North Carolina Department of State Treasurer
Core Banking Administrator Manual

Core Banking Helpdesk
919-814-3916

September 2025

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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. 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.gov), 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.

NORTH CAROLINA
DEPARTMENT OF STATE TREASURER

BRADFORD B. BRINER
STATE TREASURER OF NORTH CAROLINA

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

Example: melissa@DST1234

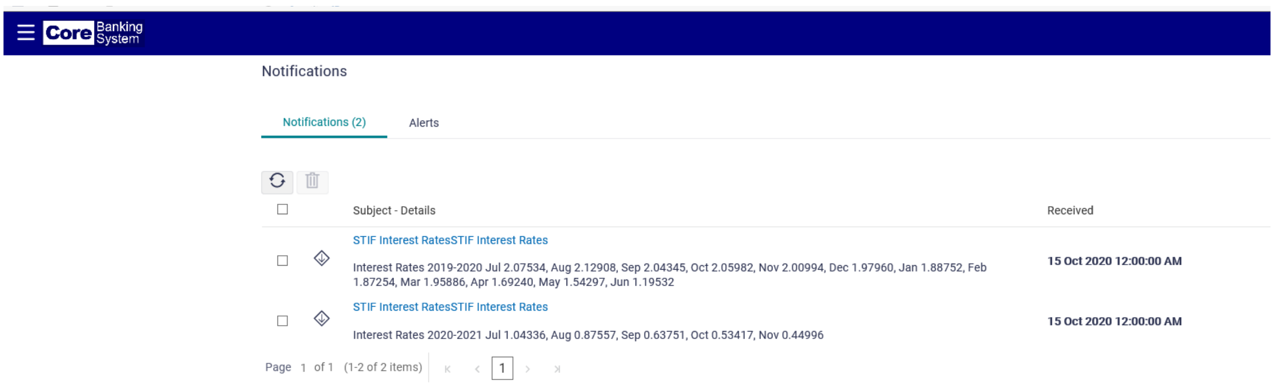
- The first part is your NCID. In this example, the NCID is "melissa". If you do not have an NCID, please see the NCID Administrator for your agency. NCID's are issued and maintained by the Department of Information Technology.
- The second part is the "@" symbol. It is a required component for everyone's 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.

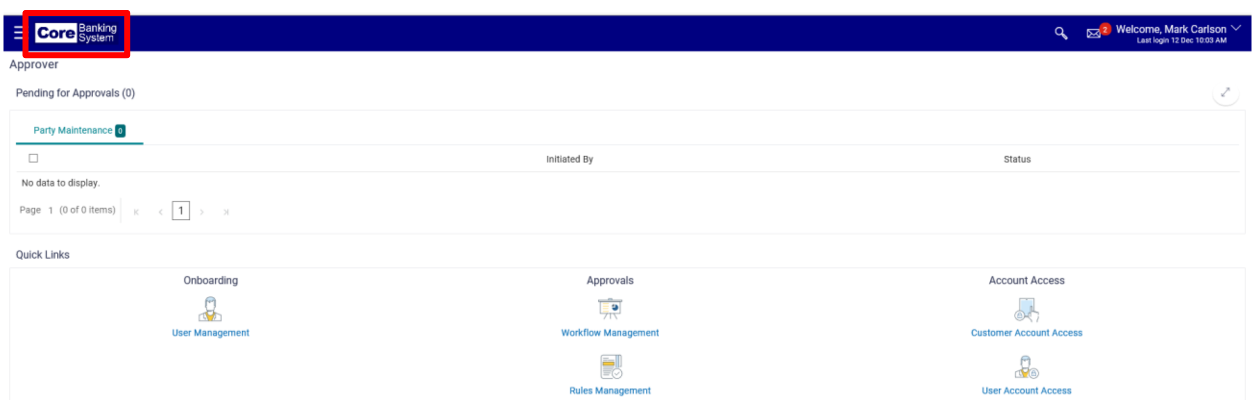
Passwords are maintained by the Department of Information Technology.
Passwords expire every 90 days.

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.



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



CREATE AGENCY USER

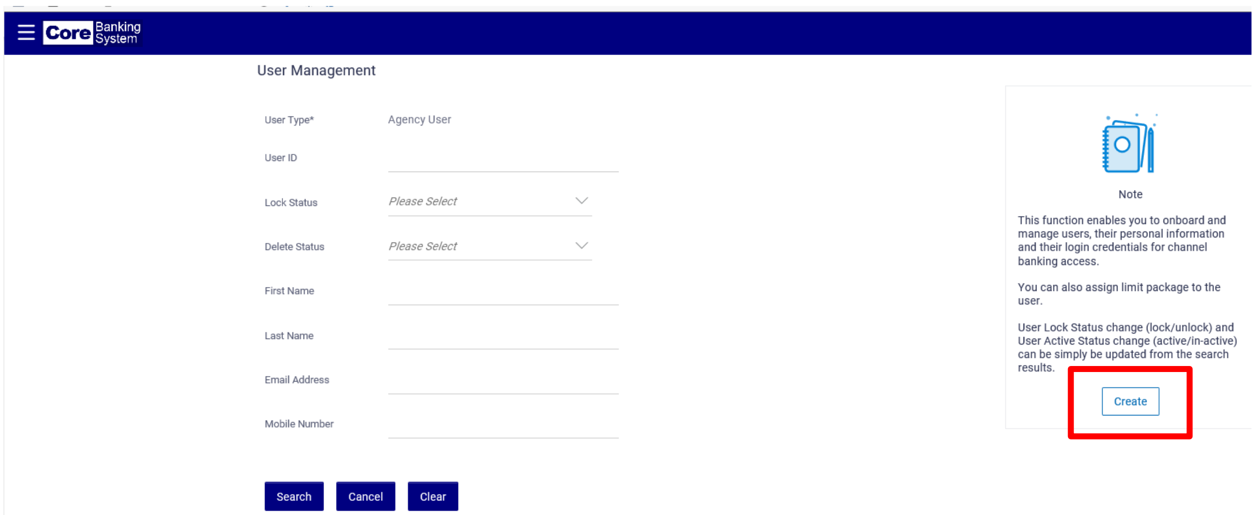
There are 3 main functions required to set up a user in CB$:

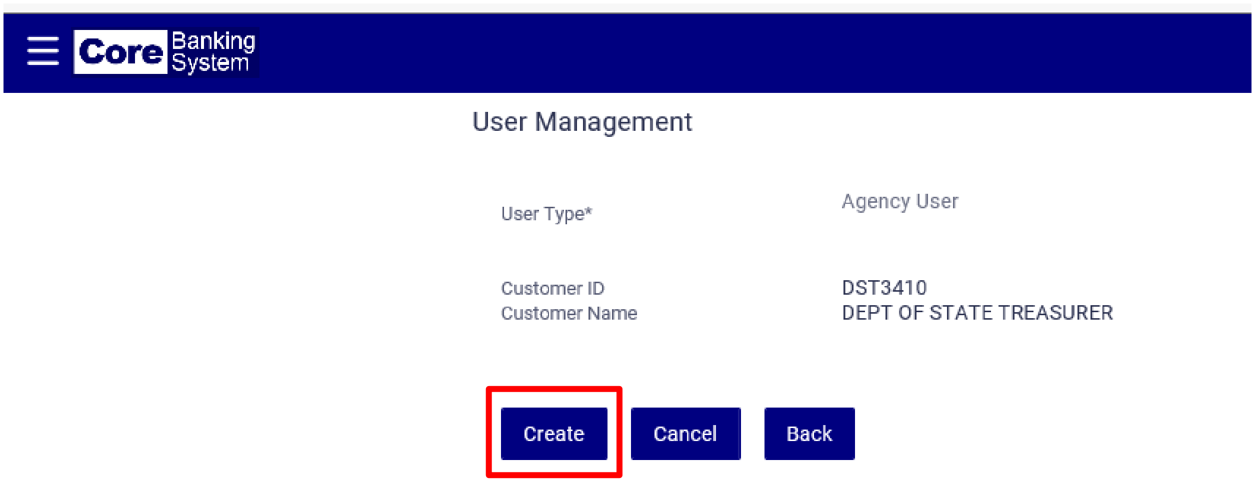
1. Create user
2. Assign accounts to user
3. Create funds transfer rules

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.



