Department of Youth & Community Development

DYCD FINANCIALS

User Guide

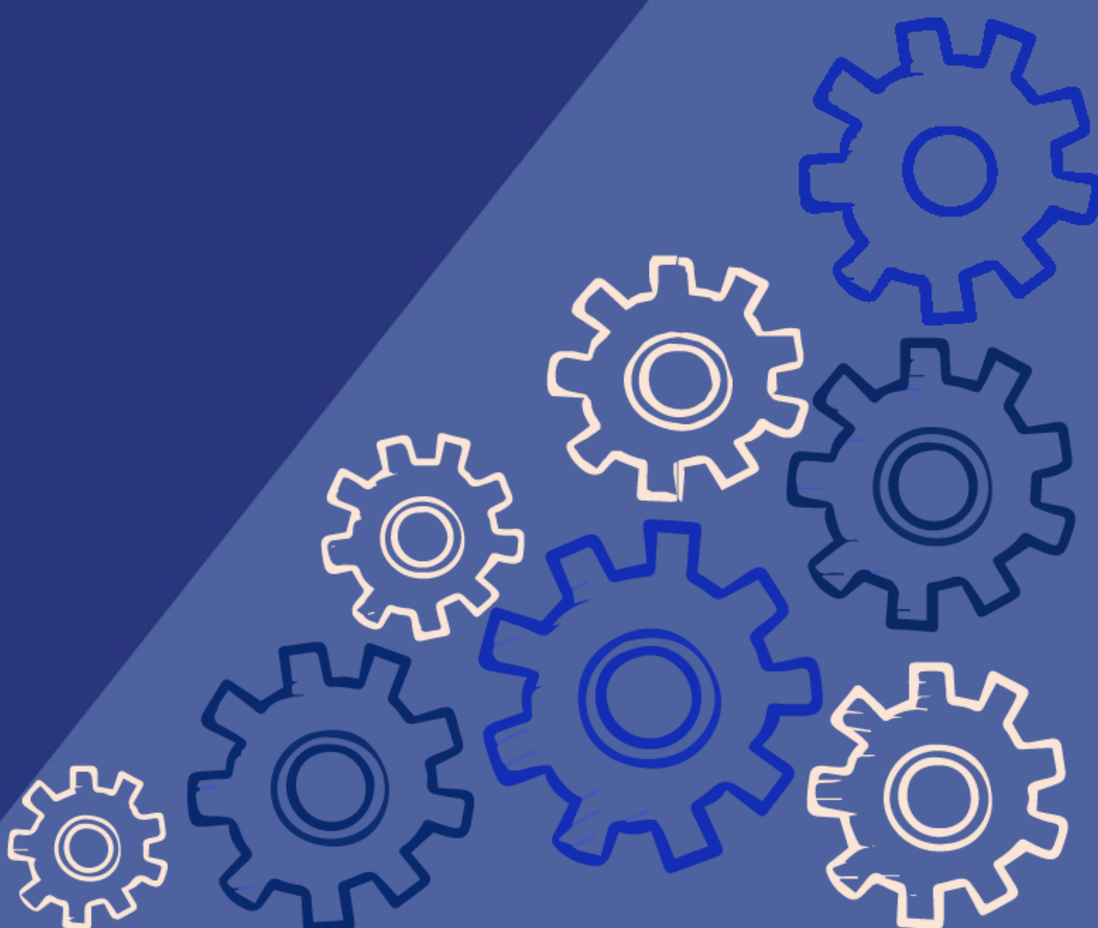


Table of Contents

What is DYCD Financials?

DYCD Financials is an accounting platform available on DYCD Connect for Department of Youth and Community Development (DYCD) providers. The platform works with the HHS Accelerator to streamline and partially automate aspects of data entry for annual projections and monthly expense reporting of contract dollars towards Minority-owned/Women-owned Business Enterprise (M/WBE) vendors. The platform aims to assist providers to be in compliance with New York State's requirements around M/WBE spending.

