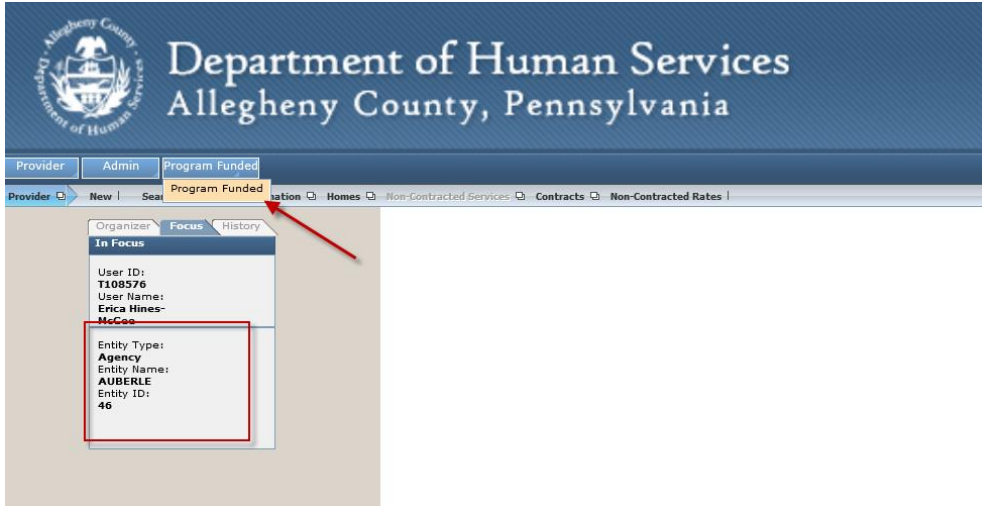


Fiscal Enterprise – Budget Builder User Guide

Enter Budget Amounts - DHS Provider

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



3. The screen will appear with a list of contracts you have with DHS
4. Click on the contract you are attaching a budget template to, if not already opened
5. Click on the **Budget** button

Admin - Back To Erica Hines-McGehee

Program Funded

SMALL SEEDS DEVELOPMENT, INC. 6033 Broad Street, Pittsburgh, PA 15206
ID: 670 JDE Number: 138341

Provider Search

Program Funded

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	7/1/2017	6/30/2018	\$10,000.00	BUDGET Approved	INVOICE \$0.00
Prevention Environmental	OBH - DA	Not Applicable	Initial	7/1/2017	6/30/2018	\$20,000.00	BUDGET Approved	INVOICE \$0.00
Community Services	OBH - MH	Not Applicable	Initial	7/1/2017	6/30/2018	\$25,000.00	BUDGET Approved	INVOICE \$0.00
Case Management CYF	CYF	Not Applicable	Initial	7/1/2017	6/30/2018	\$30,000.00	BUDGET Approved	INVOICE \$0.00
Housing Bridge Housing Facility Based HAP	OCS - HH	Not Applicable	Initial	7/1/2017	6/30/2018	\$40,000.00	BUDGET Provider	INVOICE \$0.00
Individual/Family Supports Case Management Assistance	OCS - Out & Pre	Not Applicable	Initial	7/1/2017	6/30/2018	\$50,000.00	BUDGET Provider	INVOICE \$0.00

Show 10 entries First Previous 1 Next Last

SEND BUDGETS TO ONBASE PREVIEW

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. The template will then be saved to that allocation and you'll see a message that the **Budget details have been saved**
10. Scroll down to the bottom of that window and click on **Close**

Comments

TEMPLATE SEND BACK UPDATE UPDATE & SUBMIT CLOSE

11. The status of the budget for that allocation will change from **Not Started** to **Program Office** for approval
12. For any budgets returned, please check the **Organizer** tab -> **My Tasks** -> **Returned**