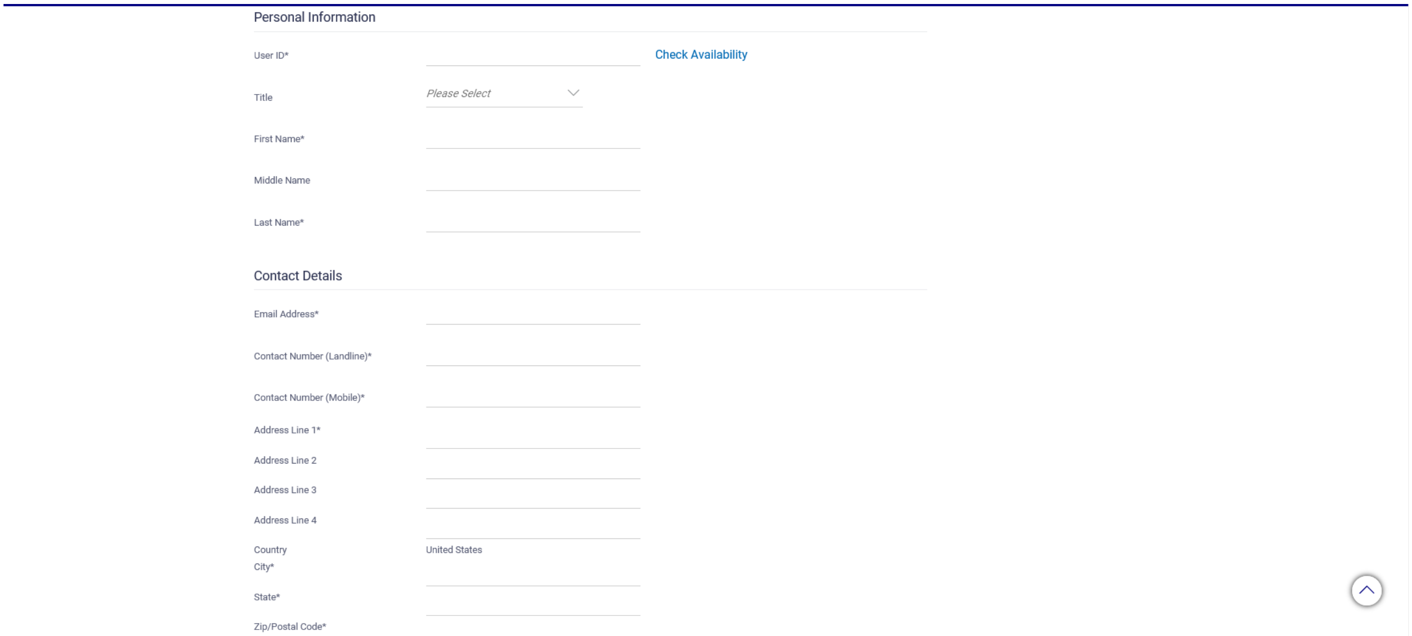


3. Enter the employee's User ID. This is their NCID plus the @ plus your customer ID. (i.e. jdoe@DST3410). Click on "Check Availability" to validate the information is correct.

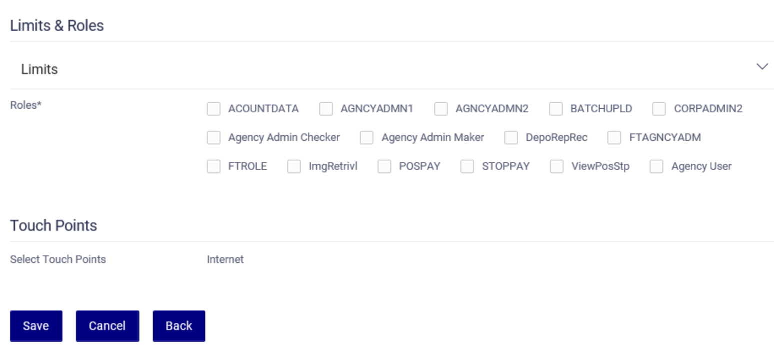
*Note: The User ID field cannot be edited once the profile is saved.

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.

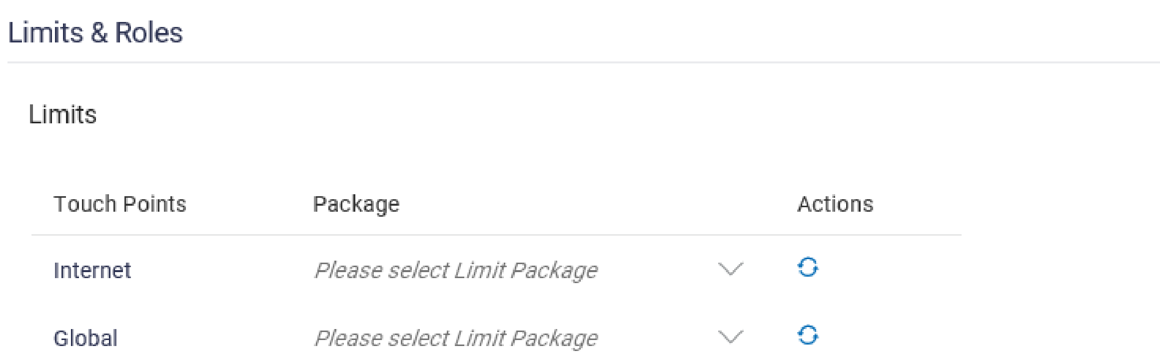


Once the personal information is entered scroll down to Limits & Roles.



Limits

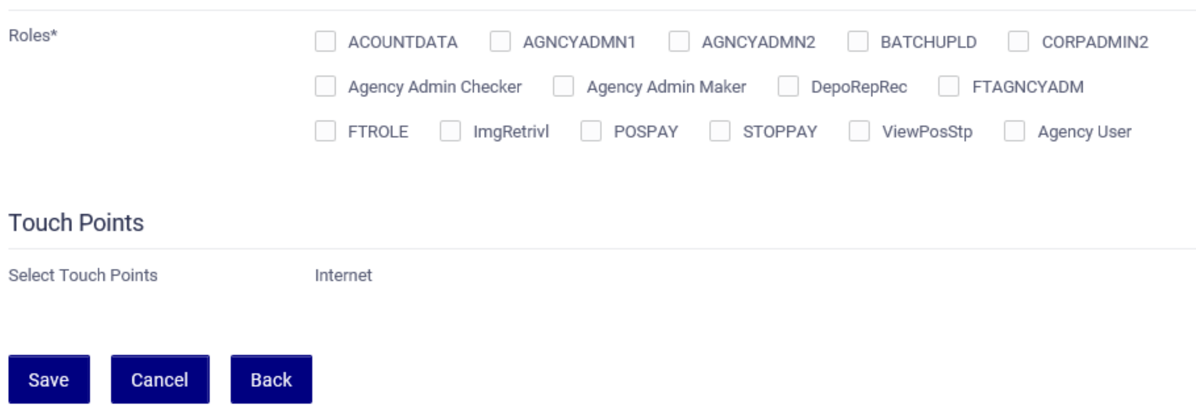
1. Assign a limits package to user’s who will have the FTROLE.
2. Click on the dropdown arrow on the right side to open the window.



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).

