



**NORTH CAROLINA**  
DEPARTMENT OF STATE TREASURER

STATE TREASURER OF NORTH CAROLINA  
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## North Carolina Department of State Treasurer Core Banking Administrator Manual

Core Banking Helpdesk  
919-814-3916

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## OVERVIEW

Each agency, university, community college and school system has a Core Banking (CB\$) Administrator. As the administrator, you will provide access to all of the users for your agency/Customer ID. This access will allow the users to view or process transactions on disbursing accounts, STIF accounts, budget codes and CIT accounts that are assigned to your agency. The administrator User ID is used to access administrative functions as well as user functions.

To request a new CB\$ Administrator for your agency, please contact the CB\$ Helpdesk at 919-814-3916 or [CBS.help@nctreasurer.com](mailto:CBS.help@nctreasurer.com). A representative at the CB\$ Helpdesk will then setup the CB\$ Administrator. A back up administrator can also be assigned to the agency.

## LOG IN

To log in as a CB\$ Administrator, navigate to the State Treasurer's website ([www.nctreasurer.com](http://www.nctreasurer.com)), click on Financial Operations Division, Core Banking System (Login and Information), Core Banking System (Log in Here). The following login screen will appear. This link can be saved as a Favorite for easy access.



**Login**

[Forgot Username](#) | [Forgot Password](#)

1. Enter your Username. The User ID assigned has 3 parts.

Example:           melissa@DST1234

- The first part is your NCID. In this example, the NCID is "melissa". If you do not have an NCID, please see the NCID Administrator for your agency. NCID's are issued and maintained by the Department of Information Technology.
- The second part is the "@" symbol. It is a required component for everyone's CB\$ User ID.
- Lastly, you will enter the Customer ID of your agency. If you are not sure what this is for you, please contact your CB\$ Administrator or the CB\$ Helpdesk. All customer IDs consist of 3 letters and 4 numbers, in that order. The letters will always be upper case. In this example, "DST1234" is the Customer ID.

2. In the “Password” field, enter your NCID password.

Passwords are maintained by the Department of Information Technology.  
Passwords expire every 90 days.

3. Click the “Login” button.

After a successful login, the Mailbox Bulletins screen will display. Current Short-Term Investment Fund (STIF) account interest rates and upcoming holiday schedule messages will appear on this screen. System bulletins are created by NC Department of State Treasurer (DST) and can be seen by all users and administrators.



Core Banking System

Notifications

Notifications (2) Alerts

Subject - Details Received

STIF Interest RatesSTIF Interest Rates

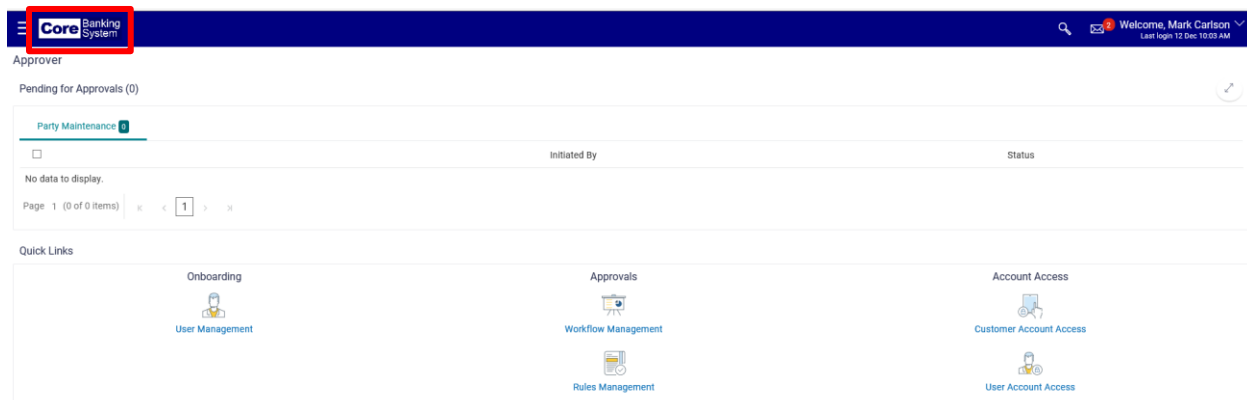
Interest Rates 2019-2020 Jul 2.07534, Aug 2.12908, Sep 2.04345, Oct 2.05982, Nov 2.00994, Dec 1.97960, Jan 1.88752, Feb 1.87254, Mar 1.95886, Apr 1.69240, May 1.54297, Jun 1.19532 15 Oct 2020 12:00:00 AM

