# CMCS  TRAINING

Everything you ever wanted to know . . .

But were afraid to ask

# SECURITY - Form

- You will need a valid RACF ID and password, which is obtained from your agency's administration.

- Email completed form for processing to OSC.Support.Services@osc.nc.gov.

- *https://files.nc.gov/ncosc/documents/cash_management/CMCS_Security_Form_10-12-17.pdf* (Authorization to Access CMCS)

# SECURITY - LEVELS

- Level 3 – Process requisitions out and transfers out

- Level 4 – Inquiry only

- Level 5 – Process deposits and transfers in

# SECURITY - Levels

- Level 6 – Process all requisitions, transfers and deposits

- NOTE:  To view the AK-13 screen (list of transfers), you must have a Level 6 authorization.

# LOG ON PROCEDURES

- IMS  (enter)

- RACF ID and Password (enter)

- AK followed by a space (enter) will take you to AK03, main menu, screen

APPLICATION: ims_

DFS3649A /SIGN COMMAND REQUIRED FOR IMS IMSA

DATE:  10/25/18    TIME: 15:40:10

NODE NAME: ZNS14517

USERID: RACFID

PASSWORD: _

USER DESCRIPTOR:
GROUP NAME:
NEW PASSWORD:

    OUTPUT SECURITY AVAILABLE

MA  +    a                                                    09/012

DFS3650I SESSION READY FOR INPUT

ak _

AK03                    CASH MANAGEMENT CONTROL SYSTEM
CLICK HTTPS://WWW.OSC.NC.GOV/STATE-AGENCY-RESOURCES/STATEWIDE-CASH-MANAGEMENT
SELECT EMAIL NOTIFICATION BOX TO SUBSCRIBE TO CMCS EMAIL GROUP

PF1 -DISPLAY NEXT PAGE OF A DETAIL LIST  PF13-DISPLAY LIST OF TRANSFERS
PF2 -DISPLAY PREVIOUS PAGE OF DETAIL LIST PF14-SELECT PRINTED RPTS (OSC ONLY)
PF3 -DISPLAY PRIMARY MENU                 PF15-PRT TRANSFER WARRANT (OSC ONLY)
PF4 -DISPLAY CURRENT STATUS OF ACCOUNT    PF16-PRINTING DISPLAY MENU (OSC ONLY)
PF5 -DISPLAY APPROPRIATION DETAIL         PF17-INACTIVE
PF6 -DISPLAY ALLOTMENT DETAIL             PF18-INACTIVE
    -DISPLAY SPECIAL FUND DETAIL          PF19-INACTIVE
    -DISPLAY CAPITAL IMPROVEMENT DETAIL   PF20-ENTER/DISPLAY A REQUISITION
    -DISPLAY CONTROL ACCOUNT DETAIL       PF21-DISPLAY MENU FOR DEPOSITS
PF7 -DISPLAY ALLOTMENT RECEIPT/EXPEND     PF22-ENTER/DISPLAY A TRANSFER
    -DISPLAY SPECIAL FUND RECEIPTS        PF23-DISPLAY LIST OF REQUISITIONS
    -DISPLAY CAP IMP RECEIPTS/EXPEND      PF24-DISPLAY LIST OF DEPOSITS
PF8 -DISPLAY SPECIAL FUND EXPENDITURES    PF25-DISPLAY/UPDATE SECURITY
PF9 -DISPLAY ACCOUNT CODES AND TITLES     PF26-ENTER/UPDATE DEPOSIT
PF10-DISPLAY UPDATE FORMAT (OSC ONLY)     PF32-GO TO BUDGET SYSTEM (OSBM)
PF11-DISPLAY OVERDRAWN ACCOUNTS (OSC ONLY)
PF12-DISPLAY CONTROL ACCOUNTS (OSC ONLY)        NO. PENDING TRANSFERS   000
NEXT= _      PF=        DATE= MM DD YY SEQ      DISB/STIF =        BRNCH=

## CALL OSC (919)707-0795 FOR ASSISTANCE ## -   ATA-MEGHNA SHAH
MA + a
                                                              22/007

# SYSTEM NAVIGATION

- PF1 – Page forward

- PF2 – Page backward

- When possible enter a date, as it will limit the number of items the system has to process.

- If the effective date of the transaction is different from OSC's posting date, the posting date appears in parenthesis directly below the effective date.