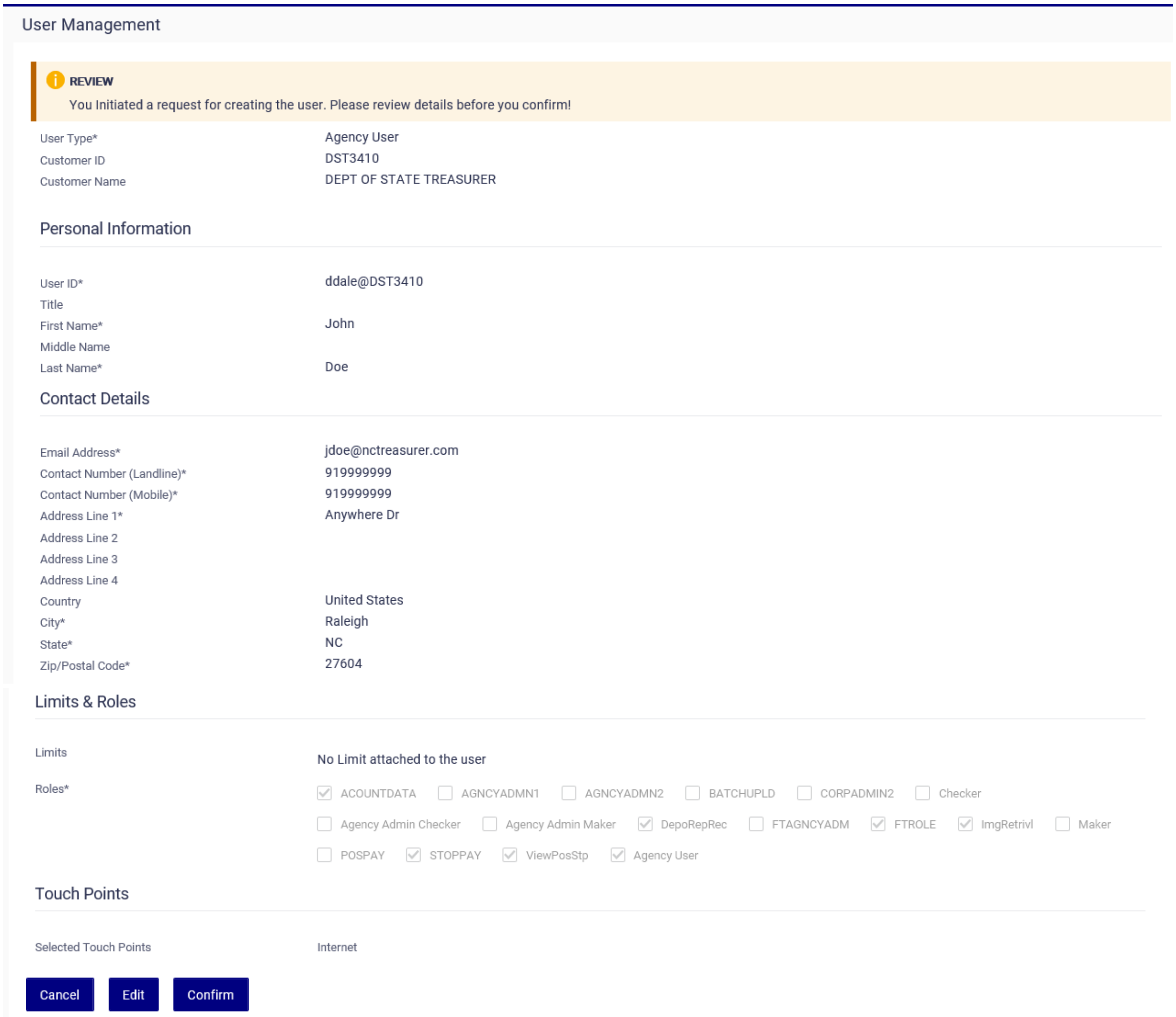
<u>Roles</u>

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.



*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.

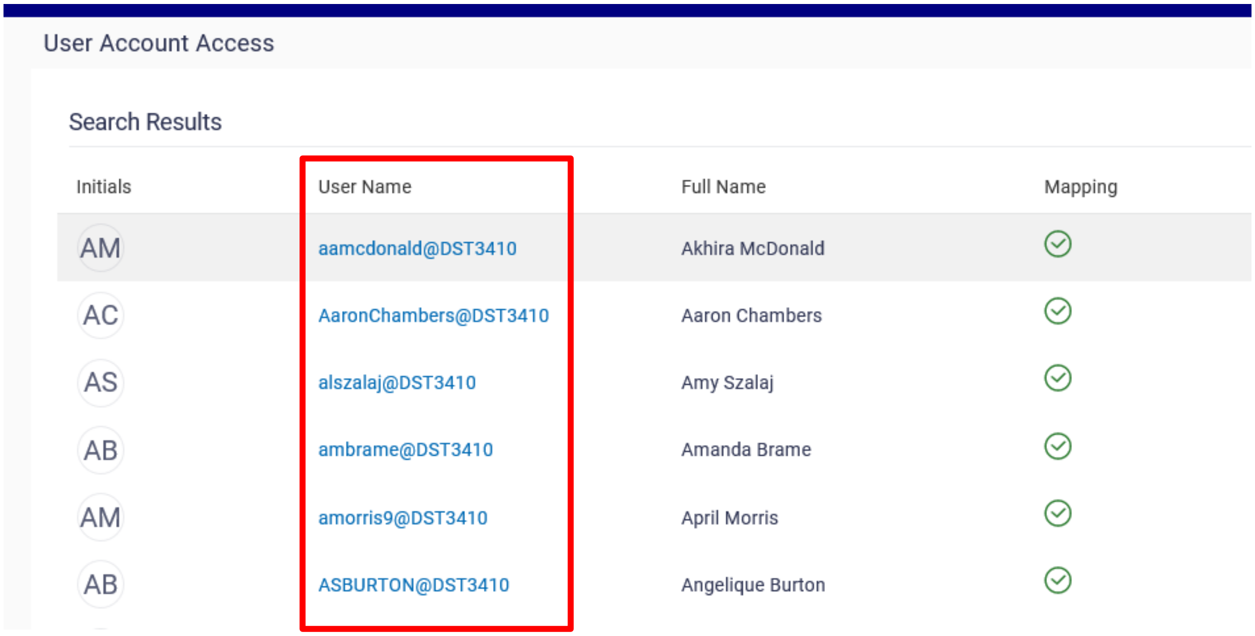


MAPPING ACCOUNTS TO USER

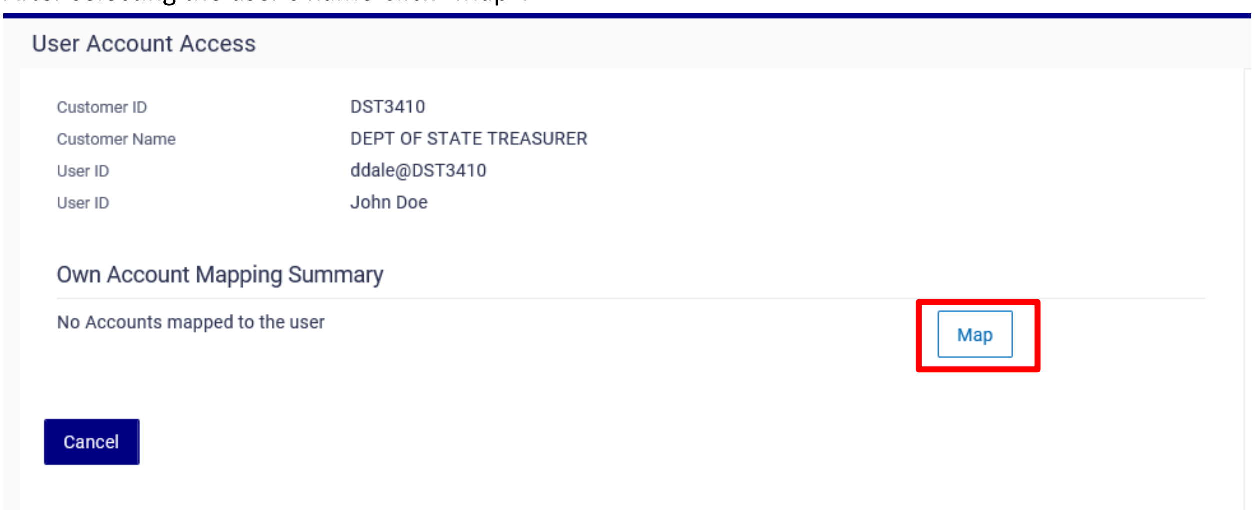
The second step to setting up a user is to map the accounts to the user.

