Standard Operating Procedure

PSU CASH APPLICATION – ORDERING FEDERAL CASH

Version 1.0 ● 20 July 2024

Department of Public Instruction – School Financial Reporting

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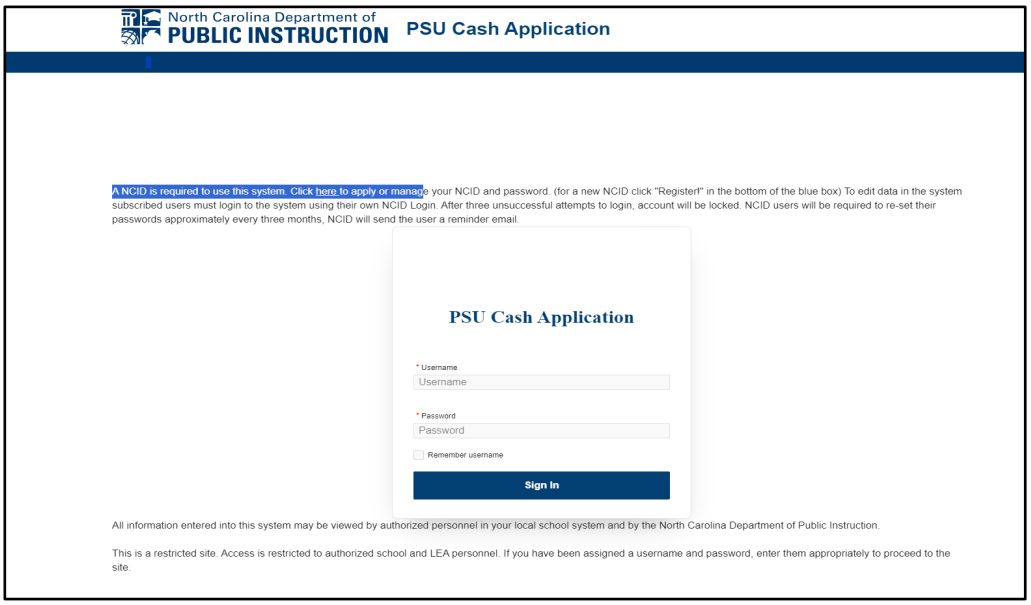
1. Registering for PSU Cash App

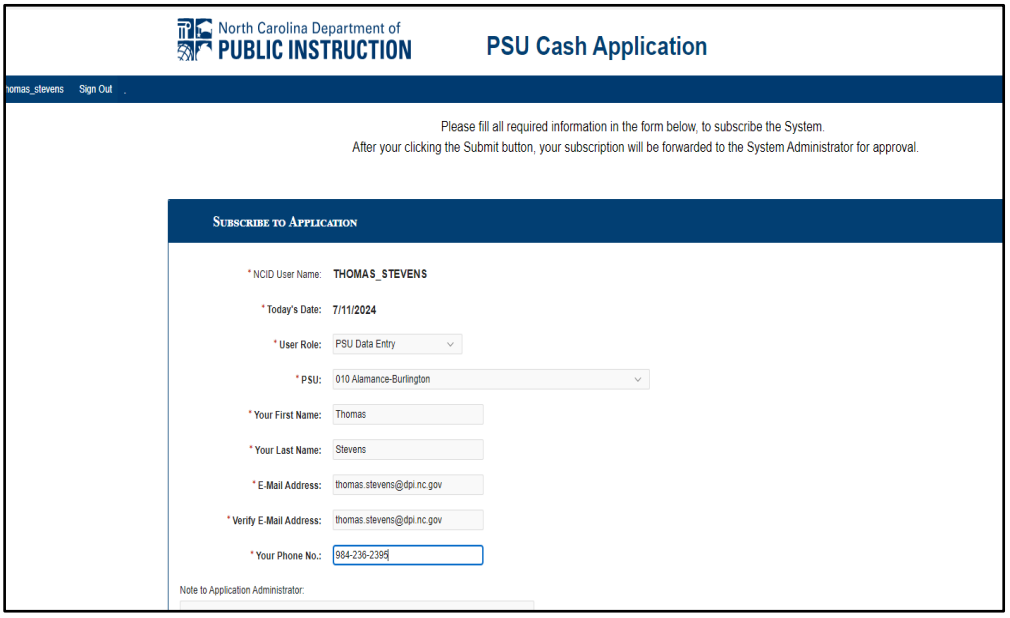
1. Click on the web link: https://schools.nc.gov/pca to register for the PSU Cash App. Log in with your valid NCID credentials. If you do not have a NCID, please click on link and create one.



2. Complete the fields and click submit. – If a PSU user selects any of the DPI user roles or does not enter their PSU number/name, their subscriber request will be automatically denied.

   NOTE: In the User Role field, select the "PSU Data Entry" if you will be requesting cash for your PSU. If you only need to view cash requests, select "PSU Inquiry Only".

   If you have multiple NCIDs, you will be prompted to complete this page the first time you log in with each account. Be sure to remember which NCID you use to request access for each PSU.



