How to enter an OnCorps Reports budget

1. Log in to tx.oncorpsreports.com

2. From your dashboard, choose the Financials Tab, then "Submit Reports", then "Budget".

3. On the next screen, choose the correct year budget total option and click on the blue "Choose" button.

IMPORTANT: All subrecipients must submit a budget for the grant year before PERs can be submitted.
4. Enter your budget by line item in the "CNCS" and "Grantee Cash" columns under the blue "Budget Total" section. DO NOT enter amounts into the "Grantee In-Kind" column.

5. When the budget is entered, click "Calc Admin & Match". Then check the certification box and click the blue "Submit for Approval" button. The submitted budget will be reviewed and approved by your Grants Officer.