



North Carolina County Reimbursement Ledger Suite (NC-CoReLS)

User Manual

**North Carolina Department of Health and Human Services
Division of Social Services**



Manual Version History

Version	Author	Date	Summary Description
1.0	Viswanathan Krishnan, Jane Long	2/6/2018	Go Live Wave 1
1.1	Viswanathan Krishnan, Jane Long	3/5/2018	Go Live Wave 2
1.2	Viswanathan Krishnan, Jane Long	5/3/2018	Go Live Wave 4
1.3	Viswanathan Krishnan, Jane Long	9/24/2018	Post Implementation
2.0	Steve DiGangi	8/31/2022	Manual was updated to reflect changes related to Medicaid claiming for enhanced 75% FFP and for 50% FFP in sections: 2.3.1. Import Payroll (new payroll import file) 2.4. Effort and Payroll (new error message displaying) 4. Conduct Manual Reclassification Step (new section)

Table 1. List of changes made to the manual.



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Introduction

NC-CoReLS is a centralized web-based system. County users have access to one county. In rare circumstances a county employee may have access to multiple counties (for example, a county employee preparing 1571 for the County DSS as well as Native American county; or for both DSS and Child Support when they are separate agencies). State users have access to multiple (or all) counties and will be able to view data real time (same as the County user). State users will have only view access to county data. For security reasons, the State users will be able to access data from the counties one at a time. There are no screens or reports that have data mixed from multiple counties. The user access is administered by the State Admin and County Admin staff. A State Admin will be able to add users to any county, whereas the County Admin will be able to add users to his/her county only.

Statewide codes like Function/Column/Part, SIS Service/Program Codes, F/C/P and SIS S/P mappings, App codes (line codes in legacy) and App codes mappings, Part II Codes (Financial Programs in legacy), Part II Codes mappings, Funding Sources, Participation Rate, App Code Adjustments will be maintained by the designated State users. County users will not be able to add or edit the above said codes and they will be able to only view the data. Most of the Penetration Rate table entries are also maintained by the designated State Users. County user will be able to pick the FCP for non-IV-E share of 'Z' codes. They will not be able to modify the percentage.

Additional training material and information about NC-CoReLS can be found at:

<https://www.ncdhhs.gov/about/administrative-offices/office-controller/county-departments-social-services/nc-county-reimbursement-ledger-suite-nc-corels>



Figure 1. Connect to NC-CoReLS webpage for learning updates on the solution.

Note: There is a separate User Manual for **County Security Officers**. Please contact NC-CoReLS Support if you need a copy of the User Manual for County Security Officers.



Note: the 2 following tables summarize new terminology and new report names after changes from NC-CoReLS legacy system to new system.

Name used in Legacy NC-CoReLS	NC-CoReLS Usage	Note
TEC	Part-I	
QuIC	Part-II, Part IV, Fund Management	Some of the functions in QuIC are available under Fund Management
Line Code	App Code	
Mapped Financials	Part-II Entries	
Financial Program	Part II Code	
Financial Classes	Part II Fund Number	
Component Share	Participation Rate	Percentage of Federal, State, and County for each app code
Financial Type	Not Used	
Budget	Capped Allocation	
Employee Group	Not Used	
Archive	Not Used	
County Use	Not Used	
Pearl Allocation	Process Allocation	

Table 2. Terminology used in NC-CoReLS

Name used in Legacy NC-CoReLS	NC-CoReLS Usage	Note
Allocation Costs by Receiving Line Code	Allocation Costs by Receiving App Code	
Budget Rollovers	XS335 Part-IV and Other Adjustments	Asterisked entries from State XS335. * Part IV entries, ** State Adjustments
Budgets by Funding Source	Capped Allocations by Funding Source	
Expenditure Detail by Line Code	Expenditure Detail by App Code	
Financial Disbursement Summary	Part-II Report	
None	G&A Records	G&A report in lieu of G&A Screen (General Administration minutes from SIS)



Name used in Legacy NC-CoReLS	NC-CoReLS Usage	Note
Part-I	Part-I	There is no name change. Part-I report also contains Adjustment data (You will be able to select the report to show only Part-I or Adjustments or both). The layout of the report is also completed changed, similar to format of State XS315 report.
None	Part-II Mappings	New Report
Pearl Allocation Detail	Process Allocation Detail	
TEC Effort Reporting	Part-I Effort	

Table 3. Name of reports that changed from legacy system to new system.



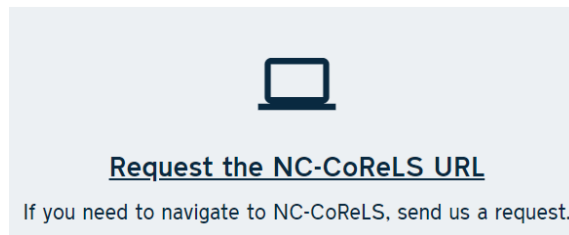
1. Log in NC-CoReLS

The following are generic instructions on how to access screens and reports. Please let Jane Long or Krishnan know in case you have questions on the general usability of the application.

For technical support and/or business support, email DHHS.CORELS.SUPPORT@DHHS.NC.GOV

Primary contact for business support is Jane Long, 919-632-2907, jane.long@dhhs.nc.gov, with backup provided by [Local Business Liaisons](#).

Request the NC-CoReLS web address via the following [link](#):



Request the NC-CoReLS Training Environment web address via the same link above.

Note: Oval/Rectangle Shaped tool in different colors are used for better illustration and is not part of the screen that is displayed.

The link provided will allow access to the following landing page. Click on the Sign In button.

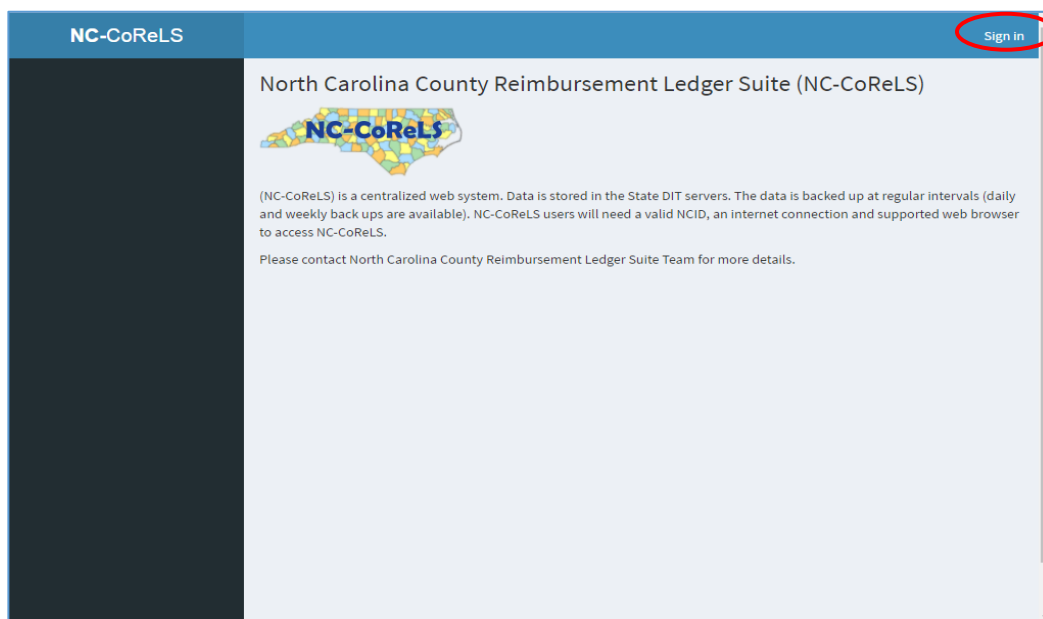


Figure 2. Click on Sign-in at the top-right of the screen.



Enter your NCID Username and Password and click the Sign In button in the following screen:

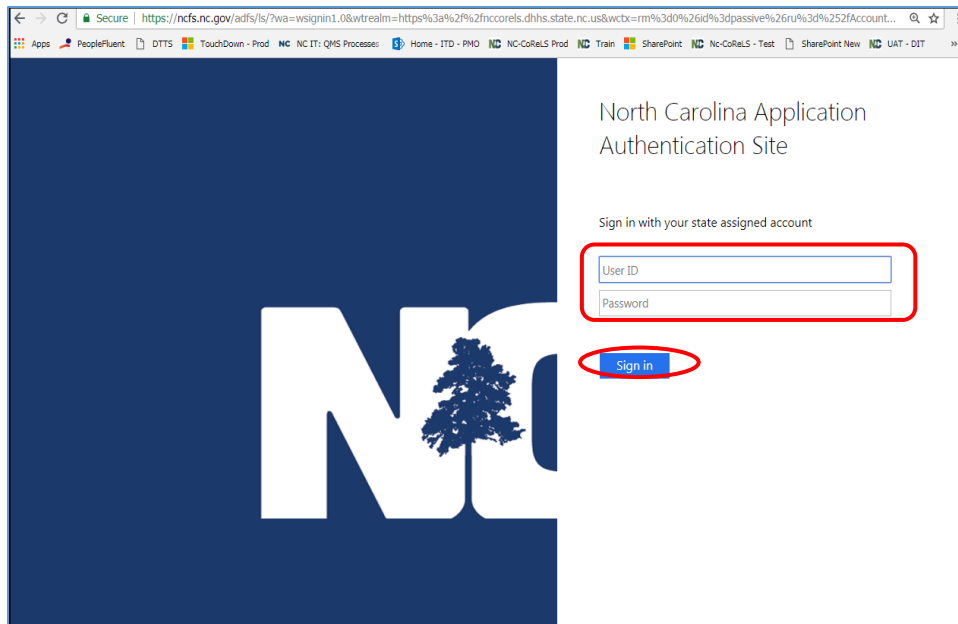


Figure 3. Enter your NCID username and password.

If you need help with your NCID username or password, connect to the NCID website (<https://ncid.nc.gov>) or contact the NCID support desk (<https://it.nc.gov/support/ncid>).

Dashboard screen is displayed when valid credentials are entered in the previous screen. Look for any messages in the Dashboard. Clear the cache if the Last Updated Date is not the latest one. Look for the Last Update Date and Version No. in the messages.

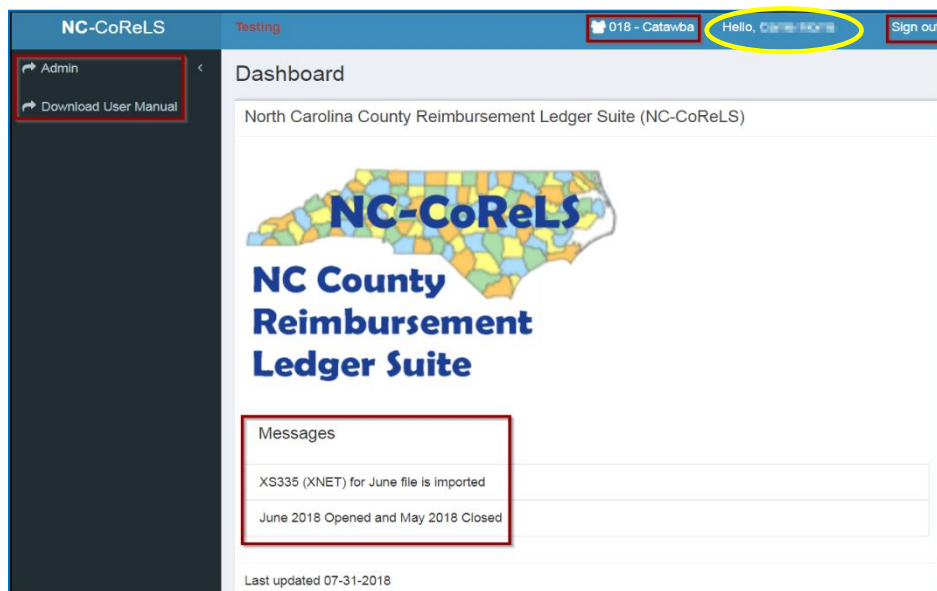



Figure 4. Welcome page after a successful login.



Check if the Last Updated and Version displayed on your screen matches the message. Clear the Cache when there is a mismatch

Dashboard

North Carolina County Reimbursement Ledger Suite (NC-CoReLS)



**NC County
Reimbursement
Ledger Suite**

Messages

XS335(XNET)file for July 2018 is imported
August 2018 Opened and July 2018 Closed
Process Diary Details report moved from Part-I menu to Admin menu
Your screen must display Last updated 07-31-2018 and Version 1.6.0.0. Clear the cache if Last Updated does not match

Last updated 07-31-2018

Figure 5. Check if you are using the latest version of NC-CoReLS. If not, please update your version.



The following screen is displayed when the user enters a wrong NCID and/or wrong password/ or NCID is inactive. Check if the User's NCID is active and that they entered the right password

North Carolina Application
Authentication Site

Sign in with your state assigned account

Incorrect user ID or password. Type the correct user ID and password, and try again.

User ID

Password

Sign in

Figure 6. Log in screen.

Enter the right User ID and Password and Sign in

Users will get the following message when they entered a valid NCID and Password but do not have a record in NC-CoReLS.

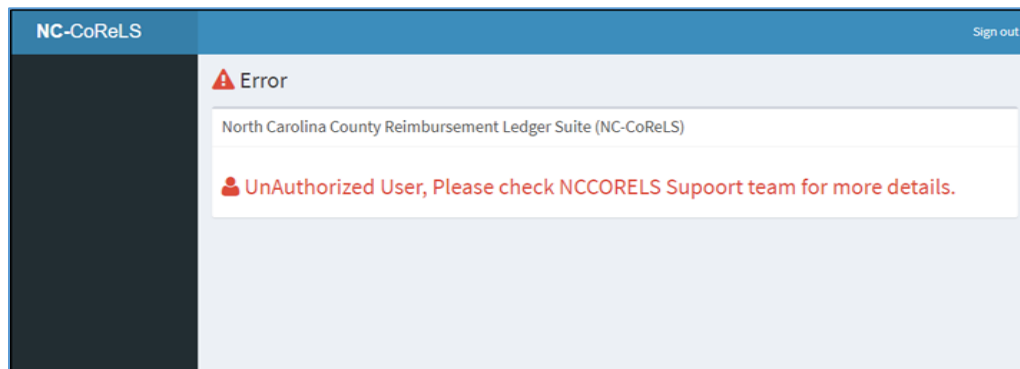


Figure 7. Error Login message.

The following screen is displayed when you enter the right User ID and Password and a record is already available in NC-CoReLS



NC-CoReLS

001 - Alamance Hello, [Name] Sign out

Dashboard

North Carolina County Reimbursement Ledger Suite (NC-CoReLS)

NC-CoReLS

NC County Reimbursement Ledger Suite

Messages

- XS335(XNET)file for July 2018 is imported
- August 2018 Opened and July 2018 Closed
- Penetration Rate for August 2018 is Available
- SIS Data for August 2018 is available
- Process Diary Details report moved from Part-I menu to Admin menu
- Your screen must display Last updated 09-07-2018 and Version 1.7.0.0. Clear the cache if Last Updated does not match

Last updated 09-07-2018

Copyright © 2016 NC DHHS. All rights reserved. Version 1.7.0.0

Figure 8. Your name and County name are displayed on the top of the screen. The menus you may access are displayed on the left of the screen.



Search Operator determines the Filter criteria (Equal, Contains, Begins with, Ends with). For Boolean data, the Filter Criteria is Yes/No. Enter Search Value to filter the records displayed in the grid (Search Result).

Search Operator and Search Value are optional.

Note: The Employee Names are strike out in this screenshot for security purposes.

The screenshot shows the 'Employee Master' search interface. On the left is a navigation menu with options like 'PART-I Tables', 'Employee Master', 'Penetration Rates', 'Part-I Codes & Mappings', 'Tasks', 'Reports', 'PART-II', 'PART-IV', 'Fund Management', '1571 Transfer', 'Admin', and 'Download User Manual'. The main area is titled 'Employee Master' and contains a 'Search Criteria' section with four columns for search criteria. The first three columns are active, with search values 'Last Name', 'First Name', and 'Active'. The search operators are all set to 'Equals'. The search values are empty for the first two, and 'Yes' for the third. Below the search criteria are buttons for 'Search', 'Get Preference', 'Save Preference', and 'Reset'. The 'Search Results' section shows '10 entries, 1 to 10 of 532 entries' and a table with columns: Emp ID, Last Name, First Name, Position, Job Class, Full Time, Equip, Active, and When Changed. Two records are visible, with names redacted.

Emp ID	Last Name	First Name	Position	Job Class	Full Time	Equip	Active	When Changed
90100	[REDACTED]	[REDACTED]	1201	ATIII	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	11/14/2017
90100	[REDACTED]	[REDACTED]	40554	SWIII	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	04/11/2018

Figure 10. Search and Edit Employee Master Information.

Click on the Save Preference anytime you want to save the Search Criteria entered. Any preference that was saved earlier is replaced. The Search Criteria is stored one per screen per user (one per county for users with multiple county access). Click on the Get Preference to populate the Search Criteria with the Saved Preference. The Search Results displays the records for the selected preference.

Click the Reset button to clear all the Search Criteria values. The Search Results display the records with no filters.

Search Criteria is collapsed when clicking the '-' icon to the right of the Search Criteria. Click the '+' icon to show the Search Criteria. '+' is displayed when the Search Criteria is hidden.

Search Results display 10, 20, 50 or 100 records per screen at a time and the default is 10 records per screen. Number of records displayed per screen is changed by clicking the down arrow and then selecting the desired records to display per screen. The number of records per screen is defaulted back to the original value (10) when the screen is revisited. Statistics on the record numbers as well as the total number of records retrieved by the Search Criteria are also displayed. This information is also available at the bottom of the screen. Pagination is displayed at the bottom of the screen. Click on the



Page No, First, Prev, Last, Next icons to navigate between pages. Click on 'Go to Top' to navigate to the top of the screen (Alternate way: Click 'Ctrl+Home' to navigate to the top of the screen and 'Ctrl+End' to navigate to the bottom of the screen).

			901000	100162	TEMP	<input checked="" type="checkbox"/>	0.21	<input checked="" type="checkbox"/>	04/11/2018
			901000	1100	ATII	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	11/14/2016
			901000	40455	SWII	<input checked="" type="checkbox"/>	1.02	<input checked="" type="checkbox"/>	04/11/2018

Show 10 entries, 1 to 10 of 532 entries

First Prev 1 2 3 4 5 ... 54 Next Last Go Top

Figure 11. Navigate results of searches in Employee Master.

Icons for Edit, View and Delete are available to the left of the individual records. The Edit and Delete icons are available only to users with Edit access. Add icon is also available only to the users with Edit Access. Only the View icon is available for users with View Access. The icon name is displayed when the cursor is placed on the icon.

Click the Refresh button to refresh the screen and any new employee records added by another user(s) are displayed.

Related Report: Employee Master

Click the 'Add' button to open a Blank Screen. All the mandatory fields are underlined.

Search Results

Show 10 entries, 1 to 10 of 532 entries

Add Refresh

	Emp ID	Last Name	First Name	Position	Job Class	Full Time	Equiv	Active	When Changed
			901000	1201	ATIII	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	11/14/2017

Figure 12. Add an Employee in Employee Master.

To add an employee:

Enter all the mandatory fields and click Save button. Blank Add screen is displayed when 'Auto Add On' is selected and Search screen is displayed when 'Auto Add OFF' is selected. 'Record successfully saved' or appropriate error message is displayed in both cases.

- Equivalency must be between 0 and 9.99 (most often is "1" for full time positions)
- Position number – Numeric Only (You will not be able to enter non-numeric characters)
- Position and Job Class – Max length is 10 characters
- Employee with Payroll or Effort records cannot be deleted
- First and Last names must start with Upper Case and cannot have numeric digits.

Click the Cancel button to exit out of the Add pop-up screen without saving the data.







Note: Employees are added when Payroll/Effort sheets are imported. It is recommended that you add the new employees to the Payroll Excel sheet even when they do not have Payroll record with Zero Dollars to avoid manual entry of the employee information in both Employee Master and Effort and Payroll screens.

The form is titled "Add Employee Master" and contains the following fields and controls:

- Emp ID:** A text input field with a red box around the label and a placeholder "###-##-####".
- First Name:** A text input field with a red box around the label.
- Middle Initial:** A text input field.
- Last Name:** A text input field with a red box around the label.
- Equiv:** A text input field with the value "1.00".
- Full Time:** A checkbox that is checked.
- Position:** A text input field.
- Job Class:** A text input field.
- Start Date:** A date input field with the placeholder "mm/dd/yyyy".
- Termination Date:** A date input field with the placeholder "mm/dd/yyyy", which is currently disabled (greyed out).
- Active:** A checkbox that is checked.
- Buttons:** "Save" (blue), "Auto Add OFF" (blue), and "Cancel" (orange).

Figure 13. Enter all requested information when creating an Employee Master Entry.

Click the Edit icon to the left of a record to edit the record. Edit pop-up screen with the existing values is displayed.

	Emp ID	Last Name	First Name	Position	Job Class	Full Time	Equiv	Active	When Changed
 	90100			1201	ATIII	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	11/14/2017
 	90100			40554	SWIII	<input checked="" type="checkbox"/>	0	<input checked="" type="checkbox"/>	04/11/2018



Edit Employee Master

Emp ID 901-00-XXXX

First Name [Redacted]

Middle Initial [Redacted]

Last Name [Redacted]

Equiv 1

Full Time

Position 1201

Job Class ATIII

Start Date mm/dd/yyyy

Termination Date mm/dd/yyyy

Active

Added By DLSUSER , 07/17/2007 09:55

Changed By DLSUSER , 11/14/2017 19:57

Save **Cancel**

Figure 14. Edit an Employee Master Entry.

Employee ID cannot be modified.

Modify the necessary data and click the Save button to save the record. Click Cancel button to exit out of the Edit pop-up screen without saving the data. Both actions exit the Edit screen and the Search screen is displayed. Save button is activated only when a change is done on the Edit screen.

Note: You will use the edit option when the employee name has changed. Position Number and Job Class are automatically changed when you import the Payroll Excel sheet.

Employee record could be deleted only when the Employee does not have a Payroll or Effort record. This check is in place to make sure only the Employee record that is inadvertently added is deleted. Any employee who is no longer employed by the county may be inactivated. Make sure that the employee does not have any effort or payroll records to process before inactivating.