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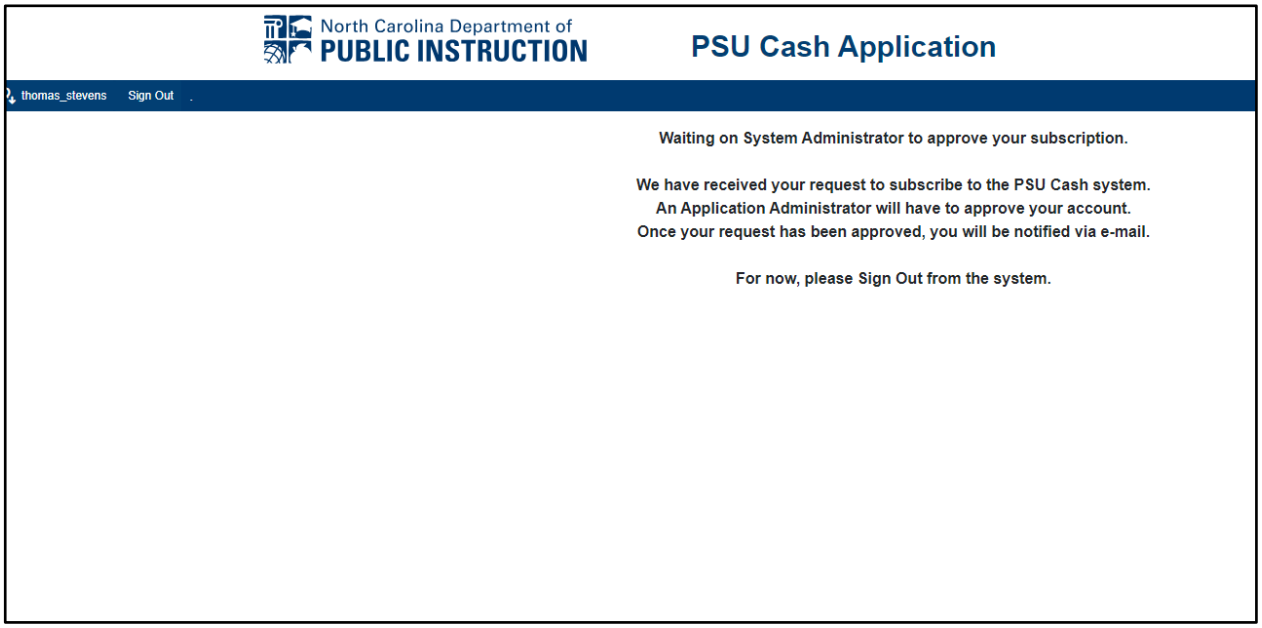
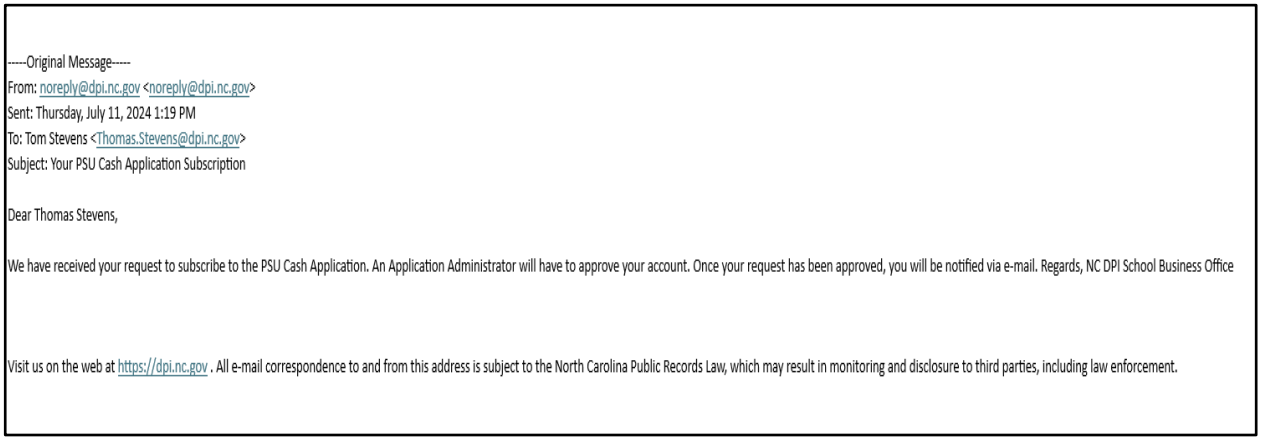
3. The PCA login screen will have the following message until access is granted by the DPI Administrator.



4. Upon completion of subscription, you will receive an email. Allow 1 to 2 days for your subscription to be approved.



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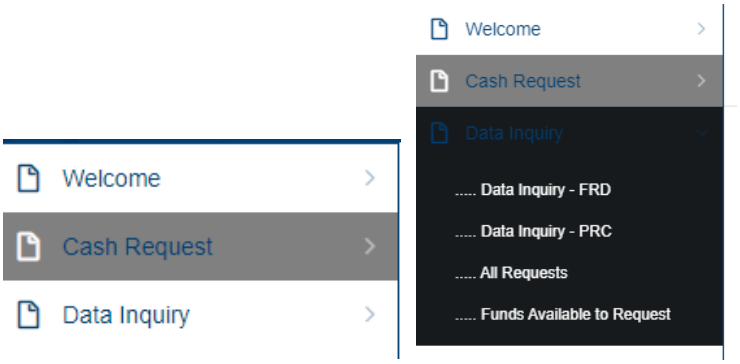
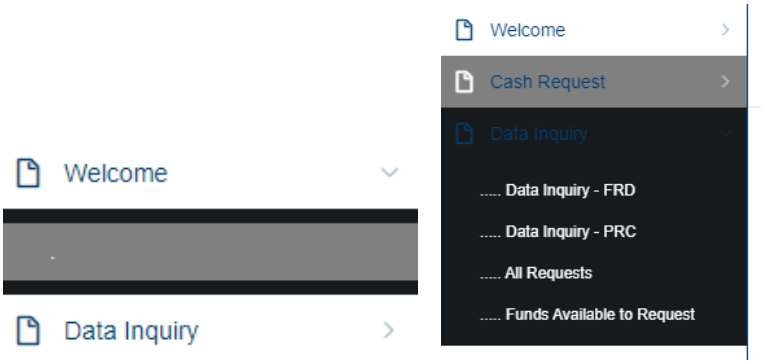
2. User Role Access

1. PSU Data Entry users are the designated personnel who have access to **enter cash requests** with the following menu options.



2. PSU Inquiry Only users are the designated personnel who have access to view cash requests with the following menu options.



