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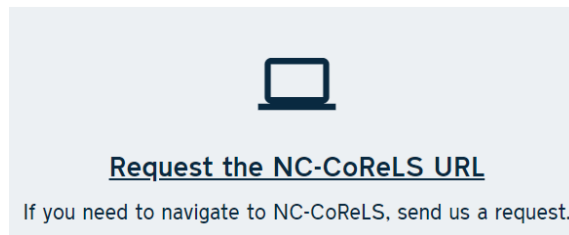
Request the NC-CoReLS Training Environment web address via the same link above.

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.
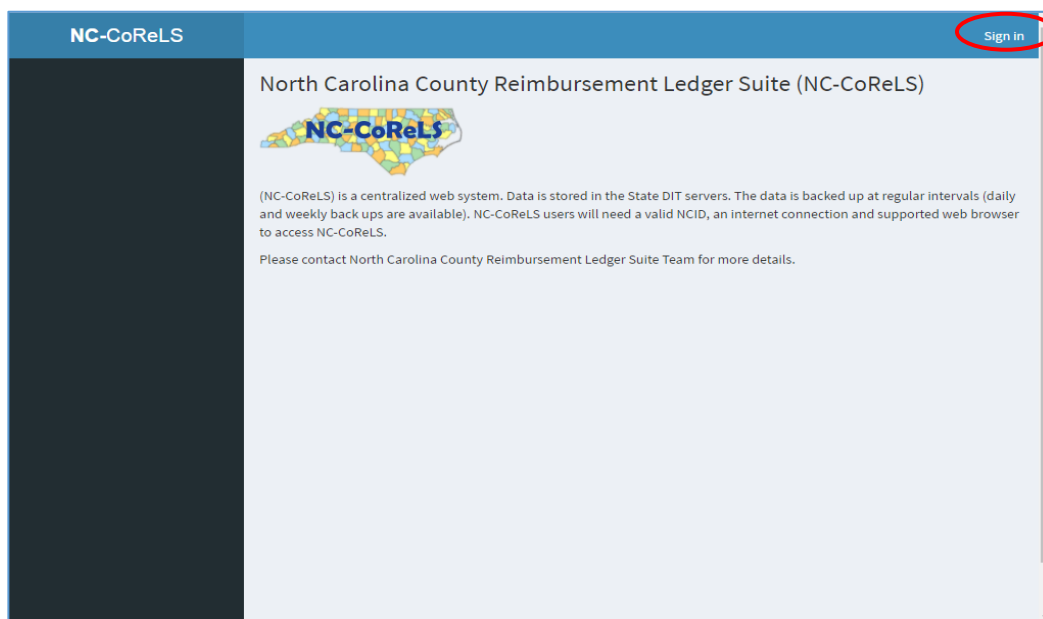

Figure 2. Click on Sign-in at the top-right of the screen.

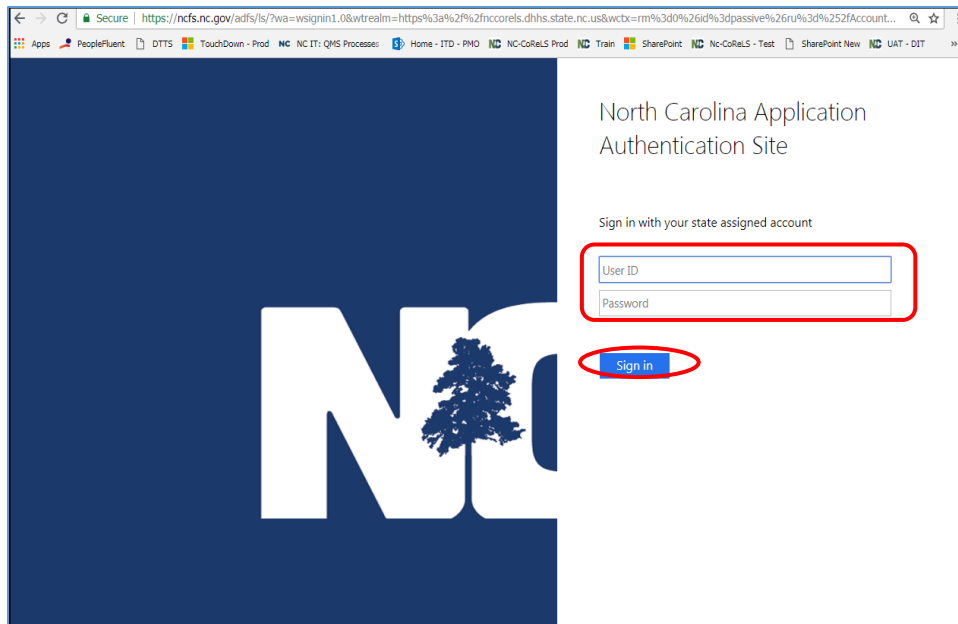Enter your NCID Username and Password and click the Sign In button in the following screen:

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.
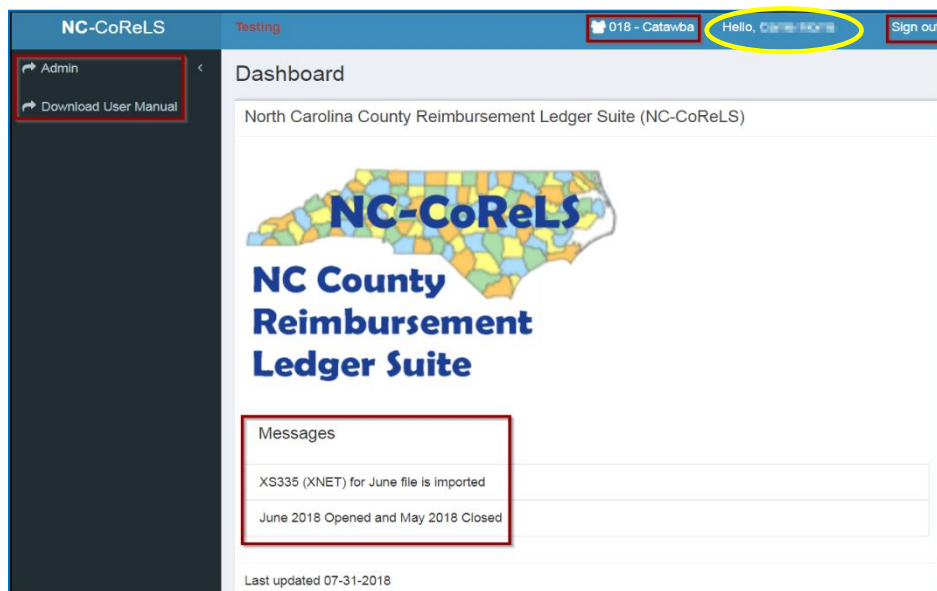
Figure 4. Welcome page after a successful login.

