North Carolina Department of Public Instruction

CASH MANAGEMENT SYSTEM
USER GUIDE
For
LEAs

North Carolina Department of Public Instruction
CASH MANAGEMENT SYSTEM
USER GUIDE
For
LEAs

In compliance with federal law, including the provisions of Title IX of the
Education Amendments of 1972, N C Public Schools administers all state-operated
Educational programs, employment activities and admissions without discrimination
because of race, religion, national or ethnic origin, color, age, military service,
disability, or gender, except where exemption is appropriate and allowed by law.

Inquiries or complaints should be directed to:
Academic Services and Instructional Support
6368 Mail Service Center
Raleigh, NC 27699-6368
Telephone (919) 807-3200; fax (919) 807-4065

North Carolina Department of Public Instruction
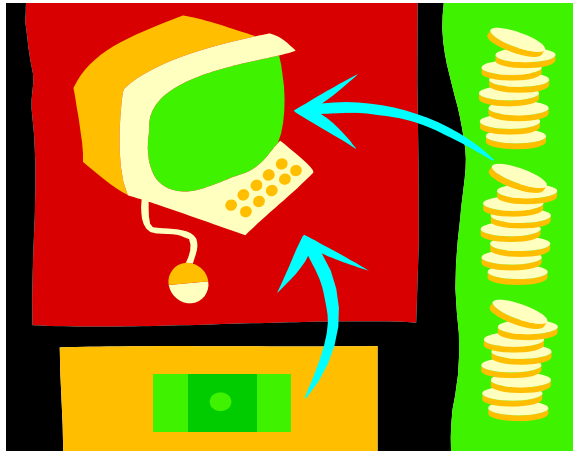# Cash Management User Guide
For
LEAs
Table of Contents

Attachments

<u>What the Cash Management System Gives You</u>

<u>The Cash Management System:</u>

- Gives you the ability to request State Funds, Federal Funds, School Tech Funds, Indian Gaming Funds and the ability to request a Local Funds transfer

- Gives you inquiry access to view processed and/or approval dates of funds requested

- Gives you inquiry access into the cash certification calendar so you can view the last day to request funds for a particular funds requirement date (FRD)

- Gives you inquiry access to view the automated refunds ("BUD" adjustments) processed and the amount of funds deducted from your local, state or federal accounts to cover these refunds

SYSTEM SECURITY

To use the Cash Management System, each school must have an individual with security to access the system. If you need to request security for a new user or delete or change security information for an existing user, you must complete the **CICS Application Access Maintenance Form** (CICS02CM) *(Attachment "A")* for requesting State, School Technology, Federal, and Local funds transfers.

When form is completed:

1. Ensure form is approved/signed by your site security officer

2. Send completed/signed form to the Cash Management Section at DPI

3. Security should be established within 5 working days of receipt of request at DPI

Host On Demand Access

- State ITS provides Host on Demand (HOD) at no cost to for this mainframe connection. The URL for Host on Demand is http://scc.its.state.nc.us/HOD/hodhomeblue.htm. Once on this page, please choose one of the following:

- 1.   TN3270 Cached TLS Display-- This option caches (stores) HOD software to your workstation. The initial transfer is slow, but subsequent access is faster than the TN3270 TLS Display option. This option will launch a software installation process. If you are familiar with installing software, follow the instructions on the screen. If you are not familiar with installing software, please contact State ITS at 919-754-6000 to get support with installation. Please specify that your call is in reference to Host on Demand.

-         OR
-
- 2.   TN3270 TLS Display-- This option will not store HOD software to your workstation except for session preferences. It is completely downloaded every time it is used. This option opens a new page where the user will click on 3270 TLS display to launch a mainframe session. Login information remains the same.

-
- State ITS fully supports Host on Demand. If you need assistance with the software, please contact **State ITS at 919-754-6000**. Be sure to reference Host on Demand installation support on your call.

Double Click 3270 – TLS Display

Cash Management System Sign On

When you click on or bring up Host on Demand, and type **"CICSSCCF"** as the application and press the "**enter**" key.

On the LIVE production screen, fill in the following fields:

-**The Userid**

-**Bill Code**

-**Password** and then press "**Enter**"
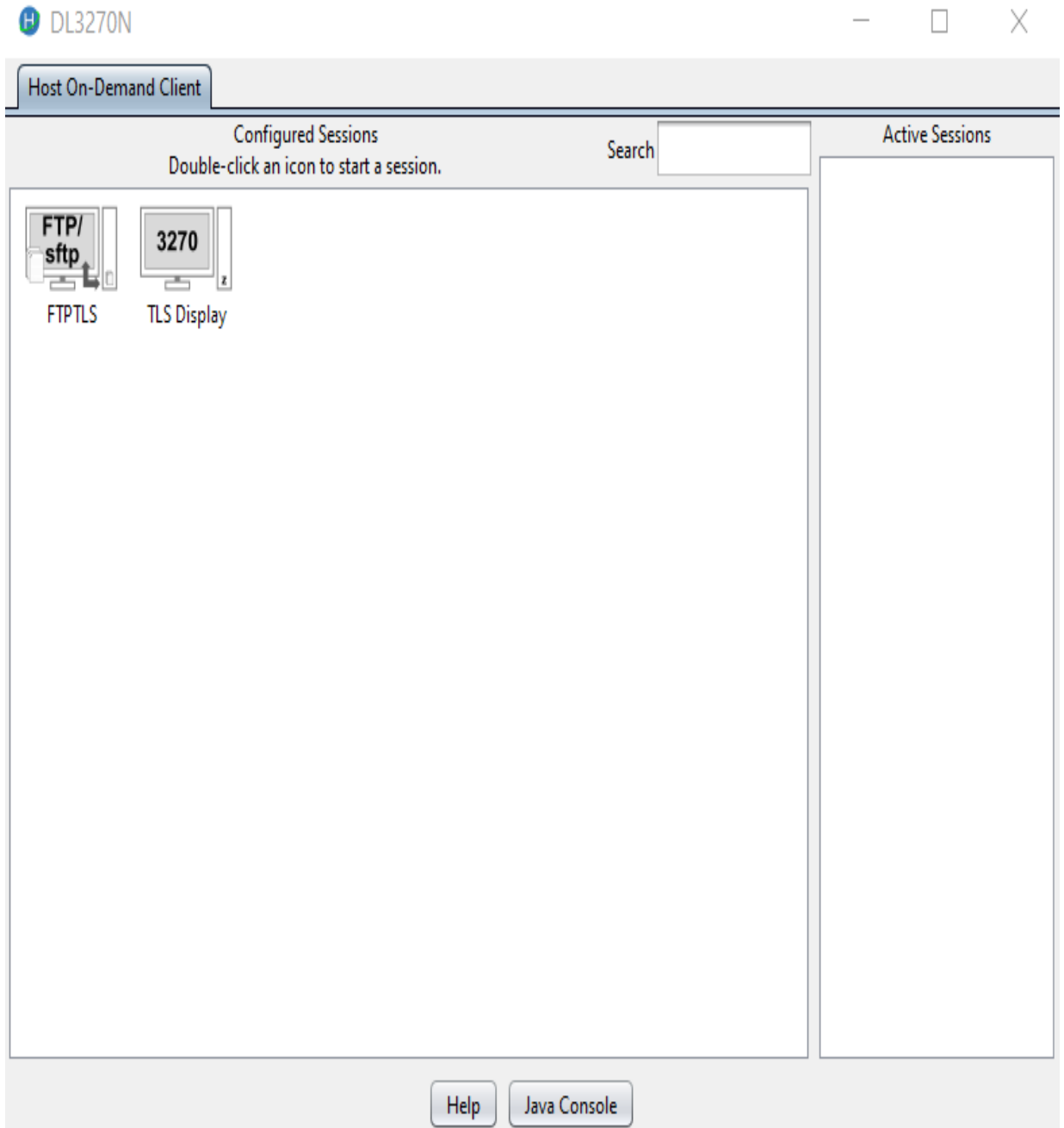
Cash Management System Access and Main Menu
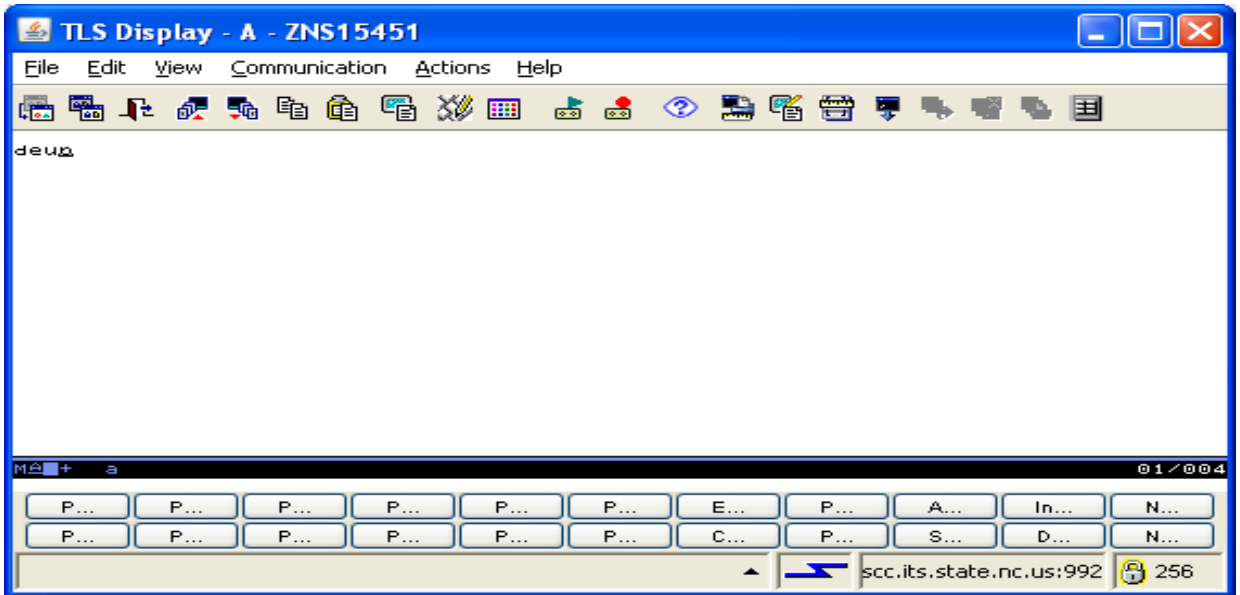
To access the Cash Management System type **"deun"** on the blank screen where you would normally type 'MSAS" to access general ledger. Press "**ENTER**" to get to the CICS Main Menu.
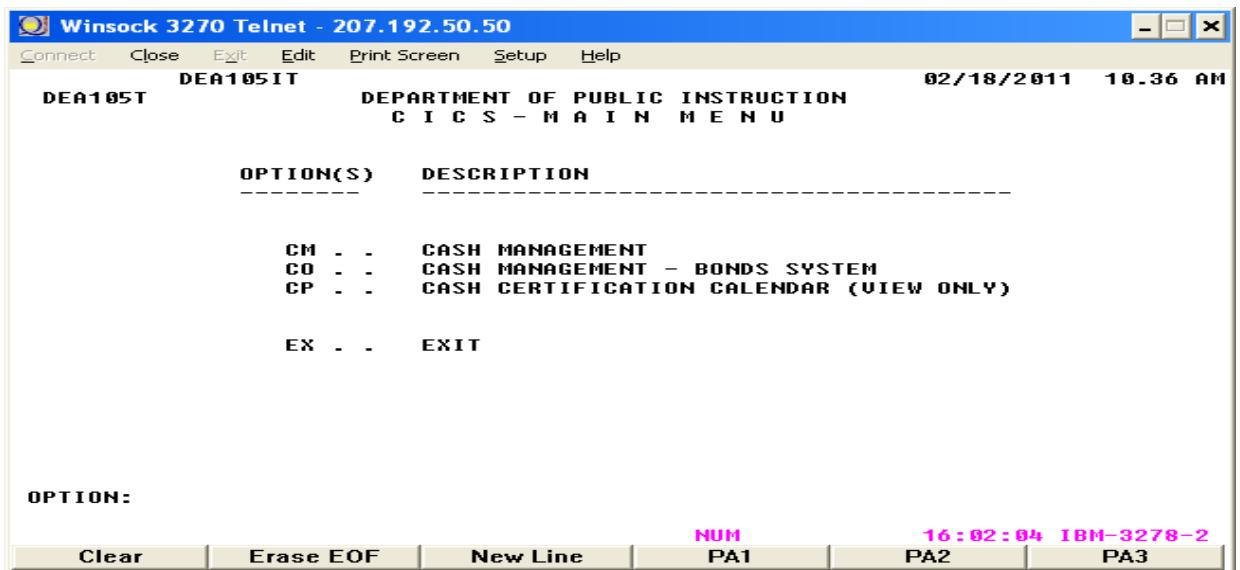
- Type "**CM**" in the option field for the requesting and inquiry of State funds, Federal funds, School Technology funds, Local funds transfers, and "BUD" Refunds
- Type "**CP**" in the option field to view the Cash Calendar Funds Requirement Dates. The calendar outlines the last day funds can be requested for a specific date.
- Press "Enter" after your selection