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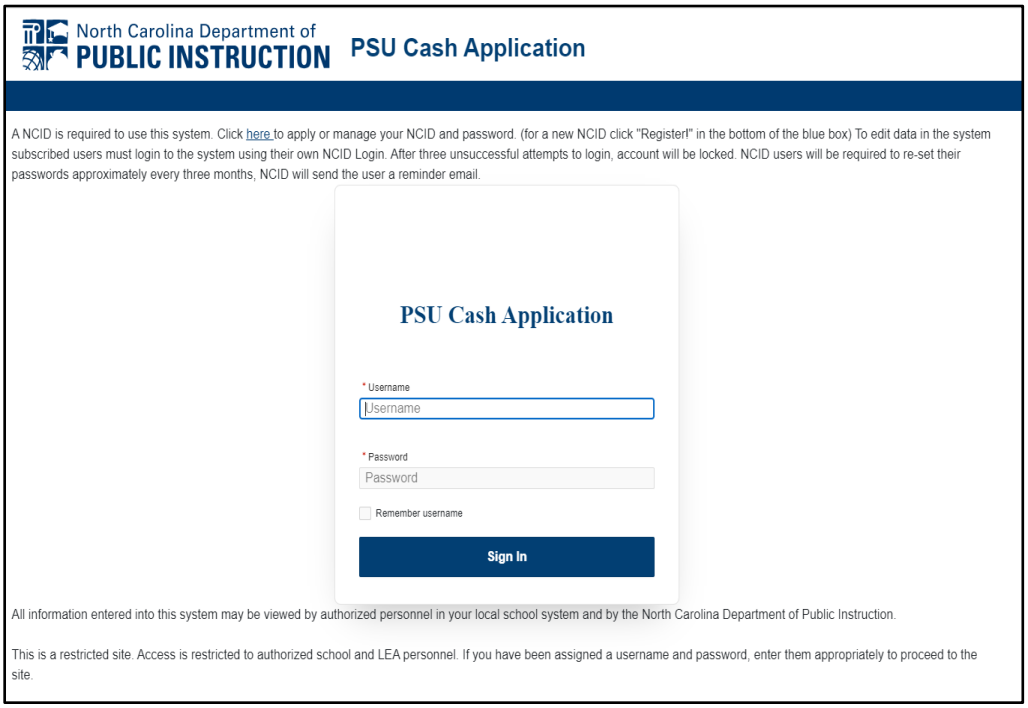
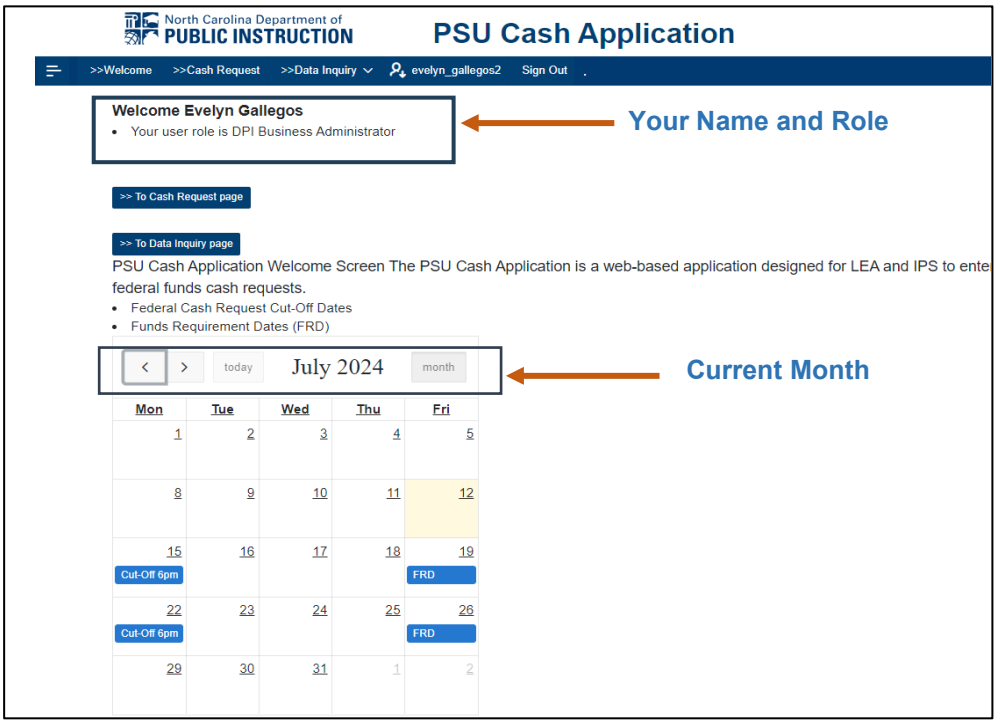
3. Accessing the PSU CASH APPLICATION

1. Click on the following link: PSU Cash Application (PCA) and use your NCID login credentials.

   For additional information on how to register, click PCA Access.



- Your name and role will appear at the top of the screen.
- Make sure you are in the correct month of the funds requirement date (FRD) needed.



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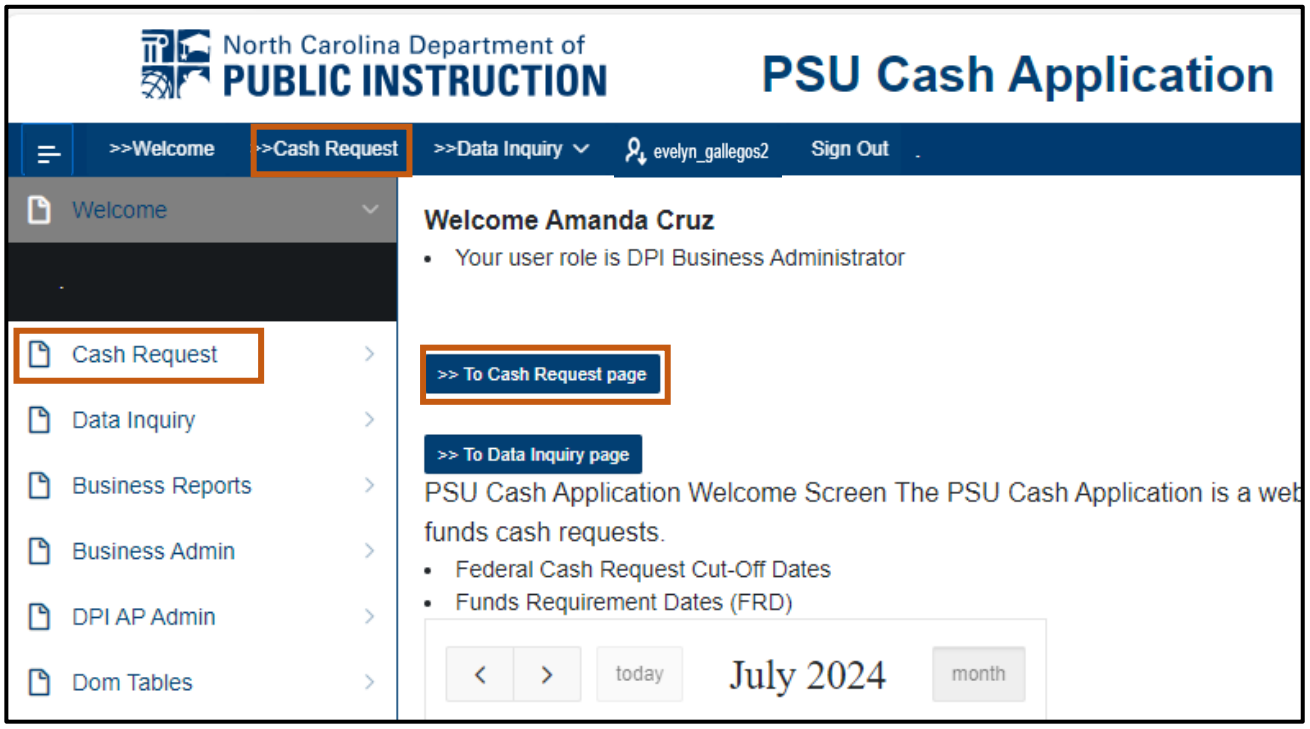
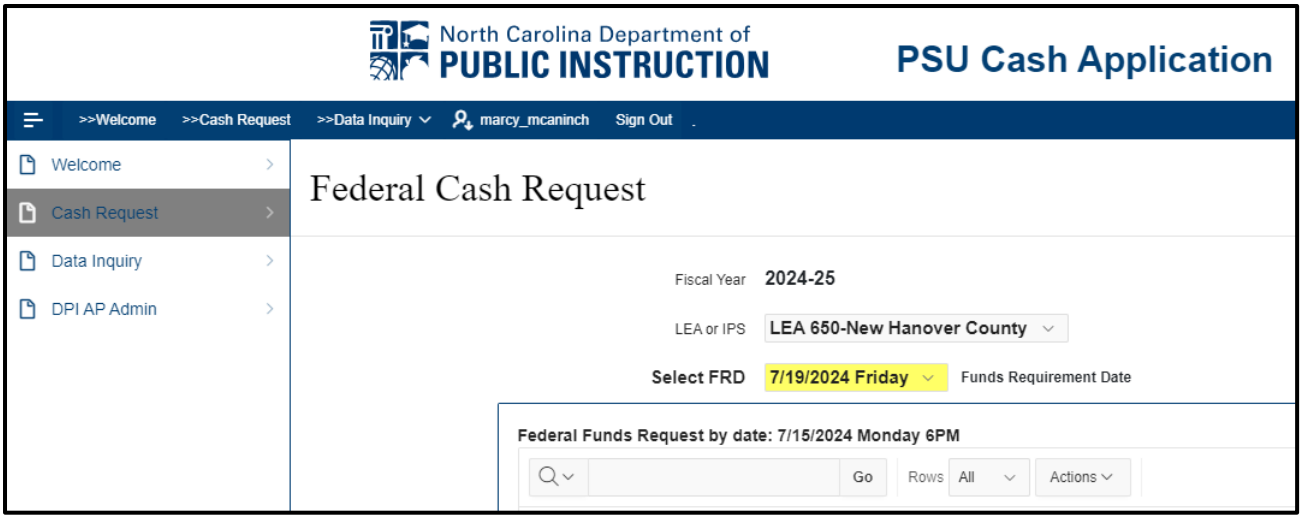
4. Requesting Federal Cash

