



# School Financial Reporting

**School Business Division  
Financial and Business Services**

**ELECTRONIC MANAGE FILE TRANSFER SERVICE  
eMFTS**

## **Abstract**

This process is used to assist LEAs and Charter Schools to gain access to WinSCP

**Michael Ray**  
Michael.Ray@dpi.nc.gov

## Introduction and Purpose

NCDPI has implemented the eMFTS process to enhance the way LEAs and Charter Schools (CS) view and download their UERS/MFR files. The reports will now be viewed in via WinSCP.

WinSCP is an application that allow file transfers between PCs and can also be used to transport other files as needed. This document is meant to assist LEA's and Charter Schools register for eMFTS (electronic Managed File Transfer System) and WinSCP, the application used to download monthly financial reports.

To assist you, please read and follow the steps for registration below:

1. Request NCID if you do not already have one
2. Complete the Request for DPI Application Access for the users that will need access to the application and return to [systems\\_accounting@dpi.nc.gov](mailto:systems_accounting@dpi.nc.gov) .
3. Subscribe to the eMFTS web page using NCID.
4. Install WinSCP

## Revision History

Revision	Date	Name
1.0	09/19/2017	Amanda J. Cruz
1.1	02/06/2020	Michael Ray

## Request NCID

1. LEAs and Charter Schools Finance Officer or designee will need to obtain an NCID if they do not already have one. Non-LEA and Charters can obtain a NCID account by clicking on the link below and following the instructions on the NCID page.
2. Contact NCID Admin to have NCID set up. NCID Admins are listed on the NCID website:  
<https://ncid.nc.gov>

- Click on 'Register' in the blue area to find your LEA/CS Admin

NCID  
NCID

Username

Password

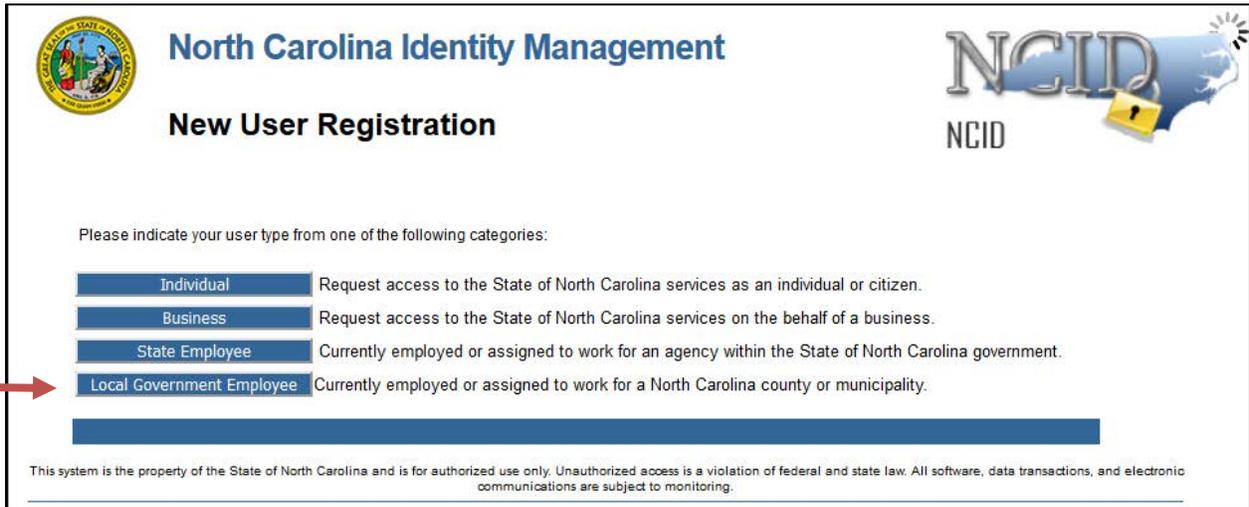
NCID Login

Forgot Username  
Forgot Password  
Unlock Account

Need Help? Register!

Privacy and Other Policies Contact Us

- Click on Local Government Employee



The screenshot shows the 'North Carolina Identity Management' website's 'New User Registration' page. It features the state seal on the left and the NCID logo on the right. The main heading is 'New User Registration'. Below this, a prompt asks the user to indicate their type from a list of categories. A red arrow points to the 'Local Government Employee' option. The categories are: Individual, Business, State Employee, and Local Government Employee. A blue bar is present at the bottom of the registration options.