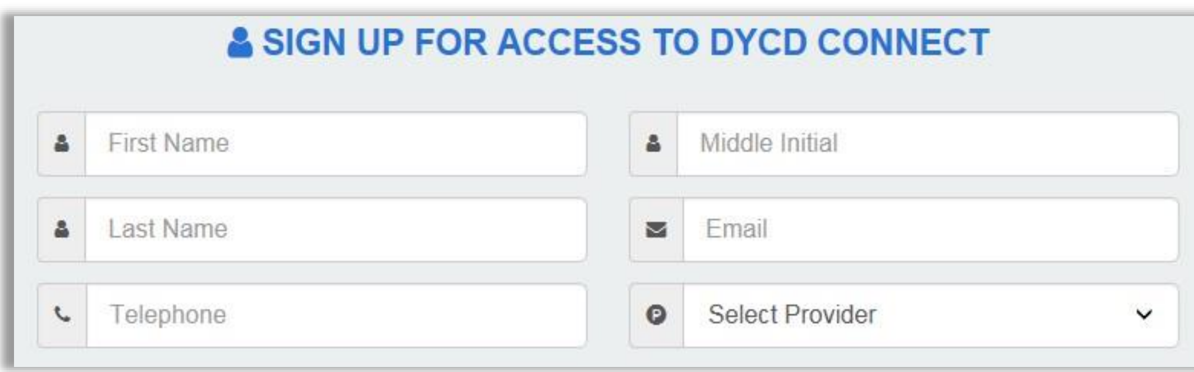
How do I Access DYCD Financials?

Providers may access DYCD Financials from www.dycdconnect.nyc with a DYCD Connect account.

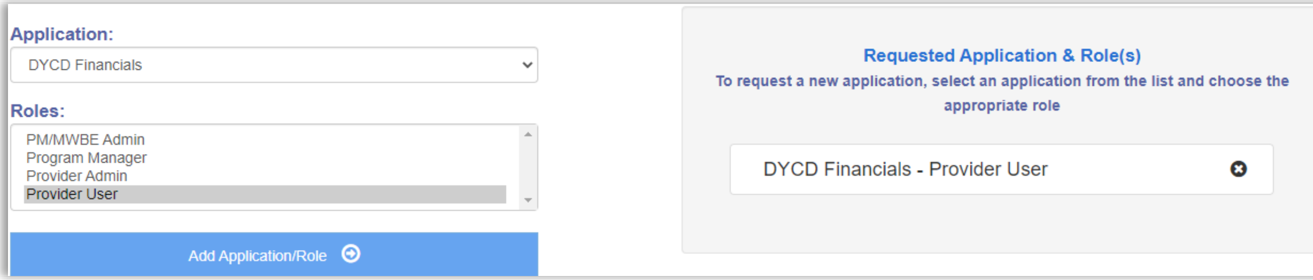
Requesting User Access Without an Existing DYCD Account

Step 1: Visit https://www.dycdconnect.nyc and click "Register."

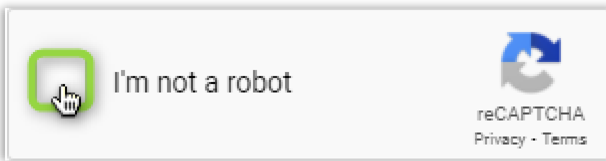
Step 2: Enter basic information, include name, email, Provider, etc.



Step 3: Enter Select Application & User Role and then click “Add Application/Role.”



Step 4: Click on the box for a quick security check.



