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

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.

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

Entering Expenditures

Click on the Expenditure Tab

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   Cash Request Amount : $0.00
              ○ No
ATD Amount : $364,375.14

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. 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!   ✕   **1**

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   **2**   **4**

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   **3**
ATS Amount : $4,456.42

Request Cash   ⦿ Yes   Cash Request Amount : $771.85
        ◯ No
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.

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

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

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   ①

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

| No, Don't Submit | Yes, Submit Above Expenditures | ②

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

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 ▲	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 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.

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

Home > Expenditure/Cash Request Data Entry

Submitted data successfully! ✕

①

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 ▲	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 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. **②**

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

2. **Reminder**: DPI processes all expenditures submitted during the week on each Friday at 3:00 pm. You may only submit one request per PRC per week.

Inquiry Submitted Data

Click on the Inquiry Submitted Tab

Navigation tabs: 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 : 06/08/2010
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

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**

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

Home > Reports > Cash Request Report By FRD Date

Cash Requests by FRD Date: 10/31/2017 ▾

[🔍 ▾] [   ] [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

Sample Cash Request Report By Unit Number

Accessing Reports

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

Accessing Reports

Click on the Reports Tab   **Sample 314 Report**

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

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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
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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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