1. To order cash, navigate to the to the Cash Request menu at the top of the page, click the main navigation icon located on the left side of the screen or click on the To Cash Request Page



5. The Federal Cash Request page appears with your PSUs Federal PRC options. Select the FRD from the dropdown menu. All active FRD's on the calendar will be available to select.



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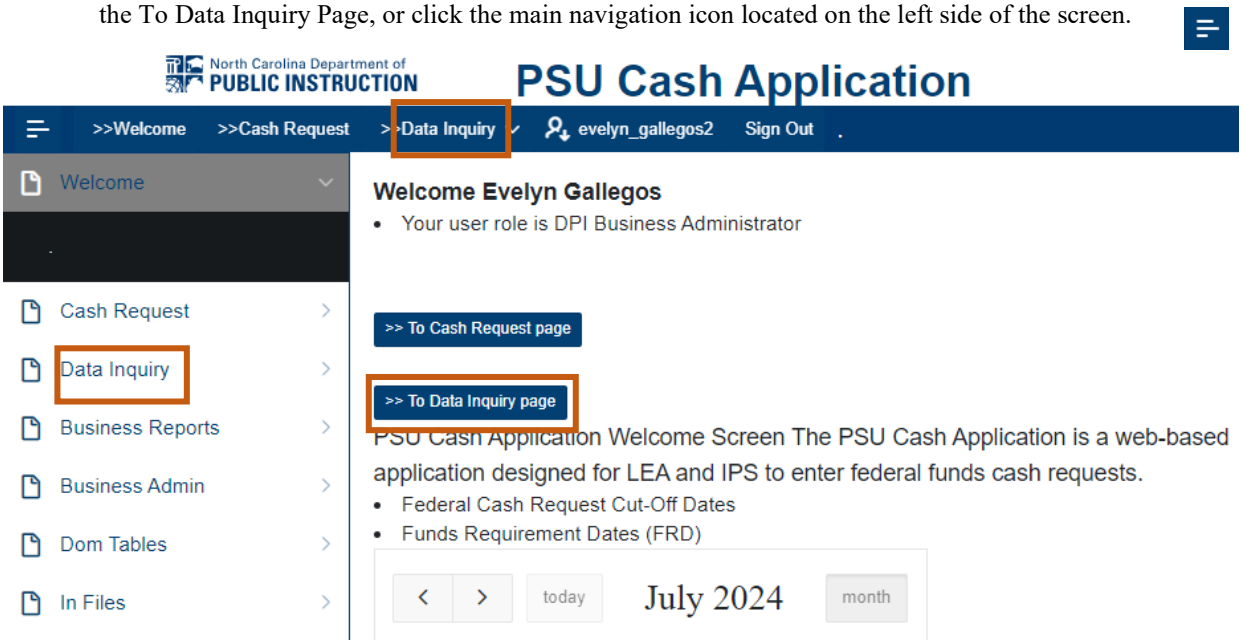
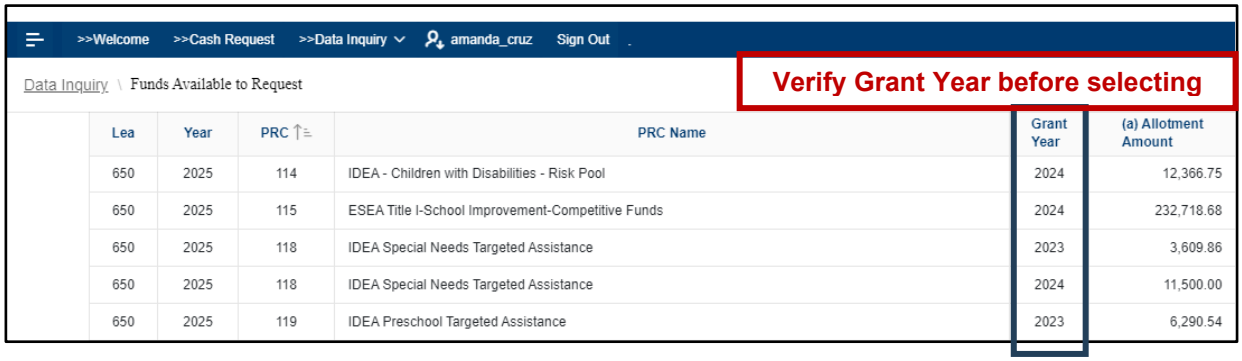
6. For historical FRD information, navigate to Data Inquiry located on the menu at the top of the page, click on the To Data Inquiry Page, or click the main navigation icon located on the left side of the screen.