Click the View icon to view employee record. The screen is like Edit but no changes are allowed in the view mode. View mode is used to view the employee record in detail as well as to confirm that all the values are properly entered when a new record is added, or an existing record is modified.



2.2. Penetration Rates

Access: Part I / Tables / Penetration Rates

Penetration rate data will be loaded by State DSS at the beginning of each month. Dashboard message is updated when the Penetration rate data is available for Import each month. Check for Dashboard message around the time the Penetration rate data is available. County Users need to modify only the bottom FCP of IV-E (Program Code 'Z') records. Percentages cannot be changed. Only the latest open period 'Z' type records may be modified. County Users cannot add any Penetration Rate record.

Note: You will need to select the Bottom FCP for all the IV-E records even if you have not used it in Daysheet, failing which the SIS Import process will abort.

The screenshot shows the 'Penetration Rates' page in the NC-CoReLS system. The left sidebar contains navigation options: PART-I (selected), Tables (with sub-options: Employee Master, Penetration Rates, Part-I Codes & Mappings), Tasks, Reports, PART-II, PART-IV, Fund Management, 1571 Transfer, Admin, and Download User Manual. The main content area has a search form with four columns of filters: Search By, Search Operator, and Search Value. Below the search form are buttons for Search, Get Preference, Save Preference, and Reset. The Results section shows a table with 10 entries per page, displaying columns for PR Number, SIS Service/Program Code, F/C/P, Percent, Remaining F/C/P, Remaining Percent, From Month/Year, and To Month/Year. The table contains three rows of data, with the second row (PR 78993) highlighted.

	PR Number	SIS Service/ Program Code	F/C/P	Percent	Remaining F/C/P	Remaining Percent	From Month/ Year	To Month/ Year
	79701	091 - O	09 - 11 - A	63.42%	05 - 14 - A	36.58%	7/2018	7/2018
	78993	014 - Z	38 - 13 - A	68.55%	20 - 12 - A	31.45%	7/2018	7/2018
	78992	103 - Z	38 - 09 - A	45.60%	03 - 13 - A	54.40%	7/2018	7/2018

Figure 15. Search, and edit the table of Penetration Rates.

Refer to Employee Master section on how the various buttons work.



Click the Edit button to add bottom FCP for 'Z' type records. Select the bottom FCP from the drop-down list and save the record. Drop-down list includes allowable options for each code. Inform Jane/[LBL](#) in case the percentage or the drop-down list is not right.

Note: You will need to select the Bottom FCP for all the IV-E records even if you have not used it in Daysheet, failing which the SIS Import process will abort.

Edit Penetration Rate

Penetration Rate Number
78993

From Period July, 2018 **To Period** July, 2018 **SIS Service/ Program Code** 014 - Z, Training for Adoptive Parents

Function/Column/Part 38 - 13 - A, IV-E Adoption Training (Parents) **Percent** 68.55

Remaining To:

Function/Column/Part	Percent
20 - 12 - A, Permanency Plan 75%-Adopt	31.45
20 - 12 - A, Permanency Plan 75%-Adopt	
01 - 18 - A,	

Total % : 100.00

Added By : SYSTEM , 08/03/2018 15:44 **Changed By :** gteer , 08/13/2018 16:07

Related Report: Penetration Rate Mappings

Note: It is recommended that you validate the Penetration Rate data against the Penetration Rate Mappings report. [Contact your LBL](#) if you have questions on the Penetration Rate data.



2.3. Import Data

2.3.1. Import Payroll

Access: Part-I / Tasks / Import Data / Import Payroll

This screen is not available to users with View access for Part-I data.

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Last Import Date: Last Import Date is displayed for the selected period. The Last Import Date is blank if the payroll is not yet imported for the selected period.

Import Results: Load Statistics of the last import payroll run, if any, for the selected period are displayed in the Import Results.

Download the Payroll Import Template, fill it out and save it.

[Download latest version of the Payroll Import template](#)

Select the Excel sheet (Choose file) to be imported. The Excel sheet to import may be stored in the user’s hard drive or a Shared location. The Excel sheet must be in the Standard format. The Excel sheet in the standard format must be in the first tab if the Excel has more than one sheet. These are the column headings for Standard Payroll Import:

LastName FirstName MI EmployeeID FTE PositionID JobClass StateJobClass EEAllowabilityDescription Salary Benefits Total

MI, PositionID and JobClass are optional. Dashes (‘ - ’) are optional for Employee ID. Comma separators are optional for Salary and Benefits. FTE, Salary and Benefits must be in Number format (**Do not use Accounting format**).

Map each employee to a State Job Class by selecting the most applicable option from the drop-down menu within the Payroll Import Template. There are over 200 options.

Select an E&E Allowability designation for each employee from the drop-down menu under “EEAllowabilityDescription.” There are 5 options:

- **E&E Direct:** Working directly on E&E within NC FAST. All E&E direct employees uploaded from SIS are completing daysheets and should be designated as “E&E Direct” in the Payroll Import Template.
- **E&E Supervision:** Supervises E&E activities
- **E&E Support:** Supports E&E operations
- **E&E Train/OSS:** Trains in the use of the E&E program (NC FAST)
- **Non-E&E:** Does not conduct, supervise, or directly support E&E activities



If you select an E&E designation for a State Job Class that is considered “Ineligible” for E&E Allowability, you will receive the following warning message:

“**Inconsistent data: selected state job class should be Non-E&E, if a unique circumstance during the period resulted in a typically Non-E&E position completing E&E work, email backup documentation supporting these circumstances to CNTY.ADMIN@dhhs.nc.gov”**

If necessary, download the DSS-1571 Backup Documentation Notice.

[Download the DSS-1571 Backup Documentation Notice template](#)

To fill out the DSS-1571 Backup Documentation Notice, enter your County, Date, and Period (service month). For each employee who displayed a warning message on the Payroll Import Template, input the employee’s information including:

- **Last Name:** Copy from the Payroll Import Template
- **First Name**
- **Middle Initial**
- **Employee ID**
- **State Job Class**
- **EE Allowability Description**
- **Reasoning:** A brief explanation detailing why the employee was marked as E&E Allowable to 75/25 when they are normally ineligible for 75/25 E&E reimbursement.
- **Backup Documentation Included:** A list of supporting documentation that will be attached to the email such as NCFast logs.

Have the Director sign the Backup Documentation Notice, then send the signed Backup Documentation Notice and any supporting files to CNTY.ADMIN@dhhs.nc.gov.

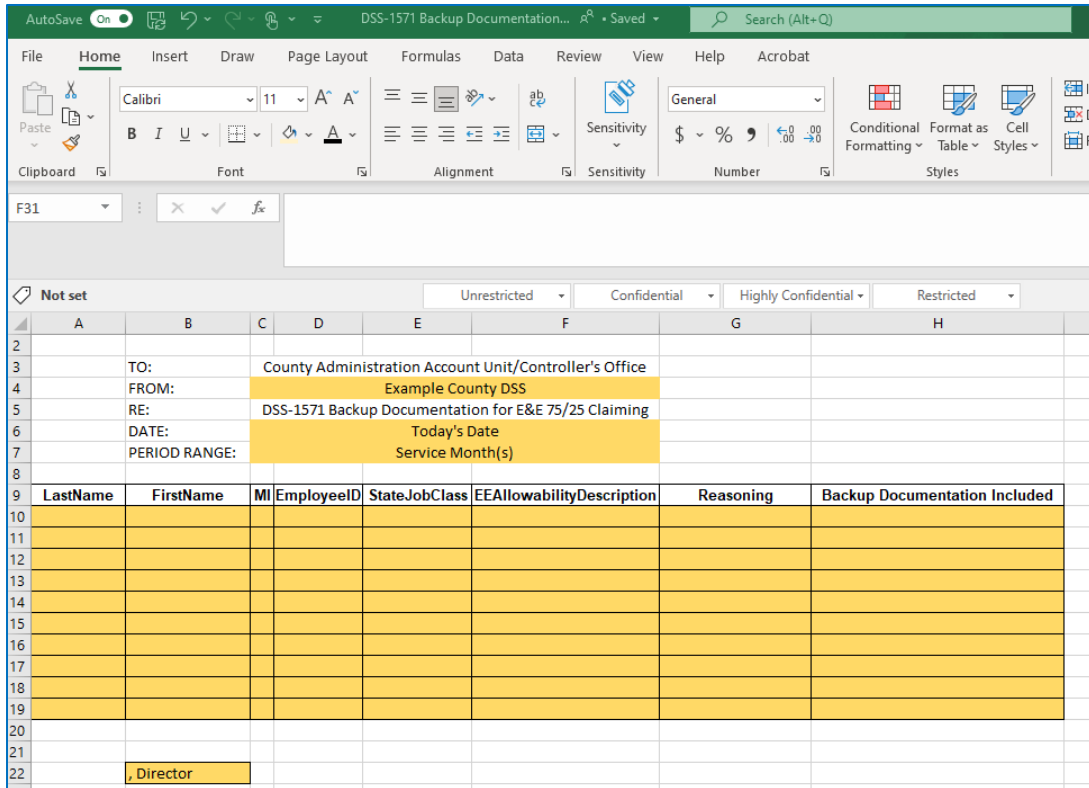


Figure 16. Complete DSS-1571 Backup Documentation Notice template.

Check Preview to view the data before importing (Optional)

Click the Run button. Preview screen is displayed when Preview is selected. Scroll down and Click 'Ok' when the preview data looks good and the payroll records are imported. Click 'Cancel' when the preview data has issues. A warning message is displayed when the Payroll data is already loaded for the selected period.



Import Payroll File

Import

Month/Year: 7 / 2018

Last Import Date: 08/13/2018 09:07:51 AM

Import File: Choose File (No file chosen)

Preview:

Run

Import Results

Import Payroll Data

For Month : 7

For Year : 2018

Process Started At 08/13/2018 9:07:51 AM

Process Ended At 08/13/2018 9:07:51 AM

Added 3 employee master records.

Updated 18 employee master records.

Added 415 employee period records.

Updated 46 employee period records.

Added 461 payroll records.

Updated 0 payroll records.

Salary Amount Imported: \$1,878,888.87

Benefit Amount Imported: \$194,184.00

Preview screen is displayed when a Payroll file to import is selected, Preview is checked and Run button is clicked.

Import Payroll File

Import

Month/Year: 8 / 2018

Last Import Date: [Empty]

Import File: Choose File (Encrypted NC... - Copy.xlsx)

Preview:

Run

Preview

Row No	1. Last Name	2. First Name	3. Middle Initial	4. Employee ID	5. Equivalent	6. Position Number	7. Job Classification	8. Regular Salary	9. Social Security
2	TestF	TestL		91000	1.00	1453100631	Income Maint Caseworker III	500.01	200.01
3	WILLIAMS	WILLIAMS		91000	1.00	1453100631	Income Maint Caseworker III	555.55	555.55
4	WILLIAMS	WILLIAMS		91000	1.00	1453100631	Income Maint Caseworker II	600.00	600.00
5	WILLIAMS	WILLIAMS	E	91001	1.00	1453100631	Office Assistant I	59.16	102.07
6	WILLIAMS	WILLIAMS	S	91000	1.00	1453100631	Income Maint Caseworker II	33.24	102.02
7	WILLIAMS	WILLIAMS	C	91000	1.00	1453100631	Income Maint Caseworker II	48.12	151.10



Scroll down the Preview screen and click 'OK' to import the file when you are fine with the records displayed. Click 'Cancel' to not import the file in case of any issues with the Payroll Import Excel sheet. Modify the Payroll Import Excel sheet in case of any issues and repeat the import process.

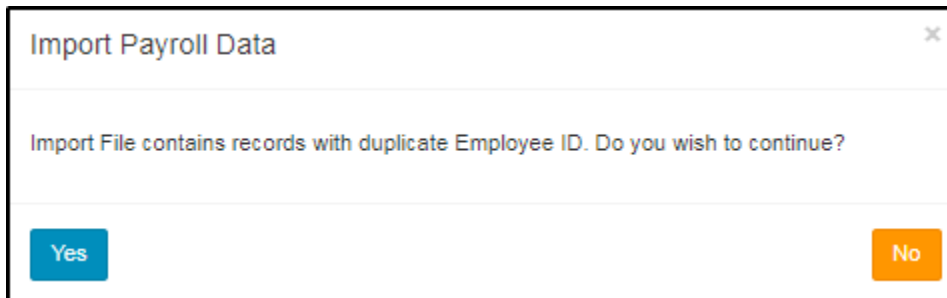
141			910009743	1.00	1453100650	Caseworker II	7.23	530.93
142			910009743	1.00	1453100700	Social Worker III	39.70	61.53
143			910009743	0.00	1453100650	Child Support Agent	58.31	5.02
144			910009743	0.89	00000		91.96	0.00
145			910002407	0.23	00000		8.03	0.00

Ok
Cancel

Import Process is also run when a Payroll file to import is selected, the Preview is not checked and Run button is clicked

Note: Payroll must be imported before importing Effort data

Warning message is displayed when an Employee has multiple Payroll records. Click 'Yes' to process the Payroll records and the Salary and Benefits from multiple records for the same employee are combined. Click 'No' to abort the process to check and correct the Payroll Excel sheet



Any name change must be updated manually through the Employee Master screen. Position and Job Class details in the Payroll Excel sheet are updated automatically in the Employee Master record.

It is recommended that you add the new employees to the Payroll Excel sheet even when they do not have Payroll record with Zero Dollars to avoid manual entry of the employee information in both Employee Master and Effort and Payroll screens.

It is recommended that you have the Excel in the latest format (.xlsx)

Related Reports: Payroll Detail and Payroll Summary reports



2.3.2. Import SIS Data

Access: Part-I / Tasks / Import Data / Import SIS

This screen is not available to users with View access for Part-I data

SIS (Services Information System) data from the Daysheet is loaded automatically (County Users no longer need to load it using their RACF ID). Dashboard message is updated when the SIS data is available for Import each month. Check for Dashboard message around the time the SIS data is available.

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Import Results: Load Statistics are displayed

Click the Run button to import the SIS data.

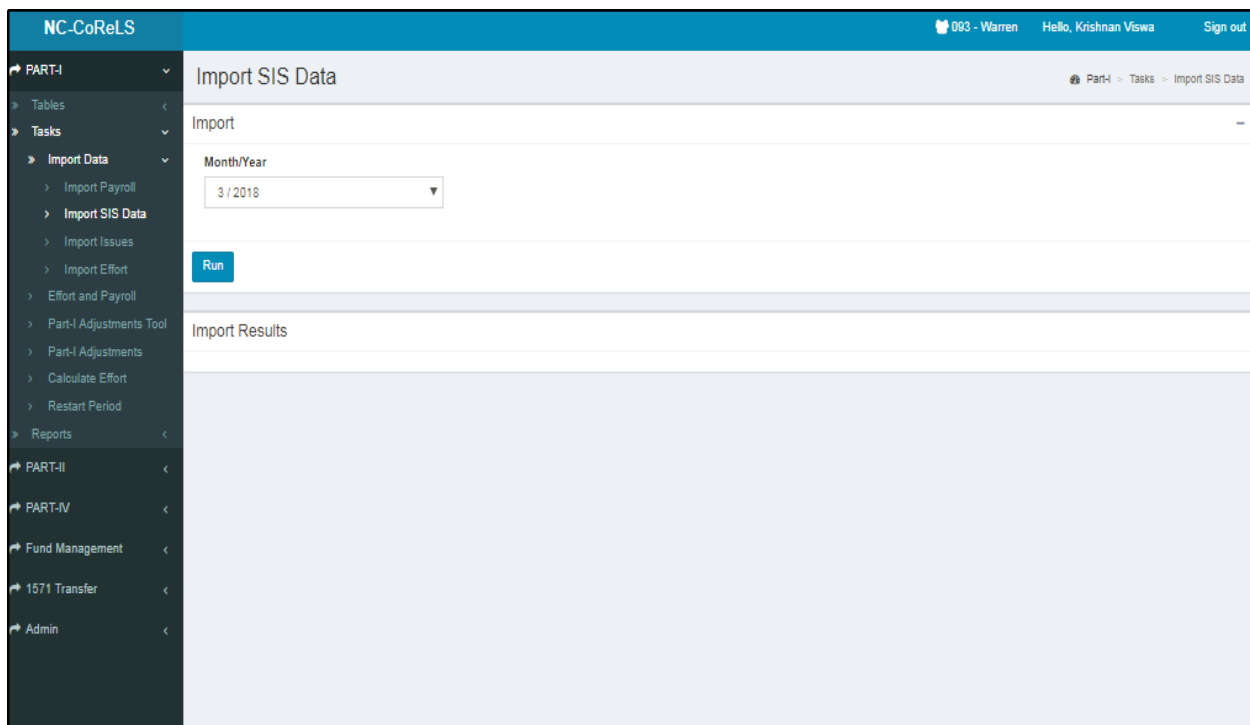
Conditions for Import SIS Data to run:

- 1) Payroll records must be loaded for the selected period
- 2) Bottom FCP for all the IV-E records must be updated (even if you have not used it in Daysheet)

Related Reports: Effort Detail and Effort Summary reports.

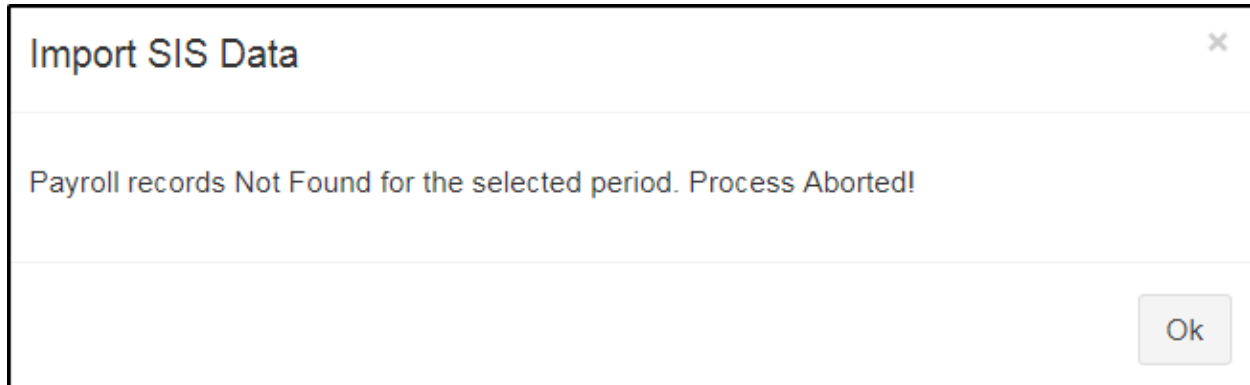
Check the minutes in the Effort and Payroll screen.

Note: It is recommended that you Import SIS Data before importing Effort Excel sheet



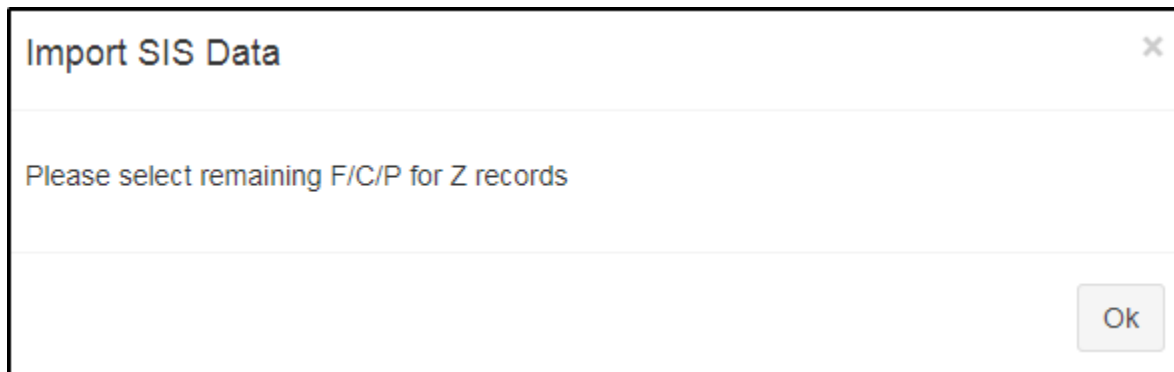


The following error message is displayed when you try to Import SIS data before importing Payroll data. You must import SIS data only after Payroll data is imported



The following error message is displayed when you try to import SIS data before selecting bottom FCP of IV-E (Program Code 'Z') records.

You will need to select the Bottom FCP for all the IV-E records even if you have not used it in Daysheet, failing which the SIS Import process will abort.










2.3.3. Import Issues

Access: Part-I / Tasks / Import Data / Import Issues

Any data issues when importing SIS data are fixed using this screen.

This screen is not available to users with View access for Part-I data

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Import Issues									
Import Issues									
Month/Year: 8 / 2018									
Results									
Show 10 entries, 1 to 5 of 5 entries									
	Do Not Process	Emp ID	Last Name	First Name	SIS Serv Code	SIS Prog Code	Minutes	Rejection Reason	Exclusion Reason
	<input type="checkbox"/>	91000			990	G	7200	Employee ID Not Found	
	<input type="checkbox"/>	91000			785	N	1515	Employee ID Not Found	
	<input type="checkbox"/>	91000			210	R	120	Employee ID Not Found	
	<input type="checkbox"/>	91000			990	G	7080	Employee ID Not Found	
	<input type="checkbox"/>	91000			990	G	3285	Employee ID Not Found	
Show 10 entries, 1 to 5 of 5 entries									



Click the 'Edit' button to correct the Issue records or if you choose to not process the record.

Edit Employee Master

Emp ID [Dropdown Menu]

Exclusion Reason [Text Area]

Do Not Process

Save **Cancel**

Select the Employee ID from the drop-down menu when the Employee ID on the SIS file is not right.

Check mark the 'Do Not Process' if you choose to ignore the record. Exclusion Reason is mandatory when you choose to not process the record.

Edit Employee Master

Emp ID [Dropdown Menu]

Exclusion Reason [Text Area]

Do Not Process

No Reason Provided. Record Not Marked.

Save **Cancel**

Warning message is displayed when you try to reimport the SIS data for the processing month. Click 'Yes' reimport the SIS data and 'No' to not reimport the SIS data

Import SIS Data

Previous records exist for [8/2018] period. Do you want to delete and continue?

