INVOICE BUILDER - PROVIDER

Summary

How to enter and submit invoices in MPER's Program Funded Module as a Provider

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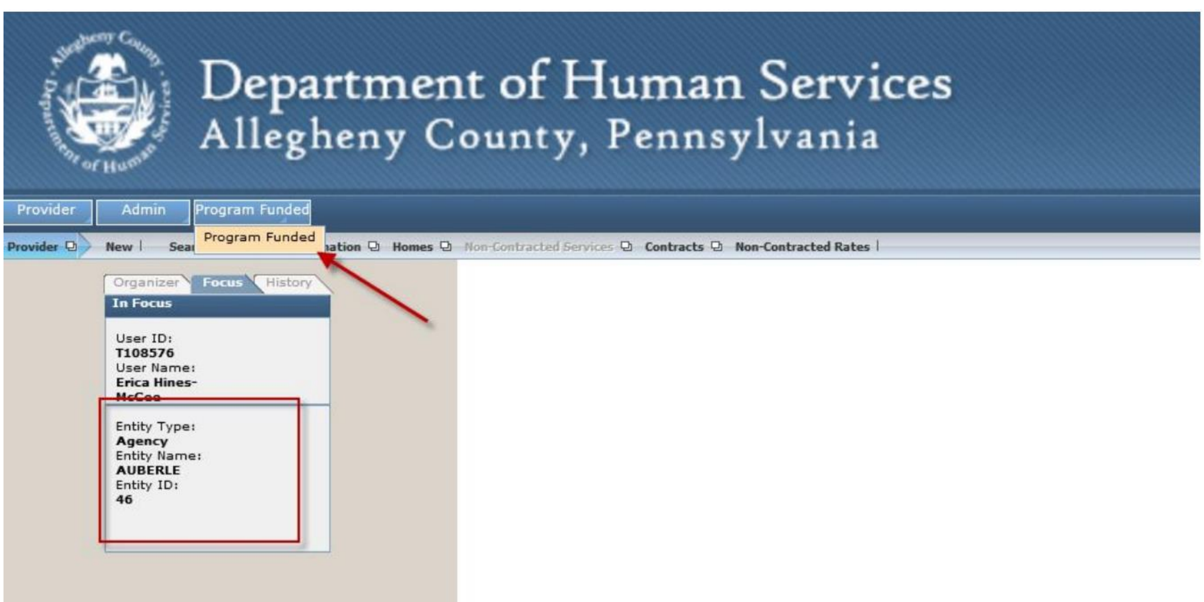
Navigate to Program Funded

1. Log into MPER

2. Hover over Program Funded and then click on Program Funded



Navigate to the Invoice pop-up

3. The screen will appear with a list of contracts you have with DHS

4. Click on the contract that you want to invoice to, if not already opened

> Contract ID: 50402	Contract Dates: 07/01/2018 - 06/30/2019	Project #:
> Contract ID: 50039	Contract Dates: 07/01/2017 - 06/30/2018	Project #:
> Contract ID: 9605	Contract Dates: 07/01/2016 - 06/30/2017	Project #:
> Contract ID: 9204	Contract Dates: 07/01/2015 - 06/30/2016	Project #:
> Contract ID: 8723	Contract Dates: 07/01/2014 - 06/30/2015	Project #:

5. Click on the Invoice button

Contract ID: 49837 Contract Dates: 01/01/2017 - 06/30/2018 Project #: PFtest Contract #:

