



Standard Operating Procedure

PSU CASH APPLICATION – ORDERING FEDERAL CASH

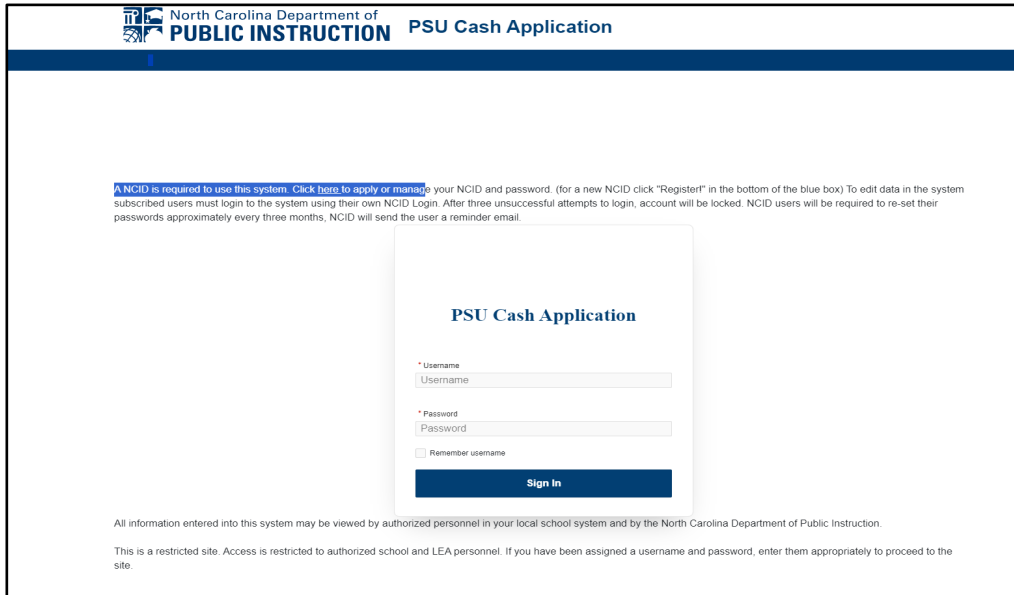
Version 1.0 • 20 July 2024

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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.

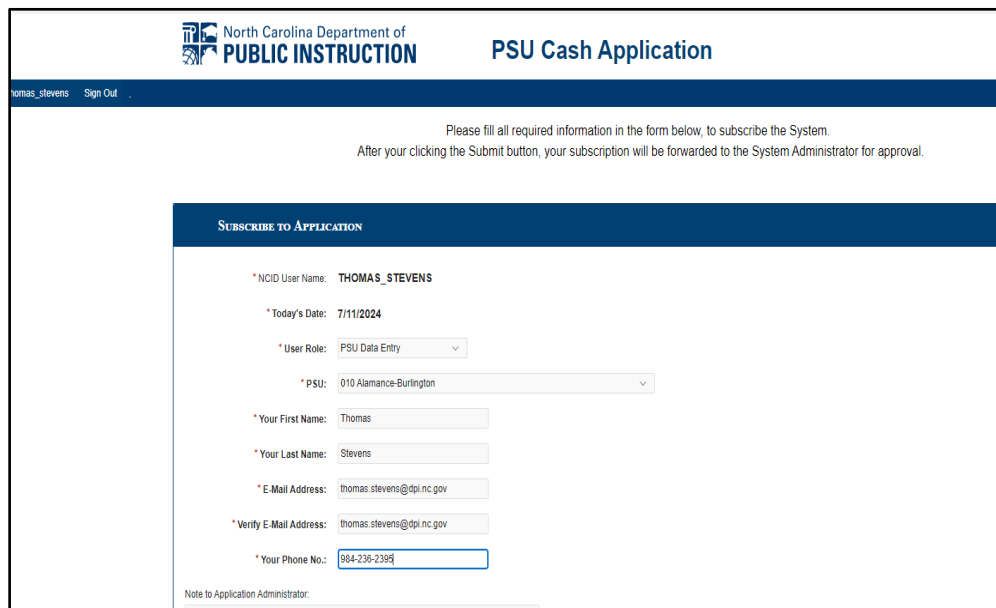


The screenshot shows the login page for the PSU Cash Application. At the top, it says "North Carolina Department of PUBLIC INSTRUCTION PSU Cash Application". Below this is a blue header bar. The main content area contains a message: "A NCID is required to use this system. Click here to apply or manage your NCID and password. (for a new NCID click 'Register!' in the bottom of the blue box) To edit data in the system subscribed users must login to the system using their own NCID Login. After three unsuccessful attempts to login, account will be locked. NCID users will be required to re-set their passwords approximately every three months, NCID will send the user a reminder email." Below the message is a login form titled "PSU Cash Application" with fields for "Username" and "Password", a "Remember username" checkbox, and a "Sign In" button. At the bottom, there is a disclaimer: "All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction. This is a restricted site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site."

