

# Carry Forward

UGA Accounting



*OneSource*  
UNIVERSITY OF GEORGIA

website: [onesource.uga.edu](https://onesource.uga.edu)  
email: [onesource@uga.edu](mailto:onesource@uga.edu)  
support desk: 706-542-0202 (option 2)

# Accounting

## General Ledger/Commitment Control

- Carry Forward Calculation Rules:

- Chartfields included:

- Fund
    - Program
    - Department
    - Class
    - Operating Unit
    - Project
    - Chartfield1
    - Account



Every unique combination of all of these fields creates a separate carry forward chartstring.

- EXAMPLE:

- F:14100/P:11100/D:12345678/C:41500/OU:-/P:-/C1:-/A:441000
    - F:14100/P:11100/D:12345678/C:41500/OU:-/P:-/C1:4EXAMPLE/
    - F:14100/P:13100/D:12345678/C:41500/OU:-/P:-/C1:-/A:441000

Three (3) carry forward chartstrings would be generated for this department.

# Accounting

## General Ledger/Commitment Control

### CARRY FORWARD CALCULATION PROCESS

A	B	C	D	E	F	G	H	I	J	K	L	M	N
EXAMPLE DEPARTMENTS WITH ACTUALS LEDGER ACTIVITY													
Fund	Program	Department	Class	Operating	Project	Chartfield1	Account	+ Prior Year Carryforward - 499100	+ Current Year Revenue	- Current Year Expense	- Current Year Encumbrances	= Carryforward for Current Fiscal Year	Affect to Carry Forward REVENUE
14100	11100	12345678	41500					(5,000.00)	(7,500.00)	8,500.00	2,075.00	(1,925.00)	Surplus
14100	11100	12345678	41500			4EXAMPLE				325.00		325.00	Deficit
14100	13100	12345678	41500							1,500.00		1,500.00	Deficit
NOTES:													
Signs are true signs as you would see on the General Ledger.													

Above is a spreadsheet analysis of the automated closing process for determining Carry Forward at year end. This calculation is performed based on ACTUAL activity NOT BUDGET.

# Accounting

## General Ledger/Commitment Control

### CARRY FORWARD BUDGET EXAMPLE

#### EXAMPLE DEPARTMENTS WITH BUDGET LEDGER ACTIVITY

DEPT_REV BUDGET OVERVIEW QUERY									DEPT_REV Ledger	ACTUALS LEDGER Activity			
Fund	Program	Department	Class	Operating	Project	Chartfield1	Account	BudRef	Revenue Estimate	Recognized Revenue	Available Budget*		
14100	11100	12345678	41500				499100	2020	1,925.00	1,925.00	-		
14100	11100	12345678	41500			4EXAMPLE	499100	2020	(325.00)	(325.00)	-		
14100	13100	12345678	41500				499100	2020	(1,500.00)	(1,500.00)	-		
DEPT_CHILD BUDGET OVERVIEW QUERY									DEPT_CHILD Ledger	ACTUALS LEDGER Activity			
Fund	Program	Department	Class	Operating	Project	Chartfield1	Account	BudRef	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
14100	11100	12345678	41500				700000	2020	1925	0	0	0	1925
14100	11100	12345678	41500			4EXAMPLE	700000	2020	-325.00	0	0	0	-325.00
14100	13100	12345678	41500				700000	2020	-1,500.00	0	0	0	-1,500.00

# Accounting

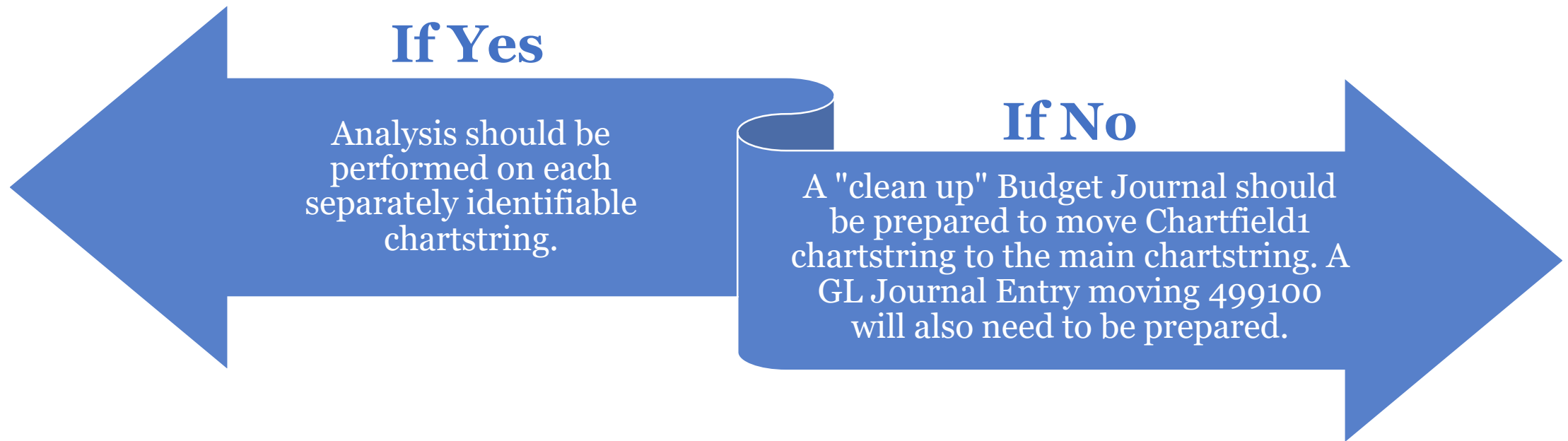
## General Ledger/Commitment Control

- A separate chartstring is created EVERY TIME a chart field is different.
- Carry Forward Chartstrings DO NOT roll up to Fund/Department. Since carry forward is created at a more detailed level that includes Fund/Program/Department/Class/Operating Unit/Project/Chartfield1, the budgets for these chartstrings need to be analyzed at the more detailed level.
- Carry Forward ONLY: Revenue Budget should ALWAYS Equal Actuals Ledger Revenue 499100 by Chartstring.

# Accounting

## General Ledger/Commitment Control

- If Chartfield1 fields are used, the unit needs to determine if this activity needs to be carried separately.



- Use the "[Budgeting Revenues and Expenditures – Guidelines by Fund](#)" to determine what adjustments are required.

# Accounting

## General Ledger/Commitment Control

- The entire chartstring number drives the carry forward posting of activity.
- While a Unit may use one Department ID for DSS activity, the flexibility of using different program codes, operating unit codes, project ID's and Chartfield1 codes can create numerous chartstrings when these fields are different.
  - It is important to use the correct Program code. Not all expenditures are for the same purpose.
- Departments can limit the number of options related to fields; however, fields such as program and class are driven by the purpose of the expense (program) and the type of funding (class).
  - Please ensure that Initiators and Approvers know what to look for when preparing/reviewing transactions based on the Unit's preferences.

# Thanks for your attendance!

*Need Help?*

Call or email the  
**OneSource Service Desk**

[onesource@uga.edu](mailto:onesource@uga.edu)  
706-542-0202 (option 2)



Photo/Joshua L. Jones (The Red & Black)



**OneSource**  
**UNIVERSITY OF GEORGIA**

website: [onesource.uga.edu](https://onesource.uga.edu)  
email: [onesource@uga.edu](mailto:onesource@uga.edu)  
support desk: 706-542-0202 (option 2)