Note: *Note there may be multiple grant years available for a PRC.*



Lea	Year	PRC	PRC Name	Grant Year	(a) Allotment Amount
650	2025	114	IDEA - Children with Disabilities - Risk Pool	2024	12,366.75
650	2025	115	ESEA Title I-School Improvement-Competitive Funds	2024	232,718.68
650	2025	118	IDEA Special Needs Targeted Assistance	2023	3,609.86
650	2025	118	IDEA Special Needs Targeted Assistance	2024	11,500.00
650	2025	119	IDEA Preschool Targeted Assistance	2023	6,290.54

7. Select the Enter Request button for the PRC associated with the Grant Year your PSU is requesting cash for.

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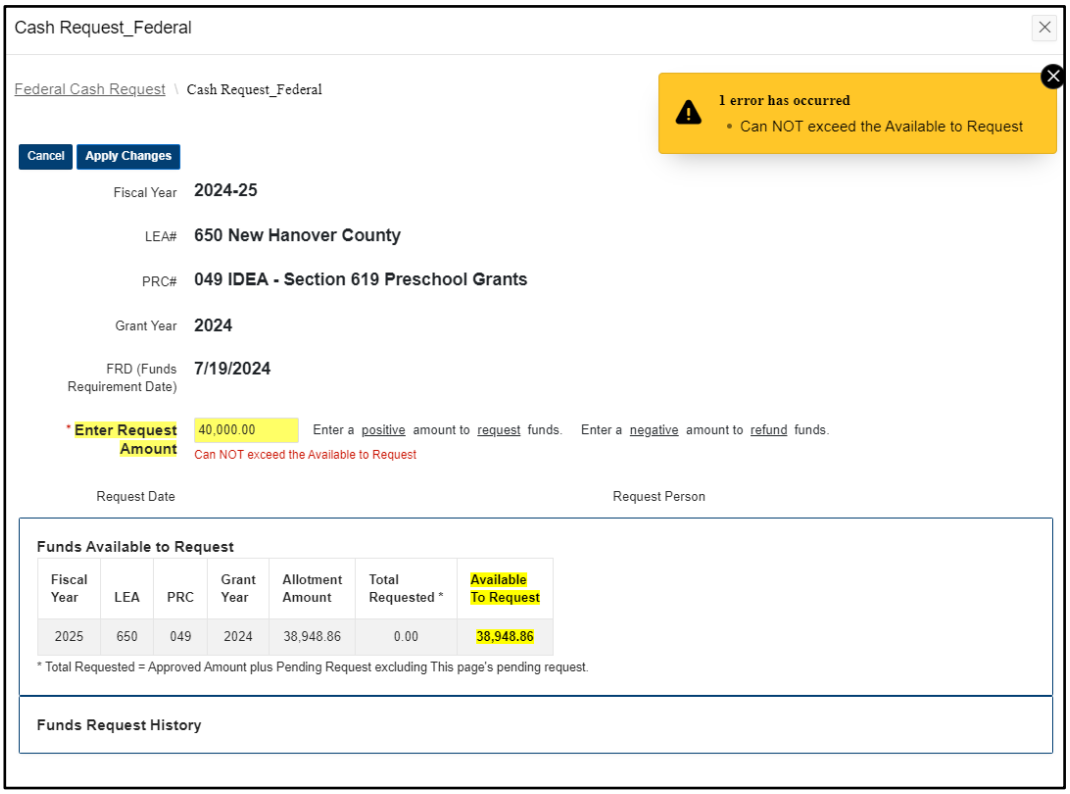
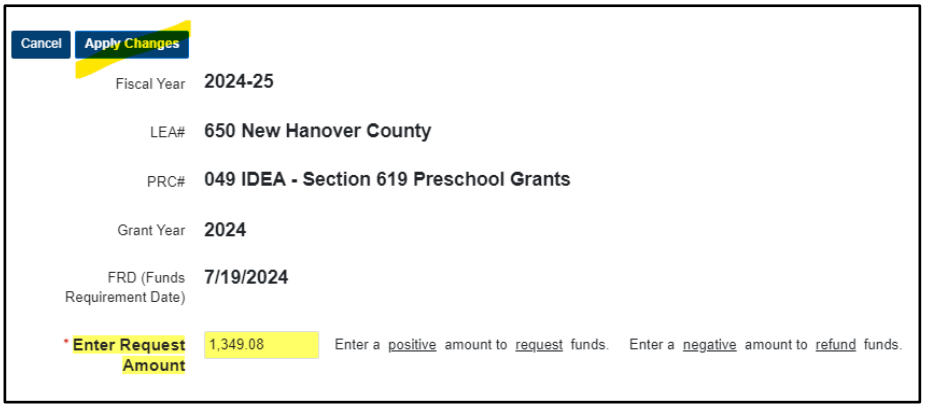
8. The system will not allow an amount that is greater than the 'Available to Request' (remaining allotment balance).



9. Key the requested amount.
   - Positives will be deposited into the bank account.



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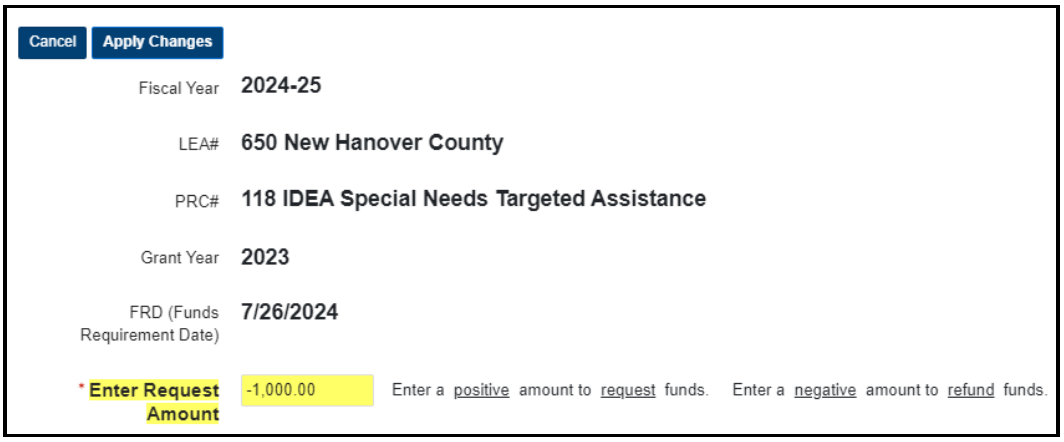
- Negatives will be pull backed from the bank account.



