

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



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CASH MANAGEMENT SYSTEM
USER GUIDE
For
LEAs**



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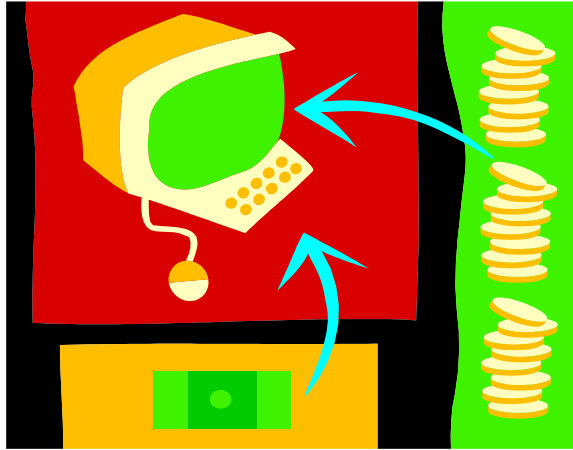
North Carolina Department of Public Instruction
Cash Management User Guide
For
LEAs
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Attachments



What the Cash Management System Gives You



The Cash Management System:

- Gives you the ability to request State Funds, Federal Funds, School Tech Funds, Indian Gaming Funds and the ability to request a Local Funds transfer
- 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)
- Gives you inquiry access to view the automated refunds (“BUD” adjustments) processed and the amount of funds deducted from your local, state or federal accounts to cover these refunds



SYSTEM SECURITY



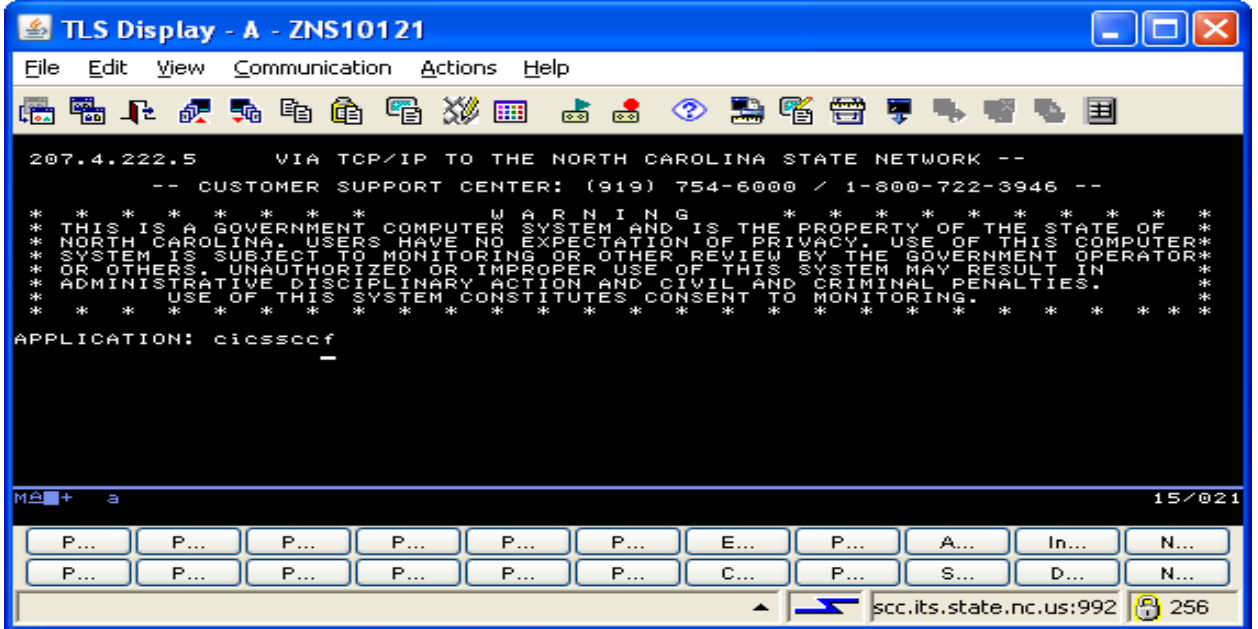
To use the Cash Management System, each school must have an individual with security to access the system. If you need to request security for a new user or delete or change security information for an existing user, you must complete the **CICS Application Access Maintenance Form** (CICS02CM) (*Attachment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

When form is completed:

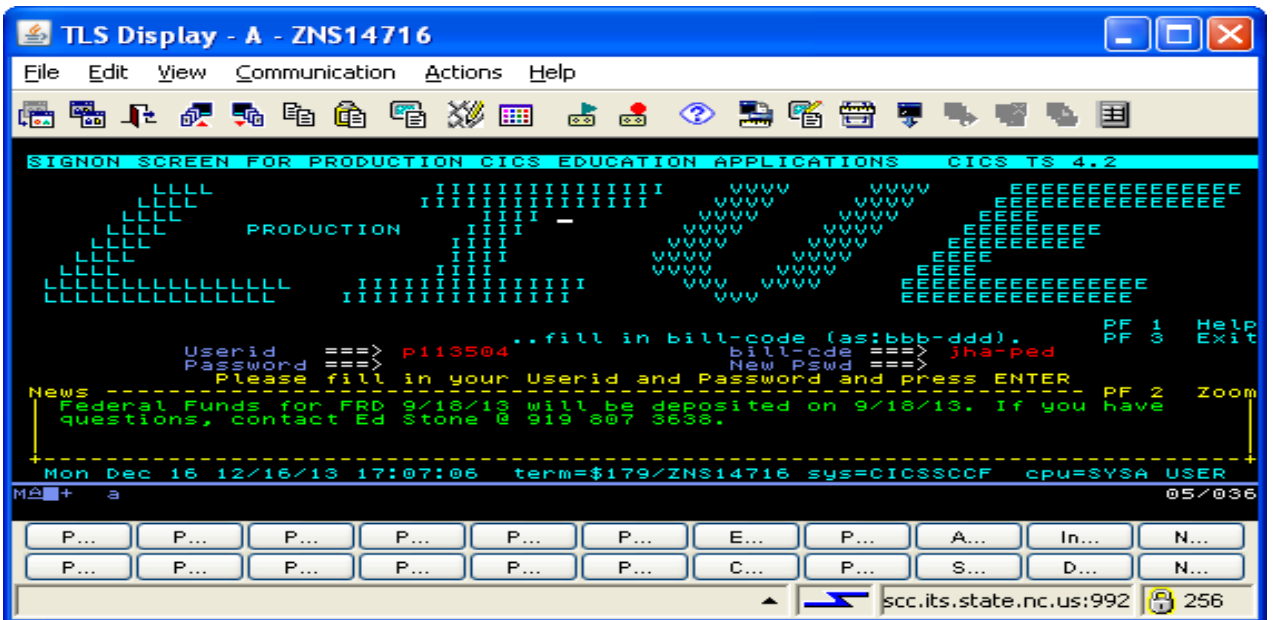
1. Ensure form is approved/signed by your site security officer
2. Send completed/signed form to the Cash Management Section at DPI
3. Security should be established within 5 working days of receipt of request at DPI



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.