STIF Interest RatesSTIF Interest Rates

Interest Rates 2020-2021 Jul 1.04336, Aug 0.87557, Sep 0.63751, Oct 0.53417, Nov 0.44996 15 Oct 2020 12:00:00 AM

Page 1 of 1 (1-2 of 2 Items) < 1 >

Click on Core Banking System in upper left corner to advance to the dashboard.



Core Banking System

Welcome, Mark Carlson

Approver

Pending for Approvals (0)

Party Maintenance

Initiated By Status

No data to display.

Page 1 (0 of 0 Items) < 1 >

Quick Links

Onboarding

User Management

Approvals

Workflow Management

Rules Management

Account Access

Customer Account Access

User Account Access

## CREATE AGENCY USER

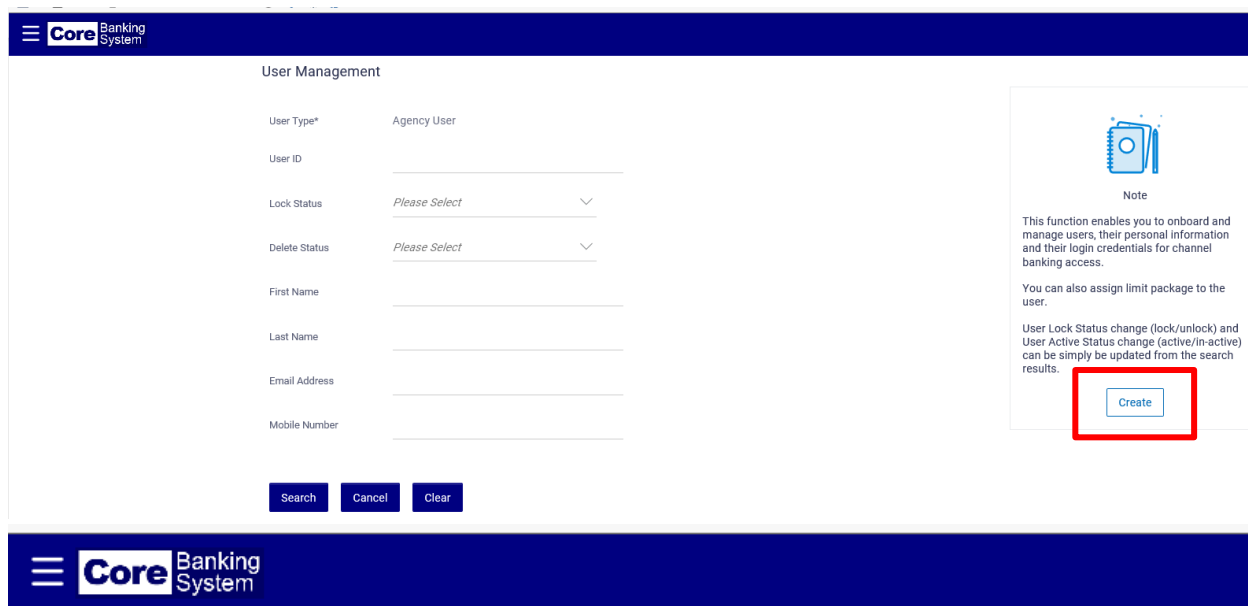
There are 3 main functions required to set up a user in CB\$:

1. Create user
2. Assign accounts to user
3. Create funds transfer rules

A new user can be created by selecting the functions on the dashboard or by using the menu. The menu is displayed by clicking on the 3 bars in the upper left corner.

### Create User - Profile

1. Under Onboarding click on **User Management**.
2. Choose the **Create** option on the right side of the screen. Then select the Create option on the next screen.



