

**North Carolina Department of Public
Instruction
CASH MANAGEMENT SYSTEM
USER GUIDE
For
Charter Schools**



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**North Carolina Department of Public Instruction
Cash Management User Guide
For
Charter Schools**

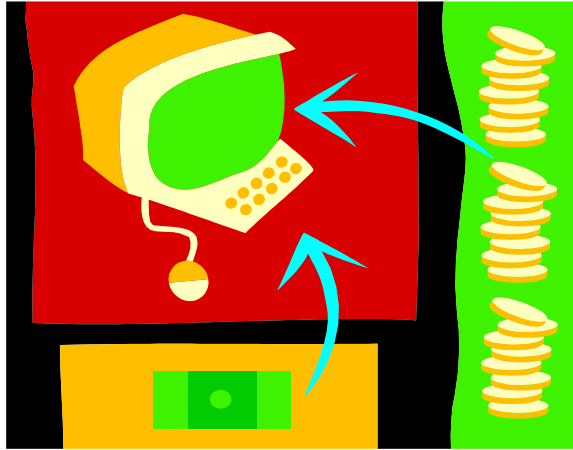
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What the Cash Management System Gives You



The Cash Management System:

- Gives you the ability to request State Funds, Federal Funds and Indian Gaming Funds.
- Gives you inquiry access to view processed and/or approval dates of funds requested
- Gives you inquiry access into the cash certification calendar so you can view the last day to request funds for a particular funds requirement date (FRD)



SYSTEM SECURITY



To use the Cash Management System, each school must have an individual with security to access the system. If you need to request security for a new user or delete or change security information for an existing user, you must complete the **CICS Application Access Maintenance Form** (CICS02CM) for requesting State, School Technology, Federal, and Local funds transfers.

When form is completed:

1. Ensure form is approved/signed by your site security officer
2. Send completed/signed form to the School Financial Reporting Section at DPI
3. Security should be established within 5 working days of receipt of request at DPI



Host On Demand Access

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.

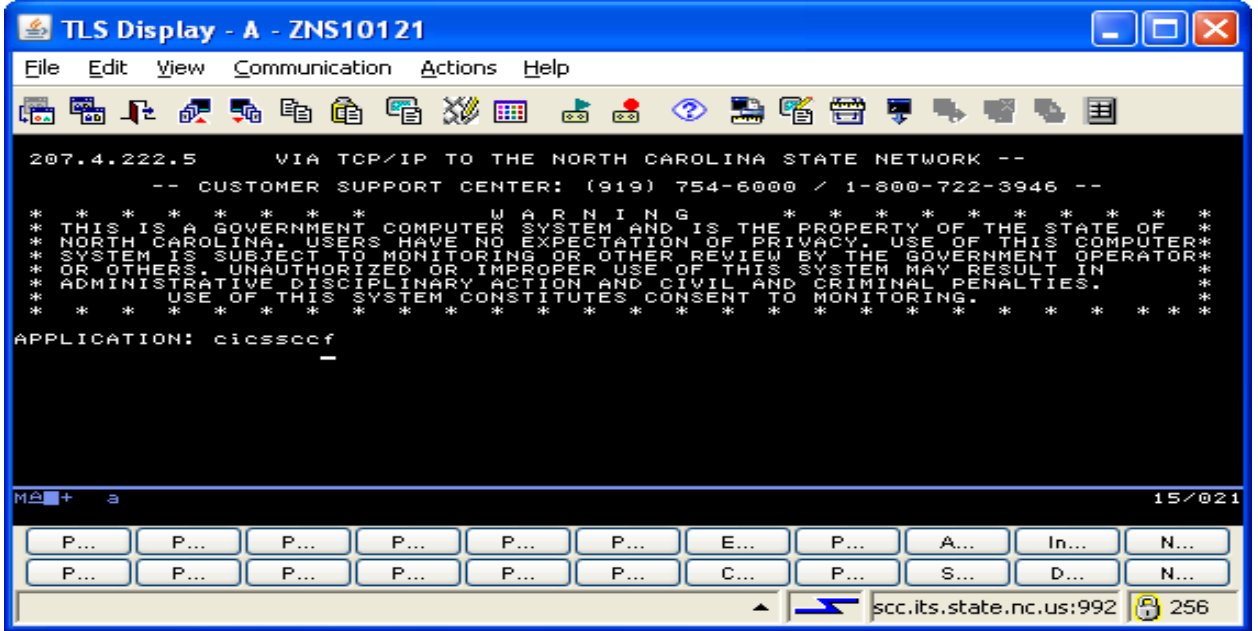
OR

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.

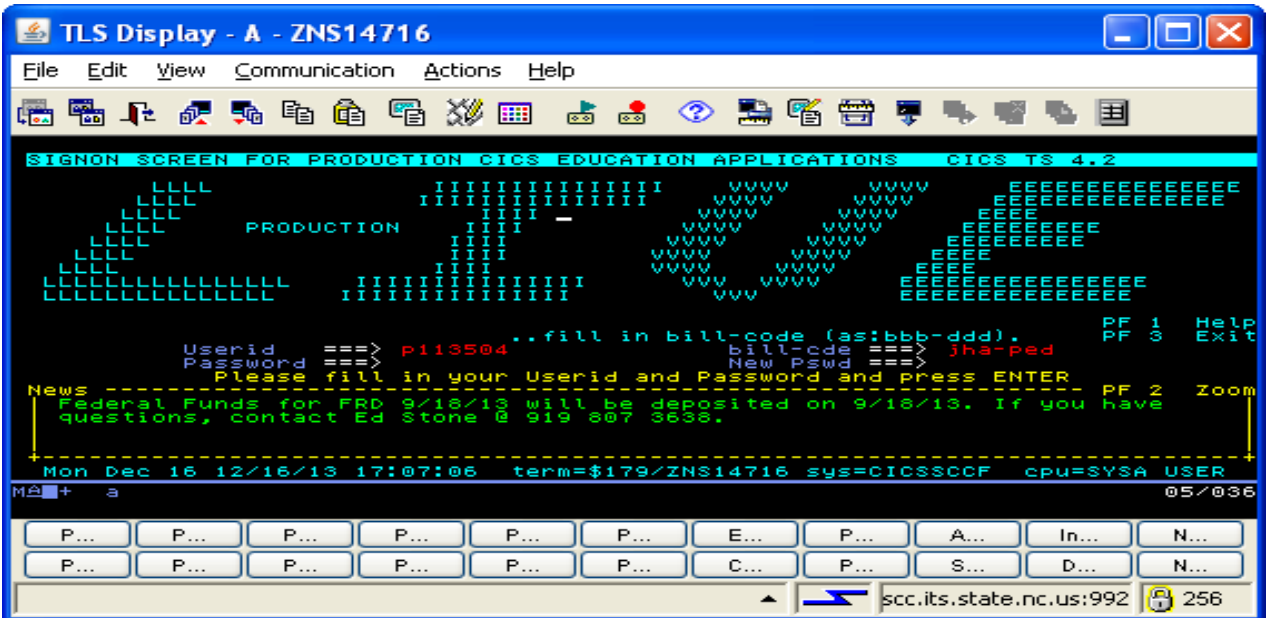
State ITS fully supports Host on Demand. If you need assistance with the software, please contact ITS at 919-754-6000. Be sure to reference Host on Demand installation support on your call.



