ERaCA

Expenditure Reporting and Cash Application for Education Centers

Purpose of ERaCA

- All 21st Century Community Learning Center grantees are required to submit expenditure reporting and cash requests through the Expenditure Reporting and Cash Application for Education Centers application (ERaCA).

- ERaCA is a web based application used by Non-LEA units to process expenditures and cash requests.

- The system gives Non-Unit LEAs the ability to:
  - Submit Expenditures
  - Verify Submissions
  - Check Funds Requirement Dates
  - Verify Balances
  - Download Financial Reports

Prerequisites

- NCID
  - If you do not have an NCID click on the following link and register: https://ncid.nc.gov
- Non - LEA units are granted a grant through 21st Century
- Funds are allotted

Log into ERaCA: https://schools.nc.gov/eraca

ERaCA - Expenditure Reporting and Cash Application for Education Centers

ERaCA - Expenditure Reporting and
Cash Application for Education Centers

User Name [_____]

Password [_____] (Login)

If you have forgotten your username or password,
Please go to the NCID website, https://ncid.nc.gov, to retrieve/reset your login information.

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 into ERaCA

ERaCA - Expenditure Reporting and Cash Application for Education Centers

ERaCA - Expenditure Reporting and Cash Application for Education Centers

1. **Enter NCID username**
2. **Enter NCID Password**
3. **Click Login button**

User Name [_____]

Password [_____] [Login]

If you have forgotten your username or password,
Please go to the NCID website, https://ncid.nc.gov, to retrieve/reset your login information.

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.

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ERaCA Welcome Screen

ERaCA - Expenditure Reporting and
Cash Application for Education Centers

michael_ray Logout

| Welcome | Expenditure Data Entry | Inquiry Submitted Data | Reports | Manage Permissions | Admin | PRC Unit Enable/Disable | Help |

Home

Welcome
(DPI)

ERaCA System Welcome Screen

****The ERaCA 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.

For additional system support, visit the NCDPI Financial and Business Services website by clicking this link:
https://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/education-centers-eraca.
If you have any problems while using the ERaCA system, please contact the support center by submitting a ticket through the ServiceNow Portal at:
https://ncgov.service-now.com/sp_dpi or by calling 919.716.1840 M-F 7am-4pm

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 by clicking the following link:
https://www.dpi.nc.gov/districts-schools/federal-program-monitoring/21st-century-community-learning-centers#21st-cclc-directory/

If you have any questions regarding your request, please check the help screen first. If the answer to your question is not on the help screen, please send an email with ERaCA as the subject to systems_accounting@dpi.nc.gov and your question will be routed to the appropriate section, please include your Non-Unit number in the email.

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)

NOTE:
DPI processess expenditures each weekday at 3:00 PM except for holidays. All request submitted after 3:00 PM will be processed the following day.
You cannot submit another request for the same PRC until your first request has been processed.

PLEASE NOTE:

- 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

Click on the Expenditure Tab

1. Click on the drop down box and select the appropriate Program Report Code associated with expenditure.
2. Enter the dollar amount of the expenditure.
3. After entering the expenditures, click the save button.
4. You may not enter an amount greater than your ATS or ATD amount.

Submitting Expenditures

Click on the Expenditure Tab

Home > Expenditure/Cash Request Data Entry

Data Updated/Saved Successfully! ✕

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

Account Description	Account Code A	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   Cash Request Amount : $771.85
              ○ No
ATD Amount : $4,456.42

Note: DPI processes expenditures each weekday at 3:00 PM except for holidays. All requests submitted after 3:00 PM will be processed the following day. You cannot submit another request for the same PRC until your first request has been processed.

1. After saving the data you will get the following message: **Data Update Saved Successfully**
2. The submit tab will only become active after the data have been saved.
3. Verify all expenditures and cash request is correct before clicking submit.
4. Click the submit button to send the expenditure and cash request to DPI.

Confirming Expenditures

Click on the Expenditure Tab

1. Please read carefully
2. Verify all information is correct. If changes need to be made, select **"No, Don't Submit."** You will be given the opportunity to make corrections. If everything is correct, click **"Yes, Submit…"** and the request will be sent to DPI.