# SYSTEM AVAILABILITY

- CMCS is unavailable daily, between 8:00 pm and 7:00 am(Monday-Saturday)

- CMCS is unavailable on Sunday

# DETAIL SCREENS – AK03

- Serves as the main menu for the system

- Explains the detail PF (function) keys

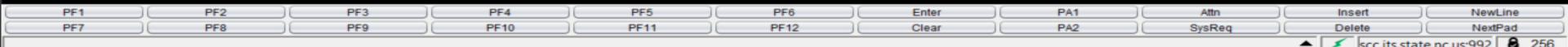AK03                    CASH MANAGEMENT CONTROL SYSTEM
CLICK HTTPS://WWW.OSC.NC.GOV/STATE-AGENCY-RESOURCES/STATEWIDE-CASH-MANAGEMENT
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PF12-DISPLAY CONTROL ACCOUNTS (OSC ONLY)     NO. PENDING TRANSFERS   000
NEXT= _       PF=           DATE= MM DD YY SEQ        DISB/STIF =        BRNCH=


 ## CALL OSC (919)707-0795 FOR ASSISTANCE ## -    ATA-MEGHNA SHAH
MA +   a
                                                                  22/007

# DETAIL SCREENS – AK04

- Displays current status, both budgetary and financial, of the budget code

- For all budget codes, except capital, current balance = available cash to spend

- For capital codes, allotment balance = available cash to spend

```
AK04                    CASH MANAGEMENT CONTROL SYSTEM                10/26/18

     BUDGET CODE  ████████ ████████████████     DISBURSING ACCOUNT NUMBER= 5 000 050 A
                                                                           0 000 000 B
                                  CURRENT BALANCES                         0 000 000 C

     APPROPRIATIONS:                         ALLOTMENTS:


     ORIGINAL APPROPRIATION   _███████████    GROSS ALLOT              .00
     TOTAL TRANSFERS            █████████     NET ALLOT                .00
     TOTAL PREV YEAR TRNSFRS         .00      YTD RECP                 .00
     TOTAL C&E TRANSFERS            .00       YTD EXPN                 .00
     ADJUSTED APPROPRIATION    ████████       CUR BAL(#1)              .00
     APPROPRIATION BALANCE    :████████       PREV BAL(#2)             .00
                                              MTH END  SEP             .00




     YEAR = 2018-2019 ACCOUNT TYPE = CENTRAL           CONTROL ACCOUNT TYPE = G



     NEXT=       PF=          DATE= MM DD YY SEQ=       DISB/STIF =     BRNCH=
     PRESS PF3 KEY TO VIEW ASSIGNMENTS OF ALL PF KEYS
     PRESS PF1 KEY FOR ASSOCIATED DISBURSING, BANK OR BRANCH UNIT NUMBERS
     MA +   a                                                          09/027
```

```
AK04                  CASH MANAGEMENT CONTROL SYSTEM              10/29/18

        BUDGET CODE 41███████████████    DISBURSING ACCOUNT NUMBER= 0 000 000 A
                                                                    0 000 000 B
                                    CURRENT BALANCES                0 000 000 C


        CAPITAL IMPROVEMENTS:


        ORIGINAL APPROPRIATION BALANCE   =              .00
        TOTAL TRANSFERS                  =        ███████
        ADJUSTED APPROPRIATION BALANCE   =        ███████
        UNALLOTTED APPROPRIATION BALANCE =        ███████

        PROJECT TO DATE RECEIPTS         =       ████████
        YEAR TO DATE RECEIPTS            =              .00
        PROJECT TO DATE EXPENDITURES     =       ████████
        YEAR TO DATE EXPENDITURES        =              .00


        ALLOTMENT BALANCE                =       ████████


        YEAR = 2018-2019 ACCOUNT TYPE = DISBURSING      CONTROL ACCOUNT TYPE = F5
        NEXT= _      PF=         DATE= MM DD YY SEQ=       DISB/STIF =      BRNCH=
         PRESS PF3 KEY TO VIEW ASSIGNMENTS OF ALL PF KEYS


        MA +   a                                                     22/007
```

| PF1 | PF2 | PF3 | PF4 | PF5 | PF6 | Enter | PA1 | Attn | Insert | NewLine |
| PF7 | PF8 | PF9 | PF10 | PF11 | PF12 | Clear | PA2 | SysReq | Delete | NextPad |

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Screen History Board

# DETAIL SCREENS − AK05

- Provides appropriation and allotment details

- Allotments and BD606s are posted upon receipt from OSBM(Automated process).

