# Carry Forward Summary

The basic carry forward process consists of four major steps. All of these steps are done using the Utilities: Carry Forward menu item. You must have Budget_Mgr or Full_Access permissions in order to use the Carry-Forward Assistant.

<table>
<thead>
<tr>
<th>Step</th>
<th>When</th>
<th>What</th>
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| 1    | June         | Examine your current projects. Decide what you want in the new year.  
Tell GUS which projects are to be replicated into the new fiscal year.  
If you wish to create new project codes which didn't exist in the old fiscal year, pre-create them with the new fiscal year. Set their status to Pending.  
Tell GUS whether you want to do step 2 automatically on a particular date or manually. |
| 2    | July 1       | Create the new fiscal year projects.  
Place the old fiscal year projects on CF-Hold.  
Activate any pre-created projects.  
This can be done automatically by GUS or you can log in and trigger the updates manually. |
| 3    | July         | If you are using GUS Personnel duplicate and reproject distributions on old fiscal year projects into the new fiscal year.  
If you are using GUS Recharges change the recharge credit destinations from the old year to new fiscal year projects. Do this after you have posted the old fiscal year credits.  
If you are using GUS Purchasing update any VBs, KKs or PSAs which you intend to use in the new fiscal year to include the new fiscal year projects as valid funding sources. |
| 4    | After June Final (August) | Review and carry forward unreconciled transactions or outstanding liens.  
Change old fiscal year projects status to Closed.  
Enter carry forward balances and new year allocations as increments for the new fiscal year projects. |

Important!! You don't have to wait until you have reconciled your June ledgers to do the first three carry forward steps. Do everything through step 2 before you post any data into GUS in the new fiscal year.