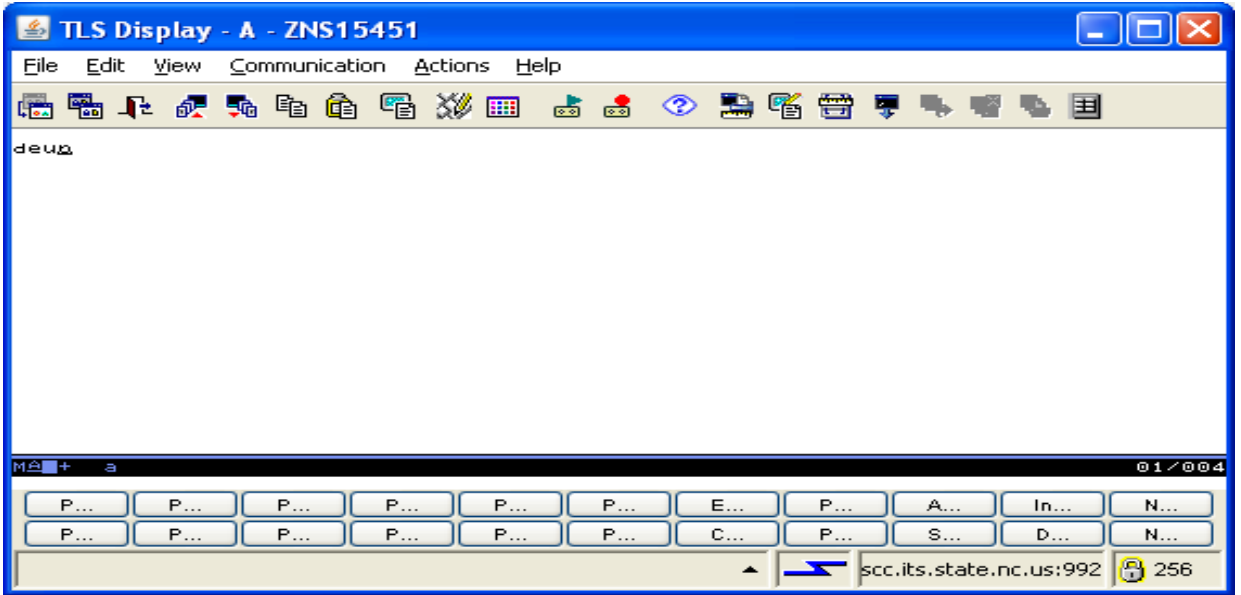


On the LIVE production screen, fill in the following fields:

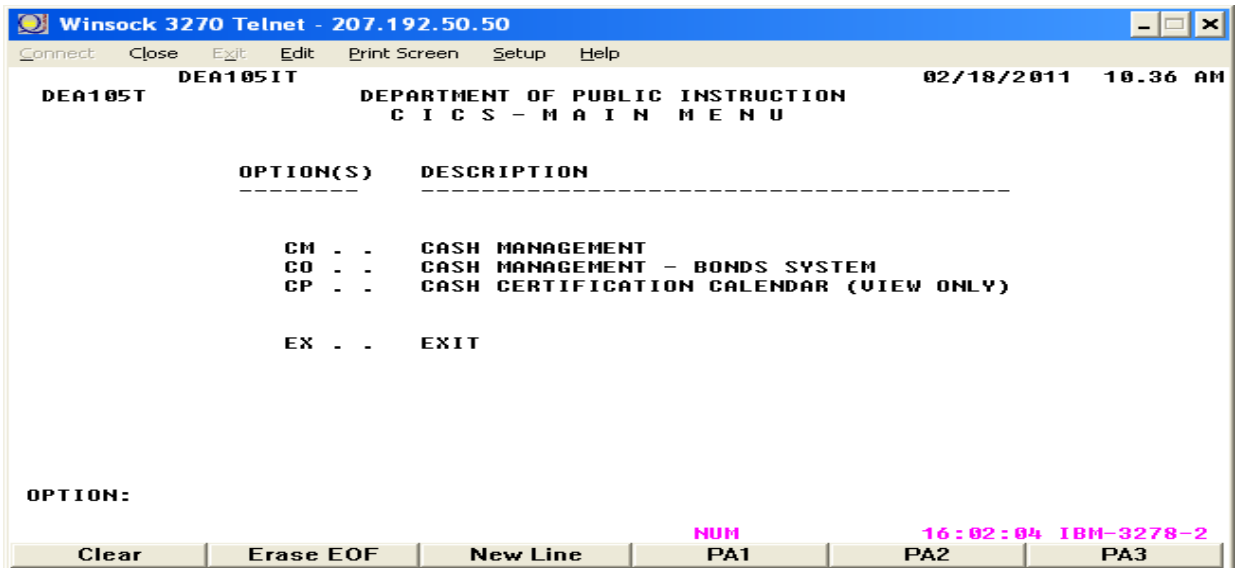
- The Userid
- Bill Code
- Password and then press “Enter”



Cash Management System Access and Main Menu



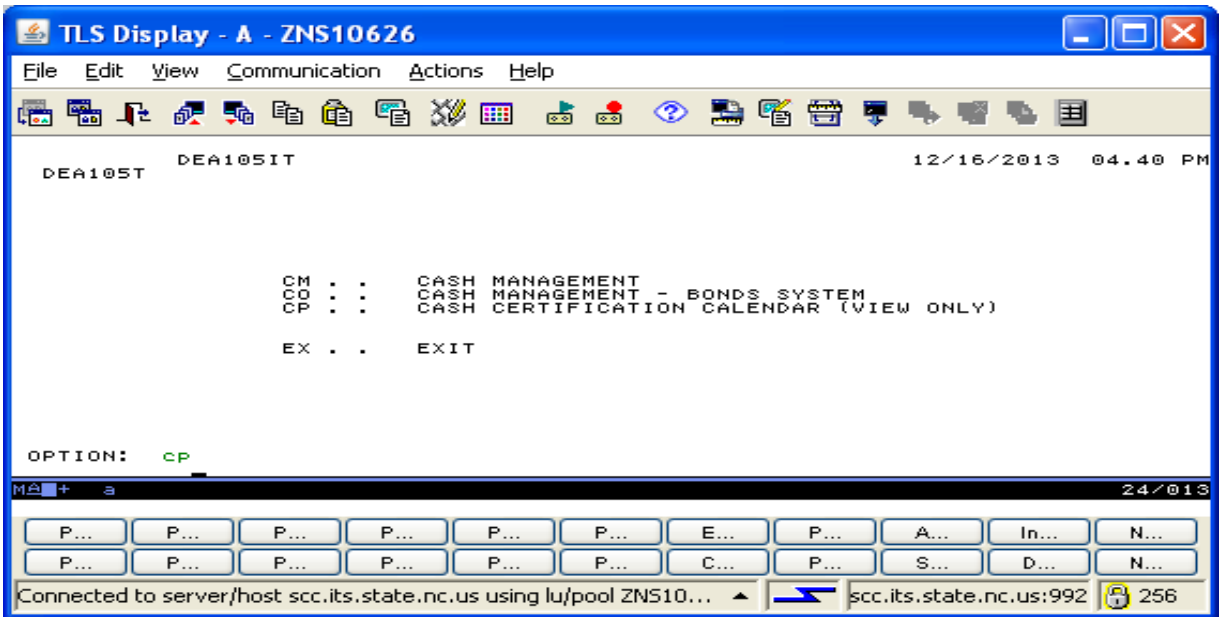
To access the Cash Management System type “**deun**” on the blank screen where you would normally type ‘MSAS’ to access general ledger. Press “**ENTER**” to get to the CICS Main Menu.



