

# ERaCA

Expenditure Reporting and Cash Application for Education Centers

# Purpose of ERaCA

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- All 21<sup>st</sup> 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 21<sup>st</sup> Century
- Funds are allotted

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

ERaCA - Expenditure Reporting and Cash Application for Education Centers



User Name   
Password

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

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.

# 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](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](mailto: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 processes 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

Home > Expenditure/Cash Request Data Entry

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

Federal Programs  
Expenditure/Cash Request Data Entry Screen  
Date: 10/26/2017

Fiscal Year: 2018  
Unit Number: 996-NC Dept of Corrections  
Program Report Code: 047 - Delinquent Youth in State Agency Facilities Fund: Federal

List All Accounts: ☐ Yes ☒ No (Only Submitted Accounts)

Account Description	Account Code	Expenditure
Remedial & Suppl K-12 - Contracted Services	5330-047-311	
Remedial & Suppl K-12 - Employer's Hospitalization Ins	5330-047-231	
Remedial & Suppl K-12 - Employer's Retirement - Regular	5330-047-221	
Remedial & Suppl K-12 - Employer's Soc Sec - Regular	5330-047-211	
Remedial & Suppl K-12 - Salary - Teacher	5330-047-121	

row(s) 1 - 5 of 5  
Cancel Save

Expenditure Total for Program : 047 Total: \$0.00  
ATS Amount: \$364,375.14

Request Cash: ☒ Yes ☐ No Cash Request Amount: \$0.00  
ATD Amount: \$364,375.14

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.

**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.

# Submitting Expenditures

## Click on the Expenditure Tab

Home > Expenditure/Cash Request Data Entry

Welcome | **Expenditure Data Entry** | Inquiry Submitted Data | Reports | Help

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 V-B Capacity Building and Improvement

Submit

Account Description	Account Code A	Expenditure
EC - Salary - Tutor	5210-044-143	\$500.05
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	\$45.57
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

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.

**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.

# Confirming Expenditures

Click on the Expenditure Tab

Home > Expenditure/Cash Request Data Entry > Submit Expenditure Confirmation

Welcome Expenditure Data Entry Inquiry Submitted Data Reports Help

**STOP:** 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?

**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 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	\$45.57
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

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

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

Home > Expenditure/Cash Request Data Entry

Welcome Expenditure Data Entry Inquiry Submitted Data Reports Help

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	\$45.57
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

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

**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.

# Confirming Data Successfully Submitted

Click on the Expenditure Tab

Home > Expenditure/Cash Request Data Entry

Welcome | Expenditure Data Entry | Inquiry Submitted Data | Reports | Help

Submitted data 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

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

Cancel

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 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

Home > Inquiry Submitted Data

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

Federal Programs

Expenditure/Cash Request Data Inquiry Screen

Fiscal Year: 2010  
Calendar Month: June  
Submitted Date: 06/09/2010  
Unit Number: 217 - N C Dept of Corrections  
Program Report Code: 050 - ESEA Title 1 - LEA Basic Program (Transferability In Only) Fund: Federal  
Submitted Time: 11:55 am  
Submitted Status: P

Account Description	Account Code	Expenditure
Remedial & Suppl K-12 - Salary - Teacher	5330-050-121	\$23,915.84
Remedial & Suppl K-12 - Employer's Soc Sec - Regular	5330-050-211	\$1,755.49
Remedial & Suppl K-12 - Employer's Retirement - Regular	5330-050-221	\$2,083.90
Remedial & Suppl K-12 - Employer's Hospitalization Ins	5330-050-231	\$1,886.10
Remedial & Suppl K-12 - Workshop Exp/Allowable Travel	5330-050-312	\$380.58
Remedial & Suppl K-12 - Supplies and Materials	5330-050-411	\$3,341.39
Remedial & Suppl K-12 - Computer Software and Supplies	5330-050-418	\$769.45
Remedial & Suppl K-12 - Equipment Purchase - Capitalized	5330-050-541	\$2,310.76

row(s) 1 - 8 of 8

Expenditure Total for Program : 050 Total : \$36,443.51  
ATS\_Amount : \$69,031.02

Request Cash ☐ Yes Cash Request Amount : \$0.00  
☒ No

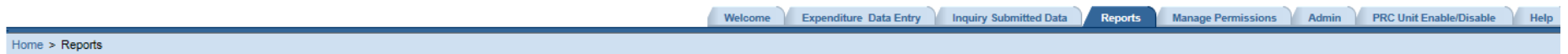
ATD Amount : \$69,031.02 Fund Requirement Date :

Cash Request is **Approved**  
Amount : \$36,443.51

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



### 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  
Date

Sample Cash Request by FRD

Home > Reports > Cash Request Report By FRD Date

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

Cash Requests by FRD Date: 10/31/2017

Q Go Rows 15 Actions

LEA #	PRC #	Fund Code	Cash Request Amount	Submitted Date
	047	Federal	\$37,693.99	10/24/2017
	060	Federal	\$5,425.10	10/24/2017
	047	Federal	\$27,839.46	10/24/2017
	060	Federal	\$35,869.13	10/24/2017
	103	Federal	\$1,076.24	10/24/2017
	110	Federal	\$7,219.10	10/24/2017
			\$115,123.02	

1 - 6 of 6

Total Cash Requested : \$115,123.02

# Accessing Reports

Click on the Reports Tab  
Number

Sample Cash Request Report By Unit

Home > Reports > Cash Request Report By Unit Number

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

Fiscal Year: 2018

Cash Requests by Unit Number: [REDACTED]