10. The amount of the request will appear on the Federal Cash Request page and date stamped with an audit trail of the type of transaction, date of the transaction and person who requested the funds.
    - Positives example

    - Negative example

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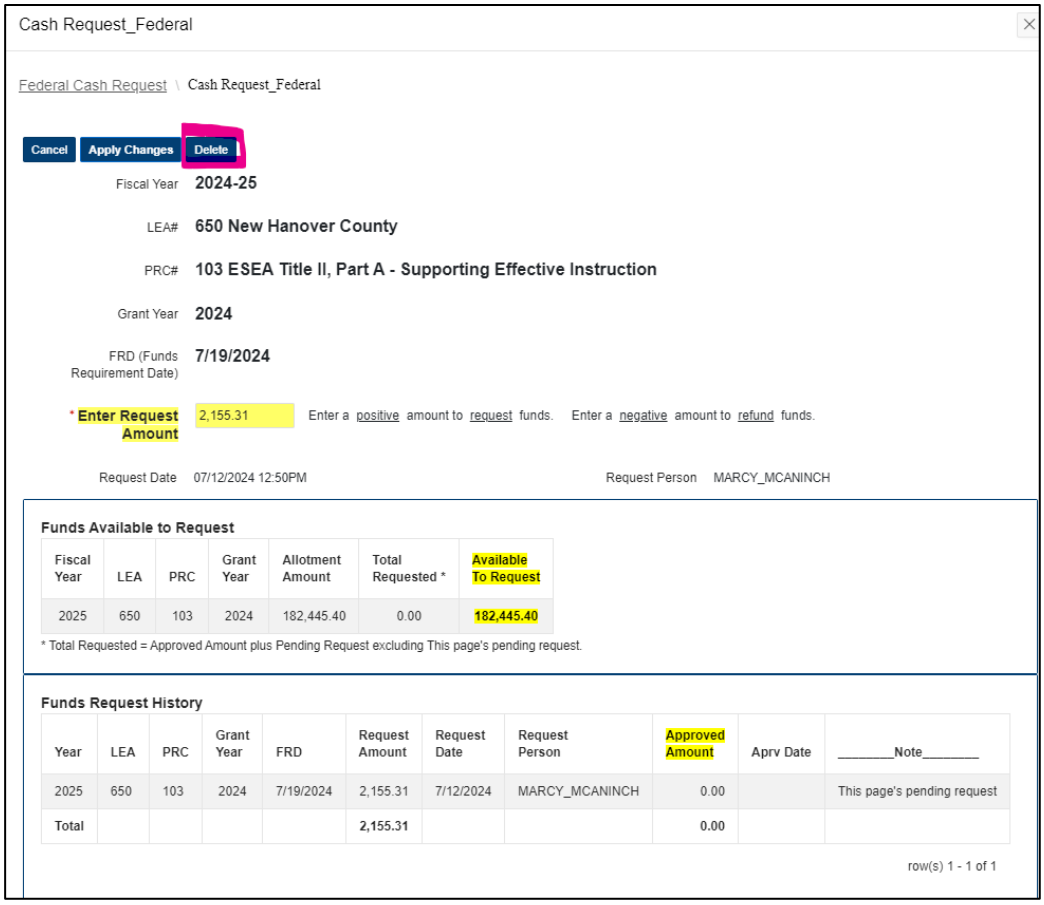
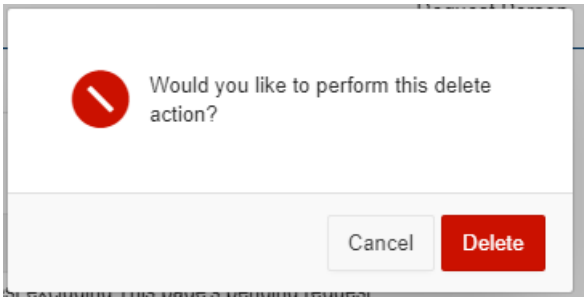
6. Delete An Entry

1. To delete a batch, go back to the Edit button and click on the Delete button.



A pop-up box will appear to confirm deletion of the entry.



DEADLINE

Please adhere to the deadline. PSUs have until 6pm on Mondays to request federal cash. Edits after the deadline will need to be sent to CashMgt@dpi.nc.gov. There is not a guarantee that funds requested after the deadline will be processed. Adhere to the cash calendar and plan accordingly.

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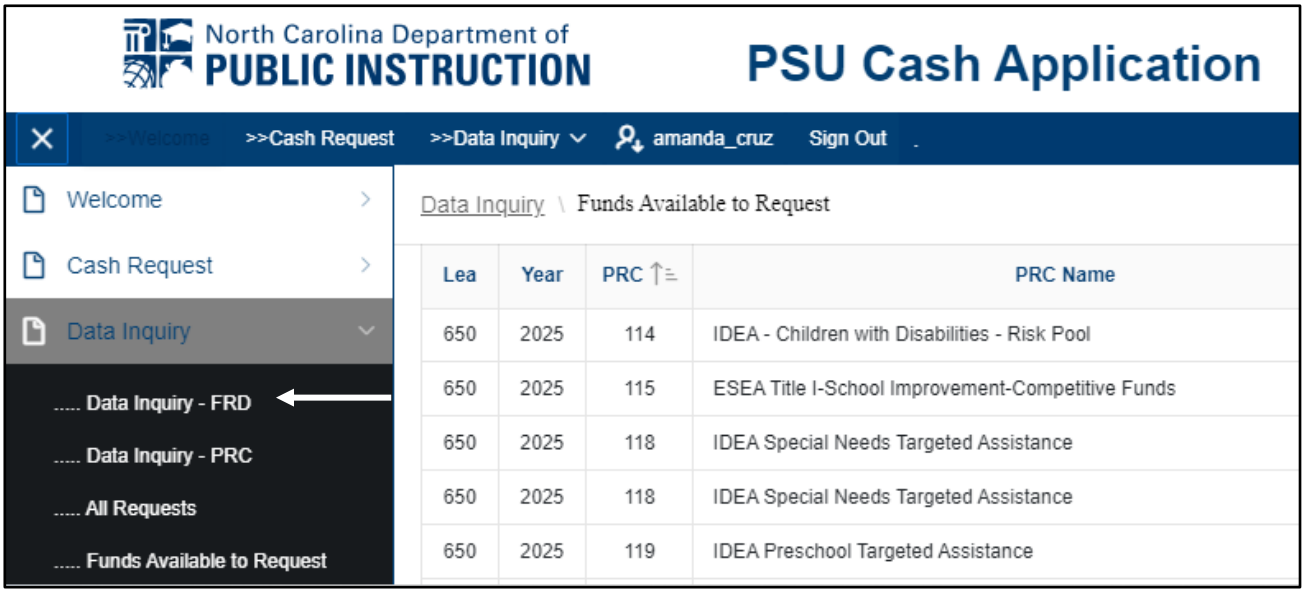
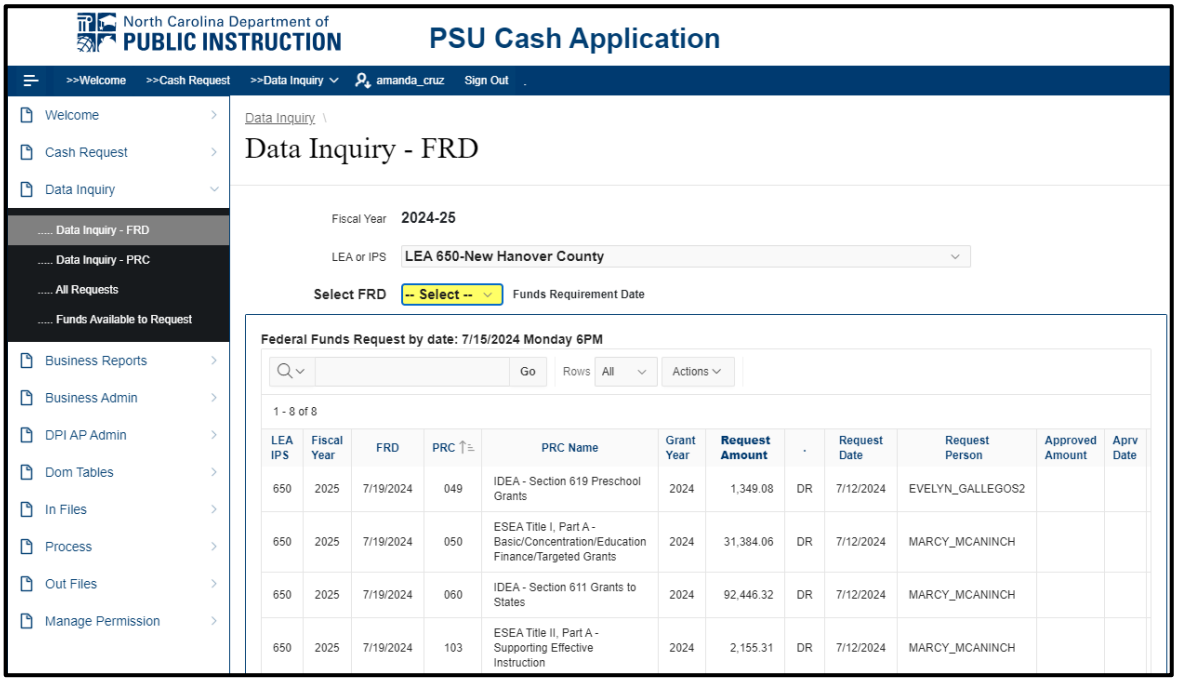
7. Summary Reports