**North Carolina Identity Management**

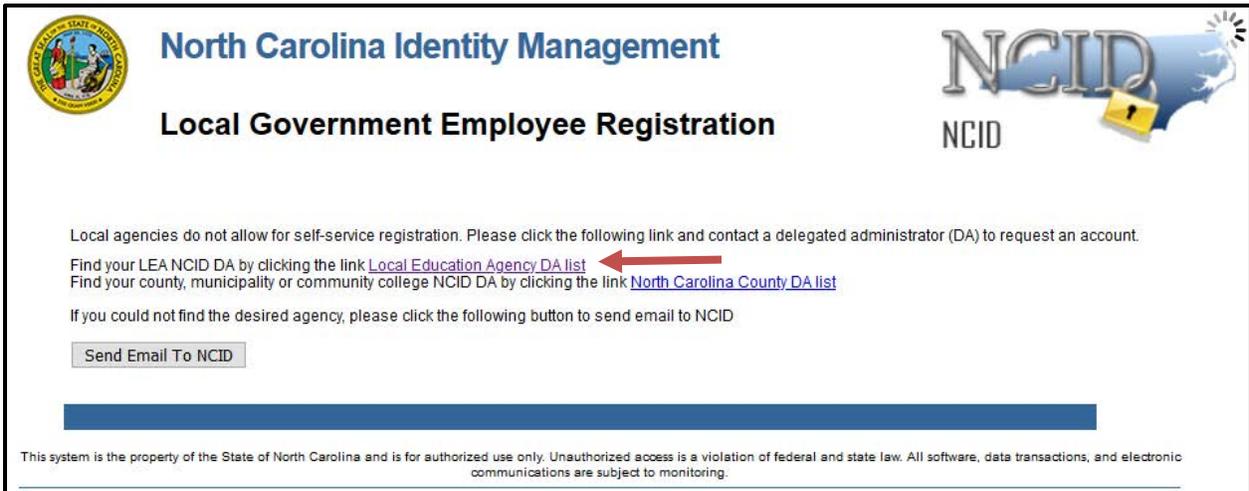
**New User Registration**

Please indicate your user type from one of the following categories:

<b>Individual</b>	Request access to the State of North Carolina services as an individual or citizen.
<b>Business</b>	Request access to the State of North Carolina services on the behalf of a business.
<b>State Employee</b>	Currently employed or assigned to work for an agency within the State of North Carolina government.
<b>Local Government Employee</b>	Currently employed or assigned to work for a North Carolina county or municipality.

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

- Click on Local Education Agency DA list



The screenshot shows the 'North Carolina Identity Management' website's 'Local Government Employee Registration' page. It features the state seal on the left and the NCID logo on the right. The main heading is 'Local Government Employee Registration'. The text explains that local agencies do not allow for self-service registration and provides instructions on how to find a delegated administrator (DA) list. A red arrow points to the 'Local Education Agency DA list' link. Below the text is a 'Send Email To NCID' button and a blue bar.

**North Carolina Identity Management**

**Local Government Employee Registration**

Local agencies do not allow for self-service registration. Please click the following link and contact a delegated administrator (DA) to request an account.

Find your LEA NCID DA by clicking the link [Local Education Agency DA list](#)

Find your county, municipality or community college NCID DA by clicking the link [North Carolina County DA list](#)

If you could not find the desired agency, please click the following button to send email to NCID

**Send Email To NCID**

This system is the property of the State of North Carolina and is for authorized use only. Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

- **Locate your LEA. For Charter Schools, click on Charter Schools 000, then find your Charter School.**

**ITS** North Carolina Identity Service (NCID)

### NCID Administrators (LEA)

Find your LEA by clicking a search link.

