- 1. Log into MPER by clicking on the  $\underline{MPER}$  hyperlink
- 2. Hover over the Program Funded menu item at the top left of the screen and click on the Program Funded dropdown

2 Bo.	
Provider Admin Program Func	ied
Program Fund	led
	K.
Organizer Focus History	
My Agencies	
Facilities	
My Tasks	
My Requests	
Awaiting Approval	
Returned	
Redo from Action Fracker	

3. Click anywhere in the COVID-19 contract grid Program Funded

LITHERAR SERVICE SOCIETY OF ME	AND COURSE AND	Pendungs, No. 15262		
ID:				JDE Number:
Contract ID: 51337 Con	ntract Dates: 03/23/2020 - 06/30/2020     راس	Project #: COVID19	Contract #:	
> Contract ID: Con	ntract Dates: 07/01/2019 - 06/30/2020	Project #:	Contract #:	

4. Click on the Invoice button for the COVID-19 service you want to document expenses against

<ul> <li>Contract ID: 51349</li> </ul>	Contract Dates: 07/01/2019	- 06/30/2020	Proje	ct #: COVID	19		Contract #:		
Ungrouped Allocations	$\frac{1}{2}$ DHS Office	* Program	÷ Туре		End Date	Amount Not To Exceed	+ Available Actions	5	$_{_{\overline{v}}}$ Amount Invoiced
COVID-19    Lost Revenue	Executive	Not Applicable	Initial	7/1/2019	6/30/2020	\$500,000.00	BUDGET Approved	INVOICE Last Submitted:	\$0.00
COVID-19    Uncovered Expenses	Executive	Not Applicable	Initial	7/1/2019	6/30/2020	\$500,000.00	BUDGET Approved	INVOICE Last Submitted:	\$0.00
Show 10 • entries		5					-	irst Previou	is 1 Next Last

## 5. Click on New Invoice



## 6. Complete the required invoice fields and expense information

Expense Year *	Expe	ense Month *	Provider C	laim ID				
-Select-	-Sel	ect-	▼					
Object Of Expense	Category	Approved Budget	Budget Remaining Before Current Expenditure	Current Month Expenditures *	Service *	Program *	Budget Remaining After Current Expenditure	Percentage Spent
Communications	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$25,000.00	0.00 %
Supplies	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applic 🔹	\$25,000.00	0.00 %
Transportation	Client Expenses	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$25,000.00	0.00 %
Other	Other	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$25,000.00	0.00 %
Personnel	Personnel	\$250,000.00	\$250,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$250,000.00	0.00 %
Indirect Costs	Indirect Costs	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$25,000.00	0.00 %
Fixed Assets	Fixed Assets	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applici 🔻	\$25,000.00	0.00 %
Professional/Technical Services	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$25,000.00	0.00 %
Service Contracts	Operating & Office	\$25,000.00	\$25,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$25,000.00	0.00 %
Facility Expenses	Operating & Office	\$50,000.00	\$50,000.00	\$0.00	COVID-19  Lo 🔻	Not Applica 🔻	\$50,000.00	0.00 %

7. Upload corresponding documentation that supports the COVID-19 expenses. **Browse**, then enter a description, and then **Upload** 

◆ Additional Docume	ntation		
File	BROWSE	Description	UPLOAD
	N	lo additional documents	

8. **Update** saves the invoice and you can go back and make corrections. **Update and Submit** submits invoice

Comment History	Comments		٩
		N	1
		lγ2	
	VOID		
	VOID	SEND BACK UPDATE	UPDATE & SUBMIT

9. Click submit as the last step to submit invoice

You have selected to submit this claim/invoice. Once submitted you will not be able to make any updates. Click 'SUBMIT' to proceed or 'CANCEL' to make further updates.						
SUBMIT CANCEL						