

CARS PROCESSING DATES

The following is a schedule of due dates for receipt of keying documents in the CARS Unit, anticipated CARS run dates, and ACH deposit dates for non-municipal and municipal vendors.

Agency Expense Report	Contract Pre-Payment Month	Keying Document Due Date	CARS Processing Date	Non-Municipal Deposit (ACH)	Municipal Deposit (ACH)
6/15	9/15	08/11/15	08/18/15	09/01/15	09/08/15
7/15	10/15	09/10/15	09/17/15	10/01/15	10/05/15
8/15	11/15	10/12/15	10/19/15	11/02/15	11/05/15
9/15	12/15	11/09/15	11/16/15	12/01/15	12/07/15
10/15	*** 1/16	*11/30/15	12/14/15	01/02/16	01/05/16
11/15	2/16	01/12/16	01/19/16	02/01/16	02/05/16
12/15	3/16	02/09/16	02/16/16	03/01/16	03/07/16
1/16	4/16	03/14/16	03/21/16	04/01/16	04/05/16
2/16	5/16	04/01/16	** 04/07/16	05/02/16	05/05/16
3/16	6/16	05/11/16	05/18/16	06/01/16	06/06/16
4/16	***	06/09/16	06/16/16	07/01/16	07/05/16
5/16	***	07/11/16	07/18/16	08/01/16	08/05/16
6/16	***	08/11/16	08/18/16	09/01/16	09/06/16
7/16	***	09/12/16	09/19/16	10/01/16	10/05/16
8/16	***	10/11/16	10/18/16	11/01/16	11/07/16
9/16	***	11/10/16	11/17/16	12/01/16	12/05/16
10/16	***	*11/30/16	12/14/16	01/02/17	01/05/17

* For January prepayments that are not part of the Consolidated State/County Contract, signed CONTRACTS or keying documents must be received in the CARS Unit on the LAST working day of November.

** The CARS run processing February expenses will be **4/7/16**. This will allow the Department to close out Profiles needed for SFY end.

*** Starting Jan 2016, CARS will discontinue prepayments on selected profiles. Starting July 2016, CARS will discontinue prepayments entirely.

Updated: 4/25/16

Source: L:\BFSPROC\CARS\CARS Processing Dates through 12-14-16 Processing.xlsx