- Quarterly reversions are posted in the month following the end of the quarter.

AK05                          CASH MANAGEMENT CONTROL SYSTEM                          PAGE  01
          BUDGET CODE                                          APPROPRIATION DETAIL

          APPROPRIATION     REF/CODE        TRANSFERS     ADJ APPROP ALLOTMENT          BALANCE

          END OF TRANSACTIONS

          NEXT= _        PF=         DATE= MM DD YY SEQ        DISB/STIF =        BRNCH=
          PF3 = DISPLAY ALL PF ASSIGNMENTS

          MA  +    a                                                              22/007

# DETAIL SCREENS – AK06

- Provides year-to-date receipts and expenditures, as well as available cash balances, for all budget codes except capital (4xxxx).

- Provides project-to-date receipts and expenditures, as well as available allotment balance, for all capital codes.

File Edit Settings View Communication Actions Help

```
AK06                    CASH MANAGEMENT CONTROL SYSTEM              PAGE  01
BUDGET CODE     ████  ██ ████  ███ ██████       ALLOTMENT DETAIL


ALLOTMENT NET ALLOTMENT    YTD RECEIPTS YTD EXPEND   BALANCE #1      BALANCE #2


08/03/18
                              844,592.00              844,592.00
                                                                      .00
08/07/18
(08/09/18)
                                                      839,592.00
                                 5,000.00                             .00
END OF TRANSACTIONS






NEXT= _      PF=         DATE= MM DD YY SEQ       DISB/STIF =      BRNCH=
  PF3 = DISPLAY ALL PF ASSIGNMENTS
```

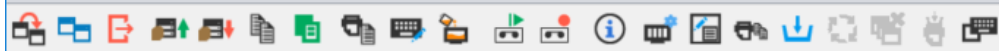MA█+   a                                                    22/007

| PF1 | PF2 | PF3 | PF4 | PF5 | PF6 | Enter | PA1 | Attn | Insert | NewLine |
| PF7 | PF8 | PF9 | PF10 | PF11 | PF12 | Clear | PA2 | SysReq | Delete | NextPad |

Move the cursor to an unprotected position and retry the operation          scc.its.state.nc.us:992  8  256

Screen History Board

# DETAIL SCREENS – AK07/08

- AK07 provides receipt details for all budget codes.

- AK07 provides expenditure details for all budget codes, except Special (2xxxx).

- AK08 provides expenditure details for Special budget codes.

```
AK07                    CASH MANAGEMENT CONTROL SYSTEM              PAGE  01
  BUDGET CODE  ▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓▓  ALLOTMENT DETAIL RECEIPTS/EXPENDITURE


  CODE REF/WARNT RECEIPTS   YEAR-DATE-RECEIPTS    EXPENDITURE YEAR-DATE EXPEND

  08/03/18          844,592.00         844,592.00
        8016
  08/07/18                                        5,000.00        5,000.00
  (08/09/18)
        8024
  END OF TRANSACTIONS










  NEXT= _      PF=          DATE= MM DD YY SEQ      DISB/STIF =      BRNCH=
```

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```
AK08                      CASH MANAGEMENT CONTROL SYSTEM              PAGE  01
BUDGET CODE   ████████  ████████          SPECIAL FUND-EXPENDITURE DETAIL


DATE       EXPENDITURES    REFERENCE QTR-TO-DATE EXPEND    YEAR-TO-DATE EXPEND


END OF TRANSACTIONS
```

```
NEXT= _      PF=           DATE= MM DD YY SEQ      DISB/STIF =        BRNCH=
PRESS PF3 KEY TO DISPLAY ALL PF ASSIGNMENTS
```

MA+   a                                                          22/007

# DETAIL SCREENS – AK13

- Lists transfers, of all status, for a budget code

- PREPARED – Created by the sending agency, but not passed to the receiving agency

- PASSED – Sent to the receiving agency to be completed for submission

# DETAIL SCREENS – AK13

- SUBMITTED – Completed and submitted to OSC, for updating, by the receiving agency

- APPROVED – Reviewed and approved by OSC, but not updated to the budget code.

- UPDATED – Processed by OSC and posted to the sending and receiving budget codes via the 10:30 am update

# DETAIL SCREENS – AK22

- Used to create a budget code to budget code transfer in CMCS

- No dollar threshold

- To aid receiving agency in identification, please enter description (invoice number, grant number, etc.) on second page.

File  Edit  Settings  View  Communication  Actions  Help

