



## **Division of Juvenile Justice and Delinquency Prevention**

**NC ALLIES**

*A Local Link to Improve Effective Services*

# **MULTI-COUNTY FINAL ACCOUNTING USER GUIDE**

**June 2022**

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## Introduction

All users with the Multi-County Master role will have the ability to complete Multi-County Final Accounting for their program(s).

### **Things to remember:**

- The Multi-County Final Accounting form cannot be created until each individual program in the multi-county group has created Final Accounting for their individual program.
- The Multi-County Final Accounting form cannot be submitted until each individual program in the multi-county group has submitted Final Accounting for their individual program.
- Final Accounting for individual programs included in a multi-county group will not go through the DocuSign process. Only the Multi-County Final Accounting will be sent through DocuSign.
- DocuSign for the Multi-County Final Accounting will only include the following signatures:
  - Program Manager
  - Program Fiscal
  - County Finance Officer for Master County

## Completing Individual Program Final Accounting

1. The user should navigate to the Program Application Information screen for a program in the multi-county group. The *Final Accounting* portion of the screen will expand to include the list of counties within the multi-county group.

Program Application Information

Name of Program:	<a href="#">JCPC Administration (Alleghany)</a>
Budget:	<a href="#">Budget Revision History</a>
Multi-County Budget:	<a href="#">Multi-County Budget Revision History</a>
Multi-County Group:	<a href="#">D23 JCPC Administration</a>
Multi-County Group Master:	No
Accounting:	<a href="#">Final Accounting</a>

All counties in the Multi-County Group must create Final Accounting before Multi-County Final Accounting can be created. The following counties in the group have not created Final Accounting:

- County: [Alleghany](#)
- County: [Ashe](#)
- County: [Wilkes](#)
- County: [Yadkin](#)

<a href="#">Program Application Details</a>	<a href="#">Certification Standards</a>	<a href="#">Council Members</a>	<a href="#">Decision</a>	<a href="#">3rd Quarter Accounting</a>	<a href="#">Upload Documents</a>	<a href="#">e-Signature</a>	<a href="#">Disbursements</a>
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Funding Period:	FY 21-22
Funding Source:	JCPC Funds
Funding Status:	Submitted
Last Submission:	07/30/2021 12:00:00 AM

- a. The user can use the blue hyperlink county names to navigate to and view each individual program.
  - b. Individual counties will be removed from the list of counties as Final Accounting is submitted for each individual program.
2. The user will click *Final Accounting* to create Final Accounting for the individual program. Each individual program **must** complete Final Accounting.

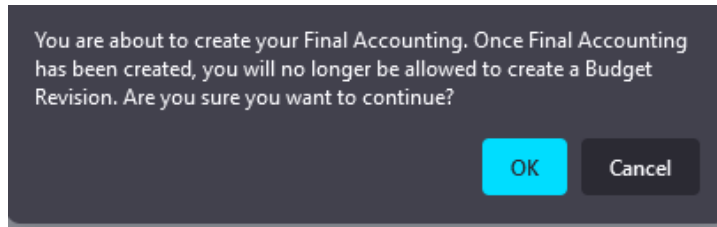
Name of Program:	<a href="#">JCPC Administration (Alleghany)</a>
Budget:	<a href="#">Budget Revision History</a>
Multi-County Budget:	<a href="#">Multi-County Budget Revision History</a>
Multi-County Group:	<a href="#">D23 JCPC Administration</a>
Multi-County Group Master:	No
Accounting:	<a href="#">Final Accounting</a>

All counties in the Multi-County Group must cr

- County: [Alleghany](#)
- County: [Ashe](#)
- County: [Wilkes](#)
- County: [Yadkin](#)

**NOTE:** Pay close attention to the Program Name at the top of the screen. If the user clicks on the County links, it will take them to the Program Application Information screen for the program county selected. The screen will look very similar to the previous screen, but the Program Name will be different.

3. The user will confirm that they want to create Final Accounting for the individual program.



4. Once the individual Final Accounting has been created, the Expenditures tab will appear. This tab displays the line item data from the individual program's last approved budget.
  - a. The user will enter the expenditure amounts for the individual Final Accounting by clicking the 'Enter Actual' link beside each line item.

