

Cash Processing for FY 2024-25

Class Description

- Cash Processing for FY 2024-25: Description of how cash processing will be transacted in FY 24-25. There will be a temporary process for the months of July and August until we transition into a modified model via an APEX Application under development. The goal is to eventually have a modern cash solution for FY 2025-26.
- Presented by the SBS Reporting Team: Evelyn Gallegos, Roxane Bernard & Tina Moore

Federal vs. State Cash Requests

- Federal cash requests are processed on the new PSU Cash Application (PCA)
 - Effective 7/19/2024 FRD
- State cash requests are processed on the previous Cash Management System
 - Anticipate to migrate to the PCA in the fall

Ordering Federal Cash

Ordering Federal Cash

- Federal cash requests are ordered via the PCA
- Adhere to the Federal cash calendar deadlines
 - Normally due Monday by 6pm
 - Confirm receipt of funds on the FRD
- Emergency cash requests after the deadlines are not guaranteed to be processed
- Email CashMgt@dpi.nc.gov for questions

PCA Registration Steps

- Obtain an NCID for your PSU
 - 3rd party management companies need separate NCIDs for each PSUs
- Register on the PCA and select a PSU role
 - Data Entry or Inquiry Only
- Review training resources on website
 - Navigation guide and prerecorded webinar

PSU Cash Application(PCA) Resources

- [New Cash Application](#) - July 12, 2024
- [How to Register for the New Cash Application](#) - July 16, 2024
- [Navigation Guide for the New Cash Application](#) - July 19, 2024
- [New Cash Application Webinar](#) / Password: 6HnDGvzm - July 22, 2024

PCA Cash Limitations

- PSUs cannot order more than their available to request amount
 - If the available to request amount is \$500.00, PSUs cannot order more than \$500.00 or an error message will appear
- PSUs cannot send funds back that are greater than the amount of their year to date cash requests
 - If the total cash requests for FY24-25 is \$500.00, PSUs cannot send back more than \$500.00 or it will be reverted to \$0

Types of Reports in PCA

Data Inquiry Reports

- Funds Requirement Date (FRD) → See historical and future FRD entries
- Program Report Code (PRC) → View available to request and funds request history by PRC
- All Requests → Find year to date cash requests with audit trail
- Funds Available to Request → Captures the remaining available balances of PRCs

Ordering State Cash

Ordering State Cash

- State cash requests are ordered via the previous Cash Management System
 - We anticipate migration to the PCA in the fall
- Adhere to the State cash calendar deadlines
 - Normally due Tuesday by 6pm
 - Confirm receipt of funds on the FRD
- Emergency cash requests after the deadlines are not guaranteed to be processed
- Email CashMgt@dpi.nc.gov for questions

Cash Management Registration Steps

- Complete the RACF02 and RACF03 Forms for requesting State, School Technology, and Local funds transfers (if applicable).
- Ensure form is approved/signed by your site security officer
- Send completed/signed form to through the DPI Helpdesk.
- Security should be established within 5 working days of receipt of request at DPI
- *Migrating to the PCA in the fall*

Cash Management System Resources – *Subject to change*

- [LEA Cash Management User Guide 2023](#)
- [LEAs – Cheat Sheet to MSA-Cash Management Access](#)
- [Cash Management Guidelines For Charter Schools](#)
- [Access to MSA-General Ledger-Cash Management](#)

Understanding Cash Requests and Zero Outs

Requesting Cash

Why do Public School Units (PSUs) need to request cash?

This ensures that the funds are deposited or pulled back from the bank account for the cost of the weekly expenditures for:

- salaries in payroll and
- general expenses for utilities, rent and accounts payables

Zero Out Process

What does the zero out process ensure?

This process reconciles the month to date cash requests against the monthly payroll and general expenditures.

Cash requests = expenditures = \$0 zero out

Cash request > expenditures = bank pullback

Cash request < expenditures = bank deposit

Questions?



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