Viewing the Cash Calendar

```
TLS Display - A - ZNS10626

File   Edit   View   Communication   Actions   Help

    DEA105IT                                              12/16/2013   04.40 PM
  DEA105T



                  CM : :      CASH MANAGEMENT
                  CO : :      CASH MANAGEMENT - BONDS SYSTEM
                  CP : :      CASH CERTIFICATION CALENDAR (VIEW ONLY)

                  EX . .      EXIT



   OPTION:   CP

MA+    a                                                              24/013
 P...   P...   P...   P...   P...   P...   E...   P...   A...   In...  N...
 P...   P...   P...   P...   P...   P...   C...   P...   S...   D...   N...
Connected to server/host scc.its.state.nc.us using lu/pool ZNS10...  ▲       scc.its.state.nc.us:992  🔒 256
```
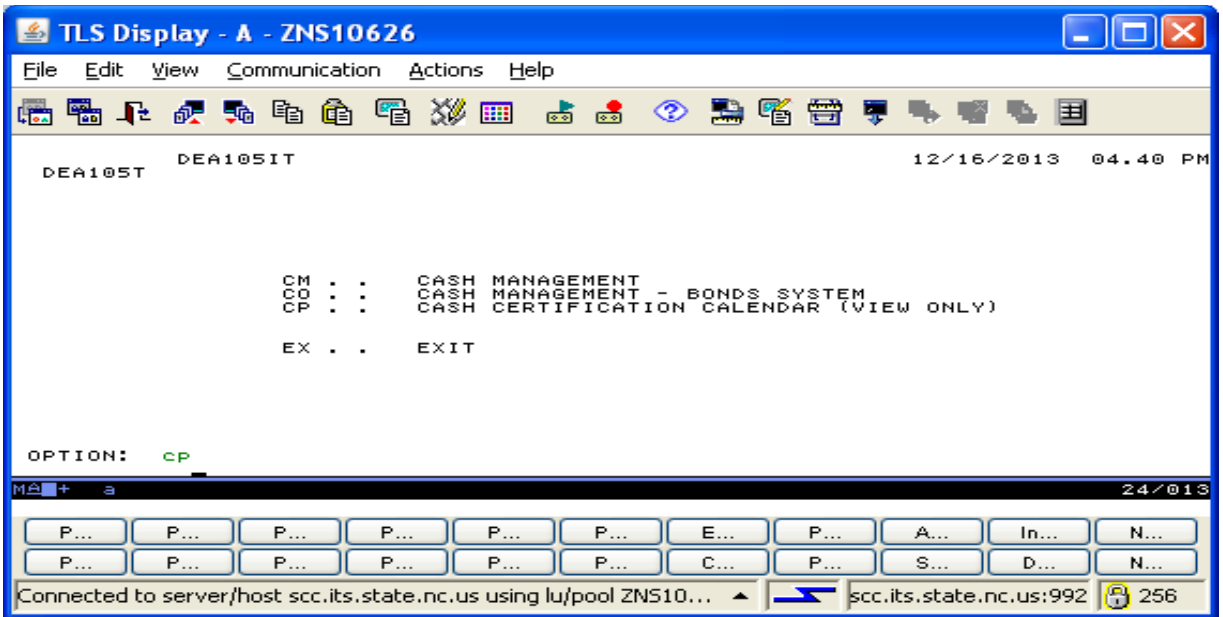
Select the **"CP"** Option to access view of the Cash Calendar.

```
TLS Display - A - ZNS10626

File   Edit   View   Communication   Actions   Help

  JHA124I            CASH CERTIFICATION CALENDAR VIEW

  ACTION. . . . . . . . 1 1. VIEW REPORT ONLINE

  REPORT RANGE. . . . 12 01 2013            (MM DD YYYY FORMAT)
                         FROM         TO


                       _



      F4-DEUN MENU
MA+    a                                                              14/023
 P...   P...   P...   P...   P...   P...   E...   P...   A...   In...  N...
 P...   P...   P...   P...   P...   P...   C...   P...   S...   D...   N...
Connected to server/host scc.its.state.nc.us using lu/pool ZNS10...  ▲       scc.its.state.nc.us:992  🔒 256
```
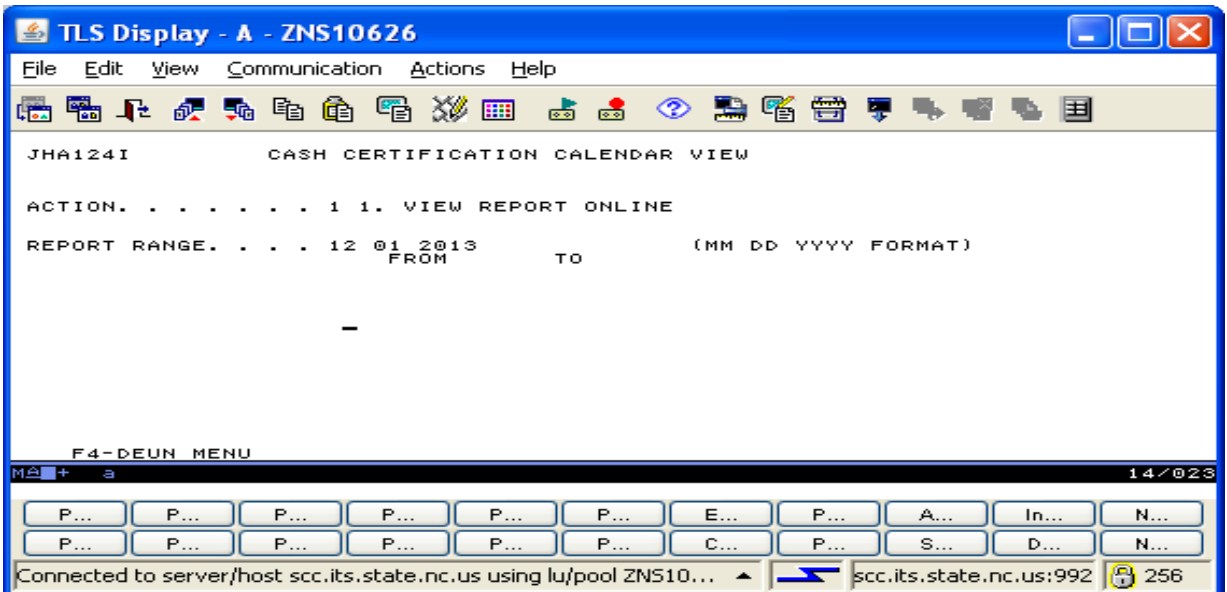
- Type **"1"** in the Action Field to view calendar
- Type the **month, day and four digit year** in the"From" field (the
"To" date is the last funds requirement date that can be viewed to view
a range of selected calendar dates
- Press **"Enter"** to view the calendar

