

## Carry Forward Entry for Reporting

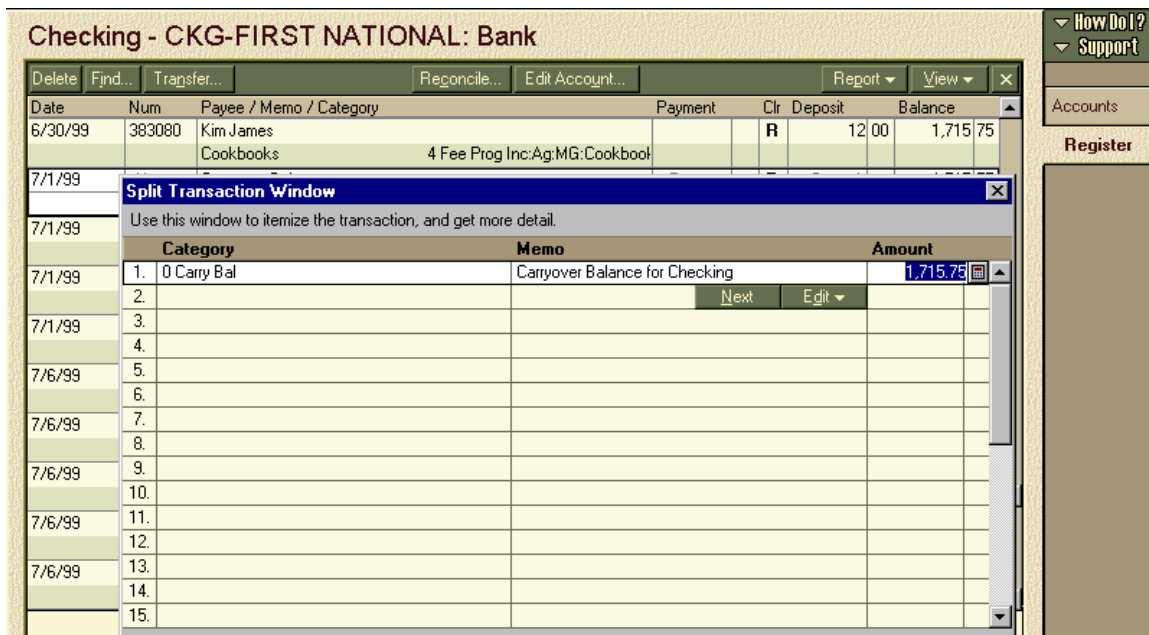
To be able to have the Operating Fund balance that we bring forward into a new year show up on reports, without starting a new file each year, we need to create a special entry in each account that has a balance at the end of the year. The entries we are going to create are for reporting only and do not affect the balances in our accounts.

First, go to the *Category & Transfer List* and create a new income category. In the Name box type **0 Carry Bal** (please be sure to type a 0-zero not an O) and in the Description box type **0 Carry Forward Balance**. Make sure and click the button in front of *Income*. Then click "OK". If you have the need to be able to tell what portion of the money you are bringing forward into a new year is left from each grant you have or each donor restricted gift you have received, then you will need to create sub-categories under this new category. The following might be an example of such category and sub-categories:

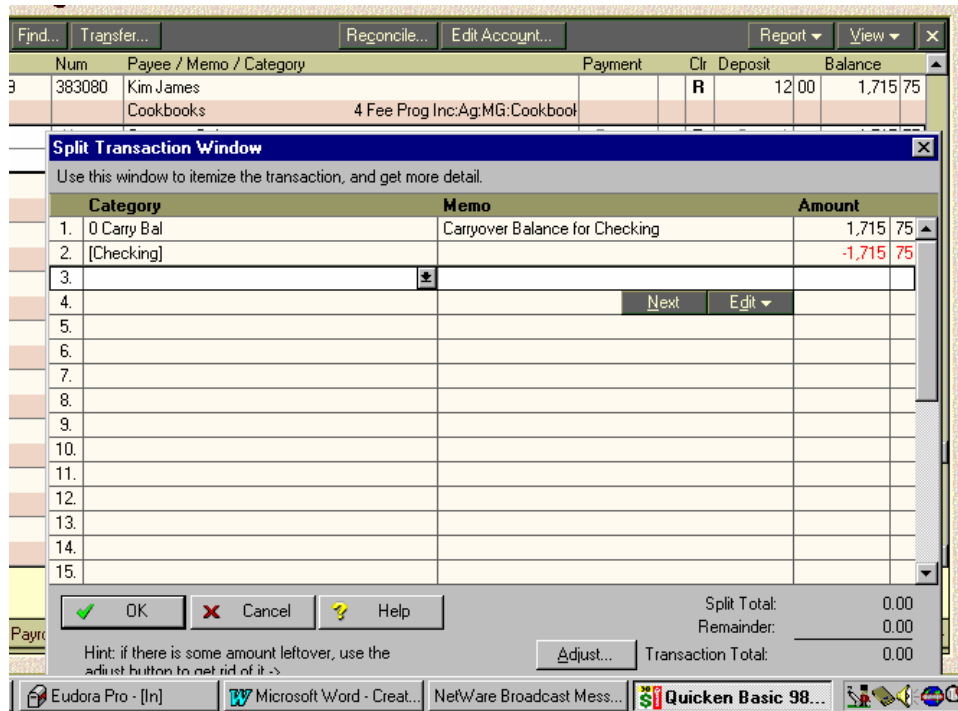
<ul style="list-style-type: none"> <li>0 Carry Bal</li> <li style="padding-left: 20px;">General</li> <li style="padding-left: 20px;">Grant 1</li> <li style="padding-left: 20px;">Grant 2</li> <li style="padding-left: 20px;">Restricted Gift</li> <li style="padding-left: 20px;">Tort</li> <li style="padding-left: 20px;">Unemployment</li> </ul>	<ul style="list-style-type: none"> <li>0 Carry Forward Balance</li> <li style="padding-left: 20px;">General Carry Forward</li> <li style="padding-left: 20px;">Grant #1(substitute name for number)</li> <li style="padding-left: 20px;">Grant #2</li> <li style="padding-left: 20px;">Donor Restricted Gift – Name</li> <li style="padding-left: 20px;">Tort Liability Carry Forward Balance</li> <li style="padding-left: 20px;">Unemployment Carry Forward Balance</li> </ul>
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### Carry Forward Entries with NO Sub-Categories