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.

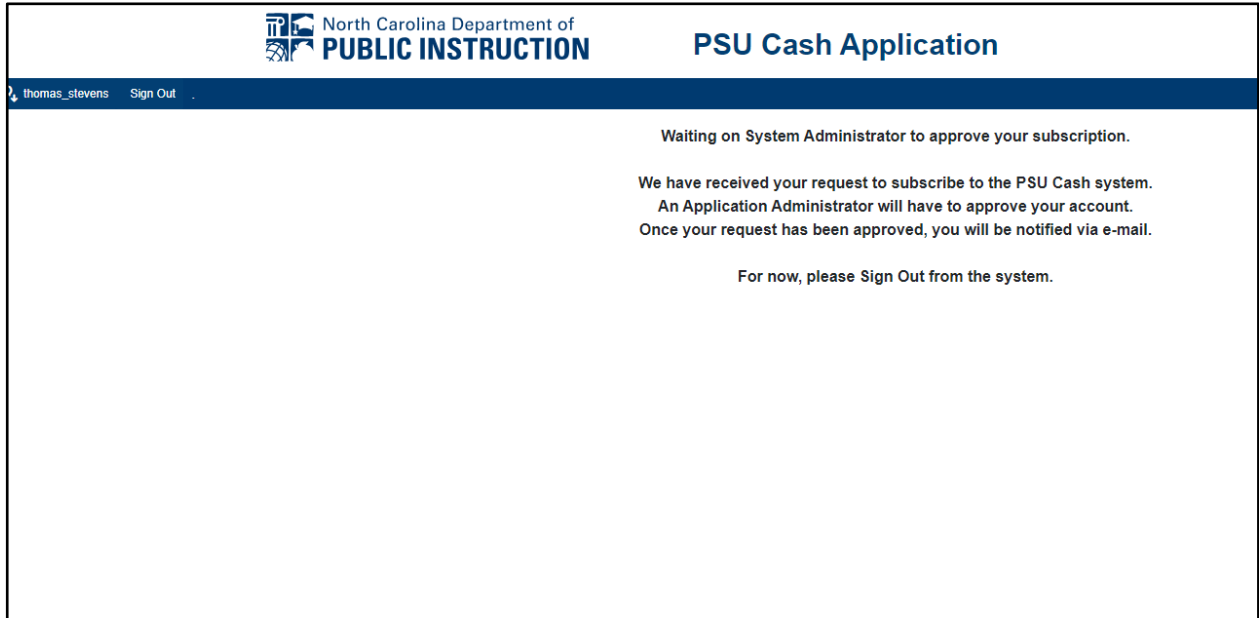
NOTE: In the User Role field, select the “PSU Data Entry” if you will be requesting cash for your PSU. If you only need to view cash requests, select “PSU Inquiry Only”.

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.