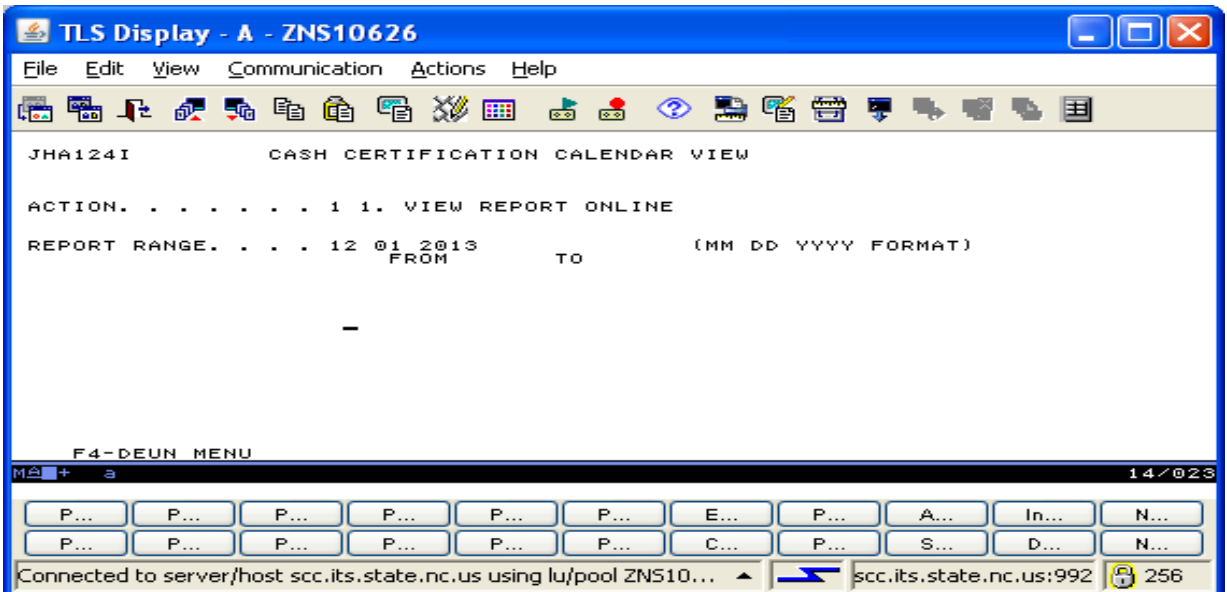
- Type “**CM**” in the option field for the requesting and inquiry of State funds, Federal funds, School Technology funds, Local funds transfers, and “**BUD**” Refunds
- Type “**CP**” in the option field to view the Cash Calendar Funds Requirement Dates. The calendar outlines the last day funds can be 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 FROM 12/01/2013 TO 12/31/2013 PAGE: 001

REQUEST DATE (FRD)	LOCAL	FUNDS	STATE	CUTOFF DATE(S)	FEDERAL	BONDS
12 02 2013	11 26 2013		11 25 2013			
12 03 2013	11 27 2013		11 26 2013			
12 04 2013	12 02 2013		11 27 2013			
12 05 2013	12 03 2013		12 02 2013			
12 06 2013	12 04 2013		12 03 2013		12 02 2013	
12 09 2013	12 05 2013		12 04 2013		12 03 2013	
12 10 2013	12 06 2013		12 05 2013		12 04 2013	
12 11 2013	12 09 2013		12 06 2013		12 05 2013	
12 12 2013	12 10 2013		12 09 2013		12 06 2013	
12 13 2013	12 11 2013		12 10 2013		12 09 2013	
12 16 2013	12 12 2013		12 11 2013		12 10 2013	
12 17 2013	12 13 2013		12 12 2013		12 11 2013	
12 18 2013	12 16 2013		12 13 2013		12 12 2013	
12 19 2013	12 17 2013		12 16 2013		12 13 2013	
12 20 2013	12 18 2013		12 17 2013		12 16 2013	
12 23 2013	12 19 2013		12 18 2013		12 17 2013	

"ENTER"-EXIT/CANCEL F5-FIRST F6-LAST F7-PREV F8-NEXT

02/019

Connected to server/host scc.its.state.nc.us using lu/pool ZNS10... scc.its.state.nc.us:992 256

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.
- Local funds for the local funds transfer are requested two (2) days prior to the FRD.
- Automated refunds are assigned the same FRD as for Local funds. This means they are processed two (2) days prior to the date of deposit/withdrawal.
- 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.

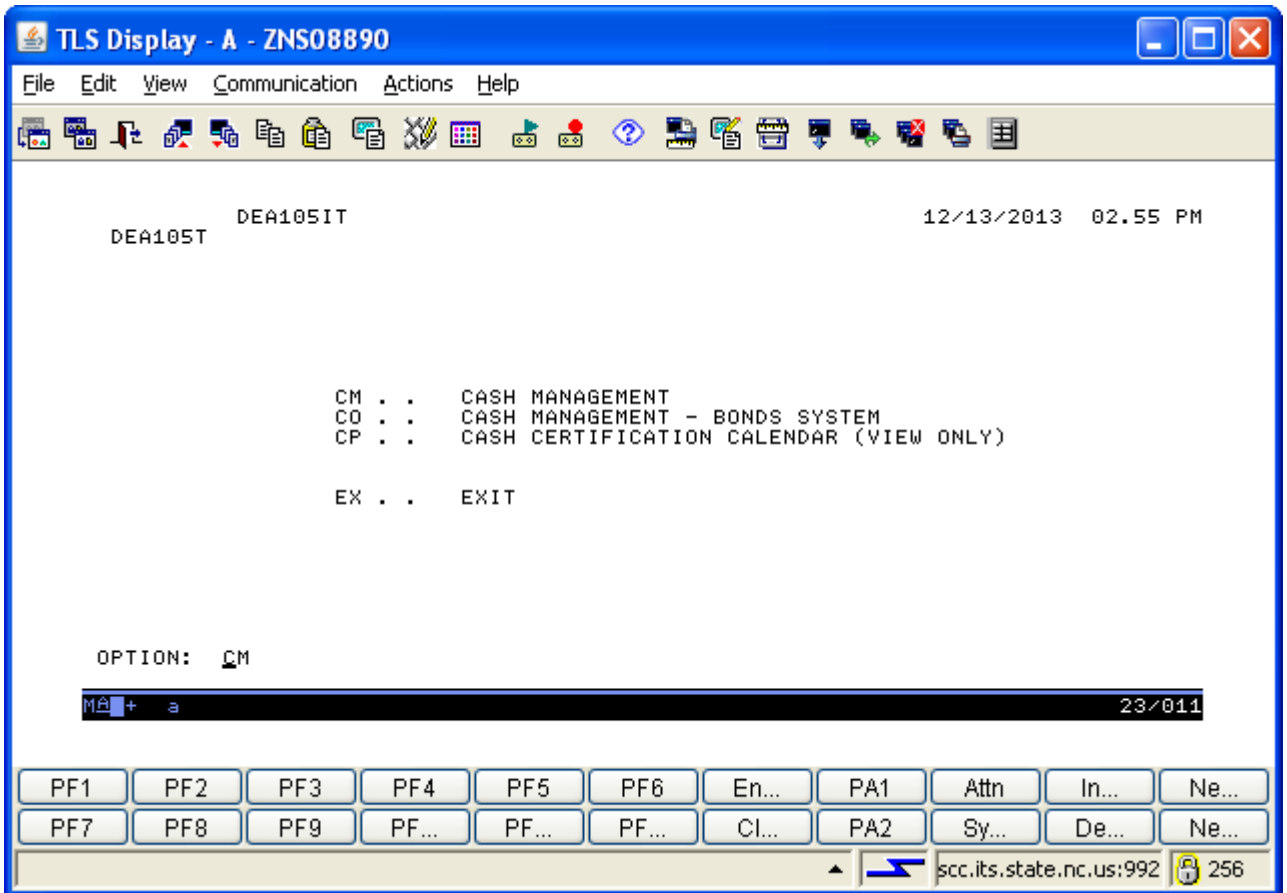
4. An inquiry of the automated refund screen should be done daily to see what funds are being drawn down from your accounts to cover any refunds processed. It is the LEA’s responsibility to maintain sufficient account balances to cover these refunds.

