



# FEDERAL BUDGET AND AMENDMENT SYSTEM REQUIREMENTS FOR PSU FINANCIAL VENDORS

## Requirements Document For School Business Modernization Project

*PLEASE NOTE: NCDPI's financial systems are changing as part of the School Business Systems Modernization initiative; therefore, these requirements are subject to change.*

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Date Prepared	<b>July 30, 2024</b>
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## 1. Purpose

This document will provide the Vendors with a formal written description of the proposed file/system requirements. This document has been updated for the Chart of Account (COA) changes and for the coming Grant Year Reporting requirement from OSC.

### 1.1 Overview

There is an increasing demand for reporting of Federal positions/FTEs down at the school level. The Federal Government also requires budgeting equipment at the school level. Therefore, PSUs are required to submit their Federal Budgets to NCDPI at school detail level. In addition, the federal funds are not allotted in one lump sum. Instead, the funds are allotted in increments, so the budgeting software will need to recognize incremental allotments.

PSU Vendors are required to provide a budgeting package that allows reporting required Federal Budget and Amendment information. The project will encompass the following objectives:

- ✓ System shall budget by position and calculate FTEs per new Federal guidance.
- ✓ Need to report on all position types.
- ✓ System shall interface with the PSUs' financial systems.
- ✓ System shall edit data to ensure Federal Guidelines are met.
- ✓ System shall send an Initial Budget file as well as Amendment files to the NCDPI Comprehensive Continuous Improvement Plan System (CCIP).

## 2 Requirements

**NOTE:** When term PSU is referenced in the requirements below, PSU includes Local Education Agencies and Charter Schools.

### 2.1 Functional Requirements

#### 2.1.1 Overall System Requirements

The overall system requirements define the umbrella of scope for the project. It speaks to what they are to develop, what files they are required to use, funding types and other key points of information. These requirements are broken into much further detail further down in the document.

FR #	Description
FR-1.1	System shall use the Uniform Statewide Chart of Accounts (COA) mandated under NC G.S.115C-12 (18) - Uniform Education Reporting System (UERS) for uniform reporting of Public School data. See Section 2.5.1 for COA layout.
FR-1.2	PSU shall budget down to detail account level based on the account structure they use with their financial package.
FR-1.3	System shall have an audit trail, so changes to budgeted items are tracked.
FR-1.4	System shall interface with PSUs General Ledger System.
FR-1.5	System shall send an interface file to NCDPIs grants management system, CCIP. Standard file layout(s) determined by NCDPI. See Section 2.5.6

FR #	Description
FR-1.6	System shall receive communication form containing budget and amendment approvals. See Section 2.5.5
FR-1.7	System shall “accept” information from NCDPI that includes Planning Allotments, Actual Allotments, COA, Purpose Codes, PRC info, Object Codes, Indirect Cost Rate, and valid school numbers.
FR-1.8	System shall have a field to tie the budgeted line item to the narrative.

### 2.1.2 Business Rules

The Business Rules are the high-level, overarching rules that the vendor software will be required to execute. These business rules are related and are incorporated into the functional requirements in section 2.1.1 Overall System Requirements. It speaks to the types of grants the vendor application will be required to process, the valid workflow statuses for a budget and an amendment, as well as other pertinent information.

BU #	Description
BU-1.1	Federal Grants are classified as either a Formula Grant or Competitive Grant. Some grants may also be classified as Forward Funded. Forward Funded grants receive the annual allotment in increments.
BU-1.2	Approval status for Initial Budgets include: <b>(A) = Approved as is</b> <b>(S) = Substantially Approved (needs minor changes with an amendment, but PSU can start spending)</b> <b>(D) = Denied (PSU required to send in a new budget. The one sent and denied will be archived for audit purposes.)</b>

BU #	Description
BU-1.3	Approval status for Amendments include: <b>(A) = Approved as is</b> <b>(S) = Substantially Approved (needs minor changes with an amendment, but PSU can start spending)</b> <b>(D) = Denied (PSU required to send in a new amendment. The one sent and denied will be archived for audit purposes.)</b>
BU-1.4	Approval definitions: (A) Approved As submitted - the budget does not require any revisions to be approved. (S) Substantially Approved - a budget that needs only minor revisions to be approved. Possible examples – coding errors (for example: incorrect purpose code for staff development); insufficient description/justification for equipment purchases; line item not supported by project narrative; etc. (D) Denied - the budget requires substantial revisions to be approved. Possible examples – multiple budget lines not supported by project narrative; unprovable initiatives described in project narrative and included in budget; budget does not support initiatives described in project application; etc.
BU-1.5	The Amendment process shall not begin until the Initial Budget is approved with either an A or S for a grant year.
BU-1.6	The PSU shall not open/start a new Amendment until the prior Amendment is approved with either an A or S for a grant year.
BU-1.7	NCDPI publishes Indirect Cost Percent by PSU by grant year: <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a> <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt</a> Where XX is Fiscal Year.

BU #	Description
	PSU shall never exceed their Indirect Cost Percentage amount for a grant year. See Section 2.4 – Required System Edits
BU-1.8	NCDPI publishes Administration Percent for select PRCs as part of the PRC Table. <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a> <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt</a> Where XX is Fiscal Year.  PSU shall never exceed their Administration Percent amount by PRC for a grant year. See Section 2.4 – Required System Edits
BU-1.9	Budgets and Amendments require Finance Officer approval; therefore, only the Finance Officer and his/her designee shall have ability to submit Budgets and Amendments to NCDPI.

## 2.2 Budgets

### 2.2.1 PSU shall prepare Federal budgets and submit to NCDPI for approval. Functional Requirements

Each PSU is responsible for submitting Federal budgets on an annual basis to NCDPI for all Federal grants they will receive in that Fiscal Year. The NCDPI Program Coordinator is responsible for the review and approval of each of these budgets. The functional requirements listed below explain to the vendor how their system shall work for the PSUs to successfully submit their Federal budgets.

FR #	Description
FR-2.1	PSU shall budget by Program Report Code (PRC) by grant year.
FR-2.2	PSU shall develop planning budgets. Note: A prior system (BUD) allowed 99 planning versions for each PRC.
FR-2.2.1	Vendors shall work with the PSUs to determine the maximum number of planning versions their system shall allow.
FR-2.3	Once the PSU determines which Budget they will use for the grant year, PSU shall submit the budget to NCDPI's CCIP. This budget will be classified as the initial budget.
FR-2.4	Vendors shall work with PSUs to determine the timing of when Initial Budgets are posted to the PSUs general Ledger. Note: NCDPI will have the option to deny a budget.
FR-2.5	NCDPI shall review and approve the initial budget per grant year. Approval types are shown in Section 2.1.2.
FR-2.6	If NCDPI approval = Denied (D), PSU shall update and re-submit their Initial Budget to CCIP.
FR-2.7	PSU shall have one initial budget per PRC per grant year.
FR-2.8	PSUs total budgeted amount for each PRC and grant year shall never exceed the Allotment per PRC per grant year.
FR-2.9	PSUs shall use an estimated Allotment to develop their planning budgets until NCDPI publishes/sends a planning allotment for that grant year.

FR #	Description
FR-2.9.1	If Planning Allotment Field = Y, then the system shall <u>not</u> allow the PSU to submit the Initial Budget to CCIP until NCDPI publishes/sends a planning allotment for that grant year.
FR-2.10	System shall calculate the unbudgeted line item (purpose = 82000, object = 03990). Unbudgeted equals Allotment less total budgeted line items.
FR-2.10.1	The system shall not allow the PSU to submit the Initial Budget to CCIP if the 82000-03990 budget amount is a credit/is negative.
FR-2.11	Some Grants are allotted 100%. Forward Funded grants go out in 2 installments. Therefore, when the installment flag is set to Y, system shall use the planning amount to calculate unbudgeted until NCDPI publishes the final/full allotted amount.
FR-2.12	<p>System shall calculate Indirect Cost per grant year.</p> <p>Certain account codes are flagged for indirect cost calculation in the COA file. The budgeted amounts for these account codes are summed. Total summed items cannot exceed Allotment x Indirect Cost % within a grant year.</p> <p>NCDPI publishes Indirect Cost Percent by PSU by grant year:  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a>  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt</a>                      Where XX is Fiscal Year.</p> <p>Total Indirect Cost amount may be less than or equal to the allowable amount.</p>
FR-2.13	<p>System shall allow PSU to change the Indirect Cost Rate to a lesser percent amount or zero.</p> <p>Note: PSU shall never change Indirect Cost Rate to a percentage that is larger than what NCDPI publishes for that PSU per grant year.</p>

FR #	Description
FR-2.14	System shall require the PSU to designate whether the Initial Budget contains changes to the Plan/Narrative. PSU shall enter a Y for Yes or N for No.
FR-2.15	PSUs shall budget salary detail for all position types (certified, non-certified, hourly) where object type = SD. Object Types are defined in the Object Table. See Section 2.5.1 (e).
FR-2.16	<p>Monthly and Daily Salary detail includes:</p> <ul style="list-style-type: none"> <li>• Standard months of employment,</li> <li>• Number of positions</li> <li>• Percent employed</li> <li>• Months employed</li> <li>• Monthly salary</li> </ul>
FR-2.17	<p>Hourly detail includes:</p> <ul style="list-style-type: none"> <li>• Standard hours of employment,</li> <li>• Number of positions</li> <li>• Percent employed</li> <li>• Hours employed</li> <li>• Hourly rate</li> </ul>
FR-2.18	<p>System shall require a position justification/position description for all salary objects where Object Type = SD, which require budgeted positions. Object Types are defined in the Object Table. See Section 2.5.1 (e).</p> <p>Note: Justification shall tie to application narrative.</p>
FR-2.19	System shall calculate Social Security, Retirement, and Hospitalization for all position types (if required for the salary object).