Expenditures									
Non-Local/Supplemental		Equipment Inventory		Summary/Submit		Upload Documents		Print/Preview	
ⓘ For each budget line item, enter an actual expenditure amount. You can also add a new line item for expenditures not budgeted. Click on the ⓘ to view more detailed line item information.									
Line Item	General Ledger Account Code	Budgeted Cash	Actual Cash	Budgeted In-Kind	Actual In-Kind	Complete	Action		
<a href="#">Add Item</a>									
<b>III. Current Obligations &amp; Services</b>		\$10,867.00	\$0.00	\$0.00	\$0.00				
ⓘ 390 Other Services		\$10,867.00				ⓘ	<b>Enter Actual</b>		
<b>TOTAL EXPENDITURES (I to V)</b>		\$10,867.00	\$0.00	\$0.00	\$0.00	ⓘ			
Print/Preview Final Accounting Form									

- When the 'Add Actual Cash/In-Kind Item' dialog box opens, the user should enter the Actual Amount for the expenditure **to be the exact amount as the Budgeted Cash or Budgeted In-Kind** (to reflect that the individual program has spent all the budgeted amounts). *This only applies to individual programs that are part of a multi-county group.*

- When all expenditure amounts have been entered, the Total Expenditures row will contain the following:
  - Budgeted Cash will equal Actual Cash
  - Budgeted In-Kind will equal Actual In-Kind
  - A green checkmark will appear under the Complete column

Expenditures									
Non-Local/Supplemental		Equipment Inventory		Summary/Submit		Upload Documents		Print/Preview	
ⓘ For each budget line item, enter an actual expenditure amount. You can also add a new line item for expenditures not budgeted. Click on the ⓘ to view more detailed line item information.									
Line Item	General Ledger Account Code	Budgeted Cash	Actual Cash	Budgeted In-Kind	Actual In-Kind	Complete	Action		
<b>III. Current Obligations &amp; Services</b>		<b>\$10,867.00</b>	<b>\$10,867.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<a href="#">Add Item</a>		
ⓘ 390 Other Services	N/A	\$10,867.00	\$10,867.00			✓	<a href="#">Edit - Delete</a>		
<b>TOTAL EXPENDITURES (I to V)</b>		<b>\$10,867.00</b>	<b>\$10,867.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	✓			
Print/Preview Final Accounting Form									

7. The user will navigate to the Non-Local/Supplemental tab to enter any non-local and/or supplemental funds that were used for the program during the fiscal year.

Expenditures				
Non-Local/Supplemental				
Equipment Inventory				
Summary/Submit				
Upload Documents				
Print/Preview				
Enter all funds received during the fiscal year for this report from Federal, State and Medicaid/Third Party sources. This does not include DPS/JCPC funds.				
Source	Description	Type	Amount	Action
GCC Funding	GCC Funding received for summer training series.	Federal	\$3,500.00	<a href="#">Add Item</a> <a href="#">Edit</a> - <a href="#">Delete</a>
State and Federal Funds Expended			\$3,500.00	
Print/Preview Supplemental Information Form				

- a. The user may click on the 'Add Item' link to enter the information. This includes State, Federal, and Medicaid funding.

**Edit Non-Local/Supplemental Item**

\*Source Type:

\*Source:   
You have 139 characters left.

\*Description:   
You have 206 characters left.

\*Amount:

Save Cancel

***NOTE:** Non-Local/ Supplemental funds must be entered in the individual program. There is no place to enter these funds in the multi-county budget.*

8. The user will navigate to the Equipment Inventory tab to enter any new equipment purchased in the fiscal year and/or edit any equipment that was transferred or disposed in the fiscal year.

Expenditures	Non-Local/Supplemental	Equipment Inventory	Summary/Submit	Upload Documents	Print/Preview	
<p> Enter any equipment purchased with JCPC funds, either this year or in previous years which is valued at \$350 or more, is still in use, has been transferred, or has been disposed.</p>						
Description	Acquisition Date	Cost	Location of Equipment	Transfer/Disposal	Transfer/Disposal Date	Action
Refurbished MacBook (SN 1234567)	05-21-2022	\$835.67	123 Easy Street Going My Way, NC			<a href="#">Add Item</a> <a href="#">Edit - Delete</a>
<p> Print/Preview Equipment Inventory Form</p>						

- a. The user may click on the ‘Add Item’ link to enter/edit the information.

**Add Equipment Inventory Item**

\*Description (include serial number and model number if applicable):   
 You have 118 characters left.

\*Acquisition Date:  /  /

\*Cost:

\*Location of Equipment (Address):   
 You have 118 characters left.