Funds Requirement Dates (FRD)

If desired FRD does not appear on the first screen, press the **"F8"** Key to page forward.

The date listed under the fund types (Local, State, and Federal) represent the last day to request the fund type for the FRD specified in the first column.

When your view of the calendar is completed, press the **"Enter"** key to return to the calendar menu and then press **"F4"** to return to the main menu.

Tips for Getting Around in the Cash Management System

1. CMS is driven from the Funds Requirement Dates (FRD) outlined in the Cash Calendar under the "CP" option on the CICS Main Menu . **The FRD is the date that you can have funds deposited into your bank account in order to cover and release checks you have written for that date.**

- State funds are requested three (3) working days prior to the FRD.
- Federal funds are requested four (4) working days prior to the FRD.
- Local funds for the local funds transfer are requested two (2) days prior to the FRD.
- Automated refunds are assigned the same FRD as for Local funds. This means they are processed two (2) days prior to the date of deposit/withdrawal.
- You can request cash at anytime before the FRD as long as the calendar is updated with that FRD.

NOTE: NCDPI usually submits all deposit requests to the Office of the State Controller one day prior to the FRD; however, no checks should be released until the CMS or Core Banking System *(Attachment "B")* **have been updated with deposit approvals. The MSA G/L posting of the cash certification <u>does not</u> necessarily mean that the funds have been deposited to your bank account.   The State Treasurer usually processes all deposit requests no later than 2:00 p.m. on the day the request is approved.**

2. When you enter your cash request, press the F3 key to update. If the message "<u>Update is Successful</u>" appears on the screen , the request has been updated for processing. Requests that have not been updated to the system can not be processed.

3. When requesting Federal funds, the Authority -To - Draw (A-T-D) balance for each grant should be checked to ensure that amounts requested will actually be the amounts approved. Funds can not be advanced in excess of the A-T-D balance for a grant.

4. An inquiry of the automated refund screen should be done daily to see what funds are being drawn down from your accounts to cover any refunds processed. It is the LEA's responsibility to maintain sufficient account balances to cover these refunds.

5. When you want to make a change to the amount requested for a FRD, please be aware that the last amount you enter will replace the previous amount entered. The system will not add other amounts to your original request. You must enter a corrected amount for the funds you want to request. Also, you must "successfully update" any changes made to your original request. Failure to update a change request will result in the processing of the previous amount.

6. <u>Only request enough funds to cover those checks to be written</u>.   Remember, that there are Federal and State cash management laws which prohibit maintaining excessive cash balances (the "3-day" rule for Federal funds). This federal funds "3-day rule requires that federal funds be drawn and deposited with the State Treasurer no more than three business days prior to the date of issuance of the disbursement by state warrant or electronic funds transfer. Cash limits have been established in the system to alert you that an excessive amount is being requested for a FRD *(Attachment "D")*.

Requesting Funds

```
TLS Display - A - ZNS08890
File  Edit  View  Communication  Actions  Help

            DEA105IT                              12/13/2013  02.55 PM
     DEA105T




                 CM . .    CASH MANAGEMENT
                 CO . .    CASH MANAGEMENT - BONDS SYSTEM
                 CP . .    CASH CERTIFICATION CALENDAR (VIEW ONLY)

                 EX . .    EXIT




        OPTION:  CM

MA  +  a                                                    23/011
```

```
PF1   PF2   PF3   PF4   PF5   PF6   En...  PA1  Attn  In...  Ne...
PF7   PF8   PF9   PF...  PF...  PF...  Cl...  PA2  Sy...  De...  Ne...
                                    ▲  ⟋   scc.its.state.nc.us:992  🔒 256
```
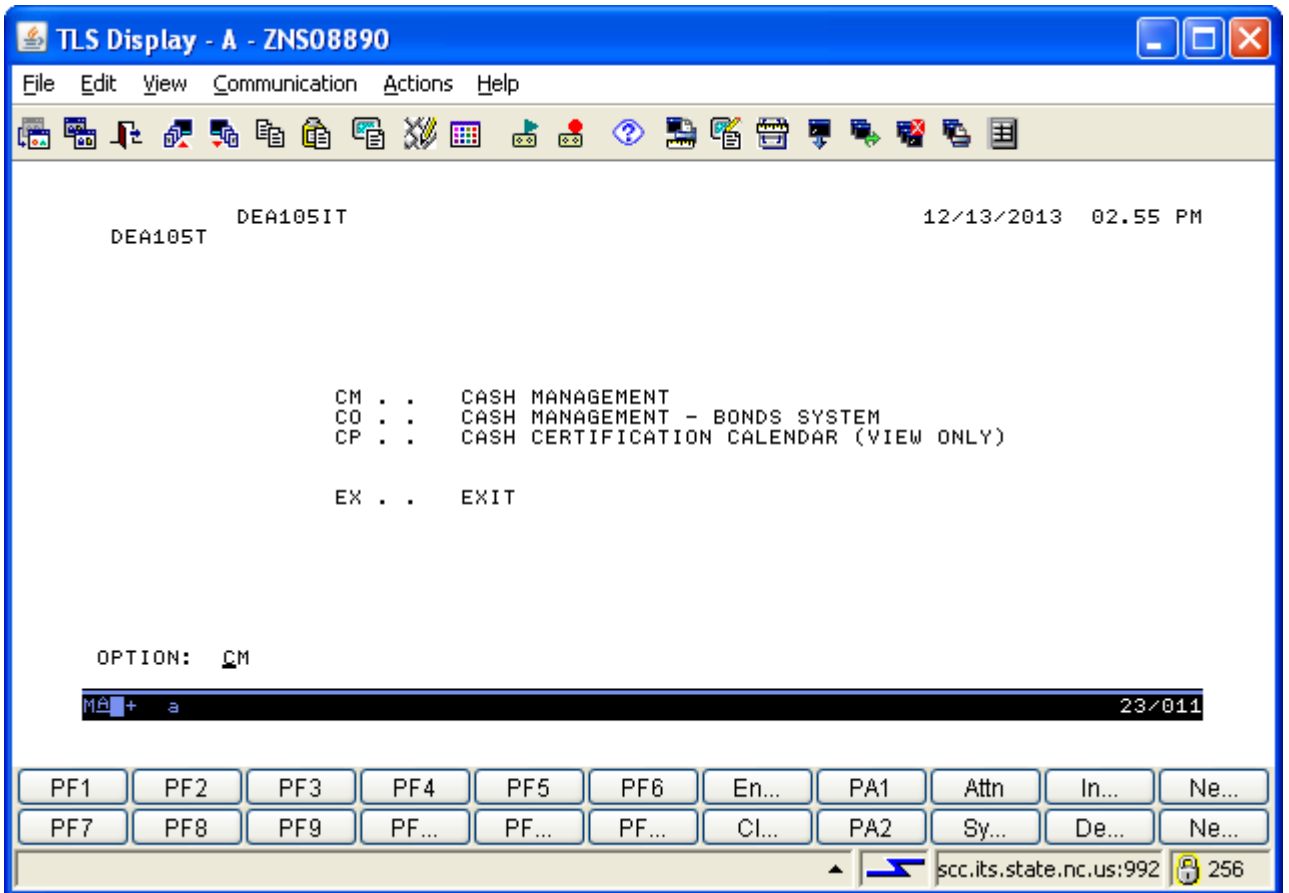
From the CICS Main Menu type **"CM"** in the option field
and press **"Enter"** to update and inquire for **State funds,
Federal funds, School Technology funds, Indian Gaming
funds, Local funds transfers, and Refunds.**