5. 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.

6. 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”).



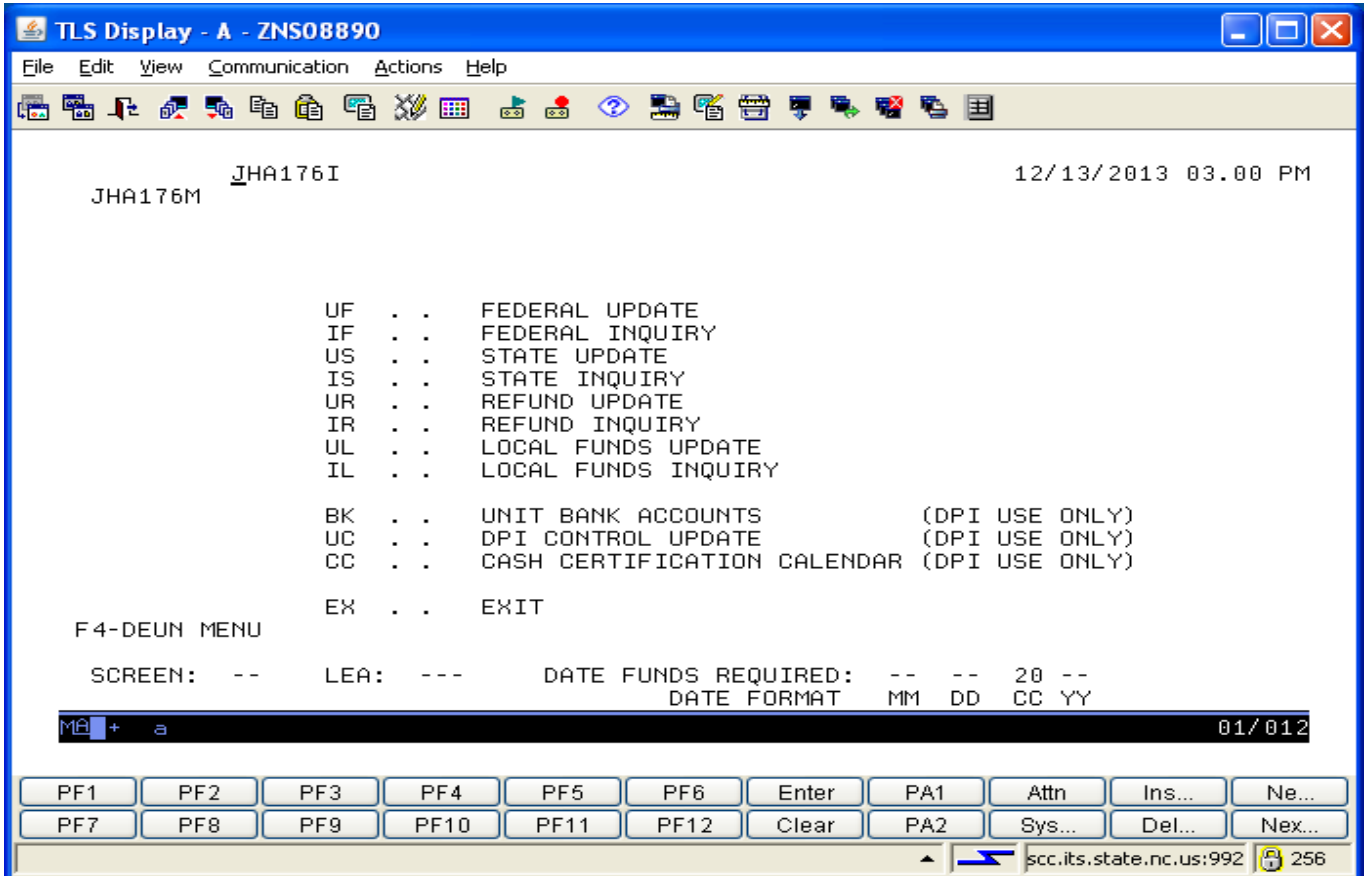
Requesting Funds



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



Cash Management Main Menu and Screen Options



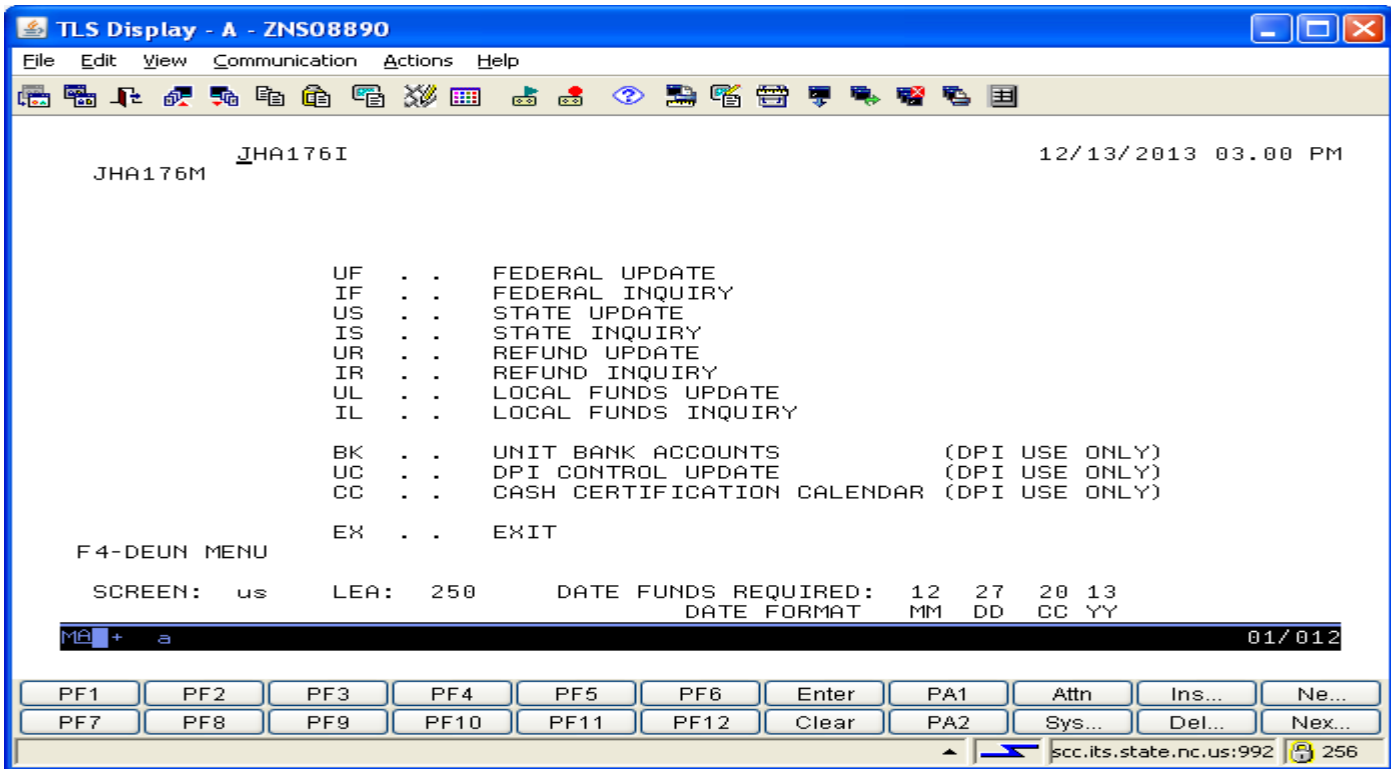
The above screen is the main menu in the Cash Management System. The screen options or fund request type descriptions are listed in the center of the menu.