Transfer/Disposal:

***NOTE: Equipment Inventory **must** be entered in the individual program. There is no place to enter these funds in the multi-county budget.***



9. The user will navigate to the Summary/Submit tab and confirm that the Budget and Expenditure Summary shows all expenditures at 100%.

Expenditures						
Expenditures	Non-Local/Supplemental	Equipment Inventory	Summary/Submit	Upload Documents	Print/Preview	
Submission Status:		Pending Submission				
Creation Date:		06-08-2022				
Last Submission Date/Time:						
Budget And Expenditure Summary:						
	Budgeted Cash	Budgeted In-Kind	Budgeted Total	Actual Cash	Actual In-Kind	Actual Total
Personnel Services	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Supplies & Materials	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Current Obligations & Services	\$10,867	\$0	\$10,867	\$10,867.00	\$0.00	\$10,867.00
Fixed Charges & Other Expenses	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$10,867</b>	<b>\$0</b>	<b>\$10,867</b>	<b>\$10,867.00</b>	<b>\$0.00</b>	<b>\$10,867.00</b>
Submit Comments:						
<div style="border: 1px solid #ccc; height: 60px; width: 100%;"></div> <p style="text-align: center;">You have 255 characters left.</p>						
General Comments:						
<input type="button" value="Submit"/> <input type="button" value="Delete"/>						

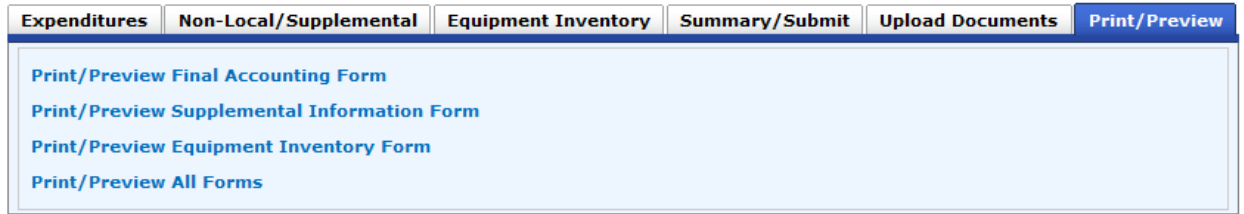
- a. When the review is satisfied, the user has the following options:
  - i. Enter any Submit Comments and click **'Submit.'**
  - ii. Click **'Delete'** to delete the individual Final Accounting.

10. The user will navigate to the Upload Documents tab and upload any documents that relate to the individual program.

Expenditures		Non-Local/Supplemental	Equipment Inventory	Summary/Submit	Upload Documents	Print/Preview
Upload File:	<input type="button" value="Browse..."/> No file selected. (Allowed Types: PDF, doc 15MB Limit)					
Document Type:	<input type="button" value="-Select-"/>					
<input type="button" value="Save"/>						

***NOTE: The multi-county general ledger will be uploaded in the Multi-County Final Accounting.***

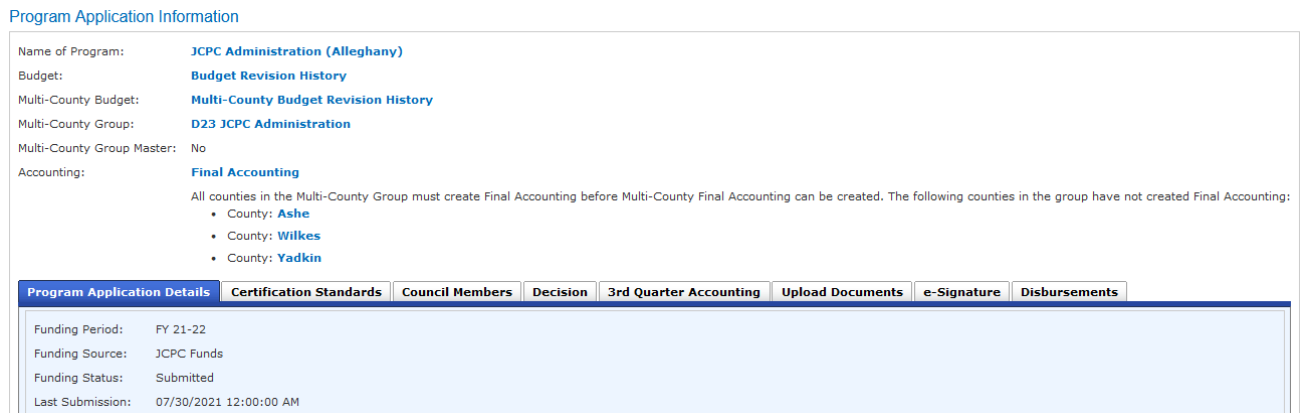
11. To print the individual Final Accounting, the user will navigate to the Print/Preview tab and click on the page(s) they would like to print.