Ungrouped Allocations

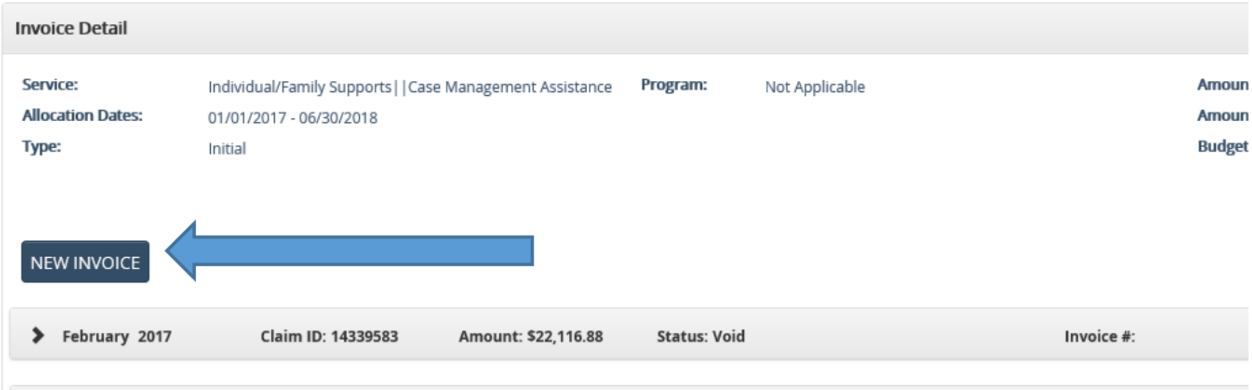
Service	DHS Office	Program	Type	Start Date	End Date	Amount Not To Exceed	Available Actions		Amount Invoiced
Service Coordination || Social Work || Care Management || Regular	AGING	Not Applicable	Initial	1/1/2017	6/30/2018	$10,000.00	BUDGET Approved	INVOICE Last Submitted: 5/23/2017	$890.90
Prevention || Environmental	OBH - DA	Not Applicable	Initial	1/1/2017	6/30/2018	$20,000.00	BUDGET Approved	INVOICE Last Submitted: 5/23/2017	$1,500.00
Community Services	OBH - MH	Not Applicable	Initial	1/1/2017	6/30/2018	$25,000.00	BUDGET Approved	INVOICE Last Submitted: 5/23/2017	$1,978.00
Case Management || CYF	CYF	Not Applicable	Initial	1/1/2017	6/30/2018	$30,000.00	BUDGET Approved	INVOICE Last Submitted: 5/23/2017	$10,022.00
Housing || Bridge Housing || Facility Based || HAP	OCS - HH	Not Applicable	Initial	1/1/2017	6/30/2018	$40,000.00	BUDGET Approved	INVOICE Last Submitted: 5/23/2017	$4,216.67
Individual/Family Supports || Case Management Assistance	OCS - Out & Pre	Not Applicable	Initial	1/1/2017	6/30/2018	$50,000.00	BUDGET Approved	INVOICE Last Submitted: 5/23/2017	$0.00

Show 10 entries First Previous 1 Next Last

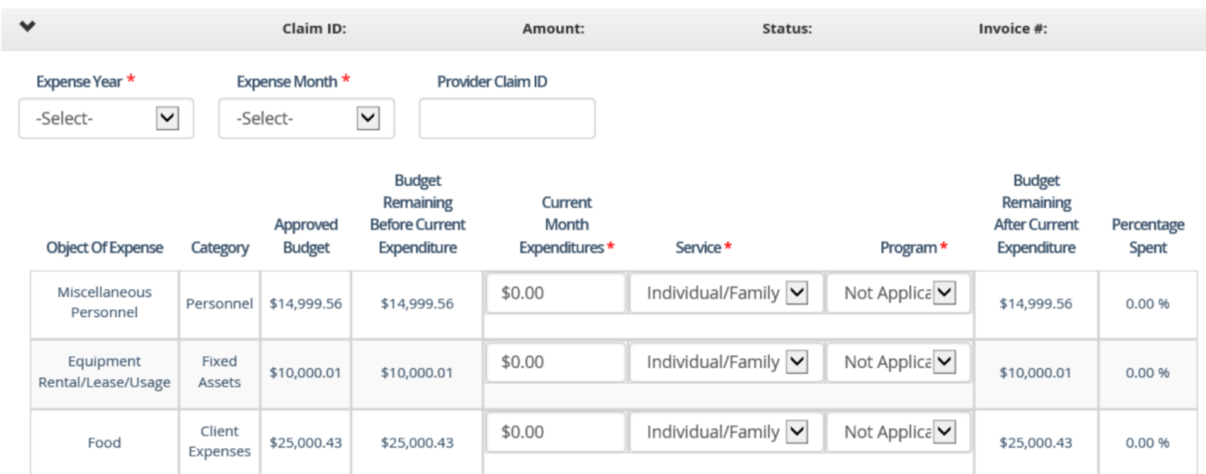
(Please note, if the 'Invoice' button is a lighter blue and the 'Budget' button does not show an 'Approved status, please follow the 'Program Funded Enter Budget Amounts' guide first)