Cash Management System Sign On



When you click on or bring up Host on Demand, and type “CICSSCCF” as the application and press the “enter” key.

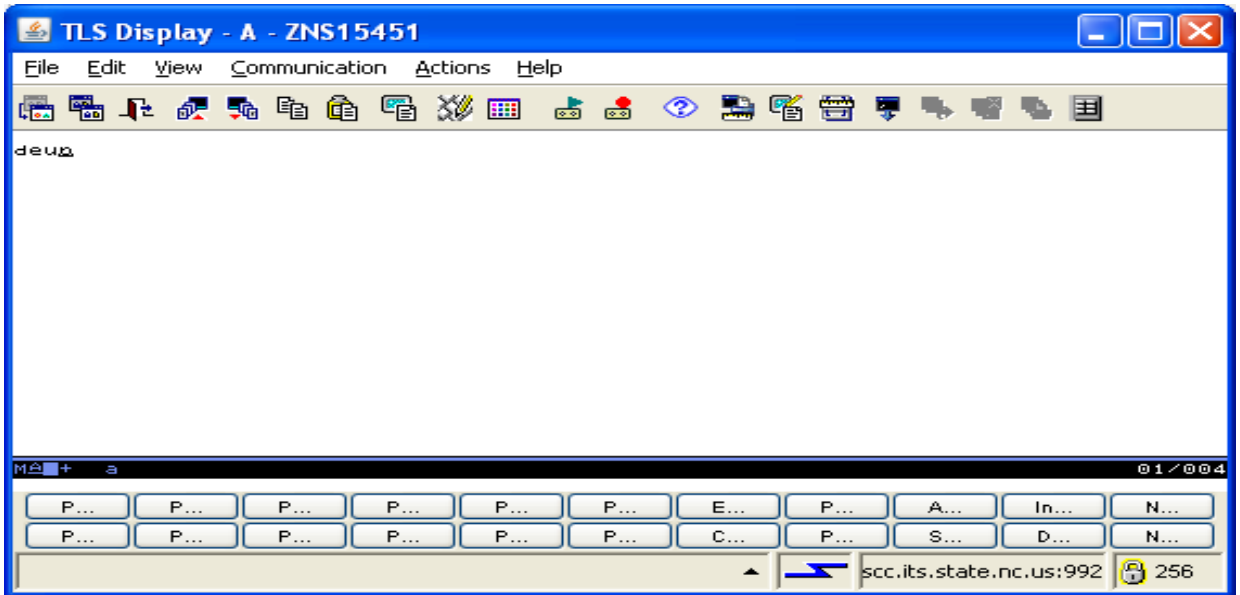


On the LIVE production screen, fill in the following fields:

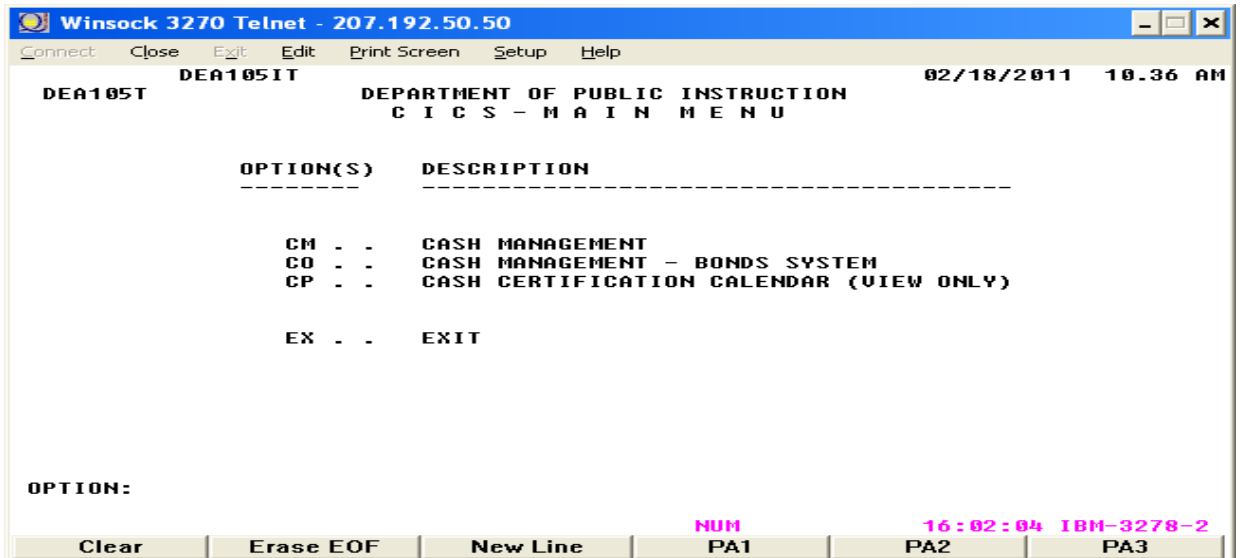
- The Userid
- Bill Code
- Password and then press “Enter”



