



ABC TRANSFERS - CRF FUNDS

CHARTER SCHOOLS
LAB SCHOOLS
INNOVATIVE SCHOOL DISTRICT
REGIONAL SCHOOL

ABC Transfer Instructions



Agenda

- Who can enter the ABC Transfer for the PSU?
- What
 - *is an ABC Transfer?*
 - *can be Transferred?*
- Where is the ABC Transfer Module?
- How do we Process the ABC Transfer?
- When do we start the Process?
- How to do we request Cash and Examples?
- Additional Encumbrance Information.

ABC TRANSFERS - CRF FUNDS

Who Can Make the Transfer?

Security – Charter School, Lab School, Regional School, ISD

- Only the principal or the principal's designee
- All Charter School, Lab School, Regional School and ISD Principals have the authority within the system.
- If the principal submitted a designee to the Division of School Business through the survey, the designee is also authorized to submit a transfer request.
- To designate someone go to ABC Transfers for Unspent CRF Funds
<https://www.surveymonkey.com/r/5N3XDPC>

ABC TRANSFERS - CRF FUNDS

What is an ABC Transfer and What can be Transferred?

- ABC Transfer – The process that will be used to transfer your CRF Funds from one Program Report Code (PRC) to another to use the funding flexibility announced by NCPRO November 20, 2020.
- The SBE approved the Flexibility Policies for the CRF Funds in their December 3, 2020 Regular Meeting.
- Why? Efficient and effective use of CRF funds. Move the money where it is needed most for your student population.
- Policy Modifications
 - *School Allotments website : COVID [Allotment policy manual](#) 2020-21*
 - *PRCs eligible for flexibility include the following: 121, 122, 123, 124, 125, 126, 127, 128, 129, 132, 134, 135, 137 and 138*
- The funds must be used in accordance with the Allotment Policy and the Chart of Accounts for the PRC the funds are transferred into.
- **ALL OF THE PRCS LISTED ABOVE EXPIRE DECEMBER 30, 2020.**

ABC TRANSFERS - CRF FUNDS

Allowable Transfers Between all CRF PRCs if Eligible

- There is no restriction on the amount of the transfer from one PRC to another. CRF PRCs 136 and 133 are excluded from the ABC transfer authority
- Unless the PSU was provided an allocation by School Allotments, a PSU may not transfer funds into
 - *PRC 125 - School Nutrition,*
 - *PRC 121- Summer Jumpstart*
 - *PRC 134 - Low Wealth.*

Therefore, if your PSU did not receive an allocation in Low Wealth PRC134, then you are not permitted to transfer funds into PRC 134.

If you are a PSU that does not participate in the National School Lunch Program, you were not eligible for PRC 125 and therefore are not permitted to transfer funds into this PRC.

If you are a school that does not have K-4, you did not receive an allotment in PRC 121 and are not eligible to transfer into PRC 121.

How to Enter the ABC Transfer

- In the Allotment System, at the ABC_Transfer tab, go to Enter Transfer option:

<https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments—funding-public-school-units>

The screenshot shows the 'ABC_Transfer' tab selected in the navigation bar. Below the navigation bar, there are two buttons: 'Enter Transfer' and 'View Transfer List'. The main content area is titled '1. ABC Transfer Introduction' and contains the following text and links:

Welcome to the NC DPI School Allotment ABC Transfer website.

Please view the Transfer Policy for current year by selecting the link below.

- [Transfer Policy](#)

Transfer Request Forms: Please enter the ABC transfer requests into the form by selecting the link below.