FR #	Description
	Note: Benefit amounts may be pulled from payroll if the PSU is using payroll amounts to develop their budget.
FR-2.20	PSUs shall have ability to over-ride the benefit calculations.
FR-2.21	System shall require additional information for budgeted equipment lines. Object Type = EQ. Object Types are defined in the Object Table. See Section 2.5.1 (e). Equipment Object #s: 04610, 04620, 05410, and 05420.
FR-2.22	Additional Equipment information includes: <ul style="list-style-type: none"> <li>• Item description</li> <li>• Number of items/units to be purchased</li> <li>• Cost per unit</li> <li>• Planned use of Equipment</li> </ul>
FR-2.23	NCDPI will edit budget before receiving into CCIP. If budget fails edits, CCIP will deny the initial budget.
FR-2.23.1	If budget is denied, PSU shall be able to copy or “re-open” initial budget to make changes and re-submit to CCIP for approval. Because of this, the timing of when Budgets are posted to the PSUs GL needs to be discussed with the PSUs.
FR-2.24	The PSU shall budget their revenue using Purpose-Object 36000-00000.
FR-2.24.1	Revenue shall equal Allotment. Revenue carries a credit balance.

FR #	Description
FR-2.24	Budget shall be balanced prior to sending to CCIP. Total Budgeted lines amount = Revenue amount.

### 2.2.2 Business Rules

The Business Rules in this section relate back and are incorporated into the functional requirements in section 2.2.1. These business rules explain when the vendor can expect to receive key pieces of information that must be applied for the system to process the Federal Budget information correctly.

BU #	Description
BU-2.1	NCDPI publishes the Planning Allotments in February/March of each year.
BU-2.2	Some PRCs will not have Planning Allotments. These are generally Competitive Grants.
BU-2.3	PSUs shall have an Approved Initial Budget prior to receiving their actual allotment for the grant year.

## 2.3 Amendments

PSUs shall amend budgets as required.

### 2.3.1 Functional Requirements

Each PSU shall have the ability to submit an amendment to an approved or substantially approved Federal budget. The NCDPI Program Consultant is responsible for the review and approval of each of these amendments. The functional requirements listed below explain to the vendor how their system shall work for the PSUs to successfully submit their amendments for a Federal budget.

FR #	Description
FR-3.1	PSUs shall not open an amendment for a PRC until Initial Budget is approved with either an A (approved as is) or S (substantially approved) for that grant year.
FR-3.2	PSU shall amend budget as many times as is needed, but there can only be one open amendment per grant year at a time.
FR-3.3	Amendments shall be by PRC, by grant year and shall be sequentially numbered by grant year.
FR-3.4	If the line item has already been budgeted, the system shall not allow the line to be deleted. Instead, the system shall require the account to be zeroed out.
FR-3.5	Sometimes an account becomes invalid during the year. When this happens, system shall require the PSU to zero out the budgeted line item in the next amendment.
FR-3.6	The system shall store the Revised Budget which is the Initial Budget plus any amended lines for that grant year.
FR-3.7	PSUs total revised budget amount for each PRC shall never exceed Allotment for a grant year.
FR-3.8	System shall calculate the unbudgeted line item (purpose = 82000, object = 03990). Unbudgeted equals Allotment less total budgeted line items.

FR #	Description
FR-3.9	Some Grants are allotted 100%. Forward Funded grants go out in 2 installments. Therefore, when the installment flag is set to Y, system shall use the planning amount to calculate unbudgeted until NCDPI publishes the final/full allotted amount.
FR-3.10	<p>System shall calculate Indirect Cost.</p> <p>Certain account codes are flagged for indirect cost calculation in the COA file. The budgeted amounts for these account codes are summed. Total summed items cannot exceed Allotment x Indirect Cost % per grant year.</p> <p>NCDPI publishes Indirect Cost Percent by PSU:  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a>  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt</a>            Where XX is Fiscal Year.</p> <p>Total Indirect Cost amount shall be less than or equal to the allowable amount.</p>
FR-3.11	<p>System shall allow PSU to change the Indirect Cost Rate to a lesser percent amount or zero for a grant year.</p> <p>Note: PSU shall never change Indirect Cost Rate to a percentage that is larger than what NCDPI publishes for that PSU.</p>
FR-3.12	PSUs shall budget salary detail for all position types (certified, non-certified, hourly) where object type = SD. Object Types are defined in the Object Table. See Section 2.5.1 (e).
FR-3.13	<p>Monthly and Daily Salary detail includes:</p> <ul style="list-style-type: none"> <li>• Standard months of employment,</li> <li>• Number of positions</li> <li>• Percent employed</li> <li>• Months employed</li> </ul>

FR #	Description
	<ul style="list-style-type: none"> <li>• Monthly salary</li> </ul>
FR-3.14	<p>Hourly detail includes:</p> <ul style="list-style-type: none"> <li>• Standard hours of employment,</li> <li>• Number of positions</li> <li>• Percent employed</li> <li>• Hours employed</li> <li>• Hourly rate</li> </ul>
FR-3.15	<p>System shall require a position justification/position description for all salary objects where Object Type = SD, which require budgeted positions. Object Types are defined in the Object Table. See Section 2.5.1 (e).</p> <p>Note: Justification shall tie to application narrative.</p>
FR-3.16	<p>System shall calculate Social Security, Retirement, and Hospitalization for all position types (if required for the salary object).</p> <p>Note: Benefit amounts may be pulled from payroll if the PSU is using payroll amounts to develop their budget.</p>
FR-3.17	<p>PSUs shall have ability to over-ride the benefit calculations.</p>
FR-3.18	<p>System shall require additional information for budgeted equipment lines. Object Type = EQ. Object Types are defined in the Object Table. See Section 2.5.1 (e).</p>

FR #	Description
	Equipment Object #s 04610, 04620, 05410, and 05420.
FR-3.19	Additional Equipment information includes: <ul style="list-style-type: none"> <li>• Item description</li> <li>• Number of items/units to be purchased</li> <li>• Cost per unit</li> <li>• Planned use of Equipment</li> </ul>
FR-3.20	System shall require justification for all amended lines. Exceptions are calculated lines: Unbudgeted (82000-03990), Indirect Cost, Social Security, Retirement, Hospitalization.
FR-3.21	When the PSU finalizes each Amendment for a grant year, PSU shall submit the Amendment to NCDPI's CCIP. Each Amendment shall be numbered sequentially by grant year by PRC.
FR-3.22	Vendors shall work with PSUs to determine the timing of when Amendments are posted to the PSUs general Ledger.
FR-3.23	NCDPI shall review and approve the amendments. Approval types are shown in Section 2.1.2.
FR-3.24	If NCDPI approval = Denied (D), PSU shall update and re-submit their Amendment to CCIP.
FR-3.25	PSU shall open a new amendment after NCDPI has sent an approval of an A or S for a grant year
FR-3.26	The PSU shall budget their revenue using Purpose-Object 36000-00000.

FR #	Description
FR-3.27	Revenue must equal Allotment. Revenue carries a credit balance.
FR-3.28	Amendment shall be balanced prior to sending to CCIP. Total Revised Budget amount = Total Revised Revenue amount.

### 2.3.2 Business Rules

The Business Rules in this section relate back and are incorporated into the functional requirements in section 2.3.1. These business rules explain when the amendment process can begin, the rules around when an amendment can be started and how many amendments can be open at any time. They also speak to how the vendor system will process allotment funding.

BU #	Description
BU-3.1	The Amendment process shall not begin until the Initial Budget is approved with either an A or S for a grant year.
BU-3.2	The PSU shall not open/start a new Amendment until the prior Amendment is approved with either an A or S for a grant year.
BU-3.3	The system shall only allow one open amendment per PRC at a time in a grant year.
BU-3.4	Once NCDPI sends an allotment (planning or actual), the system shall recognize the allotment and over-ride the “PSU amount” if one was entered.

## 2.4 Required System Edits

System shall edit data either at the time of entry or before sending to NCDPI.