Cash Management System Access and Main Menu



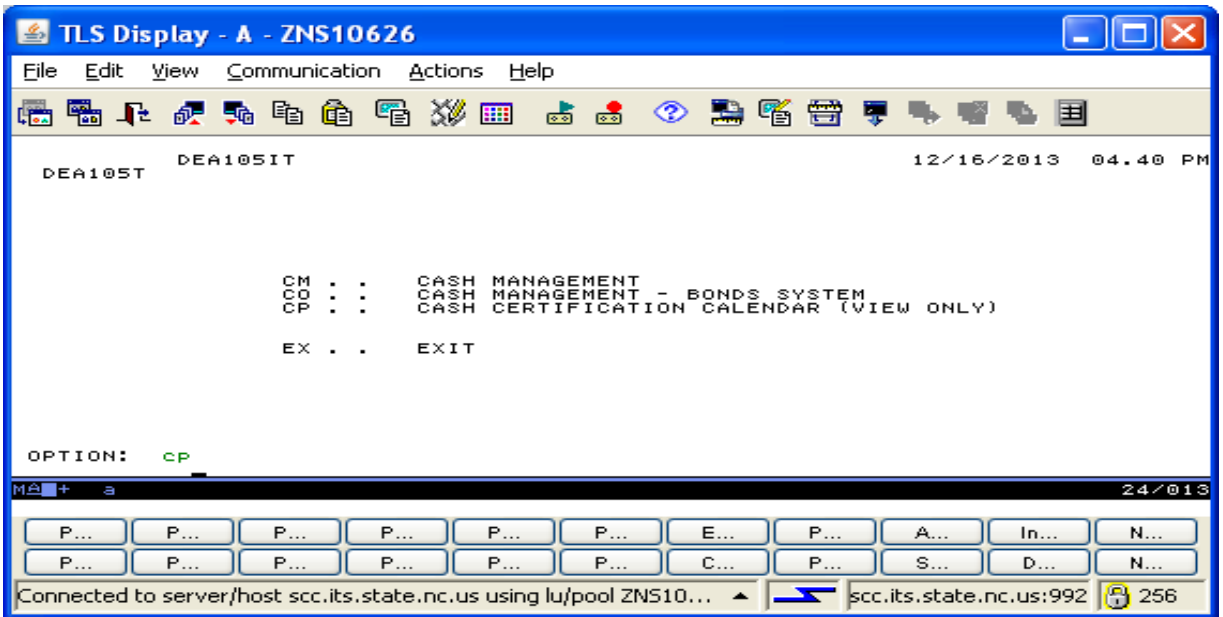
To access the Cash Management System type “**deun**” on the blank screen where you would normally type ‘MSAS’ to access general ledger. Press “**ENTER**” to get to the CICS Main Menu.



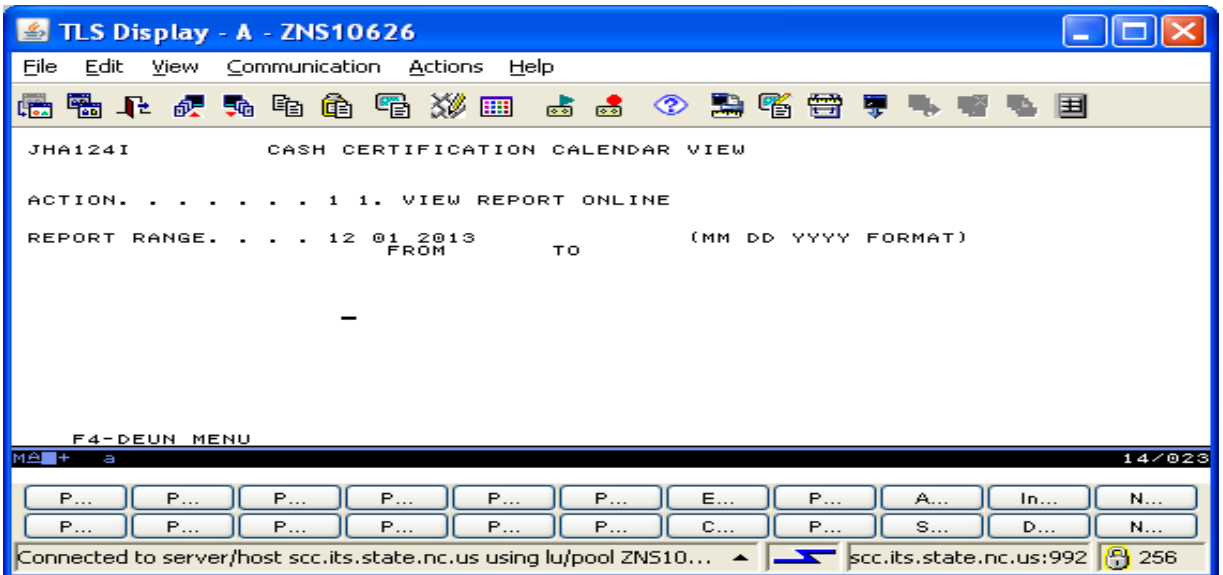
- Type “**CM**” in the option field for the requesting and inquiry of State funds, Federal funds, School Technology funds, Local funds transfers, and “**BUD**” Refunds
- Type “**CP**” in the option field to view the Cash Calendar Funds Requirement Dates. The calendar outlines the last day funds can be requested for a specific date.
- **Press “Enter” after your selection**



Viewing the Cash Calendar



Select the “CP” Option to access view of the Cash Calendar.



- Type “1” in the Action Field to view calendar
- Type the **month, day and four digit year** in the "From" field (the “To” date is the last funds requirement date that can be viewed to view a range of selected calendar dates
- Press “Enter” to view the calendar