```
AK22                    CASH MANAGEMENT CONTROL SYSTEM      08:50:89  10/30/18
SEQUENCE NO: _____     REQUEST FOR TRANSFER OF FUNDS                PAGE: 001
                            BETWEEN BUDGET CODES               STATUS: _____
                                                               ACTION: _____

DATE: __ __ __
REFERENCE NO.: ____            REFERENCE NO.: ____
BUDGET CODE (TRANSFER FROM): ____    DEPARTMENT CODE (TRANSFER TO): ____
OR STIF CODE(TRANSFER FROM): _____

_____       _____
TOTAL AMOUNT: _____            1=OPERATING      2=REIMBURSEMENTS
TRANSFER TYPE: _                          3=FEDERAL        5=E-PAYMENT
                                          6=AGENCY GRANTS  7=INTER-GOVT.
                                          8=RESIDUAL EQUITY 9=CLEARING ACCT.

TRANSFER TO:  (PROVIDED BY RECEIVING AGENCY)
                 BUDGET OR STIF      TITLE              AMOUNT
       ___       _____  _____    _____      _____
       ___       _____  _____    _____      _____
       ___       _____  _____    _____      _____
       ___       _____  _____    _____      _____

       _____ _      _____ _____
NEXT= _____  PF= __    DATE= MM DD YY SEQ= _____  DISB/STIF = _____  BRNCH= ___
BUDGET ACCOUNT CODE NOT DEFINED IN SYSTEM
PRESS PF3 KEY TO VIEW ASSIGNMENTS OF ALL PF KEYS
```

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| PF1 | PF2 | PF3 | PF4 | PF5 | PF6 | Enter | PA1 | Attn | Insert | NewLine |
| PF7 | PF8 | PF9 | PF10 | PF11 | PF12 | Clear | PA2 | SysReq | Delete | NextPad |

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Screen History Board

# DETAIL SCREENS – AK20

- Used to enter a requisition in CMCS

- No dollar threshold

File Edit Settings View Communication Actions Help

```
AK20                    CASH MANAGEMENT CONTROL SYSTEM      08:51:34   10/30/18
SEQUENCE _____  _____        REQUISITION FOR FUNDS     STATUS _____  PAGE 001
FROM BUDGET CODE   _____ _____    ACTION _____
_____  _____
REQUISITION # ____   PRIORITY __  MONTH __    _ DISBURSING ACCOUNT # _ ___ ___
_____               _ PAYROLL ACCOUNT #      _ ___ ___
_____ _                               _ ATTACHMENT ON NEXT PAGE
              SELECT ONE OF THE FOLLOWING VALUES FOR PRIORITY
23 PAY-COMM. COLLEGES    50 GENERAL EXPENSE          45 TRANFER E-PAYMENT
10 DEBT SERVICE          24 PAY PUBLIC ASSISTANCE    51 TRANSFERS OUT
21 PAY-AGENCY/UNIV       30 STATE AID                60 REVENUE REFUND
22 PAY-PUBLIC SCHOOLS    40 HEALTH/PROVIDER PAYMENTS  70 TRANSFER INTER-GOV
                                                     80 SPECIAL FUNDS


