 'Cancel', and a 'Budget Account Filter' section at the bottom.

5. Click the **Filter** [🔍] icon to add a **Budget Account Filter**.

Process Options Advanced Submit Cancel

Name Carry Forward Funds Available

Description Carries forward the unused budget amounts from ... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* From Control Budget NC Appropriations ▼

* From Budget Period Jun-22 ▼

* Balance Year to date ▼

* Target Control Budget NC Appropriations ▼

* Target Budget Period Jul-22 ▼

Budget Account Filter 0 Filter Conditions Defined 🔍

6. Click the **Add Fields** drop-down choice list and select **Budget Fund**.

Process Options Advanced Submit Cancel

Name Carry Forward Funds Available

Description Carries forward the unused budget amounts from ... Notify me when this process ends

Schedule As soon as possible Submission Notes

Basic Options

Parameters

* From Control Budget NC Appropriations ▼

* From Budget Period Jun-22 ▼

* Balance Year to date ▼

* Target Control Budget NC Appropriations ▼

* Target Budget Period Jul-22 ▼

Budget Account Filter 0 Filter Conditions Defined 🔍

Budget Account Filter ✕

No search fields added.

Search Reset Add Fields ▼

- Agency
- Budget Fund

7. Enter the required filter on the **Budget Fund** field and click the **OK** button.

In this example, we choose **Budget Fund** as **Starts with 04**.

The screenshot shows a web form titled "Carry Forward Funds Available". At the top right are buttons for "Process Options", "Advanced", "Submit", and "Cancel". The form fields include "Name", "Description", "Schedule", and "Submission Notes". A "Basic Options" section contains several dropdown menus for "From Control Budget", "From Budget Period", "Balance", "Target Control Budget", and "Target Budget Period". A "Budget Account Filter" pop-up window is open, showing a filter condition: "Budget Fund" with a dropdown set to "Starts with" and a text input set to "04". The "OK" button in the pop-up is highlighted with a red box.

8. Click the **Submit** button.

This screenshot shows the same form as above, but the "Submit" button at the top right is now highlighted with a red box. The "Budget Account Filter" at the bottom left now displays "1 Filter Conditions Defined" and is also highlighted with a red box.

9. The **Confirmation** pop-up appears. Click the **OK** button.

The screenshot shows the form with a "Confirmation" pop-up window. The pop-up contains the text "Process 2229044 was submitted." and an "OK" button, which is highlighted with a red box. The "Submit" button on the form is no longer highlighted.

Note: You can view the review budgetary control balances screen to verify the carryforward amounts.

Wrap-Up

Carryforward funds available for unused budget appropriations amounts for CI budget codes from one budget year to another by using the steps above.

Additional Resources

Web-Based Training (WBT)

- BU001: Budget Inquiry