

PROGRAM FUNDED ENTER BUDGET AMOUNTS - PROVIDER

Summary

How to enter budget amounts in MPER’s Program Funded Module as a Provider

Table of Contents

Getting to Program Funded 1

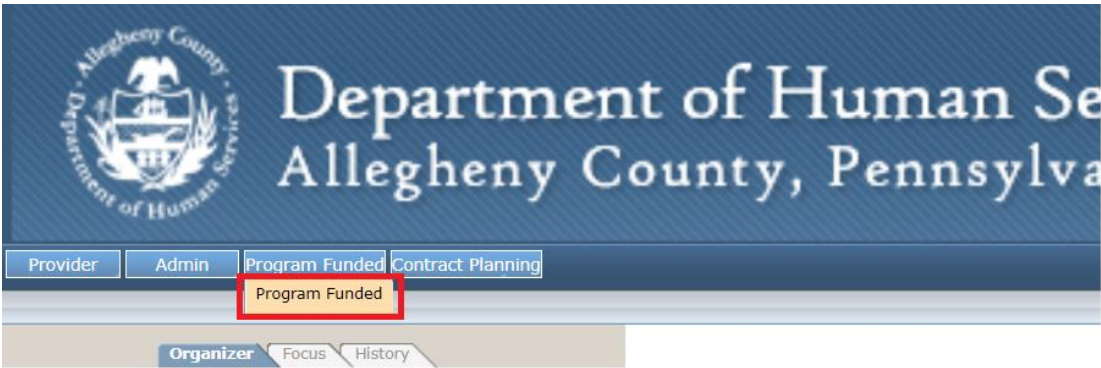
Navigating to the Needed Contract 2

Entering in Budget Amounts 2

Next Steps 4

Getting to Program Funded

- 1. Log into MPER
- 2. Hover over Program Funded and then click on Program Funded



Navigating to the Needed Contract

- The screen will appear with a list of contracts you have with DHS
- Click on the contract you are attaching a budget template to, if not already opened

Program Funded

AUBERLE

ID: 46

➤	Contract ID: 51136	Contract Dates: 07/01/2019 - 06/30/2020
➤	Contract ID: 50512	Contract Dates: 07/01/2018 - 06/30/2019
➤	Contract ID: 50209	Contract Dates: 07/01/2017 - 06/30/2018
➤	Contract ID: 49276	Contract Dates: 07/01/2016 - 06/30/2017
➤	Contract ID: 9275	Contract Dates: 07/01/2015 - 06/30/2016
➤	Contract ID: 8739	Contract Dates: 07/01/2014 - 06/30/2015

Entering in Budget Amounts

- Before clicking on the Budget button, if the status below ‘Budget’ is ‘Not Started’ then DHS Program Office will need to apply a budget template before you can continue. If the status is ‘Provider’, then you may continue.

Ungrouped Allocations

Service	DHS Office	Program	Type	Start Date	End Date	Amount Not To Exceed	Available Actions
Concrete Goods and Services	JUV Court	Not Applicable	Initial	7/1/2013	6/30/2014	\$100,000.00	BUDGET Not Started

6. Enter in the amounts for each object of expense. As you enter the amounts, the system will tally what you’ve entered so far against what you’re allocated

Budget Detail

Service:

Housing | Bridge Housing | Facility Based | HAP

Amount Not To Exceed:

\$40,000.00

Allocation Dates:

07/01/2017 - 06/30/2018

Type:

Initial

DHS Use Only

REBUDGET

Select Object of Expense *

None selected

ADD

Object Of Expense	Category	Budget Amount	Amount Invoiced	Delete
Contingency Funds	Operating & Office	\$10,000.00	\$0.00	
Food	Client Expenses	\$10,000.00	\$0.00	
Rent Assistance/Incentives	Client Expenses	\$10,000.00	\$0.00	
Program Income	Offsetting Items	\$0.00	\$0.00	

Total:

\$30,000.00

Balance:

\$10,000.00

7. Check the box stating your CEO has approved this budget

Object Of Expense	Category	Budget Amount	Amount Invoiced	Delete
Contingency Funds	Operating & Office	\$10,000.00	\$0.00	
Food	Client Expenses	\$10,000.00	\$0.00	
Rent Assistance/Incentives	Client Expenses	\$10,000.00	\$0.00	
Program Income	Offsetting items	\$10,000.00	\$0.00	

Total:

\$40,000.00

Balance:

\$0.00

Additional Documentation

File

Browse

Description

UPLOAD

No additional documents

Comments History

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

☒

8. Click on the Update/Submit button to complete this task. If you want to just save what you’ve entered to come back later and edit, click on the Update button

Comments History

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

Comments

TEMPLATE

SEND BACK

UPDATE

UPDATE & SUBMIT

CLOSE

9. After clicking ‘Update & Submit’, the budget amount will be saved to that allocation and you’ll see a message at the top saying that the Budget details have been saved

10. Scroll down to the bottom of that window and click on Close

Next Steps

11. The status under ‘Budget’ for that allocation will change from ‘Provider’ to ‘Program’ for approval

12. For any budgets returned, please check in MPER under the Organizer tab -> My Tasks -> Returned

Provider

Admin

Program Funded

Provider

New

Provider Information

Homes

Contracts

Organizer

Focus

History

WORKLOAD

My Agencies

My Facilities

My Tasks

My Requests

Returned

Returned

Returned

Request Date