



# Carry forward end balance sheet account balances



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## Log on to file ID 1.

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**Skip this step** if you prefer to manually enter opening entires.

Carry forward the ending balance sheet account balances from file ID 1 to file ID C. This step will copy the accounts and balances to file ID C. If the account already exists, it will not recreate the account but instead will add the amount to the balance that exists in the account for file ID C. The balancing entry for each fund, if needed, will be to the account whose object is the actual fund balance object code from the Fund tab in the Account Code table in file ID C. If a budgetary fund balance amount is transferred, the amount may need to be moved.

**IMPORTANT:** Keep in mind that you need to be aware of the funds that were **Continued** in the current file id (as part of the EOY Finance process). Do not carry forward balances for the **Continued** funds.

Select the appropriate accounting period. At this point, both the current and next accounting periods should be September (09) or July (07).

In the **JV Number** field, type OPENBA.

In the **Transaction Date** field, type the transaction date.

Use the arrow buttons to move the applicable funds to the right side of the page. The fiscal year should increment by one.

Click **Select Class**.

In the **Select All** field, select the following:

- Class 1 - 1XXX = Assets, including cash
- Class 2 - 2XXX = Liabilities
- Class 3 - 3XXX = Fund balances
- Class 4 - 4XXX = Encumbrances
- Carry Forward Totals

Click **Execute**. After you click **Execute**, the Create New Accounts By Fund Error Report may be displayed. [review the report](#) and make corrections as needed. Repeat this step or click **Continue**.

Once you click **Continue**, a preview report is displayed. It is recommended that you print this report.

Click **Process** to process the report. A message is displayed indicating that the process was successful.



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