Cash Management Main Menu and Screen Options

```
TLS Display - A - ZNS08890                                           [_][□][X]
File  Edit  View  Communication  Actions  Help

        JHA176I                                      12/13/2013 03.00 PM
   JHA176M



                UF  . .    FEDERAL UPDATE
                IF  . .    FEDERAL INQUIRY
                US  . .    STATE UPDATE
                IS  . .    STATE INQUIRY
                UR  . .    REFUND UPDATE
                IR  . .    REFUND INQUIRY
                UL  . .    LOCAL FUNDS UPDATE
                IL  . .    LOCAL FUNDS INQUIRY

                BK  . .    UNIT BANK ACCOUNTS          (DPI USE ONLY)
                UC  . .    DPI CONTROL UPDATE          (DPI USE ONLY)
                CC  . .    CASH CERTIFICATION CALENDAR (DPI USE ONLY)

                EX  . .    EXIT
   F4-DEUN MENU

    SCREEN:  --    LEA:  ---      DATE FUNDS REQUIRED:  --  --  20 --
                                     DATE FORMAT       MM  DD  CC YY
 MA +   a                                                          01/012

  PF1    PF2    PF3    PF4    PF5    PF6    Enter   PA1    Attn    Ins...  Ne...
  PF7    PF8    PF9    PF10   PF11   PF12   Clear   PA2    Sys...  Del...  Nex...
                                              ▲   ⊐  scc.its.state.nc.us:992  🔒 256
```

The above screen is the main menu in the Cash Management System.   The
screen options or fund request type descriptions are listed in the center of the
menu.

**On the bottom of the screen you must type the following data to request
or inquire for funds:**
•The **Screen Option** or type as listed on the menu ("**US**" to request State
Funds and "**IS** to inquire on State Funds, etc.)
•Your **LEA** number
•Date Funds Required or Funds Requirement Date (**FRD**) for the request

Requesting State, School Technology, & Indian Gaming Funds
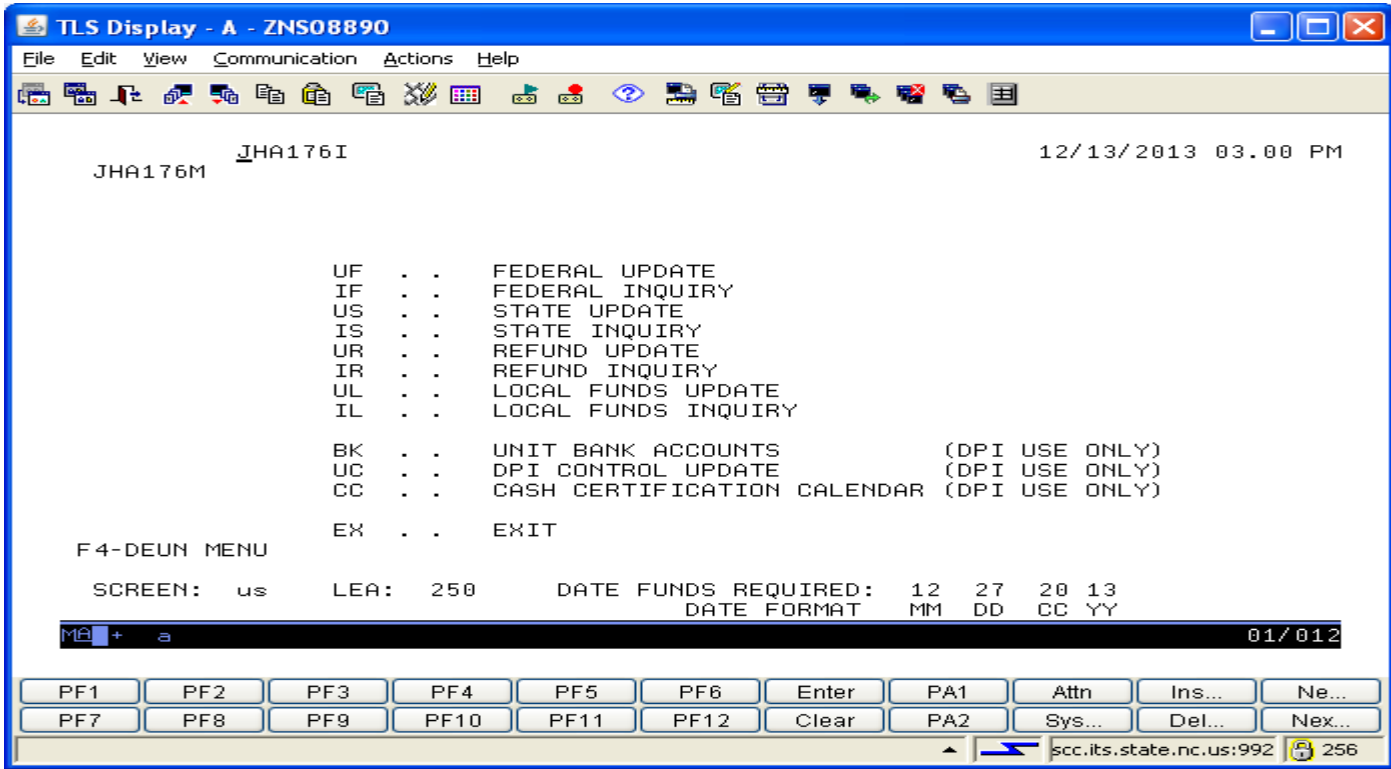
To request State Funds and School Technology Funds the items at the bottom of the screen must be completed as follows:

- Type the **"US"** (State Update) as the **Screen** type
- Type your 3 - digit **LEA** Number
- Type the date the funds are needed or the The Funds Requirement Date (**FRD**)as outlined on the cash calendar

When you have typed in the above information at the bottom of the screen, press "**Enter**" to go to the screen for requesting the certification of State funds.