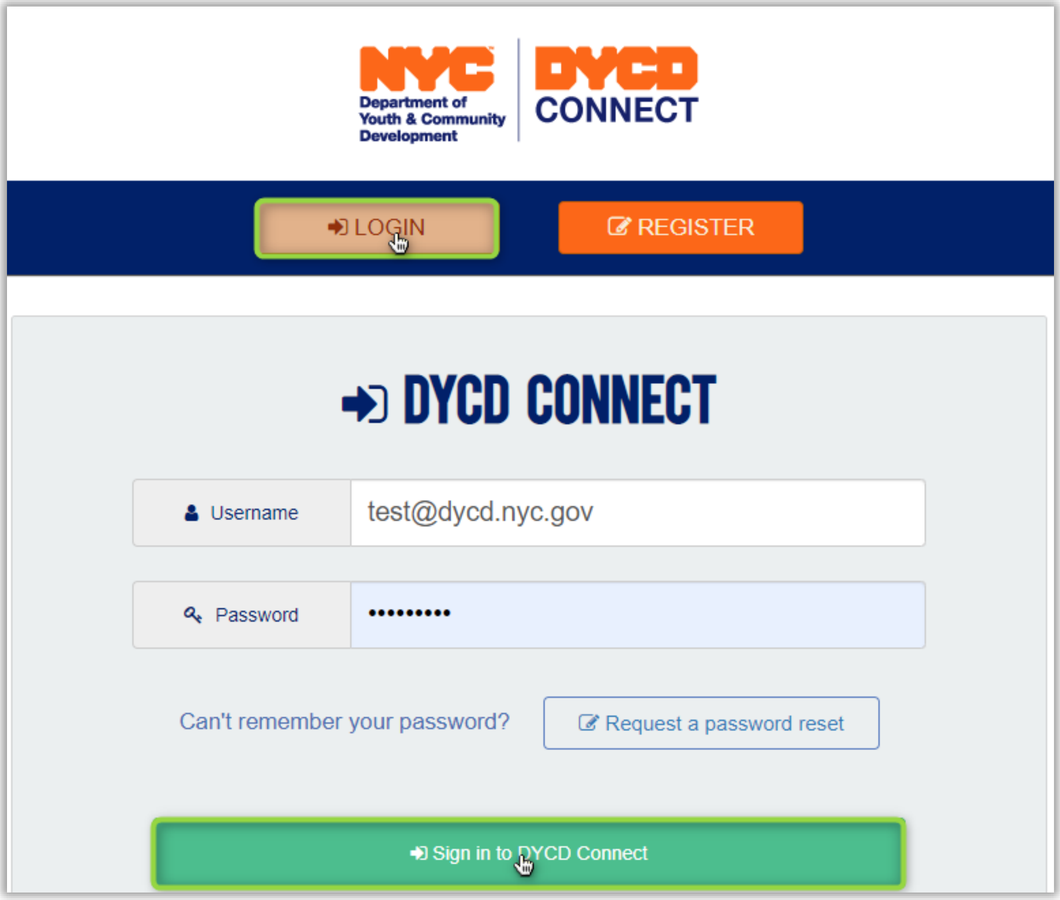
Step 5: Click on Connect with Selected DYCD Applications to submit your request.

Note that you can request access for multiple applications and program areas in one request. Applications must be selected one at a time. For each application, select your desired role, click on the add button and select the next application. The full list will appear on the List of Requested Applications.

Step 6: After DYCD processes your request (1-2 business days for typical accounts), you will receive a confirmation email that assigns you a username and a link to reset your password. **You must click the Password Reset Link <u>within 72 hours</u>.**