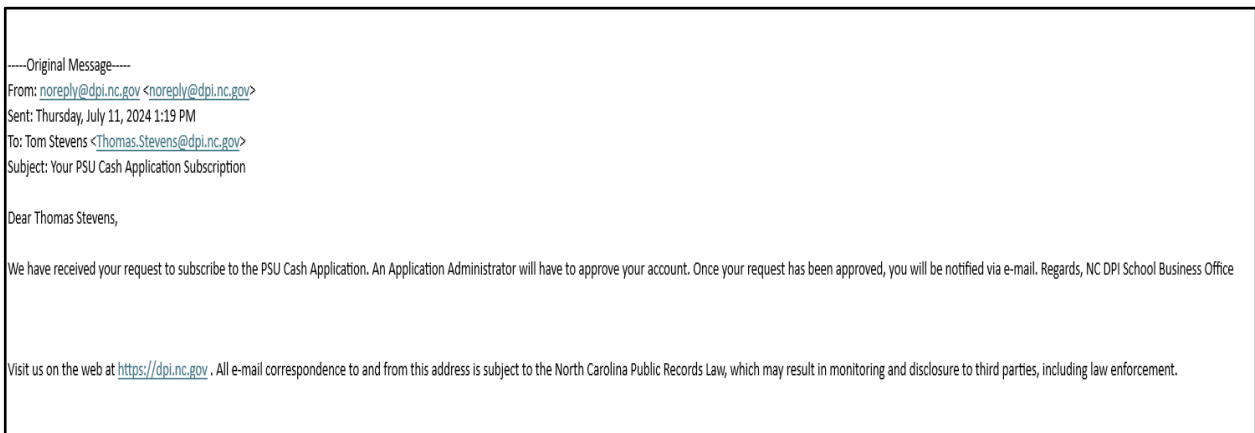


The screenshot shows the subscription form for the PSU Cash Application. At the top, it says "North Carolina Department of PUBLIC INSTRUCTION PSU Cash Application". Below this is a blue header bar. The main content area contains a message: "Please fill all required information in the form below, to subscribe the System. After your clicking the Submit button, your subscription will be forwarded to the System Administrator for approval." Below the message is a form titled "SUBSCRIBE TO APPLICATION" with the following fields: "NCID User Name" (THOMAS_STEVENS), "Today's Date" (7/11/2024), "User Role" (PSU Data Entry), "PSU" (010 Alamance-Burlington), "Your First Name" (Thomas), "Your Last Name" (Stevens), "E-Mail Address" (thomas.stevens@dpi.nc.gov), "Verify E-Mail Address" (thomas.stevens@dpi.nc.gov), and "Your Phone No." (984-236-2399). At the bottom, there is a note: "Note to Application Administrator:".

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

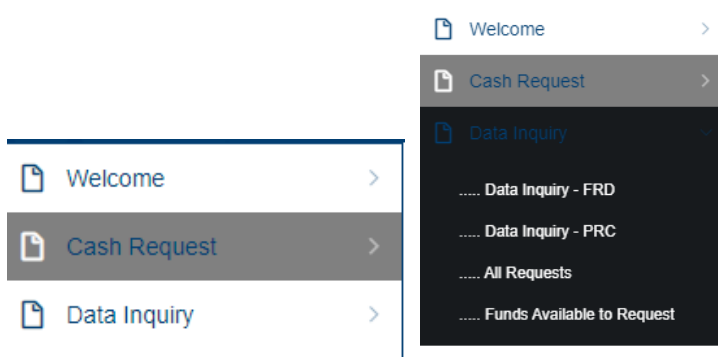


4. Upon completion of subscription, you will receive an email. Allow 1 to 2 days for your subscription to be approved.

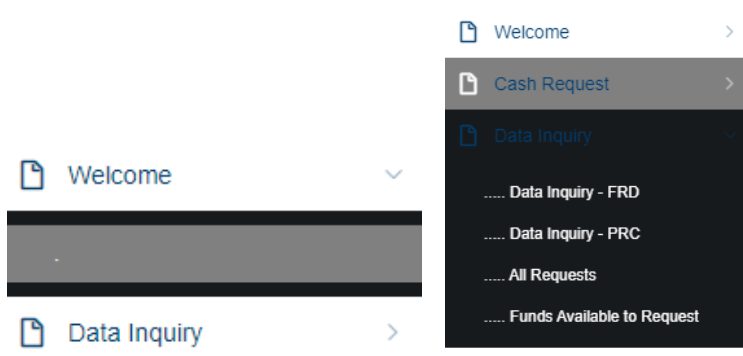


2. User Role Access

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.



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](#).

North Carolina Department of PUBLIC INSTRUCTION PSU Cash Application

A NCID is required to use this system. Click [here](#) to apply or manage your NCID and password. (for a new NCID click "Register!" in the bottom of the blue box) To edit data in the system subscribed users must login to the system using their own NCID Login. After three unsuccessful attempts to login, account will be locked. NCID users will be required to re-set their passwords approximately every three months, NCID will send the user a reminder email.

PSU Cash Application

* Username
Username

* Password
Password

Remember username

Sign In

All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

This is a restricted site. Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.

- 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.

North Carolina Department of PUBLIC INSTRUCTION PSU Cash Application

>>Welcome >>Cash Request >>Data Inquiry evelyn_gallegos2 Sign Out

Welcome Evelyn Gallegos
• Your user role is DPI Business Administrator

>> To Cash Request page

>> To Data Inquiry page


PSU Cash Application Welcome Screen The PSU Cash Application is a web-based application designed for LEA and IPS to enter federal funds cash requests.

