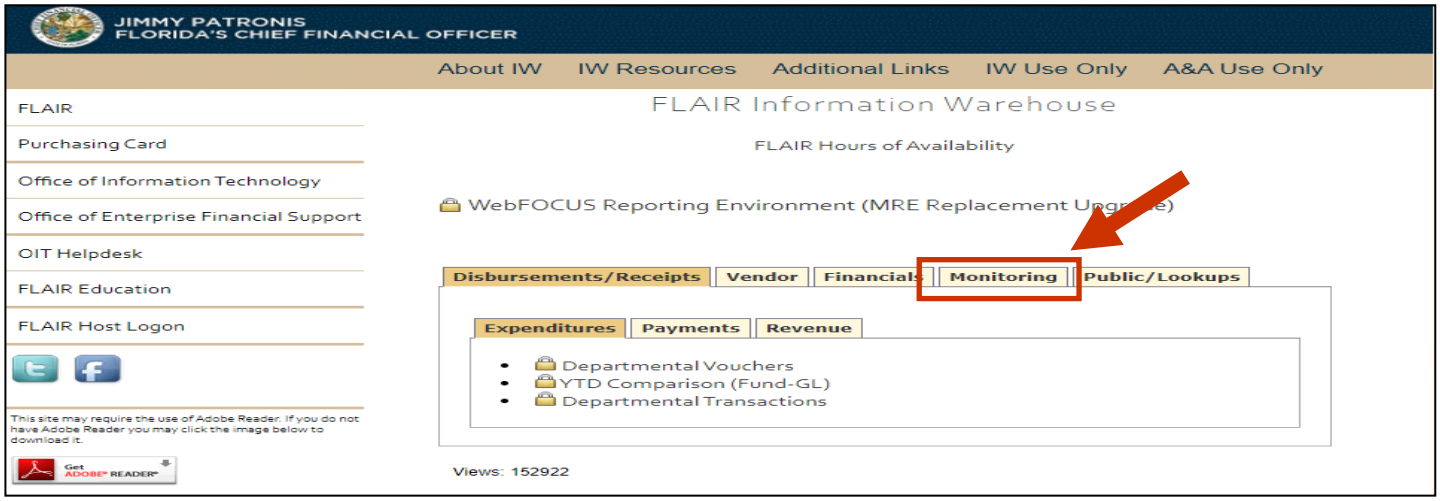
# Year-End Carry Forward Monitoring Report

During the Carry Forward period, Agencies have the ability to manually mark or unmark items as incurred obligations to be paid from prior year funds. The ***Carry Forward Monitoring Report*** provides up-to-date information to help agencies determine certified balances by account code, including any that are over stated.

Agencies should verify the amount of the unexpended release balance as of June 30th in State Accounts, which will be the amount that agencies have available to carry forward. Agency's incurred obligations must not exceed the available *unexpended release* for each FLAIR Account Code as shown on State Accounts. Agencies are encouraged to use this available report from [FLAIR Information Warehouse] to track these amounts. Below are the steps needed to access the Carry Forward Monitoring Report.




From the main page, locate the *Monitoring* tab and click the CF Monitoring Report .

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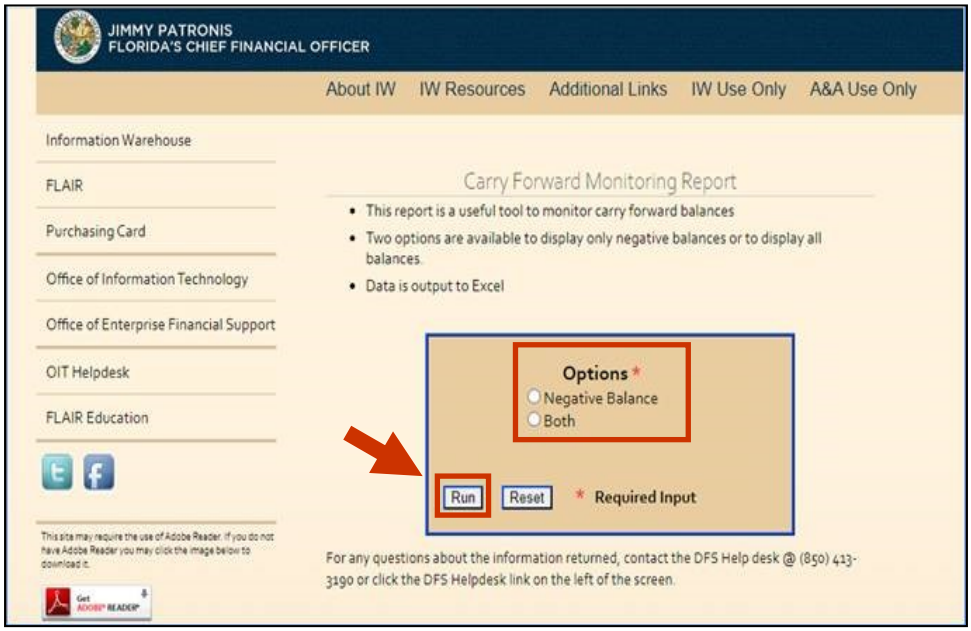
Once the user clicks on the *CF Monitoring Report*, the user must input his or her Information Warehouse login credentials and click ***Sign In***.

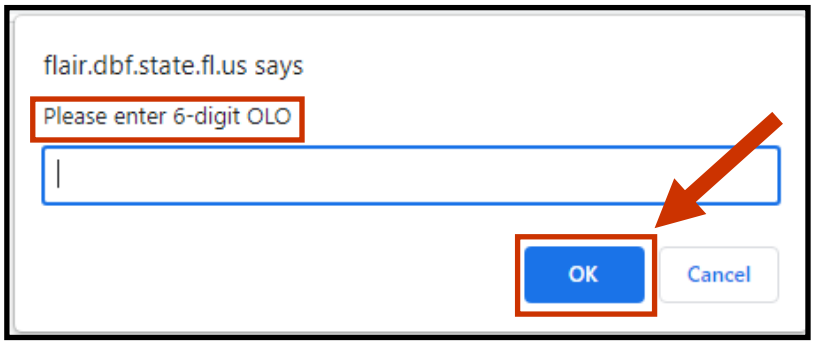



From the *Carry Forward Monitoring Report,* select Negative Balances to show all FLAIR Account Codes that currently have a negative amount, or Both to see all FLAIR Account Codes that match the users Operating Level of Organization (OLO).

Click ***Run***.

Once selected, the user will be prompted to input his or her agency's OLO.

Click ***OK.***



Once the report has generated, an Excel file will download for the user to open.