- [Position Transfer](#)
- [Month Transfer](#)
- [Dollar Transfer](#)

How to submit the ABC Transfer to School Allotment Section: (Choose either on-line or paper, but not both)

- **On-line Submission (Recommended):**
 - Finance Officer [logins](#) to the Allotment System, [enters](#) the transfer data, and [clicks the on-line submission button](#).
 - Finance Officer's submission is the same as the Finance Officer's approval/signature for the transfer.
 - **DO NOT FAX** a completed transfer form to the School Allotment Section.
 - Upon on-line submission, the transfer is [immediately received](#) by the School Allotment Section.
 - All users at LEA can [immediately view](#) all the transfers submitted on-line.
 - Finance Officer [can delete](#) the transfers submitted, prior to the School Allotment staff start to process it.
 - Other users at LEA can login and enter data into the transfer form, but they do not have access to the 'On-line Submission' button.
- **Paper Submission (NOT recommended):**
 - For paper submission, other users at LEA [enter and print](#) the completed transfer form, obtain the [signatures of both Finance Officer and Superintendent](#), and [fax](#) it to School Allotment Section at [919-807-3723](tel:919-807-3723). On the contrary, for on-line submission, only Finance Officer's submission is needed.
 - By paper submission, LEA users themselves need to keep up a record of what has been faxed to the School Allotment Section. On the contrary, by the on-line submission, the allotment system will keep up the record of transfers submitted and LEA can view the transfers immediately on-line.
 - The School Allotment Section does not recommend LEAs using the paper submission. Because it [increases the workload](#) of the School Allotment staff. For example, the staff need to make sure they do not miss any fax, to make sure both signatures are on the transfer form, and to find time to manually enter the transfers for LEAs by looking at the fax sheets. On the contrary, if LEAs utilize the on-line submission, the School Allotment staff do not have the workload as mentioned for the paper submission.

The last day to on-line submit ABC Transfer for the Fiscal Year 2020-21 is **Friday, May 31, 2021**.

Questions/Feedbacks: Contact the School Allotment Section. Contact Melissa Dearman at [984-236-2444](tel:984-236-2444)

Current Allotment Revision

All the ABC transfers must be on-line submitted to the School Allotment **by 12/04/2020 05:00PM** to be processed into next Allotment ABC Revision.

How to Enter the ABC Transfer

- Choose 5. Dollar Transfer.

The screenshot displays the 'ABC_Transfer' section of a web application. At the top, there are tabs for 'Welcome', 'LEA_Allotment', 'General_Reports', and 'ABC_Transfer'. Below these, a sub-header contains 'Enter Transfer' and 'View Transfer List'. The main content area is titled 'Enter Transfer' and includes a navigation bar with '>>1. Introduction', '>>2. Transfer Policy', and '>>5. Dollar Transfer'. The '1. ABC Transfer Introduction' section is highlighted. The text welcomes users to the NC DPI School Allotment ABC Transfer website and provides instructions on viewing the Transfer Policy and entering transfer requests. It details two submission methods: 'On-line Submission (Recommended)' and 'Paper Submission (NOT recommended)', each with specific steps and warnings. A deadline for on-line submission is stated as Friday, May 31, 2021. Contact information for the School Allotment Section is provided, along with a 'Current Allotment Revision' section stating that all transfers must be submitted by 12/04/2020 05:00PM.

Welcome | LEA_Allotment | General_Reports | **ABC_Transfer**

Enter Transfer | View Transfer List

Enter Transfer

>>1. Introduction | >>2. Transfer Policy | >>5. Dollar Transfer

1. ABC Transfer Introduction

Welcome to the NC DPI School Allotment ABC Transfer website.

Please view the Transfer Policy for current year by selecting the link below.

- [Transfer Policy](#)

Transfer Request Forms: Please enter the ABC transfer requests into the form by selecting the link below.

- [Position Transfer](#)
- [Month Transfer](#)
- [Dollar Transfer](#)

How to submit the ABC Transfer to School Allotment Section: (Choose either on-line or paper, but not both)