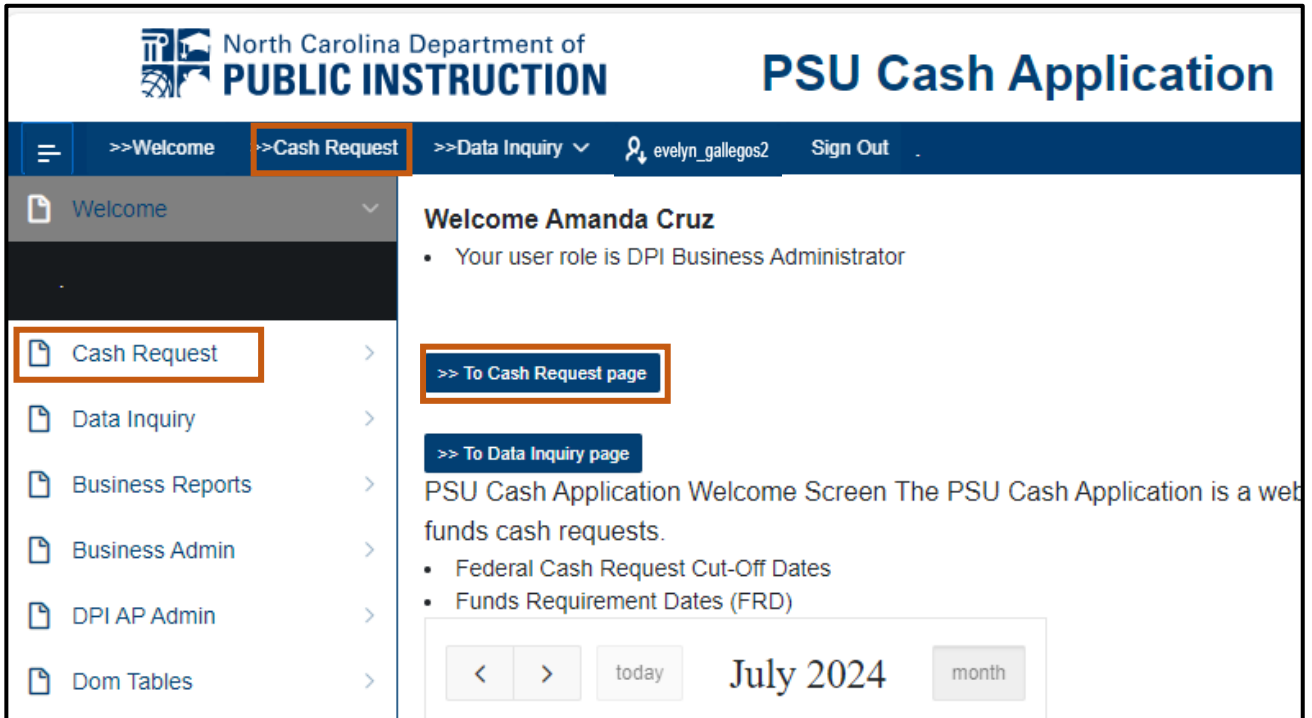
- Federal Cash Request Cut-Off Dates
- Funds Requirement Dates (FRD)

< > today July 2024 month

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15 Cut-Off 6pm	16	17	18	19 FRD
22 Cut-Off 6pm	23	24	25	26 FRD
29	30	31	1	2