        ALLOTMENT ACCOUNT                    DISBURSING ACCOUNT
CREDIT 1ST OF MONTH        _____  CREDIT 1ST OF MONTH   _____
ALLOTMENTS/DEPOSITS SINCE  _____  RECEIVED SINCE        _____
   TOTAL                   _____     TOTAL              _____
WITHDRAWN SINCE            _____  EXPENDITURES REQUIRED _____
   BALANCE                 _____  BAL/AMT REQUISITIONED _____
                                    _____  _____
NEXT= _____  PF= 20     DATE= MM DD YY SEQ= _____  DISB/STIF = _____  BRNCH= ___
 BUDGET ACCOUNT CODE NOT DEFINED IN SYSTEM
 BUDGET CODE MUST BE ENTERED ON LINE 22
MA + a                                                              22/007
```
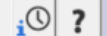
| PF1 | PF2 | PF3 | PF4 | PF5 | PF6 | Enter | PA1 | Attn | Insert | NewLine |
|-----|-----|-----|-----|-----|-----|-------|-----|------|--------|---------|
| PF7 | PF8 | PF9 | PF10 | PF11 | PF12 | Clear | PA2 | SysReq | Delete | NextPad |

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Screen History Board
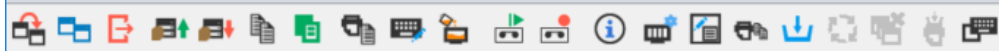
# DETAIL SCREENS – AK23

- Lists requisitions, of all status, for a budget code

- PREPARED – not submitted to OSC

- SUMITTED – prepared and submitted to OSC for processing

# DETAIL SCREENS –AK23

- APPROVED – OSC has processed and approved, but requisition has not posted to the budget code.

- UPDATED – Requisition has posted to the budget code via the 10:30 am update job for requisitions.

```
AK23                          CASH MANAGEMENT CONTROL SYSTEM        08:57:68  10/30/18
                              ALL REQUISITIONS FOR                              PAGE 001
                                COPS      BOND     CAP     INST    PAGE     APPROVE ALL
        BUDGT PRTY TRN TO   DATE     SEQ.NO.   AMOUNT            COMMENT     STATUS UPDATE
             TOTAL                                        .00




















        NEXT= _____  PF= __       DATE= MM DD YY SEQ= _____  DISB/STIF = _____  BRNCH= ____
         THERE ARE NO PENDING REQUISITIONS
         PRESS PF3 KEY TO VIEW ASSIGNMENTS OF ALL PF KEYS
        MA  +   a                                                    22/007
```

# DETAIL SCREENS – AK21/26

- AK21 is the main menu for deposits.

- AK26 is used to enter a certification of deposit in CMCS.

```
AK26  26A              CASH MANAGEMENT CONTROL SYSTEM      09:32:73  11/07/18
SEQUENCE NO: _____         CERTIFICATION OF DEPOSIT    STATUS: _____  PAGE: 001
                                                        ACTION: _____
BUDGET CODE/GROUP ID: ____  BRANCH: ___ _____

BANK ACCT #: _____  DEPOSIT TICKET #: _____  AGENCY DEPOSIT #: ____
BANK NAME#: _____

DATE DEPOSITD: __ __ __  EFF DATE DEP: __ __ __  TOTAL DEPOSIT AMT: _____

TYPE OF DEPOSIT: _ (1=CHECKS/CASH, 2=ACH, 3=WIRE TRANSFER, 4=CREDIT CARD)

FOR TYPE 2 & 3:PIN#: _____  DATE REQUESTD: __ __ __  DATE EXPCTD: __ __ __

DISTRIBUTION:BUDGET CODE              OR STIF ACCOUNT   AMOUNT OF DEPOSIT
____     _____ _____        _____        _____
____     _____ _____        _____        _____
____     _____ _____        _____        _____
____     _____ _____        _____        _____
____     _____ _____        _____        _____

NEXT= _____  PF= __     DATE=        SEQ= _____  DISB/STIF = _____  BRNCH= ___
BUDGET ACCOUNT CODE NOT DEFINED IN SYSTEM
PRESS PF3 KEY TO VIEW ASSIGNMENTS OF ALL PF KEYS
MA  +   a                                                          22/007
```

# DEPOSITS – AK24

- Lists deposits, of all status, for a budget code.

- PREPARED – Completed but not submitted to the State Treasurer

- SUBMITTED - Prepared and submitted to the State Treasurer for approval

# DEPOSITS – AK24

- APROVED – Reviewed and approved by the State Treasurer, but not posted to the budget code.

- UPDATED DST – Certification has been processed by the State Treasurer.

# DEPOSITS – AK24

- UPDATED OSC – Certification has been processed and deposit has posted to the budget code via the 2:00 pm update job.

File Edit Settings View Communication Actions Help

```
AK24                      CASH MANAGEMENT CONTROL SYSTEM      09:01:00  10/30/18
                          ALL DEPOSITS FOR                              PAGE 001


     SELECT   SEQ BUDGET BRCH TYPE DEPOSITED RECORDED        AMOUNT  STATUS ACTN
        TOTAL                                                   .00




