The screenshot shows the 'User Management' form in the Core Banking System. The form has a dark blue header with the 'Core Banking System' logo. The main content area is white and contains a form for creating a new user. The form fields are: User Type\* (Agency User), User ID, Lock Status (Please Select), Delete Status (Please Select), First Name, Last Name, Email Address, and Mobile Number. There are 'Search', 'Cancel', and 'Clear' buttons at the bottom of the form. On the right side of the form, there is a 'Note' box with a blue icon of a notepad. The note text reads: 'This function enables you to onboard and manage users, their personal information and their login credentials for channel banking access. You can also assign limit package to the user. User Lock Status change (lock/unlock) and User Active Status change (active/in-active) can be simply be updated from the search results.' A red box highlights the 'Create' button in the note box.

### User Management

User Type\* Agency User

Customer ID DST3410  
Customer Name DEPT OF STATE TREASURER

Create

Cancel

Back

3. Enter the employee's User ID. This is their NCID plus the @ plus your customer ID. (i.e. jdoe@DST3410). Click on "Check Availability" to validate the information is correct.

\*Note: The User ID field cannot be edited once the profile is saved.

Enter the user's name, email address, phone number (both the Landline and Mobile numbers are required fields. If desired, all 9's can be entered for the mobile number) and the work address.

Note: The (\*) denotes a required field.

---

Personal Information

User ID\*

Check Availability

Title

Please Select

▼

First Name\*

Middle Name

Last Name\*

Contact Details

Email Address\*

Contact Number (Landline)\*

Contact Number (Mobile)\*

Address Line 1\*

Address Line 2

Address Line 3

Address Line 4

Country

United States

City\*

State\*

Zip/Postal Code\*

Once the personal information is entered scroll down to Limits & Roles.

Limits & Roles

Limits

▼

Roles\*

☐ ACCOUNTDATA

☐ AGNCYADMIN1

☐ AGNCYADMIN2

☐ BATCHUPLD

☐ CORPADMIN2

☐ Agency Admin Checker

☐ Agency Admin Maker

☐ DepoRepRec

☐ FTAGNCYADM

☐ FTROLE

☐ ImgRetrivr

☐ POSPAY

☐ STOPPAY

☐ ViewPosStp

☐ Agency User

Touch Points

Select Touch Points

Internet

Save

Cancel

Back

## Limits

1. Assign a limits package to user's who will have the FTROLE.
2. Click on the dropdown arrow on the right side to open the window.

## Limits & Roles

### Limits

Touch Points	Package	Actions	
Internet	<i>Please select Limit Package</i>	▼	↻
Global	<i>Please select Limit Package</i>	▼	↻

3. Click on the dropdown arrow next to Internet or Global to assign the desired limits package. (GLOBAL001 is the recommended limits package to assign).

### Roles

1. Assign the necessary Roles to the user by clicking the box next to each Role. (Note: “Agency User” must be assigned to all users.

Roles\*

<input type="checkbox"/> ACOUNTDATA	<input type="checkbox"/> AGNCYADMN1	<input type="checkbox"/> AGNCYADMN2	<input type="checkbox"/> BATCHUPLD	<input type="checkbox"/> CORPADMIN2
<input type="checkbox"/> Agency Admin Checker	<input type="checkbox"/> Agency Admin Maker	<input type="checkbox"/> DepoRepRec	<input type="checkbox"/> FTAGNCYADM	
<input type="checkbox"/> FTROLE	<input type="checkbox"/> ImgRetrivr	<input type="checkbox"/> POSPAY	<input type="checkbox"/> STOPPAY	<input type="checkbox"/> ViewPosStp
				<input type="checkbox"/> Agency User

### Touch Points

Select Touch Points      Internet

Save

Cancel

Back

\*The following Roles are specific to DST and not used by the agencies:

AGNCYADMN1, AGNCYADMN2, CORPADMIN2, Agency Admin Checker, Agency Admin Maker and FTAGNCYADM.

2. Click Save after the Roles have been assigned.
3. Verify the information and click Confirm then Ok.

User Management

REVIEW

You Initiated a request for creating the user. Please review details before you confirm!