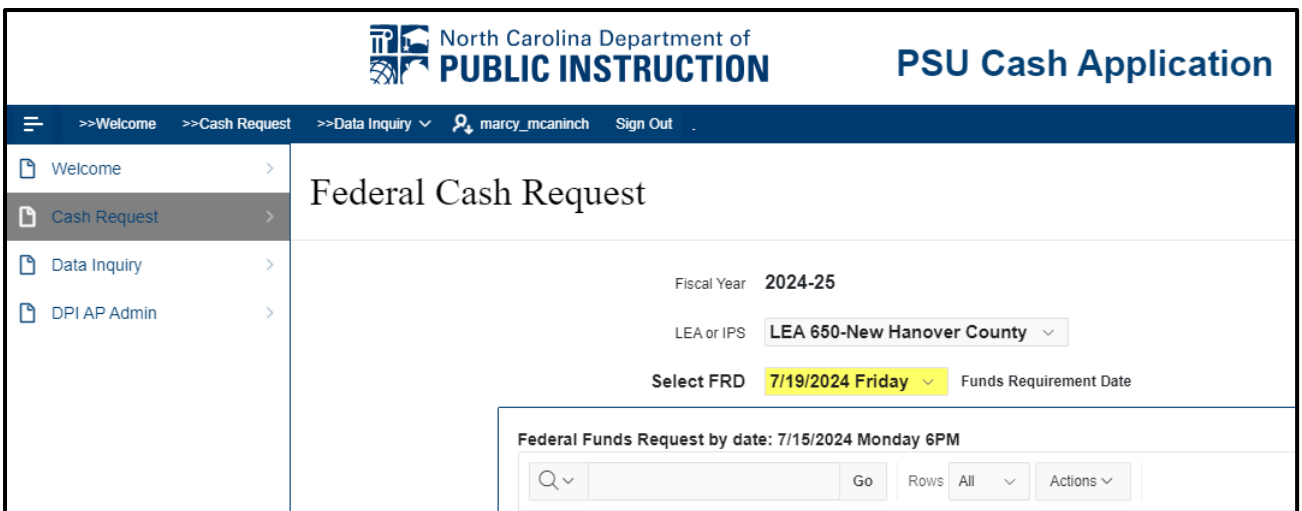
4. Requesting Federal Cash

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



The screenshot shows the 'PSU Cash Application' interface. At the top, the North Carolina Department of Public Instruction logo is on the left, and the title 'PSU Cash Application' is on the right. Below the logo is a navigation menu with items: Welcome, Cash Request (highlighted with an orange box), Data Inquiry, Business Reports, Business Admin, DPI AP Admin, and Dom Tables. The main content area displays a welcome message for Amanda Cruz, stating her user role is 'DPI Business Administrator'. Below this, there are two buttons: '>> To Cash Request page' (highlighted with an orange box) and '>> To Data Inquiry page'. The page also shows a calendar for July 2024 with navigation arrows and a 'today' button.

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.



The screenshot shows the 'Federal Cash Request' page. The navigation menu on the left has 'Cash Request' selected. The main content area displays the following information: Fiscal Year: 2024-25; LEA or IPS: LEA 650-New Hanover County; Select FRD: 7/19/2024 Friday (highlighted in yellow); Funds Requirement Date. Below this, there is a section titled 'Federal Funds Request by date: 7/15/2024 Monday 6PM' with a search bar, a 'Go' button, and dropdown menus for 'Rows' (set to 'All') and 'Actions'.

- 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.

North Carolina Department of PUBLIC INSTRUCTION

PSU Cash Application

>>Welcome >>Cash Request >>Data Inquiry ✓ evelyn_gallegos2 Sign Out

Welcome Evelyn Gallegos

- Your user role is DPI Business Administrator

>> To Cash Request page

>> To Data Inquiry page

PSU Cash Application Welcome Screen The PSU Cash Application is a web-based application designed for LEA and IPS to enter federal funds cash requests.

- Federal Cash Request Cut-Off Dates
- Funds Requirement Dates (FRD)

< > today July 2024 month

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

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

Cash Request_Federal

Federal Cash Request | Cash Request_Federal

Cancel Apply Changes

Fiscal Year 2024-25

LEA# 650 New Hanover County

PRC# 118 IDEA Special Needs Targeted Assistance

Grant Year 2023

FRD (Funds Requirement Date) 7/26/2024

Enter Request Amount Enter a positive amount to request funds. Enter a negative amount to refund funds.

Request Date Request Person

Fiscal Year	LEA	PRC	Grant Year	Allotment Amount	Total Requested *	Available To Request
2025	650	118	2023	3,609.86	0.00	3,609.86

* Total Requested = Approved Amount plus Pending Request excluding This page's pending request.

Funds Request History

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

Cash Request_Federal
✕

Federal Cash Request \ Cash Request_Federal

Cancel
Apply Changes

Fiscal Year **2024-25**

LEA# **650 New Hanover County**

PRC# **049 IDEA - Section 619 Preschool Grants**

Grant Year **2024**

FRD (Funds Requirement Date) **7/19/2024**

*** Enter Request Amount** 40,000.00 Enter a positive amount to request funds. Enter a negative amount to refund funds.
Can NOT exceed the Available to Request

Request Date Request Person

Funds Available to Request

Fiscal Year	LEA	PRC	Grant Year	Allotment Amount	Total Requested *	Available To Request
2025	650	049	2024	38,948.86	0.00	38,948.86

* Total Requested = Approved Amount plus Pending Request excluding This page's pending request.

Funds Request History

!

1 error has occurred

- Can NOT exceed the Available to Request

✕

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

Cancel
Apply Changes

Fiscal Year **2024-25**

LEA# **650 New Hanover County**

PRC# **049 IDEA - Section 619 Preschool Grants**

Grant Year **2024**

FRD (Funds Requirement Date) **7/19/2024**

*** Enter Request Amount** 1,349.08 Enter a positive amount to request funds. Enter a negative amount to refund funds.

- Negatives will be pull backed from the bank account.

Cancel
Apply Changes

Fiscal Year **2024-25**

LEA# **650 New Hanover County**

PRC# **118 IDEA Special Needs Targeted Assistance**

Grant Year **2023**

FRD (Funds Requirement Date) **7/26/2024**

* **Enter Request Amount** -1,000.00 Enter a positive amount to request funds. Enter a negative amount to refund funds.