- **On-line Submission (Recommended):**
 - Finance Officer logins to the Allotment System, enters the transfer data, and clicks the on-line submission button.
 - Finance Officer's submission is the same as the Finance Officer's approval/signature for the transfer.
 - DO NOT FAX a completed transfer form to the School Allotment Section.
 - Upon on-line submission, the transfer is immediately received by the School Allotment Section.
 - All users at LEA can immediately view all the transfers submitted on-line.
 - Finance Officer can delete the transfers submitted, prior to the School Allotment staff start to process it.
 - Other users at LEA can login and enter data into the transfer form, but they do not have access to the 'On-line Submission' button.
- **Paper Submission (NOT recommended):**
 - For paper submission, other users at LEA enter and print the completed transfer form, obtain the signatures of both Finance Officer and Superintendent, and fax it to School Allotment Section at [919-807-3723](tel:919-807-3723). On the contrary, for on-line submission, only Finance Officer's submission is needed.
 - By paper submission, LEA users themselves need to keep up a record of what has been faxed to the School Allotment Section. On the contrary, by the on-line submission, the allotment system will keep up the record of transfers submitted and LEA can view the transfers immediately on-line.
 - The School Allotment Section does not recommend LEAs using the paper submission. Because it increases the workload of the School Allotment staff. For example, the staff need to make sure they do not miss any fax, to make sure both signatures are on the transfer form, and to find time to manually enter the transfers for LEAs by looking at the fax sheets. On the contrary, if LEAs utilize the on-line submission, the School Allotment staff do not have the workload as mentioned for the paper submission.

The last day to on-line submit ABC Transfer for the Fiscal Year 2020-21 is **Friday, May 31, 2021**.

Questions/Feedbacks: Contact the School Allotment Section. Contact Melissa Dearman at [984-236-2444](tel:984-236-2444)

Current Allotment Revision

All the ABC transfers must be on-line submitted to the School Allotment **by 12/04/2020 05:00PM** to be processed into next Allotment ABC Revision.

How to Enter the ABC Transfer

- Select PSU Number and Name from the Dropdown.

The screenshot shows the 'ABC_Transfer' tab selected in the top navigation bar. Below the navigation bar, there are two links: 'Enter Transfer' and 'View Transfer List'. The main content area is titled 'Enter Transfer' and contains a breadcrumb trail: '>>1. Introduction >>2. Transfer Policy >>5. Dollar Transfer'. A blue bar highlights '5. Dollar Transfer'. Below this, a message states: 'Temporarily closed until Tuesday 12/08/20 for system updates.' The section is titled 'STEP 1: Enter Dollar Transfer'. It contains a 'Clear Data' button and several form fields: 'Select LEA' with a dropdown menu showing '01B River Mill'; 'Select Which PRC Transfer From' with a dropdown menu showing '-- Select PRC From --'; 'Select Which PRC Transfer To' with a dropdown menu showing '-- Select PRC To --'; 'Enter Transferred Dollars' with a text input field showing '0'; and 'Select School(s) for this Transfer' with a dropdown menu showing '-- Select School(s) Below --'. The dropdown menu for schools is open, showing options: 'All Elementary Schools', 'All High Schools', 'All Middle Schools', and 'All Middle and High Schools'. A note below the school selection dropdown states: '(You can select/highlight multiple schools while pressing down Ctrl key on your keyboard)'. At the bottom, there is a link for questions: 'Questions: Call School Allotment 984-236-2444'.

Welcome LEA_Allotment General_Reports ABC_Transfer

Enter Transfer View Transfer List

Enter Transfer

>>1. Introduction >>2. Transfer Policy >>5. Dollar Transfer

5. Dollar Transfer

Temporarily closed until Tuesday 12/08/20 for system updates.

STEP 1: Enter Dollar Transfer

Clear Data

Select LEA 01B River Mill

Select Which PRC Transfer From -- Select PRC From -- Allotted 0 Pending Transfers: 0

Select Which PRC Transfer To -- Select PRC To --

Enter Transferred Dollars 0

Select School(s) for this Transfer

(You can select/highlight multiple schools while pressing down Ctrl key on your keyboard)

-- Select School(s) Below --

All Elementary Schools

All High Schools

All Middle Schools

All Middle and High Schools

Questions: Call School Allotment 984-236-2444

How to Enter the ABC Transfer

- Select **PRC Transfer From** and **To** from the dropdown.
- Input the **Dollar Amount** to be transferred.
- Scroll to bottom of School Listings and **Choose your PSU Name**
- When all information has been input, Click **“Calculate”**.

