



MASTER PROVIDER ENTERPRISE REPOSITRY

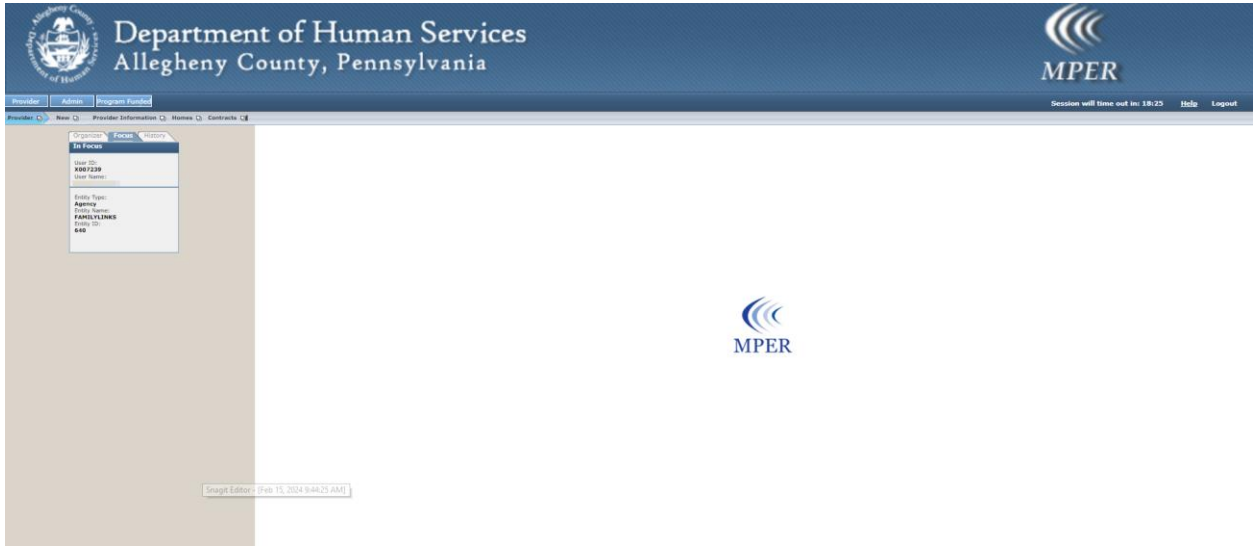
PROVIDER

HOW TO PERFORM A REBUDGET IN MPER

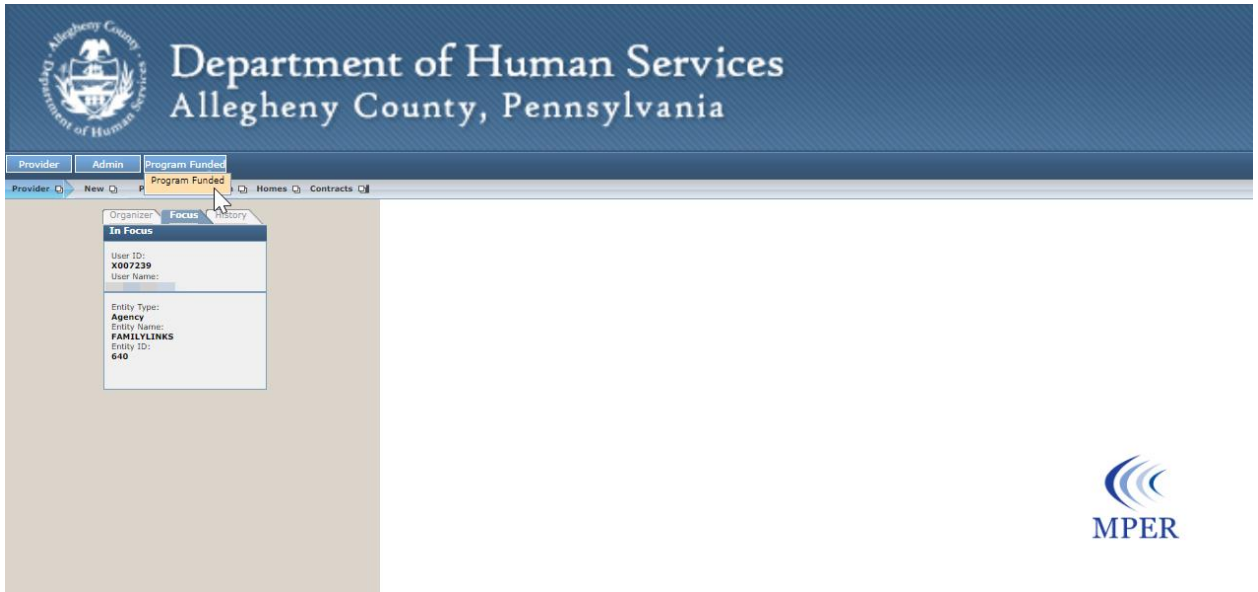


MASTER PROVIDER ENTERPRISE REPOSITORY

1. Log in to MPER, the landing screen that appears will resemble the screenshot.



2. Hover over Program funded and click on the drop down.





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3. You will re-direct to Program funded Module screen with all the contracts present.