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, School Technology, & Indian Gaming Funds



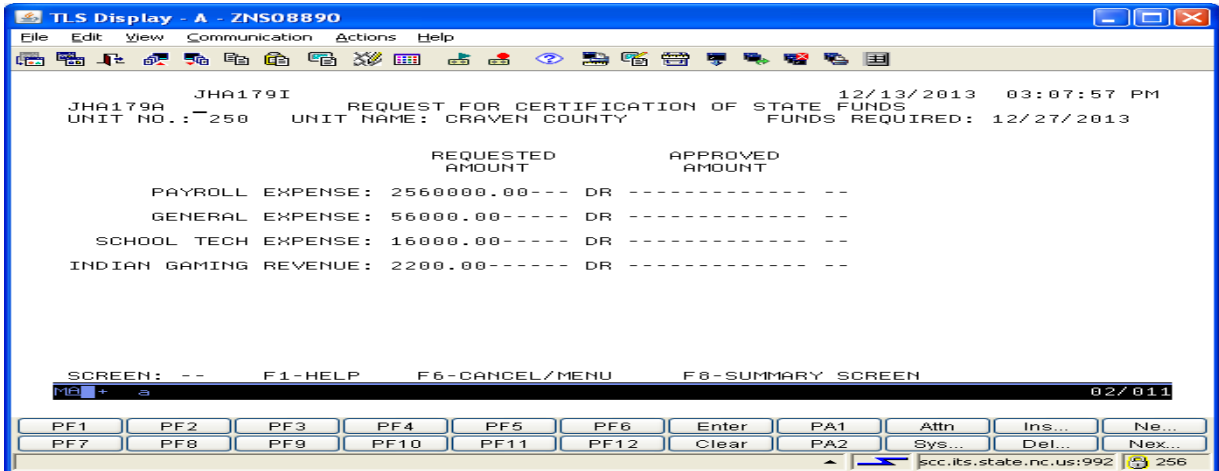
To request State Funds and School Technology Funds the items at the bottom of the screen must be completed as follows:

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

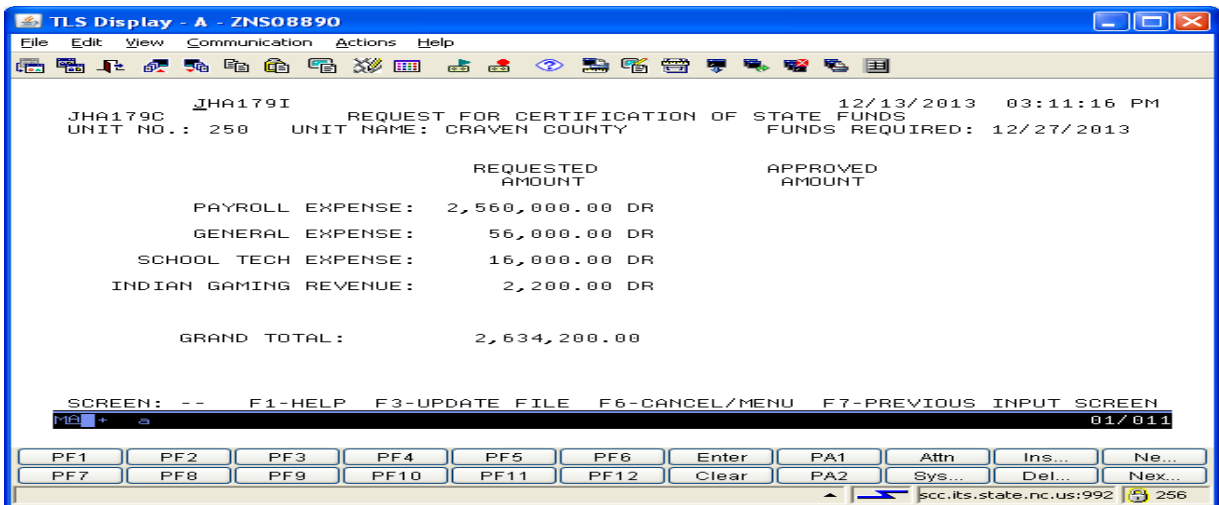
When you have typed in the above information at the bottom of the screen, press “**Enter**” to go to the screen for requesting the certification of State funds.



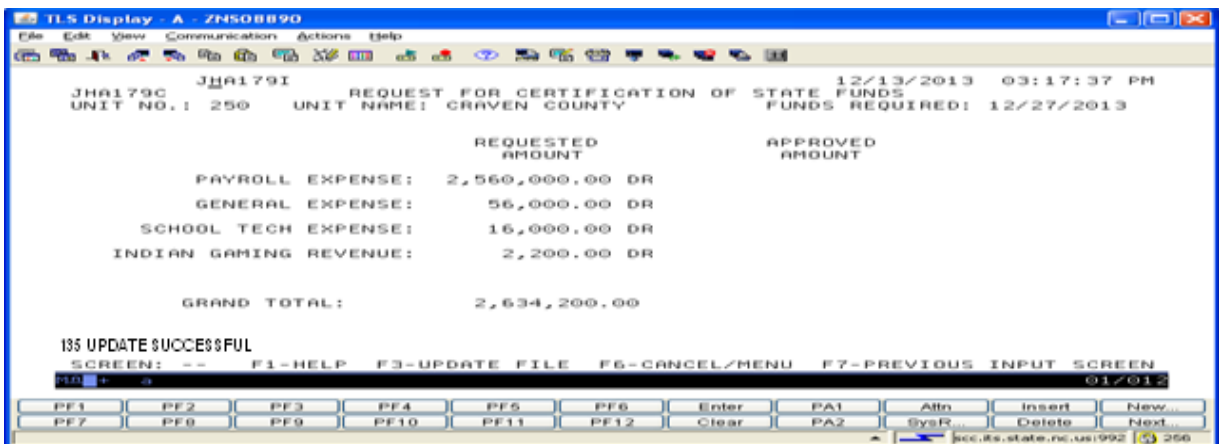
Requesting State , School Technology, & Indian Gaming Funds



Enter the requested amount by expense type and press the “F8” Key.