The screenshot shows the 'ABC_Transfer' tab selected in the top navigation bar. Below the navigation bar, there are two links: 'Enter Transfer' and 'View Transfer List'. The main content area is titled 'Enter Transfer' and contains a breadcrumb trail: '>>1. Introduction >>2. Transfer Policy >>5. Dollar Transfer'. The '5. Dollar Transfer' section is highlighted. Below this, the 'STEP 1: Enter Dollar Transfer' form is displayed. The form includes a 'Clear Data' button, a 'Select LEA' dropdown menu (set to '01B River Mill'), a 'Select Which PRC Transfer From' dropdown menu (set to 'PRC 121 CRF Summer Learning Program'), a 'Select Which PRC Transfer To' dropdown menu (set to 'PRC 125 CRF-School Nutrition'), an 'Enter Transferred Dollars' text input field (set to '100.00'), a 'Select School(s) for this Transfer' dropdown menu (set to '000 River Mill Academy'), and a 'Calculate' button. A note below the school selection dropdown states: '(You can select/highlight multiple schools while pressing down Ctrl key on your keyboard)'. A status message on the right indicates 'Allotted 200 Pending Transfers: 0'. At the bottom, there is a link for questions: 'Questions: Call School Allotment 984-236-2444'.

Welcome LEA_Allotment General_Reports **ABC_Transfer**

Enter Transfer | View Transfer List

Enter Transfer

>>1. Introduction >>2. Transfer Policy >>5. Dollar Transfer

5. Dollar Transfer

STEP 1: Enter Dollar Transfer

Clear Data

Select LEA 01B River Mill

Select Which PRC Transfer From PRC 121 CRF Summer Learning Program

Select Which PRC Transfer To PRC 125 CRF-School Nutrition

Enter Transferred Dollars 100.00

Select School(s) for this Transfer

(You can select/highlight multiple schools while pressing down Ctrl key on your keyboard)

All High Schools
All Middle Schools
All Middle and High Schools
All Schools
000 River Mill Academy

Click Button to Calculate Transfer Dollar Amount Calculate

• Questions: Call School Allotment [984-236-2444](tel:984-236-2444)

How to Enter the ABC Transfer

- Once all information is entered, click **On-line Submission** at the bottom of the screen.

WelcomeLEA_AllotmentGeneral_ReportsABC_Transfer

Enter TransferView Transfer List

5. Dollar Transfer

STEP 1: Enter Dollar Transfer

Clear Data

Select LEA01B River Mill

Select Which PRC Transfer FromPRC 121 CRF Summer Learning Program

Select Which PRC Transfer ToPRC 125 CRF-School Nutrition

Enter Transferred Dollars100.00

Select School(s) for this Transfer

-- Select School(s) Below --
All Elementary Schools
All High Schools
All Middle Schools
All Middle and High Schools

(You can select/highlight multiple schools while pressing down Ctrl key on your keyboard.)

Click Button to Calculate Transfer Dollar AmountCalculate

Allotted 200 Pending Transfers: 0

STEP 2: Display Transfer Amounts Calculation

Date: 12/04/2020

LEA 01B River Mill Academy

Transfer From: PRC 121 CAT#171 CRF Summer Learning Program

Dollars: 100.00

To: PRC 125 CAT#170 CRF-School Nutrition

School(s): 000 River Mill Academy

STEP 3: Paper Submission (not recommended)

- If your LEA prefers Paper Submission, instead of On-line Submission, please obtain Signatures of both Finance Officer and Superintendent/Charter School Principal, then email the signed copy to Melissa.Dearman@dpi.nc.gov
- Do not do both Paper Submission and On-line Submission. Choose either one.

The signatures below verify the requested transfer is in accordance with the school(s) improvement plan, if applicable.

Signature of Finance Officer:Signature of Superintendent or Charter Principal:

STEP 3: Notes and On-line Submission (recommended)

Notes:

- The 'On-line Submission' button will display below, when Finance Officer of your LEA or Charter School Principal logs in to this Allotment System. Finance Officer or Charter School Principal is responsible to enter and on-line submit the transfer to NCDPI School Allotment Section.
- Upon on-line submission, the Finance Officer or Charter School Principal has verified the requested transfer is in accordance with the school(s) improvement plan, if applicable.

