

School Business Services

North Carolina Department of Public Instruction



June 13, 2025

The FBS website continues to be updated with information related to School Business and our ongoing operations. Please check the FBS homepage regularly for updates. Please review the upcoming deadlines for due dates.

FBS Homepage

FY2024-25 Allotment Update - All PSUs

The following items of interest are being allotted this Friday:

- State PRC 0230 – Hurricane Relief and Recovery - School Nutrition Personnel Sure-Up as of May Data Files

The following items of interest are being allotted next week:

- Manual Transfer & Conversion Requests (i.e., IFE, CFST, PET, and SHP)
 - Please have all submissions to the general allotment email by close of day **Tuesday, June 17th**. This will be the last opportunity to make these transfers and conversions for FY25.
- ABC Transfers
 - ABC deadline is still **Wednesday, June 18th at midnight**

If you have general allotment questions, please email allotments@dpi.nc.gov.

Refunds – All PSUs

The Program Support Team has processed all manual refunds we have received for closed PRCs in the Cash App.

Next week, an autogenerated email will be sent to PSUs who have remaining cash overages. The expectation is for PSUs to make all corrections ASAP to close out fiscal year 2025.

How do I know if my PSU has a cash overage?

1. Open Cash App
2. Go to Data Inquiry

3. Select 10. Cash Overage

- Overages for Closed PRCs will be highlighted in blue with the following note: *Send check and refund form to DPI*
- Overages for Open PRCs will have the following note: *Create negative entry in the Cash App*

How do I know if a refund has been processed?

1. Open Cash App
2. Go to Data Inquiry
3. Select 11. Manual Refund

- View the Manual Refund history with notes referencing your PSU's check number and Refund and Repayment Form number

How do I process a refund?

- Refer to the [What's New Section](#) of our website for guidance
 - Fiscal Year Closeout Information and New Cash App Features - May 29, 2025
 - [Presentation Slides](#)
 - [Link to Webinar](#) / Password: 7Vnqm9vh

Please contact CashMgt@dpi.nc.gov if you have any questions.

LicSal Tip: Months Used Report - All LEAs

Please remember that adjustments to prior periods appear in the most recent month, not necessarily in the adjusted month. Look at the updated ANNUAL MONTHS USED to validate that the number is correct compared to your allocations and then to your remaining balance.

The system cannot post corrections to prior periods due to various changes in other systems at the state and local levels. For this reason, you should review all audit reports, exceptions, and months used balances on an annualized basis instead of by check or period.

SBS Year-End Updates

FY 2024-2025 Closeout Timeline: All PSUs

Please see the [closeout letter](#) which goes over the FY 24-25 closeout process in June/July. Below is a quick table of the key dates, but please read the memo in its entirety.

DAY	DATE	PSU TYPE	ACTION ITEM
Monday	6/16/25	LABS	Deadline to request cash for FY25 for FRD of 6/20/25
Wednesday	6/18/25	LEAs	Final day to submit ABC Transfers (Processed on 6/20/25)

Monday	6/23/25	LEAs & CS	Deadline to request cash for FY25 for FRD of 6/27/25
Monday	6/30/25	ALL	PSUs submit June data files prior to midnight
Tuesday	7/1/25	ALL	DPI will pull all data files after 12:01AM
Wednesday	7/2/25	LEAs	PSU correction period to correct data files – PSR file must be submitted.
Thursday	7/3/25	LEAs	PSU FINAL PSR & MFR data file submission Note: The Payroll Summary File is due by 4:30 pm
Monday	7/7/25	ALL	DPI will process and post June YTD Cash Zero Out

EDDIE Updates and Year-End - All PSUs

The data in EDDIE must always be accurate for the current school year. Data and contact information for the 2025-26 school year can be entered starting July 1, 2025. For more information, please see the EDDIE Year-End Memo on [the SBS EDDIE webpage](#).

School Business Summer Conference 2025 - All PSUs

Please join us on **Tuesday, July 22, 2025**, for an exciting and very informative conference geared towards all things School Business to start your new school year. It will be held at a new venue, the [Embassy Suites](#) in Cary. The link for the [hotel room discount](#) ends on **July 1**; please don't wait to reserve your room. Conference Registration this year is \$210 per person. Instructions to register are below:

1. Follow this link to register: <https://go.ncdpi.gov/25FBSRegistration>
2. Once you have submitted your registration, you will receive an email confirmation from noreply@dpi.nc.gov (subject line "2025 FBS Summer Conference Registration FBS25"). Be sure to check your spam folder if it does not appear in your inbox. The invoice attached to that email will provide you with your conference code and invoice number, which you will need when submitting your payment.
3. Go to <https://go.ncdpi.gov/FBSPayments> if paying online with a credit card. You can also pay via invoice and check. Instructions are on the invoice attached to your registration confirmation.

All of the Business staff from LEAs and Independent Public Schools are welcome. We will have a specific track of programming for the IPS group as well as some very informative general session presentations with a larger focus of interest. We will communicate more information about session topics in the coming weeks.

Questions? Contact SBS.

TOPIC	EMAIL
Allotments	Allotments@dpi.nc.gov
Cash Requests, Zero-out	CashMgt@dpi.nc.gov
EDDIE	EDDIE@dpi.nc.gov
Salary, LicSal	Salary@dpi.nc.gov
SBS Data Analytics and Reporting Tool	SBSDART@dpi.nc.gov
Monthly Datafiles, Chart of Accounts	SchoolFinancialReporting@dpi.nc.gov
Student Accounting	StudentAccounting@dpi.nc.gov

Deadline Reminders

ALL PSUs

DUE DATE	TOPIC	NEWSLETTER
Monday at 11:45 pm	Cash requests for Friday FRD *Last FY2025 cash request for Lab Schools	11/21/2024
06/23/2025	Last FY2025 Cash Request for LEA and Charter Schools	05/22/2025
06/30/2025	June Datafiles Due	05/22/2025
07/01/2025	SBS Summer Conference Room Block Deadline	01/09/2025
07/15/2025	Interscholastic Athletic Report Survey	06/05/2025

LEAs

DUE DATE	TOPIC	NEWSLETTER
06/18/2025	Final ABC Transfers	04/10/2025
06/25/2025	June PSBCF, PSBRRF, and NBPSCF Lottery Distribution Requests	06/05/2025

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