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

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

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.
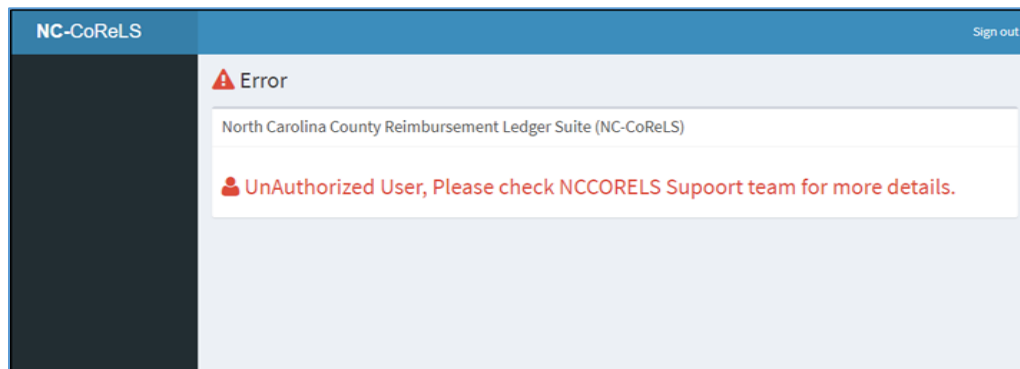

Figure 7. Error Login message.

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

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.

2. Prepare your Personnel Cost Part-I file

2.1. Employee Master

Access: Part I / Tables / Employee Master

Figure 9. Search Employee Master table.

The Employee Master screen contains all staff, active and inactive, who are in NC-CoReLS. Staff may be added directly into the screen; also, new staff may be added through the payroll and effort import processes that also updates the Employee Master table.

The user should have Edit access to do the modifications (Add, Edit and Delete operations). The access levels are controlled using User Security. There will be a primary county user in each county who will manage security access and roles/menu access for other NC-CoReLS users in that county. The user in this illustration has Edit access to the Employee Master screen.

Employee Screen (and many of the screens) has two main components: Search Criteria and Search Results.

All the employees for the selected county are retrieved when no Search Criteria are entered. Enter Search Criteria as needed in some or all the 'Search By' fields. Enter in Search By from left to right. The data is sorted based on the Search By entered from left to right. For example, when you enter Last Name, First Name in the first two Search By the records are sorted by Last Name and then by First Name within Last Name. In the third Search By 'Active' is entered and the records are filtered for 'Active' Equals 'Yes' and so only Active records are displayed.

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.

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).

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.

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.

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.

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.

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.

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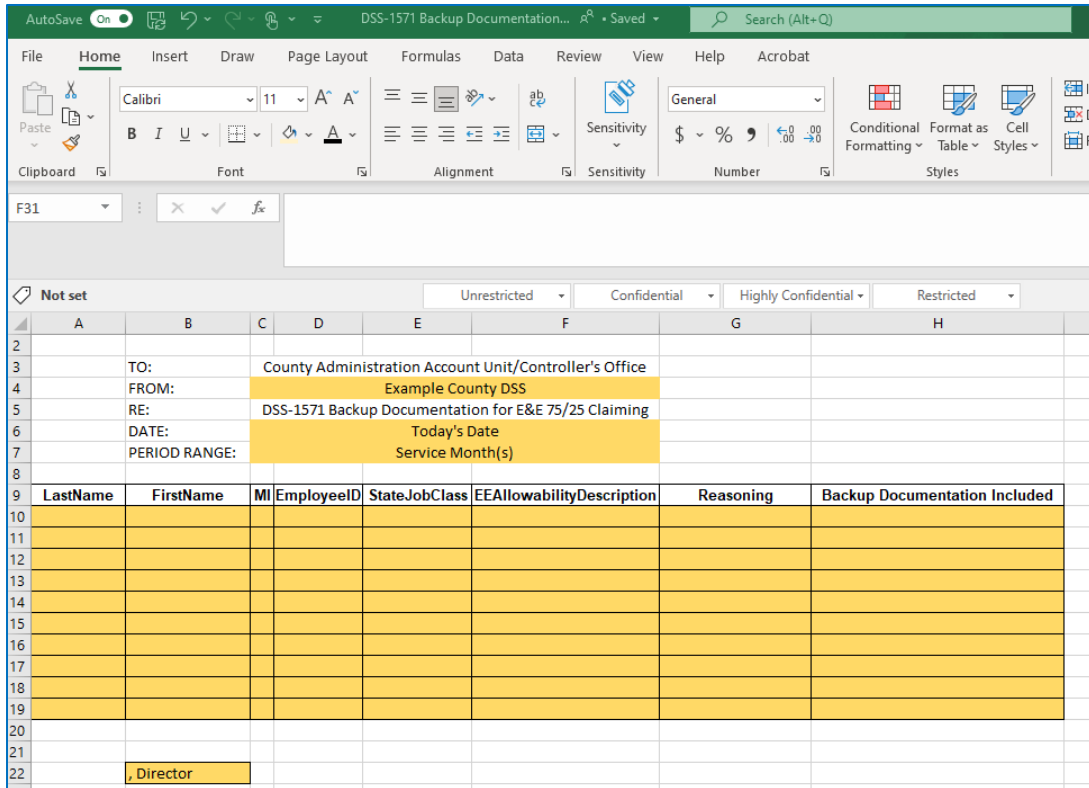
Figure 16. Complete DSS-1571 Backup Documentation Notice template.

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.

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

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.


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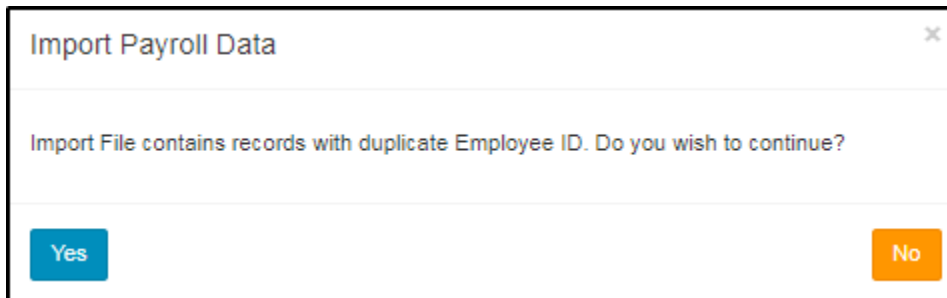
Any name change must be updated manually through the Employee Master screen. Position and Job Class details in the Payroll Excel sheet are updated automatically in the Employee Master record.

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)

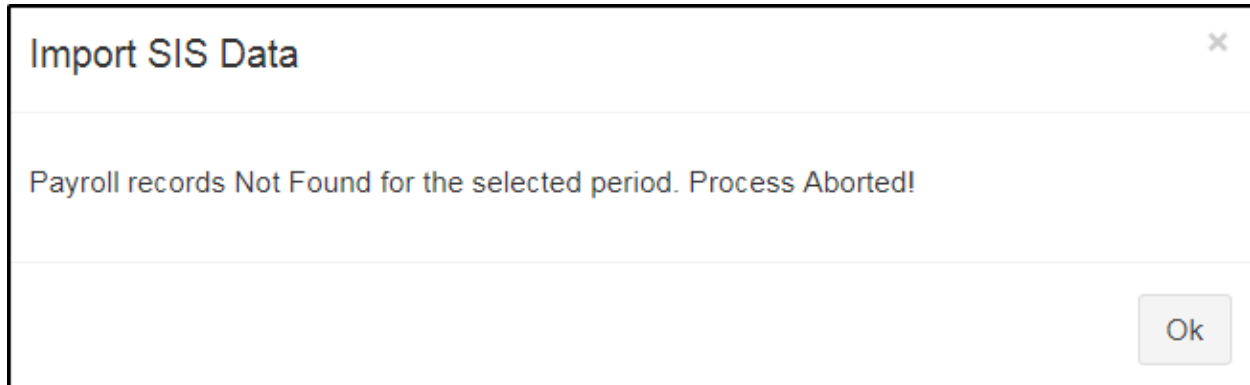**Related Reports: Effort Detail and Effort Summary reports.**

Check the minutes in the Effort and Payroll screen.

