SINGLE & DISTRICT COUNTY HEALTH DEPARTMENTS
Instructions for Staff Entering Expenditures on ATC Website

Aid-To-County Website: https://atc.ncdhhs.gov

1. Go to the website and login with your NCID username and NCID password.
2. If you have issues with your password, you will need to contact the NCID administrator at your local health department.

Entering Budgets

1. The State Budget Office will enter all beginning allocations and any revisions that are submitted throughout the year. Please check to make sure that your State Allocations for each activity match your Budgetary Estimates/Funding Authorizations and if you receive any Revisions, make sure they have been entered correctly. If you see any Activity that does not match your Budgetary Estimates/Funding Authorizations and any revisions, please contact your Administrative Consultant immediately.

Funding will not be entered in the Aid-To-County Database for your county until the Budget Office has received your signed Consolidated Agreement and Agreement Addenda.

Entering Monthly Expenditures

1. At the top of the screen is a drop down. Initially it shows “both”. Choose either “DCFW” or “DPH”. Enter your report using the following directions in **each** section. (You must submit each report and county finance must certify each report individually)

2. On the left side of the screen, click on the Activity Number for which you want to enter an expenditure and/or amendment. Make sure the Activity you click on is the one you want to report expenditures in. Pay attention to the Begin Date and End Date of the Activity you are about to Edit. Make sure the dates of your expenditures fall within the specified timeframe.

3. On the next screen to appear, Edit Line Item, enter your Amount Requested as a dollar figure 1234.56. On the left side of the screen, you will see the Remaining Allocation available for the Activity you are reporting. The system should not let you request more than the amount showing as the remaining allocation. If you see a negative remaining allocation, do no report any expenditures on that line and contact your Administrative Consultant immediately. Reporting Month will be the month you are doing the report (October) and Expenditure/Amended Month will be the month the expenditures occurred in (September). There is an area for notes if you need to have any notes although it is not a requirement. Click SAVE.

4. After you have saved your entry, the next screen to appear is Detail Line Items List. This will show the entry you have just made. If you made an error, you can click on Delete and start over. If your entry is correct, click on Line to get back to the Line Item List.
5. If you need to make an **amendment** to this Activity, before you click on Line, click on **Add Line Item** near the top of the screen. Make your entry for the amendment in the same manner as you reported the expenditure. If you need to report more spent than you originally reported, put in the dollar amount beside Amount Requested. If you need to reduce what was previously reported, put in a negative figure beside Amount Requested. You only need to report the difference in what you reported the first time. (Note: You may back out the previous amount reported and re-enter it as an amendment) EXAMPLE: You reported an expenditure of 500.00 on your July Report. You actually spent $750.00. Your Amount Requested will be 250.00. If you only spent $300.00 (instead of 500.00) your Amount Requested will be –200.00. Your Reporting Month will be the month you are doing your report in and your Expenditure/Amended Month will be July. If your entry is correct, click on Line to get back to the Line Item List.
6. **It is a requirement of the Consolidated Agreement that you report your expenditures on a monthly basis.** Once you have entered all expenditures and amendments for the month and have balanced your Amount Requested (shown in upper right corner of screen) back to your general ledger that shows all State expenditures, your report is complete.
7. **Once you have completed entering all expenditures, you need to print a copy of your report.** Under the "Reports" tab at the top of your screen, click on the Line Item Listing. Select the report you wish to view and print. You will click on the print icon. This will print your entire report at one time instead of printing each page individually. Please note: if you're report includes amendments, you may wish to print the detail page for these entries; they will not show on the full report. **Now you can Logout of the system**. Please do not forget to Logout every time you are ready to leave the site. You can then notify your Health Director that the report is ready for his/her review and to SUBMIT.
8. In the right hand corner of the Line Item List, there is a cumulative total for the month of the amounts you have requested for state funds. When you receive your payment for the month, it should be for the amount you requested from state funds unless you had amendments that resulted in a negative amount in any activity for the month. In that case, that negative amount will have been subtracted from your total reimbursement.
9. **a) Single County Health Departments:**
   Once the Health Director hits the SUBMIT button, it will change to "County User Approved" and the report is ready for the County Finance Officer to certify. If for some reason it becomes necessary to change something in the report BEFORE the County Finance Officer certifies it, a correction can be made by having the Health Director click on the UNSUBMIT button, which will allow you to go in and make any necessary changes. Once the County Finance Officer clicks on CERTIFY, it will change to "County Admin Approved" and the report is ready for the Controller's Office to pick up. If you realize that you have made an error at this

point, you need to contact your Administrative Consultant to see if the report can be rolled back so you can make the necessary change.

b) District Health Departments:

Once the Health Director clicks on CERTIFY, it will change to "County Admin Approved" and the report is ready for the Controller's Office to pick up. If you realize that you have made an error at this point, you need to contact your Administrative Consultant to see if the report can be rolled back so you can make the necessary change.

10. It is your responsibility to make sure that your report has been submitted and certified by midnight on the day the report is due. Make sure it says County Admin Approved. After a day or two, log back into the system and check to see that your report says State Admin Approved (which means the Controller's Office has picked up your report).
11. Only one report can be done each month. Reports are due on the dates specified by the OSC E-Payment Schedule of the Division of Public Health which is issued annually. Reports can only be entered in the specified time period listed on the OSC Payment Schedule.