User Type\*

Agency User

Customer ID

DST3410

Customer Name

DEPT OF STATE TREASURER

Personal Information

User ID\*

ddale@DST3410

Title

First Name\*

John

Middle Name

Last Name\*

Doe

Contact Details

Email Address\*

jdoe@nctreasurer.com

Contact Number (Landline)\*

9199999999

Contact Number (Mobile)\*

9199999999

Address Line 1\*

Anywhere Dr

Address Line 2

Address Line 3

Address Line 4

Country

United States

City\*

Raleigh

State\*

NC

Zip/Postal Code\*

27604

Limits & Roles

Limits

No Limit attached to the user

Roles\*

☒ ACCOUNTDATA
 ☐ AGNCYADMN1
 ☐ AGNCYADMN2
 ☐ BATCHUPLD
 ☐ CORPADMIN2
 ☐ Checker
 ☐ Agency Admin Checker
 ☐ Agency Admin Maker
 ☒ DepoRepRec
 ☐ FTAGNCYADM
 ☒ FTROLE
 ☒ ImgRetrivr
 ☐ Maker
 ☐ POSPAY
 ☒ STOPPAY
 ☒ ViewPosStp
 ☒ Agency User

Touch Points

Selected Touch Points

Internet

Cancel

Edit

Confirm

## MAPPING ACCOUNTS TO USER

The second step to setting up a user is to map the accounts to the user.

1. Under Account Access select User Account Access. This option is available on the dashboard and from the menu.



- Click on the user's name from the list of agency users:

User Account Access			
Search Results			
Initials	User Name	Full Name	Mapping
AM	aamcdonald@DST3410	Akhira McDonald	✓
AC	AaronChambers@DST3410	Aaron Chambers	✓
AS	alszalaj@DST3410	Amy Szalaj	✓
AB	ambrame@DST3410	Amanda Brame	✓
AM	amorris9@DST3410	April Morris	✓
AB	ASBURTON@DST3410	Angelique Burton	✓

After selecting the user's name Click "Map".

User Account Access	
Customer ID	DST3410
Customer Name	DEPT OF STATE TREASURER
User ID	ddale@DST3410
User ID	John Doe
Own Account Mapping Summary	
No Accounts mapped to the user	
<div>Map</div>	
<div>Cancel</div>	

## Initiate Account Mapping Setup

### Assign Accounts

Click on the boxes next to the account number to assign access to the user. If the user needs access to all accounts, then click the "Map All Accounts" option located at the top of the screen. Click Next.

## Account Mapping

Account

☐ Apply Party Level Changes Automatically  
☐ Map All Accounts

	Account Number	Currency	Product Name	Account Status
<input checked="" type="checkbox"/>	[REDACTED]	USD	DISB INTEREST FOR ACCT BESIDES GF	ACTIVE
<input checked="" type="checkbox"/>	[REDACTED]	USD	CIT	ACTIVE
<input checked="" type="checkbox"/>	[REDACTED]	USD	CIT	ACTIVE
<input checked="" type="checkbox"/>	[REDACTED]	USD	CIT	ACTIVE

Next

Back





Cancel


## Assign transactions

Click on the blue triangle next to the assigned account number to open the window.

Account

☐ Map All Transactions to All Accounts

	Account Number	Currency	Product Name	Account Status
	<input checked="" type="checkbox"/> [REDACTED]	USD	DISB INTEREST FOR ACCT BESIDES GF	ACTIVE
	<input checked="" type="checkbox"/> [REDACTED]	USD	CIT	ACTIVE
	<input checked="" type="checkbox"/> [REDACTED]	USD	CIT	ACTIVE
	<input checked="" type="checkbox"/> [REDACTED]	USD	CIT	ACTIVE

	Account Number	Currency	Product Name	Account Status
	<input checked="" type="checkbox"/> [REDACTED]	USD	DISB INTEREST FOR ACCT BESIDES GF	ACTIVE

☐ Map All Transactions
 

☐ CASA Inquiries
 

☐ Unmatched CIT/CMCS View

☐ Payments Inquiries
 

☐ Active Stop Pay Inquiry
 

☐ Active Positive Pay Inquiry

☐ CASA
 

☐ Statement Verification

☐ Payments
 

☐ Batch Stop Pay
 

☐ Single Stop Pay
 

☐ Initiate Funds Transfer

☐ Single Positive Pay

☐ All Inquiry Transactions
 

☐ CASA Inquiries
 

☐ Payments Inquiries

Click on the boxes next to transaction to assign access. Continue until the transactions have been assigned to all selected accounts. Click Save at the bottom of the page.