Note: It is recommended that you Import SIS Data before importing Effort Excel sheet
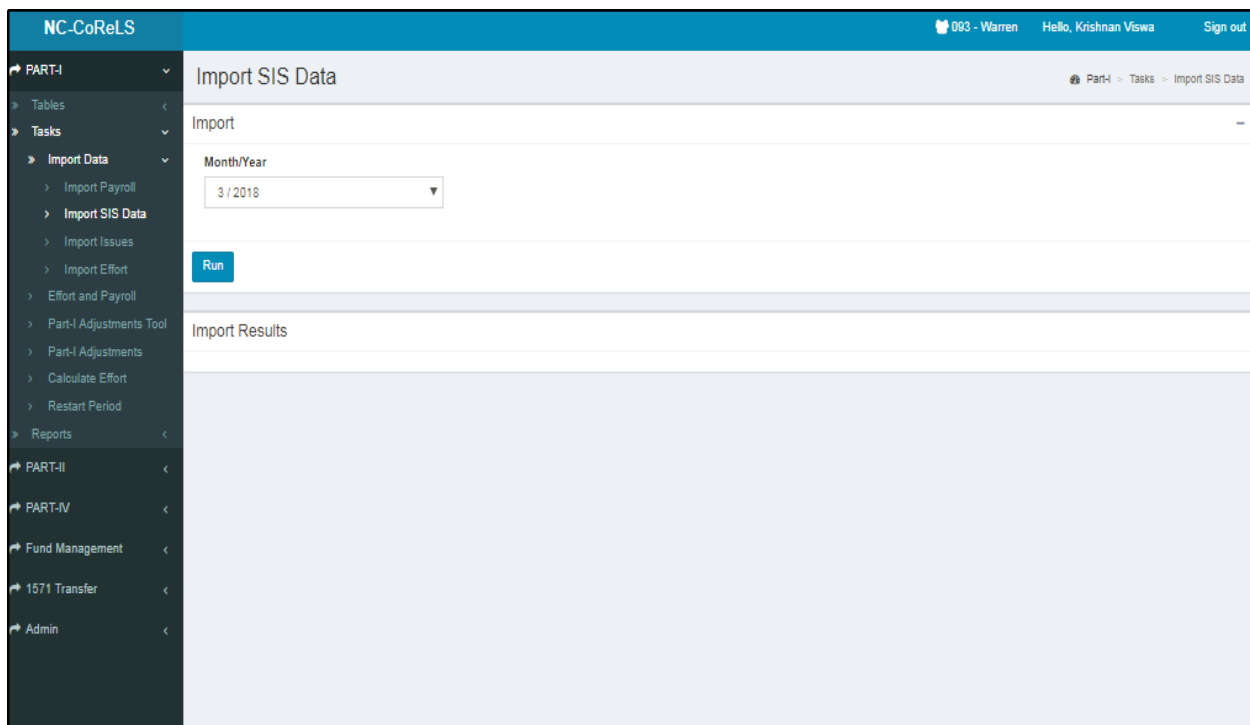
The following error message is displayed when you try to Import SIS data before importing Payroll data. You must import SIS data only after Payroll data is imported

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.
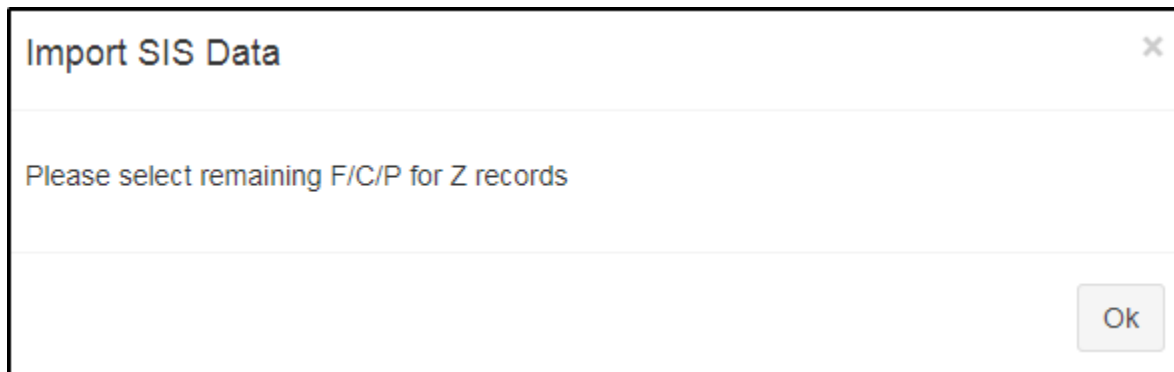
2.3.3. Import Issues

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.

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

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.

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

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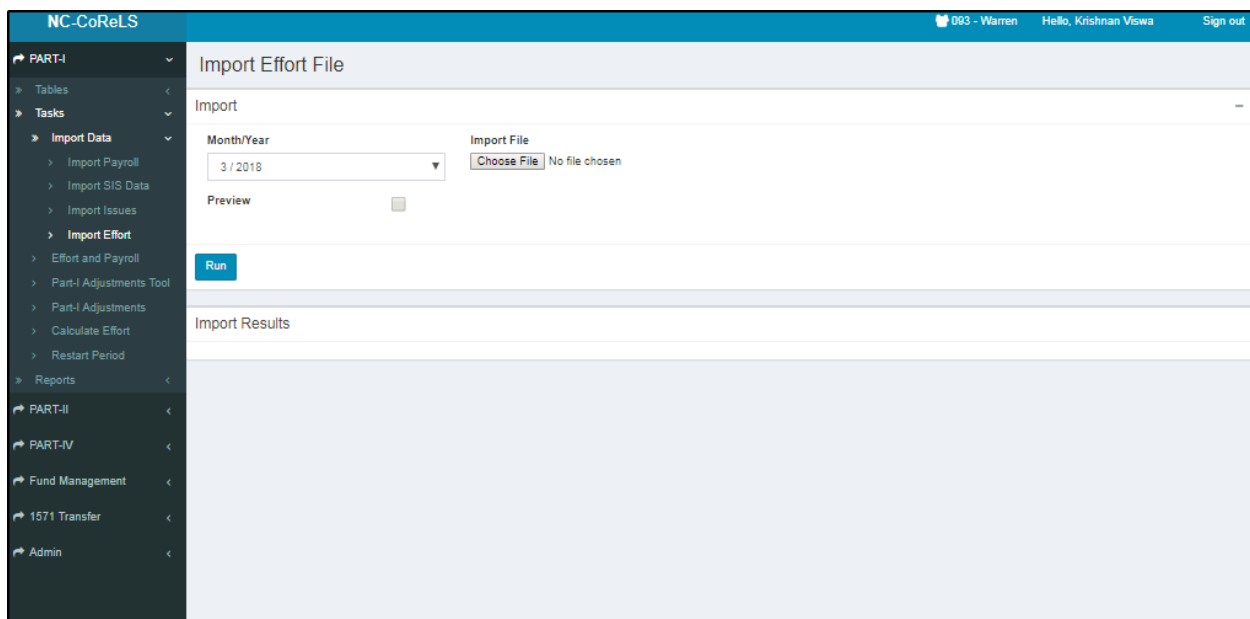
Any employee name change must be updated manually through the Employee Master screen.