Requesting State , School Technology, & Indian Gaming Funds
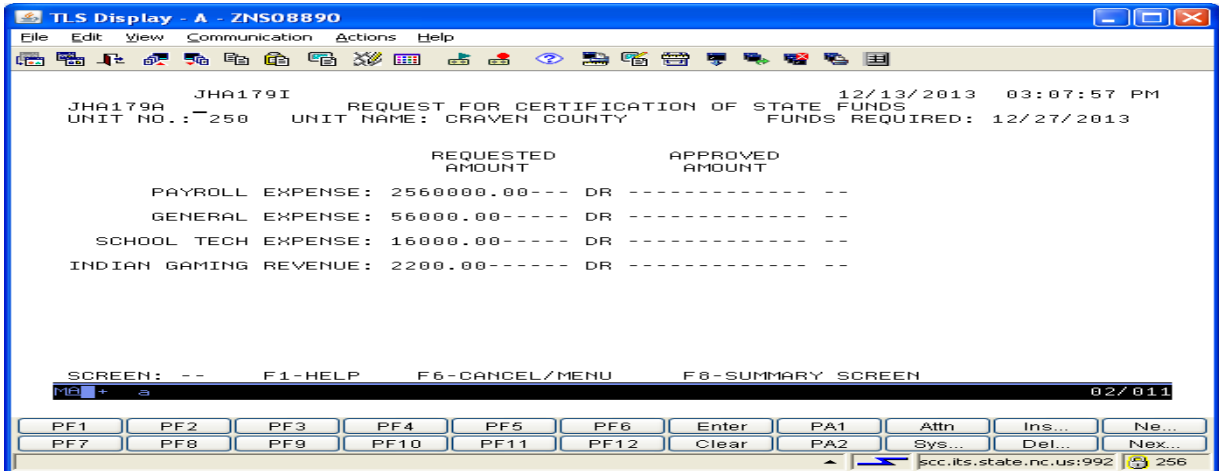
Enter the requested amount by expense type and press the **"F8"** Key.
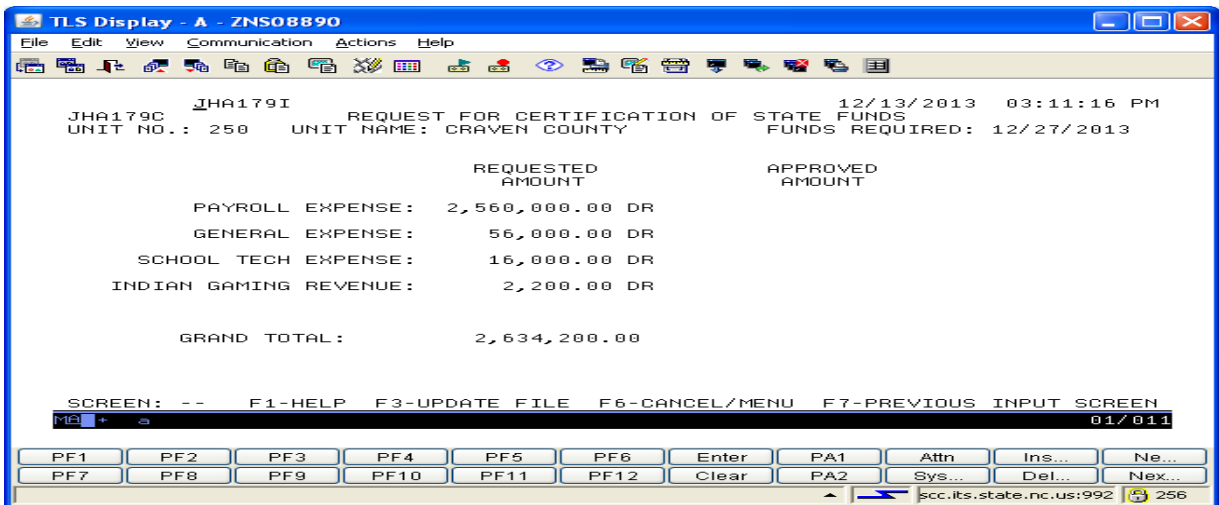
Press the **"F3"** key to update. Screen must display the **"Update Successful"** message before request can be processed**.**
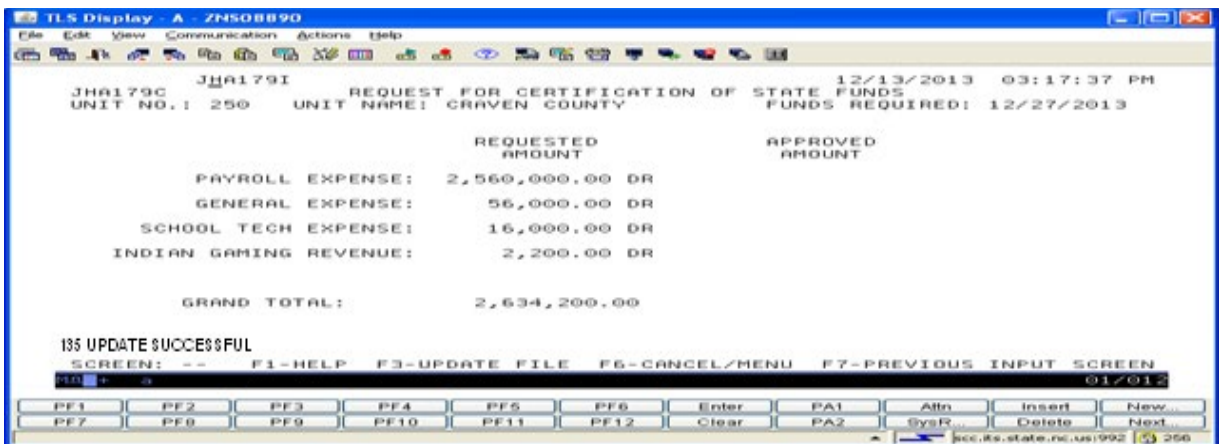
Press the **"F6"** key to return to Cash Menu

Inquiry for State, School Technology, & Indian Gaming Funds
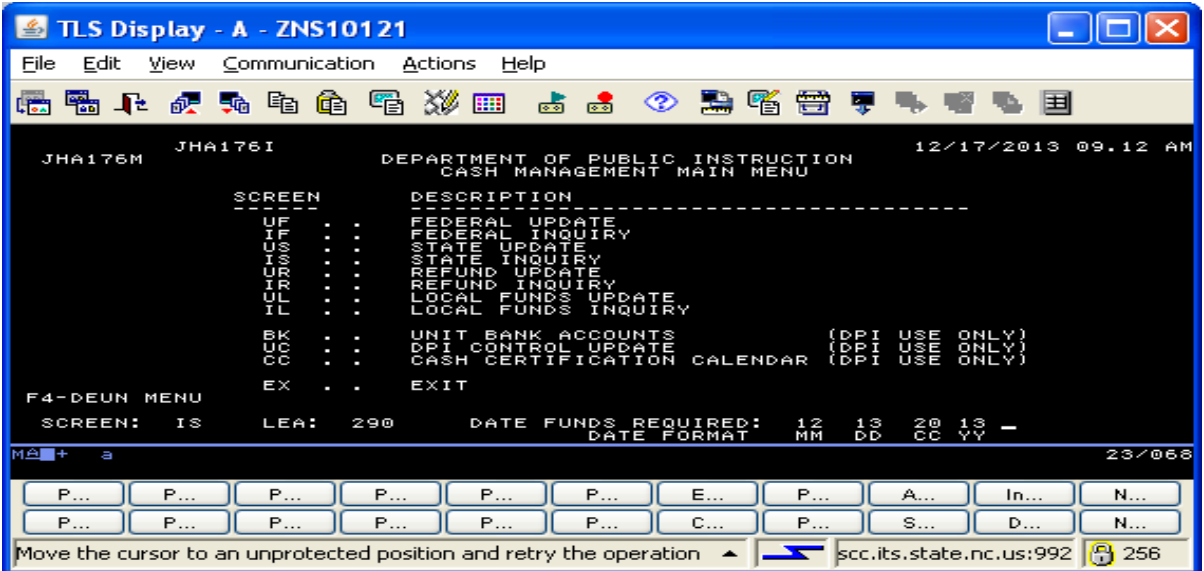
To inquire on the update and/or approval of State Funds, type **"IS"** in the screen option field. Type your **LEA** number and the **FRD** on which you are inquiring. Press **"Enter"** for inquiry results.
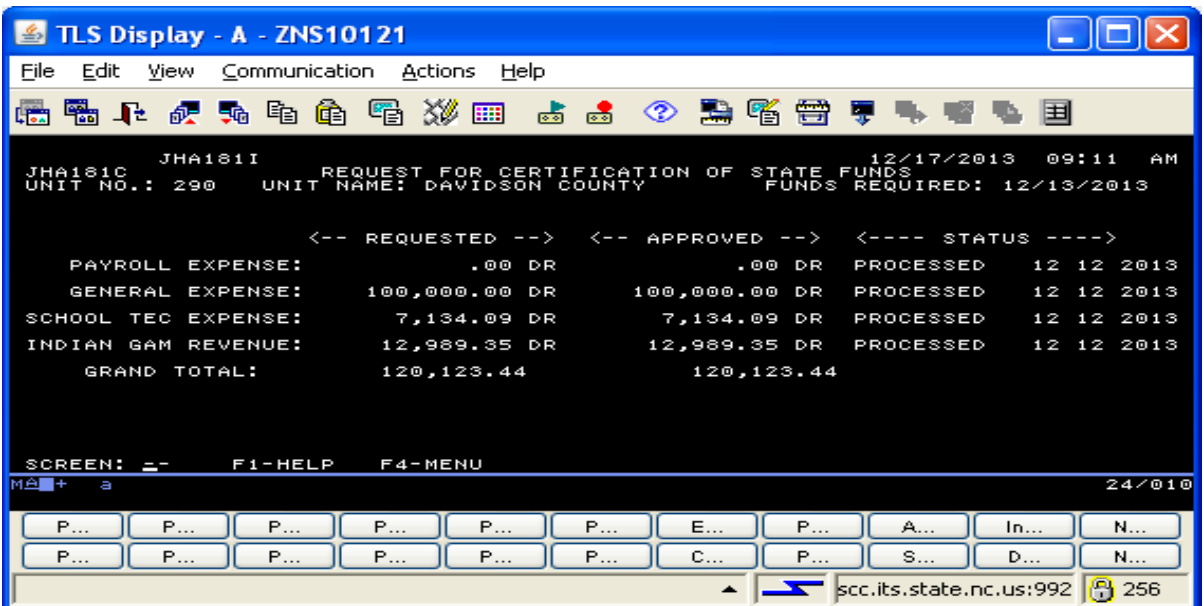
The screen above will show the approved amounts and the date the transactions were processed. This date should be the day the funds were deposited to your State Treasurer's bank account. Press the **"F4"** key to return to the menu.

