Job Aid for Calculating Unallowed Carry Forward on a Subaward
(to include in a Change Order or Supplier Contract Amendment)

These instructions will assist you in correctly calculating the dollar amount to include in a Change Order (CO) or Supplier Contract Amendment (SC Amd) when Carry Forward is not allowed.

When processing a modification to a subaward, where Carry Forward is not automatic, the amount of unobligated balance from the prior budget period must be deducted from the Workday Purchase Order or Supplier Contract.

**Step 1** – **Complete the SOF: 'Subaward Order Form - Subaward Modification'** - according to the guidance included on page two of the SOF.

**Step 2** – **Deduct** the amount of unobligated not allowed from the ‘**New Funding**’ amount.

- In the example below, the ‘**New Funding**’ amount of $3,000 minus the ‘Amount of unexpected funds that will Not be allowed’ of $250, equals $2,750.00. This is the amount that will be added in the Workday Purchase Order/Supplier Contract.

  ![Example Calculation](image)

**Step 3** – **Add the net amount from Step 2 into the CO or SC Amd in WD.**

- From the example in Step 2, the $2,750.00 net amount should be added to the Workday CO or SC Amd as shown below:

  ![Example Contract](image)

- Please do not reference Carry Forward in the Contract Overview field; only note the net increase as shown above.
- Reminder: Modify the amount fields of the CO or SC Amd to include the net increase; also shown in the example above.