

Instructions for running the MUSR (Monthly Reimbursement Report)

From AIM:

- 1) Click the Reports Button and Select MUSR - S. C. Monthly Reimbursement Report.
- 2) Click OK.
- 3) Highlight (or Click on) your agency name.

Note: Your agency number and Fiscal Year (FY) start date will automatically appear in the boxes after you set it up the first time. However, if this is the first time the MUSR has ever been run, you'll need to enter your Agency's number. If you are running the MUSR for a different FY than the last time you ran the MUSR, you need to enter the START DATE of the FY for which you are running the MUSR.

- 4) Click Next.
- 5) Wait. Depending on your system, the next window will not pop up for several second to several minutes. The next pop up window is just a reminder that when you enter percentages for Federal and State reimbursement rates, those number MUST be LESS THAN 1 (e.g. 85% = 0.85).
- 6) Click OK.
- 7) The first time you run the report, you must enter the necessary data for your agency according to the headings (Fed/State reimbursement percentages, USDA rates, total contracted units, and Net Unit Cost). Please see the following illustrations for correct entries to this table.

Note: If this data is not entered correctly and completely, then the State cannot report the NAPIS information to the Federal Government correctly, which is required for Older American's Act Funding.

Also Note: If you ACCIDENTALLY use the "Remove Row" or "Delete Row" buttons to delete a row WITH INFORMATION under any of the columns, that information WILL BE BLANK the next time you run the MUSR and you will need to RE-ENTER the information.

Funding Source	Activity Group	Federal Reimbursement Rate	State Reimbursement Rate	USDA Rate July	USDA Rate Oct	Total Contracted Units
SSBG July - Sept.	Home Delivered Meals - 2101	1.0000	0	0.50660	0.50660	
SSBG Oct. - June	Home Delivered Meals - 2101	1.0000	0	0.50660	0.50660	4087
United Way Special	Home Delivered Meals - 2101	0	0	0.50660	0.50660	12000
United Way	Home Delivered Meals - 2101	0	0	0.50660	0.50660	12000
Title III B	Transportation - 3700	0.8500	0.0500	0	0	74075
Title III C1	Congregate Meals - 2102	0.8500	0.0500	0.50660	0.50660	34582
State Grant	Level II Home Care - 2202	0	1.0000	0	0	386

- a. Federal and State Reimbursement Rates vary by funding source. As a general, Older American's Act programs are 85% (0.8500) Federal and 5% (0.0500) State; HCBS and Bingo are 90% (0.9000) State and 10% (0.1000) Local; Local Programs, such as Local Pay or United Way are 0% (0) for both Federal and

State. Please consult your service contracts, Finance Director and/or AAA for correct rates.

- b. Total Contract Units are the total units your agency has budgeted for this Activity Group/Funding Source. Please consult your service contracts, your AAA or Finance Director for correct amounts.
- c. Net Unit Cost is the amount for one unit of service according to your contract for this Activity Group/Funding Source. Please consult your service contracts, your AAA or Finance Director for correct amounts.

Note: This may or may not be the actual amount it costs your agency to perform this service.

- d. Total Unit Cost is the amount it ACTUALLY costs your agency to deliver the service. This usually includes overhead expenses. Please consult your Finance Director for this amount.
- e. Net Unit Cost Jan & May Amendments may be used if the net unit costs change in Jan. and/or May of the FY. In general these fields are not used. Please consult your Finance Director and/or AAA for more information about Net Unit Cost adjustments.

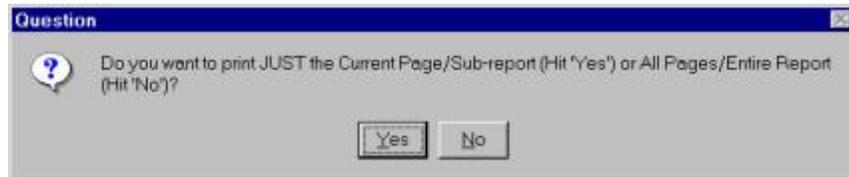
DA Rate	Total Contract Units	Net Unit Cost	Total Unit Cost	Program Income 1st Quarter	Program Income 2nd Quarter	Program Income 3rd Quarter	Program Income 4th Quarter	Net Unit Cost Jan Amendment	Net Unit Cost May Amendment
0.50660	4087.00	3.7698	3.7698						
0.50660	12000.00	1.6887	1.6887						
0.50660	12000.00	3.2115	3.2115						
0	74075.00	.6318	.6318	78.35	0	0			
0.50660	34582.00	3.7865	3.7865	1508.13	0	0			
	0	.0000	.0000						
0	386.00	19.9974	19.9974						

- 8) Use the Delete Row Button WITH CAUTION (see Also Note under item 7 above): YOUR ARE NOT REQUIRED TO USE IT AT ALL. However, ff you have Activity Group/Funding Sources listed which YOUR AGENCY has created for LOCAL use and you do not want to appear on your report, highlight the service row and click the Delete Row Button. (For example, if you track underwater basket-weaving funded by the fees you charge; you may not want them showing up on your report.)

Note: These Activity Group/Funding Sources are not permanently removed from the MUSR edit screen, but the information in the individual columns **IS REMOVED** (see Also Note under item 7 above). If you are tracking info. in the columns for these services, DO NOT use the Delete Row NOR the Remove Row Buttons.

- 9) DO NOT use the Remove Row Button. It removes the row from your edit screen, but it still shows up on the MUSR Report.
- 10) Click the Save and Run Button to run the report.

- 11) Click on the report screen anywhere to scan through the pages or to print.
- 12) Click the Print Button to print the report. If you ONLY want to print the MUSR Report, without the GRI, USDA and other reports at the end, Click YES. If you want ALL of the pages to print with all of the extra reports at the end, Click NO.



- 13) Then Click the OK Button as many times as you need to get all the reports printed (depending on whether you answered Yes or No to the previous question).
- 14) Run this report at the close of each month.