### 2.4.1 Functional Requirements

FR #	Description
FR-4.1	<p>System shall edit for invalid COA items and not allow if account is invalid. COA has begin and end dates.</p> <p>Business Rules for COA edits are located on web: LEAs: <a href="https://www.dpi.nc.gov/documents/fbs/resources/business-rules-coa-edits-leas-1-18-24pdf/download?attachment">https://www.dpi.nc.gov/documents/fbs/resources/business-rules-coa-edits-leas-1-18-24pdf/download?attachment</a></p> <p>Independent Public Schools (Charter Schools, Lab Schools, etc.) <a href="https://www.dpi.nc.gov/documents/fbs/resources/business-rules-coa-ips-1-18-24pdf/download?attachment">https://www.dpi.nc.gov/documents/fbs/resources/business-rules-coa-ips-1-18-24pdf/download?attachment</a></p> <p><b>NOTE: These documents have been updated and are now available on the NC DPI website.</b></p> <p>See Section 3, Appendices A and B for PDF documents.</p>
FR-4.1.1	<p>If an account was budgeted and then becomes invalid, the system shall only allow the amendment to transmit if the revised budget amount is now = 0.</p>
FR-4.1.2	<p>Currently, the system shall verify Fund = 3. However, the system may expand to include Fund 1 at some point.</p>

FR #	Description
FR-4.1.3	The system shall verify the federal revenue code is the only one used. There is only one valid revenue code for the federal grants = 36XXX. The second digit of the fund code shall be used to distinguish the grant year.
FR-4.1.4	The system shall verify there are no PRC codes = 0000.
FR-4.1.5	The system shall verify there are no Object codes = 00000 for any budgeted expenditures (purpose code is equal to or greater than 50000). Object code = 00000 is allowed for revenues (purpose code = 36XXX).
FR-4.1.6	System shall verify for Object = 07XXX that the Purpose code must be = 8XXXX.
FR-4.2	System shall verify PSU numbers and school numbers are valid using the Site Code File sent from NCDPI. ( <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a> ) <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_site.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_site.txt</a> Where XX is Fiscal Year.
FR-4.2.1	The Site Code File shall contain “special” site/school codes that are not in EDDIE or ERaCA: 00000 - Central Office 81000 - Countywide 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 88800 – Workers Comp

FR #	Description
FR-4.3	<p>System shall edit Indirect Cost percentage does not exceed the maximum percentage for the PSU displayed on the Indirect Cost Rate Information File per grant year Percentage rate may be less than or equal to the PSU rate, but not more.</p> <p>Indirect Cost Rates are by PSU and can be found:  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a>  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_indcost.txt</a>                      Where XX is Fiscal Year.</p>
FR-4.3.1	<p>System shall edit Indirect Cost amount does not exceed allowable amount for the budget for the grant year.</p> <p>Certain account codes are flagged for indirect cost calculation in the COA file. The budgeted amounts for these account codes are summed. Total summed items cannot exceed Allotment x Indirect Cost %.</p> <p>Total Indirect Cost amount may be less than or equal to the allowable amount.</p>
FR-4.4	<p>System shall apply Administration Edits/caps specific to certain PRCs. Rates vary by PRC. PSU shall never exceed their Administration Percent amount by PRC per grant year.</p> <p>Example of the Admin Edit Report is below.</p>
FR-4.4.1	<p>For Administration Edits:</p> <ol style="list-style-type: none"> <li>Administration Rates for specific PRCs are published in the PRC File.  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp">https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp</a>  <a href="https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt">https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20XX_prc.txt</a>                      Where XX is Fiscal Year.</li> </ol>

FR #	Description
	2) Account Codes to be used in the Admin edit are identified in the COA by PRC File.
FR-4.4.2	Administration Edit calculation: The administration budget amounts are summed and shall not exceed admin % * allotment.
FR-4.5	The system shall ensure justification fields are populated.
FR-4.5.1	For Amendments, the system shall ensure amendment justification fields are populated when the PSU adds or amends a line in the budget. Exceptions are revenue codes (purpose codes beginning with a 3 or 4), benefit codes (second digit of object codes beginning with 2), indirect cost (81000-03920), and unbudgeted (82000-03990).
FR-4.5.2	For Budgets and Amendments, the system shall verify the salary justifications/position descriptions are populated for budgeted positions Salary objects/object type = SD.
FR-4.5.3	For Budgets and Amendments, the system shall verify the equipment justifications/planned use fields are populated for budgeted equipment (object type = EQ).
FR-4.6	If Salary objects/object type = SD, system shall verify salary detail fields are completed.
FR-4.7	If Equipment object/object type = EQ, system shall verify equipment detail fields are completed.
FR-4.8	System shall ensure PSUs total budgeted amount for each PRC shall never exceed Allotment.  In other words, the system shall not allow the PSU to submit the Initial Budget to CCIP if the 82000-03990 budget amount is a credit/is negative.

FR #	Description
FR-4.9	System shall ensure Revenue must equal Allotment. Revenue carries a credit balance.
FR-4.10	System shall verify the Change to Plan Field is set to either a Y or N on the Budget/Amendment Record.
FR-4.11	System shall verify the Initial Budget has been approved with an A or S before sending Amendment #1 per grant year
FR-4.12	System shall verify the prior Amendment (current Amd #-1) has been approved with an A or S before sending the next Amendment per grant year
FR-4.13	System shall only allow the initial budget or an amendment to send once to CCIP. The exception is if the budget or amendment has an approval of D.
FR-4.14	System shall verify the amendment number is the next sequential amendment number. In other words, the previous amendment number with an approved status of A or S is current amd # minus 1.
FR-4.15	System shall not allow a budget or amendment to send if it has no budgeted lines.

2.4.2 Presentation

**NOTE: These validations shall be completed for each budget/amendment created for any open grant year.**

**Example of Indirect Cost Validation Calculation:**

Indirect Cost Validation Report for Budgets and Amendments

For PRC #

For Initial Budget Rev # XXX or Amendment # XXX

**Note: Should always pull from the revised budget field.**

**Total Indirect Cost Allowed**

Indirect Cost %	5.239%
Allotment Amount	<b>\$66,135.00</b>

**Calculate Non-Indirect Cost Budgeted**

34.51200.0017.03110.30400.000.00.000.00000	\$7,500.00
24.51200.0017.03110.30800.000.00.000.00000	\$1,200.00
<u>Total Non-Indirect Cost</u>	<u><b>\$8,700.00</b></u>

(Note: Program shall select any budgeted accounts that are flagged with Indirect Cost validation = N for this PRC)  
(Budgeted lines for Capital Outlay and Contracts (object 03110))

Amount Available for Other expenses	<b>\$57,435.00</b>
Amount Subject to Indirect Cost	<u>\$54,575.78</u>
Total Indirect Cost Allowed for 81000-03920	<u>\$2,885.20</u>

Allotment less Total Non-indirect Cost

(Avail other exp/1+IC%) Ex:  
\$57,435.00/1.05239

**Calculate Indirect Cost Budgeted**

Account Number	Budgeted Amount
34.51200.0017.03120.00000.000.00.000.00000	\$7,500.00
34.51200.0017.04110.00000.000.00.000.00000	\$8,000.00
34.51200.0017.04220.00000.000.00.000.00000	\$25,000.00
34.51200.0017.04610.00000.000.00.000.00000	<u>\$5,761.00</u>
Total Budgeted Items	<u>\$46,261.00</u>

(Note: Program shall select any budgeted accounts that are flagged with Indirect Cost validation = Y for this PRC)

Calculated Indirect Cost Amount	\$2,423.61
Budgeted Indirect Cost amount <b><u>UNDER</u></b> Allowed Amount	\$461.59

Budgeted in 81000-03920

**Note:** If Budgeted Ind Cost Amount is under, then verbiage should read **UNDER** and there is no error.  
If Budgeted Ind Cost Amount is over, then verbiage should read **OVER**, and the system should display an error message and not allow the budget to be submitted.

**Example of Admin Validation Calculation:**

Administration Validation Report for Budgets and Amendments  
For PRC #  
For Initial Budget Rev # XXX or Amendment # XXX  
Note: Should always pull from the Revised  
Budget field.

**Total Admin Allowed**

Allotment Amount	\$1,400,000.00
Admin %	12.00%
Total Admin Allowed	<u>\$168,000.00</u>

(Note: Program shall select any budgeted  
accounts that are flagged with Admin validation =  
Y)

**Calculated Admin Budgeted**

Account Number	Budgeted Amount
34.63000.0050.01130.00000.000.00.000.00000	\$91,920.00
34.63000.0050.01510.00000.000.00.000.00000	\$13,000.00
34.63000.0050.02110.00000.000.00.000.00000	\$8,026.38
34.63000.0050.02210.00000.000.00.000.00000	\$13,765.50
34.63000.0050.02310.00000.000.00.000.00000	\$9,862.00
34.81000.0050.03920.00000.000.00.000.00000	\$8,182.00
Total Budgeted Admin	<u>\$144,755.88</u>

Budgeted Admin amount UNDER Allowed  
Amount \$23,244.12

**Note: If** Budgeted Admin Amount is under, then  
verbiage should read UNDER and there is no  
error.

If Budgeted Admin Amount is over, then  
verbiage should read OVER, and the system  
should display an error message and not allow  
the budget to be submitted.