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
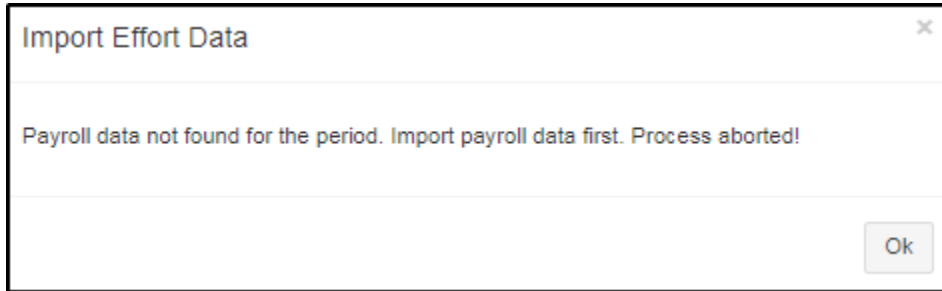
2.4. Effort and Payroll

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 (![refresh icon]) to refresh the existing data. Use the Refresh button when Employee period, payroll or effort record(s) are modified.
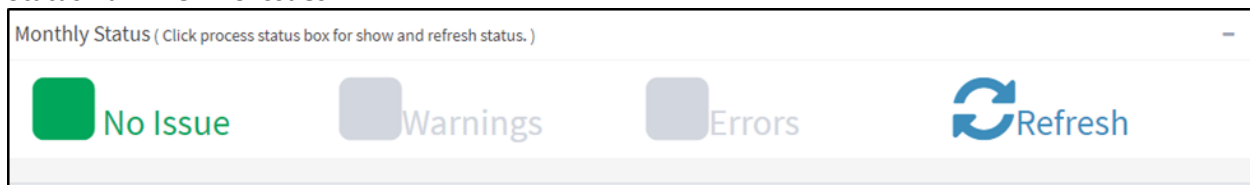
Monthly Status Bar:

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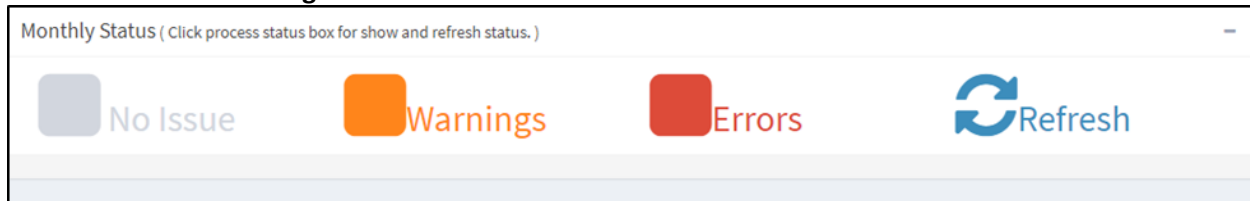
You can also click on the status bar to obtain more detail on the issues. A Monthly Status screen will open and show all Warnings and Errors for the month you are currently selected on. Payroll, Minutes and Number of Employees data are also displayed. Click the refresh button after modifying the Payroll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

Click on the Warnings or Errors and the following details are displayed:
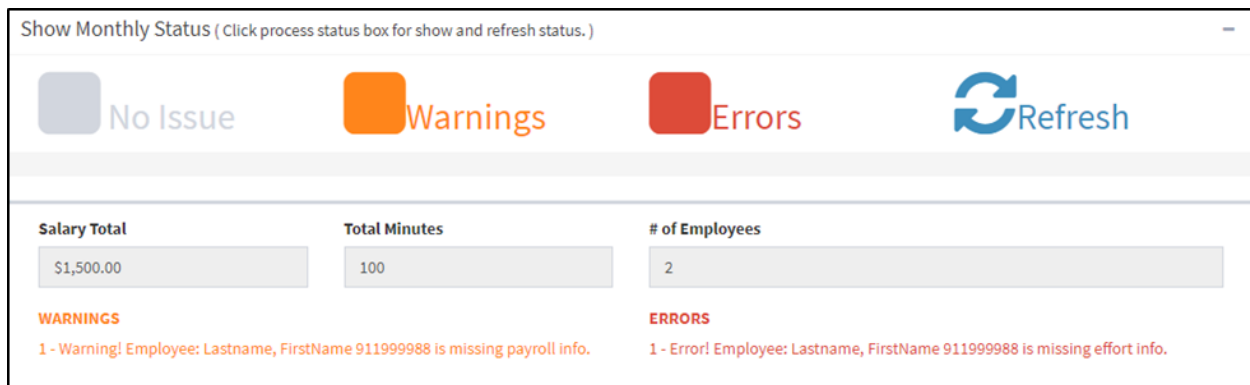
Click again on Warnings or Errors and the details as shown above disappear.

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.

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

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.

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

Add Employee Period record:

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.

'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.
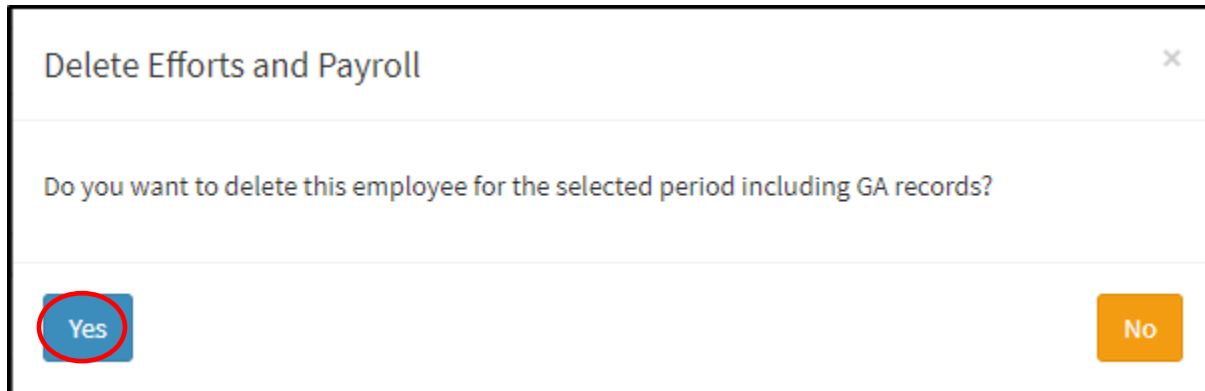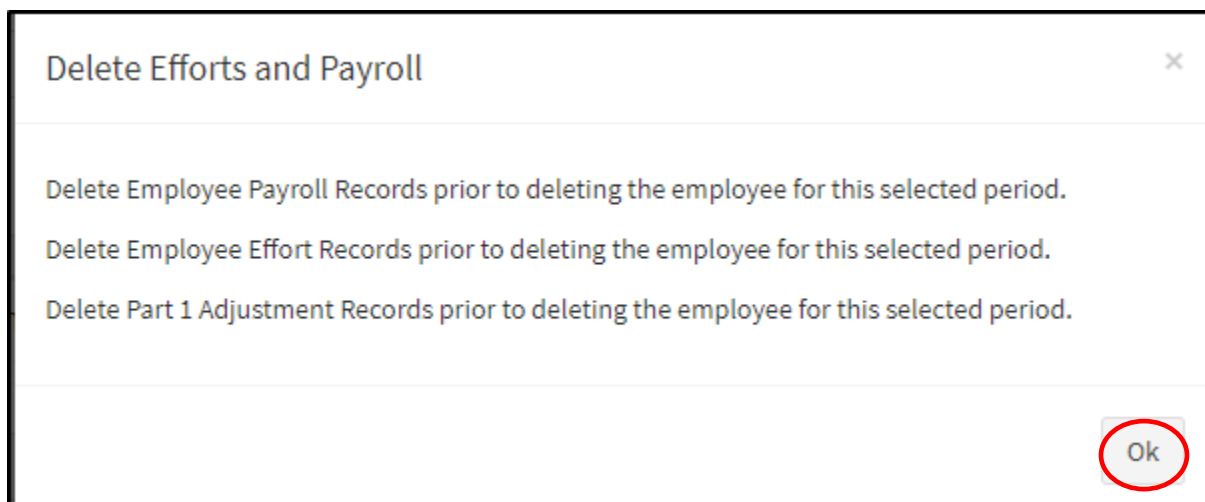
Delete Employee Period record:

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.

