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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)
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”
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
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”).
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
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

Enter the requested amount by PRC and press “enter”

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.

Press the “F4” key to return to Cash Menu
Inquiry for State Funds

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.

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.
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.
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.
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 overdraft. 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

CS enters cash request into CMS

Process Cash request in CMS/DBS
Checks Federal Allotment Balances

Receive Cash Reports

Review Reports

Update DBS with Cash Request Entries

Draw down funds if Federal Request

Enter requisition into the State’s Cash System

Process/Approve Request to DPI’s Allotment Balance

Review Approval of Cash Request in LCS Cash Mgt System

Update Deposit Information to CS Cash Mgt System

Update Statewide Cash System with Requisition Approval

Update Deposits to CS Bank Accounts
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

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