PROGRAM FUNDED ENTER BUDGET AMOUNTS - PROVIDER

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

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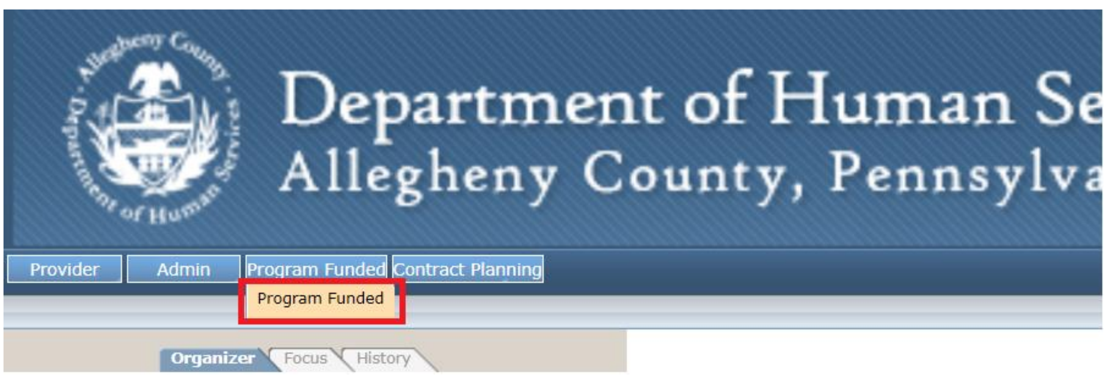
Getting to Program Funded