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.

Add Payroll record:

Click 'Add Payroll' Button

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

Edit screen pops up

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.

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.

Add Effort record:

Click 'Add Effort' Button

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

Edit screen pops up

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.

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.

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

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

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

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.

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.** | | **Time** |
| 0.00 | | | 0.00 | | 0.00 | | 0 |

Period To Save Records

3, 2018

Description Note: Description is mandatory.

**Records saved from this tool can be viewed and edited on the Part-I Adjustments screen

Save Records

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 accidently 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.

OK   Cancel

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
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 616 entries   [Add] [⟳ Refresh]

	Period Month/Year	Emp ID	Last Name	First Name	F/C/P	Salary	Benefits	Equivalent	Description
✎ 👁 ✖	8/2018	910014			01-09-A	-449.79	-178.28	-0.11	Test
✎ 👁 ✖	8/2018	910014			01-09-A	449.79	178.28	0.11	Test
✎ 👁 ✖	8/2018	910014			02-11-A	10.00			Test
👁	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

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.

Edit Screen is displayed as follows:

Edit Part-I Adjustments ✕

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

Save   Cancel

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?
Yes   No

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!
Ok

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?

[Yes]   [No]

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

[Run]

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___, ___e 90200___ is missing Equivalent info.

Warning! Employee: Wal___r, B___y 9020___6 is missing Equivalent info.

Warning! Employee: Will___, Sh___ 902008___ 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
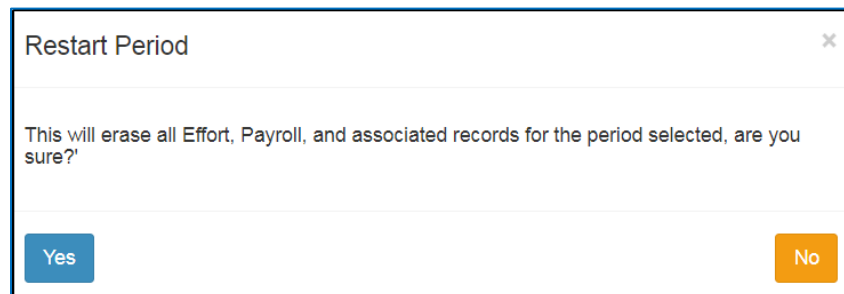
Warning message is displayed.

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.

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.

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.
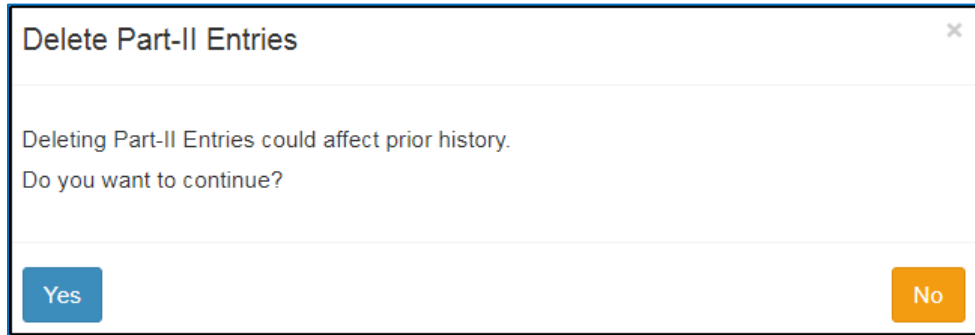

Figure 22. Delete Part-II entries.

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.

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.

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.

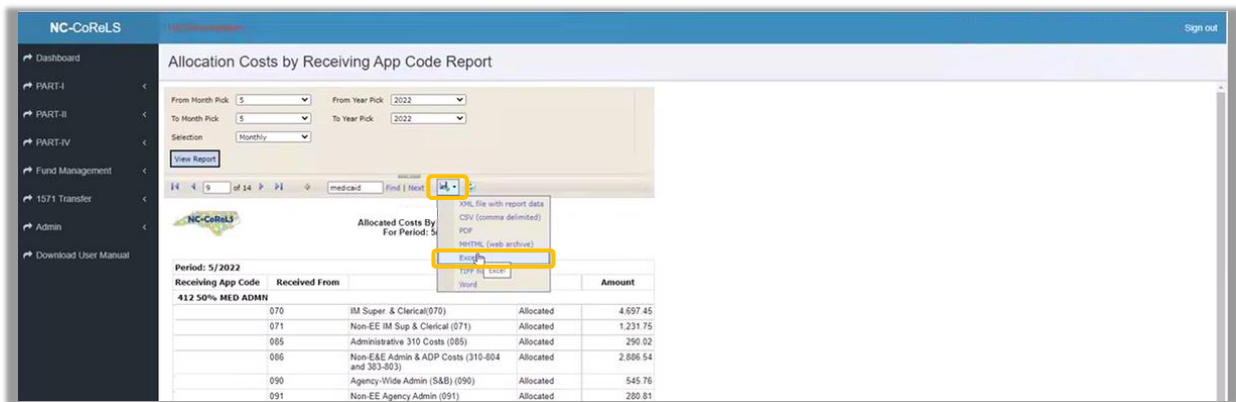After creating the Part-II file, navigate to Fund Management / Tasks / Process Allocations.

Click Run.

Navigate to Fund Management / Reports / Fund Management Reports.

Locate "Allocation Costs by Receiving App Code" report and click **Run**.
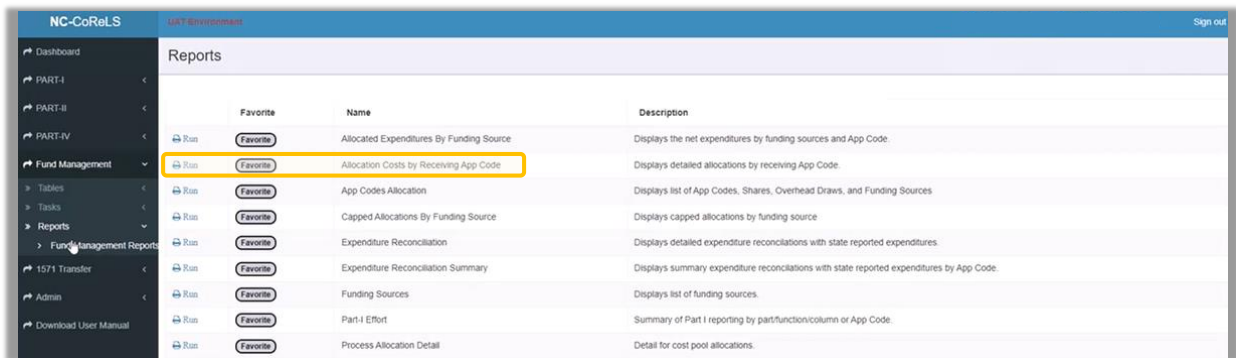
Click on the Floppy Disc icon and export the report into Excel.

