CARRY FORWARD OF FUNDS INSTRUCTIONS

The Carry Forward of Funds System (CFOF) is now a link within the Espresso Suite. The system is very similar to the web-based application which has been used in the past, with the added approval and processing features that are in the Transfer of Funds System (TOF). CFOF is designed with features that are consistent with TOF. Please refer to the Transfer of Funds Manual for detailed instructions on how to navigate throughout the system. Current users of TOF will automatically have access in the CFOF for their designated account-funds. If you wish to add additional users please contact Ambar Campos (x2054) in the Budget Office.

Status – List of Accounts

Once the user logs in, you will have the List of Accounts which require a carry forward request. To prepare a request, click in the circle to left of the account-fund and click ‘Create’ at the bottom of the screen. The request form requires the same information as in previous years. Once you have input the necessary information, click on ‘Save’ at the bottom of the screen.

After you have completed and saved your request, it is ready to be routed through the approval process. Click on’ Forward’ at the bottom of the screen and select the User you wish to forward the request to for approval. This will be the department head, control point or Arliene Shelor. This should be the same user you send your transfers of funds to, unless instructed otherwise. If at this time you choose not for Forward your request, you may click on ‘Back’which will take you to the List of Accounts.

Status – New Requests

Requests that the user has prepared, but have not been forwarded to another user.
**Status – Awaiting Approval**

Requests that have been sent to you in anticipation of approval.

**Status – Forwarded Requests (and Changes)**

Here you will find where your requests are in the approval process. Inbox Of will tell the user who currently has the request in their Inbox. If at any time you want to make changes to a carry forward request, you may access it by clicking on ‘Retrieve’ at the bottom of the screen. This action will return the request to Awaiting Input or Awaiting Approval status, depending on the user’s role in the department. After changes are made you must route them through the approval process again.

**Status – Processed Requests**

Once requests have gone through the approval process, they will appear in Processed Requests. The requests under Processed will be what is used to do the actual carry forward of funds, however, the dollar amounts that get carried forward will be actuals from the General Ledger, not the estimated amounts on your request.

**Exporting of Requests**

On the Processed Requests screen you have the ability to Export your requests into an Excel spreadsheet. Click on ‘Export’ and select the fields you wish to have exported. Using this, you can easily get information from CFOF for use in other reports.

**Printing Requests**

To print requests you must use the File Print function within your browser.