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

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



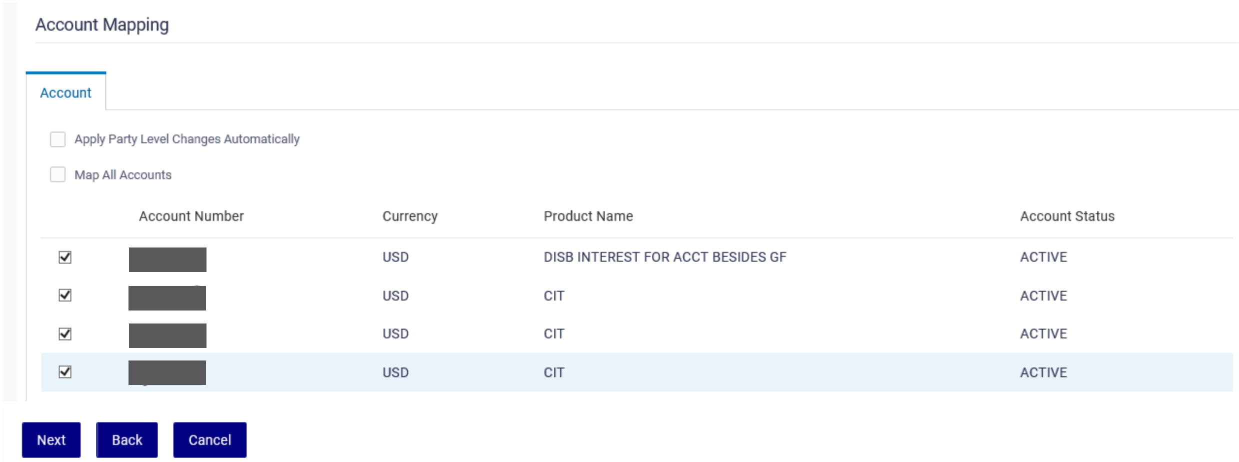
After selecting the user's name Click "Map".



<u>Initiate Account Mapping Setup</u>

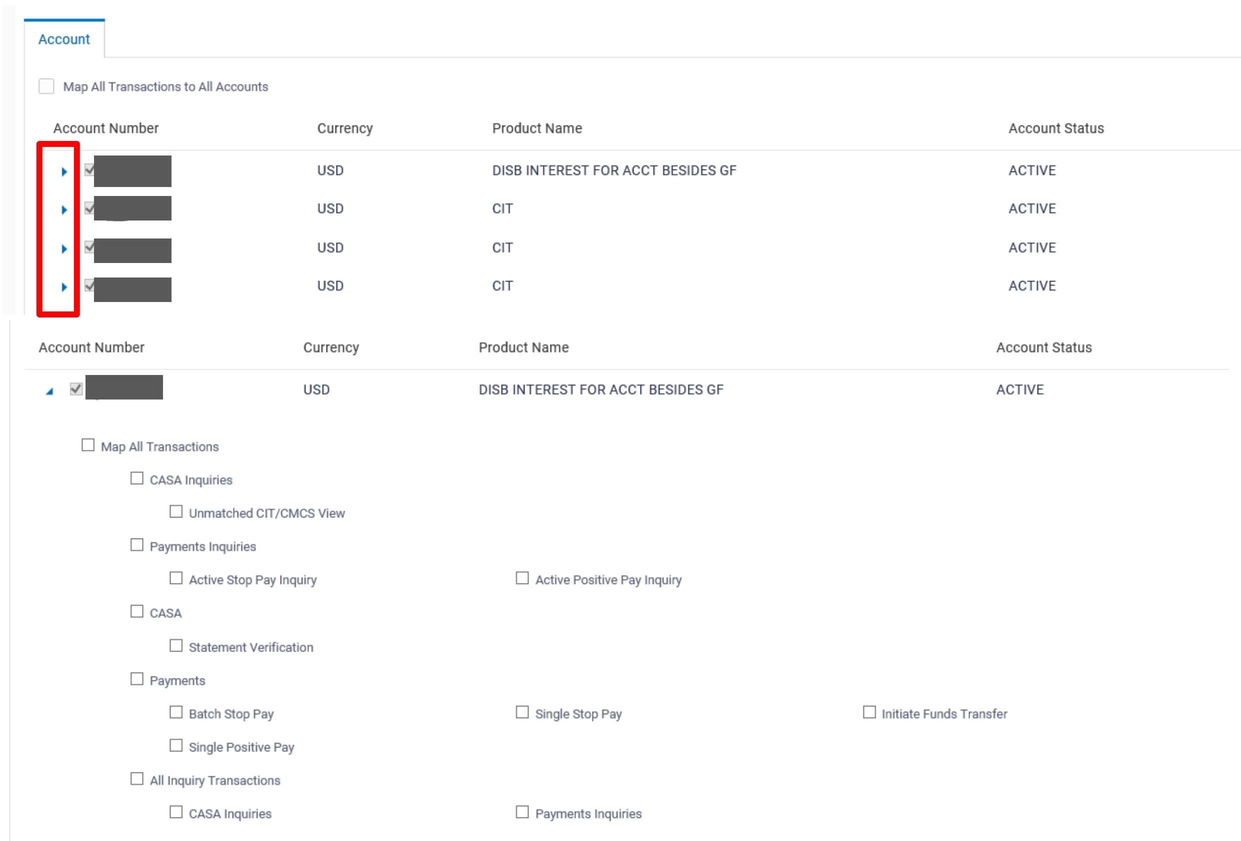
<u>Assign Accounts</u>

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.



Assign transactions

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



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

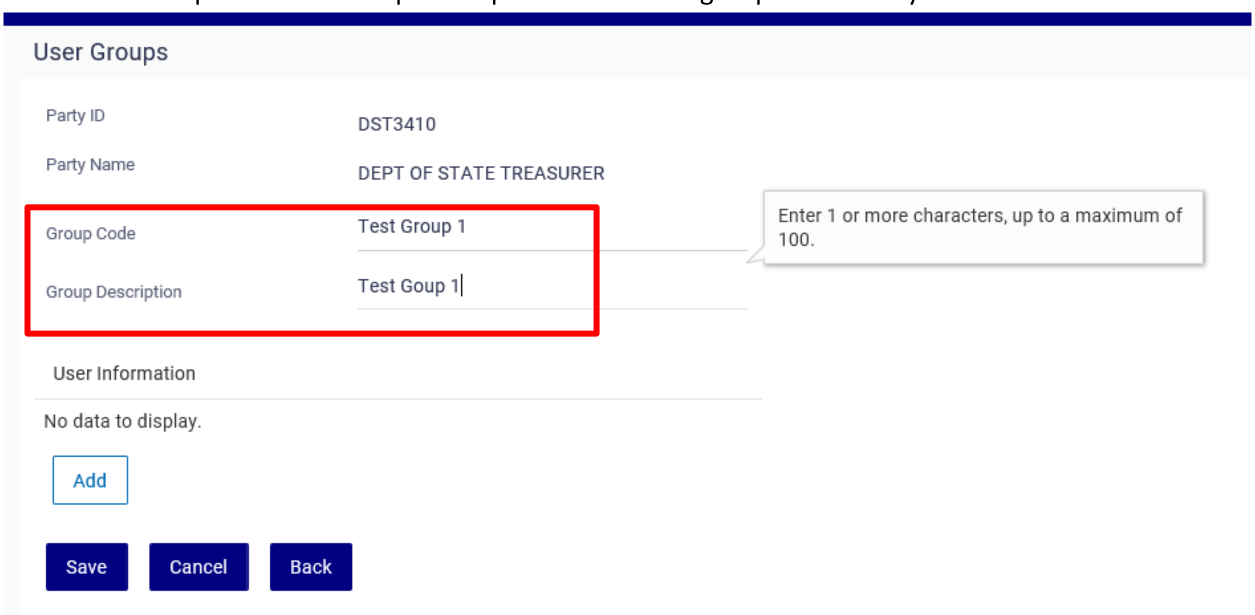
Approvals: There are 3 primary functions under Approvals:

- User Group Management
- Workflow Management Rules Management

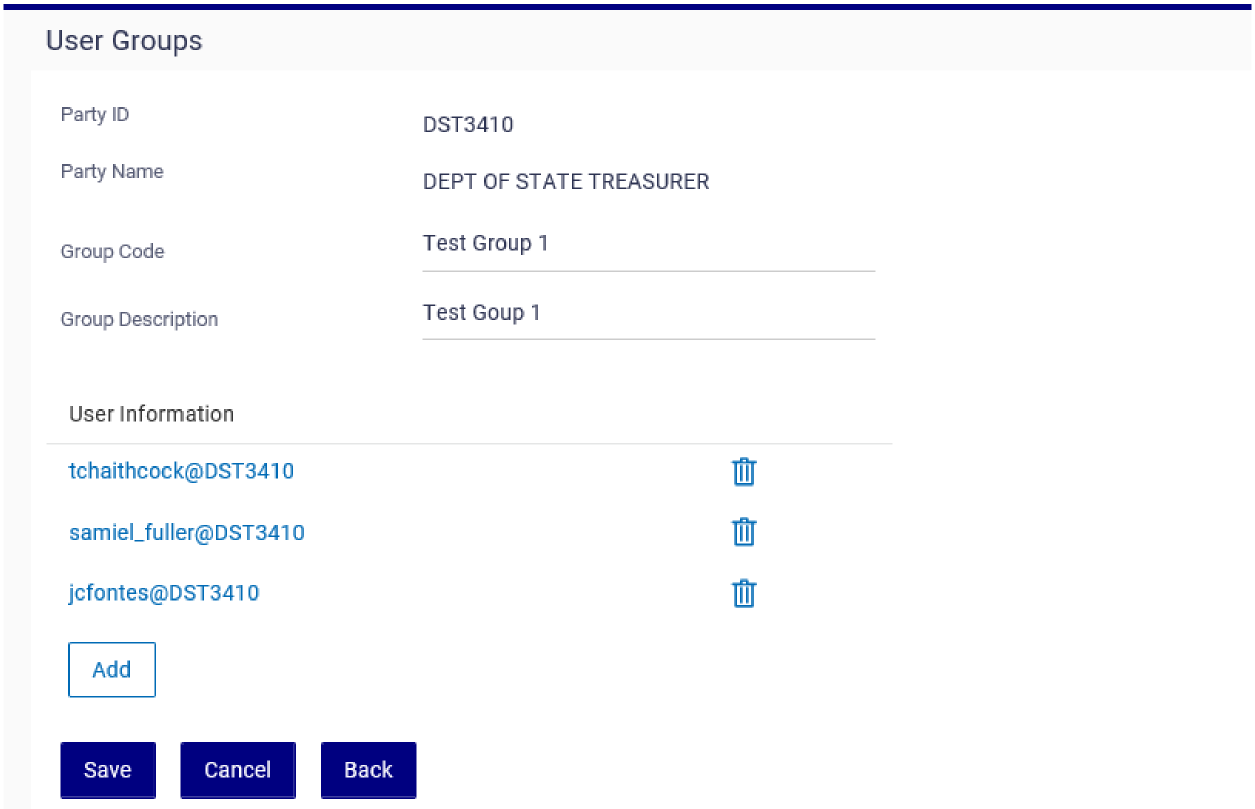
The **User Group Management** function allows you to create a new list or view or edit an existing list of authorizers to approve funds transfers. Anyone on the list can authorize a funds transfer initiated by the user.

1. To create a new list click on "Create".

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



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.

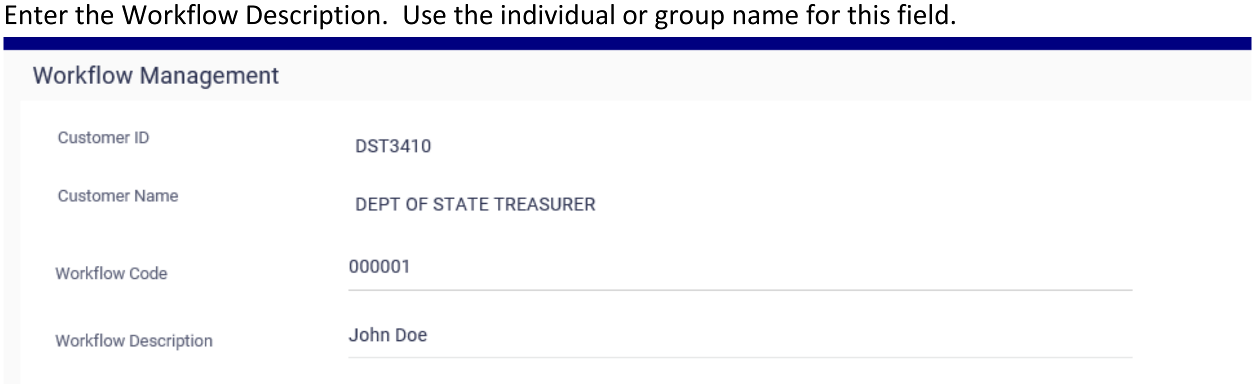


Verify the information and click Save.

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

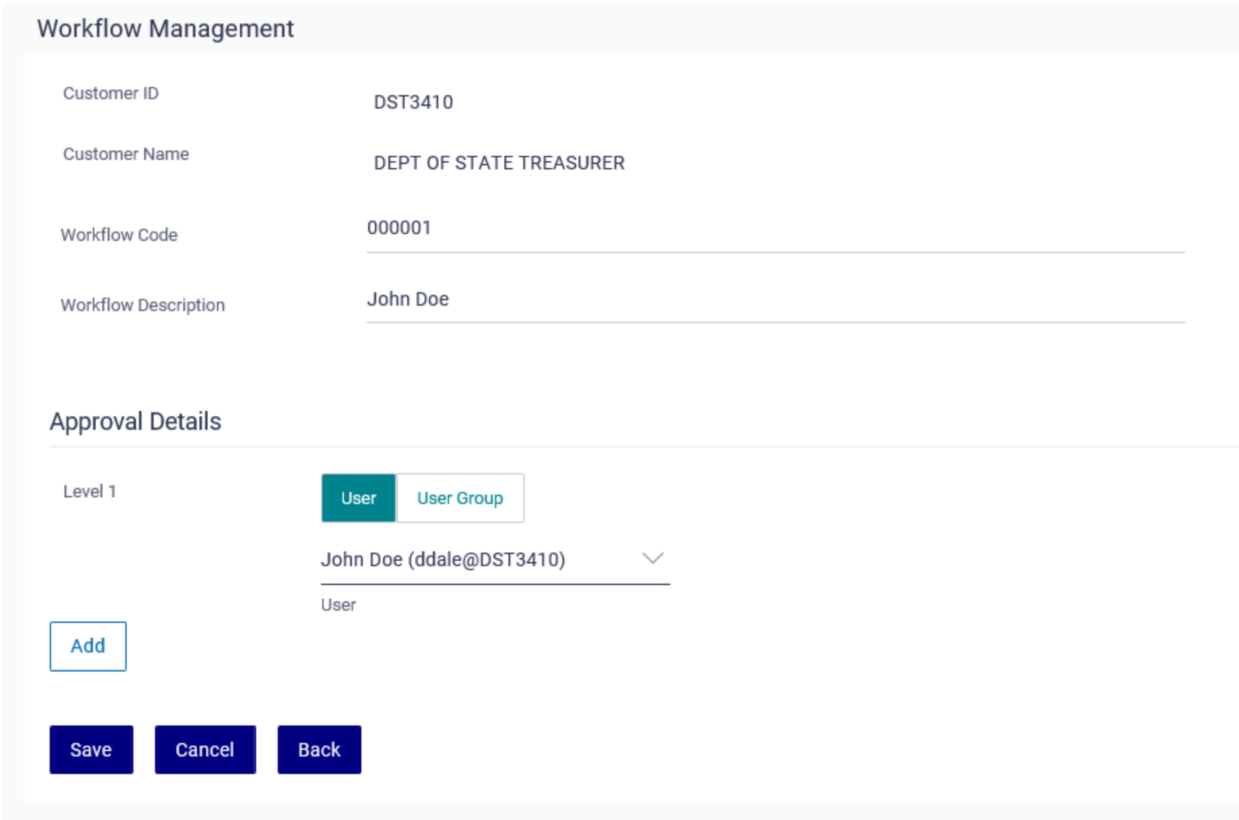
The **Workflow Management** function allows you to create a new authorizer or view existing authorizers for your agency.

