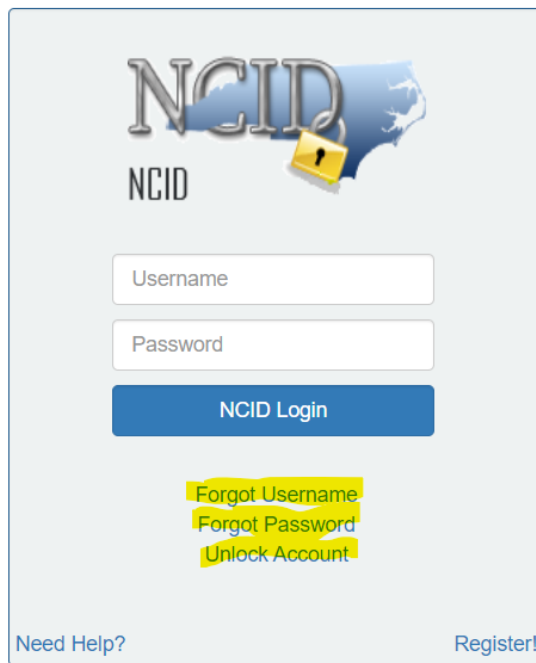


## Core Banking System Cheat Sheet

### General Access Guidelines:

- For state accounts, User IDs are in the following format: NCID@DCC6800
- Password is the same password used to login to NCID
- If Core Banking will not accept the password, users should verify that they can access NCID. Issues with NCID access must be resolved before Core Banking access can take place. The System Office cannot reset NCID passwords. Please utilize the following website for password resets and changes: <https://ncid.nc.gov/idmdash/#/default> .



[Privacy and Other Policies](#)

[Contact Us](#)



WARNING: This is a government computer system, which may be accessed and used only for authorized business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil and/or administrative action.



NCC742

Please use the menu options in the above screen shot to resolve NCID issues on the website and attempt to log into Core Banking with the NCID password prior to contacting the System Office.

- Core Banking Help Desk – (919) 814-3916
- System available for processing Monday – Friday 7:00am – 4:15pm (except state holidays). View-only access is available all other hours.

Updated 12/08/2022

- All warrants must be uploaded prior to 10am on the effective date the payment is to be made. Warrants may be submitted one or more days prior to the effective date. Warrants submitted in advance will not be acted on until the effective date.
- Accounts become locked after three unsuccessful attempts to login. Contact Barry Brown at [brownb@nccommunitycolleges.edu](mailto:brownb@nccommunitycolleges.edu) or (919) 807-7074 to unlock account or if the account remains locked after a NCID password reset.
- STIF account access is handled by your local admin.

### **Core Banking System roles and associated menu items:**

- Warrant Image Retrieval: Gives access to all options on the “Image Retrieval” menu.
  - Warrant DIN - Retrieve images when DIN number is known.
  - Warrant Number – Retrieve image when the warrant (check) number is known.
- Add/Delete Stop Pay: Gives access to the option below on the “Stop Pay” menu.
  - Single Stop Pay - Add or delete (lift) a single stop payment order.
- Add/Delete Positive Pay: Gives access to the option below on the “Positive Pay” menu.
  - Single Positive Pay - Add or delete a single positive pay item.
- Account Data: Gives access to the options below on the “Account Data” menu.
  - Balance Details – Provides details of the current balance in a given account.
  - Balance Summary – Provides balances of all accounts the user has access to.
  - Account Activity – Provides inquiry on activity for a particular account.
  - Statement Verification – Verifies that reconciliation has been performed.
  - Account Statement Download – Request the statement for a particular account for any of the twelve past months.
- View Stop Pay: Gives access to the options below on the “Positive Pay” and “Stop Pay” menus
  - Active Positive Pay – View positive pay items that are currently open.
  - Active Stop Pay – View stop pay items that have been placed on warrants.
- Batch Upload Positive Pay: Gives access to the options below on the “Positive Pay”, “Stop Pay”, and “Account Data” menus
  - Batch Positive Pay – Upload a file of positive pay items.
  - Batch Stop Pay – Upload a file of stop pay items.
  - Batch Upload Status – Checks the status of all uploaded batches for the college.
- Deposit Reconciliation: Gives access to the option below on the “Deposit Reporting Recon” menu
  - Unmatched CIT/CMCS View – View deposits entered in CMCS that do not match deposit information received from the bank.
- Messaging/Links/Security: Gives access to the options below on the “Messaging” and “Security” menus. THIS ROLE IS REQUIRED.
  - Internal Messages – Use to send or receive messages to other users.
  - NCDST Support and Services – Use to request predetermined functions that NCDST is responsible for.

- Bulletins – Mechanism for NCDST to post information to all users of CB\$.
- View Agency Contacts – View the names of the employees listed as a contact for particular functions.
- External Links – Provides internet links to other pertinent items for users of CB\$.
- Change Password – Allows user to change password when desired.
- Session Summary Report – Provides a summary of activity during the user's logged in session.
- Funds Transfer - Allows users the ability to initiate, modify, authorize and view funds