Yes **No**



2.3.4. Import Effort

Access: Part-I / Tasks / Import Data / Import Effort

This screen is not available to users with View access for Part-I data

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Import Results: Load Statistics are displayed

Select the Excel sheet (Choose file) to be imported. The Excel sheet to import may be stored in the user’s hard drive or a Shared location. Excel sheet may be in the latest Excel format (.xlsx) and need not be in the old Excel format (Excel 95). Excel sheet must be in the Standard format. The Excel sheet in the standard format must be in the first tab if the Excel has more than one sheet. These are the column headings for Standard Effort Import:

LastName FirstName MI EmployeeID Function Column Part Minutes

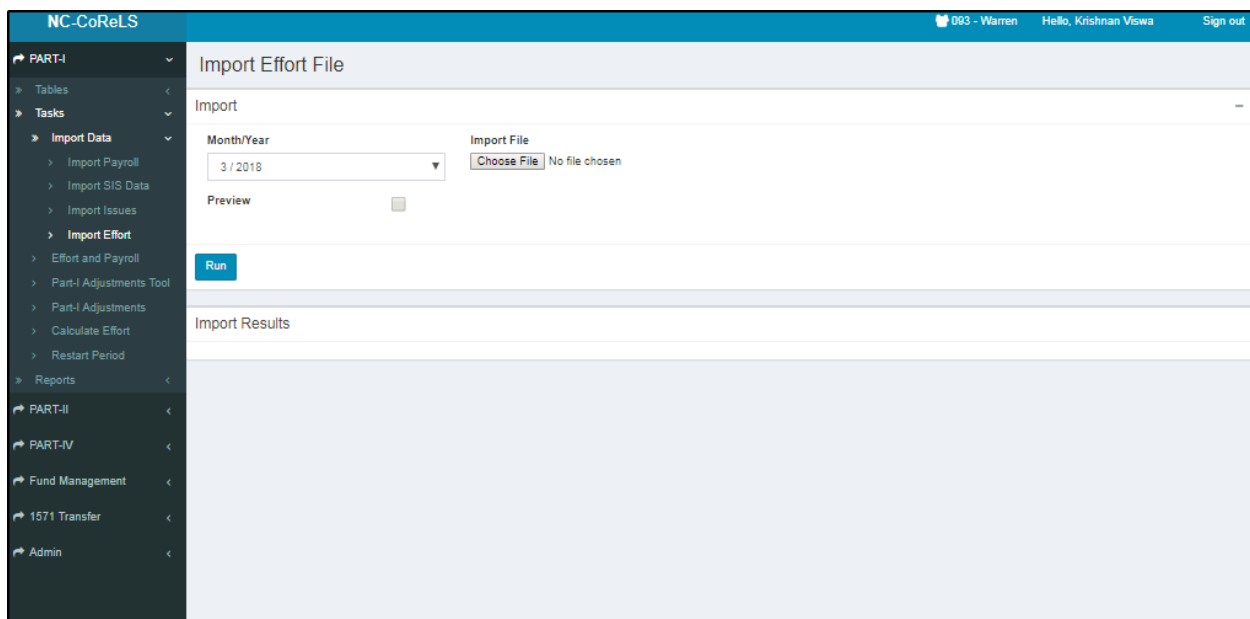
MI is optional

Check Preview to view the data before Importing (optional)

Click the Run button. Preview screen is displayed when Preview is selected. Scroll down and Click ‘Ok’ when the preview data looks good and the Effort records are imported. Click ‘Cancel’ when the preview data has issues.

Related Reports: Effort Detail and Effort Summary reports.

Check the minutes in the Effort and Payroll screen.

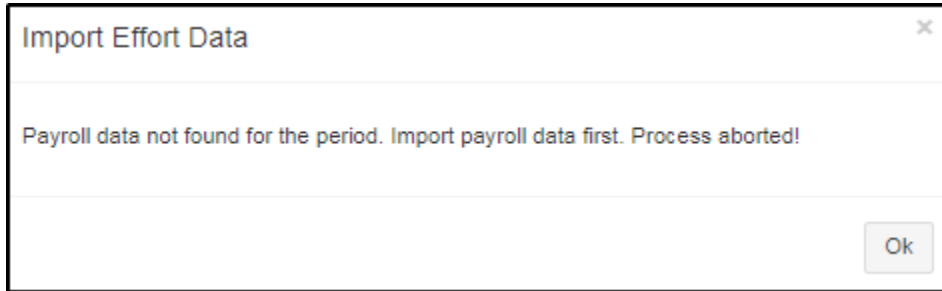


Any employee name change must be updated manually through the Employee Master screen.



It is recommended that you have the Excel in the latest format (.xlsx)

The following error message is displayed when you try to Import Effort Excel sheet before importing Payroll data. You must import Effort Excel sheet only after Payroll data is imported





2.4. Effort and Payroll


Access: Part-I / Tasks / Effort and Payroll

You will be able to do the following for the Period you are working (you cannot modify data for period that are closed)

- 1) Add Employee record
- 2) Fix any issues with Employee Equivalency (FTE)
- 3) Add/Modify Effort and Payroll data
- 4) Delete Employee record

Note: It is recommended that you add the new employees to the Payroll Excel sheet even when they do not have Payroll record with Zero Dollars to avoid manual entry of the employee information in both Employee Master and Effort and Payroll screens.

Employee Period, Payroll and Effort records could be added/edited only when the user has Edit access and period selected is Open. View mode only is available in all other conditions.

When the screen opens, you see the Processing bar. Wait till the processing bar disappears and one of the boxes on the top is colored. Processing is done for the latest open period (default). You could select any older period (Month/Year) the data for the newly selected period is displayed (Not common). Click the Refresh button on the right side of the box () to refresh the existing data. Use the Refresh button when Employee period, payroll or effort record(s) are modified.



Monthly Status Bar:

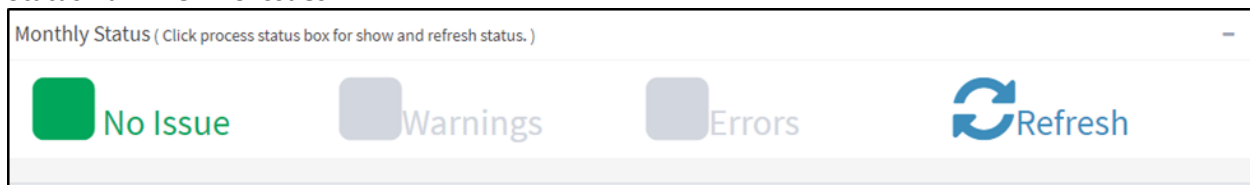
A status bar is available at the top of the screen and will provide the status of the entire month based upon the period of the record you are viewing. The square box next to each type will glow to provide a quick status. You can think of this as a quick view of the errors and warnings you receive when you calculate effort.

No Issues: If there are no issues, the square box next to No Issues will highlight in green.

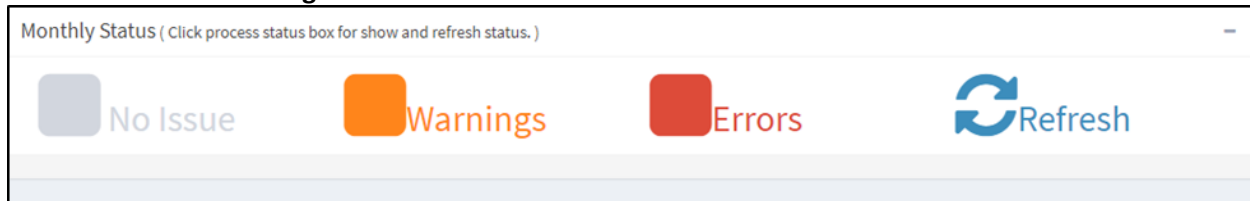
Warnings: If the square box next to Warnings is highlighted yellow, there are warnings that may need to be addressed before calculating effort. Calculate Effort runs even with warnings.

Errors: If the square box next to Errors is highlighted red, there are errors that must be fixed before you will be able to calculate effort.

Status Bar when No Issues

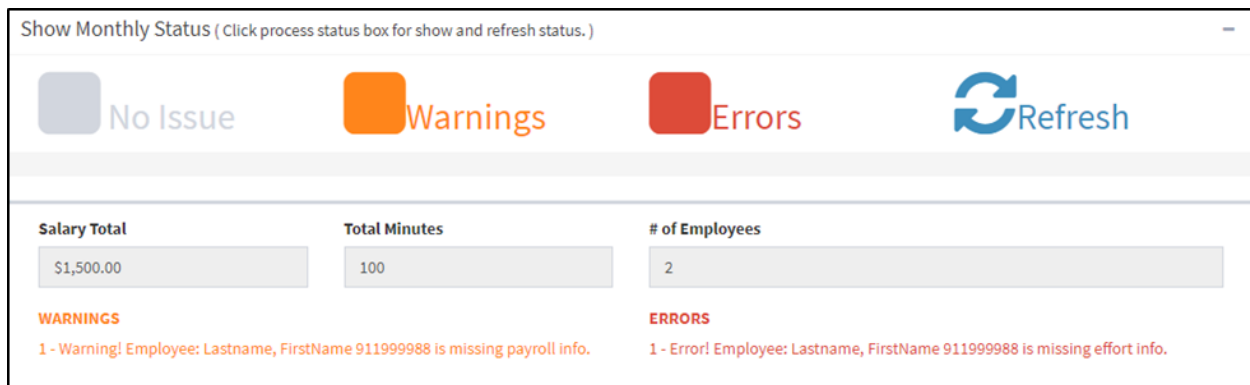


Status Bar when Warnings and Errors exist



You can also click on the status bar to obtain more detail on the issues. A Monthly Status screen will open and show all Warnings and Errors for the month you are currently selected on. Payroll, Minutes and Number of Employees data are also displayed. Click the refresh button after modifying the Payroll or Effort records to show the status.

Click on the Warnings or Errors and the following details are displayed:





Click again on Warnings or Errors and the details as shown above disappear.

Common errors include:

- An employee missing a State Job Class
- An employee missing an E&E Allowability designation
- An employee has effort codes reported to E&E allowable F/C/P but has been designated as Non-E&E shows

Navigate Employee record:

Use the First, Prev, Next and Last buttons to navigate to the desired records. Effort and Payroll details of the Employee record selected are displayed.

Edit/View Employee Period

Period 2 / 2018	Full Time <input checked="" type="checkbox"/>	Active <input checked="" type="checkbox"/>	Equivalent 1.1
Emp ID 911-99-9988	Last Name LASTNAME	First Name FIRSTNAME	Middle Initial
Start Date	Termination Date	Position 33344	Job Class MANAGER

Informational message is displayed when the employee has Part-I Adjustment record

Edit/View Employee Period

Period 8 / 2018	Full Time <input checked="" type="checkbox"/>	Active <input checked="" type="checkbox"/>	Equivalent 1
Emp ID 910-01-4	Last Name	First Name	Middle Initial
Start Date	Termination Date	Position 1453100700	Job Class SOCIAL WOR

Employee has Part1 Adjustment Records

Use the 'Search On' and the Search Criteria is displayed to select the desired record. You could search by Employee ID, Last Name, First Name and other fields.



Search Criteria

1. Search By Employee ID	2. Search By Last Name	3. Search By First Name	4. Search By
1. Search Operator Equals	2. Search Operator Equals	3. Search Operator Equals	4. Search Operator
1. Search Value	2. Search Value	3. Search Value	4. Search Value

Search Results

Show 10 entries, 1 to 3 of 3 entries

Select	Emp ID	Last Name	First Name	Position	Job Class	Full Time	Equiv	Active
<input checked="" type="radio"/>	99901	Doe	Jane			<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>
<input type="radio"/>	95100	Ga	An	16973	Director	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>
<input type="radio"/>	95100	Wigg	Rack	11725	Deputy Dir	<input type="checkbox"/>	1	<input checked="" type="checkbox"/>

Show 10 entries, 1 to 3 of 3 entries

Select the Employee record to display the Effort and Payroll details.



Add Employee Period record:

Month/Year
2 / 2018

Refresh

Add Employee Period

Add Employee Period ** Auto add placeholder record allow only for existing Employee.

Period	Full Time	Active	Equivalent
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	None
Employee ID	Last Name	First Name	Middle Initial
****-**-****	<input type="text"/>	<input type="text"/>	<input type="text"/>
Start Date	Termination Date	Position	Job Class
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel

Continue..

You will be able to add the Employee Period record only for employees in the Employee Master.

Note: Add the employee to the Employee Master if they are not already in the Employee Master and then add the employee to the Employee Period.

Dos: It is recommended that you add any new employee (or employee with No Payroll) to the Payroll Excel sheet. The new employee will be added to the Employee Master as well as the Employee Period when importing the Payroll Excel sheet. Salary and Benefits must be 0 (Zero) in the Excel sheet if the employee has no payroll for the processing month.

Click 'Add Employee Period' button. Select the Period from the drop-down menu (only Open Period (s) will be displayed)

Enter the Employee ID and click Continue button. A Pop Up window appears. Click 'Yes' to add an Employee Period record. Click 'No' to Not add a record.

Placeholder Employee Period Records

Employee Record is not found for this period.

Would you like to add a placeholder record for this employee?

Yes

No



'Employee Period record added Successfully' message appears on the Right Bottom of the screen in Green font. Inform CoReLS support if you receive any other warning or error message. Employee details are copied from the Employee Master record.

Click the Refresh button to refresh the screen and status. The Employee Period display starts from the first record.

Modify Employee Period record (Equivalent):

Equivalent (FTE) field can be modified from the 'Edit/View Employee Period'. Modify the Equivalent field and click the 'Save' button.

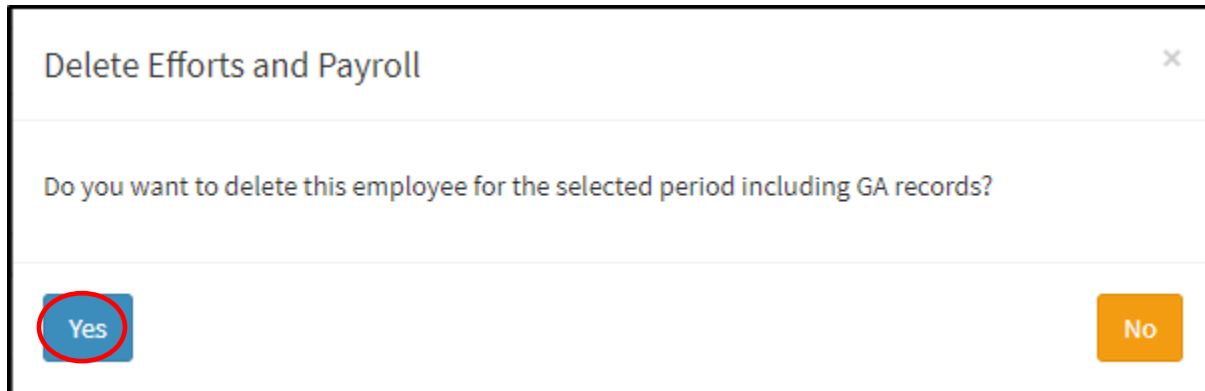
The screenshot shows the 'Edit/View Employee Period' form. The 'Equivalent' field is set to '1.1' and is circled in red. The 'Save' button is also circled in red. Other fields include Period (2 / 2018), Full Time (checked), Active (checked), Emp ID (911-99-9988), Last Name (LASTNAME), First Name (FIRSTNAME), Middle Initial, Start Date, Termination Date, Position (33344), and Job Class (MANAGER). Navigation buttons (First, Prev, Search ON, Next, Last, Cancel) are at the bottom right.

Delete Employee Period record:

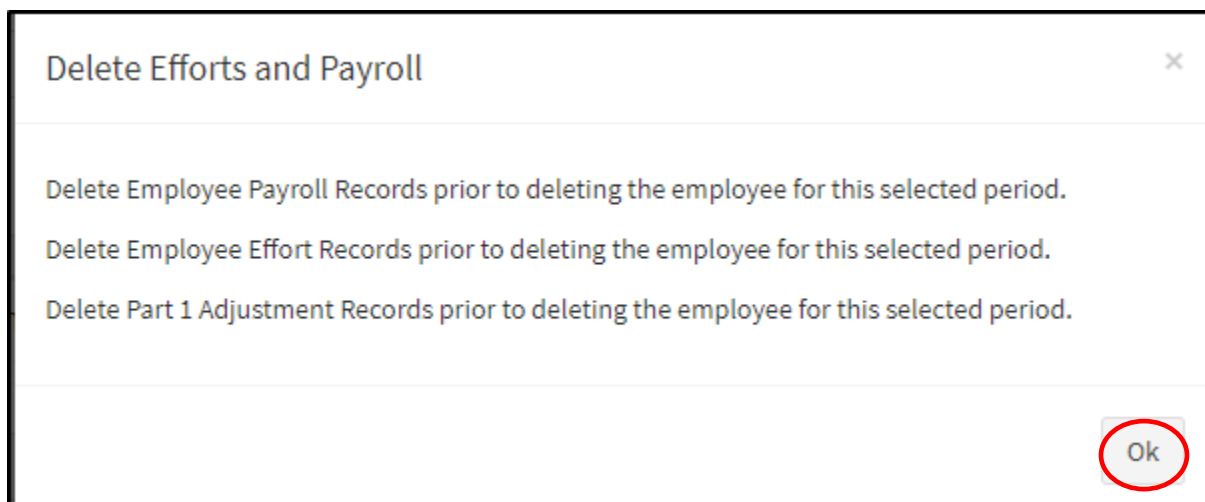
Click the Delete button to delete the Employee Period record. Payroll, Effort or Part-I Adjustment records for the selected period, if any, must be deleted prior to deleting the Employee Period record.

The screenshot shows the 'Edit/View Employee Period' form. The 'Delete' button is circled in red. Other fields and navigation buttons are the same as in the previous screenshot.

Warning message is displayed when you click the 'Delete' button. Click 'Yes' to delete the Employee Period record for the selected period.



The following message appears when the Employee has Payroll, Effort and/or Part-I Adjustment records for the selected period:



Click 'OK' and the Employee Period record is not deleted.

Click the 'Delete' button again after deleting the Payroll, Effort and Part-I Adjustment records for that employee for the selected period. The pop up screen closes and the Record Deleted successfully message is displayed at the bottom right.



Add/Edit/Delete Payroll record:

Select the 'Payroll Details' tab and all the records for the selected employee and period are displayed with Total Amount.

Payroll & Effort Details of Employee: **Doe, Jane - 999019997**

Payroll Details Effort Details

Add Payroll Refresh

	Pay Code	Amount	Pay Code Description
	01	2,500.05	Regular Salary
	50	1,343.43	Employee Benefits
Total Amount		\$3,843.48	

Add Payroll record:

Click 'Add Payroll' Button

Payroll & Effort Details of Employee: **Doe, Jane - 999019997**

Payroll Details Effort Details

Add Payroll Refresh

	Pay Code	Amount	Pay Code Description
	01	2,500.05	Regular Salary
	50	1,343.43	Employee Benefits
Total Amount		\$3,843.48	



Add Payroll Details ✕

Pay Code

Amount

Save **Auto Add OFF** **Cancel**

Select the Pay Code from the drop-down list (Pay Codes '01' and '50' are the only two options)

Enter the amount in dollars and cents separated by a period. The field will accept only period (.) and comma separators and '\$' sign are not accepted.

Click the 'Save' button after selecting the Pay Code and entering the amount.

'Add Payroll Details' Pop Up closes and record added successful message is displayed.





Edit Payroll record:

Click the Edit icon to Edit the Payroll record

Payroll & Effort Details of Employee: [Doe, Jane - 999019997](#)

Payroll Details [Effort Details](#)

Add Payroll **Refresh**

	Pay Code	Amount	Pay Code Description
 	01	2,500.05	Regular Salary
 	50	1,343.43	Employee Benefits
Total Amount			
\$3,843.48			



Edit screen pops up

Edit Payroll Details [Close]

Pay Code 50 - Employee Benefits, Benefit ▼

Amount 0.00

Save **Cancel**

Modify the required fields (Pay Code / Amount) and click the 'Save' button. The Pop Up screen closes and edit successful message is displayed

Delete Payroll record:

Click the Delete Payroll icon. Warning message pops up.

Delete Payroll Details [Close]

Deleting Payroll Details Column [50 - **Employee Benefits - Employee Benefits**].
Do you want to continue?

Yes **No**

Click 'Yes' and the Payroll record deleted successfully message is displayed. Click 'No' to close the warning message and the Payroll record is not deleted



Add/Edit/Delete Effort record:

Select the 'Effort Details' tab and all the records for the selected employee and period are displayed with Total Minutes.

Payroll & Effort Details of Employee: Doe, Jane - 999019997

Payroll Details | Effort Details

Add effort Refresh

	Source	Modify	F/C/P	F/C/P Desc.	Minutes	Penetration Rate Number	Note
	M	<input checked="" type="checkbox"/>	01 - 13 - A	In Home Case Management-ST/INH below 60	250	Rate	Note
	M	<input checked="" type="checkbox"/>	02 - 10 - A	Child Care and Development Fraud	2,500	Rate	Note

Total Minutes
2,750

Add Effort record:

Click 'Add Effort' Button

Payroll & Effort Details of Employee: Doe, Jane - 999019997

Payroll Details | Effort Details

Add effort Refresh

	Source	Modify	F/C/P	F/C/P Desc.	Minutes	Penetration Rate Number	Note
Total Minutes None							

Add effort Details

F/C/P

Minutes

Save Auto Add OFF Cancel



Select the F/C/P from the drop-down list (Only Active F/C/P are displayed in the drop-down list)

Enter the minutes in whole integer only. Negatives, decimal digits and commas are not accepted.

Click the 'Save' button after selecting the F/C/P and entering minutes.

Add Effort Pop Up closes and record added successful message is displayed.


Edit Effort record:

Click the Edit icon to Edit the Effort record

Payroll & Effort Details of Employee: **Doe, Jane - 999019997**

Payroll Details | Effort Details

Add effort Refresh

	Source	Modify	F/C/P	F/C/P Desc.	Minutes	Penetration Rate Number	Note
	M	<input checked="" type="checkbox"/>	01 - 13 - A	In Home Case Management-ST/INH below 60	100	Rate	Note

Total Minutes
None

Edit screen pops up

Edit effort Details

F/C/P 01 - 13 - A, In Home Case Management

Minutes 100

Save Cancel

Modify the required fields (F/C/P and/or Minutes) and click the 'Save' button. The Pop Up screen closes and edit successful message is displayed



Delete Effort record:

Click the Delete Effort icon. Warning message pops up.