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.

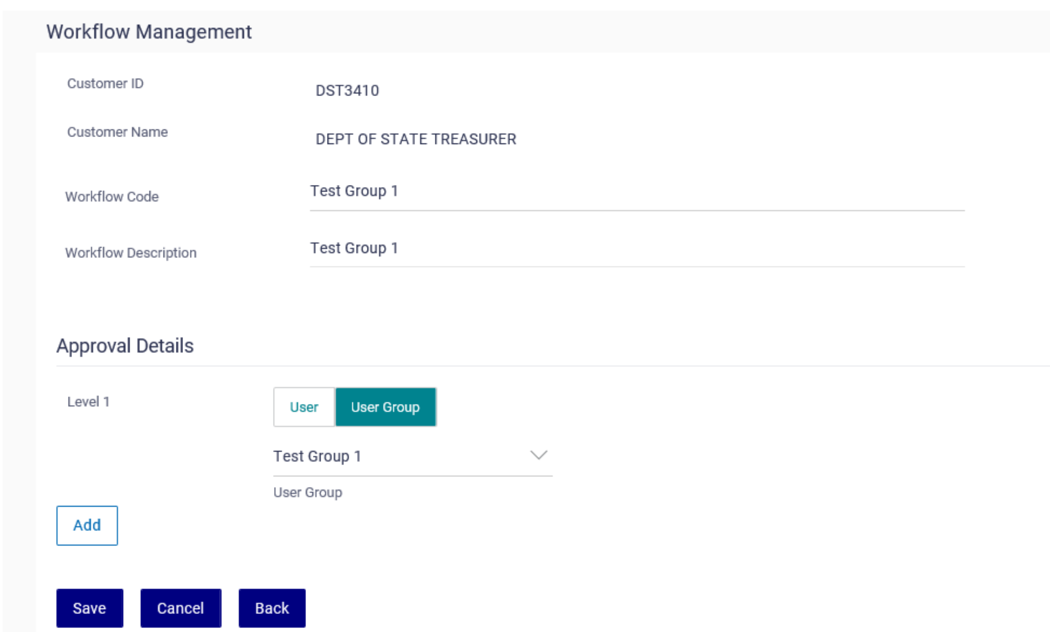


4. Approval Details: Individual.
   Select **User** and from the dropdown window choose the individuals name and click Save.

*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.



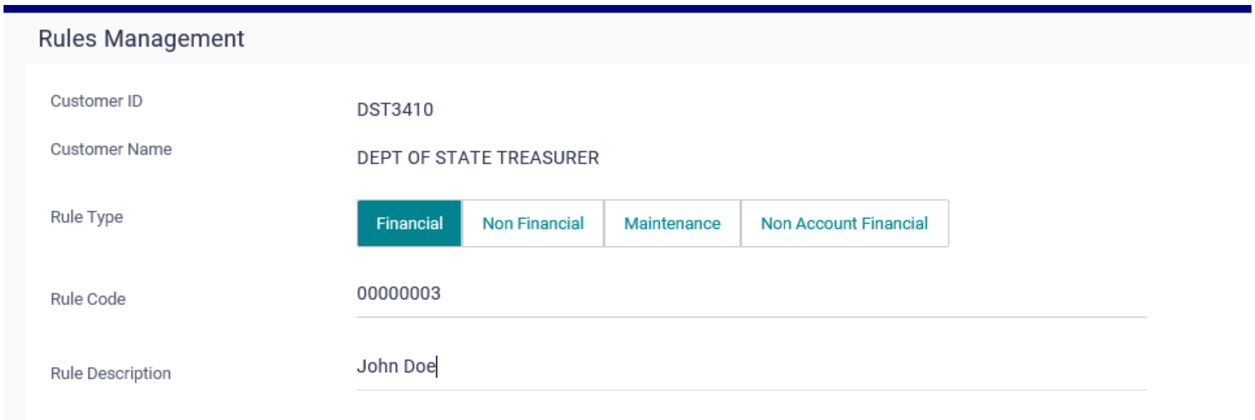
5. Approval Details: Group.
   Select **User Group** and choose the name of the group that was created under User Group Workflow and click Save.



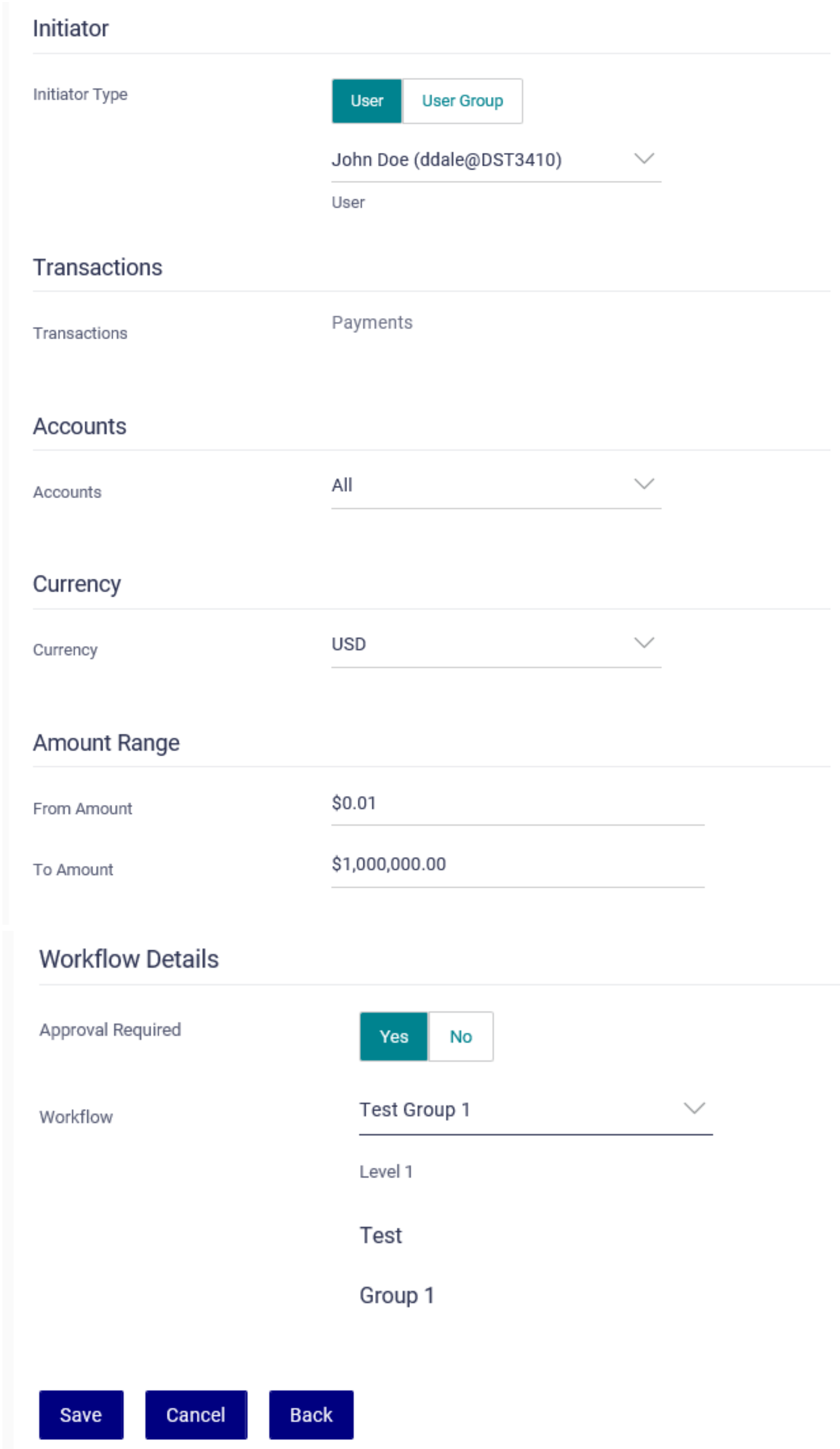
6. Review the information and click Confirm and Ok.

