

Completing Third Quarter Accounting in NCALLIES

A Step-By-Step Guide



NC ALLIES

A Local Link to Improve Effective Services

- Log in to NCALLIES
- Click View beside the Program
- Click View beside the Fiscal Year
- Click the 3rd Quarter Accounting tab
- Click Create

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Program Application Information


Name of Program: **JCPC Administration (Iredell)**
 Budget: [Budget Revision History](#)

Program Application Details **Decision** **3rd Quarter Accounting** Upload Documents e-Signature Disbursements

Submission Status: Pending Creation
 Last Submission Date/Time:
 DJJ Funds Committed: \$15,500
 DJJ Funds Disbursed: \$6,463
 Remaining DJJ Funds: \$9,037
 Remaining DJJ Funds Requested:
 Remaining DJJ Funds to be Released: \$9,037

Current Year Expenditures (through end of February)

Last DJJ Budget Approval Date: 06/29/2017		Budgeted Cash	Actually Spent	Percent Actually Spent
Personnel Services		\$5,496		
Supplies & Materials		\$3,050		
Current Obligations & Services		\$6,954		
Fixed Charges & Other Expenses		\$0		
Capital Outlay		\$0		
TOTAL CASH BUDGET		\$15,500		

Create  **Click Create**

• Fill in the form

Create 3rd Quarter Accounting Report

A Budget Revision must be submitted no later than April 15th for the following conditions:

- ① Remaining DJJ Funds Requested is less than Remaining DJJ Funds



Pay attention to the Information bubbles as you go through the process. They will tell you if something additional needs to be filled in, or if you will need to complete a Budget Revision after Third Quarter.

Name of Program: JCPC Administration (Iredell)

DJJ Funds Committed: \$15,500

Committed: Total amount approved for year

DJJ Funds Disbursed: \$6,463

Disbursed: Sent to County through February

Remaining DJJ Funds: \$9,037

Remaining: Amount left to be sent to County for year (March - June)

Remaining DJJ Funds Requested:

Requested: Portion of Remaining amount you will be able to spend through the rest of the FY (March-June)

Remaining DJJ Funds to be Released:

Released: Automatically populated amount of funds returning to DPS, based on amount entered in Requested

Current Year Expenditures (through end of February)

Last DJJ Budget Approval Date: 06/29/2017	Budgeted Cash	Actually Spent	Percent Actually Spent
Personnel Services:	\$5,496	<input type="text"/>	0.00%
Supplies And Materials:	\$3,050	<input type="text"/>	0.00%
Current Obligations And Services:	\$6,954	<input type="text"/>	0.00%
Fixed Charges And Other Expenses:	\$0	<input type="text"/>	0.00%
Capital Outlay:	\$0	<input type="text"/>	0.00%
TOTAL CASH BUDGET:	\$15,500	\$0.00	0.00%

Enter total amounts spent through February for each Category in the Actually Spent boxes

For more information on Categories:

1. Reference Chart of Accounts to see what Line Items go under each Category
2. Reference Budget Line Item Summary page of printed PA to see how your categories are calculated

Percent Actually Spent is calculated automatically from Budgeted Cash and Actually Spent columns

Justify need for Remaining Funds: **If you have not spent 67% or more of your overall budget at this point, you need to provide Justification for how you will spend the amount of funds you are Requesting for the rest of the FY.**

Examples:


1. Have not yet purchased all supplies; will place order and utilize funds before end of FY.
2. Did not need all of Advertising funds; will complete Budget Revision and put remaining Advertising funds into Office Supplies to purchase additional needed supplies.

You have 1,000 characters left.

- Pay attention to these things when completing the form


Create 3rd Quarter Accounting Report

A Budget Revision must be submitted no later than April 15th for the following conditions:

-  Cash Actually Spent is higher than Budgeted Cash

Name of Program: JCPC Administration (Iredell)
 DJJ Funds Committed: \$15,500
 DJJ Funds Disbursed: \$6,463
 Remaining DJJ Funds: \$9,037
 Remaining DJJ Funds Requested:
 Remaining DJJ Funds to be Released: \$0

Current Year Expenditures (through end of February)

Last DJJ Budget Approval Date: 06/29/2017	Budgeted Cash	Actually Spent	Percent Actually Spent
Personnel Services:	\$5,496	<input type="text" value="\$3,796.00"/>	69.07%
Supplies And Materials:	\$3,050	<input type="text" value="\$3,400.00"/>	111.48% 
Current Obligations And Services:	\$6,954	<input type="text" value="\$3,300.00"/>	47.45%
Fixed Charges And Other Expenses:	\$0	<input type="text" value="\$0.00"/>	0.00%
Capital Outlay:	\$0	<input type="text" value="\$0.00"/>	0.00%
TOTAL CASH BUDGET:	\$15,500	\$10,496.00	67.72%

When you see an Information bubble notification here, look for the "i" on the form - this will tell you what generated the bubble. In this example, the program has spent over the total amount budgeted for Supplies and Materials. They will need to complete a Budget Revision to move funds and avoid a payback in Final Accounting. In this case, it might be a good idea to move funds from Current Obligations and Services, since they are underspent in that Category.

 Save  Cancel

When you are satisfied with the form, click Save

When the Total Percentage reaches 67%, the Justification box disappears.

If the Justification box is still on the screen once you have entered all of your numbers (including zeroes where there were no expenditures), you will have to fill out the Justification in order to complete the form.

- Review the form

Program Application Information

3rd Quarter Accounting Report created

Name of Program: **JCPC Administration (Tredell)**
 Budget: **Budget Revision History**

Program Application Details | **Decision** | **3rd Quarter Accounting** | **Upload Documents** | **e-Signature** | **Disbursements**

A Budget Revision must be submitted no later than April 15th for the following conditions:
 ⓘ Cash Actually Spent is higher than Budgeted Cash

Submission Status: Pending Submission
 Last Submission Date/Time:

DJJ Funds Committed: \$15,500
 DJJ Funds Disbursed: \$6,463
 Remaining DJJ Funds: \$9,037
 Remaining DJJ Funds Requested: \$9,037
 Remaining DJJ Funds to be Released: \$0

Review all of the information on this page. Click Edit at the bottom of the page if something needs to be corrected

Current Year Expenditures (through end of February)

Last DJJ Budget Approval Date: 06/29/2017	Budgeted Cash	Actually Spent	Percent Actually Spent
Personnel Services	\$5,496	\$3,796.00	69.07%
Supplies & Materials	\$3,050	\$3,400.00	111.48% ⓘ
Current Obligations & Services	\$6,954	\$3,300.00	47.45%
Fixed Charges & Other Expenses	\$0	\$0.00	0.00%
Capital Outlay	\$0	\$0.00	0.00%
TOTAL CASH BUDGET	\$15,500	\$10,496.00	67.72%

Upload Documents

Upload File: No file selected.
 (Allowed Types: PDF, doc 15MB Limit)

Document Type:

When you are finished, click Submit

If your county requires additional documentation (like a General Ledger, upload it here

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- When you are satisfied that the form is correct and all changes have been made, click Submit
- Click OK when asked if you are sure you want to submit
- Notify the Area Consultant that you have submitted Third Quarter Accounting
- Once the review process is complete, the Area Consultant will release the document for e-signature

Great Job!

You have completed

Third Quarter Accounting!