

ATTACHMENT 2

ITEM	DATE	PROCEDURES
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/26/2018	Set BCCL and PCC screens to print checks on 6/27/18 . All requisitions for the final check run must be submitted in CMCS prior to 11:30 am on/or before June 29, 2018 to be approved/updated.
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/26/2018	All transfers will need to be in the submitted status by 11:30 am on/or before June 29, 2018 to be approved/updated.
GENERAL FUND TAX and NON-TAX REVENUES	6/29/2018	Certifications of Deposit must be entered in CMCS by 1:45 pm on/or before June 29, 2018 to be approved/updated in the 2017-2018 fiscal year.
CMCS YEAR END CLOSE	7/2/2018 (AM)	2017-2018 CMCS data base will be closed at 8:30am on July 2, 2018. System will be unavailable. <i>Any requisitions and transfers that are not approved and updated on June 29, 2018 will be automatically deleted from the 2017-2018 CMCS database during the system outage on July 2nd. These deleted transactions will have to be re-entered into CMCS on or after July 2, 2018.</i>
CMCS NEW YEAR OPEN	7/2/2018 (PM)	2018-2019 CMCS data base is open.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	7/2/2018	June transactions can entered with a setback date in CMCS up until July 31st
CASH CARRYFORWARD ENTRIES	July 2018	OSBM will determine
JUNE BUDGET REPORTS	7/17/2018	June budget reports should be certified with OSC on/or before July 17, 2018. Date is subject to cash carryforward approval.