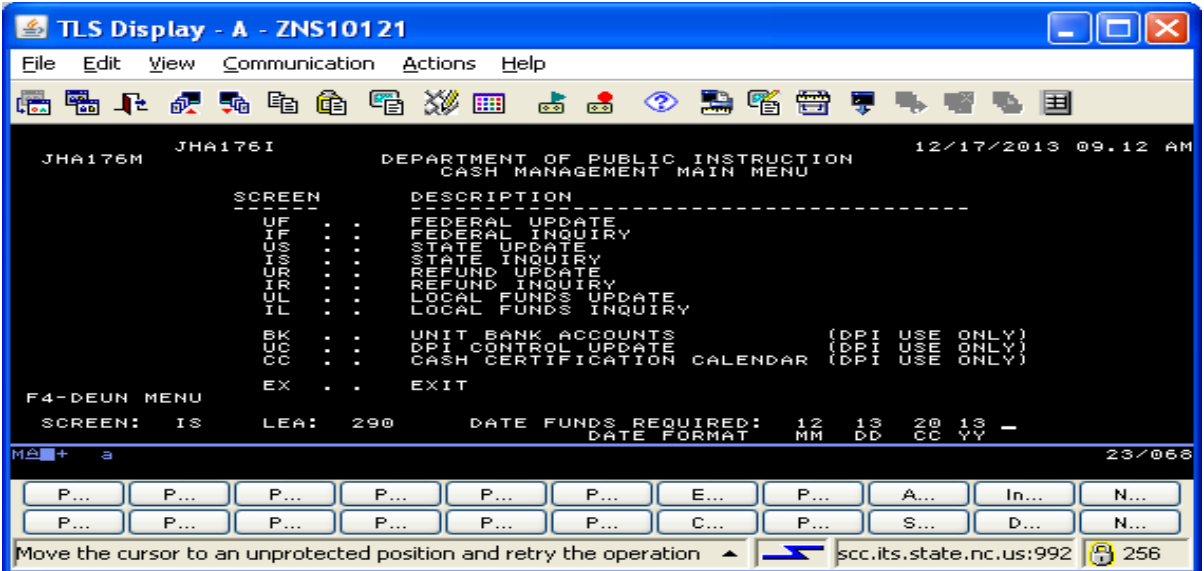
Press the “F3” key to update. Screen must display the “Update Successful” message before request can be processed.



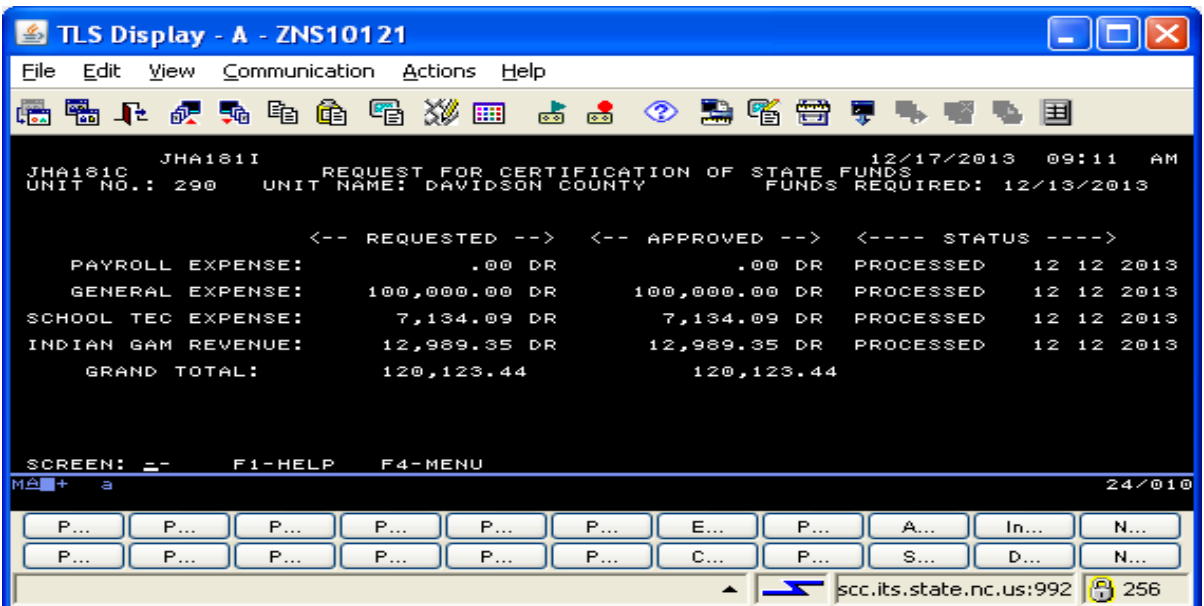
Press the “F6” key to return to Cash Menu



Inquiry for State, School Technology, & Indian Gaming Funds



To inquire on the update and/or approval of State Funds, type “IS” in the screen option field. Type your **LEA** 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 the “F4” key to return to the menu.



Requesting Federal Funds

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA176I DEPARTMENT OF PUBLIC INSTRUCTION 01/24/2002 04.17 PM
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

UC . . DPI CONTROL UPDATE (DPI USE ONLY)
CC . . CASH CERTIFICATION CALENDAR (DPI USE ONLY)

F4-DEUN MENU EX . . EXIT

SCREEN: UF LEA: 410 DATE FUNDS REQUIRED: 01 25 20 02
DATE FORMAT MM DD CC YY
NUM 16:17:52 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

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

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA175I REQUEST FOR CERTIFICATION 01/24/2002 04:21:42 PM
FEDERAL FUNDS UPDATE

UNIT NO: 410 UNIT NAME: GUILFORD COUNTY REQUIRE DATE: 01/25/2002

PRC AMOUNT SGN PRC AMOUNT SGN PRC AMOUNT SGN PRC AMOUNT SGN
048 1,174.50 DR 050 12,242.57 DR 059 8,396.68 DR 060 7,312.50 DR
067 55.00 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 --- --- DR --- --- DR
--- --- DR --- --- DR --- --- DR --- --- DR --- --- DR
--- --- DR --- --- DR --- --- DR --- --- DR --- --- DR
TOTAL AMOUNTS: 29,181.25 DR READY TO UPDATE: Y READY TO CANCEL: █
SUCCESSFUL UPDATE - PF4 FOR MENU
F3-UPDATE F4-MENU F6-CANCEL
NUM 16:22:18 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

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. Press “F4” to return to menu.



