



**A
TRAINING
GUIDE-**

**Surviving the School
Business Jungle**



A Training Guide —Charter Schools

How to Survive the School Business Jungle

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Section I - Introduction: What We Hope to Provide You

This booklet will assist individuals who work in the finance office of a charter school, with some general guidelines and refreshers for charter school accounting. The training guide should help the charter school finance office produce accurate financial records. We hope this guide is useful information to assist in making your job easier.

This booklet is geared towards those who work in the finance office, with some general guidelines and refreshers for finance officers as well. We wanted to put together a guide to help those who are doing the bank reconciliation, the financial report reconciliation, and generally doing all the dirty work that goes into producing clean and accurate financial records. You are the backbone of the Charter School and we wanted to provide you with what we hope are some useful information to assist in making your job a bit easier.



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Section II - Glossary of Terms & Reports

- 1101 account Is the cash account 11010000 in the DBS general ledger system. When you use this account number, enter the center (CNTR) as your school # and 000. Example - 99A000. All account numbers that you will enter in the DBS system are eight digits in length.
- 1121 account This is the authority to draw account 11210000 in the DBS general ledger system. Use this account to verify program balances on the '016' Screen in MSA. All account numbers that you will enter in the DBS system are eight digits in length.
- 2243 account This is the cash advance account 22430000 in the DBS general ledger system. All account numbers that you will enter in the DBS system are eight digits in length.
- 275-byte record This is the payroll and general expense detail record your accounting software creates to be uploaded to us to post the detailed expenditure information into our systems. This record is part of the UERS requirements and is created by your software from your check writer. This record is also referred to as the voucher detail, payroll detail or general expense detail.
- 431 account This is the refund clearing account 43100000 in the DBS general ledger system. All account numbers that you will enter in the DBS system are eight digits in length.
- MFR Transactions MFR transactions post to our general ledger every month from the data files you send to DPI. MFR values are calculated by subtracting the DPI general ledger year-to-date values per account number from your current year-to-date values which equal that current month posting.

Example:

| Charter School Sept Data | DPI GL | Month Activity |
|--------------------------|-----------|----------------|
| 25,000.00 | 18,000.00 | 7,000.00 |

- Allotment The amount of state or federal funds allocated by the State for your Charter School to spend on a particular grant or specific use of funds. The allotments are being based on dollars and controlled by state and federal legislation. To lawfully spend money in a particular Program Report



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Code (PRC), you must have an allotment from DPI. You cannot request cash unless an allotment has been made. For further information about allotments, please refer to the Allotment Policy Manual or call the Allotment Section at (984) 236-2450. Locate the Allotment Policy Manual at <https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/allotments-funding-public-school-units>

- Authority to Draw** This is the account (11210000), which represents how much cash can be requested (drawn down) for a particular Program Report Code (PRC). The balance remaining is simply your total allotment for the PRC, less any cash requested to cover expenditures for the PRC. Should your cash request exceed the authority to draw balance (ATD), then you will only be given the amount of cash remaining, or no cash, if the balance is zero. This happens quite frequently when new federal grants are being established or at the beginning of the fiscal year, when DPI is waiting to receive the grant awards from the federal government and the allotments for the year have not been established. Use this account to verify funds for Federal and Charter School State funds.
- Authority to Spend** This is the account (11220000), which represents how much budget balance, or allotment remains for a particular PRC. The balance remaining is simply your total allotment for the PRC, less any expenditures reported for the PRC. Many of the federal allotments carry over from year to year. In these cases, the balance in the authority to spend (ATS) account, or budget balance, is what rolls over to the next year. When a federal program does not offer carryover (Vocational Education PRCs, for example), then the account is zeroed out and the balance reverts back to the state and/or federal government.
- Benefits** The employer pays benefits on behalf of the employee. Benefits include matching social security, retirement, and health insurance. Benefits should be paid from the same funding source as the salary of the employee.
- Budget** Annual budgets are due in July to the Charter School Finance Area. The budget should be in enough detail to make comparisons to actual expenditures. A budget is also necessary for processing federal funds. Prepare budgets on a manual form for the federal PRCs. Other budgets (state, local, etc.) are maintained at the local level only.



