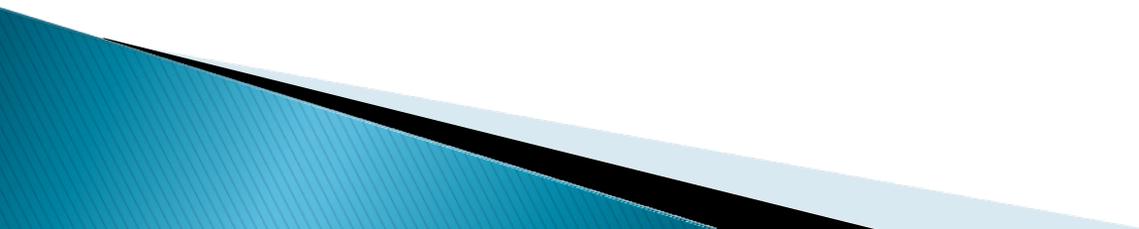


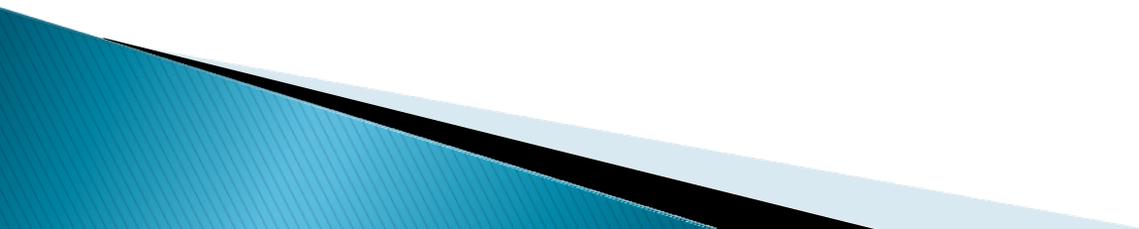
CMCS TRAINING

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.
 - ▶ Fax completed form to 919-875-3845 for processing.
- 

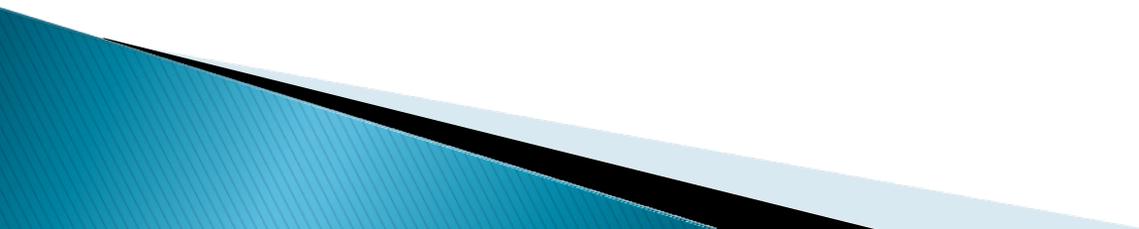
SECURITY – Levels

- ▶ Level 3 – Process requisitions out and transfers out
 - ▶ Level 4 – Inquiry only
 - ▶ Level 5 – Process deposits and transfers in
- 

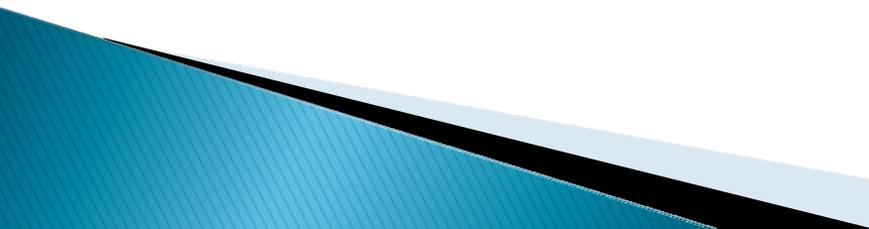
SECURITY – Levels

- ▶ 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.

