

ATTACHMENT 2

ITEM	DATE	PROCEDURES
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/27/2017	Set BCCL and PCC screens to print checks on 6/28/17. All requisitions for the final check run must be submitted in CMCS prior to 11:30 am on/or before June 30, 2017 to be approved/updated.
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/27/2017	All transfers will need to be in the submitted status by 11:30 am on/or before June 30, 2017 to be approved/updated.
GENERAL FUND TAX and NON-TAX REVENUES	6/30/2017	Certifications of Deposit must be entered in CMCS by 1:45 pm to be approved/updated in the 2016-2017 fiscal year.
CMCS YEAR END CLOSE	7/7/2017	2016-2017 CMCS data base is closed at end of business on 7/7/17. Do not enter any requisitions or transfers after 10:30 am and any certifications of deposit after 1:45 pm deadlines. Any requisitions, transfers or certifications of deposit that are not approved and updated on July 7, 2017 will be automatically deleted from the 2016-2017 CMCS data base during nightly processing on 7/7/2016. These deleted transactions will have to be re-entered into CMCS on or after July 10, 2017.
CMCS NEW YEAR OPEN	7/10/2017	2017-2018 CMCS data base is open.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	7/10/2017	CMCS budget codes will be closed for June transactions on the evening of 7/7/2017. Agencies will need to call OSC and have budget codes opened for processing June transactions on and after 7/10/2017.
CASH CARRYFORWARD ENTRIES	July 2017	OSBM will determine.
JUNE BUDGET REPORTS	7/17/2017	June budget reports should be certified with OSC on/or before July 17, 2017 . Date is subject to cash carryforward approval.