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|-------------------|--|
| Calculated cash | The cash balance as calculated on the cash balance report (beginning cash, plus certifications, minus expenditures = calculated cash). This is usually only used when talking about federal cash. The calculated cash balance (per cash balance report) may be different from the actual system cash balance, due to accounting corrections being done or FPD 202s being improperly handled, etc. In these cases, there will be an asterisk on the cash balance report and you should look up the 22430000 account balance to confirm your actual cash balance for each PRC. |
| Cash balance | Your cash balance for a particular PRC. The cash balance is simply the beginning of the fiscal year cash balance plus all certification activity for the period, less the expenditure activity for the period. Keeping this cash balance to a minimum is part of your cash management requirements. We refer to specific program cash balances when discussing Charter School funds, since all accounting is by PRC. We also mention cash balance when we talk about the monthly zero-out processing, since we are bringing the cash balances back to zero. |
| Cash expenditures | We refer to cash expenditures when we look at Charter School cash balances. This is because your funds are on a cash basis. In order to have a true picture of what cash is available to be drawn down (cash requested); we look at what expenditures affect the current year cash requests. |
| Cert | DPI term for cash certification. |
| CICS | This is the system access used by DPI to run its software, access programs, etc. |
| Class 5 account | An expenditure account in the DPI DBS general ledger system. All expenditure accounts begin with a 5, such as 55110121 for regular instructional teachers, or 55110312, for regular workshop expenditures. When looking up expenditure codes in DBS, always precede the purpose/object code with a 5. |
| CMS | This is the acronym for the Cash Management System (CMS). The Cash Management system is what you use to request funds (cash) to be deposited into your local bank account. |
| Code | DPI term for account code, expenditure code. |



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|----------------------------|---|
| Current year | The current fiscal year, which would mean the accounting period beginning July 1 st and ending June 30 th . |
| MFR Transaction Processing | This is the term we use for processing the data we receive from the schools via the monthly send-files to DPI. It is the transfer of your general ledger data to DPI. We spend approximately one week each month processing this data. |
| DBS | This is the general accounting system used by DPI to process the Charter Schools financial data. It was previously known as the MSA system where MSA literally stands for Management Science America, who were the designers of the software. It has since changed hands to Dunn & Bradstreet (DBS). When we say to look in DBS or MSA, we are referring to the general ledger inquiry screens. This is where your financial data is posted, and the cash management system posts your cash requests. |
| Detail | We sometimes use this term when we refer to the 275-byte A detail record received via data file. |
| Download | We use this term to refer to any reports or other documentation, which is transmitted electronically from DPI. |
| Effective date | This is the date which signifies what accounting period the data posted for instance, an entry may be keyed on February 10 th , but the effective date is January 31 st , meaning that the data will post to the January reporting period or period 7. The effective date is also important when looking at cash transactions since this lets you know within 2 days what day the transaction should hit your bank account. |
| Federal funds | Those funding sources which come from the federal government, with each PRC as a separate funding source. |
| Fiscal year | The period of time between July 1 st and June 30 th of any given year. |
| Fund or funding | The source of revenue for a particular grant or program. The State Public Source School Fund is fund 1; Federal Fund is fund 3; Capital Outlay Fund is fund 4; and local funds are fund 2, for example. |
| FRD | The funds requirement date (FRD) used to determine when the funds are to be deposited into your bank account. It is how the cash is requested in the |



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| | |
|-----------------|---|
| | Cash Management System (CMS). Refer to the Cash Calendar in Cash Management System for funds requirement dates. |
| General ledger | Where your expenditures are recorded. Our DBS system is the general ledger, so we often use the term DBS/MSA when referring to what is posted to the general ledger. |
| GL | Accounting term for general ledger |
| Invalid code | This is an account code, which either does not exist in the Uniform Chart of Accounts or is no longer a valid code for a particular PRC due to legislative or reporting changes to the funding. |
| Matching | This is often the term used when referring to the employer matching benefits associated with a person's payroll (i.e.; social security, retirement, & hospitalization). |
| Message on-line | When we ask if you've seen the A message on-line, we are referring to a message which appears on the CICS screen when you sign on to the state network to gain access to DPI. |
| MSA | This is the general accounting system used by DPI to process the Charter Schools financial data. MSA literally stands for Management Science America, who were the designers of the software. This is where your financial data is posted, and the cash management system posts your cash requests, and your FPD 202 adjustments & refunds are reflected. |
| Negative cert | This is when DPI pulls cash back. It is typically done with the quarterly cash zero-out process; however, a Charter School may also enter a negative request anytime, simply by entering a negative amount through the cash management system. |
| Net gross | This is the amount of the expenditure record after substitute deductions, but before statutory and voluntary payroll deductions. |
| On-line | This phrase is referring to the CHARTER SCHOOL accessing the DBS system in order to see what expenditures have posted or if cash requests have been processed. |
| OSC | Office of the State Controller. |