Click 'Yes' and the Effort record deleted successfully message is displayed. Click 'No' to close the warning message and the Effort record is not deleted

Related Reports: Validate the data added/modified against Effort Detail by Employee and Effort Summary by Employee reports



2.5. Adjust a period Part-I

2.5.1. Part I Adjustments Tool

Access: Part I / Tasks / Part I Adjustments tool

Adjustment Tool menu is not available to users who have only View access to Part-I data

Part I Adjustments tool is used to enter adjustments to Part I records. Salary, Benefits and Equivalent details reported in past periods are calculated for adjustment in the current Period (Open). Data may be adjusted from multiple months.

Part I adjustments can be done for one F/C/P for a person at a time. If you have multiple F/C/P combos or multiple people to be corrected, you will need to follow these directions for each F/C/P for a person.

Related Report: Part-I report with Type option 'Adjustment'


Part-I Adjustment screen may also be used to validate the data entered through the Tool

Calculate Amount to Back out:

'From Date' and 'To Date': Periods from where the adjustments are to be made. Enter the 'To Date' even if only one-month data needs to be adjusted.

Employee Search: Employee may be searched by Employee ID or Employee Last Name. Use one search type of search for each adjustment.

Employee ID: Enter all or part of the Employee ID (at least the first 3 digits of the Employee ID) to search by Employee ID. Click 'Lookup by Employee ID' after entering all or part of the Employee ID.

 Calculate Amount To Backout

**** Note: Verify 'Open Period To Save Records', before start using Adjustments tools.**

From Date	To Date
<input type="text" value="2, 2018"/>	<input type="text" value="2, 2018"/>

Search Employee ID 'Begin With' ✘ Clear Lookup <input type="text" value="99901"/> <small>Lookup by Employee ID (must be at least 3 characters long)</small>	Search Last Name 'Begin With' ✘ Clear Lookup <input type="text"/> <small>Lookup by Last Name</small>
--	--

Click 'Lookup by Employee ID' after entering all or part of the Employee ID. Look Up List Pops Up with the list of Employees matching the Employee ID entered in the Search.



Lookup List

Please Select

- 999019996, Smith, Joe
- 999019997, Doe, Jane

Choose **Cancel**

Select one employee from the list and click Choose and the Employee details are populated in the appropriate fields.

Employee Last Name: Enter all or part of the Employee Last Name to search by Employee Last Name. Click 'Lookup by Last Name' after entering all or part of the Employee Last Name.

Employee Pop Up List is displayed when more than one employee is selected for the Last Name entered.

The following data is displayed for the employee chosen through Employee ID or Employee Last Name search

Calculate Amount To Backout

** Note: Verify 'Open Period To Save Records', before start using Adjustments tools.

From Date 2, 2018 **To Date** 2, 2018

Search Employee ID 'Begin With' 999019997 **Search Last Name 'Begin With'** Doe

Lookup by Employee ID (must be at least 3 characters long) **Lookup by Last Name**

Last Name Doe **First Name** Jane **MI** None

FCP: Click the drop-down and only the FCP that the Employee coded for the selected Periods are displayed. Select one FCP from the drop-down list. Salary, Benefit, FTE and Time attributed to the selected FCP are displayed

F/C/P 01 - 12 - A, SSBG Federal-Fam Supp	Function 01	Column 12	Part A
Total Amounts: Salary 1250.00	Benefit 0.00	Equivalent 1.00	Time 100



Calculate By:

- 1) Time: Use this option to enter the number of minutes to back out. Time must be integer only, no decimals.
- 2) Percentage: Use this option to back out a percentage of the total minutes. Up to 2 decimal digits are allowed for Percentage.
- 3) Time/% Value: In the field to the right of Calculate By, enter either the number of minutes or percentage (based on the Calculate By option chosen) to back out.

% entered cannot be more than 100%. Time entered in minutes cannot be greater than the minutes that were calculated for F/C/P selected. Appropriate error messages are displayed.

Amount to Back Out: The values are calculated based on the Time/% Value and the total amount to back out

Calculate by:		<u>Time / % Value</u>	
<input checked="" type="radio"/> Time	<input type="radio"/> Percentage	<input type="text" value="50"/>	
Amounts to Back Out: Salary	Benefit	Equivalent	Time
<input type="text" value="625.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.50"/>	<input type="text" value="50"/>

Amount to Add Back In:

Calculate By:

- 1) Time: Use this option to enter the number of minutes to add back in. Time must be integer only, no decimals.
- 2) Percentage: Use this option to add back in a percentage of the total minutes. Up to 2 decimal digits are allowed for Percentage.
- 3) F/C/P: Select F/C/P from the drop-down
- 4) Time/% Value: In the field to the right of Calculate By, enter either the number of minutes or percentage (based on the Calculate By option chosen) to Add Back In.
- 5) Salary, Benefit, FTE and Time are calculated based on Time/% Value entered

Click 'Add & Re-Calculate Remaining' once the calculated amount looks good.

Amount to Add Back In			
Calculate by:		<u>F/C/P</u>	<u>Time / % Value</u>
<input checked="" type="radio"/> Time	<input type="radio"/> Percentage	<input type="text" value="01 - 15 - A, Medical Trans. Admin."/> ▼	<input type="text" value="50"/>
Salary.	Benefit.	Equivalent	Time
<input type="text" value="625.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.50"/>	<input type="text" value="50"/>
<input type="button" value="Add & Re-Calculate Remaining"/>		<input type="button" value="Cancel"/>	



Add Back In record is created when 'Add & Re-Calculate Remaining'.

Remaining by fields display the amount remaining to be added back in.

There could be one or more Add Back In records.

Continue to Add Back In records till the Remaining by fields are all Zero.



Period to Save Records is defaulted to the latest Open period. Only Open period is available in the drop down. Usually only one Period is Open.

Description is Required.

'Save Records' button is enabled only when

- 1) Remaining by fields are all Zero
- 2) Period to Save Records must be selected
- 3) Description is entered

Click 'Save Records' and Adjustment records are Saved successfully.



F/C/P	Calc Amt	Salary	Benefit	Equivalent	Time
 01 - 15 - A	50	625.00	0.00	0.50	50
Remaining by: Salary		Benefit		Equiv.	
0.00		0.00		0.00	
Period To Save Records			Description Note: Description is mandatory.		
3, 2018					
**Records saved from this tool can be viewed and edited on the Part-I Adjustments screen					
					

Add Back In record may be deleted by clicking the 'x' icon on the left side of the record

A warning message when any other menu item is clicked. This is done so that the users do not lose the data entered when they accidentally click the menu item. Click 'OK' to navigate out of the Tool. Click 'Cancel' to stay in the Tool.

From nccorelstrain.dhhs.state.nc.us

Are you sure you want to leave Part-I Adjustments Tool Screen,? If you leave before saving, your changes will be lost.



2.5.2. Part I Adjustment Screen

Access: Part I / Tasks / Part I Adjustments

The records adjusted using Part I Adjustment tool is displayed in Part I Adjustment form. New adjustments or modifications (including delete) to the existing adjustments may be done using this form. Adding/modifying the record is available only when a period is open. The user should also have Edit access to do the modifications

The Search Criteria, Search Results and Page navigation is like the Employee Master screen

Edit/Delete icons are displayed only when the user has Edit access and the period selected is Open

Add icon is displayed only when the user has Edit access

View icon only is displayed when the user has View access (No Edit access)

Part-I Adjustments

Search Criteria

1. Search By	2. Search By	3. Search By	4. Search By
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Search Operator	2. Search Operator	3. Search Operator	4. Search Operator
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1. Search Value	2. Search Value	3. Search Value	4. Search Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Search
Get Preference
Save Preference
Reset

Search Results

Show entries, 1 to 10 of 616 entries
Add
Refresh

	Period Month/Year	Emp ID	Last Name	First Name	F/C/P	Salary	Benefits	Equivalent	Description
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	8/2018	910014			01-09-A	-449.79	-178.28	-0.11	Test
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	8/2018	910014			01-09-A	449.79	178.28	0.11	Test
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	8/2018	910014			02-11-A	10.00			Test
<input type="checkbox"/> <input type="checkbox"/>	7/2018	910017			98-00-B	-2,573.94	-1,296.01	-1.00	Test



Click the 'Add' button and the Add screen pops-up

Add Part-I Adjustments

Period

Emp ID

Emp Information

Last Name:
First Name:
Middle Initial:
Start Date:
Termination Date:
Position:
Job Class:

F/C/P

Salary

Benefits

Equivalent

Description 0/50

Period defaulted to the current processing (open) period and only the Open periods are displayed in the drop-down. Employee ID entered must be in Employee Master. Employee information is displayed once the Employee ID is entered and 'tab' button is entered. Select the FCP from the drop-down and enter the Salary, Benefit and Equivalent. Description is mandatory.

Click the Delete button to delete the Adjustment record. Warning message is displayed. Click 'Yes' to delete and 'N' to not delete the record.

Delete Part-I Adjustments

The selected Part-I Adjustment record for Employee ID [910014444] will be deleted.
Do you want to continue?



Edit Screen is displayed as follows:

Edit Part-I Adjustments

<u>Period</u>	August, 2018
<u>Emp ID</u>	910-01-████
Emp Information	Last Name: WI████ First Name: MA████ Middle Initial: Start Date: Termination Date: Position: 1453100700 Job Class: Social Wor
<u>F/C/P</u>	01 - 09 - A, SSBG Federal-Foster C ▼
Salary	-449.79
Benefits	-178.28
Equivalent	-0.11
<u>Description</u>	Test 4/100
Added By	vkris████, 09/06/2018 11:15
Changed By	vkris████, 09/06/2018 11:15

Period and Employee ID fields cannot be modified when editing the record. Save button is activated when you change the content of the record.

New adjustment records may be added to Open period records only.

Related Report: Part-I report with Type option 'Adjustment'



2.6. Calculate Effort & Create Part-I File

Access: Part-I / Tasks / Calculate Effort

This screen is not available to users with View access for Part-I data

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Last Payroll Update: Date and Time when Payroll was last imported for the selected period. The Last Payroll Update is blank if the payroll is not yet imported for the selected period.

Last Effort Update: Date and Time when Effort was last imported for the selected period. The Last Effort Update is blank if the Effort is not yet imported for the selected period.

Results: Run Statistics of the last Calculate Effort and Create Part-I File, if any, for the selected period are displayed in the Results.

Warning message is displayed when the user tries to rerun this process. The Part-I file is overwritten when the users selects to recreate the Part-I file

Click Run and the effort is calculated, and Part I File is also created

Warning message is displayed when Calculate Effort is rerun for the processing period

Warning!

Effort for [6/2018] has already been calculated. Do you wish to delete existing results and continue?

Click 'Yes' to rerun and 'No' to cancel the Calculate Effort

Calculate Effort aborts when there are errors. Access 'Effort and Payroll' screen to fix the errors.

Error!

The validation process has detected 1 error(s). Effort Calculation Aborted!



Payroll warnings are fine (when an employee has no Payroll record or Equivalent is Zero). Warning message is displayed, and you will need to Click 'Yes' to accept the Warning(s).

Warning!

Warning! The validation process has detected 5 warning(s). Do you wish to continue?

Calculate Effort runs successfully when there are no errors.

Calculate Effort & Create Part-I File

Select open period

Month/Year	6 / 2018
Last Payroll Update	07/12/2018 09:05:41 PM
Last Effort Update	07/12/2018 09:54:26 PM
Last Calculation & Part-I File Create	07/15/2018 07:20:10 PM

Results

Errors	0	Warnings	3	Please see Effort and Payroll screen for details of any warnings/errors
---------------	---	-----------------	---	---

Calculate Effort & Create Part-I File

For Month : 6

For Year : 2018

Process Started At 07/15/2018 7:20:09 PM

Process Ended At 07/15/2018 7:20:10 PM

Warning! Employee: In Ho, 90200 is missing Equivalent info.

Warning! Employee: Walker, B, 90200 is missing Equivalent info.

Warning! Employee: Will, Sh, 90200 is missing Equivalent info.

Validation Process Detected 3 Warning(s).

Validation Process Detected 0 Error(s).

Calculation effort successful and part-I file created successfully.

Total amount in Part-I file is \$301,230.59

Related Report: Part-I report with Type option 'Regular and Adjustment'

Note: Part-I file is only created and transferred to Mainframe in this step. Use 1571 Transfer when you are ready to Transfer 1571 to Mainframe system.



2.7. Restart Period

Access: Part-I / Tasks / Restart Period

This screen is not available to users with View access for Part-I data

Only Period(s) that are open are available in the drop-down menu. Period is defaulted to the latest Open period (One Month is only Open at most instances).

Results of the previous Restart, if any, for the processing month are displayed.

Click Run and all the Part-I related data (Payroll, Effort and Part-I data created by Calculate Effort) for the selected period are deleted. Records deleted cannot be recovered. You will have to rerun the Import and Calculate Effort process to recreate the data.

Note: Part-I Adjustment, Penetration Rate data, Part-II and Part-IV data are not deleted as part of the Restart period

Warning message is displayed.

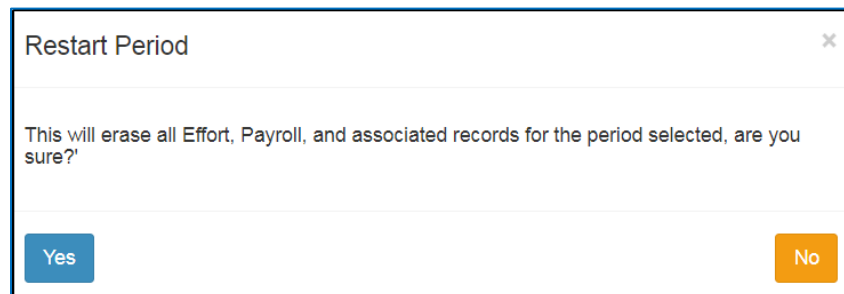


Figure 17. Restart Period.



Click 'Yes' to run the Restart Period. Click 'No' to cancel the Restart Period.

Select open period

Month/Year

8 / 2018 ▼

Run

Restart Period Results

Restart Period

For Month : 8

For Year : 2018

Process Started At 09/12/2018 5:44:43 PM

Process Ended At 09/12/2018 5:44:43 PM

1039 total record(s) found

514 Effort record(s) removed.

5 Import Issues Invalid record(s) removed.

87 G & A record(s) removed.

1 Import File record removed.

286 Payroll record(s) removed.

0 Calculation History record(s) removed.

146 Employee Period record(s) removed.

Figure 18. Run restart period.



3. Prepare your Non-Personnel Expenses Part-II File

3.1. Enter Part-II Codes and Values

Access: Part-II / Part-II Entries

Part-II data is entered in this screen.

The Add, Edit and Delete functionality is available when the period is open and when the user has Edit capability. The screens follow the same pattern as other screens for Search Criteria and pagination and so the procedure is not elaborated in this manual.

Part-II Entries

Search Criteria -

1. Search By <input type="text"/>	2. Search By <input type="text"/>	3. Search By <input type="text"/>	4. Search By <input type="text"/>
1. Search Operator <input type="text"/>	2. Search Operator <input type="text"/>	3. Search Operator <input type="text"/>	4. Search Operator <input type="text"/>
1. Search Value <input type="text"/>	2. Search Value <input type="text"/>	3. Search Value <input type="text"/>	4. Search Value <input type="text"/>

Search
Get Preference
Save Preference
Reset

Search Results

Show entries, 1 to 10 of 3907 entries
Add
Refresh

	Period	Part-II Code	Fund Number	App Code	Net Amount	Who Changed	When Changed
	8/2018	136 - COMMUNITY	01 - Reimb	2 - 136 - COM RESP	2.73		09/12/2018
	8/2018	232 - WORK FIRST	01 - Reimb	2 - 232 - WRK FRT CA	4,515.64		09/12/2018

Figure 19. Add, search, edit Part-II entries.



Add Part-II Entries:

Click the 'Add' icon and the Add screen pops-up

Figure 20. Add Part-II entries.

Period is defaulted to the processing period. Select the Part-II Code from drop-down and the Fund Number and App Code are automatically populated if there is only one combination for Part-II Code/Fund Number/App Code.

Duplicate records with the same combination of Part-II Code/Fund Number/App Code is allowed and they are displayed separately in the List grid and Part-II Entries report.

Net Amount must not be blank or zero. Appropriate error messages are displayed.

Note: Part-II Code, Fund Number and App Code mappings are created by select State staff and the County user need not create mapping records in NC-CoReLS. County user may view the Part-II Code Mappings from the Part-II Code& Mappings sub menu under Part-II menu.



Edit Part-II Entries:

Click the Edit Icon and the Edit screen pops-up

Only Net Amount could be modified using Edit screen. Delete the existing record and add a new record to change the Part-II Code, Fund Number and App Code.

Edit Part-II Entries [X]

Period 8 / 2018

Part-II Code 136 - COMMUNITY , COMMUNITY ▾

Fund Number 01 - Reimb, Reimbursable ▾

App Code 136 - 2 - COM RESP, COM RESPO ▾

Net Amount 2.73

Added By [User], 09/12/2018 19:10

Changed By [User], 09/12/2018 19:10

Save **Cancel**

Figure 21. Edit Part-II entries.



Delete Part-II Entries:

Click the Delete Icon and the following warning message is displayed. Click 'Yes' to delete the Part-II record.

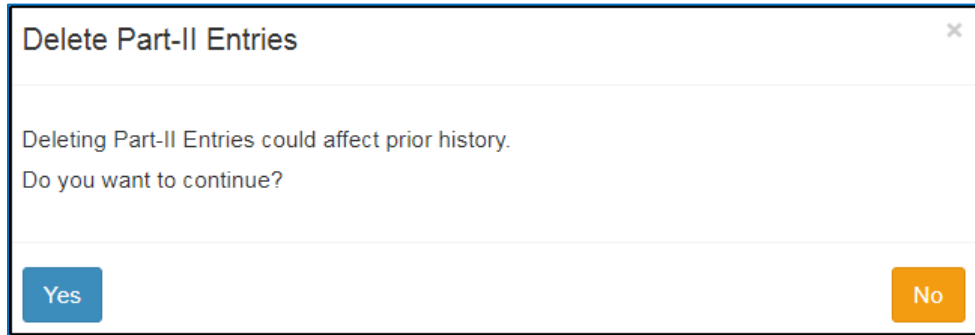


Figure 22. Delete Part-II entries.

To display the latest record at the top:

Select 'Year' in the first Search By and 'Month' in the second Search By and click 'Search'. Enter. The records are listed in the descending order of Year/Month.

Part-II Entries

Search Criteria

1. Search By <input type="text" value="Year"/>	2. Search By <input type="text" value="Month"/>	3. Search By <input type="text" value="Part II Code"/>	4. Search By <input type="text" value="App Code"/>
1. Search Operator <input "="" type="text" value="="/>	2. Search Operator <input "="" type="text" value="="/>	3. Search Operator <input type="text" value="Equals"/>	4. Search Operator <input type="text" value="Equals"/>
1. Search Value <input type="text"/>	2. Search Value <input type="text"/>	3. Search Value <input type="text"/>	4. Search Value <input type="text"/>

Search Results

Show entries, 1 to 10 of 2146 entries

	Period	Part-II Code	Fund Number	App Code	Net Amount	Who Changed	When Changed
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	8/2018	009 - NON IV-E A	01 - Reimb	2 - 354 - NON-IV-E F	100.00	vkishnan2	09/11/2018
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	8/2018	049 - WORK FIRST	01 - Reimb	2 - 049 - WFSVC EMP	200.00	vkishnan2	09/11/2018
<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	8/2018	065 - SHARE THE	01 - Reimb	2 - 065 - SHARWARMTH	300.00	vkishnan2	09/11/2018
<input type="checkbox"/> <input type="checkbox"/>	6/2018	074 - IV-E/CPS C	01 - Reimb	2 - 074 - IV-E / CPS	746.62	lbritt2	07/13/2018
<input type="checkbox"/> <input type="checkbox"/>	6/2018	123 - IV-D NON R	04 - Non Reimb	2 - 123 - IV-D NONRE	10,690.25	lbritt2	07/13/2018

Figure 23. Search, add, edit Part-II entries.



Related Report: Part-II Entries report

3.2. Import Part-II Data

Instead of entering Part-II data in NC-CoReLS, it is also possible to upload them using a spreadsheet template.

Access: Part-II / Import Part-II File

This screen is not available to users with View access for Part-II data

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Import Results: Load Statistics are displayed

Select the Excel sheet (Choose file) to be imported. The Excel sheet to import may be stored in the user's hard drive or a Shared location. Excel sheet may be in the latest Excel format (.xlsx) and need not be in the old Excel format (Excel 95). Excel sheet must be in the Standard format. The Excel sheet in the standard format must be in the first tab if the Excel has more than one sheet. These are the column headings for Standard Effort Import:

Part_II_Code Fund_Number Net_Amount

3.3. Create Part-II File

Access: Part-II / Create Part-II File

This screen is not available to users with View access for Part-II data

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Last Create Date: Last Create Date is displayed for the selected period. The Last Create Date is blank if the payroll is not yet imported for the selected period.

Results: Statistics of the last Part-II Create File process, if any, for the selected period are displayed

Click the Run button to create the Part-II file.

Warning message is displayed when the user tries to recreate the Part-II file. The Part-II file is overwritten when the user selects to recreate the Part-II file.

Last Create Date is updated to the Latest Date and Time the Part-IV file is created and it is updated only when Part-II file create is successful.



Create Part-II File

Select open period

Month/Year

Last Create Date

Results

Create Part-II File
For Month : 3
For Year : 2018
Process Started At 04/26/2018 3:16:38 PM
Process Ended At 04/26/2018 3:16:38 PM
Part-II file created successfully.
Total amount in file is \$39,459.07

Figure 24. Create Part-II file.

Note: Part-II file is created in this step. Use 1571 Create & Transfer when you are ready to Transfer 1571 to Mainframe system.