## 2.5 System File Requirements

FR #	Description
FR-5.1	<p>All files will be comma delimited. For files that will contain a comment or justification column in them, wrap them in brackets [], so CCIP can properly process them if they should contain any of these characters:</p> <p style="padding-left: 40px;">,</p> <p style="padding-left: 40px;">"</p> <p style="padding-left: 40px;">'</p>
FR-5.2	<p>CCIP shall distribute files for consumption by the Vendor applications. The exceptions are the Budget and Amendment files. The Budget and Amendment files will be generated by the vendor applications and sent to eMFTS for consumption by CCIP.</p>
FR-5.3	<p>The system shall use a preceding sign on numeric field for signed fields. Example: negative \$5,000.00 will display as -500000.</p>
FR-5.4	<p>For numeric fields with decimals, the decimal point is implied.</p>
FR-5.5	<p>The Vendors shall use NCDPI's eMFTS (secure file transfer) to transfer the CCIP files generated by the vendor budget application for consumption by NCDPI systems.</p>

### 2.5.1 Chart of Accounts (COA)

These files are stored by Fiscal Year. Current Year files are updated daily from NCDPI and can be found on the web at:

<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>  
<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>

**a) Chart of Accounts (COA) by PRC Record Layout**

File is updated daily from NCDPI and can be found on the web at:  
<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>  
[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_coa.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_coa.txt)  
 where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year (FY)	Numeric	4	2024	Fiscal Year ending June 30
2	Fund Code	Alphanumeric	2	3X  Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	Value is 3X; future may also be a 1X  1st Digit of Fund codes accepted for Payroll processing: Code 1 = State; Codes 2,7,& 8 = Local; Code 3 = Federal; Code 5 = Child Nutrition  2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting.  <b>Default last position in Fund Code to X for FY 24.</b>

					<p><b>NOTE:</b> Beginning July 1, 2024, PSUs will code for X in the Grant Year position.</p> <p>e.g. for year FY 2025, X = 5</p>
3	Purpose Code	Alphanumeric	5	51100 Field expanded to 5 with the new digit on the end.	<b>Default last position in Purpose Code to 0.</b>
4	PRC number	Alphanumeric	4	0050 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC number to 0.</b>
5	Object Code	Alphanumeric	5	01210 Field expanded to 5 with one new digit in front and the other new digit at the end.	<p>NOTE: Currently, vendor Munis specific coding for Y, 1st digit defines the account type:                      1xxxx- Assets;                      2xxxx - Liabilities;                      3xxxx - Equity;                      4xxxx- Revenue;                      5xxxx- Expense Traditional objects in digits 2-5 of expense.</p> <p><b>Default the first and last positions in the Object Code to 0.</b></p>
6	Location	Alphanumeric	5	31000 Field expanded to 5 with the new digits on the end.	<p>Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8. School numbers from EDDIE. Includes special site codes not in EDDIE:                      00000 – Schoolwide Expenditures                      81000 – Central Office</p>

					<p>82000 - Warehouse              83000 – Fiscal Agent              84000 – Special Programs              85000 – Charter School              86000 – Non-ADM Student              88800 – Workers Comp</p> <p><b>NOTE:</b> If the location code is not valid in EDDIE or one of the special codes listed above, the PSU is subject to UERS compliance findings.</p> <p><b>Default the last two positions in the Location Code to 00.</b></p>
7	Department (Local Use 1)	Alphanumeric	3	000	<p>PSU defined.</p> <p><b>Default department code is 000.</b></p>
8	Level (Local Use 2)	Alphanumeric	2	00	<p>DPI defined for Future Use.</p> <p><b>Default level code is 00.</b></p>
9	Cost Center	Alphanumeric	3	000	<p>DPI Defined for Future Use.</p> <p>Codes 100-499 reserved for DPI use. PSUs may use codes 500+ for local use.</p> <p><b>Default cost center code is 000.</b></p>
10	Project	Alphanumeric	5	00000	<p>PSU defined.</p> <p><b>Default project code is 00000.</b></p>
11	Title	Alphanumeric	200	CTE - Salary - Teacher	
12	Begin Date	Date	10	07012023	<p>Default = 0701YYYY where YYYY equal current fiscal year</p>
13	End Date	Date	10	6309999	<p>Default = 06309999</p>
14	Admin Edit	Numeric	1	Y	<p>Yes (Y) or No (N); Default is N</p>

					Flag which accounts are included to calculate admin amount for edit purpose
15	Indirect Cost Edit	Numeric	1	Y	Yes (Y) or No (N); Default is N Flag which accounts are included to calculate indirect cost amount for edit purposes

**Example:**

```
|2024|,|1X|,|51200|,|0001|,|01270|,31000|,|000|,|00|,|000|,|00000|,|CTE - Master  
Teacher|,|07012023|,|06309999|,|N|,|N|  
|2024|,|1X|,|51200|,|0001|,|01290|,31000|,|000|,|00|,|000|,|00000|,|CTE - Salary - Held Harmless  
Salary|,|07012023|,|06309999|,|N|,|N|  
|2024|,|3X|,|51100|,|0050|,|01980|,31000|,|000|,|00|,|000|,|00000|,| Regular Curricular - Tutorial  
Pay|,|07012023|,|06309999|,|N|,|N|
```

**b) Fund Codes**

File is updated daily from NCDPI and can be found on the web at:  
<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>  
[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_fund.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_fund.txt)  
 where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
2	Fund Code	Numeric	2	3X Field expanded to 2. The fund type is in the 1st position and the	Value is 3X; future may also be a 1X  1st Digit of Fund codes accepted for Payroll processing:

	Field Name	Type	Size	Sample Content	Special Characteristics
				Grant Year is in the 2nd position	Code 1 = State; Codes 2,7,& 8 = Local; Code 3 = Federal; Code 5 = Child Nutrition  2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting.  <b>Default last position in Fund Code to X for FY 24.</b>  <b>NOTE: Beginning July 1, 2024, PSUs will code for X in the Grant Year position.</b>  e.g. for year FY 2025, X = 5
3	Title	Alphanumeric	40	Federal Grant Fund	
4	Available to Budget	Alphanumeric	1	Y	Values are Y or N. Y=Yes and N=No. For Fund 3, set to Y; otherwise flag should be N.

Example:

```
|2024|,|1X|,|STATE PUBLIC SCHOOL FUND|,|N|
|2024|,|3X|,|FEDERAL GRANT FUND|,|Y|
```

c) **PRC Codes**

File is updated daily from NCDPI and can be found on the web at:  
<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>  
[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_prc.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_prc.txt)  
 where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year (FY)	Numeric	4	2024	Fiscal Year ending June 30
2	Fund Code	Numeric	2	3X  Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	Value is 3X; future may also be a 1X  1st Digit of Fund codes accepted for Payroll processing: Code 1 = State; Codes 2,7,& 8 = Local; Code 3 = Federal; Code 5 = Child Nutrition  2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting.  <b>Default last position in Fund Code to X for FY 24.</b>  <b>NOTE: Beginning July 1, 2024, PSUs will code for X in the Grant Year position.</b>  e.g. for year FY 2025, X = 5

	Field Name	Type	Size	Sample Content	Special Characteristics
3	PRC number	Alphanumeric	4	0050 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC number to 0.</b>
4	PRC Title	Alphanumeric	200	ESEA Title I – Basic Program	
5	Open COA	Alphanumeric	1	N	Yes (Y) or No (N) Default is N
6	PRC Type	Alphanumeric	1	F	Formula Grant (F) or Competitive Grant (C) For Fund 3 only the default is F; otherwise blank.
7	Forward Funded	Alphanumeric	1	Y	Is this PRC Forward Funded? If yes, then Allotments will be received in 2 installments. Yes (Y) or No (N); Default is N
8	Admin Edit Percent	Numeric; percent; 2 decimals	6	3000	Used for Admin edit; Default is 000 (Decimal is implied) The example is 30.00% If zero, then Admin Edit is not required.
9	Indirect Cost	Alphanumeric	1	Y	Is Indirect Cost allowed for this PRC? Yes (Y) or No (N); Default is N For Fund 3, flag should be N for all other Funds.

	Field Name	Type	Size	Sample Content	Special Characteristics
10	Emergency Federal Funding	Alphanumeric	1	Y	Yes (Y) or No (N); Default is N
11	Transferability In Allowed	Alphanumeric	1	Y	Yes (Y) or No (N); Default is N
12	Transferability Out Allowed	Alphanumeric	1	N	Yes (Y) or No (N); Default is N
13	Available to Budget	Alphanumeric	1	N	Values are Y or N. Y=Yes and N=No. For Fund 3, set to Y; otherwise flag should be N.
14	CCIP	Alphanumeric	1	N	Values are Y or N. Y = Yes and N = No. Default = N
15	End Date	Date	8	06309999	Default = 06309999
16	Indirect Cost Type	Alphanumeric	1	R	Values are R, U or blank. R = Restricted, U = Unrestricted. If indirect cost is not allowed for a PRC, field shall be blank.