Fax Date (only Allotment Staff can see this fax date box):

How to Enter the ABC Transfer

View PENDING Transfers

Go to ABC_Transfer tab, View Transfer List, 1. Pending Transfers

- If you need to delete/reject your transfer, please contact the Allotment Section.

WelcomeLEA_AllotmentGeneral_ReportsABC_Transfer

Enter TransferView Transfer List

View Transfer List

>>1. Pending Transfers>>2. Processed Transfers>>3. Rejected Transfers>>4. All Transfers

1. Pending Transfers

- Pending Transfers - the ABC transfer request(s) have been on-line submitted to this System. The transfer(s) are waiting/pending/processing into the next allotment revision.

LEA: 01B River Mill Academy

View Transfer List: ☒ All ☐ By Transfer Type ☐ By PRC

Q v

Go

Rows 15

Actions v

1 - 4 of 4

View to Print	Fiscal Year	LEA	Transfer Type	From PRC	From PRC	From Month	From Position	Total Base Salary or Dollar	Hospital ization Amount	Social Security Amount	Retire ment Amount	To PRC	To PRC	Total Transfer Amount	School	Finance Officer Notes	Finance Officer Submission	Finance Officer Date
View	2020-21	01B	Dollar	122	CRF-School Health Support	0.00	0.00	100	0	0	0	123	CRF - Nondigital Resources	100	000 River Mill Academy		Susan Holly	12/07/2020
View	2020-21	01B	Dollar	121	CRF Summer Learning Program	0.00	0.00	100	0	0	0	122	CRF-School Health Support	100	000 River Mill Academy		Susan Holly	12/07/2020

How to Enter the ABC Transfer

View PROCESSED Transfers

Go to ABC_Transfer tab, View Transfer List, 2.Processed Transfers

- If you need a transfer denied/rejected, please contact the Allotment Section.

WelcomeLEA_AllotmentGeneral_ReportsABC_Transfer

Enter TransferView Transfer List

View Transfer List

>>1. Pending Transfers>>2. Processed Transfers>>3. Rejected Transfers>>4. All Transfers

2. Processed Transfers

- Processed Transfers - the ABC transfer fax forms have been processed into the allotment revision.

Select Year: 2020-21LEA: 01B River Mill Academy

View Transfer List: ☒ All ☐ By Revision No ☐ By Transfer Type ☐ By PRC

Q

Go

Rows15

Actions

1 - 1 of 1

View to Print	Fiscal Year	LEA	Transfer Type	From PRC	From PRC	From Month	From Position	Total Base Salary or Dollar	Hospitalization Amount	Social Security Amount	Retirement Amount	To PRC	To PRC	Total Transfer Amount	School	Finance Officer Notes	Finance Officer Submission	Finance Officer Date	NCDPI Revision Status	NCDPI Revision Number
View	2020-21	01B	Dollar	123	CRF - Nondigital Resources	0.00	0.00	200	0	0	0	121	CRF Summer Learning Program	200	All		Melissa Dearman	12/02/2020	Revision Processed	010

How to Enter the ABC Transfer

Error Example

WelcomeLEA_AllotmentGeneral_ReportsABC_Transfer

Enter TransferView Transfer List

Enter Transfer

>>1. Introduction >>2. Transfer Policy >>3. Position Transfer >>4. Month Transfer >>5. Dollar Transfer

5. Dollar Transfer

- Temporarily closed until Tuesday 12/08/20 for system updates.

STEP 1: Enter Dollar Transfer

Clear Data

Select LEA01B River Mill

Select Which PRC Transfer FromPRC 125 CRF - School Nutrition

Select Which PRC Transfer ToPRC 121 CRF - Summer Learning Program

Enter Transferred Dollars1,000.00

Error: Exceed max allowed transfer .00

Select School(s) for this Transfer

-- Select School(s) Below --

All Elementary Schools

All High Schools

All Middle Schools

All Middle and High Schools

(You can select/highlight multiple schools while pressing down Ctrl key on your keyboard)

Click Button to Calculate Transfer Dollar Amount

Calculate

Allotted 0 Pending Transfers: 0

- Questions: Call School Allotment [984-236-2444](tel:984-236-2444)

Report - Only for DPI Admin Staff

ABC TRANSFERS - CRF FUNDS

When will ABC Transfers be Processed?