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

Enter Request	2025	7/19/2024	650	049	IDEA - Section 619 Preschool Grants	2024	1,349.08	DR	7/12/2024	EVELYN_GALLEGOS2
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- Negative example

Enter Request	2025	7/26/2024	650	118	IDEA Special Needs Targeted Assistance	2023	-1,000.00	CR	7/17/2024	EVELYN_GALLEGOS2
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6. Delete An Entry

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

Cash Request_Federal
✕

Federal_Cash_Request \ Cash Request_Federal

Cancel
Apply Changes
Delete

Fiscal Year **2024-25**

LEA# **650 New Hanover County**

PRC# **103 ESEA Title II, Part A - Supporting Effective Instruction**

Grant Year **2024**

FRD (Funds Requirement Date) **7/19/2024**

* **Enter Request Amount** 2,155.31 Enter a positive amount to request funds. Enter a negative amount to refund funds.

Request Date 07/12/2024 12:50PM Request Person MARCY_MCANINCH

Funds Available to Request

Fiscal Year	LEA	PRC	Grant Year	Allotment Amount	Total Requested *	Available To Request
2025	650	103	2024	182,445.40	0.00	182,445.40

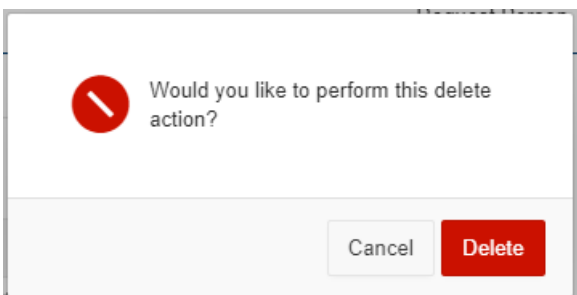
* Total Requested = Approved Amount plus Pending Request excluding This page's pending request.

Funds Request History

Year	LEA	PRC	Grant Year	FRD	Request Amount	Request Date	Request Person	Approved Amount	Aprv Date	_____Note_____
2025	650	103	2024	7/19/2024	2,155.31	7/12/2024	MARCY_MCANINCH	0.00		This page's pending request
Total					2,155.31			0.00		

row(s) 1 - 1 of 1




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

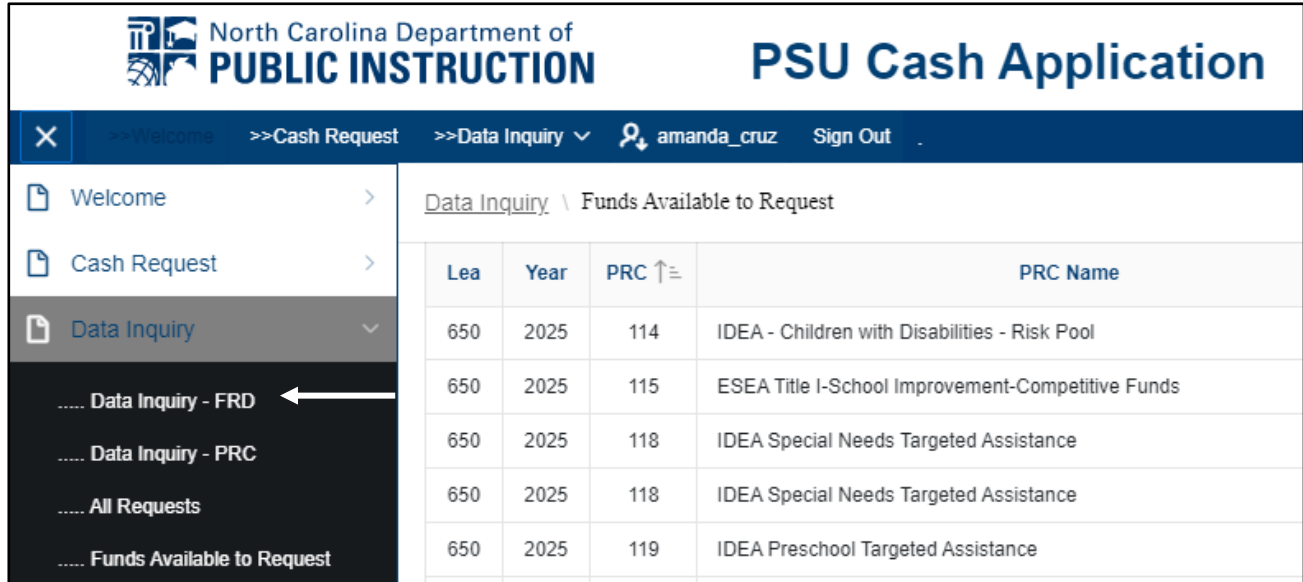


DEADLINE

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.

7. Summary Reports

- 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.