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| | |
|----------------|---|
| Period | This term is referred to a processing period, the accounting period to which your data has posted. <u>Periods:</u> 01=July, 02= August, 03=September, 04=October, 05=November, 06=December, 07=January, 08=February, 09=March, 10=April, 11=May, and 12=June |
| Positive cert | This is when DPI deposits cash to the Charter School’s bank account. It is typically done when the units request funds via the cash management system. |
| PRC | Acronym for program report code, and is a number assigned to a particular source of funding, if that funding is to be distributed to the CHARTER School’s via the allotment system for state and federal funds. The PRC is usually referred to and utilized as a cost center. Funding, which is distributed via a direct check, etc., is not given a program report code by DPI. The PRC number is also our major frame of reference for your data. |
| Prior year | Term used to reference the last fiscal year, or the fiscal year just ended. |
| Reconciliation | This is the process taken to ensure that one set of data is in agreement with another set of data; such as the bank reconciliation process, report reconciliation process, etc. It is required that the Charter’s reconcile the DPI financial reports, downloaded monthly, with their own accounting system reports in order to ensure that DPI has an accurate reflection of the unit’s data. |
| Rollover | This is the term used to describe the process of bringing forward the federal balances from the prior fiscal year to the new fiscal year. It is the budget balance remaining at June 30 th . If a Charter wishes to see the balance that should roll, they can look up the period ending balance in the 11220000 account (authority to spend or budget balance) for period 12 in DBS. |
| SIPS | This is the acronym for the State Information and Processing Service (SIPS). Basically, this is the main computer connection or link which we all have to go through (DPI & Charter Schools alike) in order to log onto DBS, the cash management system, Internet, etc. |
| Source code | The code used to identify the individual general ledger transactions in the DBS system. The 1 st two or four digits can identify certain transactions, and knowing these can help you in your reconciliation process. Please see the source codes listed on the “MSA Hints for Analysis” page for more information. |



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| | |
|------------|---|
| Trans Type | <p>This is the three (3) letter code to denote the type of transaction or adjustment was posted to the general ledger. Typical “trans type” codes are:</p> <p>DF = Data File transmitted monthly AJE = Adjusting entry either from a manual FPD 202A form or a correction initiated by DPI SC = State Certification</p> |
| UERS | <p>The acronym for the Uniform Education Reporting System. It is the legislated required accounting system specifications and processes designed to help ensure standard, accurate, reporting of accounting activity by the school systems in order to maintain uniform reporting of the use of various funds to the state.</p> |
| Upload | <p>This is what we term any transmission sent to DPI.</p> |
| Zero-out | <p>Phrase we use when we are making a cash certification (negative or positive) to your bank account in order to bring any excess cash balances to zero for the prior month. We zero-out your State and Federal Funds on a quarterly basis.</p> |



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Glossary of Reports

Charter School Budget Balance Reconciliation Report (JHA705): This is the primary report used to reconcile expenditures, which have posted for your state and federal funds. It is one of the monthly reports issued to you between the 10th and 18th of every month. This report is grouped by Program Report Code (PRC), with each PRC having its own section, since each PRC is a different state or federal funding source. The report shows your budget for the year, your current month expenditures, your year-to-date expenditures, and your remaining budget balance. This budget balance is what you have remaining to spend for the year. Since many of the federal allotments or budgets carryover into the following year, it is normal to have a budget balance at year end for some of the Federal grants. This balance is what “rolls over” to the next year. ***Your State funds and the federal vocational education funds DO NOT carry over to the next year.*** This report also shows you descriptions of your current month transaction (under Trans Type) such as AJE for adjustments, etc. It also shows the source code of the transaction, so if the source code has DF (Data Files) as the first two digits, you will know it came from the data file. If the source code begins with SC, you know it was a transaction due to either a state certification or state zero-out process adjustment or if the source code begins with FF, you know it was a transaction due to either a federal certification or federal zero-out process adjustment. This report will also show you your budget line-by-line in the first column. Please note your budget will be grouped in line item 8200-399. Your state funds are not required to have a corresponding budget.