12. After the first individual program Final Accounting for the multi-county group is complete, the next individual program should now complete Final Accounting. The user can navigate to the next individual program Final Accounting in the following ways.

- a. From the individual Final Accounting:
  - i. Click on the 'Program Agreement' link at the top of the screen. *It will say, "Program Name, Funding Period: FY XX-XX, Funding Source: JCPC Funds"*
  - ii. From the Multi-County Group section of the screen, select the next county you want to complete and click the link for it. This will take you to the Program Application Information screen for the next program in the group.

**NOTE:** *The program for which the user submitted Final Accounting no longer appears on the list to be created.*



- b. From the Home screen, locate the next program in the Multi-County Group and follow the usual navigation to get to the Program Application Information screen.
13. Complete these steps until Final Accounting for each individual program, including the master program, in the Multi-County Group has been created and submitted.

### Completing Multi-County Final Accounting

Now that Final Accounting for all individual programs in the Multi-County Group has been created, Multi-County Final Accounting is available to create.

1. When the user has submitted Final Accounting for all of the individual programs in the Multi-County Group, including the master program, the Create Multi-County Final Accounting link will display on the Program Application Information screen for each of the programs.

#### Program Application Information

Name of Program:	<b>JCPC Administration (Yadkin)</b>
Budget:	<b>Budget Revision History</b>
Multi-County Budget:	<b>Multi-County Budget Revision History</b>
Multi-County Group:	<b>D23 JCPC Administration</b>
Multi-County Group Master:	Yes
Accounting:	<b>Final Accounting</b>
	<b>Create Multi-County Final Accounting</b>

Program Application Details		Certification Standards	Council Members	Decision
Funding Period:	FY 21-22			
Funding Source:	JCPC Funds			
Funding Status:	Submitted			
Last Submission:	08/02/2021 12:00:00 AM			

2. Once the user clicks on the link, the Multi-County Final Accounting form will populate, and the screen will default to the Expenditures tab.

Multi-County Final Accounting Information

**Final Accounting record created**

Name of Program: **JCPC Administration (Yadkin)**  
 Program Agreement: **JCPC Administration, Funding Period: FY 21-22, Funding Source: JCPC Funds**  
 Funding Source: JCPC Funds  
 Multi-County DJJ/JCPC Funds: \$43,470      Multi-County Total Budget: \$43,470  
 Multi-County Local/Other Funds: \$0

Final Accounting Totals for each County in Multi-County Group				
County	Required Local Match %	DPS/JCPC Funds	Local Funding/Other Cash Funds	Total Budget
<a href="#">Alleghany</a>		\$10,867	\$0	\$10,867
<a href="#">Ashe</a>		\$10,867	\$0	\$10,867
<a href="#">Wilkes</a>		\$10,868	\$0	\$10,868
<a href="#">Yadkin*</a>		\$10,868	\$0	\$10,868
<b>Multi-County Totals</b>	<b>0.0% (Average for Multi-County Group)</b>	<b>\$43,470</b>	<b>\$0</b>	<b>\$43,470</b>

Multi-County Final Accounting - D23 JCPC Administration

**Expenditures** | [Non-Local/Supplemental](#) | [Equipment Inventory](#) | [Summary/Submit](#) | [Upload Documents](#) | [Print/Preview](#)

**For each budget line item, enter an actual expenditure amount. You can also add a new line item for expenditures not budgeted. Click on the ⓘ to view more detailed line item information.**

