Access to MSA –General Ledger-Cash Management
For
Period Ending Balances and Activity and Posted Entry Query

1. State ITS provides Host on Demand (HOD) at no cost to for this mainframe connection. The URL for Host on Demand is https://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 DIT fully supports Host on Demand. **If you need assistance with the software, please contact State DIT at 919-754-6000.** Be sure to reference Host on Demand installation support on your call.

2. Application (*type*): **cicssccf** | -enter |

3. Enter **Userid**:
   Bill-code:
   Password: | -enter |

For Access to MSAS go to #4 but for Access to Cash Management Go to DEUN

4. *Blank screen (type)*: **msas** | -enter |

5. Enter **Operator ID**:
   Password: | -enter |

6. Type '**03**' for System Type | -enter |
   (Short cut through B-Financial Services)

Period Ending Balances and Activity

7. The next screen is 'Online Processing'. Tab to 'Next Function" *type*: '**016**' `-enter`
    (the '016' screen is Period Ending Balances and Activity for the year)

8. Year – enter current fiscal year, *tab* to Company, enter 3000 (Federal), account *enter* 11210000 *(authority to draw), tab* to CNTR (enter your LEA number and PRC, example= 020050) `-enter`
You can check all applicable PRCs on this screen.

9. The LTD Balance should appear. This is your balance for that particular PRC. (***Available balance*** is displayed as a ***credit, example 975,000.00-***. If you have ***over drawn/spent*** funds your balance would display as a ***debit 5,000.00***). Now that you have determined available cash, you are ready to view the **Cash Calendar** and order cash.

Posted Entry Query

10. To verify monthly transactions- "next function" = 220 `-enter`

11. Next enter:
Company =3000 (Federal expenditures) or 1000 (State expenditures)
Account number = may leave blank or enter specific account number in this form **55110412** *(text books*
CNTR= your school ID and PRC (i.e. 017, 050, 060, etc.)
Effective Date= enter the beginning of school fiscal year for all transactions or a spe ific date range `-enter`

Access to Cash Management

Cash Calendar

1. Next *type*: DEUN `-enter`

2. View the Cash Calendar to determine the Funds requirement date (FRD) when ordering State and Federal funds. Under Option, *type*: 'CP' (Cash Certification Calendar) `-enter`
Note: The funds requirement date is the day that you want the funds to be deposited at your bank. Request state funds 3 days in advance and federal funds 7 days in advance.

3. Action *enter*: 1, Report Range enter (*the beginning of the fiscal year, example 07 01 20xx)* `-enter` press enter again to return to the first screen. ***Print the calendar for future reference***.

4. Now you are ready to order/certify/draw down cash. **Press 'F4'** function key.

Cash Management

5. Option *type*: '**CM**' (Cash Management) `-enter`

6. Type the following: <u>SCREEN</u>: '**UF**'= federal funds or '**US**'= state funds   <u>LEA</u>= your school ID <u>DATE FUNDS REQUIRED</u> = (use date from Cash Calendar) | -enter |

7. Enter appropriate **PRC** (example 069-state funds, 050-IASA Title 1, etc.),   enter <u>PAY Amounts</u> for payroll and <u>GEN Amount</u> for general expenses, next enter 'Y' to UPD field. Finally, **press F3** function key to update and **print** the screen for your records.

8. Press '**F4**' function key. To view request: **Repeat step #6, except enter 'IS' or 'IF' for the SCREEN. Print screen for your records.**

9. Press 'enter' to return to the main menu. Type 'EX' to exit system under SCREEN. | -enter |

10. Click on the 'CLEAR" key at the bottom of the screen. Now type: 'logout' | -enter |

11. Click on 'EXIT" top of screen.

Sign off
12. Tab to <u>Action</u>, *type* '**so**' (sign off) | -enter |
    (The next screen should display DPIP- This terminal is available for use, etc.)

13. Use the mouse and click on the 'Clear" bar at the bottom of the screen.

14. Type 'Logoff' | -enter |

MSA Hints

Where to Go –
Next Function = '016-Period Ending Balance Screen'
Next Function = '220-Posted Entry Query Detail Screen'

Company Numbers –
1000 – State Public School Fund Activity
2000 - Local Activity
3000 – Federal Fund Activity
4000 – Bond Activity
5000 – Child Nutrition Activity
6000 – Charter School Activity
8000 – Prior Year (State) Activity

Selecting Criteria –
Choose short entry option or leave blank
Use an eight **(8)** digit account number
Center = **LEA#** plus **PRC#**
Wildcard = *****
Select date range to limit inquiry scope

Source Code Guide –
SA or FA = adjustment entry or refund
BA, BI, BR = allotment or budget entry
or #=ltr combo = LEA data file –Expenditures
FF95 = Federal Certification
FF03 = Federal zero-out entry
CL = Balance carried forward (yearend closeout)
SC01 = State Payroll Certification
SC02 = State General Expense Certification
SC03 = State zero-out entry
SC04 = School Technology Certification

Processing Periods in MSA –

Period 1= July	Period 7= January
Period 2= August	Period 8= February
Period 3= September	Period 9= March
Period 4= October	Period 10= April
Period 5= November	Period 11= May
Period 6= December	Period 12= June

Account Numbers –

11210000 = Authority to Draw –credit account

11220000 = Authority to Spend (Budget)-debit account

22430000 = Cash Advance *(by PRC) –credit account

43000000 = State Certifications (PRC)

43100000 = Refund Clearing Account

43200000 = School Technology

5xxxxxxx = Expenditure account (ex. 55110121 –Salary- Regular Curricular Teacher)

78101000 = State Allotment Dollars (credit balance)

78299399 = Federal Allotment (Budget)