Review the details and click Confirm and Ok.

## FUNDS TRANSFERS

**Approvals:** There are 3 primary functions under Approvals:

- User Group Management
- Workflow Management Rules Management

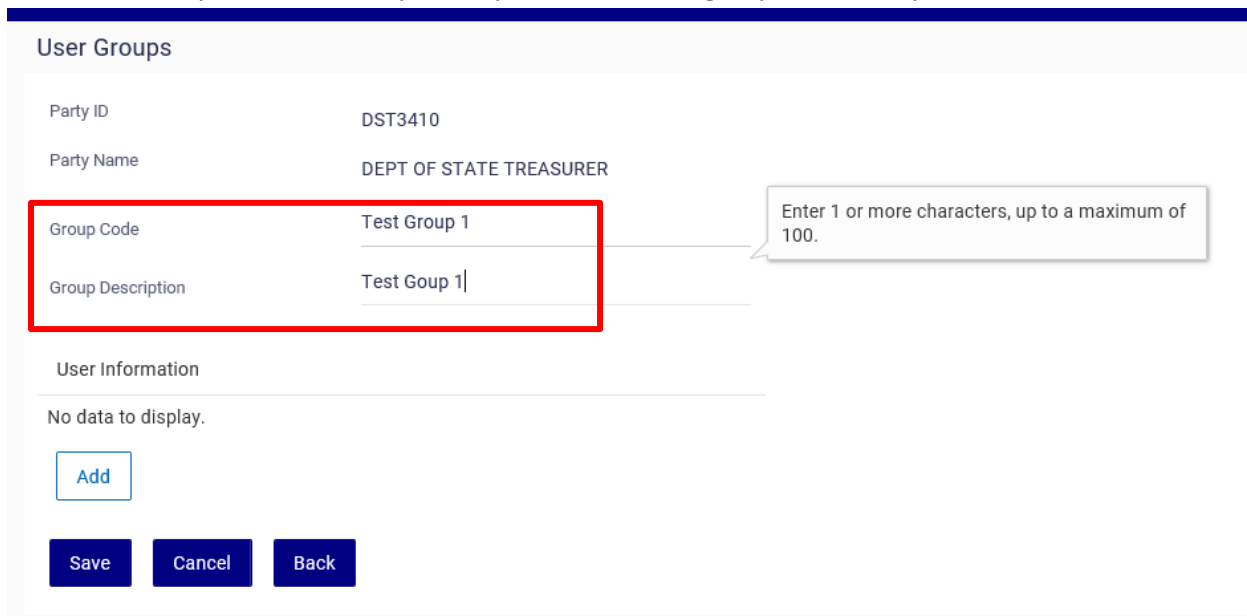
The **User Group Management** function allows you to create a new list or view or edit an existing list of authorizers to approve funds transfers. Anyone on the list can authorize a funds transfer initiated by the user.

1. To create a new list click on “Create”.



The screenshot shows the 'User Groups' form. At the top, it displays 'Customer ID' as DST3410 and 'Customer Name' as DEPT OF STATE TREASURER. Below this, there are two buttons: 'Create' and 'Cancel'. The 'Create' button is highlighted with a red rectangular box.

2. Enter the Group Code and Group Description. This is the group name that you have chosen.



The screenshot shows the 'User Groups' form with the 'Group Code' and 'Group Description' fields highlighted by a red box. The 'Group Code' field contains 'Test Group 1' and the 'Group Description' field contains 'Test Goup 1'. A tooltip message on the right says 'Enter 1 or more characters, up to a maximum of 100.' Below the highlighted fields, there is a section for 'User Information' which currently shows 'No data to display.' and an 'Add' button. At the bottom of the form, there are three buttons: 'Save', 'Cancel', and 'Back'.