North Carolina Department of PUBLIC INSTRUCTION PSU Cash Application

Home >>Welcome >>Cash Request >>Data Inquiry amanda_cruz Sign Out

Home >>Welcome >>Cash Request >>Data Inquiry

Home >>Welcome >>Cash Request >>Data Inquiry - FRD ←

Home >>Welcome >>Cash Request >>Data Inquiry - PRC

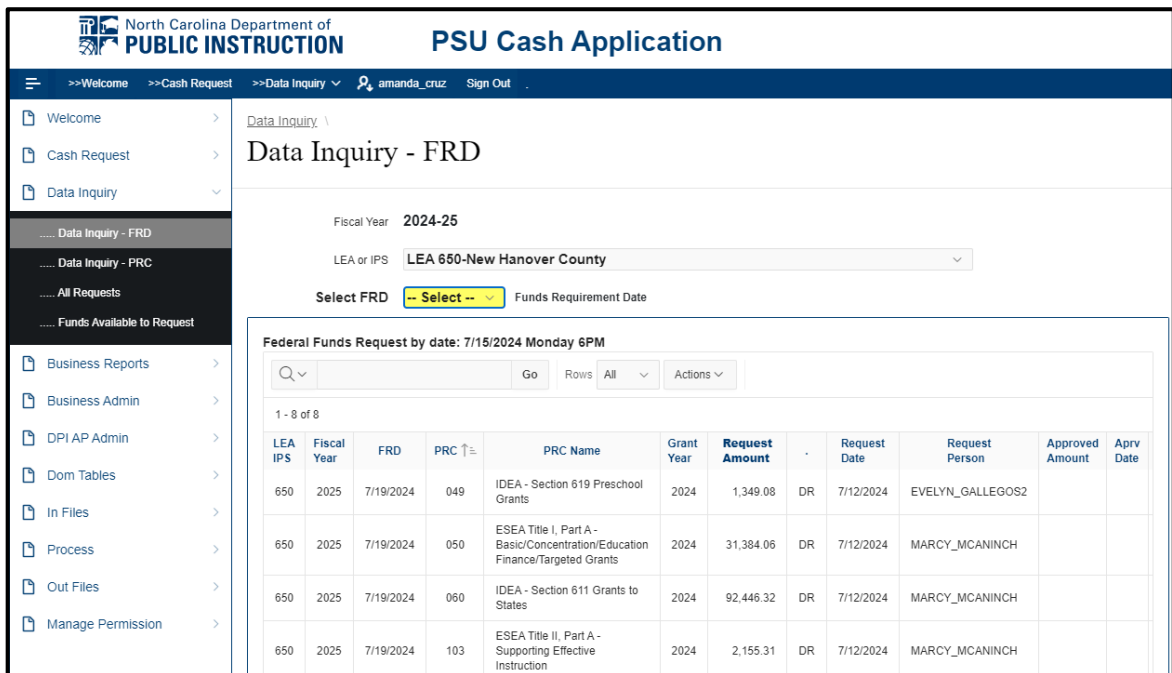
Home >>Welcome >>Cash Request >>Data Inquiry - All Requests

Home >>Welcome >>Cash Request >>Data Inquiry - Funds Available to Request

Data Inquiry \ Funds Available to Request

Lea	Year	PRC ↑	PRC Name
650	2025	114	IDEA - Children with Disabilities - Risk Pool
650	2025	115	ESEA Title I-School Improvement-Competitive Funds
650	2025	118	IDEA Special Needs Targeted Assistance
650	2025	118	IDEA Special Needs Targeted Assistance
650	2025	119	IDEA Preschool Targeted Assistance