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.



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
User
User 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
Yes
No
Workflow
Test Group 1
Level 1
Test
Group 1
Save
Cancel
Back

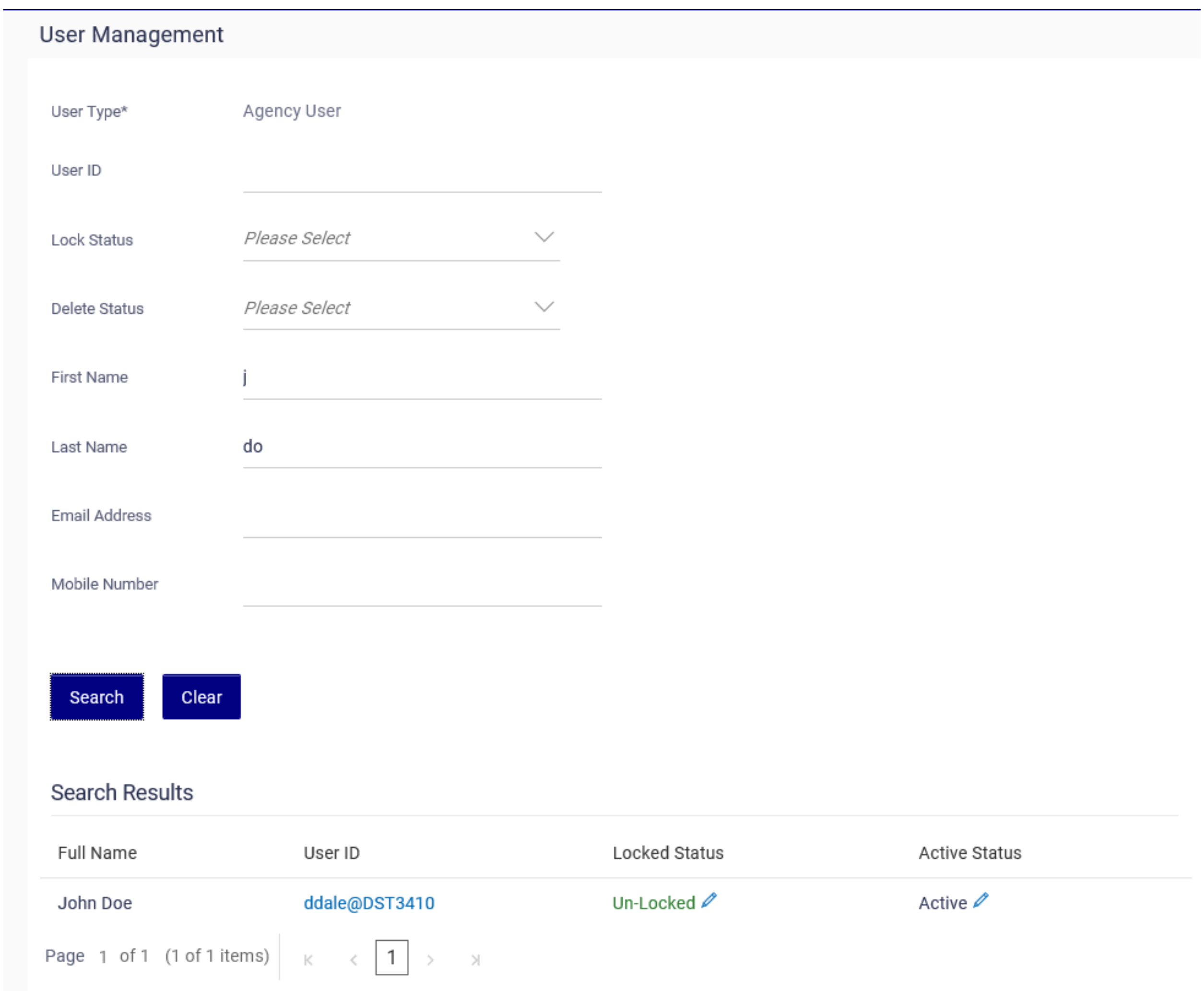
This completes the process for setting up a new user in Core Banking. If you have any questions or need additional assistance, please contact the CB$ Helpdesk at 919-814-3916.

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.



Modify User

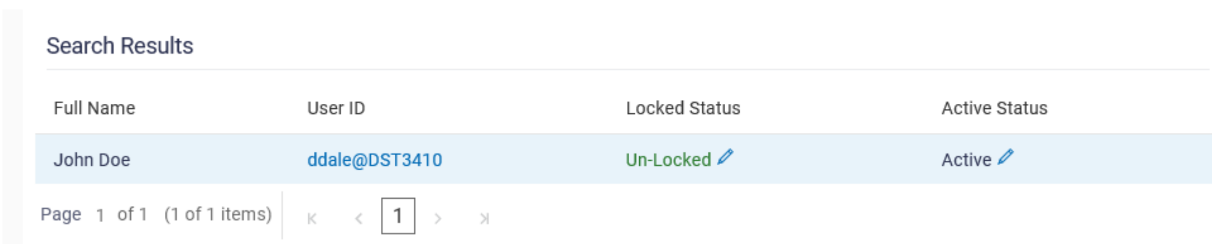
To update or change personal information or to add or delete a role on a user's profile:

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.

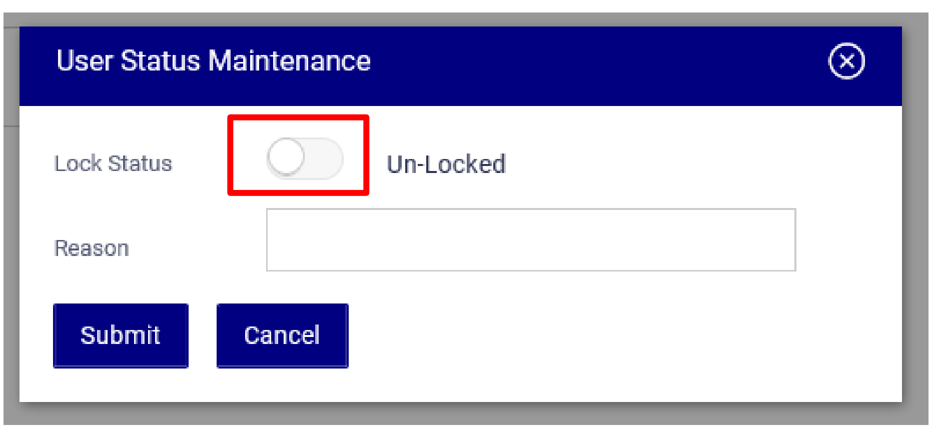
Unlock or Lock User

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.

