

## Working in the ERaCA System – Step 3

Please use this handout to learn how to use the ERaCA system. This includes learning how to enter expenditures and submit to DPI to receive your cash reimbursement. It also shows how to view your reports as well as see all requests that have been submitted to DPI. If you have questions on how to enter data, please contact Andria Garner at (919) 807-3716.

# Working in the ERaCA System – Step 3

ERaCA - Expenditure Reporting and Cash Application for Education Centers



User Name

Password

Login

[This is a closed site.](#) Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.



**NOTE** All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

# Logging in to ERaCA

ERaCA - Expenditure Reporting and Cash Application for Education Centers



Enter the following URL for the ERaCA system:  
<https://schools.nc.gov/eraca>

User Name   
Password

Login

1) Enter your NCID Username

2) Enter you NCID Password

~~This is a closed site.~~ Access is restricted to authorized school and LEA personnel. If you have been assigned a username and password, enter them appropriately to proceed to the site.



All information entered into this system may be viewed by authorized personnel in your local school system and by the North Carolina Department of Public Instruction.

If you cannot remember your password or you receive the following error message:  
**An error occurred while trying to access the ERACA  
Invalid login credentials!**  
Go to <http://ncid.nc.gov> and click on "forgot your password" in order to reset your password!

3) Click Login

# ERaCA Welcome Screen



ERaCA Welcome Screen...Data  
Entry individuals should see all  
the following tabs

## Welcome (DPI)

The Non-LEA system is a web-based application designed to automatically process expenditures and cash requests, for all Non-LEA units. The system will allow the non-units to view financial reports, previously submitted requests and see available balances online. The system eliminates the need for the manually entry process, which increases data integrity and ensures the timely processing of all submitted requests.

\*\*\*\*\*YOU MAY SUBMIT ONLY ONE REQUEST, PER PRC, PER MONTH\*\*\*\*\*

All submissions received by Friday before 3 pm, will be processed with a funds requirement date (FRD) of the following Friday. Processing will take place once a week on each Friday, with the exception of holidays occurring on Friday. In this case, processing will take place the last business day before the holiday.

For additional system support, visit the Financial and Business Services website at [www.ncpublicschools.org/fbs/finance/reporting](http://www.ncpublicschools.org/fbs/finance/reporting). If you have any problems while using the Non-LEA system, please contact the NCDPI Help Desk 919-807-HELP (919-807-4357), [help@dpi.state.nc.us](mailto:help@dpi.state.nc.us).

For additional support, regarding budget and financial information (i.e. program start date, budget amendments, budget approvals, available balance discrepancies, dollars per child, purchase requirements, etc...) contact your designated program consultant: <http://www.ncpublicschools.org/21cclcdirectory/>

For additional support, regarding cash requests only, contact Barbara Chalk via email: [bchalk@dpi.state.nc.us](mailto:bchalk@dpi.state.nc.us)

If you are unsure of who you need to contact with questions regarding financial information, email [nonlea@dpi.state.nc.us](mailto:nonlea@dpi.state.nc.us) and your question will be routed to the appropriate section. Please make sure you review the following reports on a monthly basis:

JHA305 - Budget Balance Reconciliation Report  
JHA314EG - Cash Balance Report (both Month-to-date and Year-to-date sections)

### PLEASE NOTE:

- The Non-LEA system will process all submitted requests for each week starting at 3:00 pm each Friday.
- All information entered / viewed using this system may be viewed by NCDPI and authorized personnel in your local school system.
- DO NOT share your user id or password with anyone.
- Make sure you log out of the application completely when your computer is unattended or when you have finished using the system.

# Entering Expenditures in ERaCA



This tab is where you enter all expenditure information

## Federal Programs

### Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice

Fiscal Year : 2010

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

Click on the drop down box and select the PRC associated with the expenditures being entered

Enter the dollar amount of expenditures here.

After entering expenditure information, you must "save" the data.

Please remember, you may not submit a request that is greater than the ATS or ATD amounts.

