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

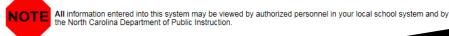
Log into ERaCA: https://schools.nc.gov/eraca

ERaCA - Expenditure Reporting and Cash Application for Education Centers



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.



Logging into ERaCA

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.



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



amanda cruz 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 Financial and Business Services website at www.ncpublicschools.org/fbs/finance/reporting. If you have any problems while using the ERaCA system, please contact the support center by submitting a ticket through the Remedy Portal at https://nc-myit.us.onbmc.com/ux or by calling 919.807.4357 M-F 7am-5pm

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/21ccic/directory/

For additional support, regarding cash requests only, contact Michael Ray via email: michael.ray@dpi.nc.gov

If you are unsure of who you need to contact with questions regarding financial information, email systems_accounting@dpi.nc.gov 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)

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:

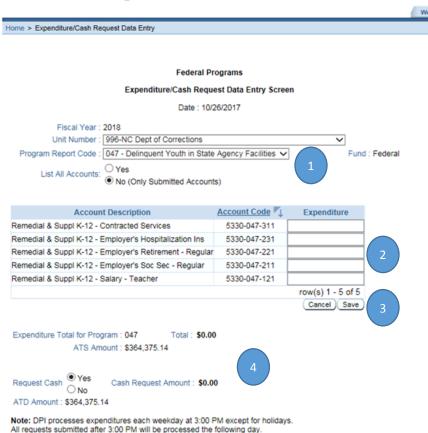
- All information entered / viewed using this system may be viewed by NCDPI and authorized personnel in your local school system.
- . DO NOT share your user id or password with anyone.
- Make sure you log out of the application completely when your computer is unattended or when you have finished using the system.

Entering Expenditures

Click on the Expenditure Tab

You cannot submit another request for the same PRC until your first request

has been processed.



 Click on the drop down box and select the appropriate Program Report Code associated with expenditure.

Inquiry Submitted Data Reports Manage Permissions Admin PRC Unit Enable/Disable

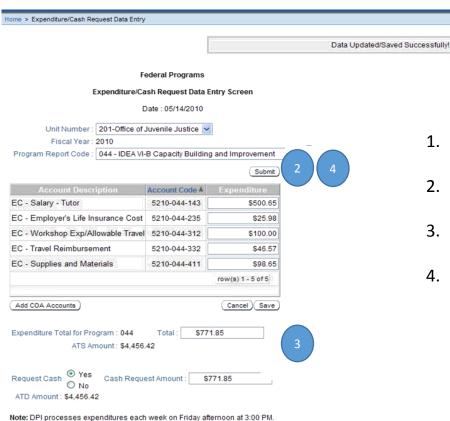
2. Enter the dollar amount of the expenditure.

Expenditure Data Entry

- 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



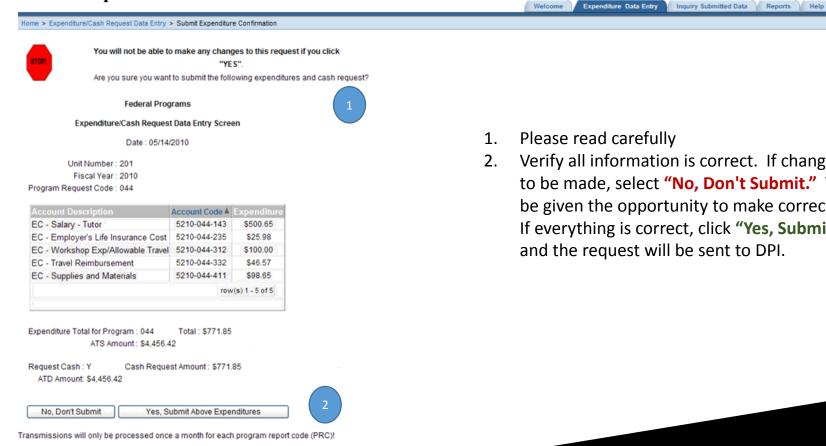
Please be sure you submit your file by Friday at 3:00 PM. Only one report may be submitted per PRC each month. After saving the data you will get the following message: Data Update Saved Successfully

Inquiry Submitted Data Reports Help

- 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



- Please read carefully
- 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



Only one report may be submitted per PRC each month.

