Please review the following reminders regarding CMCS transactions:

- All CMCS requests and inquiries for Transfers and Requisitions should be submitted to OSC Support Services at 919-707-0795 or by email at support.services@osc.nc.gov.

- The cutoff time for CMCS is 10:30am every working day with the exception of the last working day of each month, the cutoff time is 11:30am.

- The Department of State Treasurer (DST) handles all approvals for Certification of Deposits and should be contacted via email at sbu.forms@nctreasurer.com.

- To receive email notifications regarding CMCS, please subscribe to the list serve using the following link: http://osc.nc.gov/cmcs-users-email-notification

- OSC will not approve any negative transactions without sufficient explanation submitted through OSC Support Services. Requests should be submitted via email to support.services@osc.nc.gov before the CMCS cutoff at 10:30am or 11:30am on the last working day of the month. Negative deposit notifications should be sent sbu.forms@nctreasurer.com.

- To reverse a transfer, requisition or deposit a negative entry for the full amount should be entered followed by the correcting entry. Once completed, send an email to notify OSC: support.services@osc.nc.gov (transfers/requisitions) or DST: sbu.forms@nctreasurer.com (certifications of deposit).

- Transfers and requisitions should not be entered into CMCS if the funds are not available to support it. If you do have specific funds to cover the deficiency, please submit a ticket through OSC Support Services regarding the transaction and provide sufficient explanation.

- Always provide a date (transfers) or priority month (requisitions) when keying entries into CMCS.

- Ensure that only 1 person is passing and submitting transfers for your agency. Multiple personnel passing and submitting the same transfer can cause balancing issues and system errors.

- Deposits, requisitions and transfers should be submitted before the CMCS cutoff at 10:30am or 11:30am on the last working day of the month. Please do not contact CMCS staff after the cutoff to ask for an entry to be submitted and approved. Only those entries submitted prior to the morning cutoff will be processed, unless it is an exception for Payroll.

- When keying a requisition with an Attachment, make sure that the subsequent attachment screens are populated accurately.

- When requesting CMCS entries to be returned, please provide the following information in your ticket request:

    - budget code
    - indicate whether it is a transfer or requisition
    - sequence #
    - date keyed
    - passed/prepared status
    - amount

- Only current and prior month entries can be made in CMCS

- Previous month entries can be keyed until the 10th working day of each month. After that time, an explanation will have to be provided ~~to~~ via OSC Support Services at support.services@osc.nc.gov.

- When keying transfers, please provide as much information as possible on the second screen. This information is very helpful to the receiving agency and OSC. Users can access the second screen by using F1 on their keyboard.