Account Description	Account Code ▲	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Add COA Accounts

Cancel Save

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash  Yes  No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

Note: DPI processes expenditures each week on Friday afternoon at 3:00 PM. Please be sure you submit your file by Friday at 3:00 PM. Only one report may be submitted per PRC each month.

# Submitting Expenditures in ERaCA



Data Updated/Saved Successfully! X

### Federal Programs

#### Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice

Fiscal Year : 2010

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

Submit

After "saving" the data, you should see the following message.

The "submit" tab will become active, only after you have "saved" the expenditure data.

You must click the "submit" button to send the Expenditure and Cash Request to DPI.

Please verify all expenditure and cash request information is correct before clicking "submit"

Account Description	Account Code ▲	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Add COA Accounts Cancel Save

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash  Yes  No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

**Note:** DPI processes expenditures each week on Friday afternoon at 3:00 PM. Please be sure you submit your file by Friday at 3:00 PM. Only one report may be submitted per PRC each month.

# Confirming Expenditures are Correct in ERaCA



You will not be able to make any changes to this request if you click "YES".

Are you sure you want to submit the following expenditures and cash request?

This is the screen you will see after clicking the "submit" button. Please read it carefully!

### Federal Programs

#### Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201

Fiscal Year : 2010

Program Request Code : 044

Account Description	Account Code ▲	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65
row(s) 1 - 5 of 5		

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash : Y Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

You must verify that all the information is correct. If changes need to be made, select "No, Don't Submit"...you will then be given the opportunity to make corrections. If everything is correct, click "Yes, Submit..." and the request will be sent to DPI.

No, Don't Submit

Yes, Submit Above Expenditures

Transmissions will only be processed once a month for each program report code (PRC)!

# Correcting Expenditures in ERaCA



## Federal Programs

### Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice

Fiscal Year : 2010

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

Submit

If selecting "No, Don't Submit", you will be taken back to this screen to make changes. You must select "save" after making changes before you can "submit" updated data

Account Description	Account Code ▲	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Add COA Accounts

Cancel Save

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash  Yes  No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

**Note:** DPI processes expenditures each week on Friday afternoon at 3:00 PM. Please be sure you submit your file by Friday at 3:00 PM. Only one report may be submitted per PRC each month.

# Confirming Data Successfully Submitted



Submitted data successfully! X

### Federal Programs

#### Expenditure/Cash Request Data Entry Screen

Date : 05/14/2010

Unit Number : 201-Office of Juvenile Justice

Fiscal Year : 2010

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

After selecting "Yes, Submit...", you will see this message.

Account Description	Account Code ▲	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65

row(s) 1 - 5 of 5

Cancel

Expenditure Total for Program : 044 Total : \$771.85

ATS Amount : \$4,456.42

Request Cash  Yes  No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42

As a reminder, DPI processes all expenditures submitted during the week on each Friday at 3:00pm. You may only submit one request per PRC per week.

**Note:** DPI processes expenditures each week on Friday afternoon at 3:00 PM. Please be sure you submit your file by Friday at 3:00 PM. Only one report may be submitted per PRC each month.

# Inquiring to See What I Have Submitted

**Inquiry Submitted Data Tab**

Home > Inquiry Submitted Data

Federal Programs

Expenditure/Cash Request Data Inquiry Screen

Submitted Date : 05/14/2010

Fiscal Year : 2010

Calendar Month : 05

Unit Number : 201 - Office of Juvenile Justice

Program Report Code : 044 - IDEA VI-B Capacity Building and Improvement

**You can change month to see previously submitted requests**

**After you have "submitted" your data to DPI, you can select the "Inquiry Submitted Data" tab to see what requests have been submitted to DPI.**

**If you have submitted multiple PRC's, use the drop down box to see what was submitted in each PRC.**

**Please note, your ATS and ATD amounts will NOT change until after your cash request has been processed!**

**Notice there is no date in "Fund Requirement Date" After DPI processes your request, you will see a date in FRD. You will know DPI has processed your request once you see a date in this field.**

Account Description	Account Code ▲	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.65
EC - Employer's Life Insurance Cost	5210-044-235	\$25.98
EC - Workshop Exp/Allowable Travel	5210-044-312	\$100.00
EC - Travel Reimbursement	5210-044-332	\$46.57
EC - Supplies and Materials	5210-044-411	\$98.65
row(s) 1 - 5 of 5		

