

Year End Closing Schedule

ITEM	DATE	PROCEDURES
CAPITAL IMPROVEMENT BUDGET CODES (COPS, LOBS, 2/3 GO)	6/3/2020	Requisitions and Transfers MUST be submitted in CMCS by 10:30 am to be approved/updated in the 2019-2020 fiscal year.
CAPITAL IMPROVEMENT BUDGET CODES (APPROPRIATIONS/RECEIPTS)	6/8/2020	Certifications of Deposit must be entered in CMCS by 1:45 pm to be approved/updated in the 2019-2020 fiscal year. NO allotments or BD 606s for Capital Codes should be processed after June 8, 2020 Capital Improvement Reports are due to OSC By June 19, 2020
CAPITAL IMPROVEMENT REVERSIONS	6/11/2020	<p>NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2020 Reversions</p> <p>NON NCAS A/P PROCESSING: CMCS transfer to department code 9973 "Budget Code Number" of reverting code on explanation line</p> <p>Please "PASS" in CMCS by 10:30 am to insure current day's processing.</p>
SALE, LEASE, RENTAL of STATE LANDS G.S. 146-30	6/18/2020	<p>NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2020 Net Proceeds from Sale, Lease, Rental</p> <p>NON NCAS A/P PROCESSING: CMCS transfer to department code 9978 "Net Proceeds from Sale, Lease or Rental" on explanation line</p> <p>Please "PASS" in CMCS by 10:30 am to insure current day's processing.</p>
SALE of SURPLUS PROPERTY G.S 143-64.05	6/18/2020	<p>NCAS A/P PROCESSING: IGO vendor Number: 561611588-08 (OSCGENFUNDREV) Remittance message: FY2020 Sale of Surplus Property</p> <p>NON NCAS A/P PROCESSING: CMCS transfer to department code 9978 "Sale of Surplus Property" on explanation line</p> <p>Please "PASS" in CMCS by 10:30 am to insure current day's processing</p>
FINAL CHECK RUN (NCAS and MANUAL CHECKS)	6/25/2020	Set BCCL and PCC screens to print checks on 6/26/20 . All requisitions for the final check run should be submitted in CMCS prior to 10:30 am on/or before June 26, 2020
EPAYS, IGOS, MANUAL CMCS TRANSFERS, VENDOR ATTACHMENTS	6/25/2020	All transfers should be in submitted status by 10:30 am on/or before June 26, 2020
GENERAL FUND TAX and NON-TAX REVENUES	6/30/2020	Certifications of Deposit must be entered in CMCS by 1:45 pm on/or before June 30, 2020 to be approved/updated in the 2019-2020 fiscal year.
CMCS YEAR END CLOSE	7/1/2020	2019-2020 CMCS database will be closed on July 1, 2020. System will be unavailable. Any requisitions and transfers that are not approved and updated on June 30, 2020 will be automatically deleted from the 2019-2020 CMCS database during the system outage on July 1st. These deleted transactions will have to be re-entered into CMCS on or after July 2, 2020.
CMCS NEW YEAR OPEN	7/2/2020	2020-2021 CMCS database is open.
PRIOR MONTH REQUISITION, TRANSFER, DEPOSIT TRANSACTIONS	July 2020	June transactions can be entered with a setback date in CMCS up until July 31st
CASH CARRYFORWARD ENTRIES	Mid-July 2020	OSBM will determine exact date of Carryforward entries. Refer to OSBM Communication for details.
JUNE BUDGET REPORTS	7/16/2020	June budget reports should be certified with OSC on/or before July 16, 2020 . Date is subject to cash carryforward approval.