Introduction

Each year, at the end of the fiscal year, we go through a process called "carry forward". It affects all Projects which are on the fiscal year cycle. Generally these are your departmental, gift, etc. funds. Extramural funding usually does not have a fiscal year.

We do this because campus Accounting treats the affected Account-Fund combinations as different entities in each fiscal year. Because GUS "shadows" the central accounting system we do the same.

The carry forward process typically starts in late June and continues into the following August.

The basic carry forward process consists of four major steps.

1. Decide how you want to organize your projects in the new fiscal year. This may be a simple duplication of your current projects. However, you may wish to not re-use some of your current projects and you may wish to create new projects. GUS gives you the ability to preset your choices so that they may be automatically carried out at the appropriate time.

2. At the transition between the old fiscal year and the new fiscal year you will put your old fiscal year projects on hold, create the new fiscal year projects and make them active.

3. Depending upon which portions of GUS you are using you may have payroll, recharge or purchasing activities which are related to projects in the old fiscal year. These may need to be changed to relate to projects in the new fiscal year. If you are using the Personnel portion of GUS, distributions in the old fiscal year may need to be carried forward into the new fiscal year.

4. After the June Final ledger has been released the old fiscal year projects are reconciled. If there are remaining unreconciled expenses or outstanding liens in the old fiscal year, they may need to be moved into the new fiscal year. If there are balances remaining in the old fiscal year, they will need to be posted into the new fiscal year along with any new funding that you receive.

Once all of the unreconciled transactions, outstanding liens and balances have been dealt with, the project status in the old fiscal year project is changed to "Closed".

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.

You must have Budget_Mgr or Full_Access permissions in order to use the Carry-Forward Assistant.
Opening the Carry Forward Assistant

Under the Utilities menu select Carry Forward.

This will open the Carry Forward Assistant window

The Carry Forward Assistant window has five tabs; Overview, Step One - Planning, Step Two - Create New FY Projects, Step Three - Change Links and Step Four - Move $.

The Overview tab contains a brief summary of the carry forward process and the steps to follow.
**Step One - Planning**

Clicking on this tab will display all of the Projects in your database which are associated with the old fiscal year. If you have already created projects for the new fiscal year they will also be displayed (in blue).

Data columns to the left of the check boxes show information about the displayed projects. Data columns to the right of the check boxes show information about what GUS is expecting to do with the displayed projects.

Initially GUS assumes that any Active project in the old fiscal year will have its status changed to CF-Hold. Any new fiscal year project with status Pending will be made Active.

To recreate an old fiscal year project for use in the new fiscal year, check the box in its row. You can check all of the boxes by option-clicking (Mac) or alt-clicking (Windows) one of the checkboxes.
When you check an old fiscal year project, the CF-Action will change from "Status -> CF-Hold" to "Status -> CF-Hold, Duplicate". This means that the project status on the old fiscal year project will be changed to CF-Hold and that the project will be duplicated for use in the new fiscal year. The new fiscal year project will be identical to the old fiscal year except for its fiscal year and its award and funding dates.

Once you have decided what you want done for each of the projects you can decide how you want GUS to carry out your plans. This is done in the 'Activation Method' area.

If you click the 'Manual' radio button GUS will not make any changes until you log in and tell GUS to do the carry-forward (Step Two- Create New FY Projects). Manually doing this portion of the carry forward will typically take only a few minutes.

If you select the 'Automatic' radio button and enter a date in the future, then GUS will perform the changes to old projects and creation of new projects the first time someone logs in on or after the target date.

For example, if you make your plans (Step One - Planning) on June 15 and set the automatic activation date to July 01, then the first time one of your users logs in on or after the target date.

Step Two - Create New FY Projects

This needs to be done as close to the beginning of the new fiscal year as possible.

This is important because, as of July 1, you will need a place to post the financial transactions for the new fiscal year.

If you post your new fiscal year entries into the old fiscal year you will be posting them into the wrong fiscal year. You will then have to carry them forward into the new fiscal year. This will create more work for you as well as cluttering up your database.

If you have preset your carry forward actions, the new fiscal year projects will be created when someone logs into your database on or after the trigger date.
You can also manually perform the carry forward actions at any time by clicking the 'Create OY-NY Projects Now' button. (OY-NY will be the old and new fiscal years).

In either case you will briefly see a message box indicating that the preset actions are being performed.

Typically this process will take only a few minutes. Once it is complete you will see the results.
Step Three - Change Links

If you are using the Personnel, Purchasing or Recharge portions of GUS there may be things which are linked to the old fiscal year which need to be changed to link to the new fiscal year.

You will need to change these links before you use them for new fiscal year transactions.

