Quick Reference: Create an Invoice

This quick reference guide is intended for vendors who are already familiar with the invoicing process and need to quickly review the steps on how to submit an invoice in PASSPort.

For more detailed information on the invoicing process, see **[Invoicing in PASSPort: A Complete Guide]**, which contains these steps as well as how to track your invoice, understand your invoice status, resolve common blocking alerts, and more.

Before We Begin

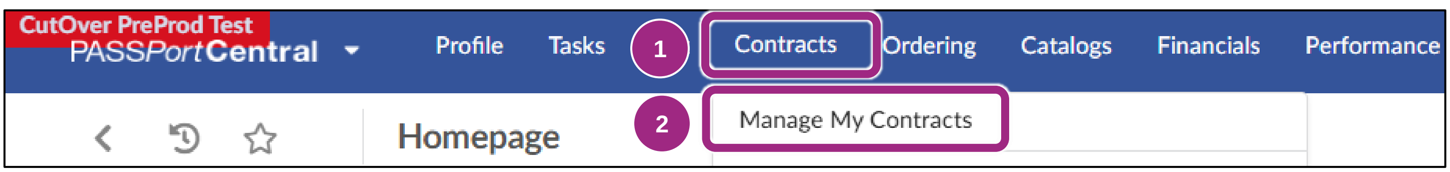
Users provisioned with the following roles can create, edit, and submit Invoices:

- **Vendor Admin**
- **Vendor Financials Level 2 (L2)**

Note: Vendor Financials Level 1 (L1) users can view, but not submit, invoices.

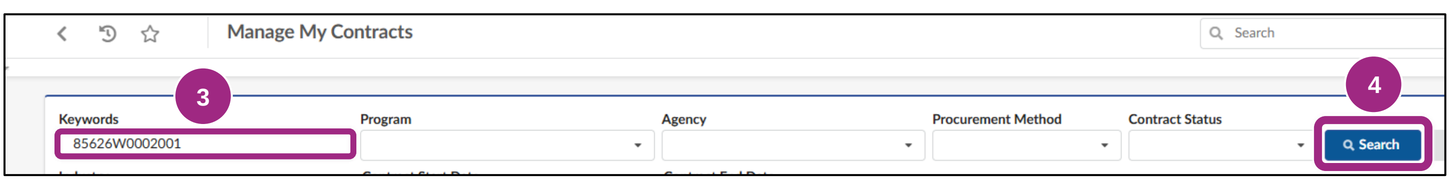
Locate Your Purchase Order (PO) ID

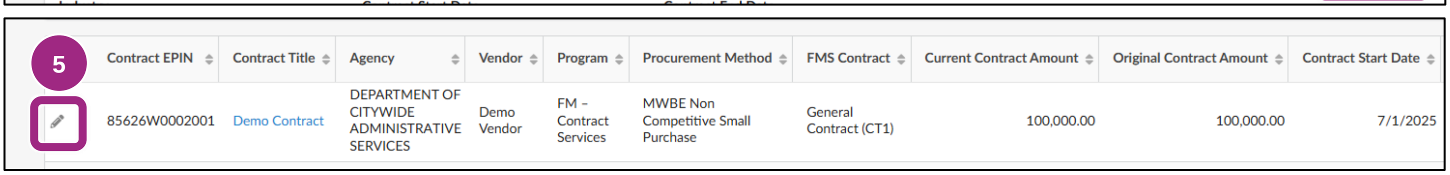
1. Click **Contracts** in the top navigation menu.
2. Select **Manage My Contracts** from the drop-down menu.



The Manage My Contracts page appears.

3. Enter the Contract EPIN or Contract ID in the **Keywords** field or use the other search filters to locate your contract.
4. Click the **Search** button. Search results will appear below the search filters.
5. Click **pencil** icon to enter the contract.