Expenditure Total for Program : 044 Total : \$771.85

ATS\_Amount : \$4,456.42

Request Cash  Yes  No Cash Request Amount : \$771.85

ATD Amount : \$4,456.42 Fund Requirement Date :

# Accessing Reports



Please click on the reports tab  
to access the Reports menu

Welcome

Inquiry Submitted Data

Reports

Help

Home > Reports

## List of Reports

- Federal Expenditures Report - JHA305EG
- Cash Balance Report - JHA314EG
- Allotment Revision Report
- Planning Allotment Report

Here is the reports Menu. Click on a  
link to see the detailed report for  
your unit.

# Sample 305 Report

N.C. DEPT OF PUBLIC INSTRUCTION		FEDERAL PROGRAMS				PROG: JHA305EG	
DATE RUN: 04/19/10		BUDGET BALANCE RECONCILIATION REPORT				REPORT: R01	
TIME RUN: 09:49:01		FOR MARCH , 2010				PAGE: 2	
UNIT NUMBER	201	DIV OF JUVENILE JUSTICE		PROGRAM REPORT CODE		044 IDEA VI B CAPACITY BLDG	
ACCOUNT CODE	Y-T-D BUDGET	TRANS AMOUNT	TRANS VOUCHER TYPE NUMBER	SOURCE CODE	Y-T-D EXPENDITURES	BUDGET BALANCE	
5210-332	\$ .00		E	FA42000001			
5210-411	\$ .00		E	FA98000001			
			E	FA47000001			
			E	FA99000001			
8200-399		\$ .00		BA03002161	\$ .00		

This is a sample of the 305 Report

PRC TOTALS:

N.C. DEPT OF PUBLIC INSTRUCTION		FEDERAL PROGRAMS				PROG: JHA305EG	
DATE RUN: 04/19/10		BUDGET BALANCE RECONCILIATION REPORT				REPORT: R01	
TIME RUN: 09:49:01		FOR MARCH , 2010				PAGE: 3	
UNIT NUMBER	201	DIV OF JUVENILE JUSTICE		PROGRAM REPORT CODE		050 IASA TITLE 1 - LEA BASI	
ACCOUNT CODE	Y-T-D BUDGET	TRANS AMOUNT	TRANS VOUCHER TYPE NUMBER	SOURCE CODE	Y-T-D EXPENDITURES	BUDGET BALANCE	
5330-121	\$ .00		E	FA97000001			
			E	FA95000001			

In order to print this report, select "File" on your Internet Brower toolbar, then select "Print"

N.C. DEPT OF PUBLIC INSTRUCTION		FEDERAL PROGRAMS				PROG: JHA305EG	
DATE RUN: 04/19/10		BUDGET BALANCE RECONCILIATION REPORT				REPORT: R01	
TIME RUN: 09:49:01		FOR MARCH , 2010				PAGE: 11	
UNIT NUMBER	201	DIV OF JUVENILE JUSTICE		PROGRAM REPORT CODE		144 STATE AID SPECIAL ED VI	
ACCOUNT CODE	Y-T-D BUDGET	TRANS AMOUNT	TRANS VOUCHER TYPE NUMBER	SOURCE CODE	Y-T-D EXPENDITURES	BUDGET BALANCE	
5210-312	\$ .00		JE	FA41000001			
			JE	FA49000001			
			JE	FA45000001			
8200-399		\$ .00			\$ .00		

PRC TOTALS:  
UNIT TOTALS:

# Sample 314 Cash Balance Report



N.C. DEPT OF PUBLIC INSTRUCTION  
 DATE RUN: 04/19/10  
 TIME RUN: 09:55:55  
 UNIT NUMBER 201 DIV OF JUVENILE JUSTICE

FEDERAL PROGRAMS  
 CASH BALANCE REPORT -- YTD BY LEA  
 AS OF 03312010

PROG: JHA314EG  
 REPORT: R01  
 PAGE: 2

This is a copy of the 314 Cash Balance Report

PRC	PROGRAM DESCRIPTION	BEGINNING CASH BALANCE	YTD*** CERTIFICATIONS	NET YTD** CASH EXPENDITURES	UNIT ENDING CASH BALANCE	ERROR FLAG*	REMAINING CASH AVAILABLE TO REQUEST
044	IDEA VI B CAPACITY BLDG & IMPR	.00			.00		
050	IASA TITLE 1 - LEA BASIC EDUCA	.00			.00		
060	IDEA - VI B - HANDICAPPED	.00			.00		
070	IDEA-CHILDREN W DISABILITIES-T	.00			.00		
082	IDEA VI-B STATE IMPROVEMENT	.00			.00		
103	IMPROVING TEACHER QUALITY	.00			.00		
144	STATE AID SPECIAL ED VIB - ARR	.00			.00		
UNIT TOTALS:		.00			.00		

\* - IN ERROR FLAG COLUMN INDICATES THAT CALCULATED CASH BALANCE IS NOT EQUAL TO THE CASH ADVANCE BALANCE.  
 \*\*NOTE: NET YTD EXPENDITURES REFLECTED ON THIS REPORT ARE NET OF DIFFERENCE BETWEEN THE PRIOR & CURRENT YEAR ACCRUAL FIGURES, IN AN EFFORT TO REFLECT CASH ACTIVITY.  
 \*\*\* CERTIFICATIONS INCLUDE REFUNDS FOR PRIOR YEAR OVERSPENT PROJECTS.

N.C. DEPT OF PUBLIC INSTRUCTION  
 DATE RUN: 04/19/10  
 TIME RUN: 09:56:02  
 UNIT NUMBER 201 DIV OF JUVENILE JUSTICE

FEDERAL PROGRAMS  
 CASH BALANCE REPORT -- MTD BY LEA  
 AS OF 03312010

PROG: JHA314EG  
 REPORT: R03  
 PAGE: 2

PRC	PROGRAM DESCRIPTION	BEGINNING CASH BALANCE	MTD*** CERTIFICATIONS	NET MTD** EXPENDITURES	UNIT ENDING CASH BALANCE	ERROR FLAG*	REMAINING CASH AVAILABLE TO REQUEST
044	IDEA VI B CAPACITY BLDG & IMPR			.00	.00		
050	IASA TITLE 1 - LEA BASIC EDUCA			.00	.00		
060	IDEA - VI B - HANDICAPPED			.00	.00		
082	IDEA VI-B STATE IMPROVEMENT			.00	.00		
103	IMPROVING TEACHER QUALITY			.00	.00		
144	STATE AID SPECIAL ED VIB - ARR			.00	.00		
UNIT TOTALS:				.00	.00		

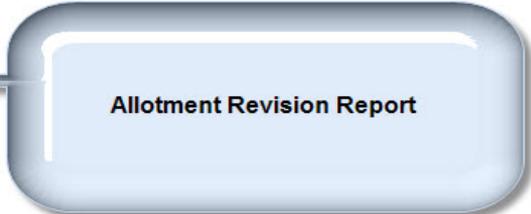
\* - IN ERROR FLAG COLUMN INDICATES THAT CALCULATED CASH BALANCE IS NOT EQUAL TO THE CASH ADVANCE BALANCE.  
 \*\*NOTE: MTD EXPENDITURES ON THIS REPORT REFLECT ACTUAL CASH ACTIVITY. THE ACCRUAL REVERSAL ENTRIES ARE IGNORED. ACCRUAL FIGURES, IN AN EFFORT TO REFLECT CASH ACTIVITY.  
 \*\*\* CERTIFICATIONS INCLUDE REFUNDS FOR PRIOR YEAR OVERSPENT PROJECTS.