Program Funded

Program Funded

Cap Information

Pending Items

FAMILYLINKS

ID: 640

401 N Highland Ave., PITTSBURGH, PA 15206

JDE Number: 127381

Contract ID: 53940	Contract Dates: 07/01/2024 - 06/30/2025	Project #: CHANCE	Contract #:
Contract ID: 53939	Contract Dates: 07/01/2024 - 06/30/2025	Project #: CYFHOMELSSPREV	Contract #:
Contract ID: 53907	Contract Dates: 07/01/2024 - 06/30/2025	Project #:	Contract #:
Contract ID: 53509	Contract Dates: 07/01/2023 - 06/30/2024	Project #: CHANCE	Contract #: 283577
Contract ID: 53508	Contract Dates: 07/01/2023 - 06/30/2024	Project #: CYFHOMELSSPREV	Contract #: 283578
Contract ID: 53487	Contract Dates: 07/01/2023 - 06/30/2024	Project #: TEENHEALING	Contract #:
Contract ID: 53295	Contract Dates: 07/01/2023 - 06/30/2024	Project #: ComHsng	Contract #: 282949
Contract ID: 53155	Contract Dates: 07/01/2023 - 06/30/2024	Project #:	Contract #: 284112
Contract ID: 52940	Contract Dates: 07/01/2022 - 06/30/2023	Project #: CHANCE	Contract #: 271647
Contract ID: 52939	Contract Dates: 07/01/2022 - 06/30/2023	Project #: CYFHOMELSSPREV	Contract #: 271585
Contract ID: 52853	Contract Dates: 07/01/2022 - 06/30/2023	Project #: TEENHEALING	Contract #: 271645
Contract ID: 52657	Contract Dates: 07/01/2022 - 06/30/2023	Project #: ComHsng	Contract #: 269711
Contract ID: 52592	Contract Dates: 07/01/2022 - 06/30/2023	Project #:	Contract #: 270997

4. Click on the contract that requires re-budget.
5. This opens to show all the allocations that the provider has within that contract.
6. Click on the budget button for the service that requires re-budget.

Contract ID: 53508 Contract Dates: 07/01/2023 - 06/30/2024 Project #: CYFHOMELSSPREV Contract #: 283578

Ungrouped Allocations

Service	DHS Office	Program	Type	Start Date	End Date	Amount Not To Exceed	Available Actions	Amount Invoiced
Homeless Prevention Services Housing Specialist	CYF	Not Applicable	Initial	7/1/2023	6/30/2024	\$1,200,000.00	BUDGET Approved INVOICE Last Submitted: 1/11/2024	\$382,165.02
FUP Housing Locator Specialist	CYF	Not Applicable	Initial	7/1/2023	6/30/2024	\$83,121.00	BUDGET Approved INVOICE Last Submitted:	\$0.00

Show 10 entries

First Previous 1 Next Last

PREVIEW



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7. Click on rebudget button.

A screenshot of the "Budget Detail" form. The form contains the following information: Service: Homeless Prevention Services | | Housing Specialist; Program: Not Applicable; Amount Not To Exceed: \$1,200,000.00; Allocation Dates: 07/01/2023 - 06/30/2024; Type: 0. Below this information is a section titled "DHS Use Only" with a right-pointing arrow. Inside this section, a dark blue button labeled "REBUDGET" is highlighted with a red rectangle. Below the button is a "Select Object of Expense" dropdown menu with "None selected" and an "ADD" button.

8. A screen will be displayed under DHS only section where changes can be made to budget and hit the update and submit will finish the process.

Note: A error might be shown if you have any invoices that are yet to be approved

A screenshot of the "DHS Use Only" section of the form. The "REBUDGET" button is visible. Below it is the "Select Object of Expense" dropdown menu with "None selected". An error message box is displayed in the foreground, stating: "Rebudget cannot be done until all submitted invoices/claims towards this budget are approved." with an "OK" button. Below the error message, a table is partially visible with the header "Object Of Expense" and one row labeled "Leasing (HUD)".

Note: The provider will not be able to change the **Object of expense** once the budget has been approved. Please reach out to the program office contact to get it changed.



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REBUDGET

Select Object of Expense *

None selected

ADD

Object Of Expense	Category	Budget Amount	Amount Invoiced	Delete
Personnel	Personnel	\$218,427.73	\$80,198.15	
Operating Expense	Operating Expense	\$898,986.10	\$264,909.99	
Indirect Costs	Indirect Costs	\$43,427.67	\$16,850.28	
Administration	Administrative Expense	\$39,158.50	\$20,206.60	
Fixed Assets	Fixed Assets	\$0.00	\$0.00	
Contracted Services	Other	\$0.00	\$0.00	

Total: \$1,200,000.00
Balance: \$0.00

Additional Documentation

File

BROWSE

Description

UPLOAD

No additional documents

Comments History

Original budget approved by Fiscal.
Diana Kruck
8/16/2023 8:26:18 AM

Approved by
Bruce Nichols
8/16/2023 6:44:28 AM

Approved by
Jan Vermeulen
8/15/2023 11:15:43 PM

Reviewed and approved by provider agency's CEO/CFO/CIO *

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Comments

TEMPLATE

SEND BACK

UPDATE

UPDATE & SUBMIT

CLOSE