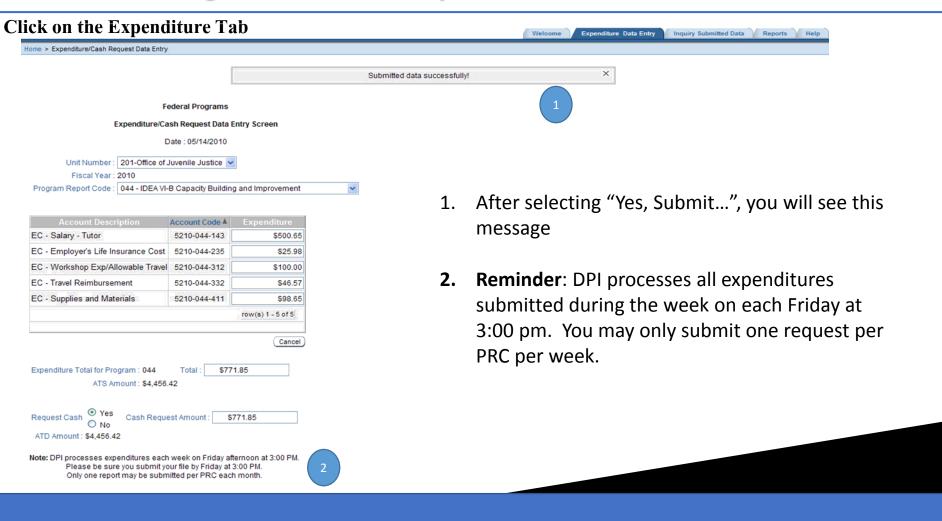
1. If you select, "No, Don't Submit", you will be brought back to this screen to make changes.

Inquiry Submitted Data Reports Help

Expenditure Data Entry

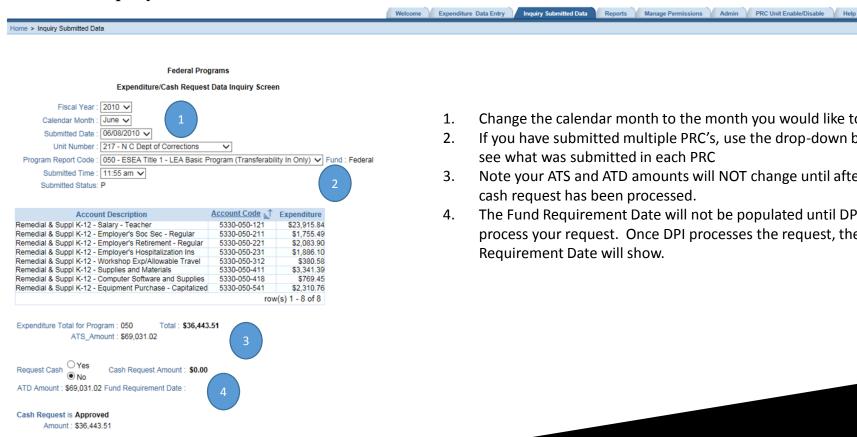
You must select "save" after making changes before you can "submit" updated data

Confirming Data Successfully Submitted



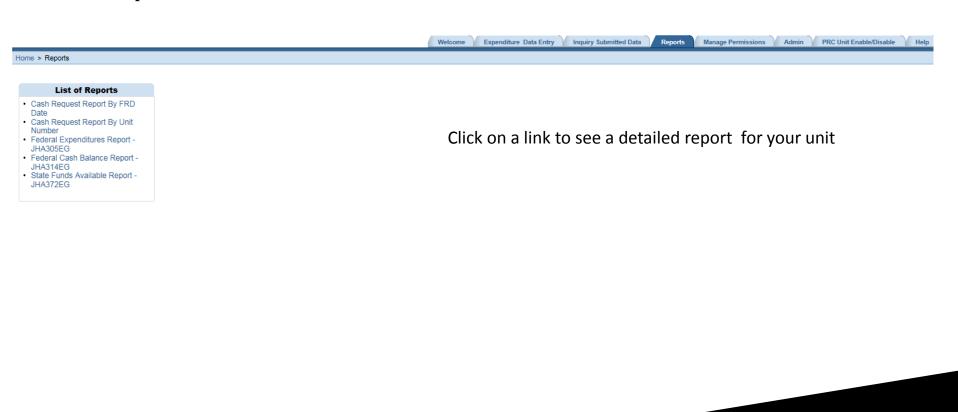
Inquiry Submitted Data

Click on the Inquiry Submitted Tab



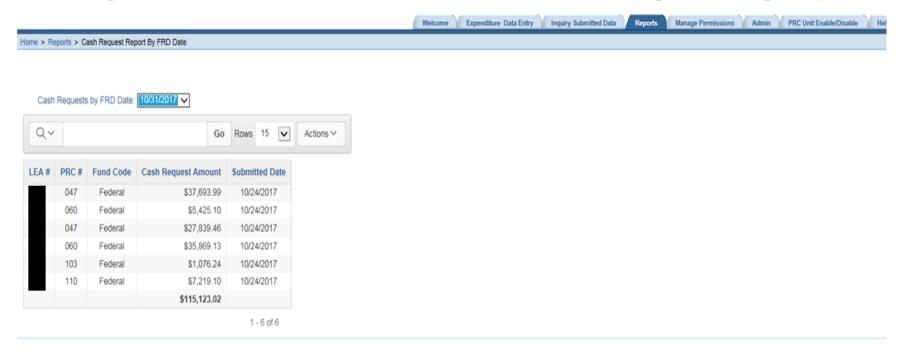
- Change the calendar month to the month you would like to view 1.
- If you have submitted multiple PRC's, use the drop-down box to see what was submitted in each PRC
- Note your ATS and ATD amounts will NOT change until after your cash request has been processed.
- The Fund Requirement Date will not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