Federal Funds Inquiry

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA176I DEPARTMENT OF PUBLIC INSTRUCTION 01/24/2002 04.43 PM
JHA176T 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

UC . . DPI CONTROL UPDATE (DPI USE ONLY)
CC . . CASH CERTIFICATION CALENDAR (DPI USE ONLY)

EX . . EXIT

F4-DEUN MENU

SCREEN: IF LEA: 410 DATE FUNDS REQUIRED: 01 25 20 02
DATE FORMAT MM DD CC YY
NUM 16:43:48 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

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

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA177I REQUEST FOR CERTIFICATION 01/25/2002 PAGE: 1
FEDERAL FUNDS INQUIRY
UNIT: 410 NAME: GUILFORD COUNTY APPROVED DATE: 01/24/2002
FUNDS REQUIRED: 01/25/2002

PRC PROGRAM TITLE REQUEST AMOUNT APPROVED AMOUNT
048 SAFE & DRUG FREE SCHOOLS 1,174.50 DR 1,174.50 DR
050 IASA TITLE 1 - LEA BASIC EDUCA 12,242.57 DR 12,242.57 DR
059 ESEA TITLE VI - FORMULA GRANT 8,396.68 DR 8,396.68 DR
060 IDEA - VI B - HANDICAPPED 7,312.50 DR 7,312.50 DR
067 EISENHOWER PROFESSIONAL DEVEL 55.00 DR 55.00 DR

5 RECORDS TOTALS: 29,181.25 DR 29,181.25 DR
"ENTER"-EXIT F5-FIRST F6-LAST F7-PREV F8-NEXT
NUM 08:57:00 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

Funds requested should equal funds approved with the following exceptions:

- The PRC has a zero authority to draw balance
- The PRC authority to draw balance partially covers the request
- The PRC or Grant is Closed

Press **“Enter”** to return to the menu.



Local Funds Transfer Requests/Inquiry

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA176I JHA176I DEPARTMENT OF PUBLIC INSTRUCTION 02/05/2002 10.11 AM
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

UC . . . DPI CONTROL UPDATE (DPI USE ONLY)
CC . . . CASH CERTIFICATION CALENDAR (DPI USE ONLY)
EX . . . EXIT

F4-DEUN MENU
SCREEN: UL LEA: 821 DATE FUNDS REQUIRED: 02 06 20 02
DATE FORMAT MM DD CC YY
NUM 10:11:21 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

To request a local fund transfers type “UL” in the screen option field. Type your LEA number and the applicable local funds FRD from the Cash Calendar. Press the “Enter” key to request transfer.

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA169I JHA169I REQUEST FOR LOCAL FUND TRANSFER 02/05/2002 10:06:00 AM
UNIT NO.: 821 UNIT NAME: CLINTON CITY FUNDS REQUIRED: 02/06/2002

REQUESTED APPROVED
TRANSFER TRANSFER
AMOUNT AMOUNT

PAYROLL EXPENSE: 414.78 DR -----
GENERAL EXPENSE: 373.14 DR -----

SCREEN: -- F1-HELP F8-SUMMARY SCREEN
NUM 10:06:31 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

Enter the Local transfer amount for payroll and/or general expenses. Press “F8” for summary and then “F3” for update . Press the “F4” key for menu.

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA161I JHA161I REQUEST FOR LOCAL FUND TRANSFER 02/28/2002 12:20 PM
UNIT NO.: 821 UNIT NAME: CLINTON CITY FUNDS REQUIRED: 02/06/2002

<--- REQUESTED ---> <--- APPROVED ---> <----- STATUS ----->
PAYROLL EXPENSE: 414.78 DR 414.78 DR PROCESSED 02 06 2002
GENERAL EXPENSE: 373.14 DR 373.14 DR PROCESSED 02 06 2002

GRAND TOTAL: 787.92 787.92

SCREEN: -- F1-HELP F4-MENU
NUM 12:25:48 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
    
```

Select the “IL” screen option from the Cash Management Main Menu for local funds inquiry. Enter your LEA number and the FRD. When the local funds have been transferred the amounts will appear under the approved column and will display a status of “Processed”.



Refund Inquiry

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA176T JHA176I DEPARTMENT OF PUBLIC INSTRUCTION 01/25/2002 10.09 AM
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

UC . . DPI CONTROL UPDATE (DPI USE ONLY)
CC . . CASH CERTIFICATION CALENDAR (DPI USE ONLY)

EX . . EXIT

F4-DEUN MENU

SCREEN: IR LEA: 310 DATE FUNDS REQUIRED: 12 18 20 01
DATE FORMAT MM DD CC YY
NUM 10:16:27 IBM-3278-2
    
```

Type "IR" in the screen option field. Type your LEA number and the FRD. Press "Enter" for inquiry results.

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA152I/JHA152A INQUIRY OF REFUNDED AMOUNTS 01/25/2002 10:18:27 AM

UNIT NO: 310 UNIT NAME: DUPLIN COUNTY REQUIRE DATE: 12 18 2001
STATUS: PROCESSED PROCESS DATE: 12/18/2001
STATE REFUND: 16,239.66 DR LOCAL REFUND: 19,520.35 CR
PENALTY: .00
MAJOR REPL: 692.78 DR TORT INS COST: 61.94 DR
PRIOR YEAR: .00
FEDERAL REFUND (DISTRIBUTED BY PRC BELOW)
PRC AMOUNT SGN PRC AMOUNT SGN PRC AMOUNT SGN
085 2,525.97 DR

TOTAL FED CREDITS- .00 TOTAL FED DEBITS- 2,525.97
TOTAL CREDITS- 19,520.35 TOTAL DEBITS- 19,520.35
MESSAGES: ENTER UNIT NBR AND DATE FOR ANOTHER SELECTION
F4-MENU F6-BATCHED DETAIL
NUM 10:18:47 IBM-3278-2
    
```

The above automated refund screen indicates that \$19,520.35 will be deducted from local funds to cover a state refund of \$16,239.66 and a federal refund of \$2,525.97 for PRC 085, as well as a refund of \$692.78 for major replacement and \$61.94 for tort insurance. The LEA should ensure that funds are in the proper bank accounts to cover refund transactions.

```

Winsock 3270 Telnet - 207.192.50.50
Connect Close Exit Edit Print Screen Setup Help
JHA151I/JHA151A INQUIRY OF REFUNDED AMOUNTS 01/25/2002 11:06:46 AM

UNIT NO: 310 UNIT NAME: DUPLIN COUNTY REQUIRE DATE: 12/18/2001
BATCH TRAN STATUS: PROCESSED PROCESS DATE: 12/18/2001
NBR TYPE STATE AMOUNT FEDERAL AMOUNT LOCAL AMOUNT OTHER AMOUNT
074 REF 7,634.85 .00 7,634.85 .00
075 REF 2,741.79 .00 2,741.79 .00
076 REF 5,252.58 5,252.58 .00 .00
077 REF 7,463.19 .00 7,463.19 .00
078 REF 5,177.79 5,177.79 .00 .00
079 REF .00 5,071.03 5,071.03 .00
080 REF 2,661.66 .00 2,661.66 .00
082 REF 5,799.02 5,799.02 .00 .00
083 REF 16,694.59 .00 16,694.59 .00
084 REF 8,269.29 .00 .00 .00
085 REF 64.59 .00 64.59 .00
086 TDR 9,952.29 .00 10,707.01 754.72