4. Conduct Manual Reclassification Step

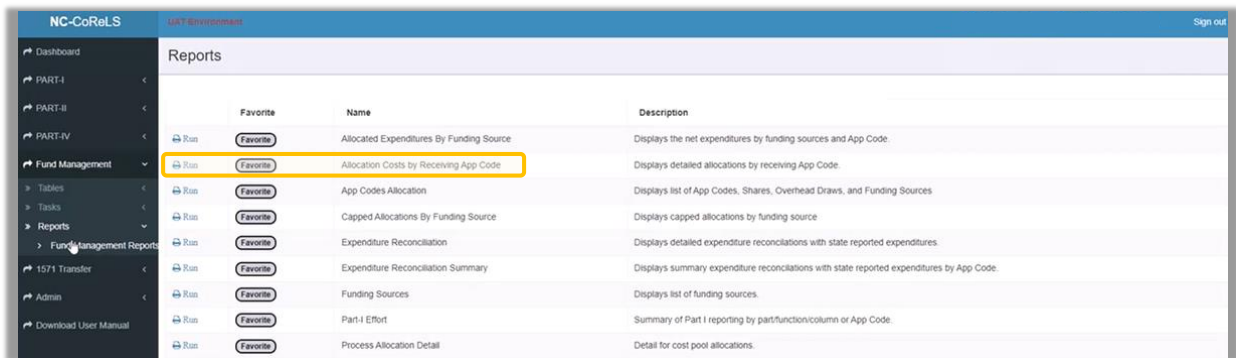
Until the process can be automated, users will have to manually reclassify certain cost pools to the 50% reimbursement rate instead of the 75% reimbursement rate. This process ensures that the reimbursement amount for Medicaid eligibility and enrollment accurately reflects the activities that are allowable for E&E claiming.

After creating the Part-II file, navigate to Fund Management / Tasks / Process Allocations.

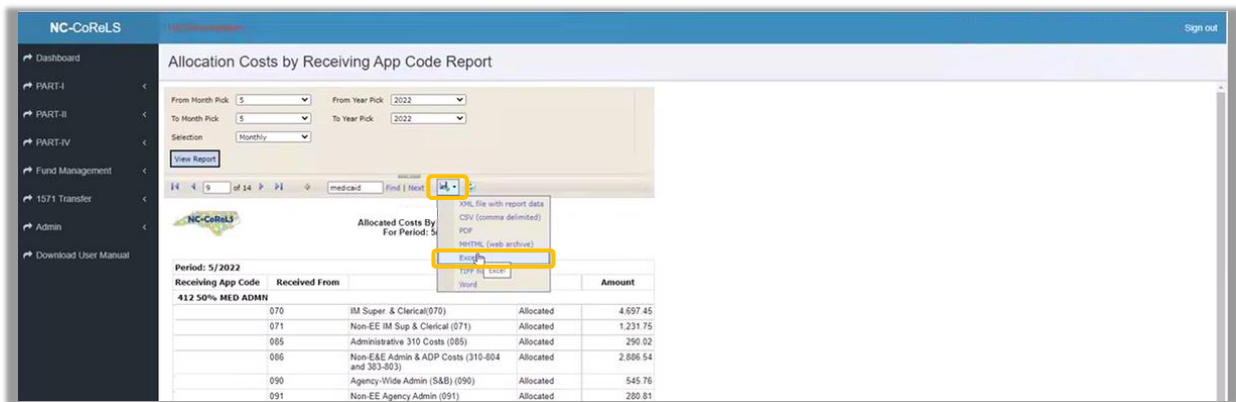
Click Run.

Navigate to Fund Management / Reports / Fund Management Reports.

Locate "Allocation Costs by Receiving App Code" report and click Run.



Click on the Floppy Disc icon and export the report into Excel.



Locate Receiving App Code 421 – Med Admin, and calculate the sum (X) of the below cost pools:

- **071:** Non-EE IM Sup & Clerical
- **086:** Non-E&E Admin & ADP Costs
- **091:** Non-EE Agency Admin
- **095:** Administrative 311 + 090



Not set Unrestricted Confidential Highly Confidential Restricted

NC-CoReLS

Allocated Costs By Receiving App Code
For Period: 5/2022 To 5/2022
Original

411	421 75% MED ADMIN				
412	070	IM Super. & Clerical(070)	Allocated	229,481.09	
414	071	Non-EE IM Sup & Clerical (071)	Allocated	60,173.91	
415	085	Administrative 310 Costs (085)	Allocated	14,166.97	
416	086	Non-E&E Admin & ADP Costs (310-804 and 383-803)	Allocated	141,004.05	
417	090	Agency-Wide Admin (S&B) (090)	Allocated	26,659.30	
418	091	Non-EE Agency Admin (091)	Allocated	13,719.23	
419	095	Administrative 311 + 090	Allocated	210,565.79	
420	64-15-B	Medicaid Administration 75%	Direct-Part I	518,089.58	
421	Total for App Code 2-421			1,213,859.92	=Sum(I414+I416+I418+I419)

Locate Receiving App Code 434 – Spec Asst, and calculate the sum (Y) of the below cost pools:

- **071:** Non-EE IM Sup & Clerical
- **086:** Non-E&E Admin & ADP Costs
- **091:** Non-EE Agency Admin
- **095:** Administrative 311 + 090



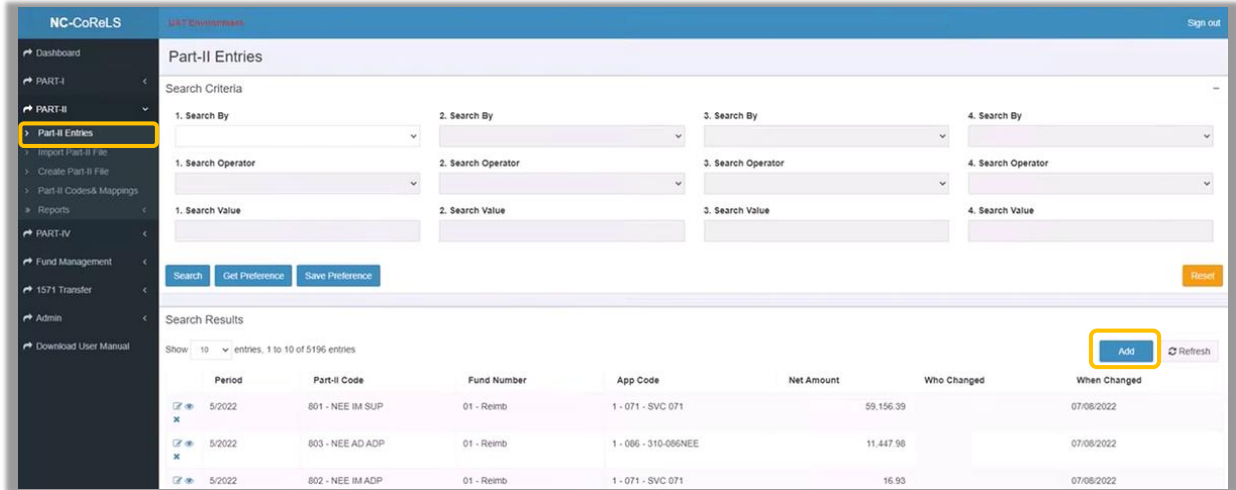
Not set Unrestricted Confidential Highly Confidential Restricted

NC-CoReLS

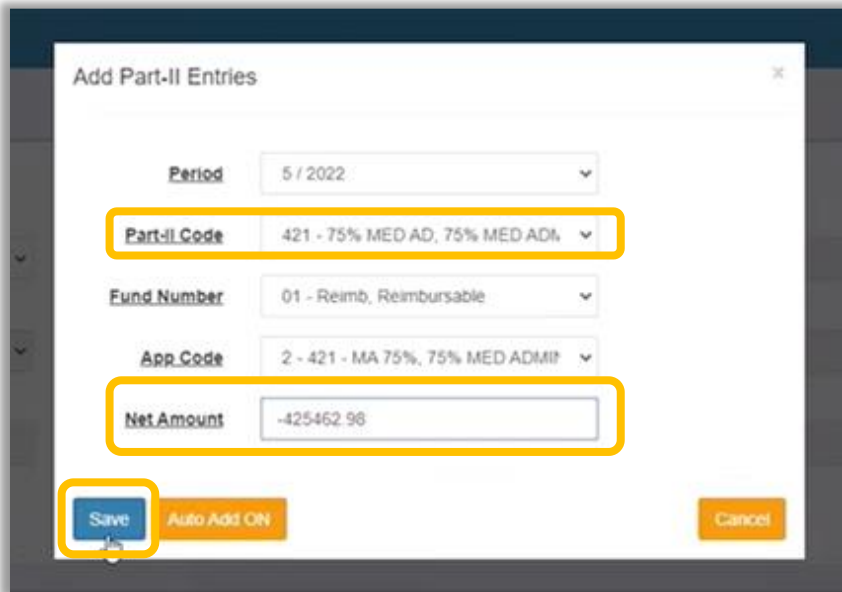
Allocated Costs By Receiving App Code
For Period: 5/2022 To 5/2022
Original

441	Total for App Code 2-432				200.00
442	434 75% SPEC ASST				
443	070	IM Super. & Clerical(070)	Allocated	4,476.21	
444	071	Non-EE IM Sup & Clerical (071)	Allocated	1,173.73	
445	085	Administrative 310 Costs (085)	Allocated	276.36	
446	086	Non-E&E Admin & ADP Costs (310-804 and 383-803)	Allocated	2,750.57	
447	090	Agency-Wide Admin (S&B) (090)	Allocated	520.00	
448	091	Non-EE Agency Admin (091)	Allocated	267.59	
449	095	Administrative 311 + 090	Allocated	4,107.42	
450	65-15-B	Special Assistance 75%	Direct-Part I	10,869.77	
451	Total for App Code 2-434			24,441.65	=SUM(I444+I446+I448+I449)

In NC-CoReLS, navigate to Part-II / Part-II Entries. Click **Add**.



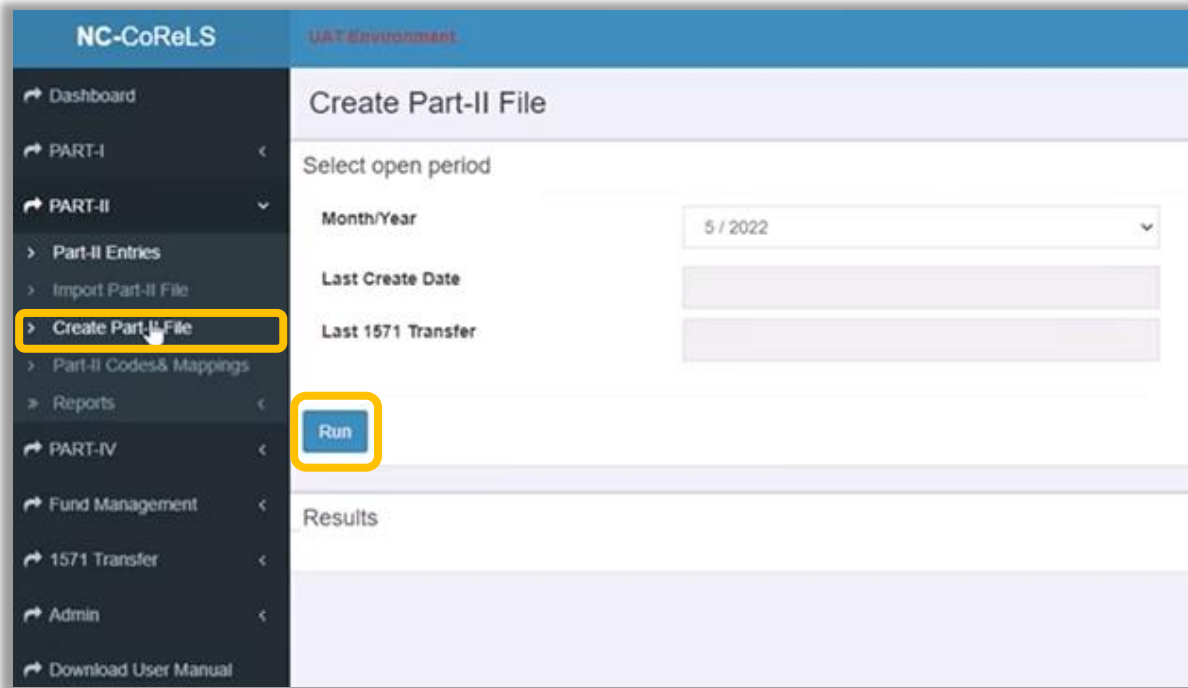
Verify that the period is correct. Then make 4 separate entries:



1. Select 421 in Part-II Code, and in the Net Amount field enter the **negative sum X**
2. Select 412 in Part-II Code, in the Net Amount field enter the **positive sum X**
3. Select 434 in Part-II Code, and in the Net Amount field enter the **negative sum Y**
4. Select 444 in Part-II Code, and in the Net Amount field enter the **positive sum Y**

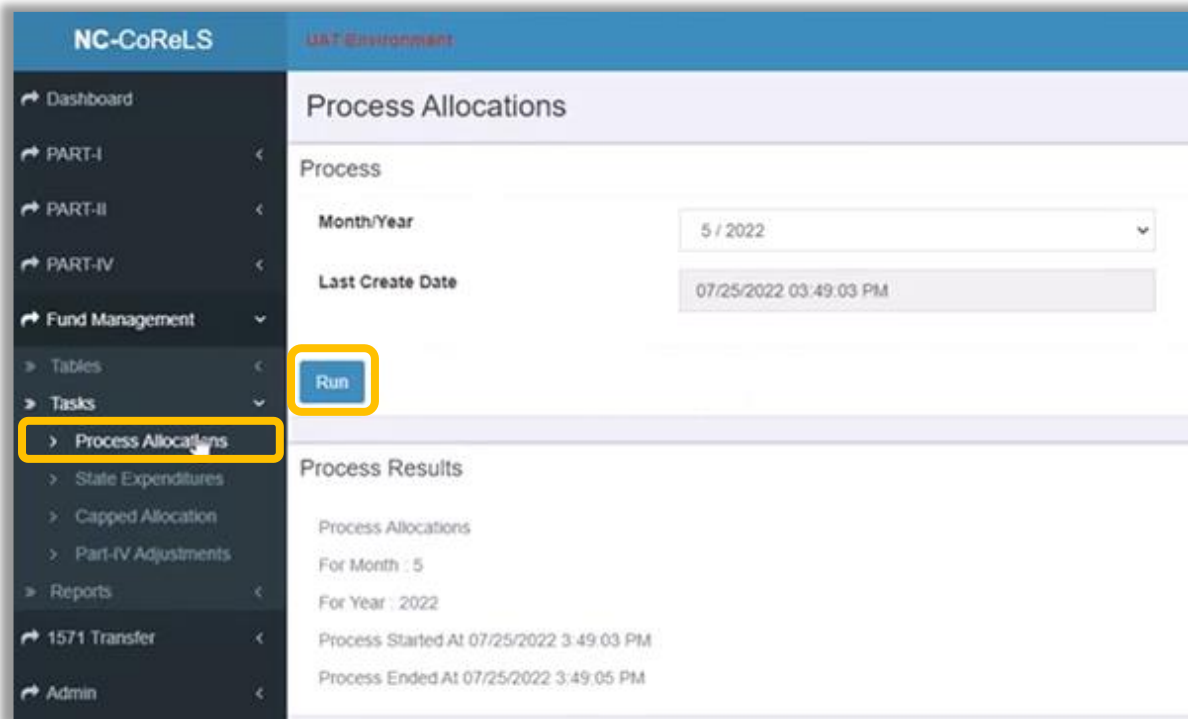
Navigate to Part-II / Create Part-II File

Click **Run** to create the Part-II File again.



Navigate to Fund Management / Tasks / Process Allocations.

Click **Run** to Process Allocations again.



Navigate to Fund Management / Reports / Fund Management Reports.



Locate “Allocation Costs by Receiving App Code” report and click **Run**. Do not export to Excel.

Favorite	Name	Description
<input type="checkbox"/>	Allocated Expenditures By Funding Source	Displays the net expenditures by funding sources and App Code.
<input checked="" type="checkbox"/>	Allocation Costs by Receiving App Code	Displays detailed allocations by receiving App Code.
<input type="checkbox"/>	App Codes Allocation	Displays list of App Codes, Shares, Overhead Draws, and Funding Sources
<input type="checkbox"/>	Capped Allocations By Funding Source	Displays capped allocations by funding source
<input type="checkbox"/>	Expenditure Reconciliation	Displays detailed expenditure reconciliations with state reported expenditures
<input type="checkbox"/>	Expenditure Reconciliation Summary	Displays summary expenditure reconciliations with state reported expenditures by App Code.
<input type="checkbox"/>	Funding Sources	Displays list of funding sources.
<input type="checkbox"/>	Part-I Effort	Summary of Part I reporting by part/function/column or App Code.
<input type="checkbox"/>	Process Allocation Detail	Detail for cost pool allocations.

Locate Receiving App Codes 412, and 421, and verify that the Part-II manual entries you just entered are reflected, are in opposite values (+X / -X) and match the values that you calculated earlier.

Receiving App Code	Received From	Amount
412 50% MED ADMIN	070 IM Super. & Clerical(070)	4,697.45
	071 Non-EE IM Sup & Clerical (071)	1,231.75
	085 Administrative 310 Costs (085)	290.02
	086 Non-E&E Admin & ADP Costs (310-804 and 383-803)	2,886.54
	090 Agency-Wide Admin (S&B) (090)	545.76
	091 Non-EE Agency Admin (091)	280.81
	095 Administrative 311 + 090	4,310.37
	64-10-B Eligibility Specialist-MA	9,980.47
	412-01 MEDICAID ADMIN.	425,462.98
Total for App Code 2-412		449,686.15

Receiving App Code	Received From	Amount
421 75% MED ADMIN	070 IM Super. & Clerical(070)	229,481.09
	071 Non-EE IM Sup & Clerical (071)	60,173.91
	085 Administrative 310 Costs (085)	14,166.97
	086 Non-E&E Admin & ADP Costs (310-804 and 383-803)	141,004.05
	090 Agency-Wide Admin (S&B) (090)	26,659.30
	091 Non-EE Agency Admin (091)	13,719.23
	095 Administrative 311 + 090	210,565.79
	64-15-B Medicaid Administration 75%	518,089.58
	421-01 75% MED ADMIN	-425,462.98
Total for App Code 2-421		788,396.94

Locate Receiving App Codes 434, and 444, and verify that the Part-II manual entries you just entered are reflected, are in opposite values (-Y / + Y) and match the values that you calculated earlier.



Admin
Download User Manual

NC-CoReLS

Allocated Costs By Receiving App Code
For Period: 5/2022 To 5/2022

Period: 5/2022

Receiving App Code	Received From			Amount
432 IV-D BLOOD TEST				
	432-01	IV-D BLOOD TEST	Direct-Part II	200.00
Total for App Code 2-432				200.00
434 75% SPEC ASST				
	070	IM Super. & Clerical(070)	Allocated	4,476.21
	071	Non-EE IM Sup & Clerical (071)	Allocated	1,173.73
	085	Administrative 310 Costs (085)	Allocated	276.36
	086	Non-E&E Admin & ADP Costs (310-804 and 383-803)	Allocated	2,750.57
	090	Agency-Wide Admin (S&B) (090)	Allocated	520.00
	091	Non-EE Agency Admin (091)	Allocated	267.59
	095	Administrative 311 + 090	Allocated	4,107.42
	65-15-B	Special Assistance 75%	Direct-Part I	10,869.77
	434-01	75% SPEC ASST	Direct-Part II	-8,299.31
Total for App Code 2-434				16,142.34

444 50% SPEC ASSIST				
	64-09-B	Eligibility St/Cnty Special Assist 50/50	Direct-Part I	-15.33
	444-01	50% SPEC ASSIST	Direct-Part II	8,299.31
Total for App Code 2-444				8,283.98

5. Prepare your Clients Part-IV File

5.1. Part-IV Entries

Access: Part-IV / Part-IV Entries

Part-IV data for the Open period is entered in this screen. This screen may be used in lieu of Part-IV import process or supplement the data imported.

Note: Data entered using this screen will be deleted when you try to Import the data from Part-IV Excel Sheet. So, care should be taken not to import the Excel sheet after entering the data manually. You may try to import Part-IV data instead of keying manually to avoid any typos or accidental deletion of manually entered data.

The Add, Edit and Delete functionality is available when the period is open and when the user has Edit capability. The screens follow the same pattern as other screens and so the procedure is not elaborated in this manual.



Part-IV Entries Part-IV > Part-IV Entries

Search Criteria

1. Search By <input type="text"/>	2. Search By <input type="text"/>	3. Search By <input type="text"/>	4. Search By <input type="text"/>
1. Search Operator <input type="text"/>	2. Search Operator <input type="text"/>	3. Search Operator <input type="text"/>	4. Search Operator <input type="text"/>
1. Search Value <input type="text"/>	2. Search Value <input type="text"/>	3. Search Value <input type="text"/>	4. Search Value <input type="text"/>

Search Results

Show entries, 1 to 10 of 2290 entries

	Period	Client ID - Name	Vendor Name	Fund	Amount Paid	Date Paid	Collected Fee	Service Code	Authorized Rate
<input checked="" type="checkbox"/> <input type="checkbox"/>	8/2018	20078 TestNewLN TestNewN L	TestVNewLN TestVNewFN H	1	25.00	09/12/2018	25.00	421	100.00
<input type="checkbox"/>	7/2018	2007 TestNewL TestNew J	TestVNewL TestVNewF K	D	727.54	05/24/2018	0.00	30	33.07
<input type="checkbox"/>	7/2018	2007 TestNewLN TestNewN L	TestVNewLN TestVNewFN H	D	1,000.01	05/24/2018	0.00	30	33.07

Figure 25. Search Part-IV entries.



Click the Add icon to add Part-IV Entries record

Enter Client ID and press the tab button. For existing Client, Client Name defaults to the last used Client name and you will be able to modify the Client name, if needed.

Click 'X' by the side of Client ID or Client Name to reset the data entered.

Figure 26. Add Part-IV entries.

You will be able to select the existing Vendor or Add New Vendor from the pop-up screen menu drop-down.

Figure 27. Add new vendor.

