

Directions and Set Up Data

Directions for Monthly Reimbursement Request (MRR).

This "monthly reimbursement request" (MRR) can be used for up to 6 programs that are funded. Please name your files according to the county you are reporting to:

- Boone MRR Month Year Agency Name
- Campbell MRR Month Year Agency Name
- Kenton MRR Month Year Agency Name

There are three tabs that you will use:

- Directions and Set Up Data
- Client List
- Authorization Report

Cell Colors:

Cell colors that **cannot** be changed:

- Client List: **Gray, Black, and Blue** located above the **RED line**
- Authorization Report: **White**

Cell colors that can be changed:

- Directions and Set Up Data: **Yellow** and **Tan/Gold** drop down lists
- Client List are **Tan/Gold** and **Green**
- Authorization Report: **Green**

First, print this page. Keep it for your records when completing your MRR each month.

Second, on the "Directions and Set Up", go to cell B-50 (below) and select your agency's name that has the county's name after it that you are setting this MRR up for, ...it will automatically fill-in the vendor and account number data on the Authorization Report, Client List tabs.

Then, click "Program #1" select a program name that is the closest in wording to your program.

Next, input the following data into the yellow cells below:

- 1) County unit cost as noted in your contract
- 2) Allocation as stated in your contract

Third, each time you receive a payment, go to the tab titled "Authorization Report" and verify the check amount you received next to the corresponding month in the column titled, "\$ Agency Received".

Example: July MRR requests \$500; agency receives \$500; type \$500 in cell J9

Finally, this Excel file must be emailed MONTHLY for payment....DO NOT send it as a PDF, and please DO NOT send multiple months at a time. Submitting multiple months at a time is the leading cause for payment errors on our end.

In the email subject line, type: i.e. MRR for June, Name of your Agency

There is no need to submit an MRR once all program funds have been exhausted.

Problems or Questions -- Email: name of the tab, cell number, and brief description of the problem you are having

Please **DO NOT** change the formatting, spacing, or print area on any of these spreadsheets.

MRR's must print on 1 page or it will be rejected. To double check, click print preview.

Thank you,

Your County Human Service Representatives

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