16,239.66 2,525.97 19,520.35 754.72

MESSAGES: END OF FORWARD BROWSE
F4-MENU F6-INQUIRY F7-PAGE BACKWARD F8-PAGE FORWARD
NUM 11:06:44 IBM-3278-2
    
```

By pressing "F6" on the previous screen you will see the BUD batch number in which the refund was processed. This screen is helpful in reconciling bank statements. Press "F4" for menu.



Inclement Weather Policy & Statewide Cash Emergencies

- **Requests for Federal Funds** can only be made one (1) day after the cutoff day for requesting funds for a specific Funds Requirement Date (FRD). For example, if the cutoff day for requesting funds for the FRD of January 7th is January 3rd, NCDPI can process a request for the January 7th FRD up to 2:00 PM on January 4th.

Federal emergency requests are to be directed to the individuals listed on Contact List. (see names contact list on page 21.

- Should there be **inclement weather**, NCDPI can still submit your State, Local and School Tech 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. If the system does not allow us to enter your request, we can process it as an emergency request for that FRD.



BANK ACCOUNT INFORMATION FOR REFUND DEPOSITS



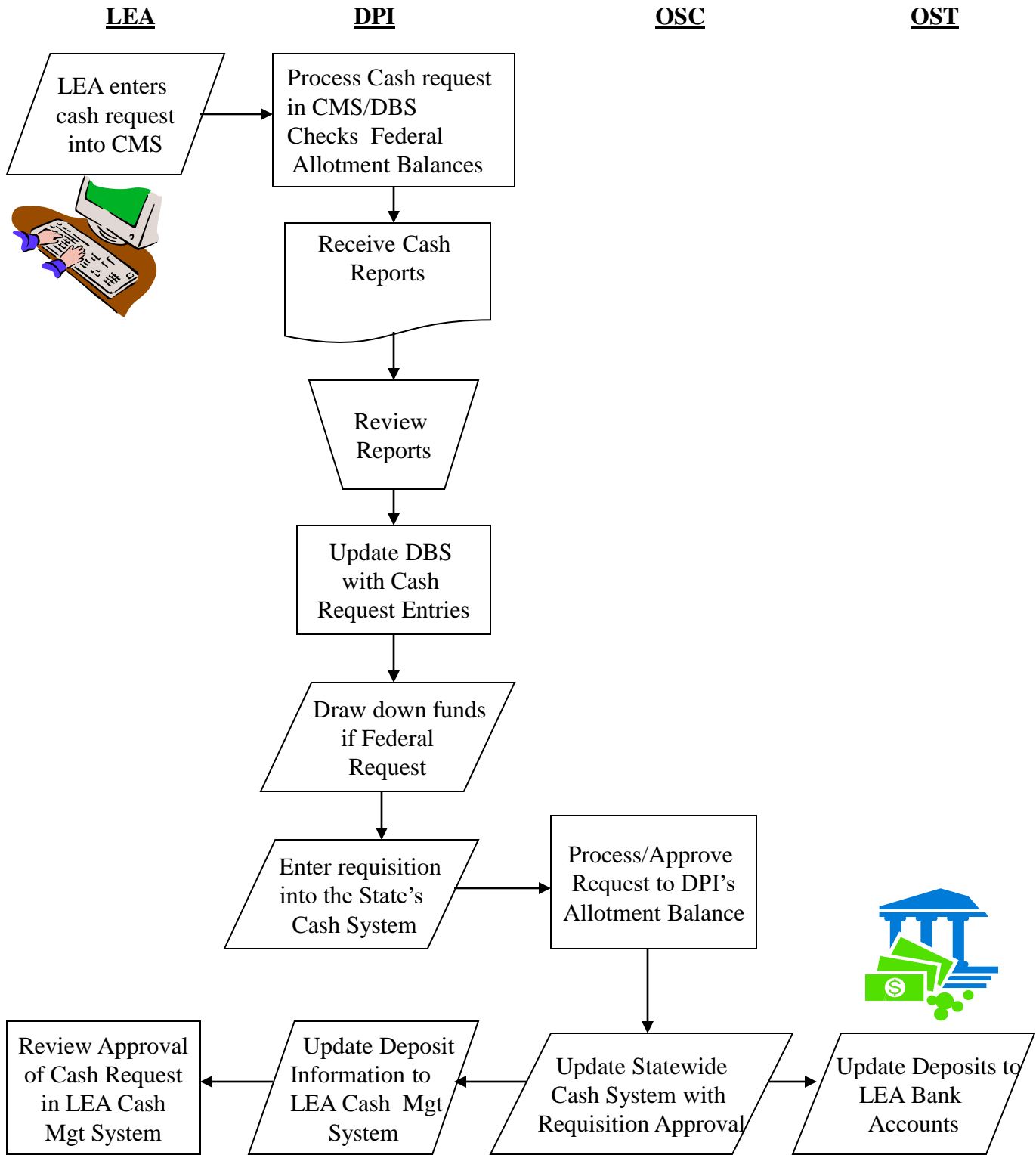
“BUD” Adjustments

- LEA refunds resulting from “BUD adjustments are deposited and collected via ACH transfers using the **State Controller’s Common Payment System** . This system is the State Controller’s automated banking system which allows agencies to create their own ACH entries for deposit to or collection from designated bank accounts.
- Before “BUD” adjustment refunds can be deposited to or collected from an LEA’s local bank account, the school must provide DPI’s Cash Management Section with the name of the bank , bank account number and transit routing number. An **ACH Bank Account Authorization Form** (*Attachment “C”*) must be completed and sent to DPI.
- LEAs must also advise DPI of any bank and/or bank account changes. DPI will update the Cash Management System to ensure that funds are deposited to and collected from the correct account.
- LEAs who need to make changes to bank account information must also complete an **ACH Bank Account Authorization Form** . This form must be sent to DPI at least five (5) working days prior to the effective date of the change.
- Funds resulting from “BUD” adjustments should be deposited to or collected from your State Treasurer or Local bank account on the Funds Requirement Date (FRD).



LEA Request and Deposit of Funds

Flow Chart





Cash Management Guidelines for Federal PRCs that “End”

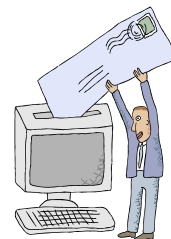
Considerations for Federal PRCs that End:

- 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.
- **Sales tax refunds and other refunds received after a PRC has ended can not be used. All refunds received after a PRC ends must be sent to NCDPI.** NCPPI is obligated to return these refunded amounts to the U.S. Department of Education.





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 Discrepancies/ Core Banking	Candace Watkins Ed Stone Manisha Pardeshi	984-236-2355 984-236-2356 984-236-2357	<u>candace.watkins@dpi.nc.gov</u> <u>ed.stone@dpi.nc.gov</u> <u>manisha.Pardeshi@dpi.nc.gov</u>
Zero-Out	Tina Boyce	984-236-2443	<u>tina.boyce@dpi.nc.gov</u>
Cash Calendar	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>
Bank Account Maintenance			<u>systems_accounting@dpi.nc.gov</u>
Federal Cash Concerns	Candace Watkins Ed Stone	984-236-2355 984-236-2356	<u>candace.watkins@dpi.nc.gov</u> <u>ed.stone@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	
Core Banking Inquiry Problems	Core Banking Help Desk	919-814-3916	<u>CBS.help@nctreasurer.com</u>