

CMCS Certification Reminders for Electronic Deposits to the Wells Fargo Account:

1. DST is seeing an increase in the number of agencies not certifying electronic deposits until they receive an email from Banking Operations instructing them to do so. Certify ACH and Wire deposits to the proper budget code(s) in CMCS on the date you are expecting the electronic deposit to be received into the Wells Fargo account or when you are notified by the sender you are receiving money.
2. Deposits must be certified exactly how they are received into the Wells Fargo account.
Example: A deposit for \$100,000.00 and \$100,500.00 into the Wells Fargo account must be certified as two separate items in CMCS. They cannot be combined as one item totaling \$200,500.00. This is true regardless of whether or not the deposits come in on the same day or different days.
3. The PIN# field should contain keywords associated with the deposit or the agency. This assists DST with the certification approval-process, particularly with deposits of common amounts (like \$170 or \$250) and when similar amounts come in multiples.
Example: One agency enters people's names in the PIN# field and the agency has given us a list of names to match on the ACH report.
4. Do not double certify a deposit; it causes confusion and delays in agencies receiving their funds.
5. If you need to make a correction on a submitted certification, email SBU.forms@nctreasurer.com to request the certification be returned to *Prepared* status. Please do not enter a negative certification without contacting SBU.forms@nctreasurer.com first.
6. In CMCS when a certification status is "UPDT-OSC", the certification cannot be returned to the agency for correction. A negative certification must be entered to reverse the incorrect certification. The agency must then enter the correct certification and send an email to SBU.forms@nctreasurer.com to inform DST of the correction or error.
7. Banking Operations cannot return "transfers" in CMCS. Contact OSC Support Services (919-707-0795) to request pending transfers or requisitions be returned to *Prepared* status.