Enter all the relevant data and click Save button to add the Part-IV record.



There is a special condition when using Fund ID '3' and Service code '435'. This check is available when editing the record as well.

A Fund ID of 3 with service code 435 the amount paid must be 0.00 and the imposed fee and collected fee amount must be entered.

<u>Period</u>	<input type="text" value="6, 2018"/>		
Upload Client	<input checked="" type="checkbox"/>		
<u>Client ID</u> ✖ Search 'Equals'	<input type="text" value="20057499004"/>		
<u>Client Name</u> ✖ Search 'Contains'	<input type="text" value="TestLN"/>	<input type="text" value="TestFN"/>	<input type="text"/>
	<u>Last Name</u> Lookup	<u>First Name</u>	<u>Middle Initial</u>
Vendor Name	<input type="text" value="TestLNV"/>	<input type="text" value="TestFNV"/>	<input type="text"/>
	<u>Last Name</u>	<u>First Name</u>	<u>Middle Initial</u>
<input type="text" value="3"/>	<input type="text" value="09/14/2018"/>		
<u>Fund ID</u>	<u>Date Paid</u>		
<input type="text" value="1"/>	<input type="text" value="435"/>		
<u>Method Of Service</u>	<u>Service Code</u>		
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
<u>Authorized Rate</u>	<u>Units Provided</u>	<u>Amount Paid</u>	
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	
<u>Imposed Fee</u>	<u>Collected Fee</u>	<u>Unrecovered Fee</u>	



Click the Edit icon to modify the record

You cannot modify the Client ID. Delete the record and Add a new record if you used the wrong Client ID.

Edit Part-IV Entries

Period June, 2018

Upload Client

Client ID 20057489004

Client Name

<input type="text" value="TestLN"/> <small>Last Name</small>	<input type="text" value="TestFN"/> <small>First Name</small>	<input type="text"/> <small>Middle Initial</small>
---	--	---

Vendor Name

<input type="text" value="TestLNV"/> <small>Last Name</small>	<input type="text" value="TestFNV"/> <small>First Name</small>	<input type="text"/> <small>Middle Initial</small>
--	---	---

Fund ID 1 Date Paid 08/14/2018

Method Of Service 1 Service Code 430

<input type="text" value="100.00"/> <small>Authorized Rate</small>	<input type="text" value="0.00"/> <small>Units Provided</small>	<input type="text" value="0.00"/> <small>Amount Paid</small>
---	--	---

<input type="text" value="0.00"/> <small>Imposed Fee</small>	<input type="text" value="0.00"/> <small>Collected Fee</small>	<input type="text" value="0.00"/> <small>Unrecovered Fee</small>
---	---	---

Description 4/100

Added By 08/14/2018 09:51

Changed By 08/14/2018 09:51

Figure 28. Edit a Part-IV entry.

Click the Delete icon to delete the record. A warning message pop up is displayed and click 'Yes' to delete the record.

Click the View icon to view the details of the record.

Related Report: Part-IV Entries report



To display the latest record at the top:

Select 'Year' in the first Search By and 'Month' in the second Search By and click 'Search'. Do not enter any value in Search Operator and Search Value. The records are listed in the descending order of Year/Month. August 2017 was the latest month available at the time of copying the screen shot.

Part-IV Entries

Search Criteria

1. Search By Year	2. Search By Month	3. Search By	4. Search By
1. Search Operator =	2. Search Operator =	3. Search Operator	4. Search Operator
1. Search Value	2. Search Value	3. Search Value	4. Search Value

Search Get Preference Save Preference Reset

Search Results

Show 10 entries, 1 to 10 of 874 entries Add Refresh

	Period	Client ID - Name	Vendor Name	Fund	Amount Paid	Date Paid	Collected Fee	Service Code	Authorized Rate
	6/2018	200663 [blurred]		7	93.75	06/21/2018	0.00	41	0.00
	6/2018	200663 [blurred]		7	37.50	06/21/2018	0.00	41	0.00
	5/2018	20044 [blurred] Barbara		7	75.00	05/10/2018	0.00	41	0.00

Figure 29. Search, add or edit a Part-IV entries.



5.2. Import Part-IV File

Access: Part-IV / Import Part-IV File

This screen is not available to users with View access for Part-IV data

Any data entered for the processing period is deleted when importing Part-IV file. You will get a warning message when Part-IV records are already available for the processing period.

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Import Results: Statistics of the file import process are displayed

Select the Excel sheet (Choose file) to be imported. The Excel sheet to import may be stored in the user's hard drive or a Shared location

Click the Run button.

Load Statistics displayed in the Import Results.

Import Part-IV File

Import

Month/Year: 8 / 2018

Import File: Choose File Part 4 July 2...wick Test.xls

Run

Import Results

Import Part-IV File
For Month : 8
For Year : 2018
Process Started At 09/14/2018 11:08:33 AM
Process Ended At 09/14/2018 11:08:33 AM
Removed all prior transactions for period.
Processed 2 Part IV import records.
Total Amount of import is \$1,727.55.

Figure 30. Import Part-IV file.



Warning message is displayed if the Part-IV records are available for the processing month.

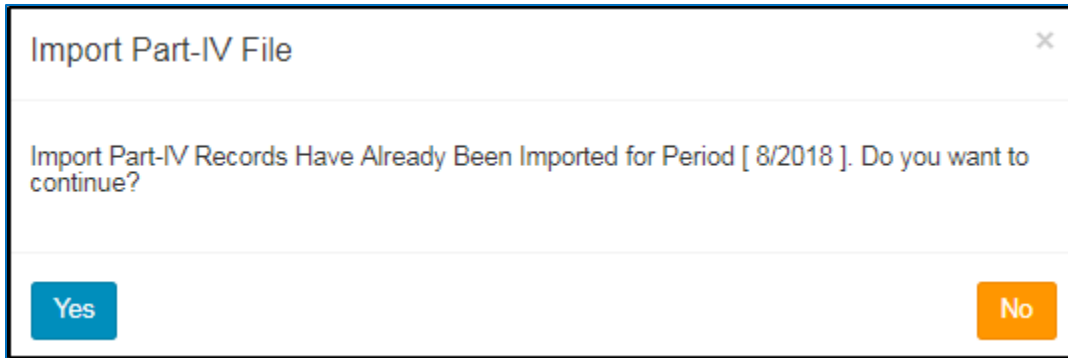


Figure 31. Confirm import of Part-IV file.

Related Report: Part-IV Entries report



5.3. Create Part-IV File

Access: Part-IV / Create Part-IV File

This screen is not available to users with View access for Part-IV data

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Last Create Date: Last Create Date is displayed for the selected period. The Last Create Date is blank if the payroll is not yet imported for the selected period.

Results: Statistics of the last Part-IV Create File process, if any, for the selected period are displayed

Click the Run button to create the Part-IV file.

Warning message is displayed when the user tries to recreate the Part-IV file. The Part-IV file is overwritten when the users select to recreate the Part-IV file.

Error message is displayed when Part-IV file is created before Part-IV records are imported or entered.

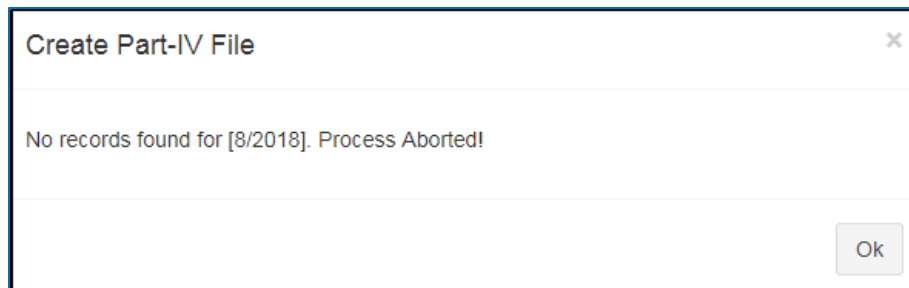


Figure 32. Create Part-IV file.



Part-IV file is created when there are no errors or when Warnings, if any, are accepted.

Last Create Date is updated to the Latest Date and Time the Part-IV file is created and it is updated only when Part-IV file create is successful.

Create Part-IV File

Select open period

Month/Year

Last Create Date

Results

Create Part-IV File

For Month : 8

For Year : 2018

Process Started At 09/11/2018 2:12:17 PM

Process Ended At 09/11/2018 2:12:17 PM

Part-IV file created successfully.

Total amount in file is \$483.75

Part IV file transactions updated.

Part IV file information stored.

Figure 33. Create Part-IV file.

Note: Part-IV file is created in this step. Use 1571 Create & Transfer when you are ready to Transfer 1571 to Mainframe system.



6. Create and Transfer 1571 File

Access: 1571 Transfer / 1571 Transfer

This menu is not available to users with View access only.

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Last 1571 Transfer Date: Last Create Date is displayed for the selected period. The Last Create Date is blank if the payroll is not yet imported for the selected period.

Results: Statistics of the 1571 Transfer process are displayed

Click the 'Create & Transfer 1571' button to create 1571 file (Part-I, Part-II and Part-IV files are combined to create 1571 file).

Note: 'Create and Transfer' is a Two-Step process. 1571 file is Created and You will have to click the 'OK' button to Transfer the file after you check the amount for Part-I, Part-II and Part-IV files.

Warning message is displayed when any of the Part-I, Part-II and Part-IV files is not available; Files will still be transferred if one or more Parts are not attached.

Click 'Create & Transfer 1571' button

Following are the Error messages. You will need to fix the errors to Create and Transfer 1571

The process is aborted when all the Part-I, Part-II and Part-IV files are not found. The process is also aborted for the following conditions:

- a. Payroll, Effort or Part-1 adjustment records are modified (add/edit/delete) after Part-I file is created
- b. Part-II Entries modified (add/edit/delete) after Part-II file is created
- c. Part-IV Entries modified (add/edit/delete) after Part-IV file is created



You cannot Transfer 1571 when none of the Part files are available

Create and Transfer 1571 File

Select open period

Month/Year

Last 1571 Transfer Date

[Create & Transfer 1571](#)

Error!

No records found for Part-I, Part-II, Part-IV file(s) for period [8/2018]. Process Aborted!

Error message is displayed when you do not recreate Part-II file after modifying Part-II Entries. You must recreate Part-II file and then come back to this screen to Create and Transfer 1571

Create and Transfer 1571 File

Select open period

Month/Year

Last 1571 Transfer Date

[Create & Transfer 1571](#)

Error!

Part II Entries modified after Part II file created. Process Aborted!

[Ok](#)



Error message is displayed when you do not recreate Part-IV file after modifying Part-IV Entries. You must recreate Part-IV file and then come back to this screen to Create and Transfer 1571

Create and Transfer 1571 File

Select open period

Month/Year

Last 1571 Transfer Date

Error!

Part IV Entries modified after Part IV file created. Process Aborted!

Error message is displayed when you do not recreate Part-I file after modifying Part-I Adjustment record(s). You must recreate Part-I file and then come back to this screen to Create and Transfer 1571

Error!

Part I Adjustment record modified after Part I file created. Process Aborted!



Warning messages are displayed when one or two of the Part files are not created. You will be able to Create and Transfer 1571 file once you accept the warning (Click 'Yes').

Warning!

No records found for Part-I file(s) for period [8/2018]. Do you want to continue?

Yes No

Warning!

No records found for Part-I, Part-IV file(s) for period [8/2018]. Do you want to continue?

Yes No

Warning!

No records found for Part-IV file(s) for period [8/2018]. Do you want to continue?

Yes No

Warning!

No records found for Part-II, Part-IV file(s) for period [8/2018]. Do you want to continue?

Yes No

Warning!

No records found for Part-II file(s) for period [8/2018]. Do you want to continue?

Yes No

Figure 34. Warning messages displaying when files are missing.

Click 'Yes' to continue the process



The following screen is displayed when there are no errors and Warning messages are accepted.

Results displayed with the Part-I, Part-II and Part-IV files total amount when found.

Figure 35. Check Data check results prior creating and transferring your DSS-1571 file.

Click 'Yes' to Transfer the file and the file Transferred Successfully message is displayed at the bottom right of the screen.



'Last 1571 Transfer Date' must reflect the time you Transferred 1571 (This field is not updated when you Create the File and Do Not Transfer the File)

Look for '1571 Transferred' message at the bottom of the Results.

Click 'No' when there is any issue with the total amount displayed and the file is not transferred to Mainframe.

Create and Transfer 1571 File

Select open period

Month/Year: 2 / 2018

Last 1571 Transfer Date: 05/03/2018 02:07:05 PM

[Create & Transfer 1571](#)

Results

Create 1571 File

For Month : 2

For Year : 2018

Process Started At 05/03/2018 2:04:59 PM

Process Ended At 05/03/2018 2:04:59 PM

Part-II file found for the period

Total amount in Part-II file is \$114,637.25

Part-IV file found for the period

Total amount in Part-IV file is \$100.00

1571 file created

1571 File Transferred

Figure 36. Create and Transfer DSS-1571 file.



7. Run Process Allocations

Run Process Allocations before running a report, before starting the Manual Reclassification Step, or before submitting your DSS-1571 file.

Access: Fund Management / Tasks / Process Allocations

This screen is not available to users with View access

Month/Year: The period is defaulted to the latest Open period. Only period(s) that are open are available in the drop-down menu and usually only one period is open.

Last Create Date: Last Create Date is displayed for the selected period. The Last Create Date is blank if the Process Allocation is not yet run for the selected period.

Process Results: Load Statistics of the last Process Allocation run, if any, for the selected period are displayed in the Process Results.

Click Run and the Process Allocations is run

Process Allocations	
Process	
Month/Year	6 / 2018
Last Create Date	07/19/2018 11:10:16 AM
Run	
Process Results	
Process Allocations	
For Month : 6	
For Year : 2018	
Process Started At 07/19/2018 11:10:16 AM	
Process Ended At 07/19/2018 11:10:17 AM	

Figure 37. Run Process Allocations.

Check reports XS325, XS335 and XS411 after running Process Allocations



8. Reports

Reports are accessed through the Report Sub-Menu available in most of the Root Menus.

Reports with Dark Blue in the Favorite Icon are labeled favorites and are displayed at the top of the list. Click the 'Favorite' icon of any report that is not favorite (grey color) and the report becomes favorite (Dark Blue) and moved to the top of the list. Click the Favorite icon again to remove the report from Favorite and report is moved down the list.

Click the 'Run' icon and the report opens in a new tab. Close the tab once you are done viewing/saving the report.

You could download report into various formats and the common ones are PDF and Excel. Download into CSV format when you plan to do some additional analysis on the report data.

Note: It is recommended that you download the report into PDF or Excel for better viewing experience and to save/print the report. You will be able to run the reports for any period that was available in the Legacy (Maximus) system.

Part-I Reports			
	Favorite	Name	Description
Run		Avg Percent of Time	Provides average percentage of time by employee. **Calculation of Effort Required
Run		Effort Detail By Employee	Provides a detail account of effort (minutes) and equivalents by Person for a given period.
Run		Part-I	Provides the results of effort calculation process for a given period.
Run		Payroll Summary	Provides a summary of minutes, salary and benefits by person.
Run		Effort Summary By Employee	Provides a summary of effort (minutes) and equivalents by Person for a given period.
Run		Effort With FCP and App Codes	Effort With FCP and App Codes
Run		Employee Master	List Employee Master information.
Run		Functions	Provides a list of all the function/column/part in the system. Ability to filter by function, column
Run		GA Records	shows minutes coded to 990-G by employee for a given period
Run		Import Issues	Displays any records that were marked as "Invalid" during the import process.
Run		Part1 File Upload	Part1 File Upload
Run		Pay Codes	Listing of all Pay codes in the system.
Run		Payroll By Code	Provides a summary of Salary and Benefits by Paycode based upon period range entered.
Run		Payroll Detail	Provides a detail of payroll information by person and paycode for a given period.
Run		Payroll Detail Advanced Search	Provides Advanced Search for Payroll Detail
Run		Penetration Rate Mappings	Report displaying the Penetration Rate Mappings for a given period
Run		SIS to F/C/P Mappings	Displays SIS Daysheet Code mappings to Function/Column/Part



8.2. List of Reports Available

Part-I Reports
Avg Percent of Time
Effort Detail By Employee
Effort Summary By Employee
Employee Master
Functions
GA Records
Import Issues
Part 1
Pay Codes
Payroll By Code
Payroll Detail
Payroll Detail Advanced Search
Payroll Summary
Penetration Rate Mappings
Process Diary Details
SIS to F/C/P Mappings

Part-II Reports
Expenditure Detail by App Code
Part-II Codes
Part-II Entries
Part-II Mappings

Part-IV Reports
Part-IV Entries

Fund Management Reports
Allocated Expenditures By Funding Source
Allocated Costs By Receiving App Code
App Codes Allocation
Capped Allocation by Funding Source
Expenditure Reconciliation
Expenditure Reconciliation Summary
Funding Sources
Part 1 Effort
Process Allocation Detail
XS325
XS335
XS335 Part-IV and Other Adjustments
XS337
XS411

Admin Reports
Upload History



Reports menu is available under all Menus except the '1571 Transfer' menu.

Reports selected as 'Favorite' (Dark Blue) displays at the top of the list.

Part-I Reports:

Part-I Reports			
	Favorite	Name	Description
	Favorite	Avg Percent of Time	Provides average percentage of time by employee. **Calculation of Effort Required
	Favorite	Effort Detail By Employee	Provides a detail account of effort (minutes) and equivalents by Person for a given period.
	Favorite	Part-I	Provides the results of effort calculation process for a given period.
	Favorite	Payroll Summary	Provides a summary of minutes, salary and benefits by person.
	Favorite	Effort Summary By Employee	Provides a summary of effort (minutes) and equivalents by Person for a given period.
	Favorite	Effort With FCP and App Codes	Effort With FCP and App Codes
	Favorite	Employee Master	List Employee Master information.
	Favorite	Functions	Provides a list of all the function/column/part in the system. Ability to filter by function, column
	Favorite	GA Records	shows minutes coded to 990-G by employee for a given period
	Favorite	Import Issues	Displays any records that were marked as "Invalid" during the import process.
	Favorite	Part1 File Upload	Part1 File Upload
	Favorite	Pay Codes	Listing of all Pay codes in the system.
	Favorite	Payroll By Code	Provides a summary of Salary and Benefits by Paycode based upon period range entered.
	Favorite	Payroll Detail	Provides a detail of payroll information by person and paycode for a given period.
	Favorite	Payroll Detail Advanced Search	Provides Advanced Search for Payroll Detail
	Favorite	Penetration Rate Mappings	Report displaying the Penetration Rate Mappings for a given period
	Favorite	SIS to F/C/P Mappings	Displays SIS Daysheet Code mappings to Function/Column/Part

Part-II Reports:

Part-II Reports			
	Favorite	Name	Description
	Favorite	Part-II Entries	Displays Part II codes and amounts for a given period
	Favorite	Expenditure Detail by AppCode	Shows expenditures by AppCode for a given period.
	Favorite	Part-II Codes	Displays list of Part II Codes. Can order report by code, name, or description.
	Favorite	Part-II Mappings	Displays list of Part II mappings. Can order report by Part II Code or App Code.



Part-IV Reports:

	Favorite	Name	Description
		Part-IV Entries	Reports the Purchased Services records for a given period.

Figure 38. Access Part-IV Reports.

Fund Management Reports:

	Favorite	Name	Description
		Expenditure Reconciliation Summary	Displays summary expenditure reconciliations with state reported expenditures by App Code.
		XS335	State formatted XS335
		XS411	State formatted XS411.
		Allocated Expenditures By Funding Source	Displays the net expenditures by funding sources and App Code.
		Allocation Costs by Receiving App Code	Displays detailed allocations by receiving App Code.
		App Codes Allocation	Displays list of App Codes, Shares, Overhead Draws, and Funding Sources
		Capped Allocations By Funding Source	Displays capped allocations by funding source
		Expenditure Reconciliation	Displays detailed expenditure reconciliations with state reported expenditures.
		Funding Sources	Displays list of funding sources.
		Part-I Effort	Summary of Part I reporting by part/function/column or App Code.
		Process Allocation Detail	Detail for cost pool allocations.
		XS325	State formatted XS325
		XS335 Part-IV and Other Adjustments	Displays asterisk amounts from State XS335 (* Part IV and ** State Adjustments)
		XS337	YTD Summary of Reimbursement Expenditures.

Figure 39. Access Fund Management Reports.



Admin Reports:

Admin Reports			
	Favorite	Name	Description
Run	<input type="button" value="Favorite"/>	Process Diary Details	Process Diary Details By Process Date.
Run	<input type="button" value="Favorite"/>	Upload History	Report displays upload history and file generation history for a user defined timeframe.

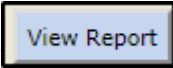
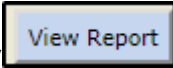
Figure 40. Access Admin Reports.

8.3. General Report Navigation

Report displays in a new Browser instance when you click the 'Run' button on the left of the report that you would like to view.

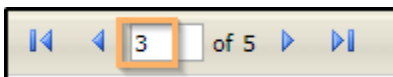
Month and Year, when available, are defaulted to the Current Processing (Open) month.

You could modify the month/year and any other drop-down selections available in the report to filter the records displayed.

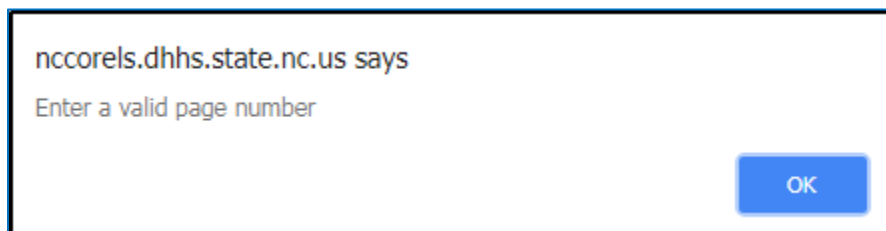
Click 'View Report' () if report data is not displayed. Click 'View Report' () whenever you make changes to the Filter conditions to refresh the report data or when there is change to the underlying report data.

For example, the Effort Detail report is open in a separate instance of the Browser and you modify the Effort data in 'Effort and Payroll' screen in another instance of the Browser. The modified data is displayed in the report only when the 'View Report' is clicked.