To create the first entry, open your checking account register. Scroll to the point in the register that the dates in the register change from June to July. Click on the first entry in July. Click on **Edit** on the Menu bar, click on *Transactions* and then on **Insert**. A blank transaction line should appear. In the blank transaction line set the date to 7/1/\_\_ (the 1<sup>st</sup> day of the fiscal year). Tab to the *Payee* field and type **Carry Forward Balance**. **Do not** tab to either the *Payment* nor *Deposit* fields; instead click on the **Split** button. In the **Split** window select **0 Carry Bal** as the category. In the *Memo* field, type **Carry Forward Balance in Checking**. You should be able to find this amount in the balance column of the last entry in June. Then tab to the *Amount* field and type in the balance in this account as of the last day in June. The entry should look like this:



Notice that the balance on June 30 was a positive \$1715.75, so that is the amount to enter. Tab to the 2<sup>nd</sup> line. In the *Category* field select the transfer for the account, in whose register you are creating the entry, from the category pull-down list. In the case of the account shown above, it would be [*Checking*]. Remember that your Transfers appear at the very bottom of the *Category & Transfer* list. Tab over to the *Amount* field and enter the same number with the opposite sign (+ or -). In other words, in the example above you would enter the negative of the same number (-\$1715.75). The entry should look like this:



Notice in the bottom right corner that the *Split Total* is 0.00, the *Remainder* is 0.00 and the *Transaction Total* is 0.00. If any number but 0.00 appears there, you have an error and need to start over. Click “OK” and then [ENTER] to record the entry.

An entry like this needs to be made in **EVERY** account that has either a positive or negative balance on the last day of the previous fiscal year. If the balance in an account is 0.00 no entry is required. Be sure to use the appropriate account transfer ([Checking], [Money Market], [Cash Box], etc.) in each transaction.

### Carry Forward Entries WITH Sub-Categories

To create the first entry, open your checking account register. Scroll to the point in the register that the dates in the register change from June to July. Click on the first entry in July. Click on *Edit* on the Menu bar, click on *Transactions* and then on *Insert*. A blank transaction line should appear. In the blank transaction line set the date to 7/1/\_\_\_ (the 1<sup>st</sup> day of the fiscal year). Tab to the *Payee* field and type **Carry Forward Balance**. **Do not** tab to either the *Payment* nor *Deposit* fields; instead click on the *Split* button.

In the Split window select “0 Carry Bal/ General” as the category. In the *Memo* field, type **General Carry Forward Balance in Checking**. Then tab to the *Amount* field and type in the balance in that you calculated was the general carry forward amount in this account as of the last day in June. Then tab to the second line and in the *Category* field select the next appropriate subcategory. For example, if you have determined that part of the amount left in Checking

represents an amount left from a grant, then select *0 Carry Bal:Grant 1*. Tab to Memo field and type in **Grant (Name) Carry Forward Balance in Checking**. The entry should look like this:

Category	Memo	Amount
1. 0 Carry Bal:General	General Carry Forward Balance in Checking	1,000 00
2. 0 Carry Bal:Grant 1	Grant #1 Carry Forward Balance in Checking	715 75
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Split Total: 0.00  
Remainder: 0.00  
Transaction Total: 0.00

Notice that the balance on June 30 was a positive \$1715.75, so the two numbers you entered should sum to that amount. Tab to the 3rd line. In the *Category* field select the transfer for the account, in whose register you are creating the entry, from the category pull-down list. In the case of the account shown above, it would be **[Checking]**. Remember that your Transfers appear at the very bottom of the *Category & Transfer* list. Tab over to the *Amount* field and enter the same number with the opposite sign (+ or -). In other words, in the example above you would enter the negative of the sum of the two positive numbers (**-\$1715.75**). The entry should look like this:

Category	Memo	Amount
1. 0 Carry Bal:General	General Carry Forward Balance in Checking	1,000 00
2. 0 Carry Bal:Grant 1	Grant #1 Carry Forward Balance in Checking	715 75
3. [Checking]		-1,715 75
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Split Total: 0.00  
Remainder: 0.00  
Transaction Total: 0.00

Notice in the bottom right corner that the *Split Total* is 0.00, the *Remainder* is 0.00 and the *Transaction Total* is 0.00. If any number but 0.00 appears there, you have an error and need to start over. Click “OK” and then [ENTER] to record the entry.

An entry like this needs to be made in **EVERY** account that has either a positive or negative balance on the last day of the previous fiscal year. If the balance in an account is 0.00 no entry is required. Be sure to use the appropriate account transfer ([Checking], [Money Market], [Cash Box], etc.) in each transaction.