Charter Schools Cash Balance Report (JHA714): This is the primary report used to reconcile cash certifications, which have posted for the state and federal funds. It is one of the monthly reports issued to you between the 10th and 18th of every month and it is in two (2) parts: year-to-date figures (R01), and monthly figures (R03). This report shows your beginning of the year cash balance, the certifications recorded, the cash expenditures recorded, and the ending calculated cash balance. It also shows the amount of dollars still available (Authority to Draw) to be requested for the PRC. The report is grouped by primary funding area (State, Voc Ed, Title I, etc.), then PRC within that area. The miscellaneous grants are listed in PRC order as the last group.

Charter School Local Expenditures by Account Code Report (JHA305): This report shows local expenditures, which have posted for local funds.

These reports will be sent to you via WinSCP. More information on obtaining your reports is in Section 3 of this package. Detailed instructions will be provided during training.

You will also receive a “monitoring letter” each month after we process the data file. This letter is to inform you of invalid codes that were used in error when we received your data file. **You should correct your accounts to show this information.**

If you cannot access your reports, please contact the systems_accounting@dpi.nc.gov. If you have any questions concerning the content of the reports or the monitoring letter, please contact the Roxane Bernard at (984) 236-2460.



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Section III - Start to Finish Processing

To help you gauge your work timeline, we thought it would be helpful for you to know some key dates for each month and the schedules the various sections of School Business try to follow. We generally follow a similar pattern each month, with the only normal variables being requests for special reports or analysis from the legislature or other state agencies, as well as our own on-going projects, system upgrades and development, etc.

- ◆ Between the **Second (2nd) or fourth (4th) day** of each month, financial data files from the prior month are required to be electronically transferred to the state from the schools. We call this “data file.” (Ex., February 4 we will receive the January expenditure data.) The Applications Software Support area will provide a schedule of each month’s dates before the next fiscal year begins.
- ◆ Your journal entries (corrections, re-coding, etc.) must be made on your general ledger before you transfer your data files to the state.
- ◆ Between the **10th and 18th** of the month, we access monthly reports in WinSCP software. Monthly reports include the Budget Balance report (JHA705) and the Cash Balance report (JHA714) Local Expenditures by Account Code (JHA305).



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Section IV

The MSA General Ledger System – A Quick Guide

MSA is the general ledger accounting system used by DPI to process and record all of the unit's financial activity in funds 1 and 3. When we refer to MSA or "the system," this is what we are referencing. MSA is the system that produces your monthly reports, which are issued to you. It is the system, which records and processes your cash transactions and refunds, as well as your adjusting entries. It is the **FIRST PLACE** we recommend you go when you are completing any reconciliation for your reports or bank statements, if you are trying to reconcile your figures to ours. This is the first place Charter School's staff refers to when you call with a question about your reports, adjustments, or cash.

In order to navigate your way through MSA, and in an effort to show you what you can find in MSA that will help with your reconciliation's and possibly save you time and trouble, we will try to give you some hints, key things to look at on the screens, and a detailed guide to the MSA system which takes you through the menus and key strokes.

It is important to remember that the MSA system is separate from the Cash Management system. ***In MSA, you have inquiry access only.*** The users cannot change or alter the data, and the users cannot look up anything other than general ledger activity. System security is set-up separately for the cash management system. We highly recommend that all of your units' staff have access to the MSA system if they are involved in doing any reconciliation work or any cash management work from requesting funds to reconciling the bank statements. Of course, this is a local decision. If you do not know your unit's ID (always 9 plus your unit #) or password, please ask your finance officer to call DPI at (919) 716-1840. If you do not have a CICS ID (i.e., RACF ID) or Password (what you type in before you type in MSAS), please call the Help Desk at (919) 716-1840. Please see the system access package included in the package you received from DPI on how to access our operating systems.

What am I supposed to look at?

There are two screens, which you have access to and will use:

| | | |
|-----|------------------------------|--------------------|
| | Posted Entry Query Screen | Next Function: 220 |
| And | Period Ending Balance Screen | Next Function: 016 |

The "Next function" reference refers to the number you enter in the next function field in MSA. These numbers will take you directly to those screens without having to go through the menus.



