

Revised 7/6/15 – Handout and Quick Tips for the Monthly Reimbursement Request (MRR)

Designed with Excel 2013 and it works in 2010 version, but some features will not work in 2007 version and older. We can provide a backward compatible version. Let us know what version of Excel that you have if you are having problems.

1. **Set Up** is completed once at the beginning of the Fiscal Year.
 - 2 – Tan/Gold Cells
 - Agency Name (selected from drop down menu)
 - Program Name (selected from drop down menu....closest match), if more than one program, repeat for each additional program.
 - 7 -- Yellow cells: Unit Cost, Allocation, Contact Names and Email Addresses
2. **Client List** is required in order for the client(s) to be eligible for reimbursement
 - 5 Cells; Fed/State/Co-pay (if applicable), First name, Last name, Zip, Active Client and Number of units
3. **After Receiving Payment**
 - 1 cell; On Authorization Report, under “\$ Agency Received” enter the amount of the payment received.

Tracking Months Entered on Program 1: Below is a new feature that will count the number of entries that

Zip Code	# Months	Jun (Last FY) P1	Jul; P1	Aug; P1	Sep; P1	Oct; P1	Nov; P1	Dec; P1	Jan; P1	Feb; P1	Mar; P1	Apr; P1	May; P1	Jun (This FY) P1	Sub Total (per Client)
41015	3	10.00	1.00	1.00											12.00
41011	3	8.00	0.00	2.00											10.00
41014	3	9.00	3.00	0.00											12.00
0	0														0.00

have been filled in under the month of the first program. Be sure to enter a zero (0) if no units were used. To reduce the print area, use the filter

for “# Months” to filter out “0” or just to hide the blank rows...remember to clear the filter when is time to add new clients. NOTE: For this feature to work best, place the program with the most clients as “Program #1” on the “Directions and Set UP Data.”

Active Client?	#Months	Jun (Last FY) P1	Jul; P1	Aug; P1	Sep; P1	Oct; P1
Yes	4	10.00	1.00	1.00	10.00	
Yes	4	8.00	0.00	2.00	0.00	
No	4	9.00	3.00	0.00	0.00	
Select	0					

Client Status and Printing --To track whether the client is active, an additional filter “Active Client” has been added....from the dropdown list select yes or no, then set the filter for yes, then only the active clients will show. Be sure to clear the filter to add more clients

Hide and Un-hide Months – If the columns letters are not showing (see example to right) on your version of the MRR, select “View” from the top menu, then in the “show” section, a little to the right, is a box that needs to be checked “Headings” that will show the column letters (see example to the right) then that will allow you to select the column letters. Shown to the right are hidden columns K thru U, hi-light by holding the “Ctrl” key while highlighting the columns, to unhide click the right mouse key, then click “Unhide.”

Program #1				
Units per Month				Allocation
0	0	0	0	0
0	0	0	0	
-	-	-	-	-
\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -
is made.				
Jun (Last FY) P1	Jul; P1	Aug; P1	Jun (This FY) P1	Sub Total (per Client) P1
				0.00

Quick Tips:

- A. **To move up or down quickly**, use the “Page Up” or Page Down” keys on the keyboard.
- B. **To increase or decrease type size on the screen or** to make a section or drop down box easier to read,
 - a. Hold the “Ctrl” key and scroll the mouse wheel.
- C. **To hide Program or Month** columns, select the columns and right click the mouse, click hide.
 - a. If your columns letter are in view, refer to “**Hide and Un-hide Months**” on the previous page.
 - b. Do not hide the “Jun (Last FY)” column as you may not be able find the Program title or data.
- D. **To go to a particular program number**, use the cell box under the Excel menu on the left side, click the drop down arrow and click on the program number or other sections of the MRR report.
- E. **To Print:**
 - a. **Authorization Report**, click “Print Preview and Print”, ensure that it fits on 1 page.
 - b. **Client List:** click “Print Preview and Print”, ensure that that the programs and rows that you would like to print are showings, if they are not do the following:
 - i. Hi-Light the area that should be printed, select “Page Layout”, “Set Print Area”; then click “Print Preview and Print” to double check it.
- F. **To find a last name:** On the “Client List” tab go to the row with titles below the Red Line, click the drop down list in the field name “L_Name”, type in a part or all of the last name...click ok.
 - a. If you make an error click “undo”.
 - b. To clear the filter go to “L_Name”, click the drop down box, click “Clear Filter from “L_Name””.