Funds Requirement Dates (FRD)

```

JHA124A          CASH CERTIFICATION CALENDAR LISTING          PAGE: 001
                  FROM 05/01/2018 TO 06/28/2018

REQUEST          |----> FUNDS REQUEST CUTOFF DATE(S) <-----|
DATE (FRD)      | LOCAL          STATE          FEDERAL          BONDS
-----|-----|-----|-----|-----|
05 01 2018      | 04 27 2018    04 26 2018
05 02 2018      | 04 30 2018    04 27 2018
05 03 2018      | 05 01 2018    04 30 2018
05 04 2018      | 05 02 2018    05 01 2018
05 07 2018      | 05 03 2018    05 02 2018    05 01 2018
05 08 2018      | 05 04 2018    05 03 2018    05 02 2018
05 09 2018      | 05 07 2018    05 04 2018    05 03 2018
05 10 2018      | 05 08 2018    05 07 2018    05 04 2018
05 11 2018      | 05 09 2018    05 08 2018    05 07 2018
05 14 2018      | 05 10 2018    05 09 2018    05 08 2018
05 15 2018      | 05 11 2018    05 10 2018    05 09 2018
05 16 2018      | 05 14 2018    05 11 2018    05 10 2018
05 17 2018      | 05 15 2018    05 14 2018    05 11 2018
05 18 2018      | 05 16 2018    05 15 2018    05 14 2018
05 21 2018      | 05 17 2018    05 16 2018    05 15 2018
05 22 2018      | 05 18 2018    05 17 2018    05 16 2018

"ENTER"-EXIT/CANCEL  F5-FIRST  F6-LAST  F7-PREV  F8-NEXT
MA + a                                                    01/002
    
```

If desired FRD does not appear on the first screen, press the **“F8”** Key to page forward.

The date listed under the fund types (Local, State, and Federal) represent the last day to request the fund type for the FRD specified in the first column.

When your view of the calendar is completed, press the **“Enter”** key to return to the calendar menu and then press **“F4”** to return to the main menu.



Tips for Getting Around in the Cash Management System

1. CMS is driven from the Funds Requirement Dates (FRD) outlined in the Cash Calendar under the “CP” option on the CICS Main Menu . **The FRD is the date that you can have funds deposited into your bank account in order to cover and release checks you have written for that date.**



- State funds are requested three (3) working days prior to the FRD.
- Federal funds are requested four (4) working days prior to the FRD.
- You can request cash at anytime before the FRD as long as the calendar is updated with that FRD.

NOTE: NCDPI usually submits all deposit requests to the Office of the State Controller one day prior to the FRD; however, no checks should be released until the CMS or Core Banking System (Attachment “B”) have been updated with deposit approvals. The MSA G/L posting of the cash certification does not necessarily mean that the funds have been deposited to your bank account. The State Treasurer usually processes all deposit requests no later than 2:00 p.m. on the day the request is approved.

2. When you enter your cash request, press the F3 key to update. If the message “Update is Successful” appears on the screen , the request has been updated for processing. Requests that have not been updated to the system can not be processed.

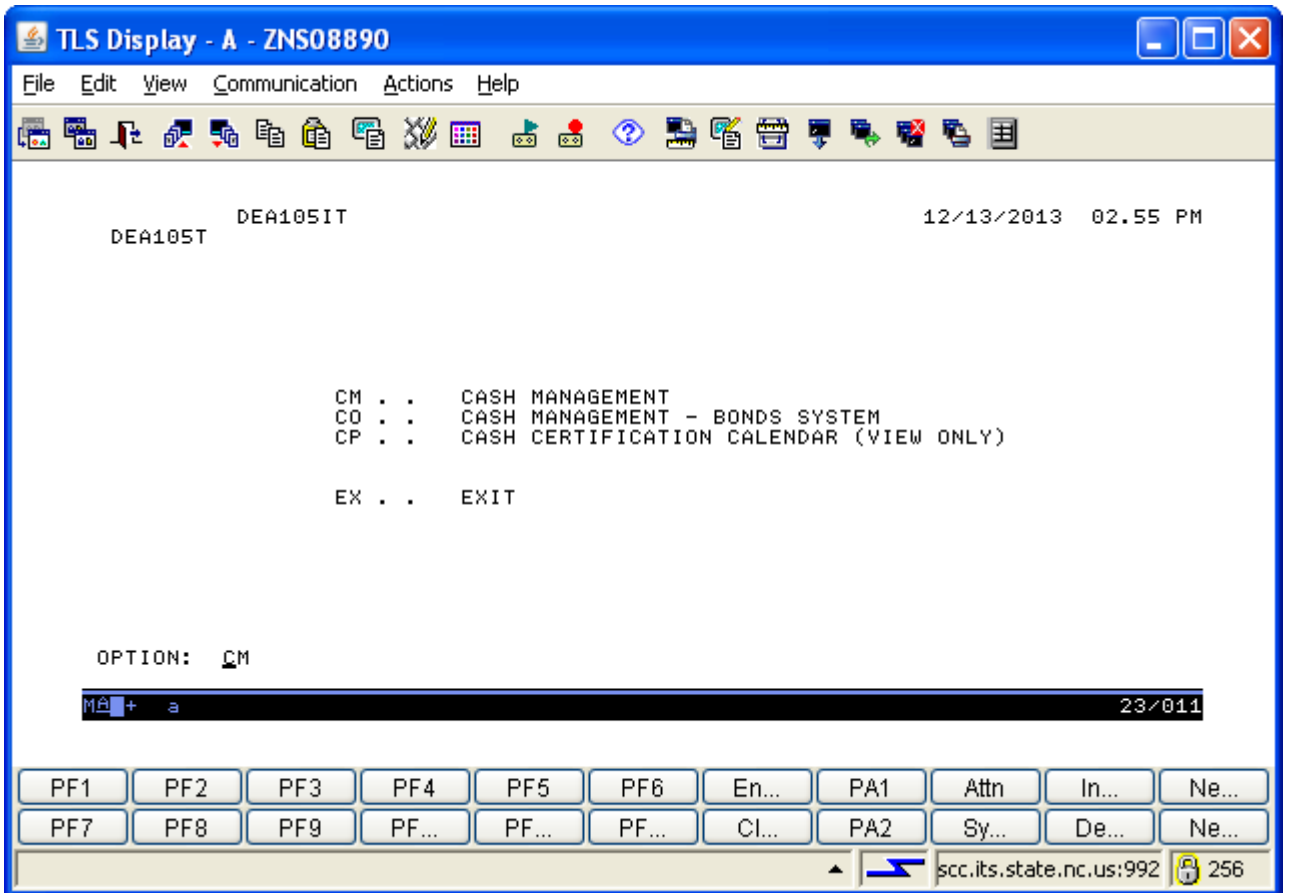
3. When requesting Federal funds, the Authority -To - Draw (A-T-D) balance for each grant should be checked to ensure that amounts requested will actually be the amounts approved. Funds can not be advanced in excess of the A-T-D balance for a grant.