Total number of pages in the report is displayed along with the current page number. You could type in a page number and click 'Enter' button to display records of the selected page.

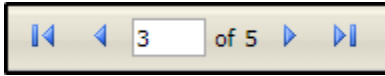


Error message is displayed when you type in a page number not in range. Click OK and type in the right page number:





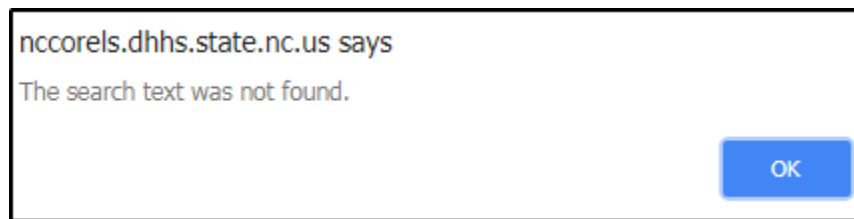
You could navigate to the next/previous page or to the last/first page by clicking the appropriate buttons.



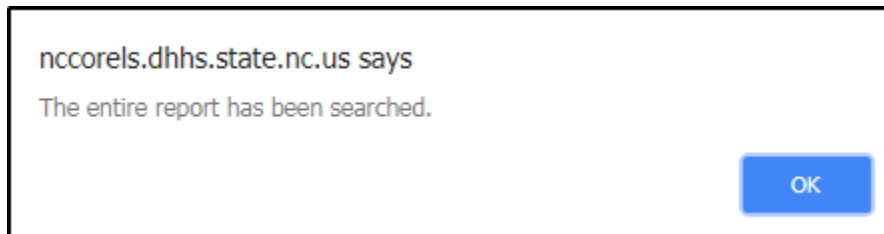
You could search for a phrase in the entire report. Go the first page in the report (if you need to search all the pages in the report) and then type in the phrase that you need to search and click 'Find'. The first occurrence of the selected phrase is highlighted. Click 'Next' to go the next occurrence. 'Shei' is the Search Text. The Search Text is Case Insensitive.



Warning message is displayed when the report has no occurrence of the Search Text

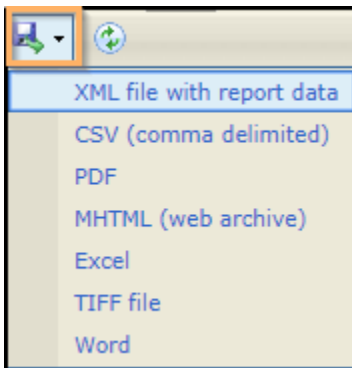


Warning message is displayed when there is no more occurrence of the Search Text



The report could be saved in different formats, Excel, CSV (Comma Delimited), PDF are the common formats.

Click the drop-down by the side of the Save button and then select the format.



PDF is a good for printing.

CSV (Comma Delimited) is good for manipulating the report data for further analysis



8.4. Reports in Detail

Reports that are commonly used are elaborated. Other reports follow the same pattern. Please [contact your LBL](#) if you have questions on any specific report.

8.4.1. Effort Detail by Employee Report

Access: Part-I / Reports / Part-I Reports/ Effort

Effort Detail Audit and Effort Detail by Person reports are combined into Effort Detail by Employee report

Month and Year are defaulted to the Current Processing (Open) month

All the employees are selected as default

All Programs are selected as default. You will be able to select on Program or All Programs

The report has 6 options:

- 1) Effort and G&A Detail by Employee: This is the **default** option. All Effort and G&A records for the selected period are displayed
- 2) Effort Detail by Employee: All Effort records for the selected period are displayed. G&A records are not displayed
- 3) Employees w/Modified Effort records: All the Effort records that are modified manually in the 'Effort and Payroll' screen are displayed. The records that have Penetration Rate applied are also displayed.
- 4) Employees w/Invalid or Missing Import Sources: We stopped defining Import Sources for Employees since we discontinued the 'Copy' function
- 5) Employee w/Multiple Import Sources: The report displays all the Employees that have multiple Import sources. For example, if the Employee has records in both SIS file (Day Sheet) as well as Effort Excel sheet.
- 6) Employee w/Minute Totals: List effort records for the selected minutes. Uncheck the Null box to enter time.

Click 'View Report' button to display the records for the selected Options.



Figure 41. Run Effort Detail by Employee Report.

8.4.2. Part-I Report

Part 1 and Part 1 Adjustment reports are combined into Part 1 Report. The Report layout is also completely changed to make it more user friendly.

Month and Year are defaulted to the Current Processing (Open) month

All the employees are selected as default

All Function, Column and Part are selected as default.

Type defaulted to 'Regular/Adjustment'

- 1) Regular/Adjustment: Both Part-I Adjustment and Effort records are displayed
- 2) Regular: Effort records only are displayed
- 3) Adjustment: Part-I Adjustment records only are displayed

Modify the various options and click 'View Report' to display the report data

Figure 42. View Part-I Report.



8.4.3. Part-I File Upload Report

Report displays the data that was sent in Part-I file.

Note: County users had the ability to view the Part-I file in legacy where as in NC-CoReLS they cannot view the Part-I file. The report was developed so that the County users can view the Part-I file data.

Month and Year are defaulted to the Current Processing (Open) month

Figure 43. View the Part-I file data of any given period.

8.4.4. Penetration Rate Mappings Report

Month and Year are defaulted to the Current Processing (Open) month.

Run this report to validate the Penetration Rate data for the current processing month once you add the Remaining FCP for the 'Z' program records.

PR Number	Service Code	F/C/P Code	Rate (%)	From Period	To Period
79843	892-HC	63-09-B	6.21%	08/2018	08/2018
	Remaning:	64-15-B	93.79%		
79844	872-HC	63-09-B	6.21%	08/2018	08/2018
	Remaning:	64-10-B	93.79%		
79845	890-HC	63-09-B	6.21%	08/2018	08/2018
	Remaning:	64-15-B	93.79%		
79846	891-HC	63-09-B	6.21%	08/2018	08/2018
	Remaning:	64-15-B	93.79%		
80281	228-Z	37-16-A	46.47%	08/2018	08/2018
	Remaning:	05-09-A	53.53%		
80282	102-Z	38-14-A	46.47%	08/2018	08/2018
	Remaning:	55-09-A	53.53%		
80283	011-Z	38-12-A	68.67%	08/2018	08/2018
	Remaning:	01-14-A	31.33%		
80284	215-Z	37-16-A	46.47%	08/2018	08/2018
	Remaning:	05-09-A	53.53%		
80285	103-Z	38-09-A	46.47%	08/2018	08/2018
	Remaning:	55-09-A	53.53%		
80286	014-Z	38-13-A	68.67%	08/2018	08/2018
	Remaning:	20-12-A	31.33%		
80287	219-Z	37-16-A	46.47%	08/2018	08/2018
	Remaning:	05-09-A	53.53%		
80935	091-O	09-11-A	63.42%	08/2018	08/2018
	Remaning:	05-14-A	36.58%		

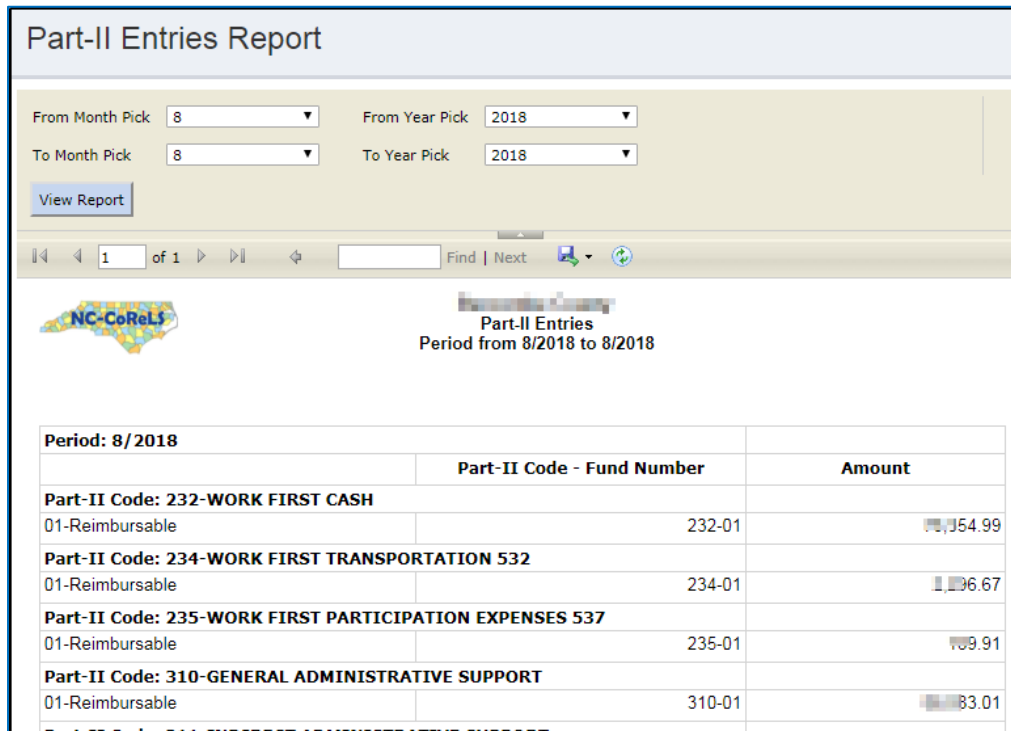
Figure 44. Run a Penetration Rate Mappings Report.

8.4.5. Part-II Entries Report

From and To Periods are both defaulted to the Current Processing (Open) month. You could use different 'From' and 'To' values in case you need to run this report for multiple months (Not Common).

Run this report to validate the Part-II Entries added through the screen

Part-II Entries Total Amount for the selected period is available at the bottom of this report



Period: 8/2018		
	Part-II Code - Fund Number	Amount
Part-II Code: 232-WORK FIRST CASH		
01-Reimbursable	232-01	\$54.99
Part-II Code: 234-WORK FIRST TRANSPORTATION 532		
01-Reimbursable	234-01	\$96.67
Part-II Code: 235-WORK FIRST PARTICIPATION EXPENSES 537		
01-Reimbursable	235-01	\$9.91
Part-II Code: 310-GENERAL ADMINISTRATIVE SUPPORT		
01-Reimbursable	310-01	\$83.01

Figure 45. View Part-II Entries report.

8.4.6. Part-IV Entries Report

From and To Periods are both defaulted to the Current Processing (Open) month. You could use different 'From' and 'To' values in case you need to run this report for multiple months (Not Common).

You could sort the report by:

- 1) Name (Default)
- 2) Client ID
- 3) Date Paid
- 4) Service Code

Part-IV Entries Total Amount for the selected period is available at the bottom of this report



Part-IV Entries Report

From Month Pick 8 From Year Pick 2018
 To Month Pick 8 To Year Pick 2018
 Sort By Name
 View Report

1 of 1 Find | Next

Alamance County
Part-IV Entries
 Period From 8/2018 To 8/2018

Client ID	First Name	MI	Last Name	Service Code	Authorized Rate	Units Provided	Amount Paid	Fees Imposed	Fees Collected	Fees Unrecovered	Net Amount	Fund	Date Paid	Method of Service
Service Month/Year: 08/2018														
2018081018	Jessica		Barnett	543	0.00	1.00	0.00	0.00	0.00	0.00	0.00	9	08/10/2018	1
2018080318	Crystal		Criss	574	0.00	1.00	5.00	0.00	0.00	0.00	5.00	W	08/03/2018	1
2018081018	Travis		Wright	543	0.00	1.00	0.00	0.00	0.00	0.00	0.00	9	08/10/2018	1
2018081018	Travis		Wright	574	0.00	1.00	5.00	0.00	0.00	0.00	5.00	W	08/10/2018	1
2018081018	Tyanna		McIntosh	543	0.00	1.00	8.36	0.00	0.00	0.00	8.36	9	08/10/2018	1
2018082418	Walter		McCook	30	33.07	13.00	9.91	0.00	0.00	0.00	9.91	F	08/24/2018	1
2018081018	Shawn		Spencer	543	0.00	1.00	0.00	0.00	0.00	0.00	0.00	9	08/10/2018	1
Service Month/Year: 08/2018														
							78.27	0.00	0.00	0.00	78.27			
08/2018 To 08/2018						Totals	78.27	0.00	0.00	0.00	78.27			

Figure 46. View Part-IV Entries report.

8.4.7. Expenditure Reconciliation Summary Report

Month and Year are defaulted to the Current Processing (Open) month

You run this report once the XS335 (XNET) data is imported by State to compare the Expenditures calculated by 'Process Allocation' in NC-CoReLS and Expenditures from Mainframe Legacy (State).

Note: State runs the Process Allocation before closing a month. This report will have data for NC-CoReLS even if you did not run the Process Allocation.

(State closes the processing month and opens the new month around 20th of the month. XNET data is available around the 24th of the month and so you may have to change the month and year pick to get the right month's data)


There should not be lot of difference between NC-CoReLS and State amounts at the App Code level. Please [contact your LBL](#) or Jane Long in case you have any issues.

Note: Energy Assistant App Code is designated differently in NC-CoReLS and State and you may have high difference. Validate 406 and 3406 App Codes before reporting any issues.

Expenditure Reconciliation Summary Report

Month Pick
Year Pick

1 of 2
Find | Next



Expenditure Reconciliation Summary
Period 7/2018

App Code	NC-CoReLS	State	Difference
2-012 - SSBG FEDERAL-CPS	2,500.79	2,500.78	0.01
2-022 - NHOME AD ONSTE ST/IH	75.49	75.49	0.00
2-030 - DY CARE ADULTS/SSBG	60.75	60.70	0.05
2-031 - WRK FRS ADM EMP SVC	51.92	52.09	(0.07)
2-039 - WRK FRST SVC WFFA	648.78	648.74	0.05
2-048 - WRK FRST ADMIN WFFA	2,500.78	2,500.70	0.08
2-049 - WRK FRS SVC EMP SVC	754.78	754.76	0.02

Figure 47. View Expenditure Reconciliation Summary Report.

8.4.8. Upload History Report

From and To Periods are both defaulted to the Current Processing (Open) month. You could use different 'From' and 'To' values in case you need to run this report for multiple months (Not Common).

You could Select All (Default) the processes or Select one or more processes from the drop-down list in Type.

You use this report to check when you ran the processes, usually for the current processing month.

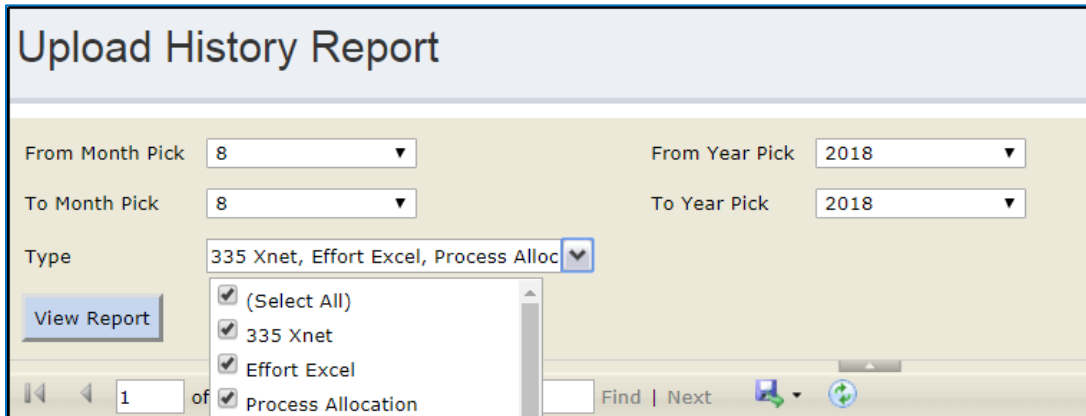


Figure 48. View Upload History report.



9. Other Activities in NC-CoReLS

9.1. User Security

Some select State users and County Security Officers will have the Admin access to add/remove users and to change the security access level (roles) for the users.

County Security Officers have access to only their County users. Select State users have access to all County users.

County users do not have access to this screen and so the functionality is not elaborated in this manual.

9.1.1. Screen Permissions

Note: Only some designated State Users (Super Users) will have access to Modify Codes and Mappings and User Security. The State Users mentioned below are not Super Users

Menu/Form	State Users	County Users with Edit Functionality	County Users with View Only	Remarks
Employee Master	View	Add/Edit/Delete /View	View	New employees are normally added when the Payroll and Effort files are loaded
Penetration Rate	View	Edit (limited)	View	Records are loaded from an Excel sheet once every month. County User will be able to add the FCP portion for the Z records. They cannot change percentages
Part-I Codes & Mappings	View	View	View	Codes are maintained by Select State Resources
Import Payroll	No Access	Import Access	No Access	This form menu will not display when the user has no access to execute the process
Import SIS Data	No Access	Import Access	No Access	This form menu will not display when the user has no access to execute the process
Import Effort	No Access	Import Access	No Access	This form menu will not display when the user has no access to execute the process
Import Issues	No Access	Edit	No Access	
Effort and Payroll	View	Add/Edit/Delete /View	View	Period must be Open for any modification



Menu/Form	State Users	County Users with Edit Functionality	County Users with View Only	Remarks
Part I Adjustments tool	No Access	Data Entry	No Access	This form menu will not display when the user has no access to add Adjustment record
Part I Adjustments	View	Add/Edit/Delete /View	View	Period must be Open for any modification
Calculate Effort	No Access	Run Process	No Access	This form menu will not display when the user has no access to execute the process
Restart Period	No Access	Run Process	No Access	This form menu will not display when the user has no edit access
Part II Entries	View	Add/Edit/Delete /View	View	Period must be Open for any modification
Create Part-II File	No Access	Run Process	No Access	
Part II Codes and Mappings	View	View	View	Codes are maintained by Select State Resources
Import Part-IV File	No Access	Run Process	No Access	This form menu will not display when the user has no edit access
Part-IV Entries	View	Add/Edit/Delete /View	View	
Create Part-IV File	No Access	Run Process	No Access	This form menu will not display when the user has no access to execute the process
App Codes	View	View	View	Codes are maintained by Select State Resources
App Codes Mappings	View	View	View	Codes are maintained by Select State Resources
Allocation Adjustments	View	No Access	No Access	
Participation Rate	View	View	View	Codes are maintained by Select State Resources
Funding Sources	View	View	View	Codes are maintained by Select State Resources
Process Allocations	No Access	Can Edit	No Access	This form menu will not display when the user has no access to execute the process
State Expenditures	View	Add/Edit/Delete /View	View	Period must be Open for any modification
Capped Allocation	View	Can Edit		Most of the records are loaded from Excel sheet once a quarter. Only Current Fiscal Year records can be modified.
Part-IV Adjustments	View	Add/Edit/Delete /View	View	Period must be Open for any modification
Create 1571 Files	No Access	Run Process	No Access	Files are created and stored in the server. A batch job is run to transfer the files to mainframe
Calendar Control	View	View	View	Closing or Opening a period, adding records for new fiscal



Menu/Form	State Users	County Users with Edit Functionality	County Users with View Only	Remarks
				year will maintained by select DSS State users
Maintain User Access	View	No Access	No Access	Only County Security officers will have access to their county data. Select State users will be able to Add/modify user data for all counties
Note: 1) State Users have View Only access to County Data. They cannot modify the county data (State User may be given Edit access to County data on a case-by-case basis for a limited period based on any special situation and proper approval) 2) Screens for running the process will not be visible to State Users 3) Screens for running the process will not be visible to County users who have only view access (All the County Users are given Edit Access in production for Wave 1 Counties)				

Table 4. List of Screen Permissions.

9.2. Calendar Control

Access: Admin / Calendar Control

Calendar Control is common to Part I and Part II. There will not be a separate Calendar Control for Part II (QuIC) as in the legacy system.

Calendar control screen displays the various periods with the status. Open (O), Close (C) and Not Initialized (N) are the various statuses.

New month is Opened and the old month is Closed by the State resource. County to request the State CORELS support staff to reopen a closed month (in rare cases). Status cannot be modified from the Calendar Control screen.



Calendar Control					
Months In Fiscal Year - 2019					
Status	Fiscal Month	Month	Year	Who Changed	When Changed
O	1	6	2018	MonthEndProcess	07/19/2018
C	2	7	2018	MonthEndProcess	07/19/2018
N	3	8	2018	YEARLY JOB	06/22/2018
N	4	9	2018	YEARLY JOB	06/22/2018
N	5	10	2018	YEARLY JOB	06/22/2018
N	6	11	2018	YEARLY JOB	06/22/2018
N	7	12	2018	YEARLY JOB	06/22/2018
N	8	1	2019	YEARLY JOB	06/22/2018
N	9	2	2019	YEARLY JOB	06/22/2018
N	10	3	2019	YEARLY JOB	06/22/2018
N	11	4	2019	YEARLY JOB	06/22/2018
N	12	5	2019	YEARLY JOB	06/22/2018

Figure 49. View Calendar Control.

9.3. Codes and Mapping are maintained by State Staff

Statewide codes like Function/Column/Part, SIS Service/Program Codes, F/C/P and SIS S/P mappings, App codes (line codes in legacy) and App codes mappings, Part II Codes (Financial Programs in legacy), Part II Codes mappings, Funding Sources, Participation Rate, App Code Adjustments are maintained by the designated State users. County users will be able to view their county data only. They will not be able to add or edit the codes. Most of the Penetration Rate table entries are also maintained by the designated State Users.



9.4. Codes and Mapping

Access: Part I / Tables / Part-I Codes& Mappings

Codes and Mappings sub menu has three screens that appear in three tabs. Click on the tab to move from one screen to another

Function/Column/Parts:

Click on Function/Column/Parts tab to access the screen. The screen is displayed with Search Criteria minimized. The screen shown corresponds to the view access that is applicable for County users. Only View icon is available for County users. Click the View button to look at the record details.

Each F/C/P going forward in NC-CoReLS must be linked to an App Code. This functionality eliminates the need for Mapping in Part II screens.

