

ATTACHMENT 2

ITEM	DATE	PROCEDURES
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/27/2012	Set BCCL and PCC screens to print checks on 6/28/12. All requisitions for the final check run will need to be in the submitted status by 11:30 am on/or before June 29, 2012 to be processed in the 2011-2012 fiscal year.
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/27/2012	All transfers will need to be in the submitted status by 11:30 am on/or before June 29, 2012 to be processed in the 2011-2012 fiscal year.
GENERAL FUND TAX and NON-TAX REVENUES	6/29/2012	Certifications of Deposit must be entered in CMCS and received by the State Treasurer by 1:30 to be processed in the 2011-2012 fiscal year.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	7/1/12-7/9/12 7/10/12-7/15/12	Transactions will be approved and updated as long as there is sufficient June funding. Transactions must be approved by OSBM and OSC before updating to CMCS.
CMCS YEAR END CLOSE	7/9/2012	2011-2012 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.
CMCS NEW YEAR OPEN	7/10/2012	2012-2013 CMCS data base is open.
CASH CARRYFORWARD ENTRIES	July 2012	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	7/16/2012	June budget reports should be certified with OSC on/or before July 16, 2012 . Date is subject to cash carryforward approval.