4. When you want to make a change to the amount requested for a FRD, please be aware that the last amount you enter will replace the previous amount entered. The system will not add other amounts to your original request. You must enter a corrected amount for the funds you want to request. Also, you must “successfully update” any changes made to your original request. Failure to update a change request will result in the processing of the previous amount.

5. Only request enough funds to cover those checks to be written. Remember, that there are Federal and State cash management laws which prohibit maintaining excessive cash balances (the “3-day” rule for Federal funds). This federal funds “3-day rule requires that federal funds be drawn and deposited with the State Treasurer no more than three business days prior to the date of issuance of the disbursement by state warrant or electronic funds transfer. Cash limits have been established in the system to alert you that an excessive amount is being requested for a FRD (Attachment “D”).



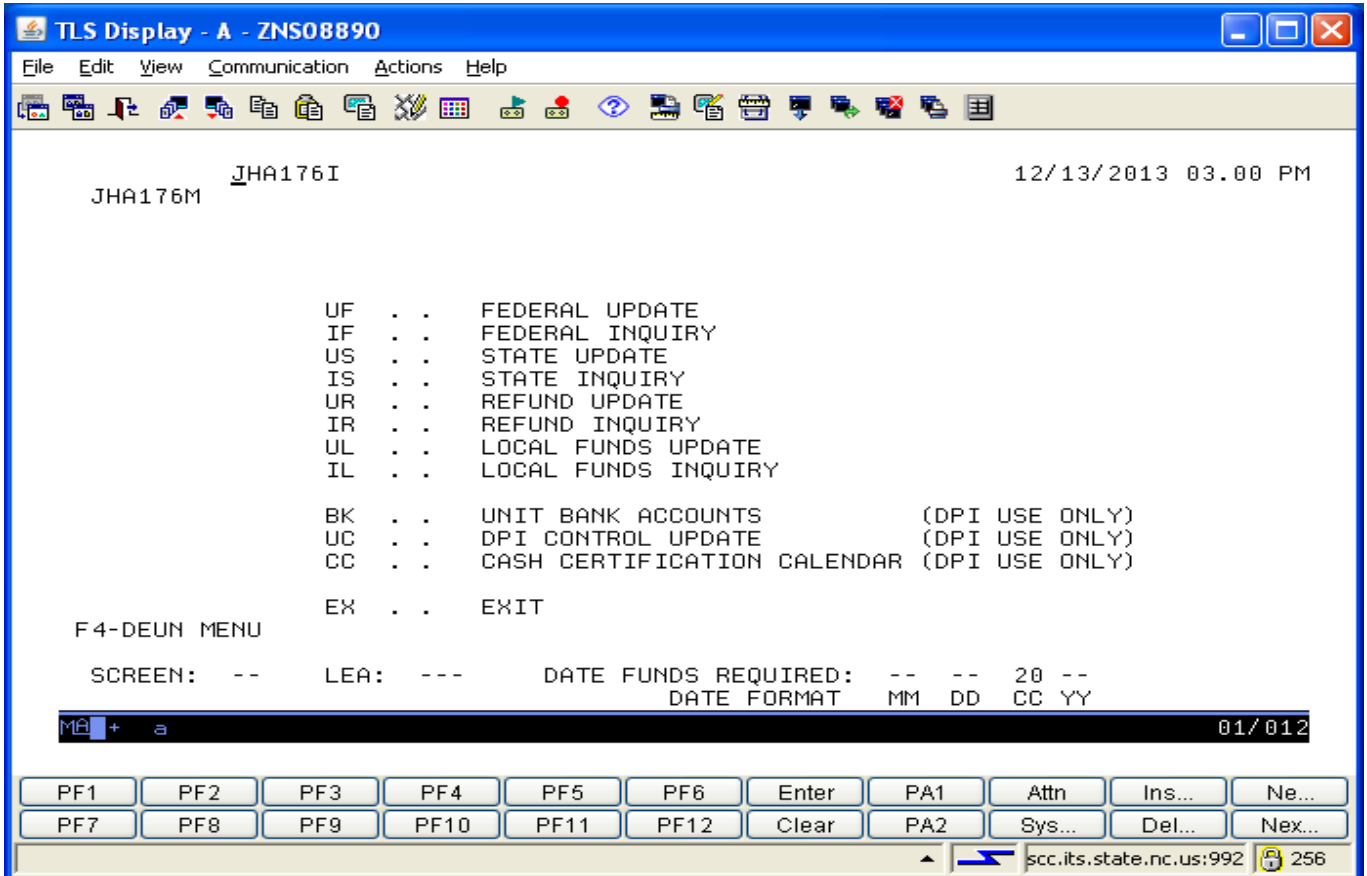
Cash Management Main Menu



From the CICS Main Menu type “CM” in the option field and press “Enter” to update and inquire for **State funds, Federal funds and Indian Gaming funds.**



Cash Management Main Menu and Screen Options



The above screen is the main menu in the Cash Management System. The screen options or fund request type descriptions are listed in the center of the menu.

On the bottom of the screen you must type the following data to request or inquire for funds:

- The **Screen Option** or type as listed on the menu (“US” to request State Funds and “IS to inquire on State Funds, etc.)
- Your **LEA** number
- Date Funds Required or Funds Requirement Date (**FRD**) for the request



Requesting State Funds

```
JHA176I                                05/03/2018 04.54 PM
JHA176M                                DEPARTMENT OF PUBLIC INSTRUCTION
                                           CASH MANAGEMENT MAIN MENU

SCREEN      DESCRIPTION
-----
UF . .     FEDERAL UPDATE
IF . .     FEDERAL INQUIRY
US . .     STATE UPDATE
IS . .     STATE INQUIRY
UR . .     REFUND UPDATE
IR . .     REFUND INQUIRY
UL . .     LOCAL FUNDS UPDATE
IL . .     LOCAL FUNDS INQUIRY

BK . .     UNIT BANK ACCOUNTS          (DPI USE ONLY)
UC . .     DPI CONTROL UPDATE          (DPI USE ONLY)
CC . .     CASH CERTIFICATION CALENDAR (DPI USE ONLY)

EX . .     EXIT

F4-DEUN MENU

SCREEN:  us   LEA:  01c   DATE FUNDS REQUIRED:  05 09 20 18
                                           DATE FORMAT  MM DD CC YY
```

To request State Funds the items at the bottom of the screen must be completed as follows:

- Type the “US” (State Update) as the **Screen** type
- Type your 3 - digit **Charter School** Number
- Type the date the funds are needed or the The Funds Requirement Date (**FRD**) as outlined on the cash calendar

When you have typed in the above information at the bottom of the screen, press “**Enter**” to go to the screen for requesting the certification of State funds.