1. To view a summary of your requests, click on the main navigation icon in the upper left corner and navigate to the Data Inquiry Icon → Data Inquiry → FRD line.



2. A summary of the requests will populate reflecting the total combined amount of all of the PRCs for the selected week.



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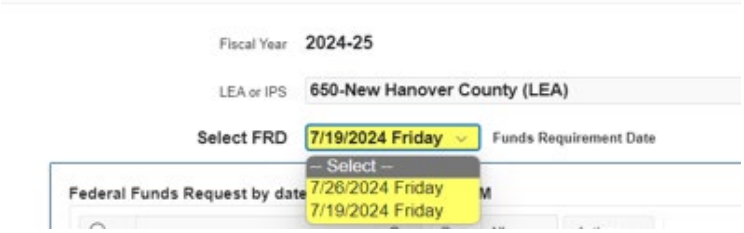
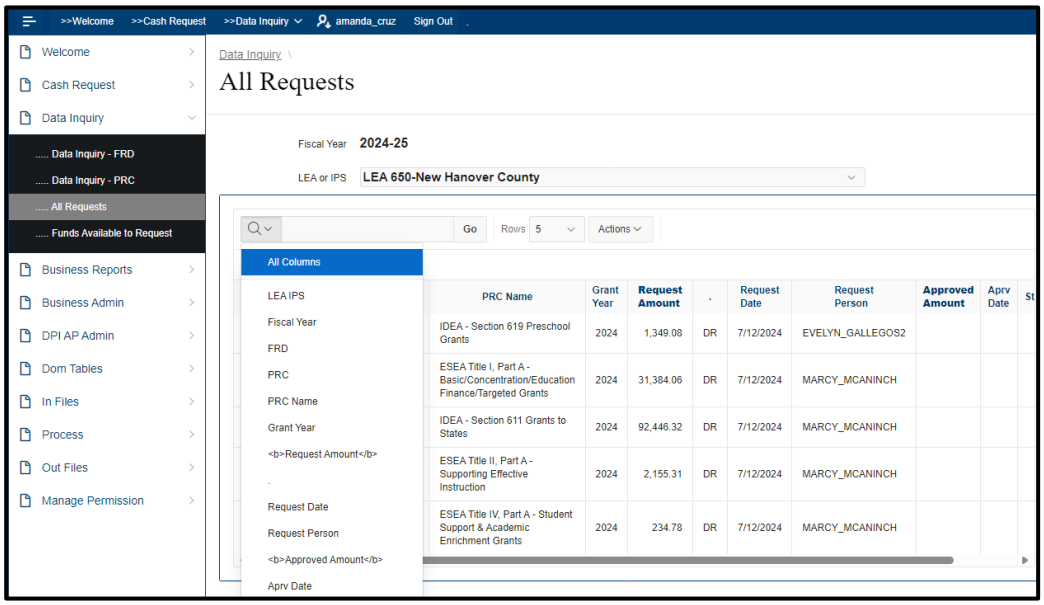
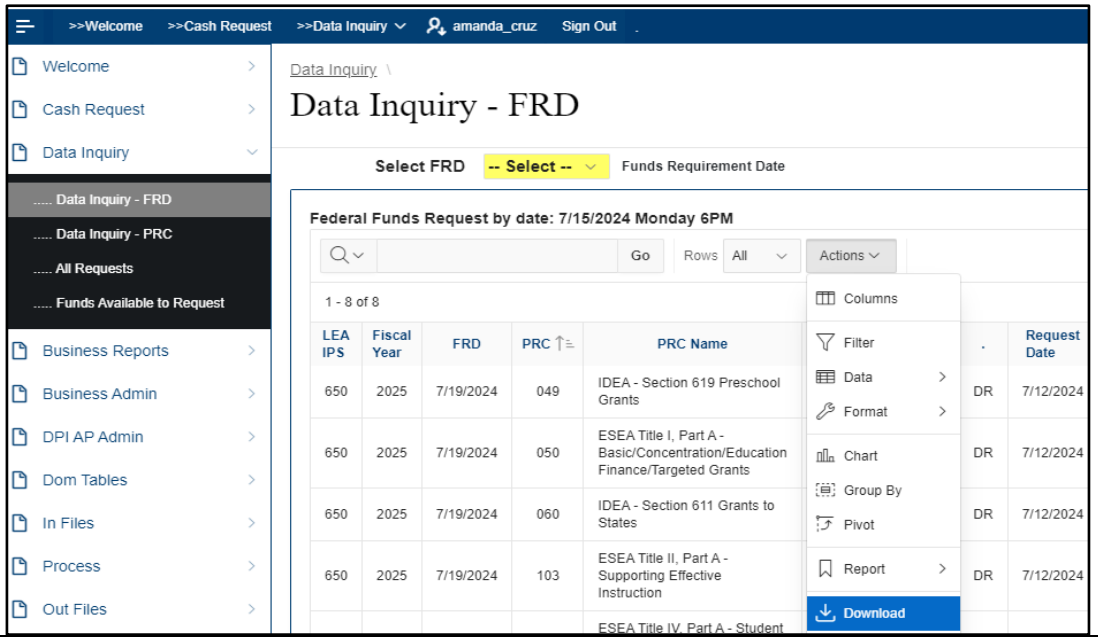
3. Select the FRD from the dropdown menu.