Line Item	General Ledger Account Code	Budgeted Cash	Actual Cash	Budgeted In-Kind	Actual In-Kind	Complete	Action
<b>I. Personnel Services</b>		<b>\$39,980.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<a href="#">Add Item</a>
ⓘ 120 Salaries & Wages		\$26,315.00				ⓘ	<a href="#">Enter Actual</a>
ⓘ 180 Fringe Benefits		\$13,665.00				ⓘ	<a href="#">Enter Actual</a>
<b>II. Supplies &amp; Materials</b>		<b>\$1,190.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
ⓘ 220 Food & Provisions		\$690.00				ⓘ	<a href="#">Enter Actual</a>
ⓘ 260 Office Supplies and Materials		\$500.00				ⓘ	<a href="#">Enter Actual</a>
<b>III. Current Obligations &amp; Services</b>		<b>\$2,300.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
ⓘ 310 Travel & Transportation		\$1,000.00				ⓘ	<a href="#">Enter Actual</a>
ⓘ 320 Communications		\$1,100.00				ⓘ	<a href="#">Enter Actual</a>
ⓘ 370 Advertising		\$200.00				ⓘ	<a href="#">Enter Actual</a>
<b>V. Capital Outlay</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		
ⓘ 510 Office Furniture & Equipment		\$0.00				ⓘ	<a href="#">Enter Actual</a>
<b>TOTAL EXPENDITURES (I to V)</b>		<b>\$43,470.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	ⓘ	

[Print/Preview Final Accounting Form](#)

- a. The table near the top of the screen is automatically populated from the most recent approved budget for each program in the multi-county group. The County names are links to the individual program Final Accounting.
- b. The asterisk next to the County name indicates the Master Program (County).

3. The Multi-County Final Accounting form is where the true expenditures will be accounted.
  - a. The user will enter expenditures as they were actually spent, including cents, for both Budgeted Cash and Budgeted In-kind purchases.
  - b. The 'Enter Actual', 'Add Item', and 'Edit/Delete' function in the same way as the individual form.
  
4. When all expenditures have been entered, a green checkmark will appear in the Total Expenditures row at the bottom of the screen.

TOTAL EXPENDITURES (I to V)	\$43,470.00	\$34,228.73	\$0.00	\$535.00	✓
Print/Preview Final Accounting Form					

- a. Review the expenditures and confirm that everything has been entered correctly.
  
5. The user will navigate to the Non-Local/Supplemental tab and review the information.
  - a. This tab is auto filled from the Non-Local/Supplemental tab in each individual program Final Accounting.
  - b. If anything needs to be corrected, the user can click the County name link to the left of the item to return to the individual program Final Accounting to make the changes.

**Multi-County Final Accounting - D23 JCPC Administration**

<b>Expenditures</b>	<b>Non-Local/Supplemental</b>	Equipment Inventory	Summary/Submit	Upload Documents	Print/Preview
<p>Enter all funds received during the fiscal year for this report from Federal, State and Medicaid/Third Party sources. This does not include DPS/JCPC funds.</p>					
Non-Local/Supplemental items from Individual County Final Accounting					
County	Source	Description	Type	Amount	
<a href="#">Alleghany</a>	GCC Funding	GCC Funding received for summer training series.	Federal	\$3,500.00	
<b>Total State and Federal Funds Expended (Individual Counties)</b>				<b>\$3,500.00</b>	
Print/Preview Supplemental Information Form					

***NOTE: Non-Local Supplemental information cannot be added in the Multi-County Final Accounting. This information is specific to each county and must be added on the individual program Final Accounting for each applicable program in the Multi-County Group.***

6. The user will navigate to the Equipment Inventory tab and review the information.
  - a. This tab is auto filled from the Equipment Inventory tab in each individual Program Final Accounting.
  - b. If anything needs to be corrected, the user can click the County name link to the left of the item to return to the individual program Final Accounting to make the changes.

Equipment Inventory for Individual County Final Accounting							
County	Description	Acquisition Date	Cost	Location of Equipment	Transfer/Disposal	Transfer/Disposal Date	
<a href="#">Alleghany</a>	Refurbished MacBook (SN 1234567)	05-21-2022	\$835.67	123 Easy Street Going My Way, NC			
<a href="#">Wilkes</a>	Laptop with docking station	05-16-2012	\$1,750.32	500 Courthouse Dr., Suite 1071 Wilkesboro, NC 28697			
<a href="#">Wilkes</a>	Epson EX71 Projector	03-12-2010	\$749.99	500 Courthouse Dr., Suite 1071 Wilkesboro, NC 28697			
<a href="#">Wilkes</a>	HP Laptop for office (2012-keep as back-up)	10-29-2001	\$849.97	500 Courthouse Dr., Suite 1071, Wilkesboro, NC 28697	Other (specify) Disposed as is no longer working or valued.	09-13-2021	
<b>Equipment Inventory Total (Individual Counties)</b>			<b>\$4,185.95</b>				

Print/Preview Equipment Inventory Form

***NOTE: Equipment Inventory information cannot be added in the Multi-County Final Accounting. This information is specific to each county and must be added on the individual program Final Accounting for each applicable program in the Multi-County Group.***

7. The user will navigate to the Summary/Submit tab and confirm that the Budget and Expenditure Summary shows all expenditures at their actual cost. When the review is satisfied, the user has the following options:
  - a. Enter any Submit Comments and click **Submit**.
  - b. Click **Delete** to delete the Multi-County Final Accounting.