Important!! Don't change recharge links until you have posted all of your old fiscal year recharge credits. Otherwise they will go into the new fiscal year.
3a Changing recharge links:

Each Recharge Type you have set up will have a Project which is used to receive the credits for that activity. The credit destination project must be changed from the old fiscal year to the new one before you post any recharges for the new fiscal year.

You should do this after you have posted all of your old-year recharges and before you post your new-year recharges.

You can change individual Recharge Types by double-clicking on them and manually entering the information for the new fiscal year.

You may want to change the recharge credit destinations individually if you want to reorganize your projects in the new fiscal year. However, if you want the same recharge credit setup in the new year as in the old you can change the credit destinations en masse by clicking the 'Move All' button. If the 'Move All' process can't find an equivalent Project in the new fiscal year, the Recharge Type will remain unchanged.
3b  Change funding sources for Vendor Blankets and similar agreements:

In the Purchasing area of GUS Vendor Blankets are associated with particular Projects. If the Project was in the old fiscal year, the VB funding sources should be modified to deactivate the old fiscal year Project and to add the new fiscal year Project. Some departments include KKs and Personal Service Agreements in this area.

You can edit the Vendor Blankets by double-clicking on the individual VB records.

Add the new fiscal year project as a funding source by clicking on the Funding Sources '+'. Deactivate the old fiscal year Project as a funding source by double-clicking on the old Project entry and then clicking the "Deactivate Funding Source" button.

3c  Copy Payroll Distributions into the new fiscal year:

If you are have payroll distributions against fiscal year projects, they may need to be created and projected in the new fiscal year projects.

Clicking the 'Personnel Carry Forward' button will cause GUS to find all payroll distributions which were active at the end of the old fiscal year, and for which the PPS end date is not the end of the fiscal year and duplicate and reproject them in the new fiscal year.
Step Four - Move $

Step four is not done until after you have reconciled to the June Final ledger.

4a Move Unreconciled expenses and Outstanding Liens.

Click on the 'Step 4 - Move $' tab. GUS will display all of the account-fund combinations associated with the old fiscal year.

For each combination you will see the number of Projects, the reconciled balance, an Outstanding Liens total and an Unreconciled expenses total.

When the Outstanding Liens and Unreconciled totals are zero there is nothing for you to do.

If you do see a balance for an Account-Fund line double click on that line.

In a manner similar to above, GUS will show you totals for all of the Projects associated with that Account-Fund pair.
For each Project you will see an Unreconciled balance and the number of transactions that make up that balance. You may not choose to move all of the old fiscal year transactions into the new year. For that reason the transaction count is split between the number of transactions which have not been moved and the number which have been moved. Outstanding Liens are displayed similarly.

If there is no UnReconciled or Outstanding Lien balance for a Project then there is nothing for you to do. If there is a balance then double-click on the project line to see the individual transactions.
Note that there are two tabs; one for UnReconciled Expenses and one for Outstanding Liens. You will need to look at both tabs before you are done.

Also note that the old fiscal year project is displayed as the 'Source Project' at the upper left and that there is a 'Destination Project' on the upper right. If you wish you may change the destination project to another project as long as it has the same account and fund number. Allowable options will be displayed in the 'Destination Project' pulldown.

As long as there is a project in the new fiscal year which matches the old fiscal year project, GUS will default to choose the same project code.

Examine each of the transactions to be sure you want to carry them forward. You can see transaction details by double-clicking on the transaction.

In the example above, the first three lines were originally carried forward from the previous fiscal year when the old fiscal year project was created. They should probably not be carried forward again. The question here is why they have remained unreconciled for over a year.

To carry transactions forward either command-click (Mac) or control-click (Windows) on one or more of the transactions. You should see them highlighted with a salmon or dark-blue background. You should also see the line Status change to 'Selected'.

Click on the 'Carry Forward' button.
When the carry forward is complete the lines will change to a normal (white or black) background and the line Status column will show that the transactions have been carried forward.

Repeat this process with the Outstanding Liens.

Note that in this example one of the liens has already been carried forward. This is because this particular lien was associated with an expense we had already carried forward.

Repeat this process for all other Projects associated with this Account-Fund combination.
4b Close the old fiscal year Projects.

For each project that was in the old fiscal year make sure that you have reconciled to the June Final GL and that you have dealt with any UnReconciled Transactions or Outstanding Liens they may have had.

Go to the Projects setup screen (Project:Projects), open the Project and change the status from CF-Hold to Closed.

4c Allocate funds into the new fiscal-year Project.

When you know your carry-forward balance and your allocations for the new fiscal year open the Project setup form for the new fiscal-year Project. Go to the 'Budget Information' tab and enter the funds in the 'Project Increments' area. For clarity we recommend that you enter the carry forward balance and the new allocations as separate increments with meaningful descriptions; e.g. something like "Carry forward from 09-10" and "Budget Allocation for 10-11".

When you have completed these steps for all of your fiscal-year Projects your carry forward is done.