# Sample Allotment Revision Report



PAGE 1

DEPARTMENT OF PUBLIC INSTRUCTION  
 DIVISION OF SCHOOL BUSINESS SERVICES  
 BUDGET ALLOTMENT REVISION--PUBLIC SCHOOLS  
 FISCAL YEAR 2009-2010 REVISION DATE: 031010  
 SYSTEM REVISION #: 020  
 RPT: ALTARPO2 RUN: 03/10/10



Allotment Revision Report

201  
 NCDJ&DP Schools  
 1801 MAIL SERVICE CENTER  
 RALEIGH, North Carolina 27699

|---CURRENT ALLOTMENT REVISION---| |--- TOTAL REVISED ALLOTMENT ---|

	UCA3	GRANT YEAR	POS	MOE	REVISION AMT	POS	MOE	Y-T-D-ALLOTMENT
IDEA VI-B CAPACITY BLDG. & IMPROV.	PRC 044	2010						
IASA TITLE 1-BASIC PROGRAMS	PRC 050	2010						
		2009						
		2008						
IASA TITLE V	PRC 059	2008						
IDEA VI-B HANDICAPPED	PRC 060	2010						
IDEA-EARLY INTERVENING SERVICES (EIS)	PRC 070	2008						
IDEA-VI-B STATE IMPROVEMENT	PRC 082	2010						
		2008						
IMPROVING TEACHER QUALITY	PRC 103	2010						
ARRA - IDEA VIB	PRC 144	2010						
TOTAL FEDERAL PROGRAMS								
GRAND TOTAL LEA: 201								



EXPLANATION OF CURRENT ALLOTMENT REVISIONS

- 1.ABC TRNF.|2.PRC3\_FEB. SUB PAY|3.PRC5\_NEW SCH. ALLOT.
- 4.PRC15\_CAPITAL SCH. BLDG|5.PRC36\_ALLOT|6.PRC56\_HWY TAX ADJUST.|7.PRC42,43,66 & 67\_TRNF.|8.PRC32&60\_GROUP HOME ALLOC.|9.PRC63\_SSR, DDC & COMMUNITY RESIDENTIAL ALLOC.
- 10.PRC 70,105,109 & 142\_APPROVAL|11.VARIOUS PRCS\_ FIFO.
- 6. OTHER REVISIONS AS REQUESTED BY LEA.

NOTICE: 1 COPY FOR SUPERINTENDENT, 1 COPY FOR FINANCE OFFICER & 1 COPY FOR PERSONNEL ADMINISTRATOR.

# Sample Planning Allotment Report

**Planning Allotment Report**

DEPARTMENT OF PUBLIC INSTRUCTION  
 DIVISION OF SCHOOL BUSINESS SERVICES/SCHOOL ALLOTMENTS SECTION  
 PLANNING ALLOTMENTS - PUBLIC SCHOOLS FOR FISCAL YEAR 2009-2010  
 RPT: ALITNRP1 RUN: 10/07/09

201  
 DJJDP Schools

PRC	PLANNING ALLOTMENT			AMOUNT	EST.ALLOTMENT PER ADM		
	POSITION	MONTHS	EMP		POSITION	MONTHS	EMP
44							
48							
50							
60							
103							
144							
FEDERAL PROGRAMS							
GRAND TOTAL							
ALLOTTED ADM .00							

CALCULATION OF DOLLARS PER ADM FOR CHARTER SCHOOL INFORMATION

STATE FUNDS ALLOTTED (INCL. TEXTBOOKS, D.TRNG, & SCH.TECH.)	.00
LESS CHILDREN WITH SPECIAL NEEDS	.00
LESS LIMITED ENGLISH PROF.	.00
LESS DRIVER TRAINING	.00
LESS TRANSPORTATION	.00
PLUS PRIOR YEAR TRANSPORTATION	.00
REVISED STATE FUNDS ALLOTTED	.00
ADM	.00
STATE FUNDS ALLOTTED PER ADM	.00
UNALLOTTED \$/ADM	
STATE FUNDS PER ADM (EXCLUDING CHILDREN WITH SPECIAL NEEDS)	
CHILDREN WITH SPECIAL NEEDS - SCHOOL AGED	.00
HEADCOUNT	
\$/HEADCOUNT	.00
CHILDREN WITH SPECIAL NEEDS - PRESCHOOL	.00
HEADCOUNT	
\$/HEADCOUNT	.00

**Most Education Centers will NOT have a "Planning Allotment Report"**