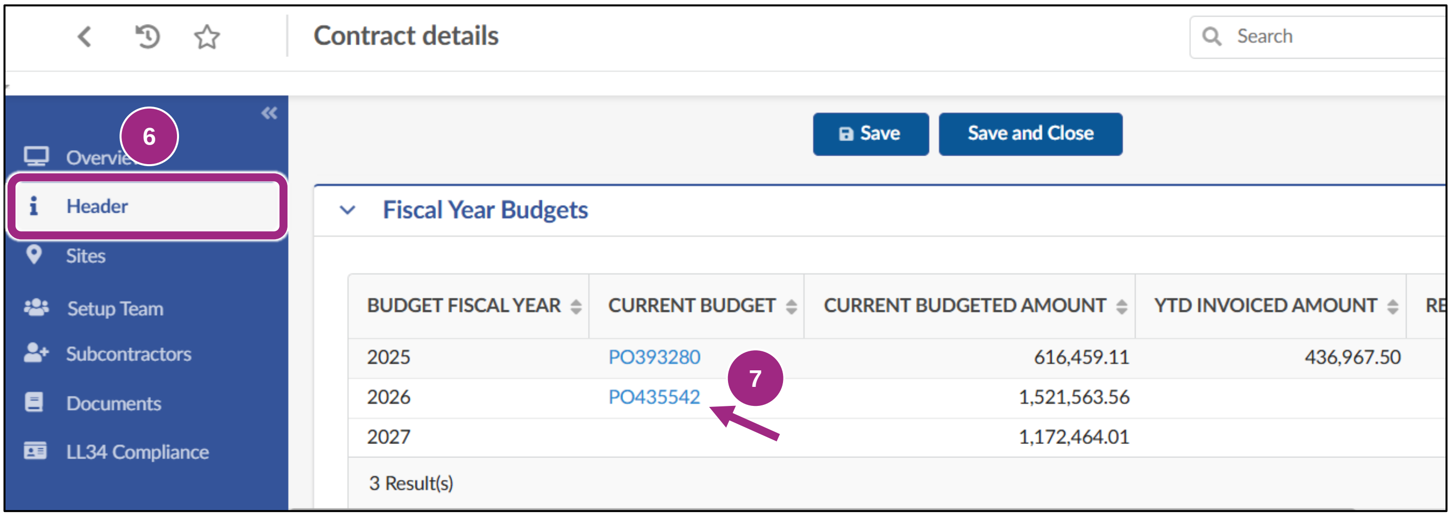




The contract opens into the Overview tab.

6. Go to the **Header** tab using the left navigation menu.
7. Scroll to the **Fiscal Year Budgets** section near the bottom of the page to view the PO ID.

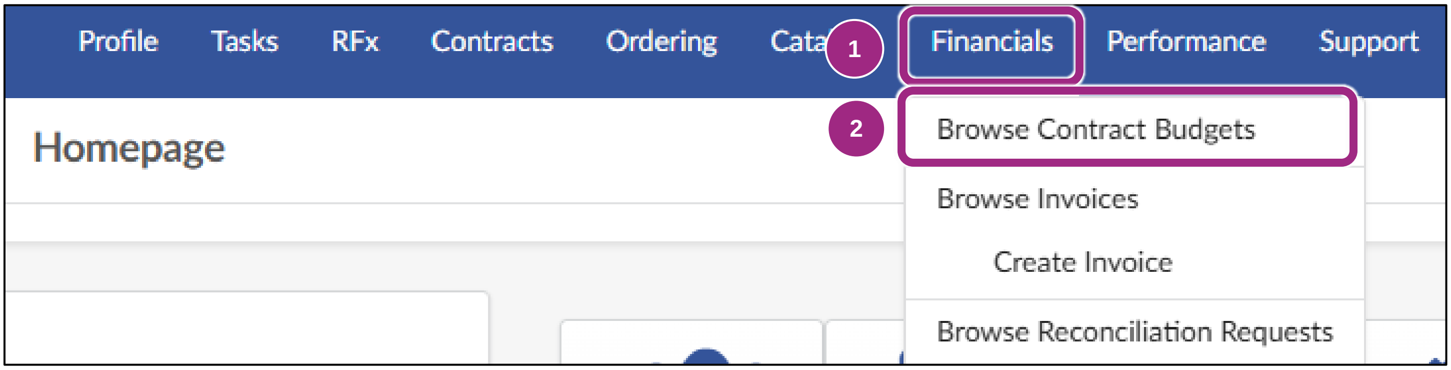
   Each fiscal year has its own PO for expense contracts. Capital funding will have FY9999.



Now that the PO ID has been located, we can begin invoicing.

Create and Submit an Invoice

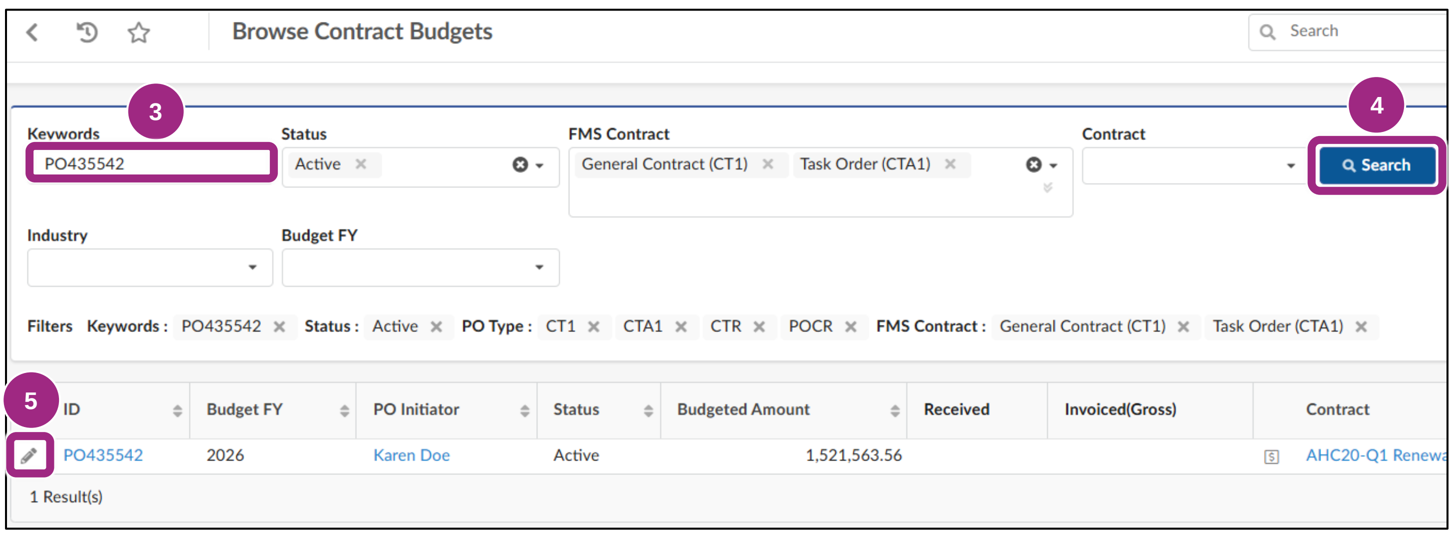
1. Click **Financials** on the top navigation menu.
2. Select **Browse Contract Budgets** from the drop-down menu.