Example:

```
|2024|,|3X|,|0183|,|ARP-ESSER III-Homeless|,|N|,||,|N|,|000|,|N|,|N|,|N|,|N|,|N|,|N|,|06309999|,|U|
|2024|,|3X|,|0058|,|CTE Pathway Initiative Grant|,|N|,|F|,|Y|,|000|,|N|,|N|,|N|,|N|,|Y|,|N|,|06309999|,|R|
|2024|,|3X|,|0060|,|IDEA, Part B (611)|,|N|,|F|,|Y|,|000|,|Y|,|N|,|N|,|N|,|Y|,|Y|,|06309999|,|R|
```

**d) Purpose Codes**

File is updated daily from NCDPI and can be found on the web at:

(<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>)

[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_purpose.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_purpose.txt)

where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
2	Purpose Code	Alphanumeric	5	51100 Field expanded to 5 with the new digit on the end.	<b>Default last position in Purpose Code to 0.</b>
3	Purpose Type	Alphanumeric	1	E	Revenue (R) or Expenditure (E)
4	Title	Alphanumeric	200	CTE	

Example:

```
|2024|,|31000|,|R|,|State Public School Fund|
|2024|,|32000|,|R|,|State Revenue-Other Funds|
|2024|,|32110|,|R|,|State Textbooks Revenue|
```

e) Object Codes

File is updated daily from NCDPI and can be found on the web at:

(<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>)

[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_object.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_object.txt)

where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
2	Object Code	Numeric	5	01210  Field expanded to 5 with one new digit in front (Y) and the other new digit at the end (X)	NOTE: Currently, vendor Munis specific coding for Y, 1st digit defines the account type:  1xxxx- Assets; 2xxxx - Liabilities; 3xxxx - Equity; 4xxxx- Revenue; 5xxxx- Expense Traditional objects in digits 2-5 of expense.  <b>Default the first and last positions in the Object Code to 0.</b>
3	Title	Alphanumeric	200	Teacher	
4	Object Type	Alphanumeric	2		Recommend values:  SD = Salary line items requiring salary detail (do we need to breakout type – monthly, daily, and hourly?)

	Field Name	Type	Size	Sample Content	Special Characteristics
					OS = Other Salary (these require budget amounts only, no salary detail) IC= Indirect Cost (81000-03920) EQ= Equipment (objects 04610, 04620, 05410, and 05420) BE = Benefits (SS, Retirement, Hospitalization) OT = All Other Objects (budget amounts only, no detail or calculations) RE = Revenue (36000 is revenue code for Federal) UN = Unbudgeted (82000-03990)
5	Attach A	Alphanumeric	1	Y	Yes (Y) or No (No); Default is N Flag which accounts are used for Attach A

Example:

|2024|,|01110|,|Salary - Superintendent|,|SD|,|N|

|2024|,|01120|,|Salary - Associate Superintend|,|SD|,|N|

|2024|,|01130|,|Salary - Director and/or Super|,|SD|,|N||2019|,|113|,|Salary - Director and/or Super|,|SD|,|N|

### 2.5.2 Allotment Information

File is updated daily from NCDPI and can be found on the web at:  
(<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>)

[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_allotco.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_allotco.txt)

where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
2	PSU number	Alphanumeric	3	995	Includes LEAs and Charter School numbers. <b>*Note – may increase to 5 in the future</b>
3	Fund Code	Numeric	2	3X Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	1st Digit of Fund codes accepted for Payroll processing: Code 1 = State; Codes 2,7,& 8 = Local; Code 3 = Federal; Code 5 = Child Nutrition  2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting.  <b>Default last position in Fund Code to X for FY 24.</b>

	Field Name	Type	Size	Sample Content	Special Characteristics
					<p><b>NOTE:</b> Beginning July 1, 2024, PSUs will code for X in the Grant Year position.</p> <p>e.g. for year FY 2025, X = 5</p>
4	PRC Number	Alphanumeric	4	0017 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC number to 0.</b>
5	Planning Allotment Required	Alphanumeric	1	Y	Yes (Y) or No (N); Default is Y
6	Installment/Forward Funded	Alphanumeric	1	N	<p>Field not distinguished in Allotment System.</p> <p>Yes (Y) or No (N); Default is N</p> <p>If yes, then Allotments will be received in 2 installments. (For forward funded grants that go out in 2 installments).</p> <p>Allotment Admin will maintain.</p> <p>Note: When this flag is set to “Y”, the PSUs will continue to use the planning allotment, as the actual allotment reflects an installment allotment, not the full allotment amount.</p>
7	Planning Allotment	numeric; two decimals	11	400000000	From Allotment System Decimal implied

	Field Name	Type	Size	Sample Content	Special Characteristics
8	Actual Allotment	numeric; two decimals	11	400000000	From Allotment System Decimal implied
9	Recognize Zero Allot	Alphanumeric	1	Y	Yes (Y) or No (N); Default is N Field not distinguished in Allotment System.

Example:

```
|2024|,|100A|,|3X|,|0017|,|Y|,|N|,|1501700|,|0|,|Y|
|2024|,|100A|,|3X|,|0049|,|Y|,|N|,|70600|,|0|,|Y|
```

### 2.5.3 Location/Site Code Information

File is updated daily from NCDPI and can be found on the web at:

<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>

[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_site.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_site.txt)

where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
2	PSU Number	Alphanumeric	3	040	Includes LEAs and Charter School numbers. May include Education Centers at some point. <b>*Note – may increase to 5 in the future</b>
3	Location	Alphanumeric	5	30600 Field expanded to 5 with the new digits on the end.	Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8. School numbers from EDDIE. Includes special site codes not in EDDIE:

					00000 - Central Office 81000 - Countywide 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 88800 – Workers Comp  <b>NOTE:</b> If the location code is not valid in EDDIE or one of the special codes listed above, the PSU is subject to UERS compliance findings.  <b>Default the last two positions in the Location Code to 00.</b>
4	PSU Title	Alphanumeric	40	Anson County Sch	PSU Name
5	Site Title	Alphanumeric	40	Anson High School	School Name

Example:

```
|2024|,|00A|,|00000|,|North Carolina Cyber Academy|,|North Carolina Cyber Academy|
|2024|,|00B|,|00000|,|NC Virtual Academy|,|NC Virtual Academy|
|2024|,|010|,|00000|,|Alamance-Burlington Schools|,|School Level Expenditures|
|2024|,|010|,|30300|,|Alamance-Burlington Schools|,|ABSS Early College at ACC|
```

### 2.5.4 Indirect Cost Rate Information

File is updated daily from NCDPI and can be found on the web at:

[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/ FY20xx\\_indcost.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/ FY20xx_indcost.txt)

where xx = current year

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
2	PSU Number	Alphanumeric	3	040	Includes LEAs and Charter School numbers. <b>*Note – may increase to 5 in the future</b>
3	Restricted Indirect Cost	Numeric; percent; 3 decimals	5	1288	Restricted Rate is by PSU The sample is 12.88%
4	Unrestricted Indirect Cost	Numeric; percent; 3 decimals	5	13019	Unrestricted Rate is by PSU The sample is 13.019%

Example:

```
|2024|,|20A|,|02090|13019|
|2024|,|210|,|03530|11214|
|2024|,|220|,|03065|10024|
|2024|,|230|,|04893|14573|
|2024|,|23A|,|08000|10241|
```

## 2.5.5 Communication Log

This file is sent from CCIP. (communication from NCDPI for CCIP batch acceptance or denial)

File is updated daily and can be found on the web at: (<https://licsalweb.dpi.state.nc.us/licsal/salary/salarydocuments.asp>)

[https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx\\_comlog\\_yyyymmdd.txt](https://licsalweb.dpi.state.nc.us/licsal/salary/documents/FY20xx_comlog_yyyymmdd.txt)

where xx = current fiscal year and yyymmdd = calendar year (2023) month (01-12) and dd= day of month

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Line Number	Numeric	11	1	Line numbers within the Communication Log. Line 1 will always contain the approval code and will always designate the start of a new communication batch.
2	Fiscal Year	Numeric	4	2024	Fiscal Year ending June 30
3	PSU Number	Alphanumeric	3	040	Includes LEAs and Charter School numbers. <b>*Note – may increase to 5 in the future</b>
4	PRC Number	Alphanumeric	4	0017 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC number to 0</b>
5	Budget or Amendment	Alphanumeric	1	A	
6	Budget or Amendment Number	Numeric	3	1	
7	Approval Code	Alphanumeric	1	S	Values are A, S, or D Approval code only shows on the first line in the file.
8	Fund Code	Alphanumeric	2	3X	Value is 3X; future may also be a 1X <b>Field is displayed for all approval status codes.</b>

	Field Name	Type	Size	Sample Content	Special Characteristics
				Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	
9	Purpose Code	Alphanumeric	5	51200 Field is expanded to 5 with the new digit on the end	<b>Default last position in purpose code to 0.</b> Field is blank for overall comment or if Approval = A.
10	Object Code	Alphanumeric	5	01210 Field expanded to 5 with one new digit in front (Y) and the other new digit at the end (X).	<b>Default the first and last positions in the Object Code to 0.</b> Field is blank for overall comment or if Approval = A.
11	Location	Alphanumeric	5	30600 Field expanded to 5 with the new digits on the end.	<b>PSUs should use this field for their School number.</b> Field is blank for overall comment or if Approval = A.
12	Department	Alphanumeric	3	000	<b>Three digits of account for Local Use</b> Field is blank for overall comment or if Approval = A.
13	Level	Alphanumeric	2	00	Last two digits of account for Local Use Field is blank for overall comment or if Approval = A.