**Multi-County Final Accounting - D23 JCPC Administration**

[Expenditures](#) | 
 [Non-Local/Supplemental](#) | 
 [Equipment Inventory](#) | 
 [Summary/Submit](#) | 
 [Upload Documents](#) | 
 [Print/Preview](#)

Submission Status: Pending Submission  
 Creation Date: 06-13-2022  
 Last Submission Date/Time:  
 Area Consultant Review Completed Date:  
 Budget And Expenditure Summary:

	Budgeted Cash	Budgeted In-Kind	Budgeted Total	Actual Cash	Actual In-Kind	Actual Total
Personnel Services	\$39,980	\$0	\$39,980	\$39,945.86	\$0.00	\$39,945.86
Supplies & Materials	\$1,190	\$0	\$1,190	\$1,056.48	\$0.00	\$1,056.48
Current Obligations & Services	\$2,300	\$0	\$2,300	\$2,057.61	\$0.00	\$2,057.61
Fixed Charges & Other Expenses	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$43,470</b>	<b>\$0</b>	<b>\$43,470</b>	<b>\$43,059.95</b>	<b>\$0.00</b>	<b>\$43,059.95</b>

Submit Comments:

You have 255 characters left.

General Comments:

***NOTE:** If individual Final Accounting for any of the programs in the Multi-County Group is not in Submitted status, a message will display to prompt the user to submit the Final Accounting(s) before Multi-County Final Accounting will be available to submit. When this message displays, the Submit button is not available on Multi-County Final Accounting.*

All counties in the Multi-County Group must submit Final Accounting before Multi-County Final Accounting can be Submitted. The following counties in the group have not submitted Final Accounting:

- County: **Yadkin**

8. Once the Multi-County Final Accounting is submitted, the program user will no longer have any Action buttons on the Summary/Submit screen, and the Submission Status will change to, “Submitted.”

**Multi-County Final Accounting - D23 JCPC Administration**

Expenditures	Non-Local/Supplemental	Equipment Inventory	Summary/Submit	Upload Documents	Print/Preview	
Submission Status:		Submitted				
Creation Date:		06-13-2022				
Last Submission Date/Time:		06-13-2022 03:25:52 PM				
Area Consultant Review Completed Date:						
Budget And Expenditure Summary:						
	Budgeted Cash	Budgeted In-Kind	Budgeted Total	Actual Cash	Actual In-Kind	Actual Total
Personnel Services	\$39,980	\$0	\$39,980	\$39,945.86	\$0.00	\$39,945.86
Supplies & Materials	\$1,190	\$0	\$1,190	\$1,056.48	\$0.00	\$1,056.48
Current Obligations & Services	\$2,300	\$0	\$2,300	\$2,057.61	\$0.00	\$2,057.61
Fixed Charges & Other Expenses	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
Capital Outlay	\$0	\$0	\$0	\$0.00	\$0.00	\$0.00
<b>TOTAL EXPENDITURES</b>	<b>\$43,470</b>	<b>\$0</b>	<b>\$43,470</b>	<b>\$43,059.95</b>	<b>\$0.00</b>	<b>\$43,059.95</b>
Submit/Return History:						
Event Type	Event Date/Time	Comment				
Submitted	06-13-2022 03:25:52 PM	Submit Comment.				
The Final Accounting for this fiscal year does not contain any Equipment Inventory Items.						

9. The user will navigate to the Upload Documents tab and upload any documents that relate to the multi-county program.
- a. Any documents uploaded in the Multi-County Final Accounting will be attached to the Multi-County Final Accounting when it goes through DocuSign.

Expenditures	Non-Local/Supplemental	Equipment Inventory	Summary/Submit	Upload Documents	Print/Preview
Upload File: <input type="button" value="Browse..."/> No file selected. (Allowed Types: PDF, doc 15MB Limit)					
Document Type: <span style="border: 1px solid black; padding: 2px;">-Select-</span>					
Save					

***NOTE: The multi-county general ledger should be uploaded here.***



10. To print the Multi-County Final Accounting, the user will navigate to the Print/Preview tab and click on the page(s) they would like to print.

