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

Aid-To-County Website: https://atc.dhhs.state.nc.us/

1. Go to the website and login with your NCID 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.
2. You will be responsible for entering your budgets for local allocations. Click on **Allocations/County**. Click on the dropdown box to highlight the fiscal year you want to view, then click on **SEARCH**.
3. Click **EDIT** beside the ZZZZ line for the Activity you are entering appropriations for. Enter your budgeted amount on the proper line. Local 101 is for local appropriations. Local 102 is for Medicaid earnings. Local 103 is for Other Receipts (fees, third-party billings, grants, contracts or donations). Click SAVE.
4. **It is a requirement of the Consolidated Agreement that your budgeted local appropriations be entered into the Aid-To-County Database and updated during the year, if necessary.** You can go back in and revise these figures by adding additional funds or subtracting funds.

Entering Monthly Expenditures

1. Click on **Line**. Make sure you have the proper month and fiscal year highlighted in the dropdown boxes and Click **SEARCH**. **Reporting Month of:** should always be the month you are reporting expenditures in (not the month the expenditures were made).
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 time frame.
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. If you have no more state funding left, then you will go back to the Line Item List and select the Activity # ZZZZ line and report your expenditures under Local 101, 102 and/or 103. 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). 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. 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. You will enter any matching funds for Teen Pregnancy on the 151 ZZZZ line in the Teen Pregnancy Match Column. Your Bioterrorism matching funds will be reported on the 514 ZZZ line in the Bioterrorism Match Column.
7. **It is a requirement of the Consolidated Agreement that you report your expenditures from Local Appropriations on a monthly basis.** Once you have entered all expenditures and amendments for the month and your WIC encumbrances and have balanced your Amount Requested (shown in upper right corner of screen) back to your County Printout, your report is complete. You should print a copy of each page of your report in case something should happen to the system and you need to send in a hard copy to the Controller's Office to get paid. 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. It also shows what you have reported for Local 101, 102, 103, Teen Pregnancy Match and Bioterrorism Match. When you receive your payment for the month, it should be for the amount you requested, 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 5:00 p.m. 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.
12. Expenditures for Dental Health, Home Health and Primary Care must be reported even though the expenditures are from local appropriations.
13. If you are unable to get your report finished and certified by 5:00 p.m. on the due date, contact your Administrative Consultant and let her know you are experiencing problems and will not get your report done on time. This will not guarantee that you will receive payment if your report is late, but we may be able to assist you in some manner.

Instructions for Health Director to SUBMIT Report

Aid-To-County Website: https://atc.dhhs.state.nc.us/

1. Go to the website and login with your NCID and NCID password.
2. If you have issues with your password, you will need to contact the NCID administrator at your local health department.
3. Once you are in the Aid to County, click on **Line** and that will bring up the first page of your county's report. Make sure the correct Fiscal Year and Month in the dropdown boxes are highlighted and Click **SEARCH**. This will assure that you are

in the correct month that needs to be reviewed. It will say Waiting County User Entry. You can navigate from page to page by clicking on the Page number or NEXT. The report will show the Remaining Allocation in the Activity, the Amount Requested and Local Expenditures reported.

4. After you review the expenditure report and are satisfied that it is correct, Click on the **SUBMIT** button and verify that it changes to UNSUBMIT. If it will not change to UNSUBMIT, contact your Administrative Consultant. Once you have submitted the report, Waiting County User Entry should change to County User Approved.
5. If you see changes that need to be made to the report, these can be done as long as the Report says Submit Month and Waiting County User Entry. If you have already hit the SUBMIT button, click on UNSUBMIT and it will return to Waiting County User Entry.
6. When you have finished and the report says County User Approved, you can Logout. Be sure to Logout every time you are ready to leave the site.
7. If you are a Single County Health Department, Contact your County Finance Officer and let them know the report is ready for them to review and certify.

Instructions for County Finance Officer to CERTIFY Report (Single County Health Department only)

Aid-To-County Website: https://atc.dhhs.state.nc.us/

1. Go to the website and login with your NCID and NCID password.
2. If you have issues with your password, you will need to contact the NCID administrator at your local health department.
3. Once you are in Aid to County, click on **Line** and that will bring up the first page of your county's report. Make sure the correct Fiscal Year and Month in the dropdown boxes are highlighted and Click **SEARCH**. This will assure that you are in the correct month that needs to be reviewed. It will say CERTIFY MONTH and Waiting County Admin Approval. If it does not say this, you will not be able to certify the report. In that case, have the health department contact their Administrative Consultant. You can navigate from page to page by clicking on the Page number or NEXT. The report will show the Remaining Allocation in the Activity, the Amount Requested and Local Expenditures reported.
4. After you review the expenditure report and are satisfied that it is correct, Click on the **CERTIFY** button and a pop-up screen will come up stating that you have reviewed and will certify that the expenditures reported were incurred. You will need to click on **YES** if you agree.
5. If you see changes that need to be made to the report, these can be done as long as the report has not been Certified. Once you have clicked on the CERTIFY button, it cannot be pulled back by the county for changes.
6. When you are finished and the report says County Admin Approved, you can Logout. Be sure to Logout every time you are ready to leave the site.
7. Reports are due by 5:00 p.m. on the date specified by the Controller's Office.