**2.5.6 Budget and Amendment Information**

These files are sent from the Vendor applications to eMFTS and are consumed by CCIP.

**a) Budget/Amendment Header Record**

Current File Name: I400-CCYYMMDDHHMMSS-01-2220--HEADF-HDLLLSSS.txt Required

New File Name: I400-CCYYMMDDHHMMSS-01-4072--HEADF-HDLLLSSS.txt Required

Where: Date and Time stamp = CCYYMMDDHHMMSS

LLL = PSU Number

SSS = Sequence Number assigned by the vendor

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year (FY)	Numeric	4	2024	Fiscal Year ending June 30
2	PSU number	Alphanumeric	3	880	Includes LEAs and Charter School numbers. <b>*NOTE: May be expanding to 5 in the future</b>
3	PRC number	Alphanumeric	4	0017 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC Code to 0.</b>
4	Budget or Amendment	Alphanumeric	1	A	Identify whether it is an Initial Budget or an Amendment. B = Budget, A = Amendment
5	Budget or Amendment Number	Numeric	3	1	Amendments are sequentially numbered for each PSU/PRC by grant year.
6	Create Date	Date	8	07252011	Date Budget/Amendment was created MMDDYYYY Used for audit purposes.
7	Created By	alphanumeric	10		ID of person who created the budget/amendment Used for audit purposes.
8	Change to Plan	alphanumeric	1		PSU designates if the budget or amendment is different from the plan/narrative submitted. Values are Y =Yes or N = No.

	Field Name	Type	Size	Sample Content	Special Characteristics
9	Indirect Cost	Numeric; percent; 3 decimals	5	1288	Indirect Cost rate used this budget/amendment Decimal is implied.
10	Allotment Amount	numeric; two decimals	13	200000000	Allotment amount used this budget/amendment Decimal is implied.
11	Allotment type	alphanumeric	1	D	Type of Allotment D = DPI Allotment L = LEA Allotment
12	Rounding Option	alphanumeric	1	N	Rounding Option used on initial budget and carried for the year. Y = Round to nearest dollar N = Budget in \$ and cents (default)
13	Budget Detail Record Count	Numeric	6	100	Record count for the Budget Detail file associated with this Budget/Amendment. Can never be zero. Used to verify FTP worked correctly from PSU to NCDPI iSeries and then MFTS move to CCIP. CCIP Load Verification will use.
14	Salary Detail Record Count	Numeric	6	10	Record count for the Salary Detail file associated with this Budget/Amendment. Can be zero. Used to verify FTP worked correctly from PSU to NCDPI iSeries and then MFTS move to CCIP. CCIP Load Verification will use.
15	Equipment Detail Record Count	Numeric	6	2	Record count for the Equipment Detail file associated with this Budget/Amendment. Can be zero. Used to verify FTP worked correctly from PSU to NCDPI iSeries and then MFTS move to CCIP. CCIP Load Verification will use.

	Field Name	Type	Size	Sample Content	Special Characteristics
16	Optional Vendor Field	Numeric	9		Optional vendor field proposed by SARTOX. SARTOX will use this field as a Trace Number.

Example:

|2024|,|530|,|0017|,|B|,|0|,|10092023|,|KJONES|,|N|,|02132|,|10566700|,|D|,|N|,|19|,|3|,|2|,|514|

**b) Budget/Amendment Detail**

Current File Name: I400-CCYMMDDHHMMSS-01-2221-DETAL--DTLLLSS.txt Required

New File Name: I400-CCYMMDDHHMMSS-01-4072-DETAL--DTLLLSS.txt Required

Where: Date and Time stamp = CCYMMDDHHMMSS

LLL = PSU Number

SSS = Sequence Number assigned by the vendor

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year (FY)	Numeric	4	2024	Fiscal Year ending June 30
2	PSU number	Alphanumeric	3	880	Includes LEAs and Charter School numbers. <b>*NOTE: May be expanding to 5 in the future</b>
3	PRC number	Alphanumeric	4	0017 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC Code to 0.</b>
4	Budget or Amendment	Alphanumeric	1	A	Identify whether it is an Initial Budget or an Amendment. B = Budget, A = Amendment

	Field Name	Type	Size	Sample Content	Special Characteristics
5	Budget or Amendment Number	Numeric	3	1	Budget or Amendment number. Amendments are sequentially numbered for each PSU/PRC by grant year.
6	Fund Code	Alphanumeric	2	3X Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	1st Digit of Fund codes accepted for Payroll processing: Code 1 = State Codes 2,7, & 8 = Local Code 3 = Federal Code 5 = Child Nutrition 2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting. <b>Default last position in Fund Code to X for FY 24.</b>  <b>NOTE:</b> Beginning July 1, 2024, PSUs will code for X in the Grant Year position. <b>e.g.: for year FY 2025, X = 5</b>
7	Purpose Code	Alphanumeric	5	51200 Field expanded to 5 with the new digit on the end.	<b>Default the last position in purpose code to 0.</b>
8	Object Code	Alphanumeric	5	01210 Field expanded to 5 with one new digit in front (Y) and the other new digit at the end (X).	<b>NOTE:</b> Currently, vendor Munis specific coding for Y, 1st digit defines the account type: 1xxxx- Assets; 2xxxx - Liabilities; 3xxxx - Equity; 4xxxx- Revenue;

	Field Name	Type	Size	Sample Content	Special Characteristics
					5xxxx- Expense Traditional objects in digits 2-5 of expense. Default the first and last positions in the Object Code to 0.
9	Location	Alphanumeric	5	30600  Field expanded to 5 with the new digits on the end.	Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8. School numbers from EDDIE. Includes special site codes not in EDDIE: 00000 – Schoolwide Expenditures 81000 – Central Office 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 86000 – Non-ADM Student 88800 – Workers Comp <b>NOTE:</b> If the location code is not valid in EDDIE or one of the special codes listed above, the PSU is subject to UERS compliance findings.  <b>Default the last two positions in the Location Code to 00.</b>
10	Department	Alphanumeric	3	000	<b>PSU defined.</b> <b>Default department code is 000.</b>
11	Level	Alphanumeric	2	00	DPI defined for Future Use. <b>Default level code is 00.</b>

	Field Name	Type	Size	Sample Content	Special Characteristics
12	Cost Center	Alphanumeric	3	000	DPI Defined for Future Use. Codes 100-499 reserved for DPI use. PSUs may use codes 500+ for local use. <b>Default cost center code is 000.</b>
13	Project	Alphanumeric	5	00000	PSU defined. <b>Default project code is 00000.</b>
14	Status of Budgeted Line	alphanumeric	1	U	B= Budgeted item (Budgeted in Initial or a prior Amendment) U= Updated N= New item For Initial Budgets, this field will always be B. Used for tracking purposes. For example, line items budgeted previously cannot be deleted, only zeroed out. This will provide an audit trail.
15	Budget Amount	numeric; two decimals	13		Budget Amount for each account code. Account code is Fund, Purpose, PRC, Object, Location, Department, Level, Cost Center and Project fields. The Budget amount is the Initial Budget or if the PRC has been amended, the last Revised Budget Amount. Decimal is implied.
16	Amendment/Change Amount	numeric; two decimals	13		Increase/decrease amount by line item. Decimal is implied. NOTE: This item is 0 in an initial budget.
17	Revised Budget Amount	numeric; two decimals	13		Revised budget amount by line item. Also called Current Budget Amount. Decimal is implied.

	Field Name	Type	Size	Sample Content	Special Characteristics
					This item will be the same as Budget Amount in the Initial Budget. Otherwise it is Budget Amount +/- Amendment Change Amount = Revised Budget Amount.
18	Changed Item Justification	alphanumeric	2000		Justification is required any time a budget line is added or changed. Note: This item is used in Amendments only. It will be blank for Initial Budgets.

Example:

```
|2024|,|910|,|0051|,|B|,|000|,|3X|,|36000|,|00000|,|00000|,|000|,|00|,|000|,|00000|,|B|,|-8683676|,||,|-8683676|,||
|2024|,|910|,|0051|,|B|,|000|,|3X|,|53300|,|01430|,|31000|,|000|,|00|,|000|,|00000|,|B|,|1500000|,||,|1500000|,||
|2024|,|910|,|0051|,|A|,|001|,|3X|,|53300|,|02110|,|31000|,|000|,|00|,|000|,|00000|,|N|,|114750|,|10|,|114760|,|Increased cost|
|2024|,|530|,|184|,|B|,|0|,|3|,|5830|,|411|,|000|,|000|,|00|,|B|,|50000|,|0|,|50000|,||
|2024|,|530|,|184|,|B|,|0|,|3|,|5840|,|319|,|000|,|000|,|00|,|B|,|150000|,|0|,|150000|,||
|2024|,|530|,|184|,|B|,|0|,|3|,|5860|,|462|,|000|,|000|,|00|,|B|,|125000|,|0|,|125000|,||
|2024|,|530|,|184|,|B|,|0|,|3|,|6550|,|331|,|000|,|000|,|00|,|B|,|200000|,|0|,|200000|,||
|2024|,|530|,|184|,|B|,|0|,|3|,|8100|,|392|,|000|,|000|,|00|,|B|,|220579|,|0|,|220579|,||
```

c) **Salary Detail**

Current File Name: I400-CCYYMMDDHHMMSS-01-2222-SALRY--SALLLSSSS.txt Optional  
 New File Name: I400-CCYYMMDDHHMMSS-01-4072-SALRY--SALLLSSSS.txt Optional

Where: Date and Time stamp = CCYYMMDDHHMMSS  
 LLL = PSU Number  
 SSS = Sequence Number assigned by the vendor

NOTE: This record is only required **IF** there is Salary Detail. If there is **no** salary detail in the budget or amendment, then this record is not sent to CCIP.