Go Rows 50 Actions

PRC #

PRC # : 047

LEA #	Fund Code	Frd Date	Cash Request Amount	Submitted Date
[REDACTED]	Federal	11-JUL-17	\$40,500.46	07/05/2017
[REDACTED]	Federal	25-JUL-17	\$30,733.94	07/19/2017
[REDACTED]	Federal	29-AUG-17	\$35,335.43	08/23/2017
[REDACTED]	Federal	29-SEP-17	\$37,304.72	09/25/2017
[REDACTED]	Federal	31-OCT-17	\$37,693.99	10/24/2017
			<b>\$181,568.54</b>	

PRC # : 060

LEA #	Fund Code	Frd Date	Cash Request Amount	Submitted Date
[REDACTED]	Federal	11-JUL-17	\$14,479.85	07/05/2017
[REDACTED]	Federal	25-JUL-17	\$7,329.15	07/19/2017
[REDACTED]	Federal	29-AUG-17	\$772.15	08/23/2017
[REDACTED]	Federal	29-SEP-17	\$4,017.26	09/25/2017
[REDACTED]	Federal	31-OCT-17	\$5,425.10	10/24/2017
			<b>\$32,023.51</b>	

# Accessing Reports

Click on the Reports Tab  
Report

Sample 305

Home	Reports	Report Selection	Report Display	Welcome	Expenditure Data Entry	Inquiry Submitted Data	Reports	Manage Permissions	Admin	PRC Unit Enable/Disable	Help
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N.C. DEPT OF PUBLIC INSTRUCTION
DATE RUN: 10/13/17
TIME RUN: 16:04:25
UNIT NUMBER: ██████████

FEDERAL PROGRAMS
BUDGET BALANCE RECONCILIATION REPORT
FOR SEPTEMBER, 2017
PROGRAM REPORT CODE 047 DELINQUENT YOUTH IN STA
PROG: JHA305EG
REPORT: R01
PAGE: 293

ACCOUNT CODE    Y-T-D BUDGET    TRANS AMOUNT    TRANS VOUCHER TYPE NUMBER    SOURCE CODE    Y-T-D EXPENDITURES    BUDGET BALANCE

5330-121        4.00          $27,985.41          FN01000001          $106,960.92    ($106,960.92)
5330-211        4.00          $2,128.01           FN01000002          $8,130.09      ($8,130.09)
5330-221        4.00          $4,793.90           FN01000003          $18,011.77     ($18,011.77)
5330-231        4.00          $2,397.40           FN01000004          $9,589.60      ($9,589.60)
5330-311        4.00          4.00                4.00              $804.43        ($804.43)
5330-332        4.00          4.00                4.00              $274.31        ($274.31)
5330-343        4.00          4.00                4.00              ($534.28)      $534.28
5330-411        4.00          4.00                4.00              $854.29        ($854.29)
5330-418        4.00          4.00                4.00              ($216.58)      $216.58
5200-399        $508,249.69    4.00                4.00              4.00           $508,249.69

*****
PRC TOTALS:      $508,249.69    $37,304.72          $143,874.55          $364,375.14
  
```

```

N.C. DEPT OF PUBLIC INSTRUCTION
DATE RUN: 10/13/17
TIME RUN: 16:04:25
UNIT NUMBER: ██████████

FEDERAL PROGRAMS
BUDGET BALANCE RECONCILIATION REPORT
FOR SEPTEMBER, 2017
PROGRAM REPORT CODE 060 IDEA - VI B - HANDICAPP
PROG: JHA305EG
REPORT: R01
PAGE: 294

ACCOUNT CODE    Y-T-D BUDGET    TRANS AMOUNT    TRANS VOUCHER TYPE NUMBER    SOURCE CODE    Y-T-D EXPENDITURES    BUDGET BALANCE

5210-311        4.00          4.00                4.00              $1,150.00      ($1,150.00)
5210-312        4.00          4.00                4.00              $2,055.10      ($2,055.10)
5210-332        4.00          4.00                4.00              $4,325.27      ($4,325.27)
5210-343        4.00          4.00                4.00              $26.67         ($26.67)
5210-411        4.00          4.00                4.00              $10,771.64     ($10,771.64)
5210-541        4.00          4.00                4.00              $8,269.73      ($8,269.73)
5200-399        $130,052.01    4.00                4.00              4.00           $130,052.01

*****
PRC TOTALS:      $130,052.01    $4,017.24          $26,598.41          $103,453.60
UNIT TOTALS:      $458,301.70    $41,321.96          $170,472.96          $427,828.74
  
```

# Accessing Reports

Click on the Reports Tab

Sample 314

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

Home > Reports > Report Selection > Report Display

N.C. DEPT OF PUBLIC INSTRUCTION  
DATE RUN: 10/13/17  
TIME RUN: 16:04:57  
UNIT NUMBER [REDACTED]

FEDERAL PROGRAMS  
CASH BALANCE REPORT -- MTD BY LEA  
AS OF 09302017

PROG: JHA314EG  
REPORT: R03  
PAGE: 281

PRC	PROGRAM DESCRIPTION	UNIT 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	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.



# Help Tab

## Click on the Help Tab

WelcomeExpenditure Data EntryInquiry Submitted DataReportsManage PermissionsAdminPRC Unit Enable/DisableHelp

Help

Common Issues in ERaCA. Click the "+" sign to expand for solution.

- ▶ 1. I cannot access ERaCA
- ▶ 2. How to request NCID
- ▶ 3. I forgot my username and password
- ▶ 4. I have not received my funds
- ▶ 5. I cannot request my funds
- ▶ 6. I do not see my funds
- ▶ 7. I submitted my request and realized I made a mistake
- ▶ Contacts

Display/Print/Download the ERaCA's help document, it will take a while!

- ERaCA User's Guide

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