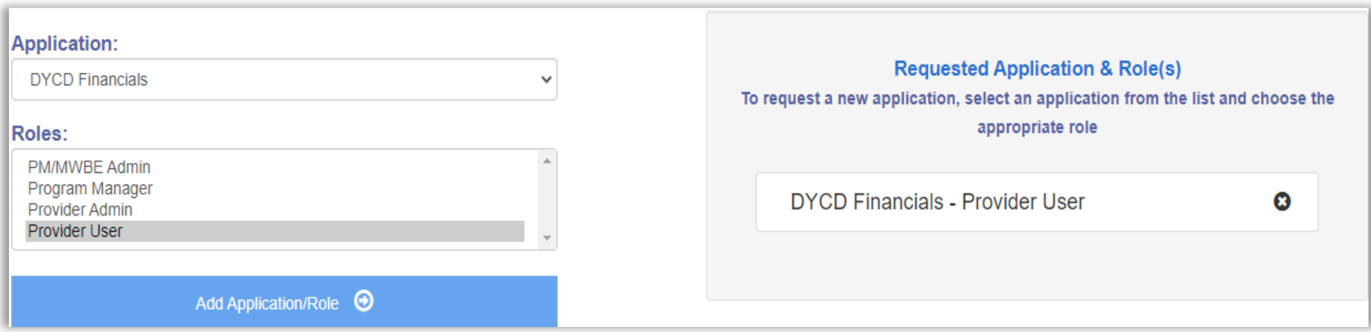
Requesting User Access with an Existing DYCD Connect Account

Step 1: Login to your DYCD Connect Account at www.dycdconnect.nyc.

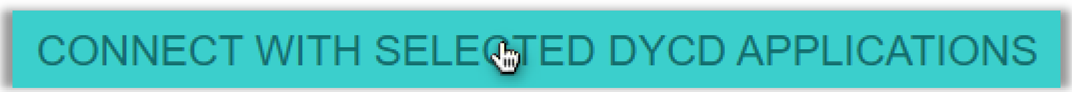


Step 2: Click on your name at the top right of the page and go to your account profile page.

Step 3: Select DYCD Financials from the Application drop-down options. Then, click on your desired role and "Add Application/Role."



Step 4: Click on Connect with Selected DYCD Applications to submit your request.



Logging into DYCD Financials

After receiving access to DYCD Financials on your DYCD Connect account, you may access the system by logging into your DYCD Connect account and clicking on the DYCD Financials button at the top left of the page.

Working in DYCD Financials

The main page you will see when entering DYCD Financials will be the Dashboard. You will see three main areas: Released, In Progress, and Request modifications. The current version of DYCD Financials houses information to be submitted for Form D or the MWBE Spending Plan.

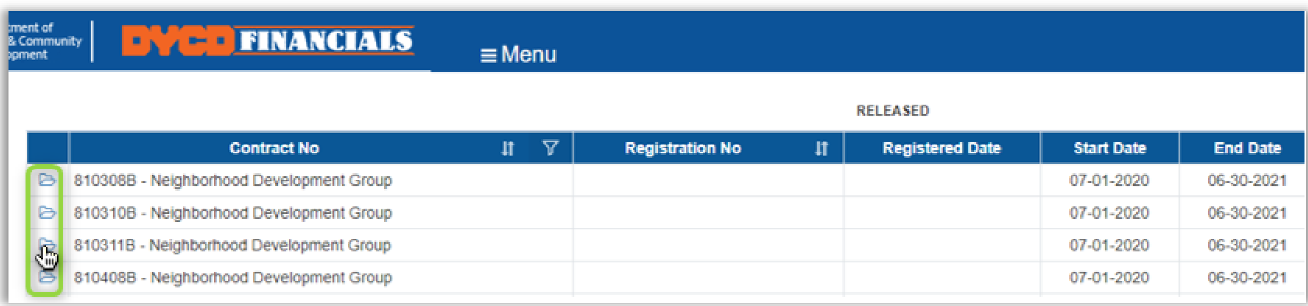
Released

The Released folder contains all Annual Projection Forms that your account has access to view. Forms will appear here at the beginning of the program year for you to complete and submit to DYCD for approval.

