

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.

(2) New Funding for Current Period increase/(decrease)	\$ 3,000.00
(3) Automatic Carry Forward? <input type="checkbox"/> Yes, proceed to (5) <input checked="" type="checkbox"/> No, proceed to (4)	
(4) If Carry Forward is NOT Automatic	
1. – <i>TOTAL unexpended funds from previous period:</i> <u>TBD, or \$ 1,000.00</u>	
2. – <i>Amount of unexpended funds that will NOT be allowed (if any):</i> \$(250.00)*	
<i>(See Guidance on how this affects the Purchase Order / Supplier Contract)</i>	

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:

Contract Type * Sub-Award	
Contract Name * Subaward 00000001	Total Contract Amount 28,402.00
Contract Reference Subaward 00000001	Original Contract Amount 25,652.00
	Line Extended Amount 28,402.00
Contract Overview	
<div style="border: 1px solid gray; padding: 5px;"> <div style="border-bottom: 1px solid gray; padding-bottom: 5px;"> Format B I <u>U</u> A : 🔗 </div> <div style="padding: 5px;"> 1/31/21 Amd 1 ABC: Increase by \$2,750 for a New Total Cumulative amount of \$28,402.00 </div> </div>	

- 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.