

**Access to MSA –General Ledger-Cash Management  
For  
Period Ending Balances and Activity and Posted Entry Query**

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

2. Application (*type*): **ciessccf**

3. Enter **Userid:**  
**Bill-code:**  
**Password:**

***For Access to MSAS go to #4 but for Access to Cash Management Go to DEUN***

4. Blank screen (*type*): **msas**

5. Enter **Operator ID:**  
**Password:**

6. Type '03' for System Type   
(Short cut through B-Financial Services)

### **Period Ending Balances and Activity**

7. The next screen is 'Online Processing'. Tab to 'Next Function' type: '016'   
(the '016' screen is Period Ending Balances and Activity for the year)

8. Year – enter current fiscal year, tab to Company, enter 3000 (Federal), account enter 11210000 (*authority to draw*), tab to CNTR (enter your LEA number and PRC, example= 020050)

*You can check all applicable PRCs on this screen.*

9. The LTD Balance should appear. This is your balance for that particular PRC. (*Available balance* is displayed as a *credit, example 975,000.00-*. If you have *over drawn/spent* funds your balance would display as a *debit 5,000.00*). Now that you have determined available cash, you are ready to view the **Cash Calendar** and order cash.

### **Posted Entry Query**

10. To verify monthly transactions- "next function" = 220

11. Next enter:

**Company** =3000 (Federal expenditures) or 1000 (State expenditures)

**Account number** = may leave blank or enter specific account number in this form **55110412** (*text books*)

**CNTR**= your school ID and PRC (i.e. 017, 050, 060, etc.)

**Effective Date**= enter the beginning of school fiscal year for all transactions or a specific date range



## **Access to Cash Management**

### **Cash Calendar**

1. Next type: DEUN

2. View the Cash Calendar to determine the Funds requirement date (FRD) when ordering State and Federal funds. Under Option, type: 'CP' (Cash Certification Calendar)

*Note: The funds requirement date is the day that you want the funds to be deposited at your bank. Request state funds 3 days in advance and federal funds 7 days in advance.*

3. Action enter: 1, Report Range enter (*the beginning of the fiscal year, example 07 01 20xx*)  press enter again to return to the first screen. **Print the calendar for future reference.**

4. Now you are ready to order/certify/draw down cash. **Press 'F4'** function key.

### **Cash Management**

5. Option type: 'CM' (Cash Management)

6. Type the following: SCREEN: 'UF'= federal funds or 'US'= state funds LEA= your school ID DATE FUNDS REQUIRED = (use date from Cash Calendar)
7. Enter appropriate **PRC** (example 069-state funds, 050-IASA Title 1, etc.), enter PAY Amounts for payroll and GEN Amount for general expenses, next enter 'Y' to UPD field. Finally, press **F3** function key to update and **print** the screen for your records.
8. Press 'F4' function key. To view request: **Repeat step #6, except enter 'IS' or 'IF' for the SCREEN. Print screen for your records.**
9. Press 'enter' to return to the main menu. Type 'EX' to exit system under SCREEN.
10. Click on the 'CLEAR" key at the bottom of the screen. Now type: 'logout'
11. Click on 'EXIT" top of screen.

### **Sign off**

12. Tab to Action, type 'so' (sign off)   
(The next screen should display DPIP- This terminal is available for use, etc.)
13. Use the mouse and click on the 'Clear" bar at the bottom of the screen.
14. Type 'Logoff'

## MSA Hints



### **Where to Go -**

Next Function = '016-Period Ending Balance Screen'

Next Function = '220-Posted Entry Query Detail Screen'

### **Company Numbers -**

1000 - State Public School Fund Activity

2000 - Local Activity

3000 - Federal Fund Activity

4000 - Bond Activity

5000 - Child Nutrition Activity

6000 - Charter School Activity

8000 - Prior Year (State) Activity

### **Selecting Criteria -**

Choose short entry option or leave blank

Use an eight (8) digit account number

Center = **LEA#** plus **PRC#**

Wildcard = \*

Select date range to limit inquiry scope

### **Source Code Guide -**

**SA or FA** = adjustment entry or refund

**BA, BI, BR** = allotment or budget entry

**## or #-ltr combo** = LEA data file -Expenditures

**FF95** = Federal Certification

**FF03** = Federal zero-out entry

**CL** = Balance carried forward (yearend closeout)

**SC01** = State Payroll Certification

**SC02** = State General Expense Certification

**SC03** = State zero-out entry

**SC04** = School Technology Certification

### **Processing Periods in MSA -**

Period 1= July

Period 2= August

Period 3= September

Period 4= October

Period 5= November

Period 6= December

Period 7= January

Period 8= February

Period 9= March

Period 10= April

Period 11= May

Period 12= June

**Account Numbers -**

11210000 = Authority to Draw -credit account

11220000 = Authority to Spend (Budget)-debit account

22430000 = Cash Advance \*(by PRC) -credit account

43000000 = State Certifications (PRC)

43100000 = Refund Clearing Account

43200000 = School Technology

5xxxxxxx = Expenditure account (ex. 55110121 -Salary- Regular Curricular Teacher)

78101000 = State Allotment Dollars (credit balance)

78299399 = Federal Allotment (Budget)