

ATTACHMENT 2

ITEM	DATE	PROCEDURES
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/25/2015	Set BCCL and PCC screens to print checks on 6/26/15. All requisitions for the final check run will need to be submitted in CMCS prior to 11:30 am on/or before June 30, 2015 to be processed.
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/25/2015	All transfers will need to be in the submitted status by 11:30 am on/or before June 30, 2015 to be processed.
GENERAL FUND TAX and NON-TAX REVENUES	6/30/2015	Certifications of Deposit must be entered in CMCS by 1:30 pm and approved by the State Treasurer to be processed in the 2014-2015 fiscal year.
CMCS YEAR END CLOSE	7/8/2015	2014-2015 CMCS data base is closed at end of business day. Do not enter any requisitions or transfers after 10:30 am and any certifications of deposit after 1:30 pm deadlines. Any requisitions, transfers or certifications of deposit that are not approved and updated on July 8, 2015 will be deleted from the 2014-2015 CMCS data base. These deleted transactions will have to be re-entered into CMCS on or after July 9, 2015.
CMCS NEW YEAR OPEN	7/9/2015	2015-2016 CMCS data base is open.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	7/9/2015	Budget codes will be closed for June transactions on the evening of 7/8/2015. Agencies will need to call OSC to have budget codes opened for June transactions beginning on 7/9/15.
CASH CARRYFORWARD ENTRIES	July 2015	OSBM will determine, and enter into CMCS, any cash carryforward requisitions. GED will have to be opened in NCAS to process the cash carryforward check.
JUNE BUDGET REPORTS	7/15/2015	June budget reports should be certified with OSC on/or before July 15, 2015 . Date is subject to cash carryforward approval.