

Carry Forward Reminders & Tips



During the Carry Forward processing period, many agencies set up prior year liabilities as Accounts Payable. Disbursements are made in the current year against those liabilities. Agencies establish the liabilities when FLAIR is in a dual year period, which means that accounting entries may be made for June (prior year) or July (current year). This may lead to challenges when determining how to record accounting entries using FLAIR transactions. The following reminders and tips should help.

Important Reminders

1. Agencies can elect to have all encumbrances and payables that are set up by year end, marked with a **C** during nightly processing on the last working day of the year. See for additional information. <https://www.myfloridacfo.com/division/aa/training> -
2. All liabilities that are to be paid from the prior year's budget must be established by the deadline. See the AA Memo for Year End that is published annually for the current deadline.
3. Accounting entries that are made after June 30, but that are to affect General Ledger balances as of June 30, must have a **M**, prior to closing the month, or **Y**, prior to closing the year, in the Prior Period Indicator (PPI) field.
4. Disbursements made after July 1 from prior year funds should have a **C** in the Carry Forward (CF) field, and will not have a **M** or **Y** in the PPI field.
5. Inquiry with a **Y** in the PPI field will show you the original payable amount.
6. Inquiry without a **Y** in the PPI field will show the balance that remains on the payable (the original total less any payments that have been processed).
7. Once a payment has been made on a payable, it cannot be deleted in the 8S file, but it can be reduced by the unused balance remaining.
8. All payable corrections must be made in the 8S file unless the entry was made during the current day.
9. If a disbursement must be made with a TR51 from CF funds, the payable number must be included in the Description field.

Tips for Updating Encumbrances or Payables

| Issue | Solution |
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| The 6s or 8s file has C in CF field and the NCF field is blank. | Update WITH a Y and remove C then update WITHOUT a Y and add C . Check your 6s or 8s file to make sure NCF = C and CF = blank . |
| The 6s or 8s file has C in both the CF and the NCF field. | Update WITH a Y and remove C . Check your 6s or 8s file to make sure CF = blank and NCF = C . |
| The 6s or 8s file has blank NCF field. | Update WITHOUT a Y and add C . |
| The 6s file has C in the NCF field and encumbrance, or encumbrance balance should be for current year. | Update WITHOUT a Y and remove the C . |
| The 6s or 8s file has C in the CF field, and should not. | Update WITH a Y and remove the C . |
| When updates or changes need to be made on ALL fields other than the C Certified Forward Indicator. These fields include: AMOUNTS, AP-GL, RCV-DT, AP-DT, ORG codes, EO, OBJECT codes, or versions.) | Update WITH a Y to make necessary changes. |
| To update a vendor ID on a payable or encumbrance NOTE: If payment has previously been made against the payable or encumbrance, you may not change the vendor id. | Type in 8SU for a payable or 6SU for an encumbrance, input the payable or encumbrance number, along with a line number of 0000 . Update vendor number as needed. |
| To delete a payable/encumbrance, both the current year and certified amounts must match. | If the amounts match, update and delete with a Y . If the amounts don't match, make the necessary adjustments. Check the 6s/8s file to make sure the amounts are matching and then you can delete. |
| To delete encumbrance in 6s file or payable in 8s file. | Update WITH a Y and DELETE (Do not reduce amount). |
| To reduce encumbrance in the 6s file or payable in 8s file to a lesser amount. | Update WITH a Y and reduce the net amount. |
| To closeout encumbrance or payable remaining balance. | Update WITH a Y and reduce remaining balance to zero. |