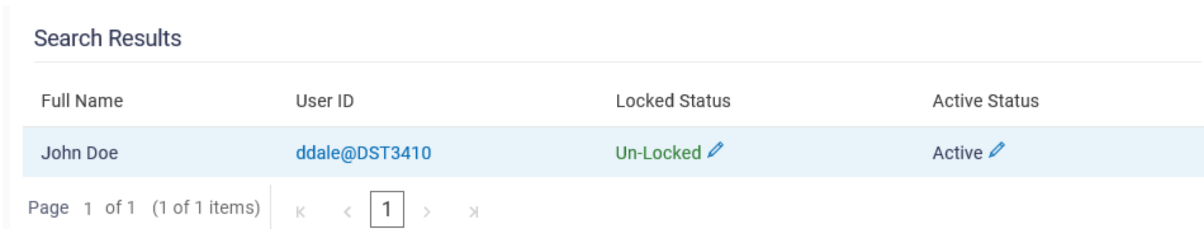


4. Click on the radio button to change the status and click Submit.

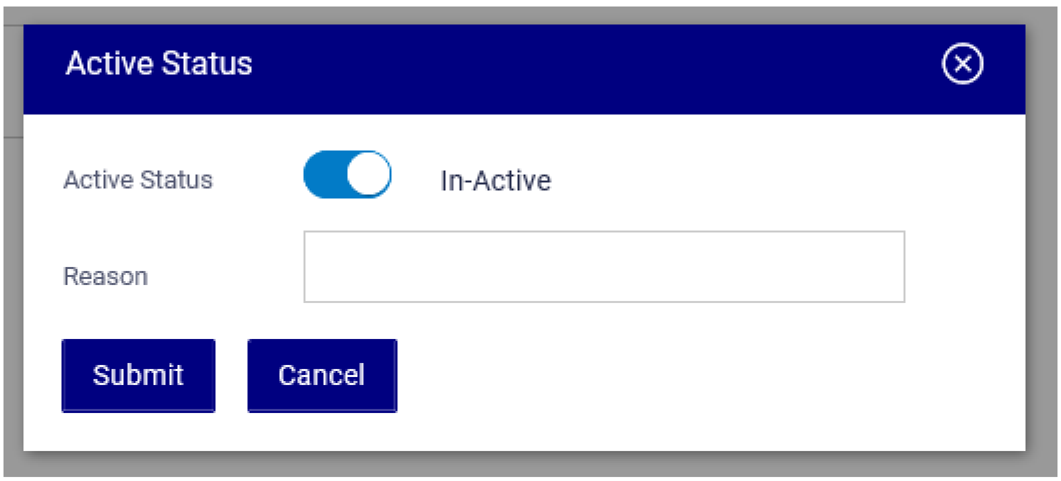


Deactivate/Delete User

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.

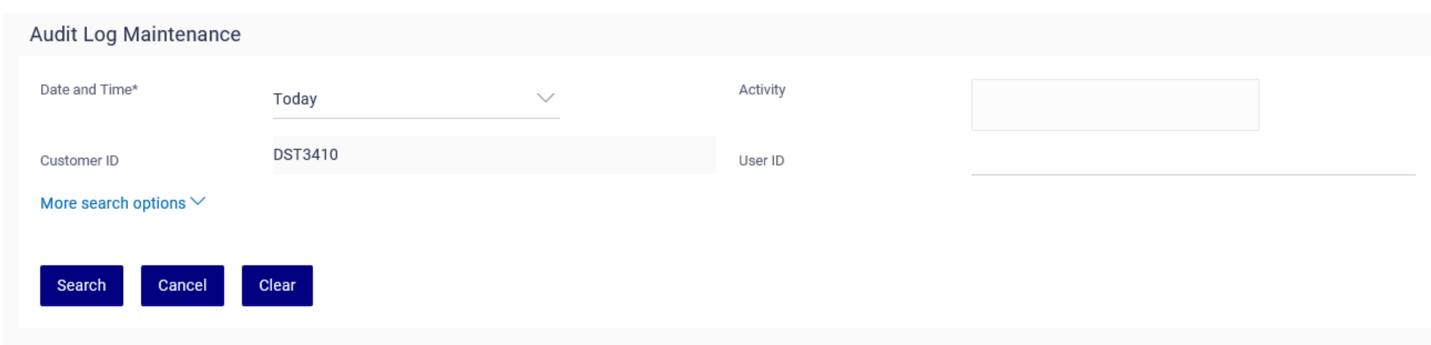


4. Click on the radio button to change the status to In-Active and click Submit.

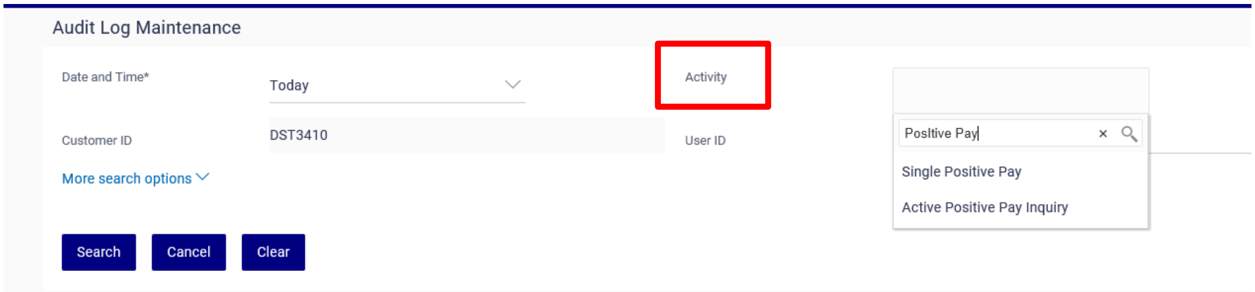


AUDIT LOG

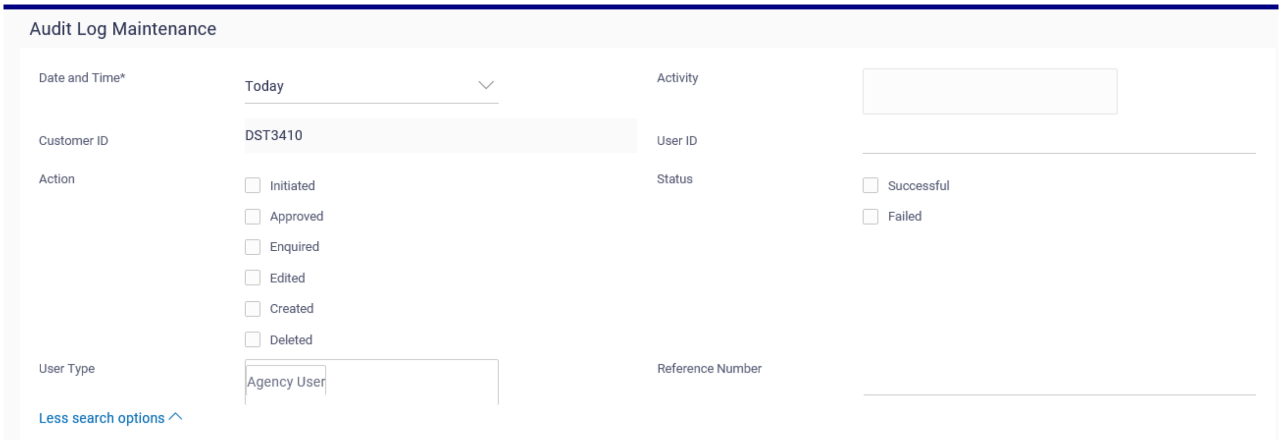
This is a new feature that allows you to search for transactions that have been entered in the system. The log is found in the Menu under Others.



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.



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



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.