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



North Carolina Department of PUBLIC INSTRUCTION PSU Cash Application

Home >>Welcome >>Cash Request >>Data Inquiry amanda_cruz Sign Out

Home >>Welcome >>Cash Request >>Data Inquiry

Home >>Welcome >>Cash Request >>Data Inquiry - FRD

Home >>Welcome >>Cash Request >>Data Inquiry - PRC

Home >>Welcome >>Cash Request >>Data Inquiry - All Requests

Home >>Welcome >>Cash Request >>Data Inquiry - Funds Available to Request

Home >>Welcome >>Cash Request >>Data Inquiry - Business Reports

Home >>Welcome >>Cash Request >>Data Inquiry - Business Admin

Home >>Welcome >>Cash Request >>Data Inquiry - DPI AP Admin

Home >>Welcome >>Cash Request >>Data Inquiry - Dom Tables

Home >>Welcome >>Cash Request >>Data Inquiry - In Files

Home >>Welcome >>Cash Request >>Data Inquiry - Process

Home >>Welcome >>Cash Request >>Data Inquiry - Out Files

Home >>Welcome >>Cash Request >>Data Inquiry - Manage Permission

Data Inquiry \ Data Inquiry - FRD

Fiscal Year 2024-25

LEA or IPS LEA 650-New Hanover County

Select FRD -- Select -- Funds Requirement Date

Federal Funds Request by date: 7/15/2024 Monday 6PM

1 - 8 of 8

LEA IPS	Fiscal Year	FRD	PRC ↑	PRC Name	Grant Year	Request Amount	Request Date	Request Person	Approved Amount	Aprv Date
650	2025	7/19/2024	049	IDEA - Section 619 Preschool Grants	2024	1,349.08	DR 7/12/2024	EVELYN_GALLEGOS2		
650	2025	7/19/2024	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2024	31,384.06	DR 7/12/2024	MARCY_MCANINCH		
650	2025	7/19/2024	060	IDEA - Section 611 Grants to States	2024	92,446.32	DR 7/12/2024	MARCY_MCANINCH		
650	2025	7/19/2024	103	ESEA Title II, Part A - Supporting Effective Instruction	2024	2,155.31	DR 7/12/2024	MARCY_MCANINCH		

- Select the FRD from the dropdown menu.

Fiscal Year 2024-25
LEA or IPS 650-New Hanover County (LEA)
Select FRD 7/19/2024 Friday Funds Requirement Date
Federal Funds Request by date 7/26/2024 Friday M
7/19/2024 Friday

- Click on the magnifying glass for filtering options

Navigation: >>Welcome >>Cash Request >>Data Inquiry > amanda_cruz Sign Out

Page Title: Data Inquiry \ All Requests

Fiscal Year 2024-25
LEA or IPS LEA 650-New Hanover County

Search: [Q] Go Rows 5 Actions

LEA/IPS	PRC Name	Grant Year	Request Amount	Request Date	Request Person	Approved Amount	Aprv Date	St
650	IDEA - Section 619 Preschool Grants	2024	1,349.08	DR 7/12/2024	EVELYN_GALLEGOS2			
650	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	2024	31,384.06	DR 7/12/2024	MARCY_MCANINCH			
650	IDEA - Section 611 Grants to States	2024	92,446.32	DR 7/12/2024	MARCY_MCANINCH			
650	ESEA Title II, Part A - Supporting Effective Instruction	2024	2,155.31	DR 7/12/2024	MARCY_MCANINCH			
650	ESEA Title IV, Part A - Student Support & Academic Enrichment Grants	2024	234.78	DR 7/12/2024	MARCY_MCANINCH			

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

Navigation: >>Welcome >>Cash Request >>Data Inquiry > amanda_cruz Sign Out

Page Title: Data Inquiry \ Data Inquiry - FRD

Select FRD -- Select -- Funds Requirement Date

Federal Funds Request by date: 7/15/2024 Monday 6PM

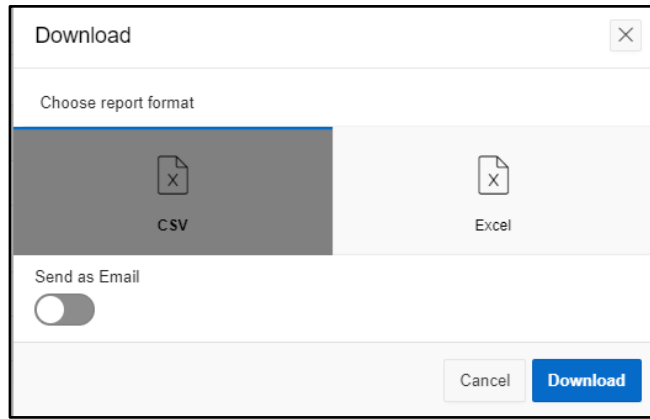
Search: [Q] Go Rows All Actions

1 - 8 of 8

LEA IPS	Fiscal Year	FRD	PRC	PRC Name	Request Date
650	2025	7/19/2024	049	IDEA - Section 619 Preschool Grants	DR 7/12/2024
650	2025	7/19/2024	050	ESEA Title I, Part A - Basic/Concentration/Education Finance/Targeted Grants	DR 7/12/2024
650	2025	7/19/2024	060	IDEA - Section 611 Grants to States	DR 7/12/2024
650	2025	7/19/2024	103	ESEA Title II, Part A - Supporting Effective Instruction	DR 7/12/2024
650	2025	7/19/2024		ESEA Title IV, Part A - Student Support & Academic Enrichment Grants	

Actions menu options: Columns, Filter, Data, Format, Chart, Group By, Pivot, Report, Download

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.

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.

- 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.

(a) -(b)
Avail To
Draw

- 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.

(a) Allotment Amount	(b) Total Requested*	(a)-(b)= Available To Request
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- 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.

- 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.