     NEXT= _____  PF= __      DATE= MM DD YY SEQ= _____  DISB/STIF = _____  BRNCH= ____
      THERE ARE NO PENDING DEPOSITS
      PRESS PF3 KEY TO VIEW ASSIGNMENTS OF ALL PF KEYS
     MA  +   a                                                        22/007
```

| PF1 | PF2 | PF3 | PF4 | PF5 | PF6 | Enter | PA1 | Attn | Insert | NewLine |
|-----|-----|-----|-----|-----|-----|-------|-----|------|--------|---------|
| PF7 | PF8 | PF9 | PF10 | PF11 | PF12 | Clear | PA2 | SysReq | Delete | NextPad |

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Screen History Board

# ERROR CORRECTIONS - TRANSFERS

- If the incorrect transfer is in the prepared status, the creating agency may delete and/or correct.

- If the incorrect transfer is in the passed, submitted or approved status, please call OSC or email OSC at osc.support.services@osc.nc.gov to have it returned to the prepared status.

# ERROR CORRECTIONS - TRANSFERS

- If the incorrect transfer is in the updated status, the sending (originating) agency must key a negative transfer to back out the original incorrect one.

- Be sure to keep the dates the same

# ERROR CORRECTIONS - TRANSFERS

- In order to be approved and updated by OSC, negative transfers must match an existing transfer in CMCS. Exceptions are IGO and EEE transfers.

- Please send negative transfer notification emails to OSC Support Services:
osc.support.services@osc.nc.gov

- Please put the date and sequence number of the original transfer on the second page.

# ERROR CORRECTIONS - REQUISITIONS

- If the incorrect requisition is in the prepared status, the creating agency may delete and/or correct.

- If the incorrect requisition is in the submitted or approved status, please call OSC to have it returned to the prepared status.

# ERROR CORRECTIONS - REQUISITIONS

- If the incorrect requisition is in the updated status, the agency must key a negative transfer to back out the original incorrect one.

- Please send negative requisition notification emails to OSC Support Services: osc.support.services@osc.nc.gov

- Be sure to keep the dates the same

# DEADLINES – TRANSFERS AND REQUISITIONS

- Transfers and Requisitions must be submitted, in CMCS by 10:30 am, in order to be processed that day.

- Cutoff time for the last day of the month is 11:30 am.

- Status will not change to updated until after the 2:00 pm update.

- Checks should not be released until you know the requisition has been approved.

# DEADLINES - DEPOSITS

- Types 1 (checks) and 4 (credit cards) certifications must be submitted, prior to 2:00 pm, in order to be processed for that day.

- Types 1 and 4 certifications  are automatically approved by DST and will be posted to the budget code in the 2:00 pm update.

# DEADLINES - DEPOSITS

- Types 2 (ACH) and 3 (wires) certifications must be submitted, by 10:00 am, on the day the funds are expected to be received.

- If the funds are actually received by 2:00 pm, then the certification will be approved by DST and posted to the budget code via the 2:00 pm update.

# PRIOR MONTH TRANSACTIONS

- After the 10th working day of the new month, you must notify OSC to approve/update transaction for the prior month.

# General Obligation Bonds

- CMCS requisitions and transfers must be entered and submitted on Thursdays prior to 10:30 a.m. cutoff for Friday processing.

- Refund of expenditures must be used in the next bond draw. For requisitions, an R should be placed in the last position of the Reference Number field and for transfers, and R should be placed in the first position of the Reference Number field. An A should be used for bond appropriations.

# COPs – Certificates of Participation

- Transfer and requisitions should be in the submitted status for processing on OSBM scheduled dates prior to 10:30 a.m. cutoff time. (usually Thursdays)

- If refunds of expenditures are received, deposit immediately and contact the CI section at OSBM.

# MONTH END CLOSE

- By the 10$^{th}$ working day of the following month, the agency is responsible for certifying that the month end reports are accurate and complete.

# Quarterly reversions

- This job is automatically run the last working day of the subsequent month, following the end of a quarter, to transfer the balances from month end(allotted) to appropriation balance (unallotted).    (AK-04 screen)

# Year End

- Detail memo will be posted on website and email will be sent to CMCS list serve during month of April with all applicable year end deadlines.

- At year end, June transactions can be entered until the last work day of July.

# CONTACT INFORMATION

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Meghna.Shah@osc.nc.gov

Central Compliance Team

OSC.SADCC@osc.nc.gov