The Browse Contract Budgets page appears. All your Purchase Orders (fiscal year budgets in PASSPort) are housed on this page.

3. In the **Keywords** text field, enter the PO ID. (Example: PO404140).
4. Click the **Search** button.

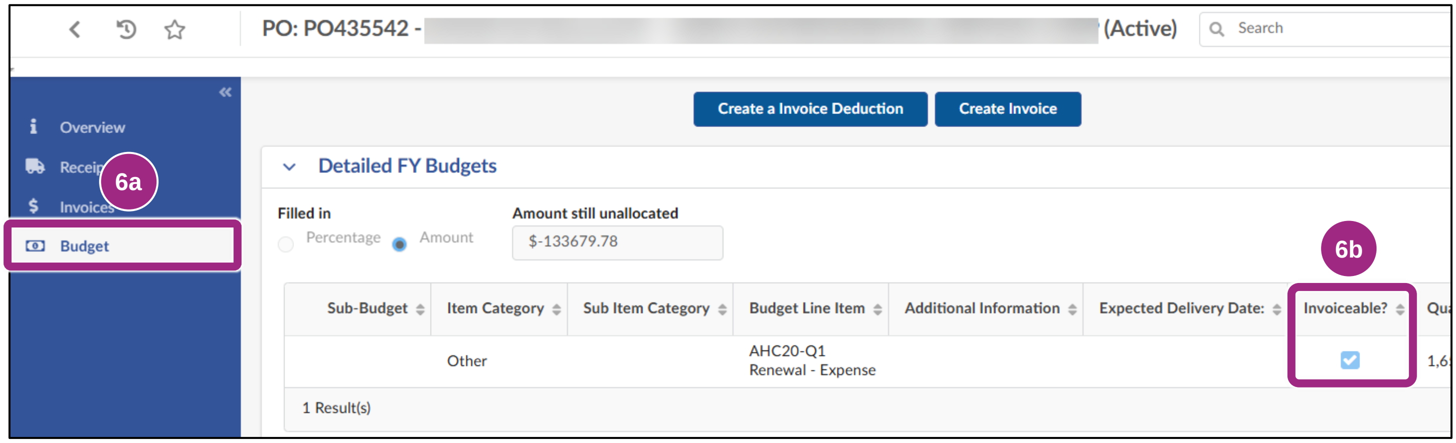
   Results matching your criteria will display in a table below the search filters.
5. Click the **pencil** icon to open the PO.



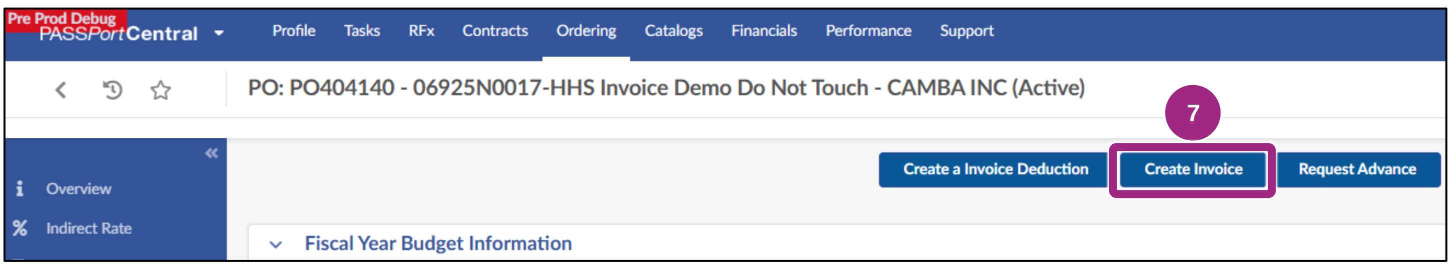
The Purchase Order displays.

6. First, check if the budget lines are marked invoiceable.
    a. Go to the **Budget** tab of the Purchase Order.
    b. Scroll down to **Detailed FY Budget** section. There should be a checkmark in the **Invoiceable?** column indicating that the line item can be invoiced.

Note: Reach out to agency if the item is not checked invoiceable.