A - C      D - G      H - M      N - R      S - Z

[Alamance-Burlington Schools 010](#)      [Carteret County Public Schools 160](#)  
[Alexander County Schools 020](#)      [Caswell County Schools 170](#)  
[Alleghany County Schools 030](#)      [Catawba County Schools 180](#)  
[Anson County Schools 040](#)      [Chapel Hill-Carrboro Schools 681](#)  
[Ashe County Schools 050](#)      [Charlotte-Mecklenburg Schools 600](#)  
[Asheboro City Schools 761](#)      [Charter Schools 000](#)  
[Asheville City Schools 111](#)      [Chatham County Schools 190](#)

**NOTE:** If you have any issues finding your NCID admin or obtaining your NCID, please contact the support center by submitting a ticket through Service-Now <https://ncgov.service-now.com/> or by calling 919.716-1840 M-F 7am-5pm.

Boarding LEAs and Charter Schools to eMFTS

3. DPI will use the **eMFTS On Board Document for LEAs and Charter Schools for Financial Files** to verify against the “**Request for DPI Application Access**” document. This form identifies the contact person if DPI has any questions. Please email [systems\\_accounting@dpi.nc.gov](mailto:systems_accounting@dpi.nc.gov) for questions on the Institution Approving Officer or to fill out a new On-Board document.

 **Public Schools of North Carolina**  
State Board of Education | Department of Public Instruction

**eMFTS On Board Document for LEAs and Charter Schools for Financial Files**

**Date of Request:**

**Charter / LEA Name:** Click or tap here to enter text. **Charter / LEA Number:** Click or tap here to enter text.

**Primary Contact Name:** Click or tap here to enter text. **Primary Contact Email:** Click or tap here to enter text.

**Primary Contact Phone:** Click or tap here to enter text. **Primary Contact Role:** Click or tap here to enter text.

**NCID:** Click or tap here to enter text.

**Institution Approving Officer:** Click or tap here to enter text.

**Name of Financial Software using:** Click or tap here to enter text.

**Type of data sending:**  Financial UERS Files – Payroll  General Expense  MFR  
 Summary  Accrual

**Frequency of Files:**  daily  weekly  monthly  annual  adhoc  other  Monthly and Annual

**IP address Ranges:** Click or tap here to enter text.

**Technical Lead information:**

**Name:** Click or tap here to enter text. **Email:** Click or tap here to enter text. **Phone #:** Click or tap here to enter text.

*User ID and passwords are confidential and cannot be shared. It is responsibility of individual Vendors, LEA's and Charter Schools to secure the data on their end points. NCDPI is only responsible for the security of data once it has been received by us.*

Contact Sign \_\_\_\_\_ Date: \_\_\_\_\_

Return to [systems\\_accounting@dpi.nc.gov](mailto:systems_accounting@dpi.nc.gov)

**DPI Use Only:**  
**Host Name:** emfts.schools.nc.gov  
**Firewalls/Ports:** Port 2220

NCDPI Sign \_\_\_\_\_ Date: \_\_\_\_\_



## Boarding LEAs and Charter Schools to eMFTS

### 5. Subscribe to the eMFTS APEX subscription system.

**NOTE:** At this point it will take several days for DPI and DIT to approve and give you access to the eMFTS server.

- Go To <https://schools.nc.gov/emfts>
- Enter valid NCID and Password. Click on the Login button

Login

The screenshot shows the login page for the eMFTS APEX File Exchange Service Registration Database v3.0. At the top, there is a header with the North Carolina Department of Public Instruction logo and address: 301 N. WILMINGTON ST., RALEIGH, NC 27601. Below the header, the page title is "eMFTS APEX File Exchange Service Registration Database v3.0". The main content area contains a warning: "You are about to enter the NC DPI eMFTS APEX File Exchange Service Registration Database. This is a restricted site. Access is restricted to authorized North Carolina DPI employees, NC school / LEA personnel, and Vendors working for these education agencies. If you have been assigned a User Name and password, enter them appropriately to proceed to the site." Below this, it states: "A User Name/NCID is required to use this system. If you forgot your user name or password, or if you were instructed to apply for an NCID account, go to https://ncid.nc.gov/login/login.html." A red octagonal "NOTE" icon is followed by the text: "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." Below the note, there is a instruction: "Click Blue field labels below for Help." The login form consists of two input fields: "User Name" and "Password", both with blue labels. A "Login" button is located below the password field. At the bottom, there is a footer: "If you experience problems using the NC DPI eMFTS File Exchange Service Registration Database, please contact the support center by submitting a ticket through the Remedy Portal or by calling 919.807.4357 M-F 7am-5pm."

