Access to MSA –General Ledger
For
Period Ending Balances and Activity and Posted Entry Query
(Required system QWS3270)

1. Effective **September 1, 2013**, State ITS will disallow unencrypted connections to the mainframe. This means that QWS3270 will no longer work as a valid means to connect to the mainframe. 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 ITS at **919-754-6000**. Be sure to reference Host On Demand installation support on your call. Usually, your JAVA will need to be updated.

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

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

[]FOR **ACCESS TO CASH MANAGEMENT** *SEE BELOW*

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 6000, account *enter* 11210000 *(authority to draw)*, *tab* to CNTR (enter your school number and PRC, example= 99A036) ☐-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 =6000 (State and Federal expenditures) or 2000 (Local expenditures)
Account number = may leave blank or enter specific account number in this form **55110422** *(text books*
CNTR= your school ID and PRC (i.e. 016, 036, 050, 060, etc.)
Effective Date= enter the beginning of school fiscal year for all transactions or a specific date range   ☐-enter☐

Access to Cash Management

Cash Calendar

1. *Blank screen* - 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 036-charter school 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.

<u>Sign off</u>
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 –
2000 -Local Activity
6000 –State and Federal Activity

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

Source Code Guide –
SA or FA = adjustment entry or refund
BA = allotment entry
DF = Charter School data file –Expenditures
FF = Federal Certification
CL = Balance carried forward (yearend closeout)
SC98 = State Cash Certification
SC03 = State zero-out entry

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
78299399 = State & Federal Allotment (Budget)
5xxxxxxx = Expenditure account (ex. 55110121 –Salary- Regular Curricular Teacher)

Note: For Expenditures - A debit account means a debit entry will increase the account amount and a credit entry will decrease the account amount.
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