

# Carry Forward & Certified Forward

## KEY TERMS



### **ACCOUNTS PAYABLE GENERAL LEDGER CODE (AP-GL) –**

Identifies the accounts payable GL code a payable will be recorded when using a TR80 and TR81.

### **CARRY FORWARD –**

Budget that is authorized by law in the previous fiscal year to be moved forward to the next fiscal year. In short, moving the remaining funds into the next fiscal year.

### **CARRY FORWARD APPROPRIATION –**

The total amount of previous year's budget that was approved by the Executive Office of the Governor to be carried forward into the next fiscal year. The appropriation is only available to be spent on those items the agency included in its Request for Certification, and this appropriation is only available until September 30th.

### **CARRY FORWARD INDICATOR (CF INDICATOR/CFI) –**

This indicator identifies items that are to be paid from carried forward appropriations (items paid in the current year with prior year's funds).

### **CERTIFYING A PAYABLE –**

Adding a payable to the Governor's Request for Certification list (this includes payables and certified encumbrances).

### **CERTIFIED FORWARD –**

The process where the funds appropriated from last fiscal year's budget on or before June 30th for goods, services and Fixed Capital Outlay (FCO) that are legally obligated to be expended in the current year until September 30th. These obligations are certified by the agency head and submitted to the Executive Office of the Governor. Long story short, the process of certifying the recognized obligations from the previous year.

### **CERTIFIED FORWARD (CF) FIELD –**

A field used to identify whether or not a transaction is a prior fiscal year obligation and will be paid for using prior year funds in a new fiscal year; indicated with a 'C'.

### **DUAL YEAR PROCESSING –**

The period when transactions that are made affecting the current *and* prior year take place simultaneously (July 1 - agency closing).

### **NEW CERTIFIED FORWARD INDICATOR (NCF) FIELD –**

A field used to indicate that a certified item for the prior fiscal year is recorded in the current fiscal year; indicated with a 'C'.

### **PAYABLE DISBURSEMENT TRANSACTION DATE –**

The most recent date recorded on the three-line date stamp (invoice received date, date goods or services were received, date goods or services were approved).

### **PAYABLE RECEIVED DATE –**

The date goods or services were actually received (must be on or before June 30).

### **PAYABLE /ENCUMBRANCE TRANSACTION DATE –**

The date a payable/encumbrance became a valid obligation (must be on or before June 30).

### **PRIOR PERIOD INDICATOR (PPI) –**

Used in transactions to denote whether a transaction is to update current balances or prior month/year balances; indicated with an 'M' for prior month, 'Y' for prior year.

### **REQUEST FOR CERTIFICATION –**

This is a detailed list of all expenses, including all A and B items, that require appropriations be carried forward into the next fiscal year to pay for them. This list includes important funding information, amounts, and vendor identification for obligations owed for goods and/or services ordered on or before June 30.