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year (FY)	Numeric	4	2024	Fiscal Year ending June 30
2	PSU number	Alphanumeric	3	880	Includes LEAs and Charter School numbers. <b>*NOTE: May be expanding to 5 in the future</b>
3	PRC number	Alphanumeric	4	0017	<b>Default first position in PRC Code to 0.</b>
4	Budget or Amendment	Alphanumeric	1	A	Identify whether it is an Initial Budget or an Amendment. B = Budget, A = Amendment
5	Budget or Amendment Number	Numeric	3	1	Budget or Amendment number. Amendments are sequentially numbered for each PSU/PRC by grant year.
6	Fund Code	Alphanumeric	2	3X Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	1st Digit of Fund codes accepted for Payroll processing: Code 1 = State Codes 2,7, & 8 = Local Code 3 = Federal Code 5 = Child Nutrition 2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting. <b>Default last position in Fund Code to X for FY 24.</b>  <b>NOTE: Beginning July 1, 2024, PSUs will code for X in the Grant Year position.</b> <b>e.g.: for year FY 2025, X = 5</b>
7	Purpose Code	Alphanumeric	5	51200	<b>Default last position in Purpose Code to 0.</b>

	Field Name	Type	Size	Sample Content	Special Characteristics
				Field expanded to 5 with the new digit on the end.	
8	Object Code	Alphanumeric	5	01210  Field expanded to 5 with one new digit in front (Y) and the other new digit at the end (X).	NOTE: Currently, vendor Munis specific coding for Y, 1st digit defines the account type: 1xxxx- Assets; 2xxxx - Liabilities; 3xxxx - Equity; 4xxxx- Revenue; 5xxxx- Expense Traditional objects in digits 2-5 of expense.  <b>Default the first and last positions in the Object Code to 0.</b>
9	Location	Alphanumeric	5	30600  Field expanded to 5 with the new digits on the end.	Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8. School numbers from EDDIE. Includes special site codes not in EDDIE: 00000 – Schoolwide Expenditures 81000 – Central Office 82000 - Warehouse 83000 – Fiscal Agent 84000 – Special Programs 85000 – Charter School 86000 – Non-ADM Student 88800 – Workers Comp

	Field Name	Type	Size	Sample Content	Special Characteristics
					<p><b>NOTE:</b> If the location code is not valid in EDDIE or one of the special codes listed above, the PSU is subject to UERS compliance findings.</p> <p><b>Default the last two positions in the Location Code to 00.</b></p>
10	Department	Alphanumeric	3	000	<p>PSU defined.</p> <p><b>Default department code is 000.</b></p>
11	Level	Alphanumeric	2	00	<p>DPI defined for Future Use.</p> <p><b>Default level code is 00.</b></p>
12	Cost Center	Alphanumeric	3	000	<p>DPI Defined for Future Use.</p> <p>Codes 100-499 reserved for DPI use.</p> <p>PSUs may use codes 500+ for local use.</p> <p><b>Default cost center code is 000.</b></p>
13	Project	Alphanumeric	5	00000	<p>PSU defined.</p> <p><b>Default project code is 00000.</b></p>
14	Salary Sequence Number	numeric; no decimal	6		Sequence number for salary detail. Can be multiple salary lines for any salary object code
15	Salary Type	alphanumeric	1	M	<p>M= Monthly Salary</p> <p>D = Daily Salary</p> <p>H = Hourly Salary</p>
16	Standard Months, Days, or Hours Employed depending on Type	numeric	6	10	Value and formula depends upon Salary type selected
17	Number of positions	numeric; two decimals	6		Budgeted number of positions

	Field Name	Type	Size	Sample Content	Special Characteristics
					The Budgeted number of positions is the Initial Budget or if the PRC has been amended, the last Revised Number of Positions. Decimal is implied.
18	Percent employed	Numeric; percent; 2 decimals	5		Budgeted percent of employment The Budgeted percent employed is the percent employed from the Initial Budget or if the PRC has been amended, the last Revised Percent employed. Decimal is implied.
19	Months/Days/Hours Employed	numeric; two decimals	11		Budgeted months/days/hours (M/D/H) of employment Decimal is implied. The Budgeted M/D/H employed is from the Initial Budget or if the PRC has been amended, the last Revised M/D/H employed.
20	Monthly/Daily/Hourly Salary	numeric; two decimals	13		Budgeted monthly/daily/hourly (M/D/H) salary Decimal is implied. The Budgeted M/D/H Salary from the Initial Budget or if the PRC has been amended, the last Revised M/D/H Salary.
21	Salary Amount	numeric; two decimals	13		Total Budgeted salary amount by line item Decimal is implied. Calculation is # of positions x Percent employed x M/D/H employed x M/D/H salary rate = Salary Amount
22	Amended Number of positions	numeric; two decimals	7		Amended number of positions Decimal is implied. This field is blank in the Initial Budget.

	Field Name	Type	Size	Sample Content	Special Characteristics
23	Amended Percent employed	Numeric; percent; 2 decimals	5		Amended percent of employment Decimal is implied. This field is blank in the Initial Budget.
24	Amended Months/Days/Hours Employed	numeric; two decimals	11		Amended months/days/hours of employment Decimal is implied. This field is blank in the Initial Budget.
25	Amended Monthly/Daily/Hourly Salary	numeric; two decimals	13		Amended monthly/daily/hourly salary Decimal is implied. This field is blank in the Initial Budget.
26	Amended Salary Amount	numeric; two decimals	13		Total Amended salary amount by line item Decimal is implied. Calculation is Amended # of positions x Amended Percent employed x Amended M/D/H employed x Amended M/D/H salary rate = Salary Amount
27	Revised Number of positions	numeric; two decimals	6		Revised number of positions Decimal is implied. This item will be the same as # of positions in the Initial Budget. Otherwise it is # of positions +/- Amended # of positions = Revised # of positions.
28	Revised Percent employed	Numeric; percent; 2 decimals	5		Revised percent of employment Decimal is implied. This item will be the same as % employed in the Initial Budget. Otherwise it is % employed +/- Amended % employed = Revised % employed.
29	Revised Months/Days/Hours Employed	numeric; two decimals	11		Revised months/days/hours (M/D/H) of employment Decimal is implied. This item will be the same as M/D/H of employment in the Initial Budget. Otherwise it is



NOTE: This record is only required **IF** there is Equipment Detail. If there is **no** equipment detail in the budget or amendment, then this record is not sent to CCIP.

	Field Name	Type	Size	Sample Content	Special Characteristics
1	Fiscal Year (FY)	Numeric	4	2024	Fiscal Year ending June 30
2	PSU number	Alphanumeric	3	880	Includes LEAs and Charter School numbers. <b>*NOTE: May be expanding to 5 in the future</b>
3	PRC number	Alphanumeric	4	0017 Field expanded to 4 with the new digit in the front.	<b>Default first position in PRC Code to 0.</b>
4	Budget or Amendment	Alphanumeric	1	A	Identify whether it is an Initial Budget or an Amendment. B = Budget, A = Amendment
5	Budget or Amendment Number	Numeric	3	1	Budget or Amendment number. Amendments are sequentially numbered for each PSU/PRC by grant year.
6	Fund Code	Alphanumeric	2	3X Field expanded to 2. The fund type is in the 1st position and the Grant Year is in the 2nd position	1st Digit of Fund codes accepted for Payroll processing: Code 1 = State Codes 2,7, & 8 = Local Code 3 = Federal Code 5 = Child Nutrition

	Field Name	Type	Size	Sample Content	Special Characteristics
					<p>2nd Digit - Grant Year of Funds - Used to designate the Grant Year for funds as DPI moves to Grant Year Accounting.</p> <p><b>Default last position in Fund Code to X for FY 24.</b></p> <p><b>NOTE:</b> Beginning July 1, 2024, PSUs will code for X in the Grant Year position. <b>e.g.: for year FY 2025, X = 5</b></p>
7	Purpose Code	Alphanumeric	5	51200 Field expanded to 5 with the new digit on the end.	<b>Default last position in Purpose Code to 0.</b>
8	Object Code	Alphanumeric	5	121 Field expanded to 5 with one new digit in front (Y) and the other new digit at the end (X).	<p><b>NOTE:</b> Currently, vendor Munis specific coding for Y,</p> <p>1st digit defines the account type:</p> <p>1xxxx - Assets 2xxxx - Liabilities 3xxxx - Equity 4xxxx- Revenue 5xxxx- Expense</p> <p>Traditional objects in digits 2-5 of expense.</p> <p><b>Default the first and last positions in the Object Code to 0.</b></p>
9	Location	Alphanumeric	5	30600	Location Code - The codes assigned to a school by the DPI and must begin with 0, 3, 4, 5, 6 or 8.