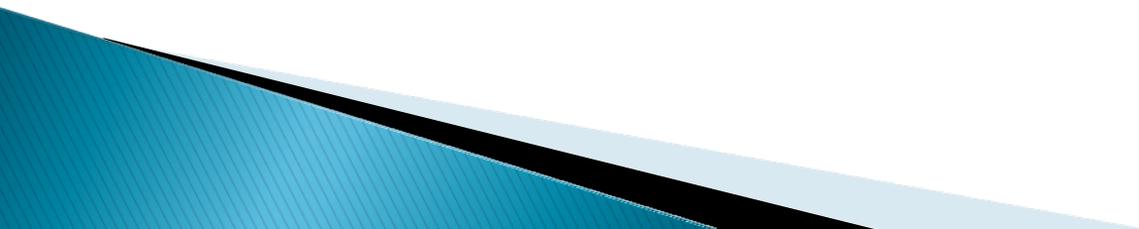
LOG ON PROCEDURES

- ▶ IMS (enter)
 - ▶ RACF ID and Password (enter)
 - ▶ AK followed by a space (enter) will take you to AK03, main menu, screen
- 

SYSTEM NAVAGATION

- ▶ 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.
- 

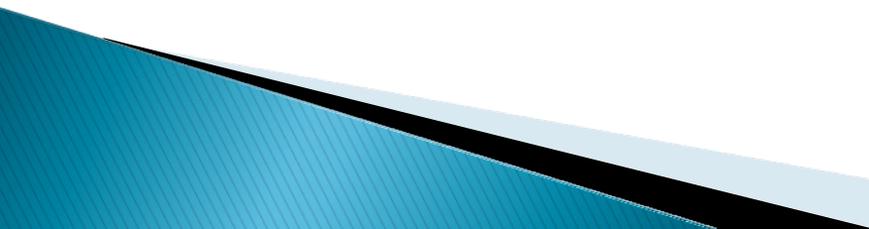
SYSTEM AVAILABILITY

- ▶ CMCS is unavailable daily, between 7:00 am and 8:00 am and 2:00 pm and 3:00 pm, in order to transfer files to the State Treasurer.
 - ▶ CMCS is also unavailable between 4:00 pm and 5:00 pm, on the last working day of the month.
- 

DETAIL SCREENS – AK03

- ▶ Serves as the main menu for the system
- ▶ Explains the detail PF (function) keys

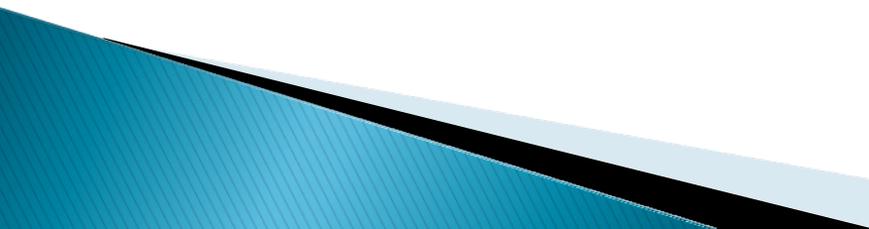
DETAIL SCREENS – AK04

- ▶ 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
- 

DETAIL SCREENS – AK05

- ▶ Provides appropriation and allotment details
 - ▶ Allotments and BD606s are posted upon receipt from OSBM.
 - ▶ Quarterly reversions are posted in the month following the end of the quarter.
- 