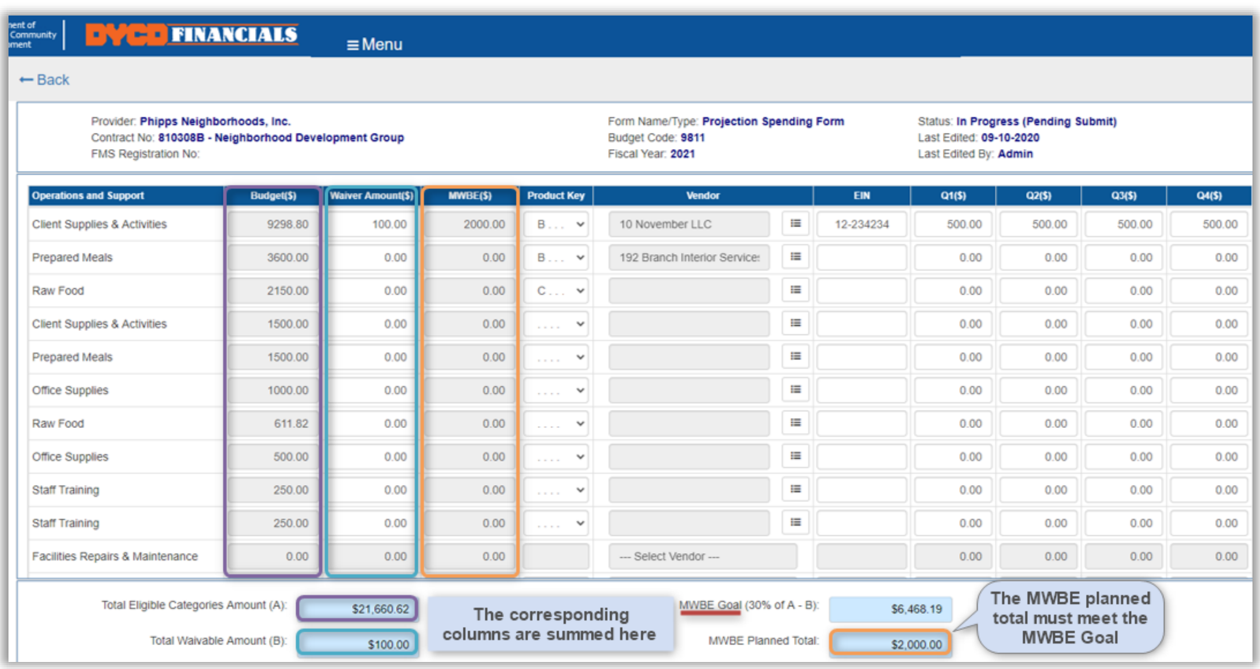
Submitting a Released Projection Form

Step 1: Click on "View Details" on the Released folder to view a list of all of the projection forms.

Step 2: Click on the Folder Icon to open a specific contract.



Step 3: Complete data entry on the Projection form to meet the M/WBE Goal.

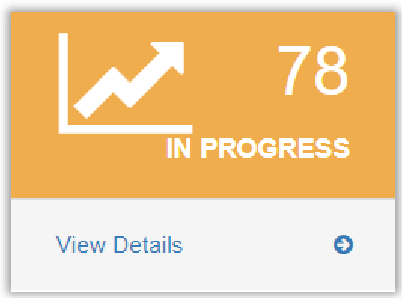


Step 3A (Optional): Click “Notes” at the top to add a message to the Projection Form.

Step 4: Click “Save” and then “Submit.”

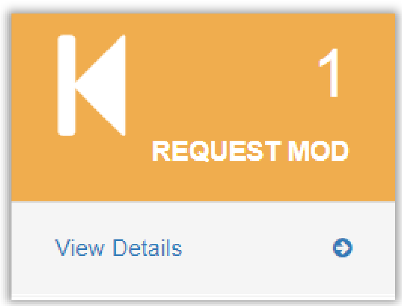
NOTE: If you do not submit the form after saving, it will transfer to the “In Progress” folder, which you may access later.

Forms in Progress



The In Progress folder will hold any released Projection Forms you saved and did not submit. You may open the folder and review the forms here in the same manner as shown above in the Released section.