	Field Name	Type	Size	Sample Content	Special Characteristics
					<p>School numbers from EDDIE. Includes special site codes not in EDDIE:                      00000 – Schoolwide Expenditures                      81000 – Central Office                      82000 - Warehouse                      83000 – Fiscal Agent                      84000 – Special Programs                      85000 – Charter School                      86000 – Non-ADM Student                      88800 – Workers Comp</p> <p><b>NOTE:</b> If the location code is not valid in EDDIE or one of the special codes listed above, the PSU is subject to UERS compliance findings.</p> <p><b>Default the last two positions in the Location Code to 00.</b></p>
10	Department	Alphanumeric	3	000	<p>PSU defined.</p> <p><b>Default department code is 000.</b></p>
11	Level	Alphanumeric	2	00	<p>DPI defined for Future Use.</p> <p><b>Default level code is 00.</b></p>
12	Cost Center	Alphanumeric	3	000	<p>DPI Defined for Future Use.                      Codes 100-499 reserved for DPI use.                      PSUs may use codes 500+ for local use.</p> <p><b>Default cost center code is 000.</b></p>
13	Project	Alphanumeric	5	00000	<p>PSU defined.</p> <p><b>Default project code is 00000.</b></p>

	Field Name	Type	Size	Sample Content	Special Characteristics
14	Equipment Sequence Number	numeric	4		Equipment item number
15	Equipment Description	alphanumeric	80		Equipment item description
16	Quantity	numeric	6		Equipment item quantity From Initial Budget or Last Revised amount
17	Unit Cost	numeric; two decimals	8		Equipment costs per item Decimal is implied. From Initial Budget or Last Revised amount
18	Equipment Amount	numeric; two decimals	13		From Initial Budget or Last Revised amount Decimal is implied. Calculation is Quantity x Unit Cost = Equipment Amount
19	Amended Quantity	numeric	6		Equipment item quantity – amount of change This field is blank in the Initial Budget.
20	Amended Unit Cost	numeric; two decimals	8		Equipment cost per item – amount of change Decimal is implied. This field is blank in the Initial Budget.
21	Amended Equipment Amount	numeric; two decimals	13		Calculation is Amended Quantity x Amended Unit Cost = Amended Equipment Amount Decimal is implied. This field is blank in the Initial Budget.
22	Revised Quantity	numeric	6		Revised Equipment item quantity This item will be the same as Quantity in the Initial Budget. Otherwise it is Quantity +/- Amended Quantity = Revised Quantity.
23	Revised Unit Cost	numeric; two decimals	8		Revised Equipment costs per item Decimal is implied. This item will be the same as Unit Cost in the Initial Budget. Otherwise it is Unit Cost +/- Amended Unit Cost = Revised Unit Cost.

	Field Name	Type	Size	Sample Content	Special Characteristics
24	Revised Equipment Amount	numeric; two decimals	13		Revised Equipment amount Decimal is implied. This item will be the same as Equipment Amount in the Initial Budget. Otherwise it is Equipment Amount +/- Amended Equipment Amount = Revised Equipment Amount. Also, Calculation is Revised Quantity x Revised Unit Cost = Revised Equipment Amount
25	Equipment Justification	alphanumeric	2000		Planned use of equipment

Example:

|2024|,|910|,|0051|,|B|,|000|,|3X|,|53300|,|04610|,|31000|,|000|,|00|,|000|,|00000|,|0001|,|Remedial & Suppl K-12 - Furniture and Equipment - Inventoried|,|1|,|400000|,|400000|,|,|,|,|1|,|400000|,|400000|,|INITIAL BUDGET FOR 2018-19 BASED ON PLAN|

## 2.6 System Interfaces

Describe all applications and data interfaces with other application systems and subsystems.

SI #	Name of Interface	Description of the Interface	Impact of the Changes
SI-1.1	PSU's GL	Post Budget and Amendment transactions to PSUs General Ledger	High
SI-1.2	CCIP	NCDPI's Budget and Amendment System	High
SI-1.3	PSU's Payroll	Some PSUs have requested that information from Payroll be imported into the Budget tool to help with budgeting salaries and benefits.	High

		This will need to be decided between Vendors and their user groups.	
SI-1.4	NCDPI Tables/Files	NCDPI tables may be placed on a public website where Vendors Budget systems can read tables in for calculations and edits	High

### 2.7 Suggested User Roles for PSUs System

The data security attributes are listed below:

(R)ead – read only    (A)dd – create new records    (M)odify – edit existing (D)elete – delete records    ALL – all attributes above

User Roles	Description	Attributes	Special Data Requirements
Budget and Amendment Update	User has ability to create/update Budgets and Amendments	A	PSU may want to limit by PRC
Budget and Amendment Inquiry	User has ability to view Budgets and Amendments	R	PSU may want to limit by PRC
Transmit Budget and Amendment	Budgets and Amendments require Finance Officer’s approval. Therefore, only the Finance Officer and his/her designee shall have ability to submit Budgets and Amendments to NCDPI for approval.	A	

### 3 Appendices

#### 3.1 Appendix A: Business Rules for Chart of Accounts Edits – LEAs

<https://www.dpi.nc.gov/documents/fbs/resources/business-rules-coa-edits-leas-1-18-24pdf/download?attachment>

**NOTE: This document has been updated and is now available.**

#### 3.2 Appendix B: Business Rules for Chart of Accounts Edits – Charter Schools

<https://www.dpi.nc.gov/documents/fbs/resources/business-rules-coa-ips-1-18-24pdf/download?attachment>

**NOTE: This document has been updated and is now available.**

#### 3.3 Appendix C: Project Acronyms, Abbreviations, and Definitions

##### **ACH**

Automated Clearing House. Electronic network for financial transactions in the United States to automate bank drafts/deposits.

##### **ATD**

Authority to Draw. Account on NCDPI's external General Ledger that allows PSUs and Education Centers to draw funds against.

##### **ATS**

Authority to Spend. Account on NCDPI's external General Ledger that allows PSUs and Education Centers to report expenditures up to a certain amount.

**CCIP**

Comprehensive Continuous Improvement Plan. A web-based planning and grants management tool that connects district goals for improvement to budgeted activities. CCIP is used by PSUs and non-LEAs to apply for federal and state funds.

**CM**

Cash Management System. System that allows PSUs to request Cash to be deposited into their bank account.

**COA**

Chart of Accounts. Uniform Chart of Accounts used by the PSUs and Education Centers to report expenditures.

**Education Centers**

Education Centers are organizations that receive federal funds thru NCDPI. An Education Centers can be a school with DHHS, such as Governor Morehead School for the Blind, or a daycare center, or a school at Fort Bragg Army Base. Education Centers are not required to follow the same UERS requirements as PSUs.

**eMFTS**

Electronic Managed File Transfer System. NCDPI's secure file transfer service. PSUs and Vendors may place files on or pick up files from this secure server.

**External GL**

External General Ledger. Financial set of books. At NCDPI, the external GL can be referred to as external GL, MSA, DBS, or GEAC.

**FRD**

Funds Requirement Date. Date requested funds will be deposited into the Education Centers' bank accounts.

**FY**

Fiscal Year. Accounting Year defined for State Operations. NC's FY is July 1 through June 30.

**MF**

MainFrame – IBM Computer owned by State ITS and located at ITS.

**MTD**

Month to Date. An accounting term used to describe the accounting balance for the expenditure or cash activity.

**NCID**

State of North Carolina Identification (NCID) system for username authentication/credentials. Additional information on NCID can be found at <https://www.ncid.its.state.nc.us/>.

**NCDPI**

The North Carolina Department of Public Instruction. The N.C. Department of Public Instruction administers the policies adopted by the State Board of Education and offers instructional, financial, technological and personnel support to all public school systems in the state. Sometimes referred to as DPI.

**PRC**

Program Report Code. PRC describes the funding for an activity or pot of money.

**SBE**

State Board of Education. The State Board of Education is charged with supervising and administering “the free public school system and the education funds provided for its support.” The Board consists of the Lieutenant Governor, the Treasurer, and 11 members appointed by the Governor and confirmed by the General Assembly in Joint Session.

**SR**

School Reporting Section. Organizational entity at NCDPI that is located within the Financial and Business Services Division, School Business Administration area. SR is the business owner of the new ERaCA system.

**UERS**

Uniform Education Reporting System. In 1975, the NC General Assembly passed a law requiring uniform accounting for all PSUs.

**YTD**

Year to Date. An accounting term used to describe the accounting balance for the expenditure or cash activity.