Requesting State Funds

```
JHA1881              REQUEST FOR CERTIFICATION    05/03/2018 02:57:59 PM
                    CHARTER SCHOOL STATE FUNDS UPDATE

UNIT NO: 01C  UNIT NAME: CLOVER GARDEN SCHOOL   REQUIRE DATE: 05/09/2018

   PRC  PAY AMOUNTS  SGN  GEN AMOUNTS  SGN
036    36,000----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR

TOTALS:
INDIAN GAMING REVENUE:
----- DR          UPDATE(Y):
```

Enter the requested amount by PRC and press “enter”

```
JHA1881              REQUEST FOR CERTIFICATION    05/03/2018 03:10:57 PM
                    CHARTER SCHOOL STATE FUNDS UPDATE

UNIT NO: 01C  UNIT NAME: CLOVER GARDEN SCHOOL   REQUIRE DATE: 05/09/2018

   PRC  PAY AMOUNTS  SGN  GEN AMOUNTS  SGN
036    36,000.00 DR          .00 DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
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----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR

TOTALS:          36,000.00 DR          .00 DR
INDIAN GAMING REVENUE:
----- DR          UPDATE(Y): Y
TO UPDATE: SET UPDATE FLAG TO Y AND PRESS PF3
F3-UPDATE  F4-MENU/CANCEL  F7-BACKWARD  F8-FORWARD
```

To update: Set update flag to “Y “ and Press the “F3” key to update. Screen must display the “Update Successful” message before request can be processed.

```
JHA1881              REQUEST FOR CERTIFICATION    05/03/2018 03:16:01 PM
                    CHARTER SCHOOL STATE FUNDS UPDATE

UNIT NO: 01C  UNIT NAME: CLOVER GARDEN SCHOOL   REQUIRE DATE: 05/09/2018

   PRC  PAY AMOUNTS  SGN  GEN AMOUNTS  SGN
036    36,000.00 DR          .00 DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
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----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR
----- DR  ----- DR

TOTALS:          36,000.00 DR          .00 DR
INDIAN GAMING REVENUE:
----- DR          UPDATE(Y): -

SUCCESSFUL UPDATE - PF4 FOR MENU
F3-UPDATE  F4-MENU/CANCEL  F7-BACKWARD  F8-FORWARD
```

Press the “F4” key to return to Cash Menu



Inquiry for State Funds

```

JHA176I                                05/03/2018 03.24 PM
JHA176M                                DEPARTMENT OF PUBLIC INSTRUCTION
                                           CASH MANAGEMENT MAIN MENU

SCREEN      DESCRIPTION
-----
UF . .     FEDERAL UPDATE
IF . .     FEDERAL INQUIRY
US . .     STATE UPDATE
IS . .     STATE INQUIRY
UR . .     REFUND UPDATE
IR . .     REFUND INQUIRY
UL . .     LOCAL FUNDS UPDATE
IL . .     LOCAL FUNDS INQUIRY

BK . .     UNIT BANK ACCOUNTS          (DPI USE ONLY)
UC . .     DPI CONTROL UPDATE          (DPI USE ONLY)
CC . .     CASH CERTIFICATION CALENDAR (DPI USE ONLY)

EX . .     EXIT

F4-DEUN MENU

SCREEN:  is  LEA:  01c  DATE FUNDS REQUIRED: 05 09 20 18
                                           DATE FORMAT  MM DD CC YY
    
```

To inquire on the update and/or approval of State Funds, type **“IS”** in the screen option field. Type your **Charter School** number and the **FRD** on which you are inquiring. Press **“Enter”** for inquiry results.

```

_JHA189I                                REQUEST FOR CERTIFICATION          05/03/2018 PAGE: 1
                                           CHARTER SCHOOL STATE FUNDS INQUIRY

UNIT: 01C      NAME: CLOVER GARDEN SCHOOL      FUNDS REQUIRED: 05/09/2018

PRC PROGRAM TITLE      REQUESTED AMOUNT      PAYROLL      GENERAL EXP
036 CHARTER SCHOOLS      36,000.00 DR          .00 DR

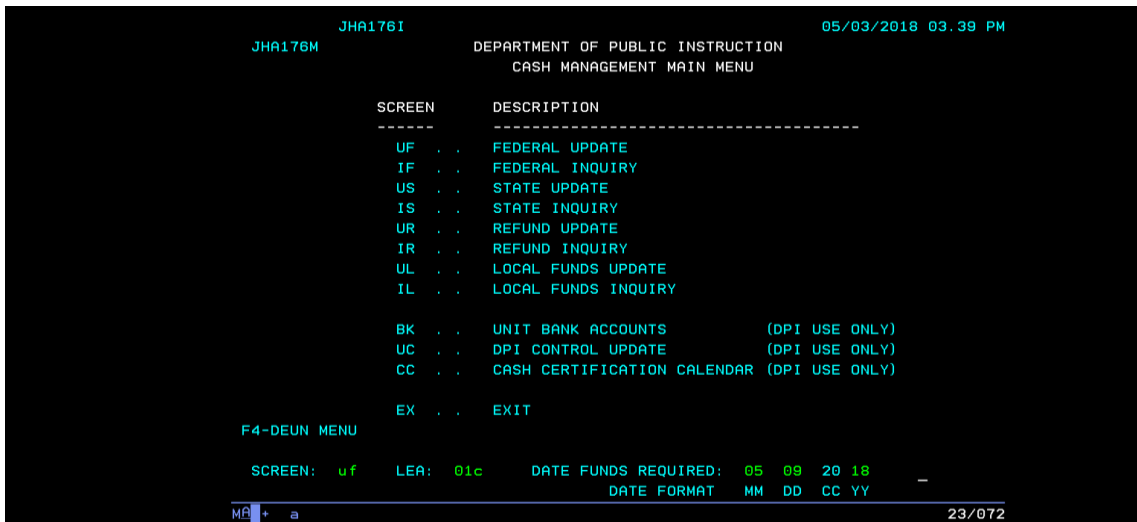
1 PRC CODE(S)      TOTALS:      36,000.00 DR          .00 CR

"ENTER" - EXIT
    
```