- Click on Select '**Finance**' from the Program Area dropdown

*If the users do not subscribe as finance, the finance area will not be able to approve them.*

The screenshot shows the "Program Area" dropdown menu. The text above the dropdown says: "First, please select the Program Area you want to access." The dropdown menu is open, showing three options: "Select Program -", "Finance", and "HomeBase". A red arrow points to the "Finance" option. In the top right corner, there is a user profile for "michael\_ray1 Logout" and a "Welcome" button.

# Boarding LEAs and Charter Schools to eMFTS

- Complete the information on the screen shown below.
  - Select your user role (Depending on the role you select; you will see a drop down. Please select the LEA/CS or Vendor/Charter School Management Company with which you are associated. If the user submits as a Management Company everything will go in a file)
  - Fill in the other requested information:
    - First name
    - Last Name
    - E-Mail address and confirm
    - Phone number
    - Add a note if needed.
  - Click on **Subscribe to the eMFTS System** once the fields are complete

You are logged in to Program Area : Finance  
Welcome

You have not subscribed to access the eMFTS File Exchange Service Registration Database for Program Area: Finance  
If you were asked to subscribe, then fill all required information in the form below.  
The NCDPI eMFTS Business Administrator will be automatically notified that your account is pending their approval. (Please allow 24 hours for the approval process).

**NOTICE:** Access is restricted to authorized School, LEA, Vendor, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Subscribe to the eMFTS File Exchange Service.  
Please enter data in the order shown below.

Program Area : Finance  
NCID User Name: michael\_ray1

\* I Am :  Vendor or Charter Management Company  
 LEA / Charter School  
 DPI

\* Your First Name:  \* Your Last Name:

Today's Date: 02/06/2020 09:25AM

\* Your E-Mail Address:  \* Verify E-Mail Address:

\* Your Phone Number:  (optional extension 1 to 8 digits starts with lowercase x, no spaces)

Note to Application Administrator:

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**Subscribe to the eMFTS System**

 NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION 301 N. WILMINGTON ST., RALEIGH, NC 27601

eMFTS APEX File Exchange Service Registration Database v3.0

michael\_ray1 Logout

Welcome

You have successfully submitted a request for access to the eMFTS APEX File Exchange Service.  
A confirmation e-mail has been sent to the e-mail address you provided below.

You are logged in to Program Area : Finance  
Welcome

You currently do not have access to the system for Program Area: Finance.  
The NCDPI Business Administrator has not approved your account yet.  
You will be notified via e-mail when your account has been approved.

**NOTICE:** Access is restricted to authorized school, LEA, and DPI personnel.  
Unauthorized access is a violation of federal and state law. All software, data transactions, and electronic communications are subject to monitoring.

Below is a summary of your subscription account information for the Program Area you subscribed to with User Name michael\_ray1:

Program Area	Account Status	First Name	Last Name	Role	Access Code	User Name	Email Address	Phone Number	Date Subscribed	Approval Date
Finance	Pending	Michael	Ray	LEA / Charter School Finance Officer	111	michael_ray1	michael.ray@dpi.nc.gov	919-807-3716	02/06/2020 09:35AM	-

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## Boarding LEAs and Charter Schools to eMFTS

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- Log out and wait for approval. **Please allow 1 to 2 business days for your subscription to be processed.**
- Once approved you will receive an E-Mail letting you know you are approved. Below is an example of the approval e-mail.

Dear \_\_\_\_\_,

We have received your request to subscribe to the NC DPI eMFTS APEX File Exchange Service Registration Database.

Program Area: Finance

A NC DPI eMFTS Business Administrator will have to approve your account. Once your request has been approved, you will be notified via e-mail.

Once notified of approval, it may take Department of Instructional Technology (DIT) up to 3 workdays to add you to the transfer service.

Regards,  
NC DPI eMFTS APEX System Team

- Once notified of approval, it may take Department of Instructional Technology (DIT) up to 3 workdays to add you to the transfer service.
- If you encounter any issues while trying to subscribe or while using the NCDPI eMFTS, please contact the support center by submitting a ticket through Service-Now <https://ncgov.service-now.com> or by calling 919.716.1840 M-F 7am-5pm.