3. Give the list a name by entering a name in the box next to New List and click Save, Confirm and Ok. Click Add and select the name of the authorized from the dropdown list and click add again. Continue until all desired names have been added to the list and click Save.

User Groups

Party ID

DST3410

Party Name

DEPT OF STATE TREASURER

Group Code

Test Group 1

Group Description

Test Goup 1

User Information

tchaithcock@DST3410

samiel\_fuller@DST3410

jcfontes@DST3410

Add

Save

Cancel

Back

Verify the information and click Save.

\*Note: After the group list has been created it will need to be added to **Workflow Management**.

The **Workflow Management** function allows you to create a new authorizer or view existing authorizers for your agency.

1. To create a new authorizer click "Create".
2. Enter the Workflow Code. This is a required but arbitrary field for creating an **individual** authorizer. It can be any set of numbers or words. For a **group authorization list** then use the group name.
3. Enter the Workflow Description. Use the individual or group name for this field.

Workflow Management

Customer ID

DST3410

Customer Name

DEPT OF STATE TREASURER

Workflow Code

000001

Workflow Description

John Doe

4. Approval Details: Individual.  
Select **User** and from the dropdown window choose the individuals name and click Save.

**\*Note:** Do not select more than 1 name when creating a new authorizer. Assigning multiple names will require each authorizer to approve the funds transfer.

### Workflow Management


Customer ID	DST3410
Customer Name	DEPT OF STATE TREASURER
Workflow Code	000001
Workflow Description	John Doe

### Approval Details

Level 1

User

User Group

John Doe (ddale@DST3410) 

User

Add

Save

Cancel

Back

5. Approval Details: Group.  
Select **User Group** and choose the name of the group that was created under User Group Workflow and click Save.

### Workflow Management


Customer ID	DST3410
Customer Name	DEPT OF STATE TREASURER
Workflow Code	Test Group 1
Workflow Description	Test Group 1

### Approval Details

Level 1

User

User Group

Test Group 1 

User Group

Add

Save

Cancel

Back

6. Review the information and click Confirm and Ok.

The **Rules Management function** allows you to create a new initiator or to view or edit an existing initiator.

1. To create a new initiator, click “Create”.
2. Enter the Rule Code. This is a required but arbitrary field for creating a new initiator. It can be any set of numbers or words.
3. Enter the Rule Description. The initiator’s name can be entered in this field.

Rules Management

Customer ID

DST3410

Customer Name

DEPT OF STATE TREASURER

Rule Type

Financial

Non Financial

Maintenance

Non Account Financial

Rule Code

00000003

Rule Description

John Doe

4. Select the initiator’s name from the dropdown window.
5. Transactions: defaults to payments.
6. Accounts: Select the account to assign to the initiator. If more than 1 account needs to be assigned, then select All.
7. Currency: defaults to USD.
8. Amount Range: Enter the initiation limits starting with .01.
9. Workflow Details: Select the name of the authorizer or group authorization list and click Save.
10. Review the information and click Confirm and Ok.

Initiator

Initiator Type

UserUser Group

John Doe (ddale@DST3410)▼  
User

Transactions

Transactions

Payments

Accounts

Accounts

All▼

Currency

Currency

USD▼

Amount Range

From Amount

\$0.01

To Amount

\$1,000,000.00

Workflow Details

Approval Required

YesNo

Workflow

Test Group 1▼  
Level 1  
  
Test  
  
Group 1

Save

Cancel

Back

This completes the process for setting up a new user in Core Banking. If you have any questions or need additional assistance, please contact the CB\$ Helpdesk at 919-814-3916.

## MAINTENANCE ON USER PROFILES

### View User

To view a user's profile:

1. Select User Management
2. Enter the user's name or a portion of it, email address or mobile number and click Search.
3. To view all active users, select Active in the Delete Status field and click Search.
4. Click on their name to view the profile.