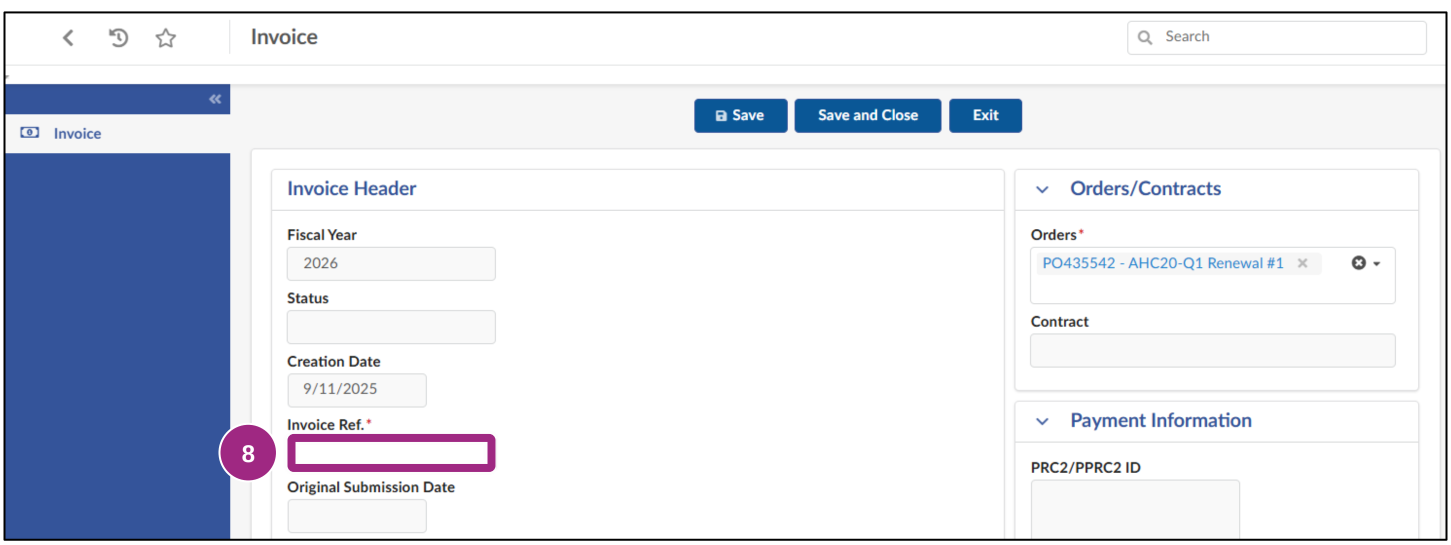
7. Once you confirm the budget is invoiceable, click the **Create Invoice** button.



Once you create the invoice, you will see the Invoice Header. From here, start inputting information in the mandatory fields marked with the red asterisk (*).

8. Enter an Invoice reference number in the **Invoice Ref** field.

This can be any alphanumeric identifier and is often the vendor's internal invoice number.



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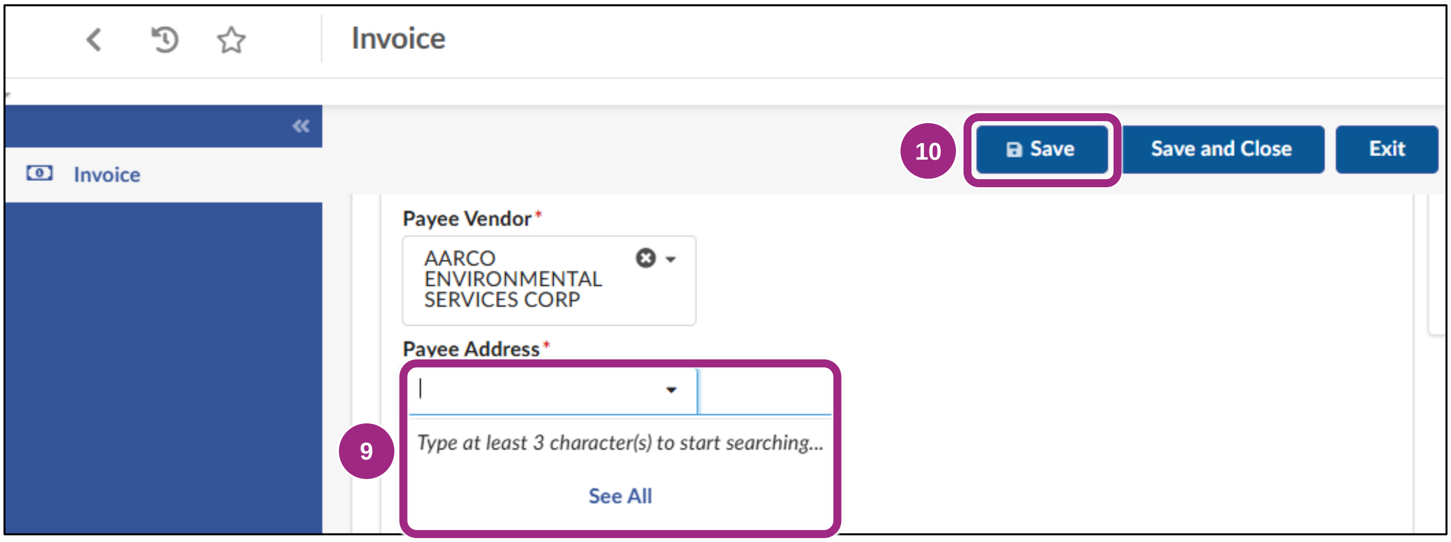
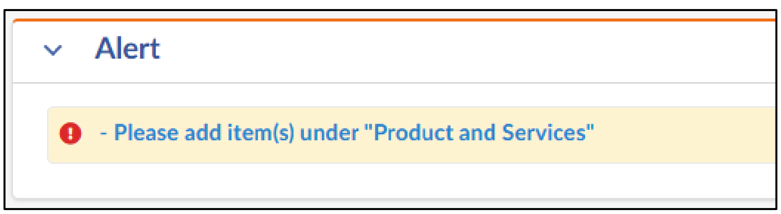
9. Scroll down to the **Payee Address** field. The Payee Address should be the same address used by your organization in the Payee Information Portal (PIP). If Payee Address does not auto-populate, click the drop-down arrow, then click **See All** to view the addresses you have on file.