Request Mod



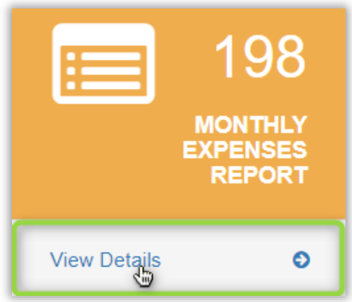
The Request Mod folder will have any submitted projection forms that were reviewed by your DYCD Program Manager and sent back to you. Review the notes section of the projection form to review feedback and resubmit following the procedure shown in the Released section.

Monthly Expense Reports

Providers are required to submit a monthly expense report to detail the spending of M/WBE funds in accordance with the projection form. This report must be submitted along with three proofs of expenditure: an MBE/WBE invoice, canceled check, and bank statement for each entry type listed on the projection form. In addition, please note the following:

- If the expense report is not MWBE related, please enter $0.01 and attach a note instead of the supporting documents stating that the expenses are not associated with the MWBE vendor.

- Reports should be submitted within 10 days from receiving them in DYCD Financials.



Submitting a Monthly Expense Report

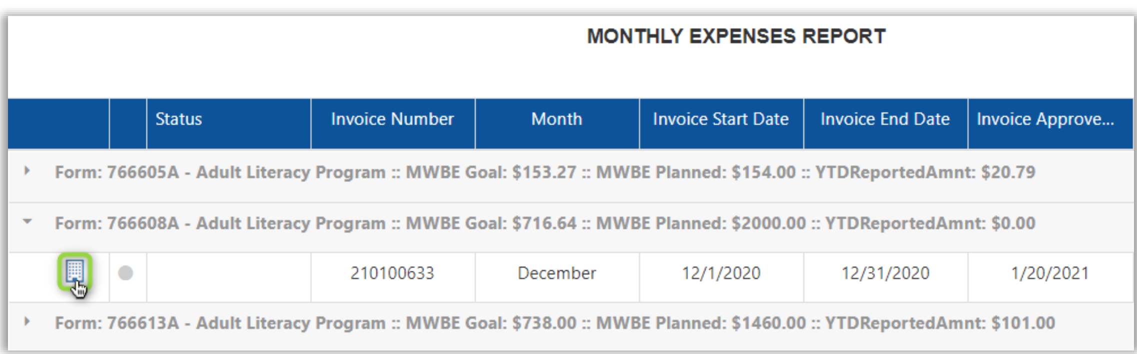
Step 1: Click on View Details on the Monthly Expenses Report.

Step 2: Click on ▸ to view expense reports under a specific contract.

MONTHLY EXPENSES REPORT

		Status	Invoice Number	Month	Invoice Start Date	Invoice End Date	Invoice Approve
Form: 766605A - Adult Literacy Program :: MWBE Goal: $153.27 :: MWBE Planned: $154.00 :: YTDReportedAmnt: $20.79							
Form: 766608A - Adult Literacy Program :: MWBE Goal: $716.64 :: MWBE Planned: $2000.00 :: YTDReportedAmnt: $0.00							
Form: 766613A - Adult Literacy Program :: MWBE Goal: $738.00 :: MWBE Planned: $1460.00 :: YTDReportedAmnt: $101.00							
Form: 810110B - NDA - Adult Literacy :: MWBE Goal: $413.15 :: MWBE Planned: $414.00 :: YTDReportedAmnt: $0.00							
Form: 810204B - NDA - Housing :: MWBE Goal: $1903.72 :: MWBE Planned: $1924.00 :: YTDReportedAmnt: $17.00							