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You will primarily use the Posted Entry Query Screen. This is the screen, which lists the transactions that have posted to the system. Your entries are posted at a summary level, meaning they contain the account numbers, dollar amount, and effective date. They do not contain the name of the vendor, check numbers, social security number, etc. However, you can tell a lot from this summary level information.

What can this MSA information tell me?

1. State and federal cash certifications, including the monthly zero –out figures.
2. Your monthly data file expenditures. Shown as a source code beginning with “DF”.
3. Entries and account balances for your expenditure accounts.
4. Allotments, allotment adjustments, and for what processing period they posted.
5. If you have any federal or state cash available to request, or budget left to spend.

Before we show you how to see this information, the next page contains a “cheat sheet” for your use. We will discuss the items on this sheet in more detail as we go through some sample screens and answer the above questions. Also, Charter School Information is under Company #6000 and Company 2000.



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MSA Hints for Analysis

1. Choose short entry option
2. Account numbers = 8 digits
3. Center = LEA # plus PRC # (3 digit)
4. Always select date range to limit inquiry scope
5. * = wildcard

WHERE TO GO - FUNCTION

016 = Period Ending Balance Screen

220 = Posted Entry Query (detail) Screen

COMPANY NUMBERS

2000 = Local Funding

6000 = Charter Schools

SA or FA = 202A adjustment entry or refund

BA, BI, BR = Allotment (BA) or Budget
Entry

CL – Carry Forward

DF # combo = Charter School **Data File**
Expenditures

FF = Federal (03 = zero-out certification)

SC98 = Cash Certification

SC03 = State Zero-out entry

11010000 = Cash Account (PRC 000)

11210000 = Authority to Draw

11220000 = Authority to Spend (Budget)

22430000 = Cash Advance (by PRC)

43000000 = State certifications (PRC 000)

43100000 = Refund Clearing account

5xxxxxxx = Expenditure account by PRC
where the xxxxxxx is the
account code (ex. 55100121)

78299399 = Federal Allotment (Budget)



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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 **State ITS at 919-754-6000**. Be sure to reference Host on Demand installation support on your call.



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Guide Through the DBS/MSA System

Getting on to the System

Within the IBM Rational Host On-Demand, you should see the ICON 3270 TLS Display – double-click. After opening this program, you should see a screen similar to the one shown below:

```
HUAZHIBS IS CONNECTED TO THE STATE NETWORK  —

*  UNAUTHORIZED OR PERSONAL USE OF COMPUTER INFORMATION AND/OR EQUIPMENT  *
*  IS A VIOLATION OF STATE AND FEDERAL LAWS.  *

SCCFCICS█
```

Type in **SCCECICS** or **CICSSCCE** and hit enter. (During the Training class we will us “E” instead of the “F” in the above command.)

```
Winsock 3270 Telnet - scc.sips.state.nc.us
Connect Close Exit Edit Print Screen Setup Help
SIGNON SCREEN FOR PRODUCTION CICS EDUCATION APPLICATIONS CICS TS 3.1

      LLLL          IIIIIIIIIIIIIIIIIII          VVVV          VVVV          EEEEEEEEEEEEEEE
      LLLL          IIIIIIIIIIIIIIIIIII          VVVV          VVVV          EEEEEEEEEEEEEEE
      LLLL          IIII          VVVV          VVVV          EEEE
      LLLL          PRODUCTION          IIII          VVVV          VVVV          EEEEEEEEE
      LLLL          IIII          VVVV          VVVV          EEEEEEEEE
      LLLL          IIII          VVVV          VVVV          EEEE
      LLLL          IIII          VVVV          VVVV          EEEE
      LLLLLLLLLLLLLLLLL          IIIIIIIIIIIIIIIIIII          VVV          VVVV          EEEEEEEEEEEEEEE
      LLLLLLLLLLLLLLLLL          IIIIIIIIIIIIIIIIIII          VVV          EEEEEEEEEEEEEEE

                                                                    PF 1 Help
                                                                    PF 3 Exit
Userid   ==>          ..fill in bill-code (as:bbb-ddd).          bill-cde ==>
Password ==>          New Pswd ==>
Please fill in your Userid and Password and press ENTER

News ----- PF 2 Zoom
| All LEA State Cash requests for 7/1 and 7/2 will be available on 7/2/09.
| Contact Ed Stone with any questions at 919-807-3638. HAVE A NICE DAY!
+-----+

Mon Nov 09 11/09/09 13:13:56 term=$063/ZNU05477 sys=CICSSCCF cpu=SYSA USER
NUM 14:11:06 IBM-3278-2

Clear Erase EOF New Line PA1 PA2 PA3
```

You should see the screen above. PLEASE NOTE THE MESSAGE BOX!