10. Click the **Save** button at the top of the page. The Products and Services section will appear below.



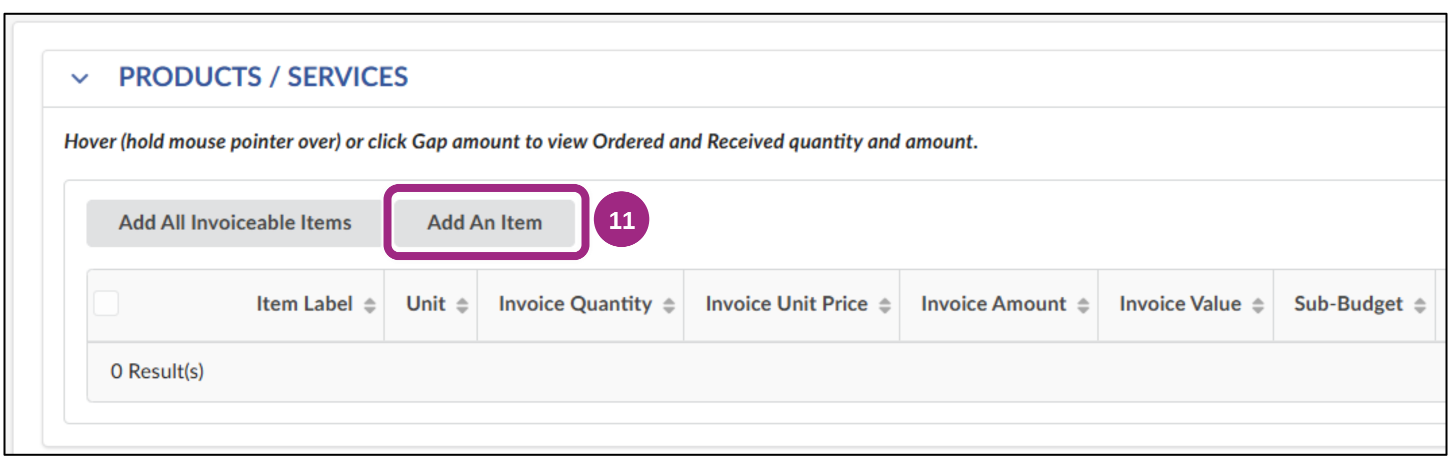
Once the first mandatory fields (Invoice Ref and Payee Address) are saved, a blocking alert will appear in the Alert section at the top of the page. This is completely normal; it is the system telling you to input more information.



11. Scroll down to the **Products / Services** section of the invoice. Click one of the two options:

- **Add All Invoiceable Items**: Adds all invoiceable lines from the budget into the invoice.
- **Add An Item**: Adds one line at a time.