Correcting Expenditures

Click on the Expenditure Tab

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

Confirming Data Successfully Submitted

Click on the Expenditure Tab

Submitted data successfully!   ✕

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Federal Programs

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		row(s) 1 - 5 of 5

(Cancel)

Expenditure Total for Program : 044   Total : $771.85
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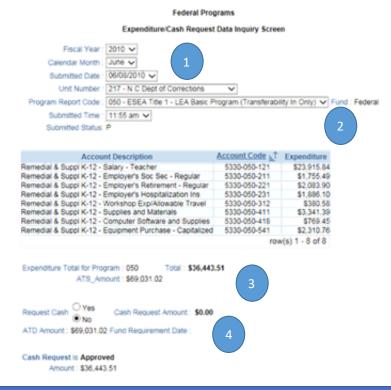has been processed.

2

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

2. **Reminder:** DPI processes expenditures each weekday at 3:00 PM except for holidays.
All requests submitted after 3:00 PM will be processed the following day.
You cannot submit another request for the same PRC until your first request
has been processed.

Inquiry Submitted Data

Click on the Inquiry Submitted Tab

1. Change the calendar month to the month you would like to view
2. If you have submitted multiple PRC's, use the drop-down box to see what was submitted in each PRC
3. Note your ATS and ATD amounts will NOT change until after your cash request has been processed.
4. The Fund Requirement Date will not be populated until DPI process your request. Once DPI processes the request, the Fund Requirement Date will show.

Accessing Reports

Click on the Reports Tab

| Welcome | Expenditure Data Entry | Inquiry Submitted Data | **Reports** | Manage Permissions | Admin | PRC Unit Enable/Disable | Help |

Home > Reports

List of Reports

- Cash Request Report By FRD Date
- Cash Request Report By Unit Number
- Federal Expenditures Report - JHA305EG
- Federal Cash Balance Report - JHA314EG
- State Funds Available Report - JHA372EG

Click on a link to see a detailed report for your unit

Accessing Reports

Click on the Reports Tab

Sample Cash Request by FRD Date

Accessing Reports

Click on the Reports Tab Number

Sample Cash Request Report By Unit

Accessing Reports

Click on the Reports Tab   **Sample 305**
Report

Accessing Reports

Click on the Reports Tab   **Sample 314**

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N.C. DEPT OF PUBLIC INSTRUCTION                    FEDERAL PROGRAMS                      PROG: JHA314EG
DATE RUN: 10/13/17                           CASH BALANCE REPORT -- MTD BY LEA          REPORT:    R03
TIME RUN: 16:04:57                                 AS OF 09302017                        PAGE:     281
   UNIT NUMBER
                              UNIT                                      UNIT                 REMAINING
                           BEGINNING        MTD***         NET MTD**   ENDING       ERROR    CASH AVAILABLE
PRC  PROGRAM DESCRIPTION   CASH BALANCE   CERTIFICATIONS   EXPENDITURES  CASH BALANCE  FLAG*   TO REQUEST
---  -------------------   ------------   --------------   -----------   ----------    -----   --------------

044  IDEA VI B CAPACITY BLDG & IMPR    525.25         .00           .00       525.25            (525.25)
047  DELINQUENT YOUTH IN STATE AGEN       .00   37,304.72     37,304.72          .00          364,375.14
060  IDEA - VI B - HANDICAPPED            .00    4,017.26      4,017.26          .00          103,453.60
     ================================================================================================
     UNIT TOTALS:                     525.25   41,321.98     41,321.98       525.25
     ================================================================================================
        * - 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.
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Help Tab

Click on the Help Tab

For frequently asked questions please click on the help tab

Common Issues include:
- I cannot access ERaCa
- How to request NCID
- I forgot my username and password
- I have not received my funds
- I cannot request my funds
- I do not see my funds
- I submitted my request and realized I made a mistake
- Contacts

ERaCa User's Guide