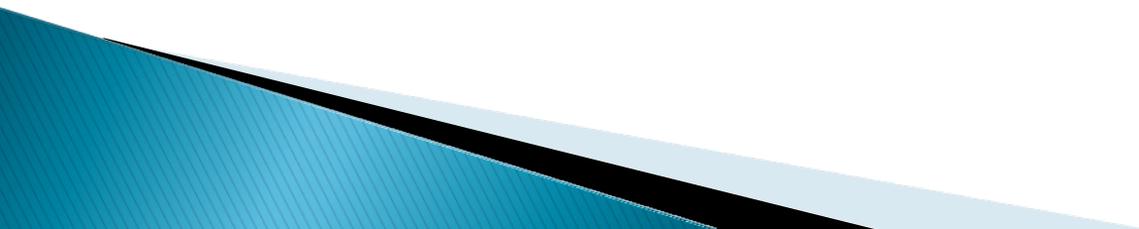
DETAIL SCREENS – AK06

- ▶ 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.
- 

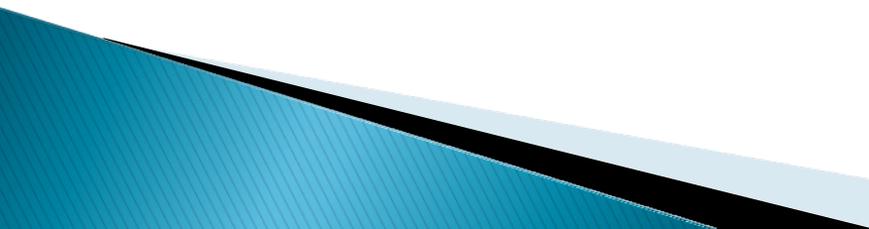
DETAIL SCREENS – AK07/08

- ▶ 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.
- 

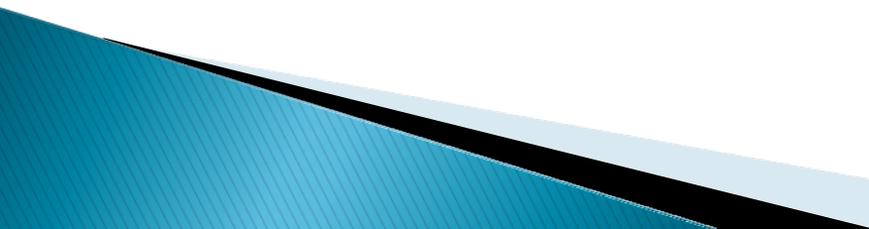
DETAIL SCREENS – AK13

- ▶ 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. This status is the same as updated for the first 3–5 working days of a new month, when we cannot update the system.
 - ▶ UPDATED – Processed by OSC and posted to the sending and receiving budget codes via the 2:00 pm update
- 

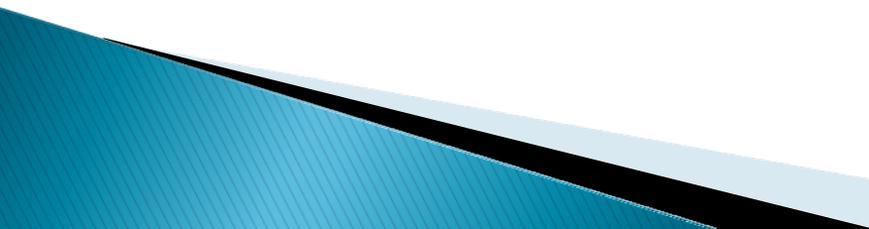
DETAIL SCREENS – AK22

- ▶ 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, ect.) on second page.
- 

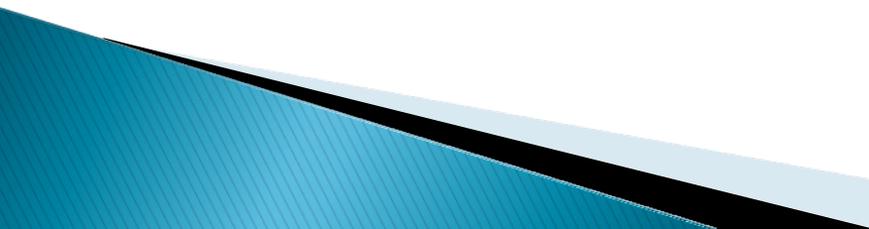
DETAIL SCREENS – AK20

- ▶ Used to enter a requisition in CMCS
- ▶ No dollar threshold

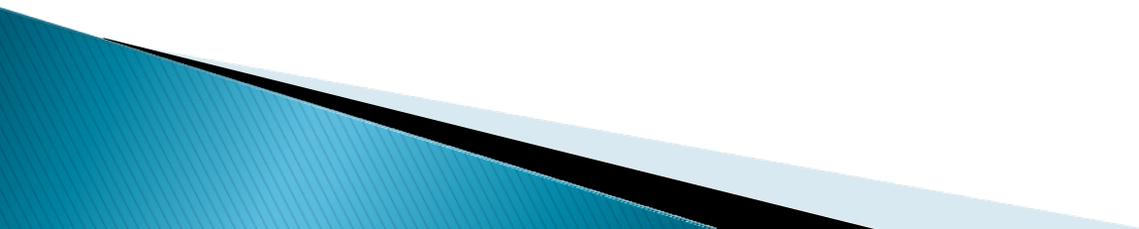
DETAIL SCREENS – AK23

- ▶ Lists requisitions, of all status, for a budget code
 - ▶ PREPARED – not submitted to OSC
 - ▶ SUMMITTED – prepared and submitted to OSC for processing
- 