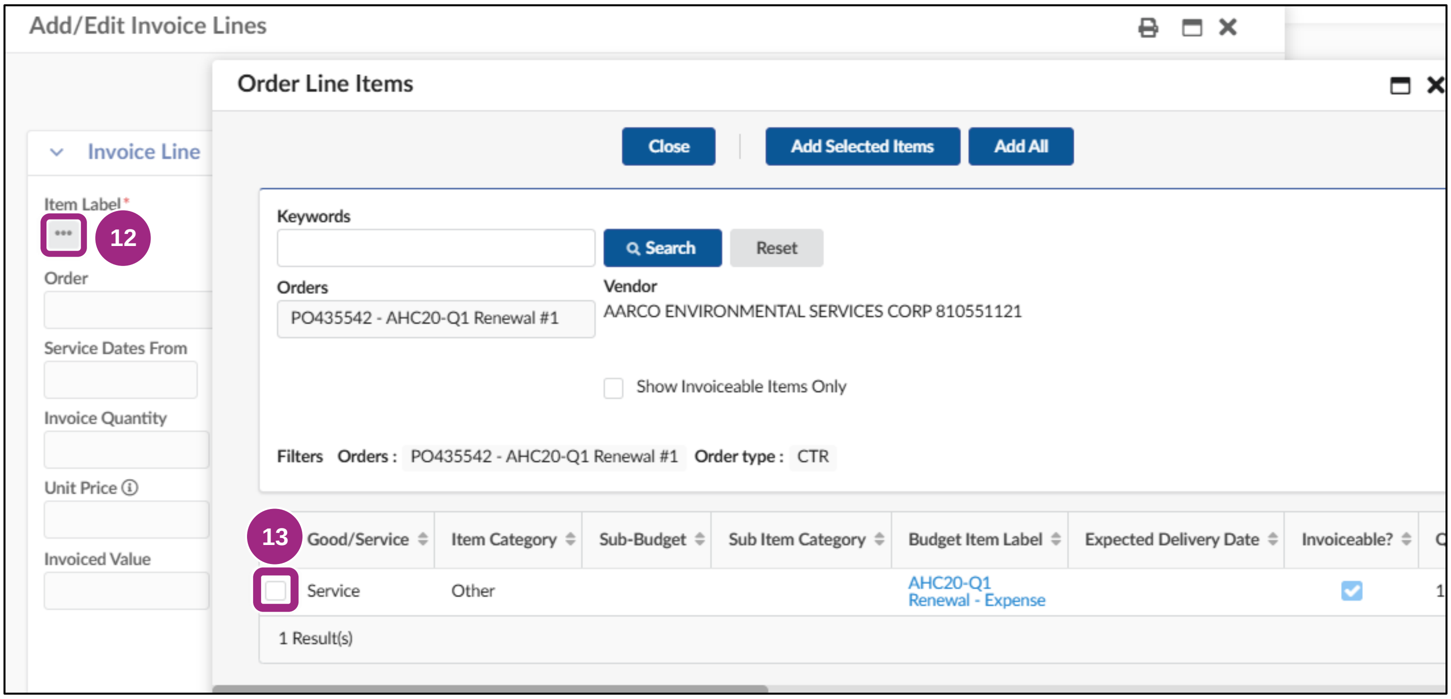
This job aid will show how to “Add an Item.”



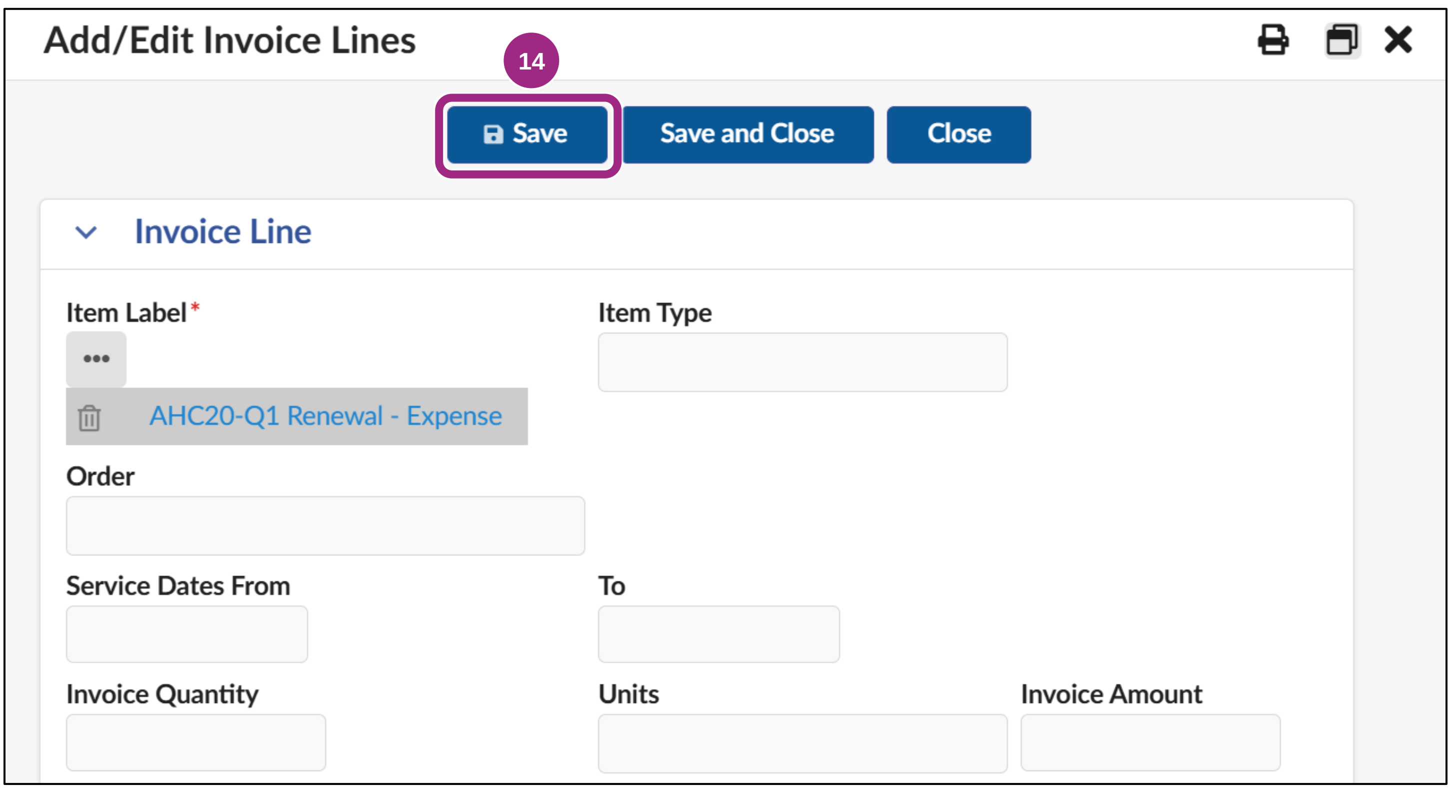
The Add/Edit Invoice Lines window appears.