Requesting Federal Funds

```
Winsock 3270 Telnet - 207.192.50.50                              _ □ ×
Connect  Close  Exit  Edit  Print Screen  Setup  Help
          JHA176I                                        01/24/2002 04.17 PM
  JHA176T              DEPARTMENT OF PUBLIC INSTRUCTION
                          CASH MANAGEMENT MAIN MENU

              SCREEN        DESCRIPTION
              ------        -----------------------------------------
              UF  . .      FEDERAL UPDATE
              IF  . .      FEDERAL INQUIRY
              US  . .      STATE UPDATE
              IS  . .      STATE INQUIRY
              UR  . .      REFUND UPDATE
              IR  . .      REFUND INQUIRY
              UL  . .      LOCAL FUNDS UPDATE
              IL  . .      LOCAL FUNDS INQUIRY


              UC  . .      DPI CONTROL UPDATE        (DPI USE ONLY)
              CC  . .      CASH CERTIFICATION CALENDAR (DPI USE ONLY)

              EX  . .      EXIT
   F4-DEUN MENU

    SCREEN:  UF    LEA:   410      DATE FUNDS REQUIRED:  01  25  20 02
                                   DATE FORMAT    MM  DD  CC YY
                                        NUM          16:17:52 IBM-3278-2
     Clear         Erase EOF        New Line      PA1      PA2       PA3
```

To request Federal Funds, type **"UF"** in the screen option field. Type your **LEA** number and the appropriate **FRD** from the Cash Calendar. Press **"Enter"** for Federal Update Screen.

```
Winsock 3270 Telnet - 207.192.50.50                              _ □ ×
Connect  Close  Exit  Edit  Print Screen  Setup  Help
   JHA175I              REQUEST FOR CERTIFICATION   01/24/2002 04:21:42 PM
                          FEDERAL FUNDS UPDATE

UNIT NO:  410    UNIT NAME: GUILFORD COUNTY        REQUIRE DATE: 01/25/2002

PRC     AMOUNT  SGN PRC      AMOUNT  SGN PRC     AMOUNT  SGN PRC     AMOUNT  SGN
048    1,174.50 DR 050    12,242.57 DR 059    8,396.68 DR 060    7,312.50 DR
067       55.00 DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
--- ----------- DR --- ----------- DR --- ----------- DR --- ----------- DR
   TOTAL AMOUNTS:    29,181.25  DR READY TO UPDATE: Y   READY TO CANCEL: ▮
SUCCESSFUL UPDATE - PF4 FOR MENU
                   F3-UPDATE   F4-MENU   F6-CANCEL
                                     NUM      16:22:18 IBM-3278-2
    Clear         Erase EOF        New Line      PA1      PA2       PA3
```

Enter the amounts of your federal funds request by PRC, set the **"Ready to Update" flag to "Y",** and press the **"F3"** key to update your transactions. Screen must display **"Successful Update"** before requests can be processed. Press **"F4"** to return to menu.

Federal Funds Inquiry

```
╔═══════════════════════════════════════════════════════════════════════════╗
║ ⦿ Winsock 3270 Telnet - 207.192.50.50                            _ □ ✕     ║
║ Connect  Close  Exit  Edit  Print Screen  Setup  Help                      ║
╠═══════════════════════════════════════════════════════════════════════════╣
║         JHA176I                                         01/24/2002 04.43 PM ║
║   JHA176T               DEPARTMENT OF PUBLIC INSTRUCTION                    ║
║                           CASH MANAGEMENT MAIN MENU                         ║
║                                                                            ║
║             SCREEN        DESCRIPTION                                       ║
║             ------        -------------------------------------           ║
║               UF  . .     FEDERAL UPDATE                                    ║
║               IF  . .     FEDERAL INQUIRY                                   ║
║               US  . .     STATE UPDATE                                      ║
║               IS  . .     STATE INQUIRY                                     ║
║               UR  . .     REFUND UPDATE                                     ║
║               IR  . .     REFUND INQUIRY                                    ║
║               UL  . .     LOCAL FUNDS UPDATE                                ║
║               IL  . .     LOCAL FUNDS INQUIRY                               ║
║                                                                            ║
║                                                                            ║
║               UC  . .     DPI CONTROL UPDATE           (DPI USE ONLY)       ║
║               CC  . .     CASH CERTIFICATION CALENDAR (DPI USE ONLY)        ║
║                                                                            ║
║               EX  . .     EXIT                                             ║
║   F4-DEUN MENU                                                             ║
║                                                                            ║
║    SCREEN:   IF    LEA:   410      DATE FUNDS REQUIRED:  01  25  20 02      ║
║                                        DATE FORMAT      MM  DD  CC YY       ║
║                                                   NUM          16:43:48 IBM-3278-2 ║
╠════════════╦═════════════╦════════════╦════════════╦════════════╦═════════╣
║   Clear    ║  Erase EOF  ║  New Line  ║    PA1     ║    PA2     ║   PA3   ║
╚════════════╩═════════════╩════════════╩════════════╩════════════╩═════════╝
```

To inquire on Federal funds, type **"IF"** in the screen option field. Type your **LEA** number and the **FRD** on which you are inquiring. Press **"Enter"** for inquiry results.

```
╔═══════════════════════════════════════════════════════════════════════════╗
║ ⦿ Winsock 3270 Telnet - 207.192.50.50                            _ □ ✕     ║
║ Connect  Close  Exit  Edit  Print Screen  Setup  Help                      ║
╠═══════════════════════════════════════════════════════════════════════════╣
║ █JHA177I             REQUEST FOR CERTIFICATION           01/25/2002  PAGE:  1 ║
║                        FEDERAL FUNDS INQUIRY                                ║
║                                            APPROVED DATE:   01/24/2002      ║
║   UNIT: 410        NAME: GUILFORD COUNTY   FUNDS REQUIRED: 01/25/2002       ║
║                                                                            ║
║    PRC   PROGRAM TITLE                 REQUEST AMOUNT      APPROVED AMOUNT   ║
║    048   SAFE & DRUG FREE SCHOOLS          1,174.50 DR        1,174.50 DR    ║
║    050   IASA TITLE 1 - LEA BASIC EDUCA   12,242.57 DR       12,242.57 DR    ║
║    059   ESEA TITLE VI - FORMULA GRANT     8,396.68 DR        8,396.68 DR    ║
║    060   IDEA - VI B - HANDICAPPED         7,312.50 DR        7,312.50 DR    ║
║    067   EISENHOWER PROFESSIONAL DEVEL        55.00 DR           55.00 DR    ║
║                                                                            ║
║                                                                            ║
║                                                                            ║
║    5  RECORDS              TOTALS:     29,181.25   DR      29,181.25   DR    ║
║   "ENTER"-EXIT  F5-FIRST  F6-LAST  F7-PREV  F8-NEXT                         ║
║                                                   NUM          08:57:00 IBM-3278-2 ║
╠════════════╦═════════════╦════════════╦════════════╦════════════╦═════════╣
║   Clear    ║  Erase EOF  ║  New Line  ║    PA1     ║    PA2     ║   PA3   ║
╚════════════╩═════════════╩════════════╩════════════╩════════════╩═════════╝
```

Funds requested should equal funds approved with the following exceptions:
> - The PRC has a zero authority to draw balance
> - The PRC authority to draw balance partially covers the request
> - The PRC or Grant is Closed

Press **"Enter"** to return to the menu.