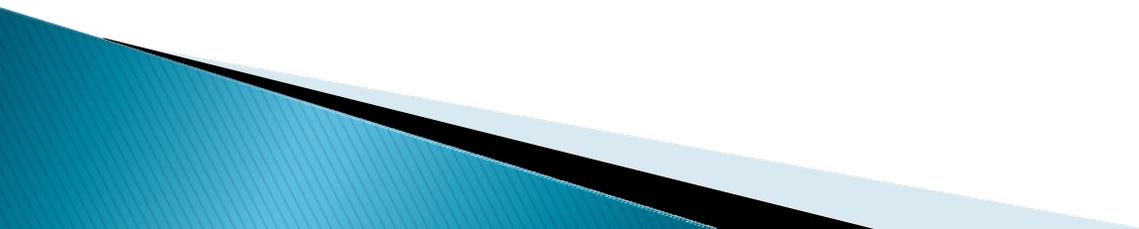
DETAIL SCREENS -AK23

- ▶ APPROVED – OSC has processed and approved, but requisition has not posted to the budget code. This is the same as the updated status for the first 3–5 days of the new month, before we can update.
 - ▶ UPDATED – Requisition has posted to the budget code via the 2:00 pm update job
- 

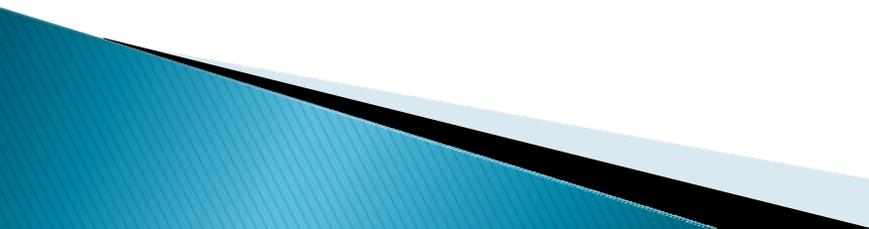
DETAIL SCREENS – AK21 /26

- ▶ AK21 is the main menu for deposits.
 - ▶ AK26 is used to enter a certification of deposit in CMCS.
- 

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
- 

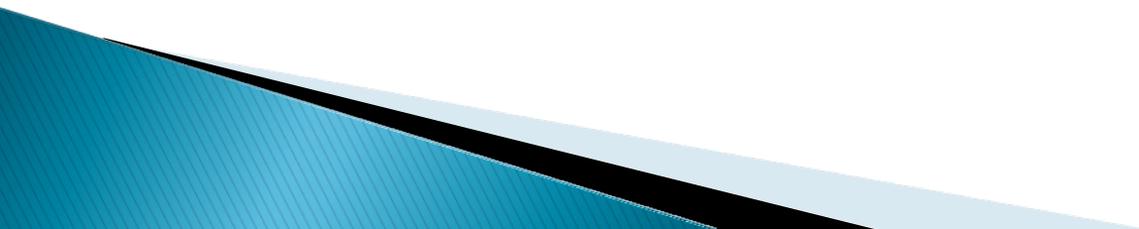
DEPOSITS – AK24

- ▶ **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. This is the same status as Updated OSC for the first 3–5 days of the new month, before we are allowed to update.
- 

DEPOSITS – AK24

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

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 to have it returned to the prepared status.
- 