- The ABC Transfer Module will open December 9, 2020.
- Transfers will be processed at the end of the month and therefore the PSU will not see a change to their allotment balance until month end close out.
- Transfers will be preliminarily reviewed on a weekly basis for allowability.
- System Generated emails for “Rejects” for the PSU’s will be sent to the requestor of the transfer. This email may go to “junk mail”, therefore, please check all of your mailboxes.
- Transfers cannot be fixed by the Allotments Section. They will need to be rejected and resubmitted.
- PSUs will need to keep track of their transfer requests during the month and ensure that the expenditures do not exceed the allotment.
- Transfers will be processed as of the **December 30, 2020** expiration date for the CRF funds.

ABC TRANSFERS - CRF FUNDS

How to Request Cash/Record Revenues

- The authority to draw will not change for the PRC because the transfers will not be processed until January 2021 with a December 2020 effective date. PSUs will order the cash from available CRF balances. DPI will true up the cash at the end of the month during the zero-out process.
- When requesting cash, it must be by the last FRD, Funds Requirement Date, in December 2020. Last day to request State cash is Wednesday, December 23, 2020, with a FRD of Thursday, December 31, 2020. Cannot request cash in January 2021 since the CRF funds expire **December 30, 2020**.
- PSUs shall **RECORD EXPENDITURES** in the PRC in which the expenditure is incurred.

For example:

PSU has \$200,000 in PRC121 and \$50,000 in PRC124. The PSU would like to transfer \$20,000 from PRC121 to PRC124. The PSU will order the cash for the \$20,000 from PRC121 but will code the expenditures to PRC124.

If your transfer is successful, during the December zero out process, DPI will pull the \$20,000 from PRC 121 and give you the funds in PRC 124 – which will be a wash since your charter received the funds in December 2020.

This will properly reflect your transfer between PRC 121 and 124 within the Allotment system, MSAS system and your financial reports.

ABC TRANSFERS - CRF FUNDS

How to Request Cash/Record Revenues

- **REVENUES** should first be recorded in the PRC requesting cash. After the transfer has been successfully processed and the December 2020 zero out process is complete, the revenue will need to change to the PRC transferred to.
- Public school units are not permitted to overdraft the CRF.

ABC TRANSFERS – CRF FUNDS

OTHER QUESTIONS:

- Can I make multiple transfers? **Yes, but you will need to enter each To PRC: transfer separately.**
- Will we be able to make changes after December 30, 2020? **No . Please make sure you have internal controls to track what your allocation and expenditures will be after all transfers have been submitted.**

ENCUMBRANCE INFORMATION

You will also be receiving a survey to record your encumbrances, if any.

Schools must encumber allowable expenditures by **12/30/2020**. For those circumstances where payment of allowable CRF expenditures will be after **12/30/2020**, DPI will use these reported encumbrances to determine the reversions of CRF funds.

Please consider any encumbrances when making ABC Transfers.

All funds should be expended by **December 30, 2020** with very specific exceptions. For exceptions, please see Closing Procedures for CRF State PRCs

<https://files.nc.gov/dpi/documents/fbs/closing-procedures-covid-prc-ips.pdf>.

CONTACTS

- **Entering/Rejecting ABC Transfers:**

Sue Holly

susan.holly@dpi.nc.gov

Melissa Dearman

melissa.dearman@dpi.nc.gov

- **Permissions/Access to the Allotment System:**

Nathan Squire

nathan.squire@dpi.nc.gov

- **Account Code Questions**

Roxane Bernard

roxane.bernard@dpi.nc.gov

- **Allowable Expenditures**

Please contact the program areas listed in the COVID Policy Manual:

<https://files.nc.gov/dpi/documents/fbs/apm-20-21-covid-manual-1204-2020.pdf>

QUESTIONS????