12. Click the ellipses (three dots) under **Item Label**. The Order Line Items window appears.
13. Click the **checkbox** to select the invoiceable Product or Service from the budget to be invoiced.

    The Order Line Items window will close, and you return to the Add/Edit Invoice Lines window.



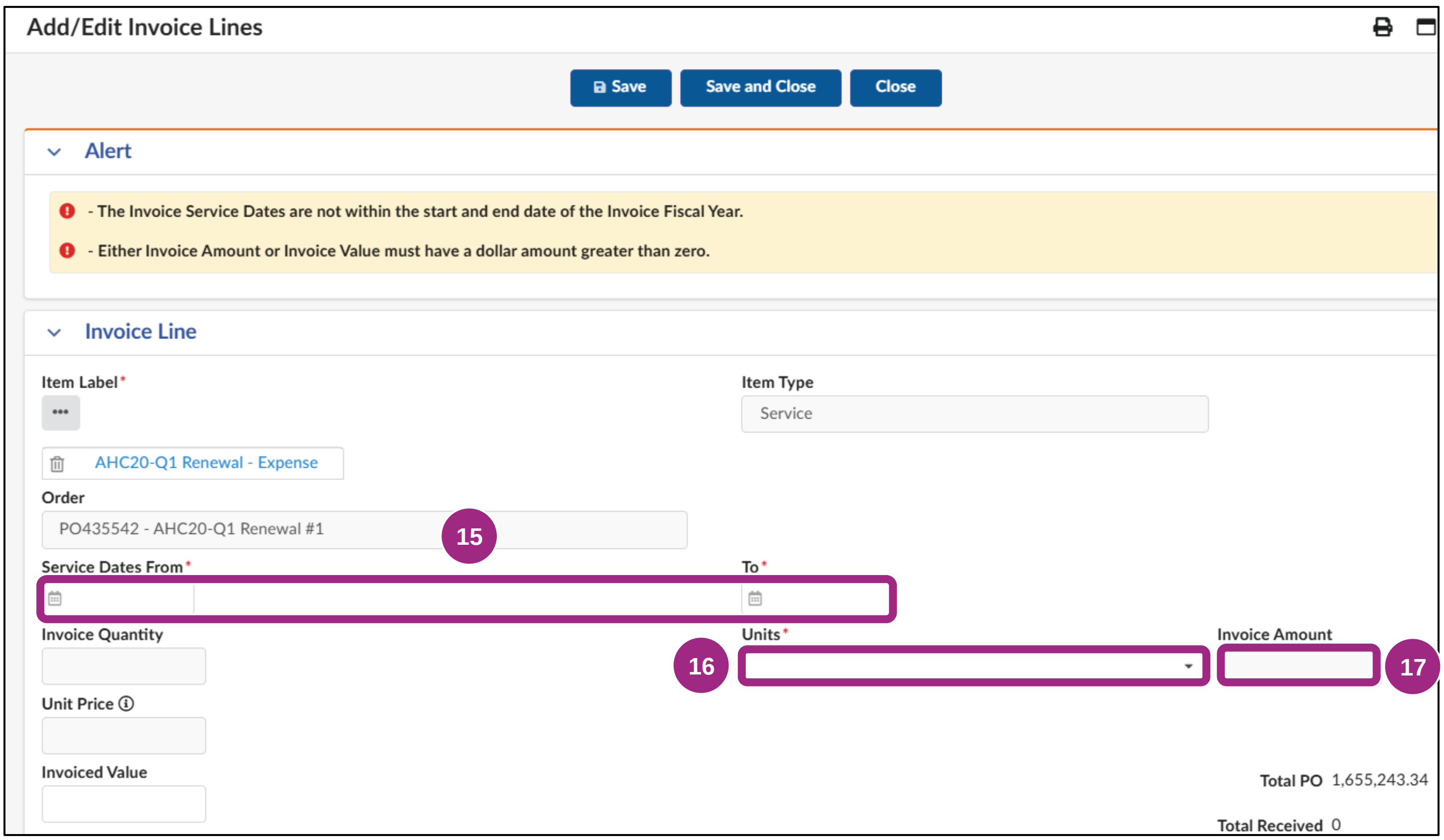
14. Click the **Save** button at the top of the window.