User Management

User Type\*

Agency User

User ID

Lock Status

Please Select

▼

Delete Status

Please Select

▼

First Name

j

Last Name

do

Email Address

Mobile Number

Search

Clear

Search Results

Full Name	User ID	Locked Status	Active Status
John Doe	<a href="#">ddale@DST3410</a>	Un-Locked <a href="#">✎</a>	Active <a href="#">✎</a>

Page 1 of 1 (1 of 1 items) [⏪](#) [<](#) [1](#) [>](#) [⏩](#)



## Modify User

To update or change personal information or to add or delete a role on a user's profile:







1. Select User Management
2. Enter the name of the user or a portion of it and click Search.
3. Click on their name to view the profile.
4. On the bottom of the page click Edit, make the necessary changes and click Save.

Verify the changes and click Confirm and OK. \*Reminder: The User ID field is the only field that cannot be edited.


## Unlock or Lock User

Occasionally a user id may become locked due to entering an incorrect password more than 3 consecutive times or inactivity. To unlock or lock a user:

1. Select User Management.
2. Enter the user's name and click Search
3. Under Locked Status click on the symbol next to the word Un-locked or Locked depending on the status.

Search Results			
Full Name	User ID	Locked Status	Active Status
John Doe	ddale@DST3410	Un-Locked 	Active 
Page 1 of 1 (1 of 1 items)   1  			

4. Click on the radio button to change the status and click Submit.

User Status Maintenance 

Lock Status

☒ Un-Locked







Reason

Submit

Cancel

## Deactivate/Delete User

1. Select User Management
2. Enter the user's name or a portion of it and click Search.
3. Check the box to the left of their name. Under the Active Status click on the symbol next to Active.

Search Results			
Full Name	User ID	Locked Status	Active Status
John Doe	ddale@DST3410	Un-Locked 	Active 
Page 1 of 1 (1 of 1 items)   1  			

4. Click on the radio button to change the status to In-Active and click Submit.

### Active Status


Active Status ☒ In-Active

Reason


## AUDIT LOG

This is a new feature that allows you to search for transactions that have been entered in the system. The log is found in the Menu under Others.

### Audit Log Maintenance

Date and Time\* Today  Activity

Customer ID DST3410 User ID

[More search options](#) 

To search for a transaction click in the Activity box for a display of search items or simply type the word in the dropdown box and click Search.

Audit Log Maintenance

Date and Time\*
Today

Activity

Positive Pay

Single Positive Pay

Active Positive Pay Inquiry

Customer ID
DST3410
User ID

[More search options](#)

Search

Cancel

Clear

More search options allows you to view funds transfers that have been initiated or approved.

Audit Log Maintenance

Date and Time\*
Today

Activity

Customer ID
DST3410
User ID

Action

☐ Initiated
☐ Approved
☐ Enquired
☐ Edited
☐ Created
☐ Deleted

User Type
Agency User

Status

☐ Successful
☐ Failed

Reference Number

[Less search options](#)

## **Appendix A- Agency User Roles for Core Banking (CB\$)**

### **Transactions**

1. Initiate Funds Transfer (NFT)

### **Accounts Inquiries**

1. Account Statements (CAS)
2. Account Activity (AAC)
3. Balance Details (ADT)
4. Balance Summary (ASM)
5. Batch Upload Status (VBS)

### **Other Transactions**

1. Mailbox (IMS)\*
2. Tools (TOL)\*
3. Unmatched CIT/CMCS (UAC)

### **Other**

1. Active Positive Pay (PPI)
2. Single Positive Pay (SPP)
3. Single Stop Pay (SSP)
4. Active Stop Pay (ASP)
5. Account Adjustment Request (AAR)\*\*
6. Deposit Reorder Request (DTR)\*\*
7. Request Change for Agency Contact (RCA)\*\*
8. Image Retrieval on Warrant # or Din # (IRV)
9. Statement Verification (STV)
10. Batch Positive Pay (BAP)\*
11. Batch Stop Pay (BSP)\*

\*Accounts should not be mapped to these roles.

\*\*At this time, these roles are not being used.