



# Carry forward end balance sheet account balances



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**Log on to file ID 2.**

[Finance > Utilities > Fiscal Year Processing > Create New Accounts by Fund](#)

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

Carry forward the ending balance sheet account balances from file ID 2 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.

The screenshot shows the 'Create New Accounts by Fund' interface. At the top, there is a breadcrumb trail: 'Utilities > Fiscal Year Processing > Create New Accounts by Fund'. On the right, there is a 'Finance' dropdown menu and a 'File ID: 5' indicator. Below the breadcrumb, there is an 'Execute' button. The main area contains several input fields: 'New File ID: C', 'Current Accounting Period: 09' (selected), 'Next Accounting Period: 09', 'JV Number: OPENBA', and 'Transaction Date: 09-01-2025'. The central part of the interface is a table with two columns: 'Select From Fiscal Year' and 'Select To Fiscal Year'. The 'Select From Fiscal Year' column lists account codes from 183/5 to 410/5. The 'Select To Fiscal Year' column lists account codes from 183/6 to 410/6. Each row in the 'Select To Fiscal Year' column has checkboxes for fiscal years 1 through 8, and a 'Carry Forward Totals' checkbox. The 'Carry Forward Totals' checkbox is checked for all rows. There are also navigation arrows between the two columns.

- 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.

**Process**      **Cancel**

**Create New Accounts By Fund**  
ISD      Page: 3 of 10  
File ID: C

Fund / Yr: 211 / 6

The following accounts were updated:

Fnd-Fnc-Obj.S0-0rg-Pr0g	Description	Balance
211-00-1110.00-000-600000	CASH	68,442.46
211-00-1411.00-000-600000	PREPAID WORKMENS COMP	-7.37
211-00-2161.00-000-600000	ACCRUED WAGES PAYBLE	-2,597.05
211-00-2211.11-000-600000	ACCRUED EXPENSES	-214.26
211-00-2211.12-000-600000	ACCRUED EXPENSES	-32.46
211-00-2211.14-000-600000	ACCRUED EXPENSES	-28.94
211-00-2211.19-000-600000	ACCRUED EXPENSES	-19.48
211-00-3600.00-000-600000	UNDESIGNATED FUND BAL	-106,014.26
211-00-3600.00-000-600000	Added To Make Debits and Credits Equal	40,471.36

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



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