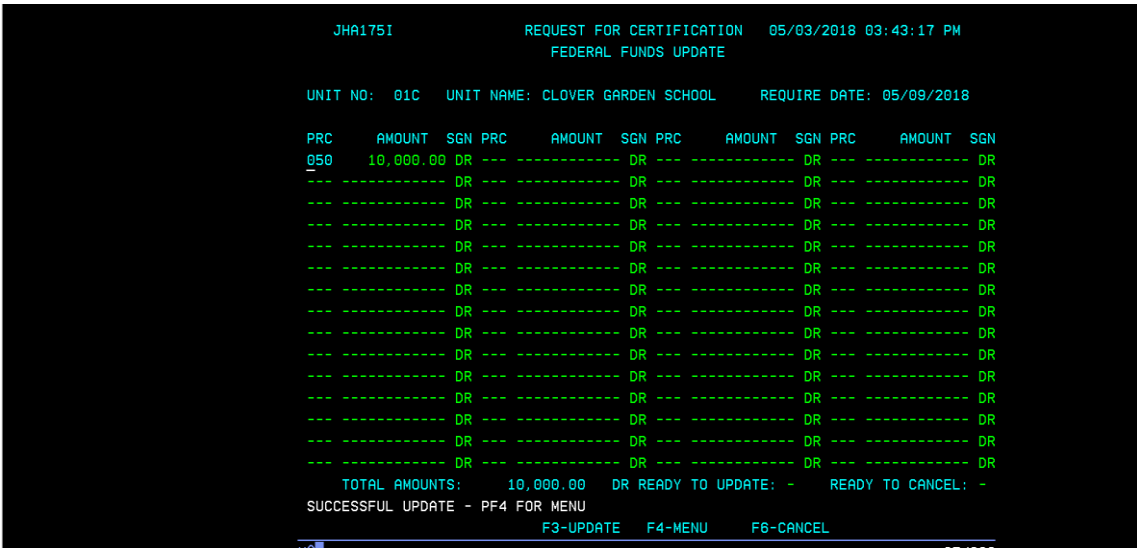
The screen above will show the approved amounts and the date the transactions were processed. This date should be the day the funds were deposited to your State Treasurer’s bank account. Press **“Enter”** to return to the menu.



Requesting Federal Funds



To request Federal Funds, type “UF” in the screen option field. Type your **Charter School** number and the appropriate **FRD** from the Cash Calendar. Press “Enter” for Federal Update Screen.



Enter the amounts of your federal funds request by PRC, set the “Ready to Update” flag to “Y”, and press the “F3” key to update your transactions. Screen must display “Successful Update” before requests can be processed. (Print copy of this page). Press “F4” to return to menu.



Federal Funds Inquiry

```
JHA176I                                05/03/2018 03.44 PM
JHA176M                                DEPARTMENT OF PUBLIC INSTRUCTION
                                           CASH MANAGEMENT MAIN MENU

SCREEN      DESCRIPTION
-----
UF . . .   FEDERAL UPDATE
IF . . .   FEDERAL INQUIRY
US . . .   STATE UPDATE
IS . . .   STATE INQUIRY
UR . . .   REFUND UPDATE
IR . . .   REFUND INQUIRY
UL . . .   LOCAL FUNDS UPDATE
IL . . .   LOCAL FUNDS INQUIRY

BK . . .   UNIT BANK ACCOUNTS      (DPI USE ONLY)
UC . . .   DPI CONTROL UPDATE      (DPI USE ONLY)
CC . . .   CASH CERTIFICATION CALENDAR (DPI USE ONLY)

EX . . .   EXIT

F4-DEUN MENU

SCREEN:  if  LEA:  01c  DATE FUNDS REQUIRED:  05  09  20  18
                                           DATE FORMAT  MM  DD  CC  YY
```

To inquire on Federal funds, type “IF” in the screen option field. Type your **Charter School** number and the **FRD** on which you are inquiring. Press “Enter” for inquiry

```
JHA177I                                05/03/2018 PAGE:  1
REQUEST FOR CERTIFICATION
FEDERAL FUNDS INQUIRY
APPROVED DATE:
UNIT: 01C  NAME: CLOVER GARDEN SCHOOL  FUNDS REQUIRED: 05/09/2018

PRC  PROGRAM TITLE      REQUEST AMOUNT  APPROVED AMOUNT
050  IASA TITLE 1 - LEA BASIC EDUCA  10,000.00 DR   0.00 DR

1 RECORDS          TOTALS:  10,000.00  DR   .00  CR
"ENTER"-EXIT  F5-FIRST  F6-LAST  F7-PREV  F8-NEXT
```

Press “Enter” to return to the menu.



Emergency Cash, Inclement Weather Policy, and Statewide Cash Emergencies

We no longer prepare Emergency Cash Requests for State or Federal funds.

Should there be **inclement weather**, NCDPI can still submit your State requests to the Office of the State Controller. However, should you not receive your funds due to inclement weather in Raleigh, you will not be penalized should your account overdraw. Generally, the Office of the State Controller and the Office of the State Treasurer will cover funds for payroll unless there is a statewide cash emergency. In this case, your finance officer would be notified of the situation. Federal funds can not be processed when state offices are closed due to the inaccessibility of federal draw down reports.