4. Click on the magnifying glass for filtering options



5. To print the document, select the Actions button and select the Download button.



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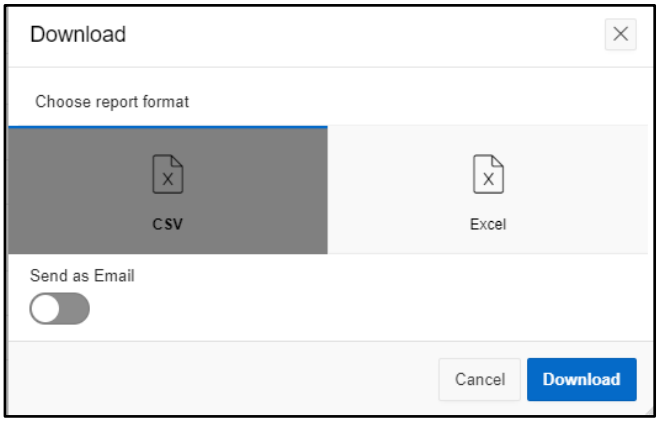
6. Options for downloading into a CSV or Excel file is available along with the option to email.



7. **Check your bank account for confirmation of these transactions that are scheduled on the FRD.

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8. Questions and Answers

1. **How can PSUs access the new PSU Cash Application (PCA)?** Information is located under What's New on the NC DPI Website or the Cash Management Section. There are links on how to register for the PSU Cash Application (PCA) and the PCA Website. Continue to look at these locations for guidance documents.

2. **I registered this morning for access to the cash management system. How long will it take to receive an email approval?** Allow 1 – 2 business days for subscription approvals. Contact CashMgt@dpi.nc.gov if access is critical and cannot wait.

3. **What access should I have: PSU Cash Entry or PSU Data Inquiry. What menus will I have access to?** PSU Data Entry users are the designated personnel who have access to **enter cash requests** with the following menu options: Welcome Page, Cash Request and Data Inquiry.

   PSU Inquiry Only users are the designated personnel who have access to **view cash requests** with the following menu options: Welcome Page and Data Inquiry.

   Both roles can access The Data Inquiry Menu containing: Data Inquiry-FRD, Data Inquiry-PRC, All Requests and Funds Available to Request.

4. **For 3rd Party ordering cash, do we register as PSU Data Entry?** If you are responsible for ordering cash for a PSU, select the PSU Data Entry user role.

5. **Who do I contact to change my role?** Contact CashMgt@dpi.nc.gov with justification to the role change.

6. **Who do I need to contact if I receive an error message?** For errors with the PCA, please contact CashMgt@dpi.nc.gov. To expedite resolution, provide detailed information along with a screenshot of the error message.

7. **Will the Funds Requirement Date always default to the earliest available?** Yes, make sure you select the FRD associated with your PSU's cash request.

8. **Do we need to order Cash for the grant year separately?** Yes, this will need to be a separate entry by PRCs by grant year. If a PRC has multiple grant years, there will be a separate line for each grant year.

9. **Can you enter a negative to send funds back?** Yes, entering a negative entry will send funds back. Place the – minus symbol in front of the amount. (Example: Send back $100.00, key -100.00)

10. **How long do we have to go in and delete or edit a cash request once it's been entered?** Edits can be made until the 6pm deadline.

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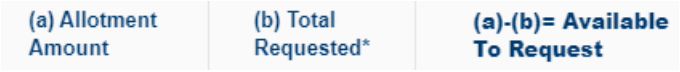
11. **How soon can we order cash on any new money for 2025? Example PRC 017 has no carryover but is allotted $100,000 for new fiscal year. Can we order from that funding before October 1st?** An error message will appear for funds that are not yet allotted. For available federal funding balances,

    go to Business Reports → Available to Draw Federal and view remaining balances under the following header.

12. **Is there a report that will show the balance less the request the amount once the funds have been approved?** Yes, it is the Funds Available to Request Report. Navigate to Data Inquiry → Funds Available to Request.

13. **In the reporting options, why does the Funds Available to Request report not have a date?** This cumulative report option is designed to reflect the available balance after all the total requested cash has been deducted from the allotment amount.

14. **If you run a report by PRC, will that show the total available balance for that PRC?** Yes, it will include all current and historical entries keyed in the system.

15. **Is there a report that can be run at the time of ordering to view the total cash request or is that available after the FRD?** Yes, navigate to Data Inquiry-FRD → Select FRD and choose the FRD date.

16. **How do we do the download reports into excel?** Select the Actions → Download features to select the excel option for reports.

17. **Will there be an option added to print as PDF?** Enhancements to PCA will continue to be created. For now, the PDF can be created from the excel or CSV download by saving the document as a PDF.

18. **Is there a place to go see the history for the transactions that show the school request, the DPI zero out adjustments and the allotment amounts?** We anticipate the zero out adjustments to become integrated in the PCA reports and available balances.

19. **If a zero out adjustment is made, will that be indicated in the history as well?** Yes, the first zero out report for FY25 will be available in August.

20. **How do I change the fiscal year on the cash request screen?** The only available fiscal year is the current fiscal year, 2024-2025.

21. **What if we believe there is a discrepancy between the grant year and the PCA grant year? How do we fix this?** Contact Allotments@dpi.nc.gov if you have allotment questions.

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22. **If we do not have available funding in FY25 for a PRC that we had funding for in FY24, should this be investigated?** The only available funds as of July 17, 2024, are carryover funding. Contact Allotments@dpi.nc.gov if you have allotment questions. (PRC017 does not have carryover.)

23. **Is it possible to see when the funds expire?** This is a cash management application and not intended to hold specific grant information. For grant expiration dates, refer to the Allotment Policy Manual located on the Allotment Webpage.

24. **Will we still receive monthly DPI reports, like the JHA714 cash report?** Yes, the current reports will continue until new reports are created this fall. Communication will be sent when this occurs.

25. **Do we still submit our files via WinSCP and only use this new system as a replacement for MSAS and DEUN?** Yes, please continue the normal file processing. Any changes to file submissions will be communicated to PSUs. The PCA is currently utilized for ordering Federal cash only. State cash will need to be requested via the old cash management system.

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