Local Funds Transfer Requests/Inquiry

```
 Winsock 3270 Telnet - 207.192.50.50                                    _ □ ×
Connect  Close  Exit  Edit  Print Screen  Setup  Help
         JHA176I                                       02/05/2002  10.11 AM
    JHA176T          DEPARTMENT OF PUBLIC INSTRUCTION
                        CASH MANAGEMENT MAIN MENU

            SCREEN        DESCRIPTION
            ------        -----------------------------------
            UF  . .       FEDERAL UPDATE
            IF  . .       FEDERAL INQUIRY
            US  . .       STATE UPDATE
            IS  . .       STATE INQUIRY
            UR  . .       REFUND UPDATE
            IR  . .       REFUND INQUIRY
            UL  . .       LOCAL FUNDS UPDATE
            IL  . .       LOCAL FUNDS INQUIRY


            UC  . .       DPI CONTROL UPDATE        (DPI USE ONLY)
            CC  . .       CASH CERTIFICATION CALENDAR (DPI USE ONLY)

            EX  . .       EXIT
    F4-DEUN MENU

     SCREEN:  UL    LEA:  821    DATE FUNDS REQUIRED:  02  06  20 02    ■
                                  DATE FORMAT    MM  DD  CC YY
                                            NUM        10:11:21 IBM-3278-2
     Clear         Erase EOF        New Line          PA1        PA2         PA3
```

To request a local fund transfers type **"UL"** in the screen option field. Type your **LEA** number and the applicable local funds **FRD** from the Cash Calendar. Press the **"Enter "** key to request transfer.

```
 Winsock 3270 Telnet - 207.192.50.50                                    _ □ ×
Connect  Close  Exit  Edit  Print Screen  Setup  Help
         JHA169I                                    02/05/2002  10:06:00 AM
  JHA169A          REQUEST FOR LOCAL FUND TRANSFER

  UNIT NO.: 821    UNIT NAME: CLINTON CITY         FUNDS REQUIRED: 02/06/2002

                      REQUESTED           APPROVED
                      TRANSFER            TRANSFER
                       AMOUNT              AMOUNT

    PAYROLL EXPENSE:      414.78 DR      ------------- --

    GENERAL EXPENSE:      373.14 DR      ------------- --




    SCREEN: --     F1-HELP               F8-SUMMARY SCREEN
                                            NUM        10:06:31 IBM-3278-2
     Clear         Erase EOF        New Line          PA1        PA2         PA3
```

Enter the Local transfer amount for payroll and/or general expenses. Press "**F8**" for summary and then "**F3**" for update . Press the "**F4**" key for menu.

```
 Winsock 3270 Telnet - 207.192.50.50                                    _ □ ×
Connect  Close  Exit  Edit  Print Screen  Setup  Help
         JHA161I                                   02/28/2002   12:20   PM
  JHA161C           REQUEST FOR LOCAL FUND TRANSFER
  UNIT NO.: 821    UNIT NAME: CLINTON CITY         FUNDS REQUIRED: 02/06/2002


            <--- REQUESTED --->    <-- APPROVED -->   <----- STATUS ---->

  PAYROLL EXPENSE:        414.78 DR            414.78 DR PROCESSED 02 06 2002

  GENERAL EXPENSE:        373.14 DR            373.14 DR PROCESSED 02 06 2002

     GRAND TOTAL:         787.92               787.92




    SCREEN: --     F1-HELP    F4-MENU
                                            NUM        12:25:48 IBM-3278-2
     Clear         Erase EOF        New Line          PA1        PA2         PA3
```

Select the **"IL"** screen option from the Cash Management Main Menu for local funds inquiry. Enter your **LEA** number and the **FRD**. When the local funds have been transferred the amounts will appear under the approved column and will display a status of "Processed".

Refund Inquiry

```
Winsock 3270 Telnet - 207.192.50.50
Connect  Close  Exit  Edit  Print Screen  Setup  Help
        JHA176T                                              01/25/2002 10.09 AM
  JHA176I                    DEPARTMENT OF PUBLIC INSTRUCTION
                                CASH MANAGEMENT MAIN MENU

                  SCREEN          DESCRIPTION
                  ------          ---------------------------------------------
                  UF  . .         FEDERAL UPDATE
                  IF  . .         FEDERAL INQUIRY
                  US  . .         STATE UPDATE
                  IS  . .         STATE INQUIRY
                  UR  . .         REFUND UPDATE
                  IR  . .         REFUND INQUIRY
                  UL  . .         LOCAL FUNDS UPDATE
                  IL  . .         LOCAL FUNDS INQUIRY


                  UC  . .         DPI CONTROL UPDATE        (DPI USE ONLY)
                  CC  . .         CASH CERTIFICATION CALENDAR (DPI USE ONLY)

                  EX  . .         EXIT
    F4-DEUN MENU

    SCREEN:  IR    LEA:  310      DATE FUNDS REQUIRED:  12  18  20 01
                                  DATE FORMAT    MM   DD   CC YY
                                        NUM              10:16:27 IBM-3278-2
      Clear          Erase EOF          New Line          PA1          PA2          PA3
```

Type **"IR"** in the screen option field. Type your **LEA** number and the **FRD**. Press
"Enter" for inquiry results.

```
Winsock 3270 Telnet - 207.192.50.50
Connect  Close  Exit  Edit  Print Screen  Setup  Help
    JHA152I/JHA152A                                    01/25/2002 10:18:27 AM
                           INQUIRY OF REFUNDED AMOUNTS
UNIT NO:   310    UNIT NAME: DUPLIN COUNTY         REQUIRE DATE: 12 18 2001
                   STATUS: PROCESSED               PROCESS DATE: 12/18/2001
      STATE REFUND:          16,239.66 DR     LOCAL REFUND:        19,520.35 CR
        PENALTY:                   .00
      MAJOR REPL:              692.78 DR      TORT INS COST:           61.94 DR
      PRIOR YEAR:                  .00
FEDERAL REFUND (DISTRIBUTED BY PRC BELOW)
PRC     AMOUNT  SGN PRC     AMOUNT  SGN PRC     AMOUNT  SGN PRC     AMOUNT  SGN
085    2,525.97 DR




TOTAL FED CREDITS-            .00         TOTAL FED DEBITS-       2,525.97
    TOTAL CREDITS-      19,520.35         TOTAL DEBITS-         19,520.35
  MESSAGES: ENTER UNIT NBR AND DATE FOR ANOTHER SELECTION
        F4-MENU   F6-BATCHED DETAIL
                                        NUM              10:18:47 IBM-3278-2
      Clear          Erase EOF          New Line          PA1          PA2          PA3
```

The above automated refund screen indicates that $19,520.35 will be deducted from local funds to
cover a state refund of $16,239.66 and a federal refund of $2,525.97 for PRC 085, as well as a
refund of $692.78 for major replacement and $61.94 for tort insurance. The LEA should ensure
that funds are in the proper bank accounts to cover refund transactions.

```
Winsock 3270 Telnet - 207.192.50.50
Connect  Close  Exit  Edit  Print Screen  Setup  Help
    JHA151I/JHA151A          INQUIRY OF REFUNDED AMOUNTS      01/25/2002 11:06:46 AM

UNIT NO:   310    UNIT NAME: DUPLIN COUNTY          REQUIRE DATE: 12/18/2001
BATCH TRAN            STATUS: PROCESSED             PROCESS DATE: 12/18/2001
 NBR   TYPE  STATE AMOUNT     FEDERAL AMOUNT      LOCAL AMOUNT      OTHER AMOUNT
 074   REF      7,634.85               .00        7,634.85-                .00
 075   REF      2,741.79               .00        2,741.79-                .00
 076   REF      5,252.58          5,252.58-             .00                .00
 077   REF      7,463.19               .00        7,463.19-                .00
 078   REF      5,177.79-         5,177.79              .00                .00
 079   REF            .00         5,071.03         5,071.03-               .00
 080   REF      2,661.66               .00        2,661.66-                .00
 082   REF      5,799.02-         5,799.02              .00                .00
 083   REF     16,694.59-              .00        16,694.59                .00
 084   REF      8,269.29          8,269.29-             .00                .00
 085   REF         64.59-              .00           64.59                 .00
 086   TDR      9,952.29               .00        10,707.01-           754.72



                16,239.66         2,525.97        19,520.35-           754.72

  MESSAGES: END OF FORWARD BROWSE
        F4-MENU   F6-INQUIRY   F7-PAGE BACKWARD   F8-PAGE FORWARD
                                        NUM              11:06:44 IBM-3278-2
      Clear          Erase EOF          New Line          PA1          PA2          PA3
```

By pressing **"F6"** on the previous screen you will see the BUD batch number in which the refund
was processed. This screen is helpful in reconciling bank statements. Press **"F4"** for menu.

Inclement Weather Policy &
Statewide Cash Emergencies

• **Requests for Federal Funds** can only be made one (1) day after the cutoff day for requesting funds for a specific Funds Requirement Date (FRD). For example, if the cutoff day for requesting funds for the FRD of January 7th is January 3rd , NCDPI can process a request for the January 7th FRD up to 2:00 PM on January 4th .

Federal emergency requests are to be directed to the individuals listed on Contact List. (see names contact list on page 21.

• Should there be **inclement weather**, NCDPI can still submit your State, Local and School Tech requests to the Office of the State Controller. However, should you not receive your funds due to inclement weather in Raleigh, you will not be penalized should your account overdraft. Generally, the Office of the State Controller and the Office of the State Treasurer will cover funds for payroll unless there is a statewide cash emergency. In this case, your finance officer would be notified of the situation.   Federal funds can not be processed when state offices are closed due to the inaccessibility of federal draw down reports.