1. Log into MPER

2. Hover over Program Funded and then click on Program Funded



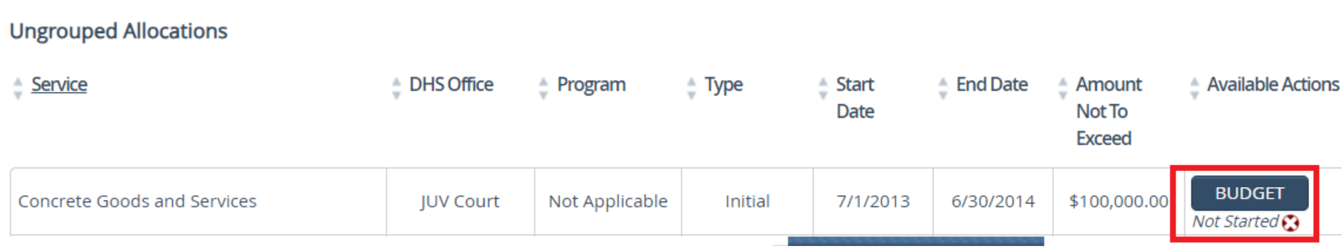
Navigating to the Needed Contract

3. The screen will appear with a list of contracts you have with DHS

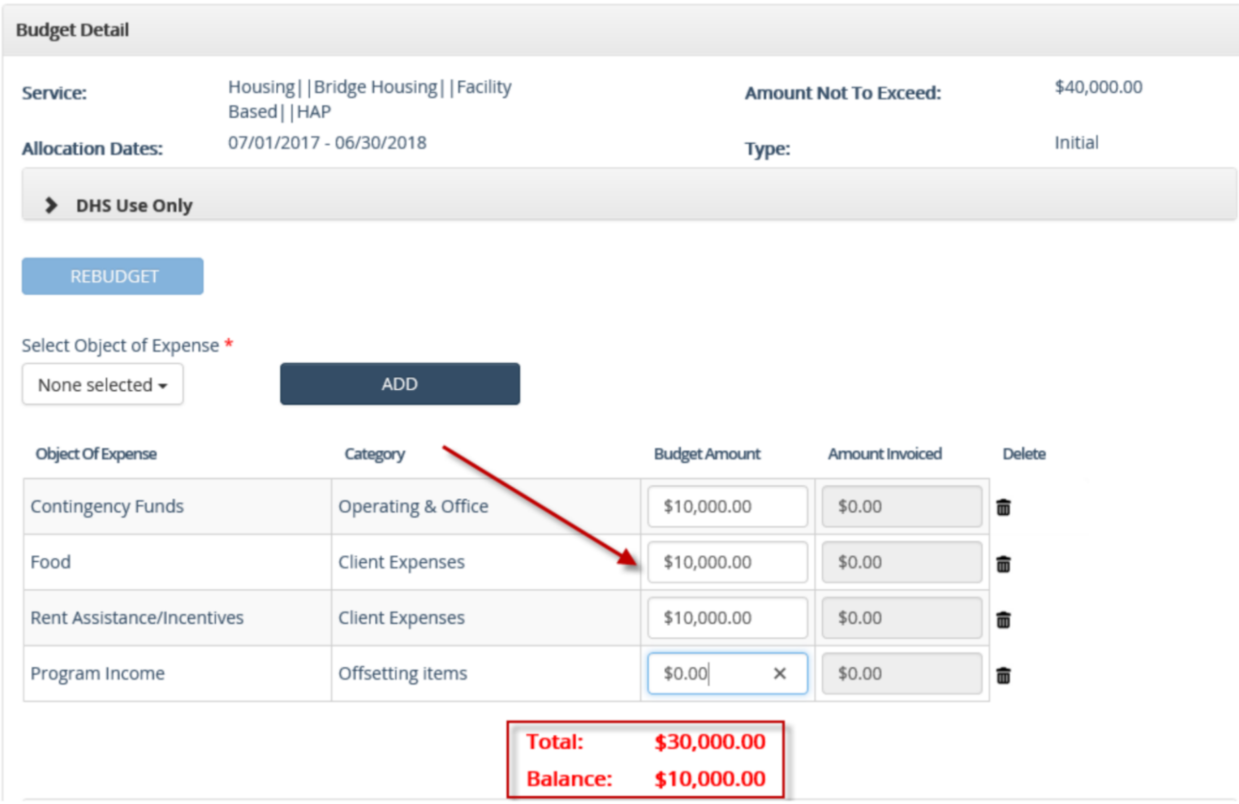
4. Click on the contract you are attaching a budget template to, if not already opened

Entering in Budget Amounts

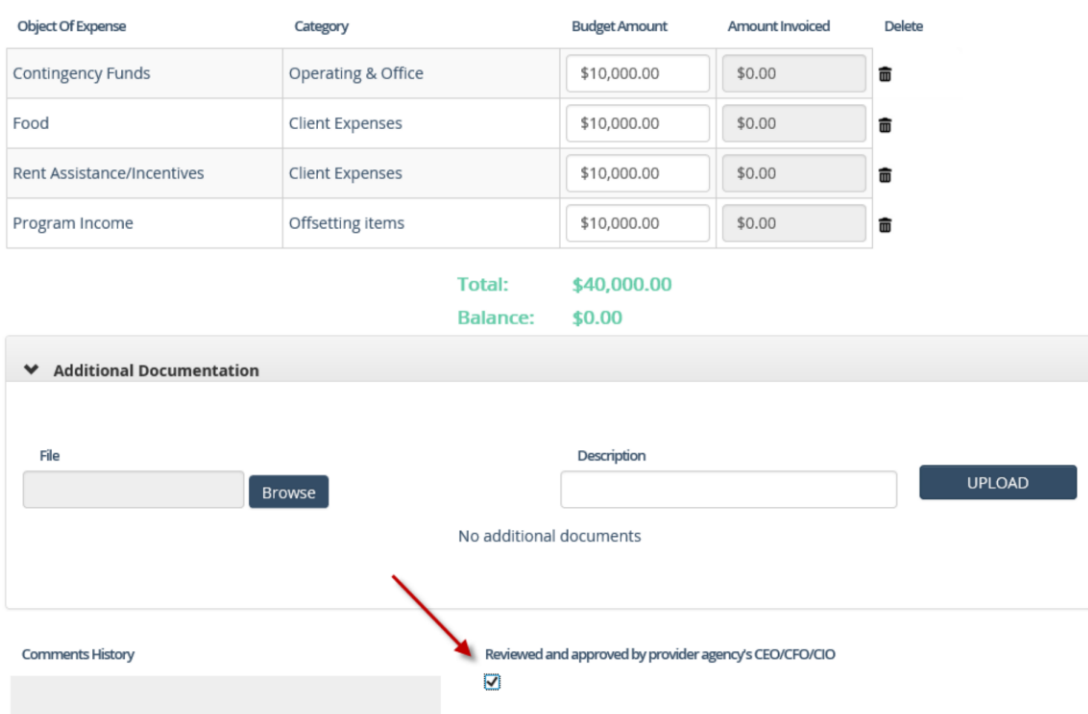
5. Before clicking on the Budget button, if the status below 'Budget' is 'Not Started' then DHS Program Office will need to apply a budget template before you can continue. If the status is 'Provider', then you may continue.



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



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



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

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