Creating a New Invoice

6. Select New Invoice

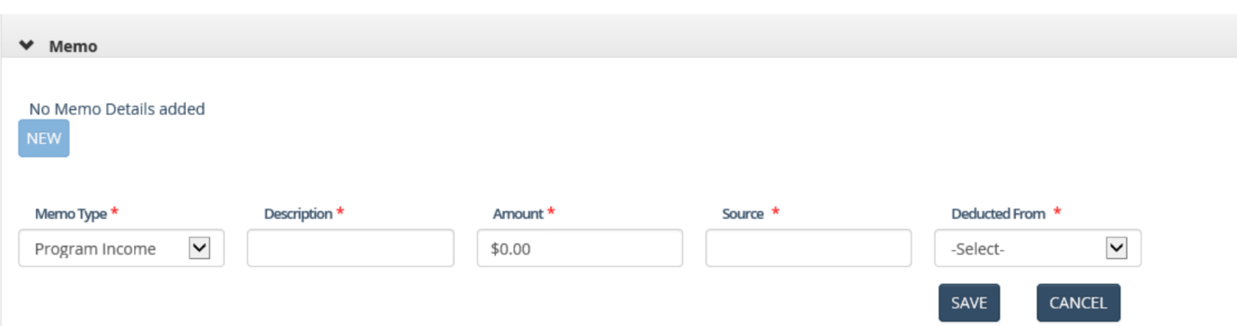


7. Enter the expense date and month of the claim. Then continue in documenting your claim amount in current month expenditures. Once you have entered the amount of the claim you will see the remaining amount left to spend, along with the percentage of monies spent



Object Of Expense	Category	Approved Budget	Budget Remaining Before Current Expenditure	Current Month Expenditures *	Service *	Program *	Budget Remaining After Current Expenditure	Percentage Spent
Miscellaneous Personnel	Personnel	$14,999.56	$14,999.56	$0.00	Individual/Family	Not Applica	$14,999.56	0.00 %
Equipment Rental/Lease/Usage	Fixed Assets	$10,000.01	$10,000.01	$0.00	Individual/Family	Not Applica	$10,000.01	0.00 %
Food	Client Expenses	$25,000.43	$25,000.43	$0.00	Individual/Family	Not Applica	$25,000.43	0.00 %

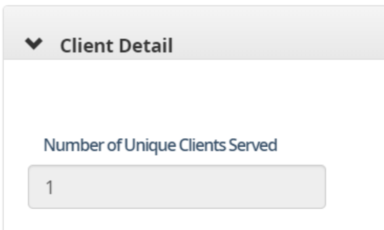
8. If you need to document program income, or offsetting revenue on an invoice, do it in the Memo section. Enter all the required information and choose from which line item you are deducting this specific amount of monies in the “deducted from” field.



9. Below is a list of the Allocation specific Client Detail. If this detail is 'Not Applicable', you will not see the Client Detail section and can skip to step 10. Otherwise, depending on what the Program Office requires, you will be entering Number of unique clients served or client details.