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Occasionally we will put messages out on the CICS screen which will alert you about system circumstances, reports being sent, cash system information. It is important that your computer operator or someone in the Finance office review these messages. The above message is letting you know when the cash requests for a certain date will be available and who to contact if you have any questions. We will also put in messages if the DBS/MSA or Cash Systems are unavailable. If you see that message, there is no need to go any further.

However, to continue to get into the system you need to enter your RACF ID, Bill Code (SIPS), and Password. Remember that your password will need to be updated every 30-45 days. If you do not log on periodically the system may revoke your access and you will need to contact the help desk (919-716-1840) to have your password reset.

After you enter the above information hit enter. You should get a BLANK SCREEN. This is good.

Type in **MSAS** = DBS/MSA System *OR* **DEUN** = Cash Management System then hit enter. The examples below are to get to the DBS/MSA System.

MSAS

For DBS/MSA system access you need to enter you ID and Password. Typically, each LEA has a unique ID which is 9 + the LEA #. If you do not know you're ID or password, please contact systems accounting at systems_accounting@dpi.nc.gov.



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```
*****
***      ***      ***      ***      *****
***      ***      ***      ***      *****
***      ***      *****      *****
***      ***      ***      *****      ***
***      ***      ***      *****      ***
*****      ***      *****      ***
```

DEPARTMENT OF PUBLIC INSTRUCTION
Enterprise Server

Welcomes you to the E Series Online Applications

Operator ID: Password:

New Password: Verify:

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ACTION

DCI Release 94.01.CF

After hitting enter you will see the following screen:

```
*****
***      ***      ***      ***      *****
***      ***      ***      ***      *****
***      ***      *****      *****
***      ***      ***      *****      ***
***      ***      ***      *****      ***
*****      ***      *****      ***
```

DEPARTMENT OF PUBLIC INSTRUCTION
MAIN MENU

- A - PAYROLL/PERSONNEL
- B - FINANCIAL SYSTEMS
- C - MANUFACTURING SYSTEMS
- D - HEALTH CARE
- E - INFORMATION EXPERT

ENTER THE SYSTEM TYPE YOU DESIRE: __

ACTION ____

DCI Release 94.01.CF



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On this screen we typically just type in “03” as the menu option to go directly to the General Ledger System. You can also get to the General Ledger System by selecting option “B” then “03”.

You are now in the DBS/MSA system.

| | | |
|---|-------------------|-----|
| GL | ONLINE PROCESSING | 001 |
| NEXT FUNCTION: <u>220</u> ACTION: _____ | | |
| ===== | | |
| <=== ENTER SELECTION | | |
| * * * * * | | |
| (1) ACCOUNTING INQUIRY | | |
| (2) ACCOUNTING ENTRY | | |
| (3) MANAGEMENT INQUIRY | | |
| (4) ONLINE UPDATE | | |
| (5) SECURITY MAINTENANCE | | |

Key **220** in the NEXT FUNCTION field to go to the inquiry entry screen.

Below is the inquiry screen to look detail transactions using the Posted Entry Query function:

| | | |
|--|--------------------|---------|
| GL | POSTED ENTRY QUERY | 220 |
| NEXT FUNCTION: _____ ACTION: _____ | | |
| ===== | | |
| PLEASE ENTER Y AFTER DISPLAY TYPE SHORT ENTRY: __ FULL ENTRY: __ | | |
| PLEASE ENTER COMPANY: _____ | | |
| PLEASE ENTER AT LEAST ONE OF THE FOLLOWING | | |
| ACCOUNT: _____ | | |
| CNTR: _____ | | |
| SOURCE CODE: _____ | | |
| THE FOLLOWING ARE OPTIONAL | FROM | THROUGH |
| EFFECTIVE DATE: | _____ | _____ |
| POSTING DATE: | _____ | _____ |
| ENTRY AMOUNT: | _____ | _____ |



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Authority-to-Draw Accounts Look-Up

If I'm looking at the detail to see what cash was processed for my requests and the amount was lower than what I had requested, I would immediately go to the **Period Ending Balance Screen (016)** to see if my **Authority-to-Draw Balance (ATD)** was the problem.

Simply go to the Next Function option and type in **016**, then hit enter. It will get you a screen similar to the one below. Simply put in the correct fiscal year in the heading and hit enter to get to the Period Ending Balance Screen.

Enter the account number as 11210000 to see the Authority to Draw Account. Company 6000; Center (CNTR) 13C036.

From this screen I can see the following:

```
GL          PERIOD ENDING BALANCES AND ACTIVITY FOR YEAR 2020          16
NEXT FUNCTION: 16          ACTION: _____
=====
COMPANY: 6000          CHARTER SCHOOL FUND
ACCOUNT: 11210000      AUTHORITY TO DRAW
CNTR:          13C036      ACE ACADEMY          CHARTER SCHOOLS
LTD BALANCE:          289,118.00-
- ENDING BALANCE -          - PERIOD ACTIVITY -
PERIOD  1:          689,118.00-          689,118.00-
PERIOD  2:          539,118.00-          150,000.00
PERIOD  3:          289,118.00-          250,000.00
PERIOD  4:          0.00          0.00
PERIOD  5:          0.00          0.00
PERIOD  6:          0.00          0.00
PERIOD  7:          0.00          0.00
PERIOD  8:          0.00          0.00
PERIOD  9:          0.00          0.00
PERIOD 10:          0.00          0.00
PERIOD 11:          0.00          0.00
PERIOD 12:          0.00          0.00
PERIOD 13:          0.00          0.00
```

1. You can tell the Period that the new year allotment was posted. In this example the new allotment posted in July (period 1).
2. If this LEA had requested funds in September (period 3) and did not receive all of their request, they could



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have gone to this screen to see if they had an ATD balance sufficient for their request.

3. You can tell what the ending Authority-to-Draw balance is for each period. Look at the center column for the current period to determine how much cash can be requested.

Something to remember when looking at this screen is that the Period Activity (3rd column), is the NET of all activity during the month. The Ending Balance is what funds are available to be drawn for this PRC. Also, remember that a credit (negative) balance is good.

You can see how this would be a helpful screen for the person on the staff who requests the state or federal funds to have access.

Authority-to Draw entries

Next Function type **220** Company **6000** (for state and federal) Account 11210000 (A-T-D); CNTR; 12A036; Effective Date 07/01/2018 – 06/30/2019.

```
BL          POSTED ENTRY QUERY          220
NEXT FUNCTION: _____ ACTION: _____
=====
PLEASE ENTER Y AFTER DISPLAY TYPE  SHORT ENTRY: _  FULL ENTRY: _
PLEASE ENTER COMPANY: 6000
PLEASE ENTER AT LEAST ONE OF THE FOLLOWING
ACCOUNT:          _____11210000
CNTR:             _____13A036
SOURCE CODE:     _____
THE FOLLOWING ARE OPTIONAL          FROM          THROUGH
EFFECTIVE DATE:          07/01/2019          12/31/2019
POSTING DATE:           _____
ENTRY AMOUNT:          _____
NOTE: TO SELECT A SPECIFIC DATE OR AMOUNT COMPLETE THE 'FROM' FIELD ONLY
```

Hit Enter



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```
GL                POSTED ENTRY QUERY                222

NEXT FUNCTION: _____ ACTION: _____
NO MORE TRANSACTIONS FOR THIS SELECTION
=====
PAGE F/B: _____ PAGE NO: 1
COMPANY: 6000
DISPLAY          ACCOUNT          CNTR    EFF          SOURCE          TRANSACTION
FULL              ACCOUNT          CNTR    DATE          CODE             AMOUNT
11210000         11210000         13A036  07/01/2019   CC98000040       1,093,250.00  CR
11210000         11210000         13A036  07/01/2019   CC98000040       1,093,250.00
11210000         11210000         13A036  07/01/2019   CC99000040       1,761,972.00  CR
11210000         11210000         13A036  07/25/2019   SC98000019        446,521.44
11210000         11210000         13A036  08/20/2019   SC98000011         61,248.28
11210000         11210000         13A036  08/28/2019   SC98000027        454,966.71

ACCUM TOTALS DR:          2,055,986.43  CR:          2,855,222.00
```

CC Source Code – Temporary allotment due to State Budget did not pass.