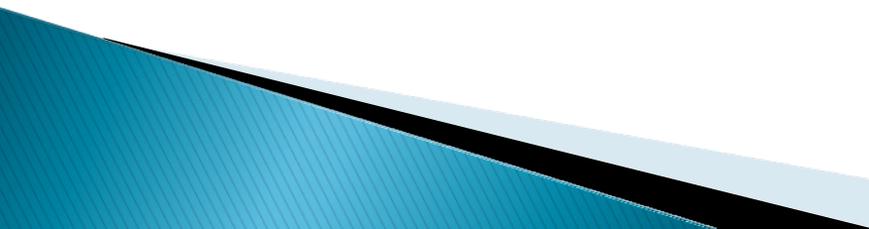
ERROR CORRECTIONS – Transfers

- ▶ 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
- 

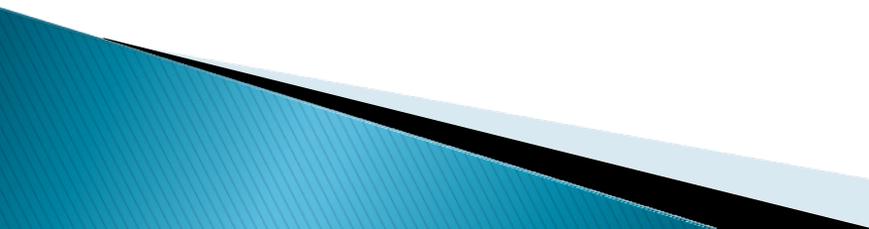
ERROR CORRECTIONS – Transfers

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

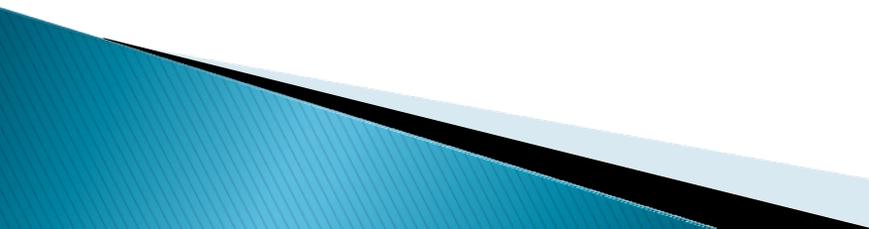
ERROR CORRECTIONS – Requisitions

- ▶ 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.
- 

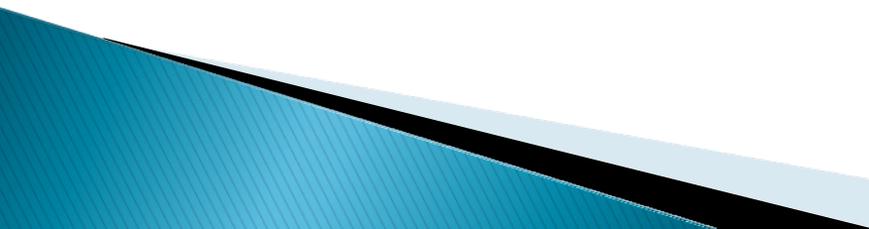
ERROR CORRECTIONS – Requisitions

- ▶ If the incorrect requisition is in the updated status, the agency must key a negative transfer to back out the original incorrect one.
 - ▶ Be sure to keep the dates the same
- 

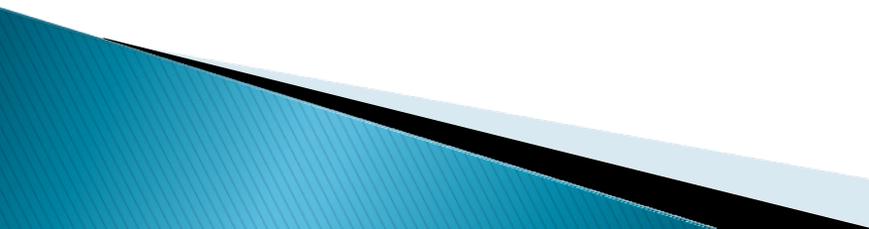
DEADLINES – Transfers and Requisitions

- ▶ Transfers and Requisitions must be submitted, in CMCS by 11:00 am, in order to be processed that day. 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.
- 

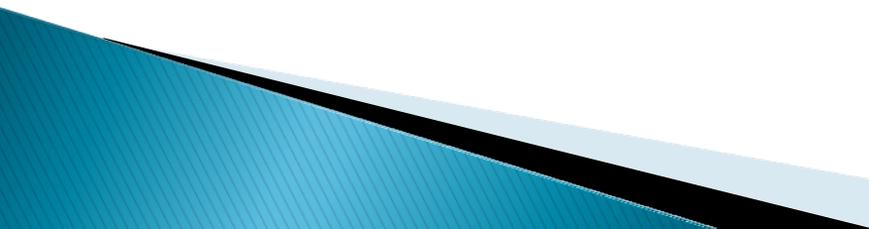
DEADLINES – Deposits

- ▶ 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

- ▶ If before the 15th of the subsequent month, the agency will be able to key the transfer or requisition in CMCS.
 - ▶ If after the 15th of the subsequent month, OSC will have to key the transfer or requisition in CMCS. Please fax transfer to 919-875-3845.
- 

CONTACT INFORMATION

Melody Tart (919-981-5486)

Melody.Tart@osc.nc.gov

Donna Thompson (919-981-5499)

Donna.Thompson@osc.nc.gov

Tonia Brown (919-981-5498)

Tonia.Brown@osc.nc.gov