For Number of Unique Clients

Please enter the number of unique clients served for the month

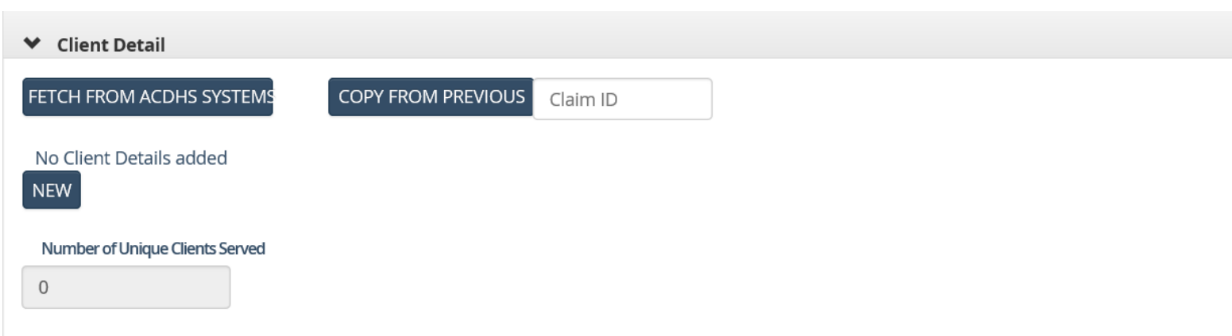


For Client Details:

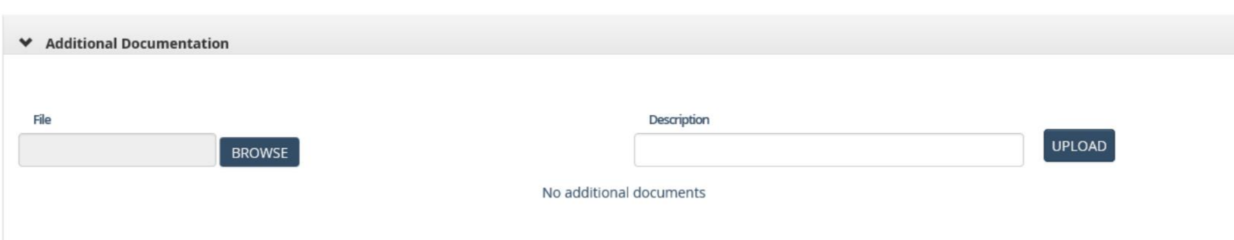
a. You can add clients by clicking the New button

b. If you are a provider that documents in an outlying system (KIDS, CIPS, HMIS, etc…) you can click on the Fetch From ACDHS Systems and those clients from that specific system will pull onto this screen rather than adding each client individually

c. Use Copy from Previous if you want to submit a claim for the same clients' month after month.



10. Additional documentation can be added, if required, by clicking on browse and then upload



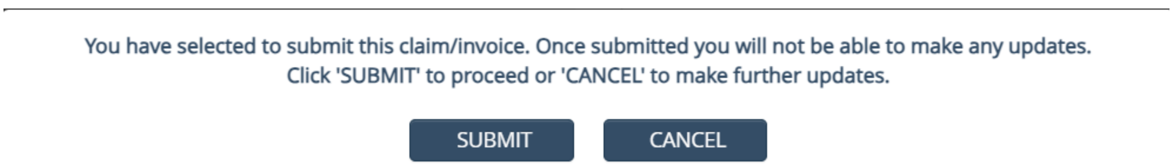
11. You can add additional comments in the Comments box. Added comments will be time stamped and cannot be changed, or removed

Saving and Submitting the Invoice

12. By clicking Update you can save a claims information to make changes to it later

13. Once you are ready to send your claim for payment click on the Update & Submit button

14. Click on Submit if you want to submit for invoicing. Chose 'Cancel' if you are not ready and need to make changes



15. After you have successfully submitted a claim for invoicing you will see this message, in green, at the top of your page