Part-I Codes and Mappings

Function/Column/Parts | SIS Service/Program Codes | SIS to F/C/P Mappings

Search Criteria

1. Search By: Active
2. Search By: Function Code
3. Search By: Column
4. Search By: Part

1. Search Operator: Equals
2. Search Operator: Equals
3. Search Operator: Equals
4. Search Operator: Equals

1. Search Value: Yes
2. Search Value:
3. Search Value:
4. Search Value:

Search | Get Preference | Save Preference | Reset

Search Results

Show 10 entries, 1 to 10 of 228 entries | Refresh

	F/C/P	F/C/P Description	App Code	App Code Description	Active	Who Changed	When Changed
	01-09-A	SSBG Federal-Foster Care	2-395-SSBG FEDER	SSBG - FEDERAL FC	<input checked="" type="checkbox"/>	PSTHILAIRE	02/06/2018
	01-10-A	Service Worker Family Planning	2-080-FAM PLANNI	FAM PLANNING	<input checked="" type="checkbox"/>	PSTHILAIRE	02/06/2018
	01-11-A	In Home Case Management-SSBG over and below 60	2-394-NHOME CASE	NHOME CASE MGMT SSBG	<input checked="" type="checkbox"/>	PSTHILAIRE	02/06/2018
	01-12-A	SSBG Federal-Fam Supp Serv	2-385-SSBG FEDER	SSBG FED FAM SUP SVC	<input checked="" type="checkbox"/>	PSTHILAIRE	02/06/2018

Figure 50. Search Part-I Codes and Mappings.

9.5. SIS Service/Program Codes

Click on SIS Service/Program Codes tab to access the screen. Click the View button to look at the record details. County users can only view the code.



Part-I Codes and Mappings

Function/Column/Parts **SIS Service/Program Codes** SIS to F/C/P Mappings

Search Criteria

1. Search By: Active
2. Search By: Service Code
3. Search By: Program Code
4. Search By: [Empty]

1. Search Operator: Equals
2. Search Operator: Equals
3. Search Operator: Equals
4. Search Operator: [Empty]

1. Search Value: Yes
2. Search Value: [Empty]
3. Search Value: [Empty]
4. Search Value: [Empty]

Search Get Preference Save Preference Reset

Search Results

Show 10 entries, 1 to 10 of 526 entries Refresh

	SIS Service Code	SIS Service Code Description	Program Code	Active	Who Changed	When Changed
	002	Child Day Care Program Management	4	<input checked="" type="checkbox"/>	TESTX	07/10/2012
	002	Child Day Care Program Management	L	<input checked="" type="checkbox"/>	TESTX	07/10/2012

Figure 51. Search SIS Service Program Codes.

9.6. SIS to F/C/P Mappings

Click on SIS to F/C/P Mappings tab to access the screen. Click the View button to look at the record details. County users can only view the code. Search Criteria is minimized.

Part-I Codes and Mappings

Function/Column/Parts SIS Service/Program Codes **SIS to F/C/P Mappings**

Search Criteria

1. Search By: Active
2. Search By: SIS Service/Program Codes
3. Search By: Function/Column/Parts
4. Search By: [Empty]

1. Search Operator: Equals
2. Search Operator: Equals
3. Search Operator: Equals
4. Search Operator: [Empty]

1. Search Value: Yes
2. Search Value: [Empty]
3. Search Value: [Empty]
4. Search Value: [Empty]

Search Get Preference Save Preference Reset

Search Results

Show 10 entries, 1 to 10 of 513 entries Refresh

	SIS Service/ Program Code	SIS Service Code Description	F/C/P	F/C/P Description	Active	From Month/ Year	To Month/ Year	Who Changed	When Changed
	120 - N	Family Reunification Services	20 - 18 - A	NON-ELIG FAM SUP SVC	<input checked="" type="checkbox"/>	8/2017	5/2099	SYSTEM	02/06/2018
	122 - COM	Family Support Services	06 - 10 - A	Comm Response Pgm	<input checked="" type="checkbox"/>	8/2017	5/2099	SYSTEM	02/06/2018
	219 - IHE	Protective Services for Children-Team Setting	25 - 09 -	CWS NH Exp	<input checked="" type="checkbox"/>	8/2017	5/2099	SYSTEM	02/06/2018

Figure 52. Search SIS to F/C/P Mappings.



9.7. Part-II Codes and Mappings

Access: Part-II / Part-II Codes& Mappings

Part-II Codes and Mappings sub menu has two screens that appear in two tabs. Click on the tab to move from one screen to another

9.7.1. Part-II Codes

Click on Part-II Codes tab to access the screen. The screen shown corresponds to the view access that is applicable for County users. Only View icon is available for County users. Click the View button to look at the record details. The view is filtered by Active only records and sorted by Part-II Codes.

Part-II Codes and Mappings

Part-II Codes | Part-II Mappings

Search Criteria

1. Search By: Active
2. Search By: Part II Code
3. Search By:
4. Search By:
1. Search Operator: Equals
2. Search Operator: Equals
3. Search Operator:
4. Search Operator:
1. Search Value: Yes
2. Search Value:
3. Search Value:
4. Search Value:

Search | Get Preference | Save Preference | Reset

Search Results

Show 10 entries, 1 to 10 of 137 entries | Refresh

	Part-II Code	Title	Description	Active	Who Changed	When Changed
	009	NON IV-E A	NON IV-E ADOPTION/FOSTER CARE	<input checked="" type="checkbox"/>	TESTX	07/09/2012
	010	SSBG FED A	SSBG FED ADOPTION	<input checked="" type="checkbox"/>	SYSTEM	05/02/2018
	012	SSBG FEDER	SSBG FEDERAL-CPS	<input checked="" type="checkbox"/>	SYSTEM	05/02/2018

Figure 53. Search Part-II Codes.

9.7.2. Part-II Mappings

Click on Part-II Mappings tab to access the screen. The screen shown corresponds to the view access that is applicable for County users. Only View icon is available for County users. Click the View button to look at the record details. The view is filtered by Active only records and sorted by Part-II Codes.



Part-II Codes and Mappings

Part-II Codes **Part-II Mappings**

Search Criteria

1. Search By Active	2. Search By Part II Code	3. Search By Funding Number	4. Search By App Codes
1. Search Operator Equals	2. Search Operator Equals	3. Search Operator Equals	4. Search Operator Equals
1. Search Value Yes	2. Search Value	3. Search Value	4. Search Value

Search Get Preference Save Preference Reset

Search Results

Show 10 entries, 1 to 10 of 149 entries Refresh

	Part-II Code	Funding Number	App Code	Active	Who Changed	When Changed
	009 - NON IV-E A	01 - Reimb	2 - 354 - NON-IV-E F	<input checked="" type="checkbox"/>	SYSTEM	05/02/2018
	022 - NHOME AD O	02 - Under 60IH	2 - 022 - NHOME AD N	<input checked="" type="checkbox"/>	SYSTEM	05/02/2018
	043 - WORKFIRST	01 - Reimb	2 - 043 - WF CM NE	<input checked="" type="checkbox"/>	SYSTEM	05/02/2018

Figure 54. Search Part-II Mappings.

Other screens not mentioned in this manual follow the same set pattern.

9.8. Tables Menu under Fund Management

Following Menus are available. County Users have only View access. Please contact Jane Long or [LBL](#) if you have any issues with the mappings.

App Code

App Code Mappings

Participation Rates

Funding Sources

Note: Allocation Adjustments (only available to Statewide Users)



Figure 55. Access tables under Fund Management.

9.9. Tasks Under Fund Management

- 1) Process Allocations
- 2) State Expenditures – Data is loaded as part of import XS-335 process. Option to entry data manually is available
- 3) Capped Allocation – Data loaded by DSS on a Quarterly/as needed basis
- 4) Part-IV Adjustments

9.10.XS335 (XNET) Import

State DSS will import the XNET data every month when the report is available in the Mainframe and the message section in the Dashboard is updated. Please look for the XNET import message in the Dashboard around the 25th of each month. Please [contact your LBL](#) if you do not see the XNET import message after 27th of a month.

XS335 Report Access: Fund Management / Reports / Fund Management Reports

Run XS335 report with Selection 'Include Adjustments' (this is the default selection). Change Selection to 'Regular' if you do not want Adjustments records in the report. 'From' and 'To' Periods are defaulted to the Processing month.



XS335 Report

From Month Pick: 6 From Year Pick: 2018
 To Month Pick: 6 To Year Pick: 2018
 Selection: **Include Adjustment**
 View Report

1 of 2 Find | Next



Alamance County
XS335
Period From 6/2018 To 6/2018

Period: 6/2018									
	Total	Federal		State		Local		Amount	Adj
	Expenditure	Share	%	Share	%	Share	%	Reimbursed	
Services									
010 SSBG FED ADOPTION	232.65	174.49	75.00	0.00	0.00	58.16	25.00	174.49	
012 SSBG FEDERAL-CPS	18,121.32	13,590.99	75.00	0.00	0.00	4,530.33	25.00	13,590.99	
022 NHOME AD ONSTE ST/IH	951.11	832.22	0.00	0.00	0.00	118.89	0.00	832.22	*
030 DY CARE ADULTS/SSBG	3,103.94	2,715.95	87.50	0.00	0.00	387.99	12.50	2,715.95	
031 WRK FRS ADM EMP SVC	2,138.13	0.00	0.00	0.00	0.00	2,138.13	100.00	0.00	
036 SPEC FEDERAL ADC <60	10,536.00	9,219.00	0.00	0.00	0.00	1,317.00	0.00	9,219.00	*
039 WRK FRST SVC WFFA	3,067.05	0.00	0.00	0.00	0.00	3,067.05	100.00	0.00	

Figure 56. Run XS335 report.



10. FAQ (Frequently Asked Questions)

Medicaid E&E Claiming FAQ

- Guidance on Part-I Personnel Costs
- Guidance on Part-II Non-Personnel Expenses
- Process Change Activities
- Payroll Import Template/ Backup Documentation Notice
- NC-CoReLS DSS-1571 Process
- List of Acronyms

Last Updated: 30 August 2022

Guidance on Part-I Personnel Costs

Question Number	Label Visible to Answer	Question	Answer
1	02 July 2022	What are some examples of activities that are coded as a PA description to justify that they are E&E work (1571) eligible?	Based on typical responsibilities, we will not list specific examples. We encourage you to carefully review the E&E definition and your job descriptions to accurately reflect the work done by each participant and call the Billing Documentation Access phone support line. E&E activities will be using "00000".
2	02 July 2022	Throughout the day, whether they are doing services E&E or Non-E&E work, do they get paid full rate?	For a non-allocated position, you will need to make sure that your job description includes language to indicate that they perform allocated E&E activities. If you are an allocated position, you will need to make sure that your job description includes language to indicate that they perform E&E activities, or in response for E&E.
3	02 July 2022	Are positions that work for all units, how to that split each month?	If employees work regularly, their time should not be split between E&E and non-E&E activities. Irregular activities are only allowed at 100% when compensating for absence in the E&E process for absences. (https://www.ncdhhs.gov/medicaid-ee-claiming-faq/)
4	02 July 2022	Should I list in the supervisor to list on what category the activities that each month on the effort/expense sheet that I make sure they performed each month (E&E or Non-E&E)?	When using E&E personnel instead of E&E activities that would be reimbursable at 100%, you will need to make sure to enter the correct supervisor and the correct Billing Documentation Number. For non-E&E activities, the Billing Documentation Number is the Billing Documentation Number. For E&E activities, the Billing Documentation Number is the Billing Documentation Number.
5	02 July 2022	How many minutes should you report on the effort/expense sheet for each activity? Do you need to report on minutes for each activity? Do you need to report on minutes for each activity? Do you need to report on minutes for each activity?	Report Non-allocated or Non-E&E activities that are not E&E at 100%. Do not report on minutes for each activity. Do not report on minutes for each activity. Do not report on minutes for each activity.

Guidance on Part-II Personnel Costs

Question Number	Label Visible to Answer	Question	Answer
6	02 July 2022	Should I list for E&E activities when reporting time worked and what they do in departments?	Activities coded through the E&E process are considered personnel activities for E&E reimbursement and should be reported to the E&E process. Do not report on minutes for each activity. Do not report on minutes for each activity. Do not report on minutes for each activity.
7	02 July 2022	Process of updating the expense list in NC-CoReLS - do we need 100% of all activities?	The expense list in NC-CoReLS is used for E&E reimbursement. You will need to report on minutes for each activity. Do not report on minutes for each activity. Do not report on minutes for each activity.
8	02 July 2022	When looking at customer service regarding the call center, what if E&E activities are performed customer service in other and updating NC-CoReLS?	These call center activities should be treated as general beneficiary support activities and should not be reported to the E&E process.

To see a list of frequently asked questions, especially with regards to the September 2022 update to Enhanced Medicaid Claiming, please visit <https://www.ncdhhs.gov/medicaid-ee-claiming-faq/>.

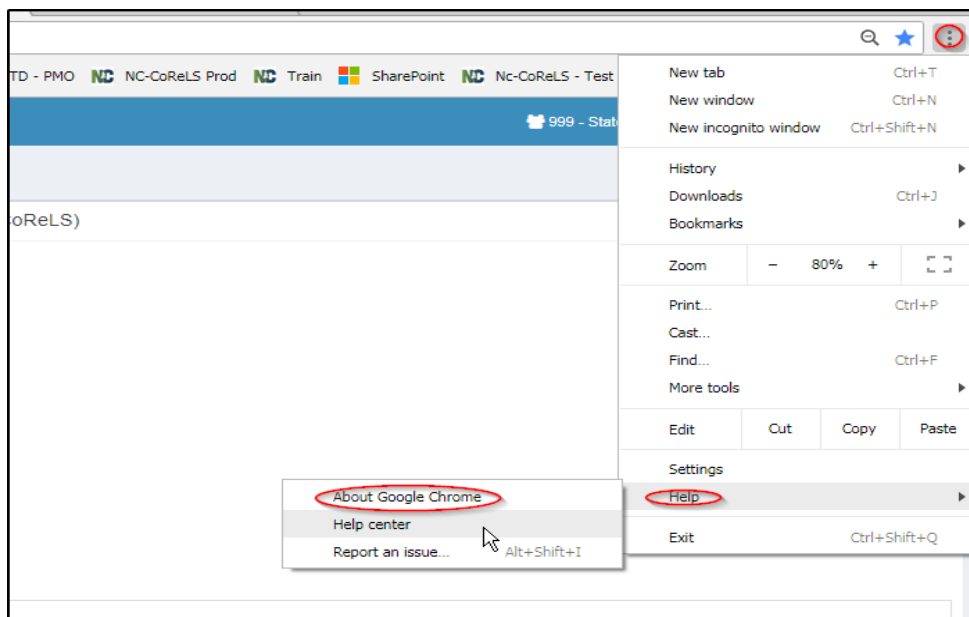
1) Can I code Zero minute to Supervisor or Admin person in the Effort Excel sheet?

Reply: No. The Effort Excel Import process does not change Zero minute to 100 minutes. You must code 100 minutes (or any other appropriate positive value).

2) I am not able to import the Payroll/Effort/Part-IV Excel sheet?

Reply: Check the following before you contact your LBL, Jane Long or CoReLS support team:

- i) Make sure you are using Google Chrome browser.





- ii) Make sure you are using the right format (the first row must be heading).
- iii) Make sure that the Excel sheet that you need to import is on the Far Left of the Workbook if the Excel Workbook has more than one sheet (tab)

3) I have an employee in the Effort and Payroll screen that I do not want to process, or I inadvertently pulled in an Employee into the current month. How do I delete the employee record from the current month record?

Reply: You will need to delete the employee from the 'Effort and Payroll' screen. Use the 'Delete' button in the 'Edit/View Employee Period' to delete the employee for the processing month. You must delete any Payroll, Effort and Part-I Adjustments for that employee for the processing month before Deleting the employee for the processing month. Please refer to the User Manual for more details.

4) How do I add an employee who I forgot to import through the Excel Import sheet?

Reply: Employee may be added to the processing period by clicking 'Add Employee Period' button in the 'Effort and Payroll' screen. You must add the employee through the Employee Master when the employee is never processed during the previous months before adding the employee to the Employee Period in the 'Effort and Payroll' screen for the processing month. Please refer to the User Manual for more details.

Reply: You will be able to delete the employee from the Effort and Payroll screen. You will need to delete any Effort, Payroll or Part-I Adjustments records that the employee may have for the Current month. Click the Delete button under the Employee information to delete the employee. The employee will still be available in the Employee Master. Please refer to the User Manual for more details.

5) How do I search for an employee in the Effort and Payroll screen?

Reply: Use the 'Search On' button to search the employee by Employee ID/Name. Please refer to the User Manual for more details.

6) How do I add the Effort or Payroll records for an employee that I did not import or modify/delete the imported Effort or Payroll records?

Reply: You will be able to add, modify or delete employee Payroll or Effort records from the Effort and Payroll screen. Please refer to the User Manual for more details.

7) How do I modify/view the Part-I Adjustments data I added through the Part-I Adjustment Tool?

Reply: You will be able to view/edit the Part-I Adjustments entered through the Part-I Adjustment Tool in the Part-I Adjustments screen. You will be also able to view the Part-I Adjustments data in the Part-I report by selecting type 'Adjustment' (The default report option displays Adjustment records, but the Regular records are also displayed)

8) I need to use a Function/column/Part or App Code that is Inactive or not available



Reply: [Contact your LBL](#) or Jane Long if there are any issues with the State maintained Codes and Mappings. Please refer to the User Manual for more details on the State maintained Codes and Mappings.

9) Do I need to Import the SIS (Daysheet) file from the Daysheet using Mainframe (RACF) ID?

Reply: No. State will import the SIS file every month into a staging area in NC-CoReLS and update the Dashboard message. Please look at the Dash board message on the next business morning when the SIS data is made available by the Daysheet team. You will still need to import the SIS data from the staging area in NC-CoReLS using the SIS Import process.

10) How do I view the Part-I file that I created? I used to view the Part-I file in legacy.

Reply: You do not have access to the Part-I file that you created in NC-CoReLS. However, you will be able to view the Part-I file data by viewing the 'Part-I File Upload' report. The 6th and 7th characters of Employee ID is defaulted to '**' in the report but the Part-I file contains the full 9 digits of the Employee ID.

11) Do I download the XNET (XS335) file?

Reply: No. State will download the XNET file and update the Dashboard message. Look for Dashboard message around the time the XNET file (XS335) is usually available.

12) Do I download Penetration Rate?

Reply: No. State will download the Penetration Rate data every month and update the Dashboard message. You will need to select the appropriate Bottom (Remaining) Function/Column/Part for 'Z' Program type records. [Contact your LBL](#) or Jane Long in case of any issues with the Function/Column/Part or Percentage. Alternately you could also email DHHS.CORELS.SUPPORT@DHHS.NC.GOV.

13) Do I need to Transfer 1571 after creating 1571?

Reply: Yes, if the Part-I, Part-II and Part-IV totals are right. You will need to click 'Transfer' button after creating 1571. 1571 file is not transferred to the Mainframe system till you click the 'Yes' button and the message 'Transfer Successful' is displayed. 'Last 1571 Transfer date' is updated to the date and time when you last transferred 1571 file.
You could also check the 'Upload History' report under Admin Reports (in the Admin Menu) for 1571 Transfer information.

14) I get error message when I import Payroll, Effort or Part-IV Excel sheets

Reply: Make sure that the sheet you want to import is the first one (first tab) when the Excel has more than one sheet (one tab). You must also use Google Chrome browser.

15) I am not able to import Payroll, Effort or Part-IV Excel sheet

Reply: The Excel sheet for import MUST NOT be Password protected. Import the Excel sheet after removing the Password in the Excel sheet



11. PII (Personally Identifiable Information)

1) What is PII data?

PII is information that can be used to uniquely identify, contact, or locate a single person.

2) Do we have PII data in NC-CoReLS?

Yes. A combination of Last Name, First Name and Last 4 of the Employee ID constitutes PII data and we have this data available in Part-I related files, screens and reports. The last 4 of Employee ID is same as the last 4 of the Social Security Number (SSN) in NC-CoReLS. Employee ID is created in SIS (Daysheet) system and so NC-CoReLS does not have any control over how the Employee IDs are created.

3) Can we email PII data?

Yes, if the sender takes the requisite precautions

4) What precautions are to be taken when emailing PII data?

Some of the counties could send Secure Email messages and such counties need not encrypt the email attachments with 7z software and you may skip rest of the text in this bullet.

Please do not include PII data in the Subject or Body of the email. Include any PII data information only in attachments that are encrypted.

Encrypt the attachments (when PII data is available) using 7z software that could be downloaded for free. Inform your county Technical Support personnel to install the 7z software if it is not available in your desktop or laptop. Use the Standard Password to encrypt the attachments. Email DHHS.CORELS.SUPPORT@DHHS.NC.GOV in case you need the Standard Password or procedure to encrypt the attachments.

5) Where do we have the PII data in NC-CoReLS?

The following files, screens and reports have PII data (please look for PII data in any screen shot or attachments that you may email since the following list may not be complete. There is always chance of adding new files, screens and reports in NC-CoReLS that may have PII data. The list is current as of September 2018)

Screens:

- I. Employee Master
- II. Effort and Payroll
- III. Part-I Adjustments Tool
- IV. Part-I Adjustments
- V. SIS data Import results



- VI. Effort Import results
- VII. Import Issues
- VIII. Calculate Effort results

Import Files:

- I. Payroll Import Excel sheet
- II. Effort Import Excel sheet
- III. SIS Import file (county users cannot view the file in NC-CoReLS)

Report:

- I. Effort with FCP and App Codes Report (under Part-I Reports)

[This is the only report with PII data in NC-CoReLS as of September 2018)

6) What I need to do if I email PII data without encrypting or receive an email with PII data that is not encrypted?

You will need to access the following link and report the PII violation (You could inform the sender to report the PII violation in case you receive the email. Please confirm via an email that the incident is reported)

<https://www.ncdhhs.gov/about/administrative-divisions-offices/office-privacy-security>

NC DHHS Privacy and Security website page opens. You will need to click the link below 'Report an Incident'.



Fill out the relevant details in the NC-DHHS Privacy and Security Office – Incident Reporting Form and Submit the form.



12. Contact Details

For technical support and/or business support, email DHHS.CORELS.SUPPORT@DHHS.NC.GOV

Primary contact for business support is Jane Long, 919-632-2907, jane.long@dhhs.nc.gov, with backup provided by [Local Business Liaisons](#).

Additional training material and information about NC-CoReLS can be found on the [dedicated webpage on our website](#).