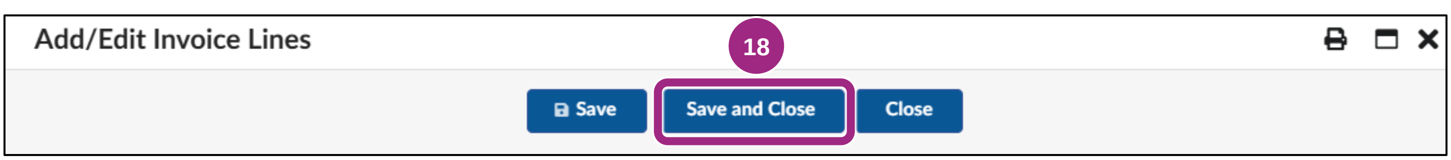
The page refreshes and you can now edit the invoice line.

15. Enter dates in both the **Service Dates From** and **To** fields to identify when services started and ended. Both dates should be within the purchase order's fiscal year (July 1st – June 30th).
16. If this is the first invoice against the PO, click the **Units** drop-down and select ‘Dollars’ or ‘Each’. **Note:** Whichever unit you choose will automatically populate going forward. Either unit is fine unless the item is rate-based (like equipment), in which case Each should be selected.
17. Enter in Invoice Amount or Quantity.
    - If Units is **'Each'**, enter the quantity you want to invoice in the **Invoice Quantity** field.
    - If Units is **'Dollar'**, enter the amount you want to invoice in the **Invoice Amount** field.
    - The quantity or amount you want to invoice must be less than or equal to the Remaining Amount for this item line on the PO budget.

Important: Leave the **Invoiced Value** text field **empty**.



18. Click the **Save and Close** button near the top of the window to return to the Invoice page.



Repeat steps 11-18 for each line of the budget that you wish to add.

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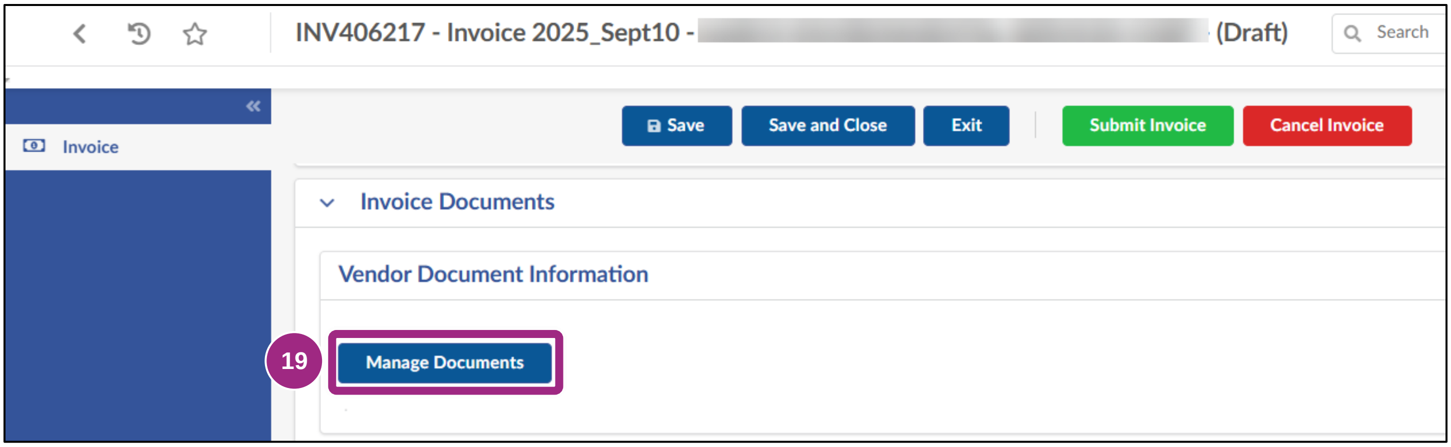
19. If documents are required with the invoice submission, scroll down to Invoice Documents. In the **Vendor Document Information** section, click the **Manage Documents** button.

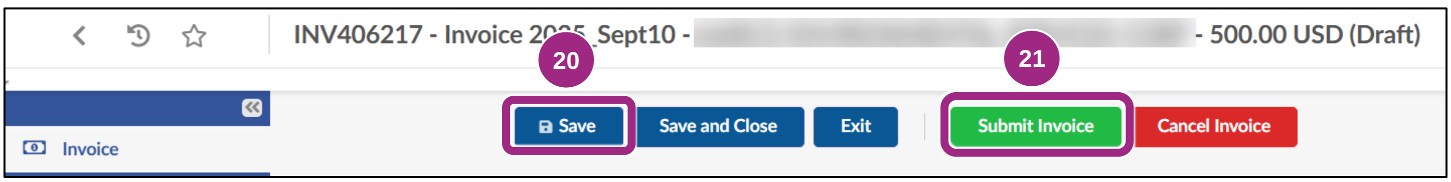
    Note: Documents can only be added when the invoice is in Draft status. For detailed steps on managing documents, refer to the [Upload or Link a Document to a Task](#) guide.



20. Click the **Save** button near the top of the Invoice page.

    In the Invoice Amount section, the Gross Invoiced Amount field will update.

21. Click the **Submit Invoice** button near the top of the page.



22. A dialog box will appear. Click the **OK** button to certify the listed expenditures.

    The invoice has been submitted.