BA Source Code – The Allotment section provided an allotment to the charter.

SC98 – Source Code – State Cash Certification – Charter requested cash if debit; return funds if credit.



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Allotments

Now let's view an example of what your allotments may look like. This is helpful at the beginning of the year as well as when you are expecting allotment adjustments for transfers or revisions. It is especially important for the federal funds, since cash will not be certified unless there is an authority to draw (ATD) balance available, which is established by the allotment entry.

State and Federal Funds

To see your federal allotments by PRC you would use the **78299399** account.

Our sample below shows a request for Unit 13B, PRC 060 (IDEA VI-B Handicapped), again showing the date range of **07/1/18** through **06/30/19**.

```
GL                POSTED ENTRY QUERY                222
NEXT FUNCTION:    ACTION:
NO MORE TRANSACTIONS FOR THIS SELECTION
=====
PAGE F/B:        PAGE NO: 1
COMPANY: 6000
DISPLAY          ACCOUNT      CNTR    EFF      SOURCE      TRANSACTION
FULL            FULL              FULL    DATE     CODE        AMOUNT
78299399        13B060  07/01/2018 CL01000178    44,977.26 CR
78299399        13B060  11/01/2018 BA03000815   126,473.00 CR
78299399        13B060  02/07/2019 BA03000932    46,147.00 CR
78299399        13B060  02/07/2019 BA03000933     3,584.00 CR
78299399        13B060  03/01/2019 BA03000679     3,584.00 CR
ACCU TOTALS DR:          0.00 CR:          224,765.26
```

1. The first entry (CL source code) is the carryover amount from the prior year.
2. The last four amounts are the allotment amounts for the year (BA source code). The Federal Allotments have recently been received from the Federal Government in several installments during the year.
3. This account basically establishes your budget for the year.

The Allotment section should be contacted if you have any questions regarding the allotment amounts (984) 236-2441 for charters.



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Authority-to-Draw Account Look-Up

The best account to look at to get a total picture of your federal allotments is the Authority to Draw account (**11210000**). This account is PRC specific, so you would enter both the account number and PRC number for this selection. The detail screen (220) for this account would show you the allotment transactions (BA source codes) and the Cash transactions (FF source codes) affecting the ATD balance. Remember that the federal funds are under company number **6000**. Also, always specify a date range.

To check the availability of federal funds, check the Period ending Balance Screen (**016**) for this account (11210000). This is an especially easy way to check for federal funds availability before you request cash.

Let's look at a couple of Period Ending Balance screens (016). From the menu or **220** screen, enter 016 in the Next Function option then hit enter.

Fill out this screen by first entering the fiscal year you are looking for in the screen title (2019). Next, enter the company (**6000**), account number (**11210000**), and center (**01B060**). Note: This screen requires all fields to be selected. The example below shows the balances, per period, for PRC 060 for Unit 01B, for FYE 2019.



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GL PERIOD ENDING BALANCES AND ACTIVITY FOR YEAR 2019 16

NEXT FUNCTION: 16 ACTION: _____

=====

| | |
|-------------------|--------------------------------------|
| COMPANY: 6000 | CHARTER SCHOOL FUND |
| ACCOUNT: 11210000 | AUTHORITY TO DRAW |
| CNTR: 01B060 | RIVER MILL-IDEA - VI B - HANDICAPPED |
| LTD BALANCE: | 48,953.73- |
| | - ENDING BALANCE - |
| PERIOD 1: | 84,222.64- 0.00 |
| PERIOD 2: | 84,222.64- 0.00 |
| PERIOD 3: | 68,560.77- 15,661.87 |
| PERIOD 4: | 68,560.77- 0.00 |
| PERIOD 5: | 130,388.20- 61,827.43- |
| PERIOD 6: | 124,533.83- 5,854.37 |
| PERIOD 7: | 113,876.48- 10,657.35 |
| PERIOD 8: | 142,613.13- 28,736.65- |
| PERIOD 9: | 145,558.13- 2,945.00- |
| PERIOD 10: | 112,900.78- 32,657.35 |
| PERIOD 11: | 59,611.08- 53,289.70 |
| PERIOD 12: | 48,953.73- 10,657.35 |
| PERIOD 13: | 48,953.73- 0.00 |