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

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
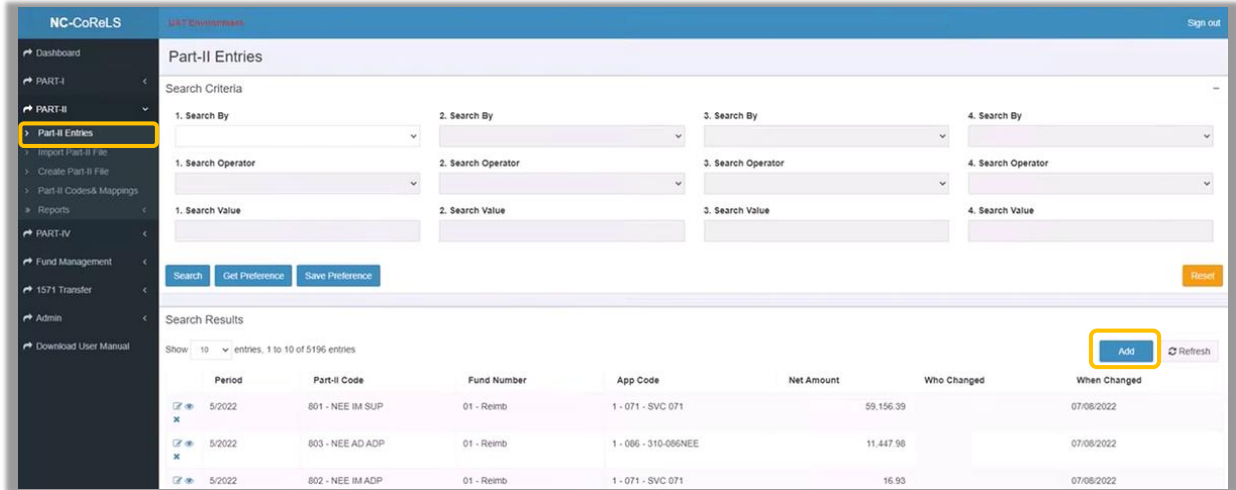- **091**: Non-EE Agency Admin
- **095**: Administrative 311 + 090

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

Verify that the period is correct. Then make 4 separate entries:
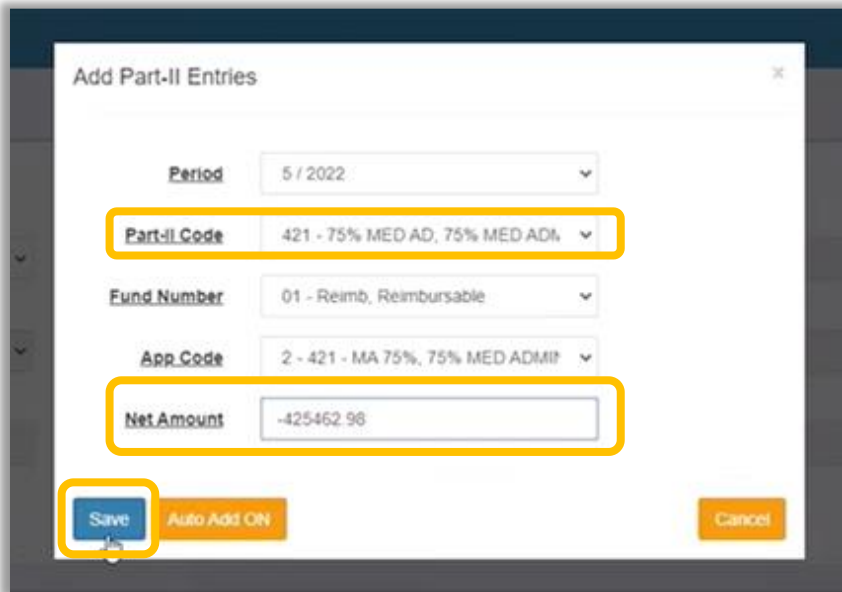
1. Select 421 in Part-II Code, and in the Net Amount field enter the **negative sum X**
2. Select 412 in Part-II Code, in the Net Amount field enter the **positive sum X**
3. Select 434 in Part-II Code, and in the Net Amount field enter the **negative sum Y**
4. Select 444 in Part-II Code, and in the 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.
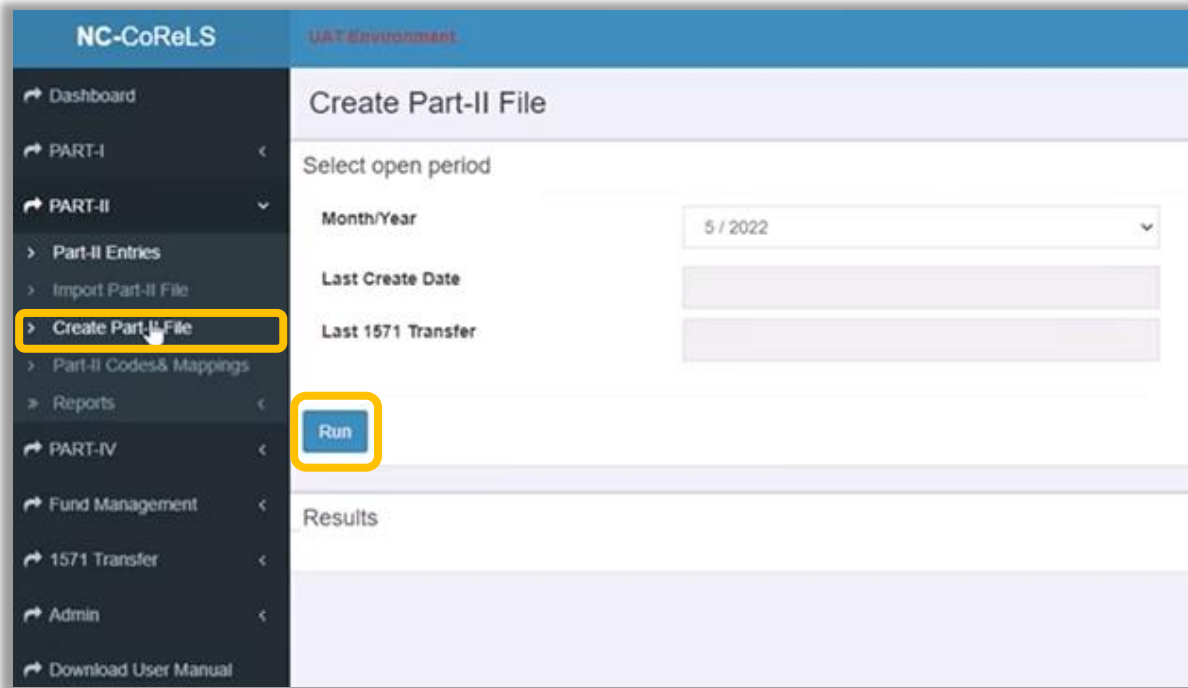
Navigate to Fund Management / Tasks / Process Allocations.

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.

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.

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.

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.

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.