• When there is a **statewide cash emergency**, your State cash request may not be processed a day in advance of the Funds Requirement Date (FRD). The State Controller <u>may</u> request that we submit funds needed for payroll <u>only</u>.   If this were the case, the Controller's Office will <u>usually</u> approve the general expense funds on the actual funds requirement date (FRD). Your Finance Officer will be notified of any directives from the State Controller's Office. <u>Remember, checks should not be released until deposit notification or approval is updated to the Cash Management System or the Core Banking System</u>.

•If you experience **system problems**, please try to access the system at a later time during the day. If the system is not operational by 2:00 pm, you may call one of the contact persons listed above to inquire on the status of the system at DPI. If the system is functional at DPI, we will enter your request for you. If the system does not allow us to enter your request, we can process it as an emergency request for that FRD.
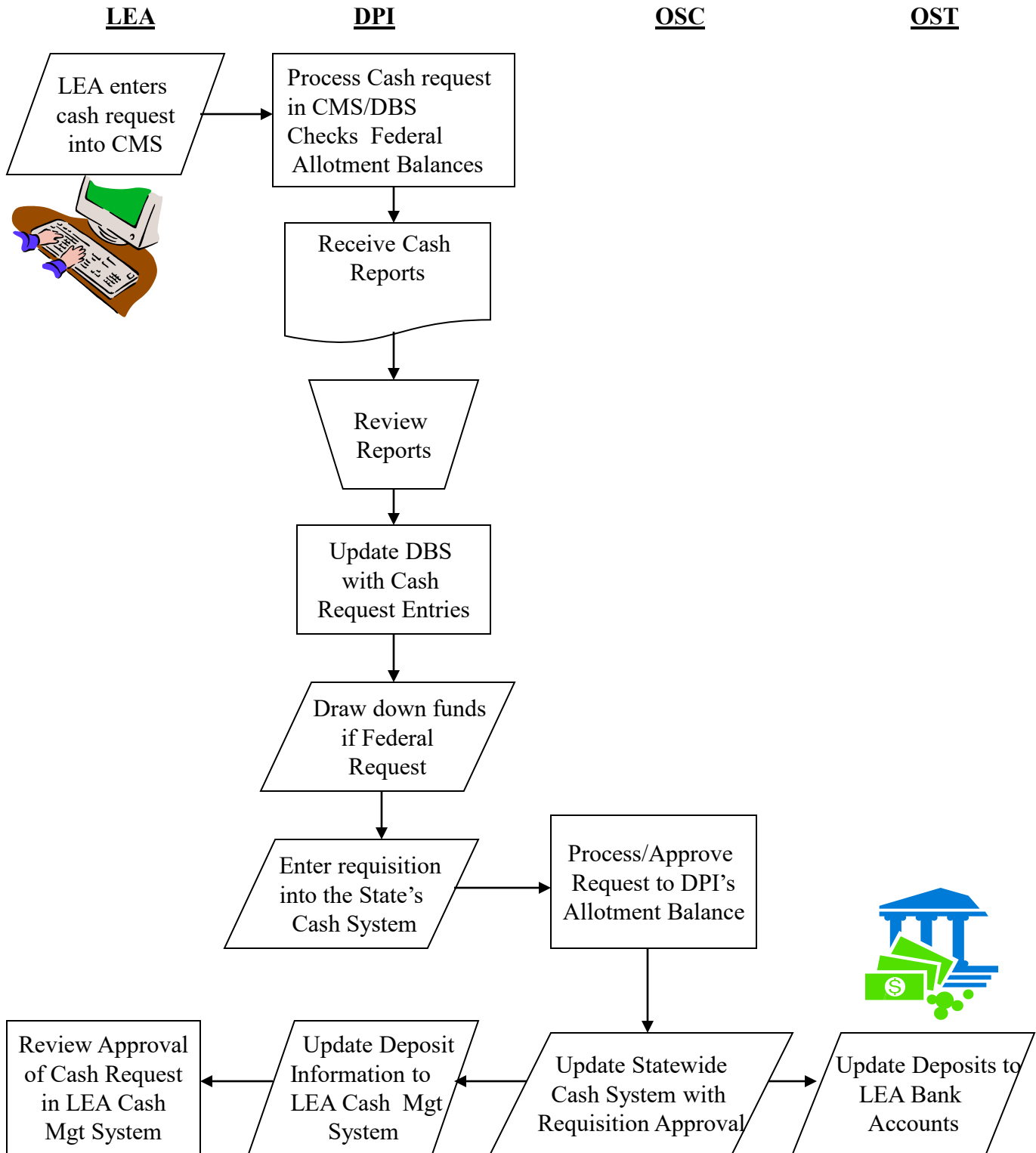
BANK ACCOUNT INFORMATION FOR REFUND DEPOSITS

"<u>BUD</u>" Adjustments

- LEA refunds resulting from "BUD adjustments are deposited and collected via ACH transfers using the **State Controller's Common Payment System** . This system is the State Controller's automated banking system which allows agencies to create their own ACH entries for deposit to or collection from designated bank accounts.

- Before "BUD" adjustment refunds can be deposited to or collected from an LEA's local bank account, the school must provide DPI's Cash Management Section with the name of the bank , bank account number and transit routing number. An **<u>ACH Bank Account Authorization Form</u>** *(Attachment "C")* must be completed and sent to DPI.

- LEAs must also advise DPI of any bank and/or bank account changes. DPI will update the Cash Management System to ensure that funds are deposited to and collected from the correct account.

-LEAs who need to make changes to bank account information must also complete an **<u>ACH Bank Account Authorization Form</u>** . This form must be sent to DPI at least five (5) working days prior to the effective date of the change.

- Funds resulting from "BUD" adjustments should be deposited to or collected from your State Treasurer or Local bank account on the Funds Requirement Date (FRD).

LEA Request and Deposit of Funds
Flow Chart

LEA	**DPI**	**OSC**	**OST**

LEA enters cash request into CMS

Process Cash request in CMS/DBS Checks Federal Allotment Balances

Receive Cash Reports

Review Reports

Update DBS with Cash Request Entries

Draw down funds if Federal Request

Enter requisition into the State's Cash System

Process/Approve Request to DPI's Allotment Balance

Review Approval of Cash Request in LEA Cash Mgt System

Update Deposit Information to LEA Cash Mgt System

Update Statewide Cash System with Requisition Approval

Update Deposits to LEA Bank Accounts

Cash Management Guidelines for Federal PRCs that "End"

Considerations for Federal PRCs that End:

•Check the Cash Calendar for the last day to request federal funds prior to the PRC ending date.

•Determine the cash needed to cover payment of obligations and request funds prior to the PRC ending date. Funds **must** be requested by the last FRD and **must** be drawn down prior to the PRC ending date.

> • Since the date that most PRCs end is December 31st , LEAs should request all funds for PRCs that are ending before leaving for the holidays
>
> • Amounts requested for closed PRCs should be reviewed after the prior month's "Zero-Out" has posted (i.e. November's Zero-Out in December)

•Zero-Out amounts for the month in which the PRC ends will not be processed until the following month. (i.e. December zero-out in January). Funds, needed as a result of a zero-out for the month in which the PRC ends, **can not** be drawn down the following month.

• DPI **can not** draw down federal funds after the PRC ending date. If the state agency can provide a valid explanation for an adjustment, USDOE may consider reopening the grant/PRC for a limited amount of time. It could take up to 90 days to reopen a grant for adjustments.

•**Sales tax refunds and other refunds received after a PRC has ended can not be used. All refunds received after a PRC ends must be sent to NCDPI**. NCPPI is obligated to return these refunded amounts to the U.S. Department of Education.

Cash Management Contacts
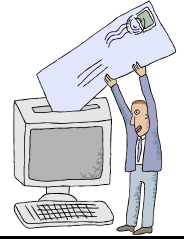
Who to Call or Email

Service	Contact Name	Phone Number	Email Address
Bank Account Discrepancies/ Core Banking	Ed Stone Jessica Vaughan	984-236-2356 984-236-2429	**ed.stone@dpi.nc.gov** **jessica.vaughan@dpi.nc.gov**
Zero-Out	Tina Boyce	984-236-2443	**tina.boyce@dpi.nc gov**
Cash Calendar	Ed Stone Jessica Vaughan	984-236-2356 984-236-2429	**ed.stone@dpi.nc.gov** **jessica.vaughan@dpi.nc.gov**
Bank Account Maintenance			**systems accounting@dpi.nc.gov**
Federal Cash Concerns	Ed Stone Jessica Vaughan	984-236-2356 984-236-2429	**ed.stone@dpi.nc.gov** **jessica.vaughan@dpi.nc.gov**
Request for Security Access to System	System Accounting		**systems accounting@dpi.nc.gov**
System Problems and Security Revocation	DPI Help Desk	919-716-1840	
Core Banking Inquiry Problems	Core Banking Help Desk	919-814-3916	**CBS.help@nctreasurer.com**