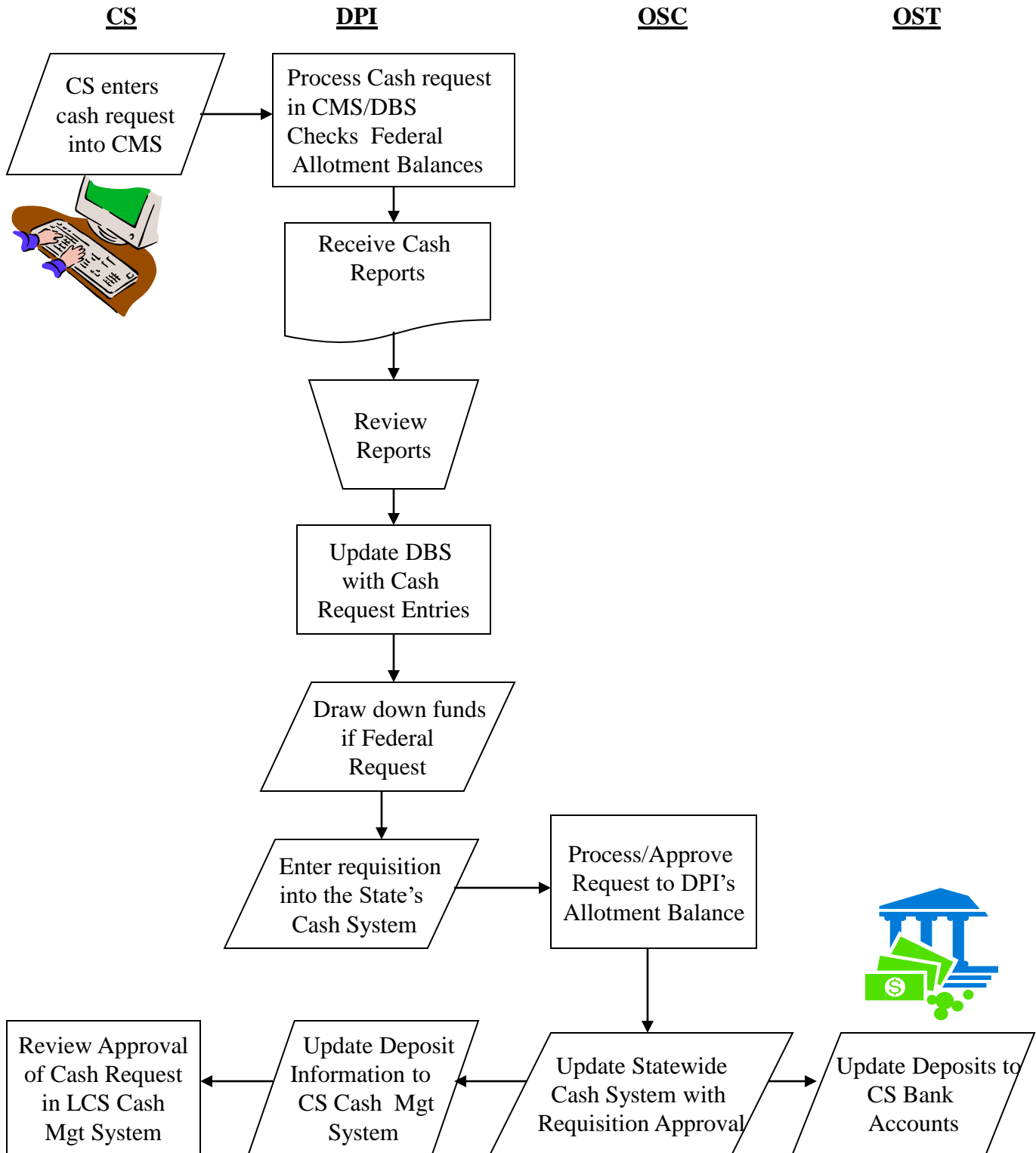
When there is a **statewide cash emergency**, your State cash request may not be processed a day in advance of the Funds Requirement Date (FRD). The State Controller may request that we submit funds needed for payroll only. If this were the case, the Controller's Office will usually approve the general expense funds on the actual funds requirement date (FRD). Your Finance Officer will be notified of any directives from the State Controller's Office. Remember, checks should not be released until deposit notification or approval is updated to the Cash Management System or the Core Banking System.

If you experience **system problems**, please try to access the system at a later time during the day. If the system is not operational by 2:00 pm, you may call one of the contact persons listed above to inquire on the status of the system at DPI. If the system is functional at DPI, we will enter your request for you.



Charter School (CS) Request and Deposit of Funds

Flow Chart





Cash Management Guidelines for Federal PRCs that “End”

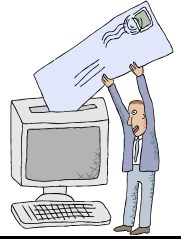
Considerations for Federal PRCs that End:

- Check the Cash Calendar for the last day to request federal funds prior to the PRC ending date.
- Determine the cash needed to cover payment of obligations and request funds prior to the PRC ending date. Funds **must** be requested by the last FRD and **must** be drawn down prior to the PRC ending date.
 - Since the date that most PRCs end is December 31st, LEAs should request all funds for PRCs that are ending before leaving for the holidays
 - Amounts requested for closed PRCs should be reviewed after the prior month’s “Zero-Out” has posted (i.e. November’s Zero-Out in December)
- Zero-Out amounts for the month in which the PRC ends will not be processed until the following month. (i.e. December zero-out in January). Funds, needed as a result of a zero-out for the month in which the PRC ends, **can not** be drawn down the following month.
- DPI **can not** draw down federal funds after the PRC ending date. If the state agency can provide a valid explanation for an adjustment, USDOE may consider reopening the grant/PRC for a limited amount of time. It could take up to 90 days to reopen a grant for adjustments.





Cash Management Contacts



Who to Call or Email

<u>Service</u>	<u>Contact Name</u>	<u>Phone Number</u>	<u>Email Address</u>
Bank Account Information	Denise Jackson	984-236-2122	<u>denise.jackson@dpi.nc.gov</u>
Zero-Out	Roxane Bernard	984-236-2460	<u>roxane.bernard@dpi.nc.gov</u>
Cash Calendar	Ed Stone Candace Watkins	984-236-2356 984-236-2355	<u>ed.stone@dpi.nc.gov</u> <u>candace.watkins@dpi.nc.gov</u>
Bank Account Maintenance	Ed Stone	984-236-2356	<u>ed.stone@dpi.nc.gov</u>
Federal Cash Concerns	Ed Stone Candace Watkins Manisha Pardeshi	984-236-2356 984-236-2355 984-236-2357	<u>ed.stone@dpi.nc.gov</u> <u>candace.watkins@dpi.nc.gov</u> <u>manisha.pardeshi@dpi.nc.gov</u>
Request for Security Access to System	System Accounting		<u>systems_accounting@dpi.nc.gov</u>
System Problems and Security Revocation	DPI Help Desk	919-716-1840	