Period	6, 2018 ▼		
Upload Client	✔		
Client ID ✘ Search 'Equals'	20057499004		
Client Name ✘ Search 'Contains'	TestLN Last Name Lookup	TestFN First Name	Middle Initial
Vendor Name	TestLNV Last Name	TestFNV First Name	Middle Initial
	3 Fund ID	09/14/2018 Date Paid	
	1 ▼ Method Of Service	435 Service Code	
	0.00 Authorized Rate	0.00 Units Provided	0.00 Amount Paid
	0.00 Imposed Fee	0.00 Collected Fee	0.00 Unrecovered Fee

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.

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.

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.

Figure 30. Import Part-IV file.

Warning message is displayed if the Part-IV records are available for the processing month.
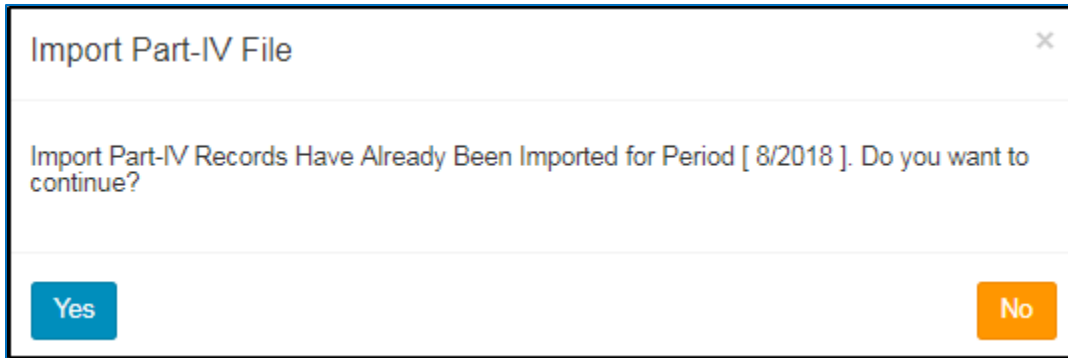
Figure 31. Confirm import of Part-IV file.

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.
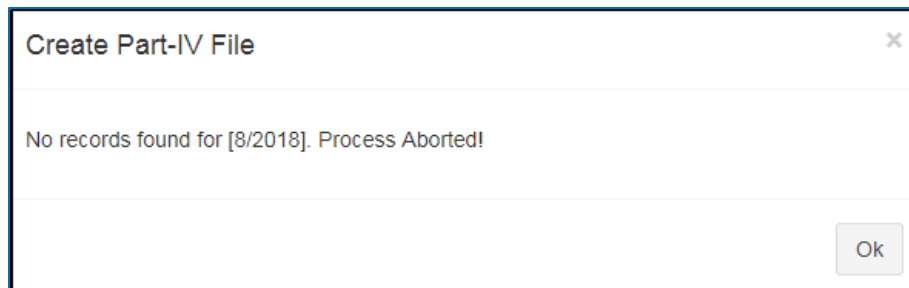
Figure 32. Create Part-IV file.

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.

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

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

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	6 / 2018 ▾
Last 1571 Transfer Date	07/11/2018 01:47:34 PM

Create & Transfer 1571

Error!

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

Ok

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!

Ok

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.

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

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.

8.2. List of Reports Available

Part-I Reports

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-II Reports:

Part-IV Reports:

Figure 38. Access Part-IV Reports.

Fund Management Reports:

Figure 39. Access Fund Management Reports.

Admin Reports:

Admin Reports

	Favorite	Name	Description
🖨 Run	(Favorite)	Process Diary Details	Process Diary Details By Process Date.
🖨 Run	(Favorite)	Upload History	Report displays upload history and file generation history for a user defined timeframe.
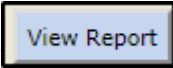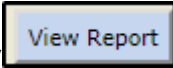
Figure 40. Access Admin Reports.

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' (View Report) if report data is not displayed. Click 'View Report' (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.

|◀ ◀ [3] of 5 ▶ ▶|
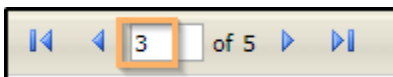
Error message is displayed when you type in a page number not in range. Click OK and type in the right page number:

nccorels.dhhs.state.nc.us says

Enter a valid page number

OK
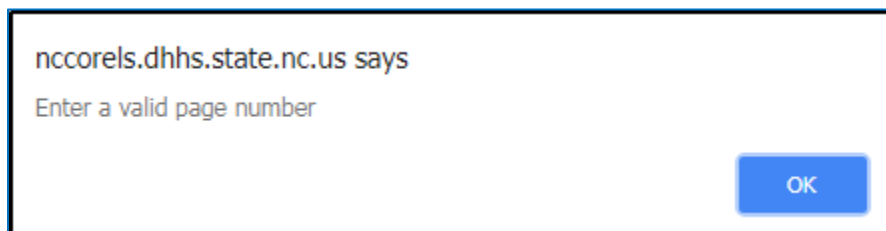
You could navigate to the next/previous page or to the last/first page by clicking the appropriate buttons.
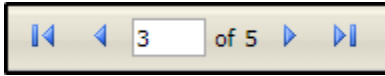
You could search for a phrase in the entire report. Go the first page in the report (if you need to search all the pages in the report) and then type in the phrase that you need to search and click 'Find'. The first occurrence of the selected phrase is highlighted. Click 'Next' to go the next occurrence. '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
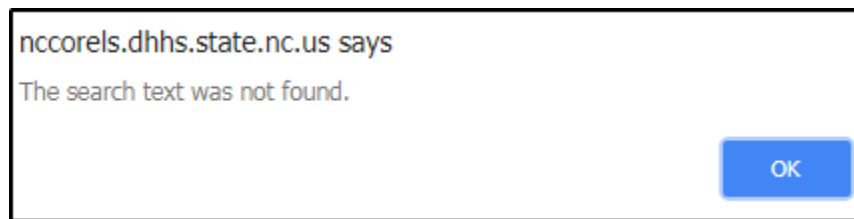
Warning message is displayed when there is no more occurrence of the Search Text
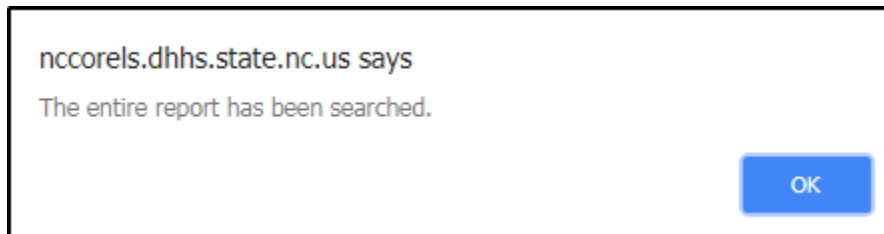
The report could be saved in different formats, Excel, CSV (Comma Delimited), PDF are the common formats.

Click the drop-down by the side of the Save button and then select the format.
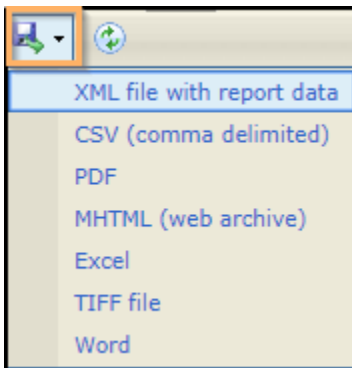
PDF is a good for printing.