Click on the Reports Tab



Click on the Reports Tab

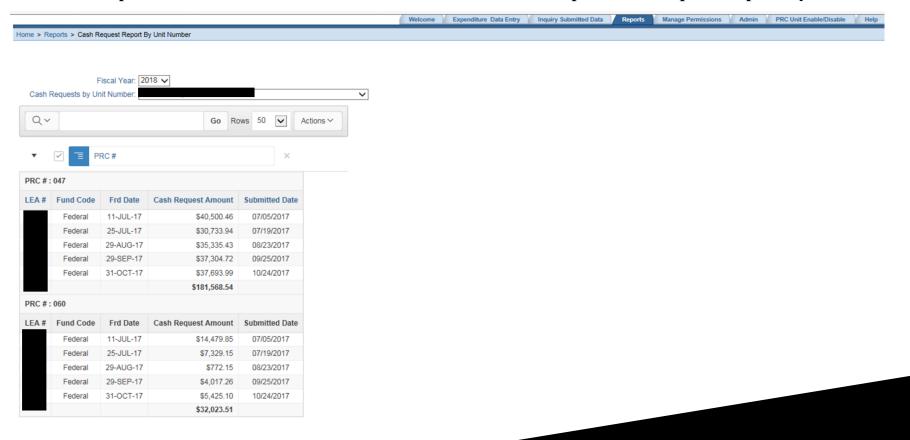
Sample Cash Request by FRD Date



Total Cash Requested: \$115,123.02

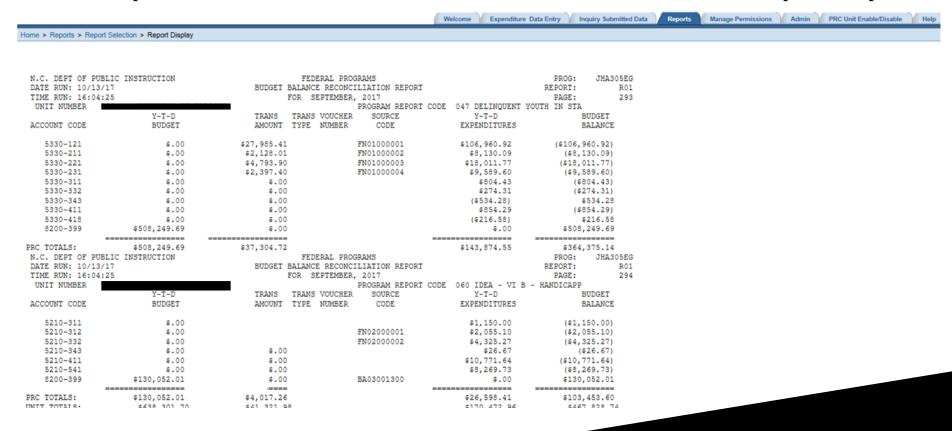
Click on the Reports Tab

Sample Cash Request Report By Unit Number



Click on the Reports Tab

Sample 305 Report



Click on the Reports Tab

Sample 314 Report

					Welcome Expend	iture Data Ent	ry Inquiry Submitted Data	Reports	Manage Permissions	Admin	PRC Unit Enable/Disable	Hel
Home >	Reports > Report Selection > Report Display											
N.C. DEPT OF PUBLIC INSTRUCTION FEDERAL PROGRAMS DATE RUN: 10/13/17 CASH BALANCE REPORT MTD BY L TIME RUN: 16:04:57 AS OF 09302017 UNIT NUMBER				.EA		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					
044 047 060	IDEA VI B CAPACITY BLDG & IMPR DELINQUENT YOUTH IN STATE AGEN IDEA - VI B - HANDICAPPED	525.25 .00 .00	.00 37,304.72 4,017.26	.00 37,304.72 4,017.26	525.25 .00 .00		(525.25) 364,375.14 103,453.60					
	UNIT TOTALS:	525.25	41,321.98	41,321.98	525.25							
	* - IN ERROR FLAG COLUMN INDI **NOTE: MTD EXPENDITURES ON I ACCRUAL FIGURES, IN AN EFFORI *** CERTIFICATIONS INCLUDE RE	THIS REPORT REFLE TO REFLECT CAS	ECT ACTUAL CASH AC H ACTIVITY.	TIVITY. THE ACCE								