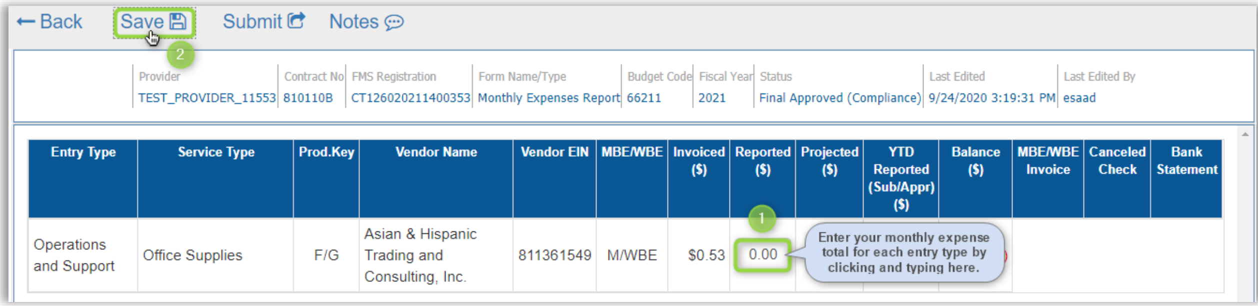
Step 3: Click on ▦ to view an expense report for a particular month.



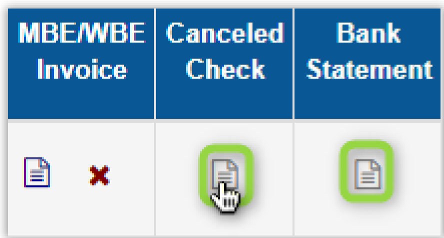
MONTHLY EXPENSES REPORT

		Status	Invoice Number	Month	Invoice Start Date	Invoice End Date	Invoice Approve...
Form: 766605A - Adult Literacy Program :: MWBE Goal: $153.27 :: MWBE Planned: $154.00 :: YTDReportedAmnt: $20.79							
Form: 766608A - Adult Literacy Program :: MWBE Goal: $716.64 :: MWBE Planned: $2000.00 :: YTDReportedAmnt: $0.00							
			210100633	December	12/1/2020	12/31/2020	1/20/2021
Form: 766613A - Adult Literacy Program :: MWBE Goal: $738.00 :: MWBE Planned: $1460.00 :: YTDReportedAmnt: $101.00							

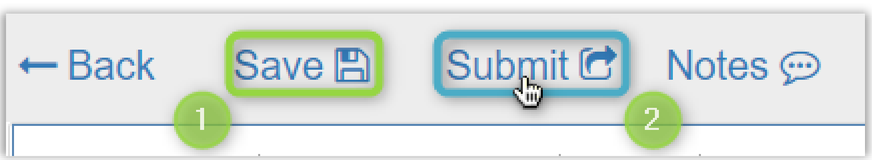
Step 4: Click on the Reported column to enter your monthly expense per entry type and then click Save at the top left of the page.



Step 5: At the end of each entry type row, click on the Page icon and upload all three required supporting documentation for each entry type.



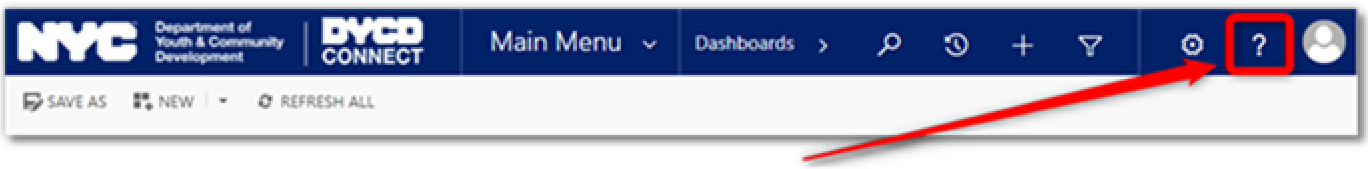
Step 6: Click Save and then Submit.



Step 6A (Optional): Click "Notes" at the top of the page to add a message to the report.

DYCD Connect Help Center

If you have questions or concerns, please submit a help request to the DYCD Connect Help Center. You may reach the Help Center direct from the banner at the top of DYCD Connect by clicking on the question mark, as shown below.



Alternatively, you may submit a request through the [Help Center]() on the DYCD Connect homepage.