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.

Penetration Rate Mappings
For Period 8/2018

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%		
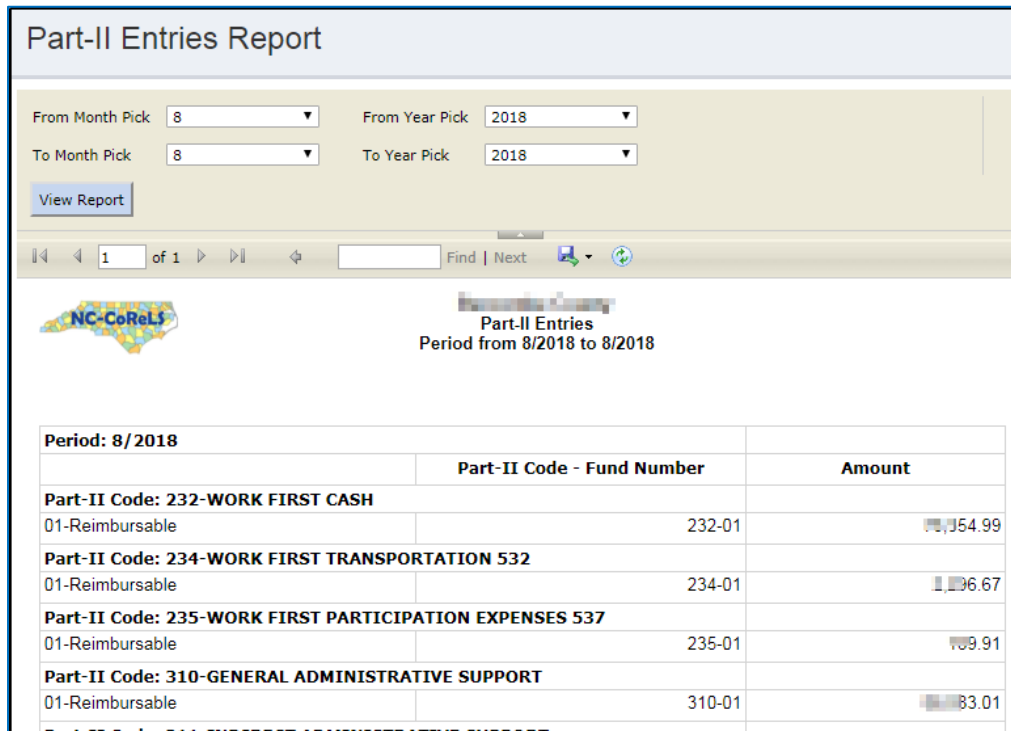
Figure 44. Run a Penetration Rate Mappings Report.

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

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 ▼		

Name
Client ID
Date Paid
Service Code

[View Report]

◀◀ ◀ 1 of 1 ▶ ▶◀ ⇦ [   ] Find | Next 💾▾ 🔄

NC-CoReLS

████████ 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													
2██████	████		████	543	0.00	1.00	█0.00	0.00	0.00	0.00	█0.00	9	08/10/2018	1
2██████	████		████	574	0.00	1.00	██5.00	0.00	0.00	0.00	█5.00	W	08/03/2018	1
2██████	████		████	543	0.00	1.00	██0.00	0.00	0.00	0.00	██0.00	9	08/10/2018	1
2██████	████		████	574	0.00	1.00	██5.00	0.00	0.00	0.00	██5.00	W	08/10/2018	1
2██████	████		████	543	0.00	1.00	2█8.36	0.00	0.00	0.00	██8.36	9	08/10/2018	1
2██████	████		████	30	33.07	13.00	██9.91	0.00	0.00	0.00	██9.91	F	08/24/2018	1
2██████	████		████	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.

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.
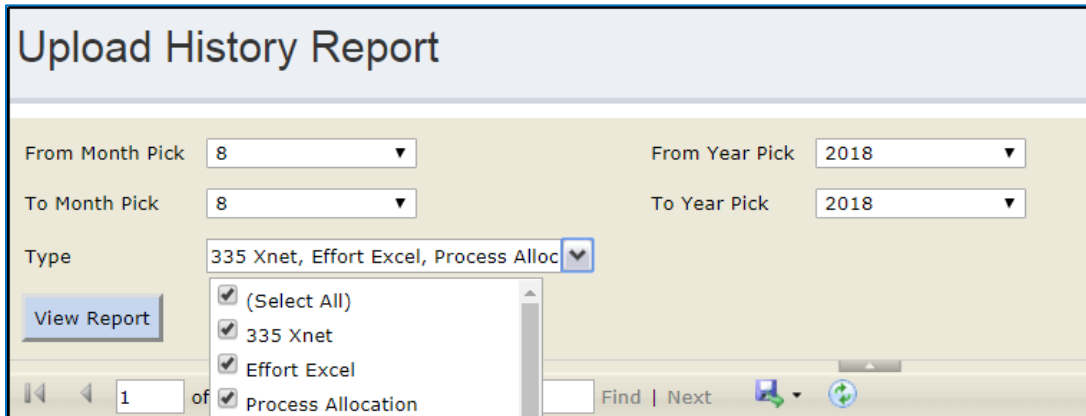
Figure 48. View Upload History report.

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.

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.

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.

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.

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.

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 Expenditure	Federal Share	%	State Share	%	Local Share	%	Amount Reimbursed	Adj
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)

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.
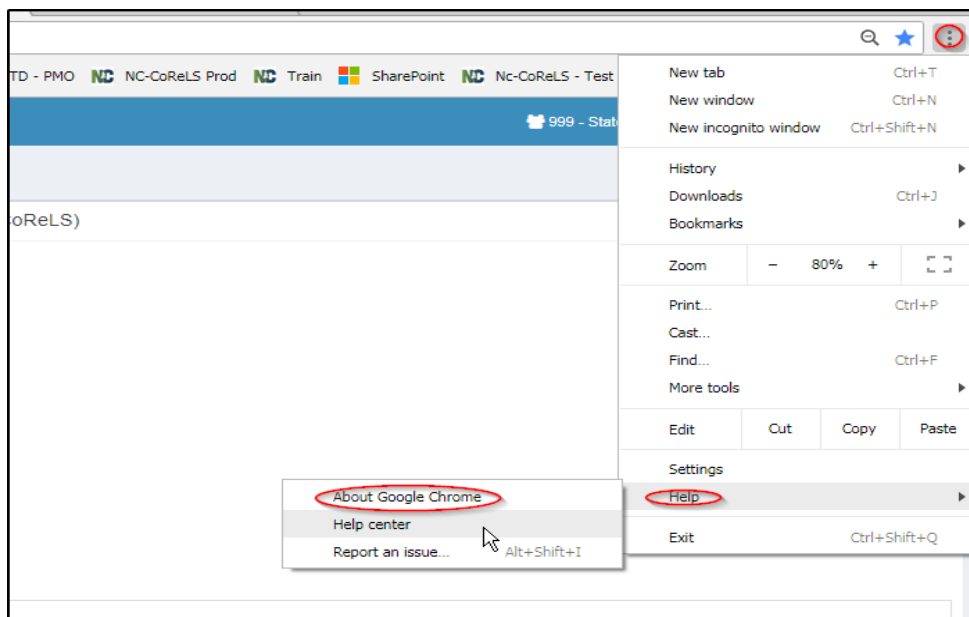
ii)   Make sure you are using the right format (the first row must be heading).

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.