

Program Income: How to Enter Expected and Actual Revenue

Vendors are required to report Program Income in PASSPort. Learn how to report your estimated revenue in your Fiscal Year Budget and document the actual generated revenue in your Invoices.

[Overview](#)

[Set Up Your Budget with the Expected Program Income](#)

[Report the Actual Generated Income and Revenue](#)

Before We Begin

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

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

Overview

Program Income is utilized to document a Provider's projected income generated by the program. This could include client fees, contributions, earned revenue, private match, or grant funds to support the program.

Note: The City already counted the money your program is expected to bring in when they set up your contract. Because of that, **your program income does not reduce your expenses or change your budget**. This means that you don't get extra budget if you collect more, and your budget doesn't go down if you collect less.

Here's how it works:

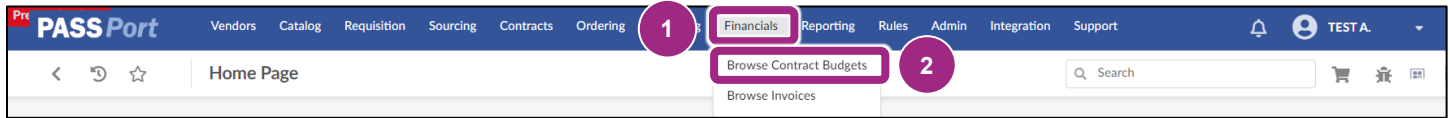
1. When submitting your FY Budget, enter the income you **expect** to receive for that Fiscal Year using the "Program Income" item category.
2. Once your funding agency approves the budget, enter the **actual** amount of revenue generated during that specific service period for every invoice you submit.

Important: This revenue must never be entered as the Invoice Amount or Invoice Quantity. Instead, revenue should be recorded as the Invoiced Value.

The following sections of this guide will go over the two-step process described above.

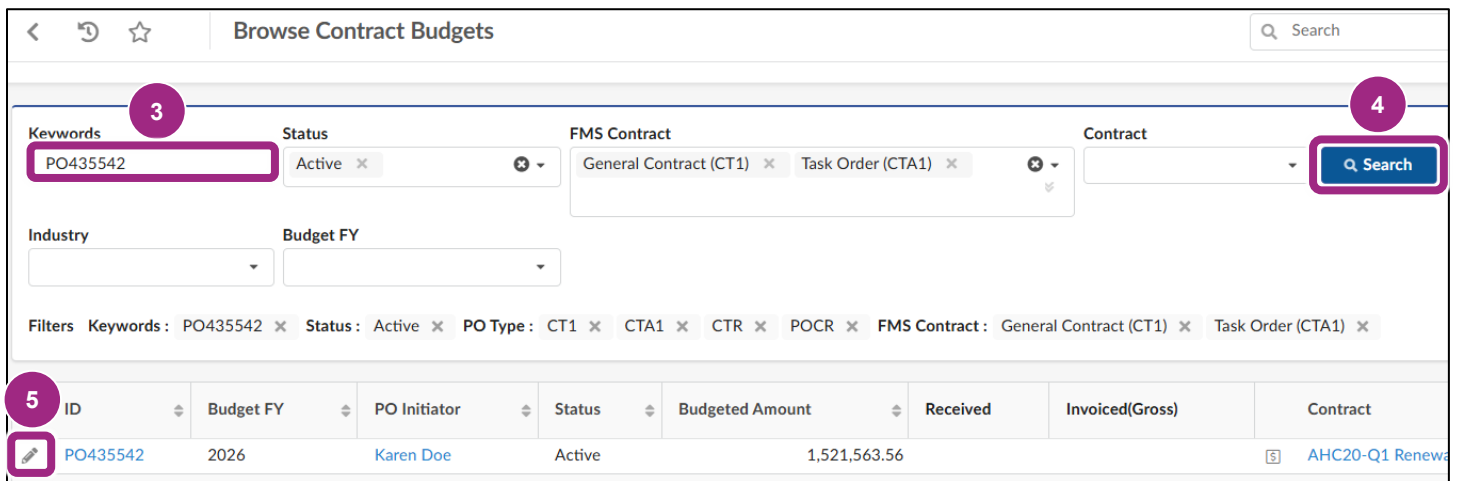
Set Up Your Budget with the Expected Program Income

1. Click or hover over the **Financials** tab in the top navigation menu.
2. Click **Browse Contract Budgets** from the drop-down menu.

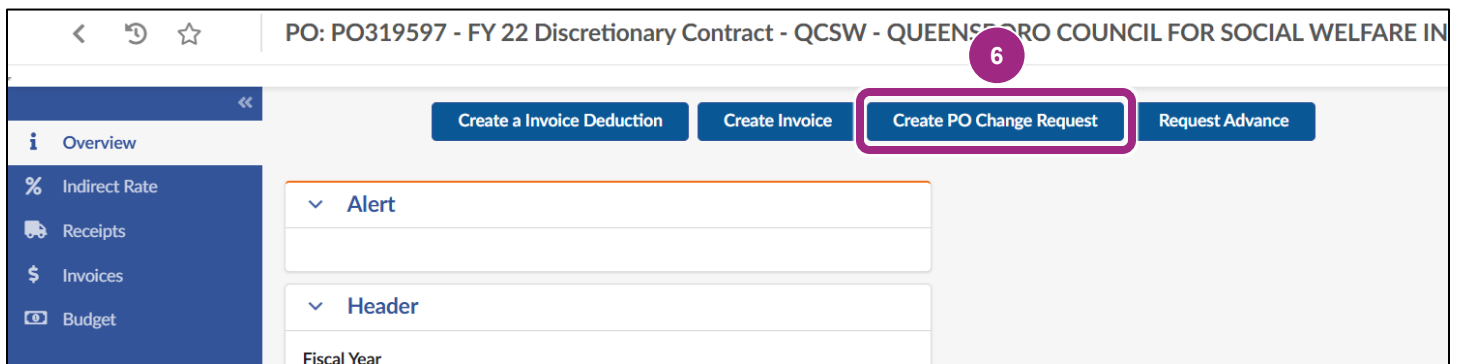


The Browse Contract Budgets page appears.

3. Enter the purchase order (PO) ID into the **Keywords** field.
4. Click the **Search** button. Search results will appear below the search filters.
5. Click the **pencil** icon to the left of the PO to open it.



6. Click the **Create PO Change Request** button near the top of the page.



The Select Purchase Order Change Request Type window appears.

7. Select **Budget Change Only** from the Select the PO Change Request Type drop-down menu.
8. Enter a reason for the request in the **Reason for Change Request** field.

Select Purchase Change Request Type

Submit Back

Fiscal year
2022 - City of New York (Legal)

Select the PO Change Request Type*
Budget Change Only

Change Request Reason*
Add Program Income Line to Budget

Created PO Change Request

The PO Change Request has not yet been created. To initialize, click the 'Submit' button.

9. Click the **Submit** button at the top of the page to open the POCR. The page will refresh.

Select Purchase Change Request Type

Submit Back

10. Scroll down to the **Created PO Change Request** field and click the hyperlink to open the POCR.

Created PO Change Request

FY 22 Discretionary Contract - QCSW

A Budget PO Change Order is already in Progress. Vendor cannot create a Budget PO Change Request at this time.

The POCR opens in a new window.

11. Go to the **Budget** tab.
12. Click the **Add Budget Line** button in the Detailed FY Budget section.

PO: PO470791 - 125 Discretionary Contract 12524DISC4U2 - QUEENSBORO COUNCIL FOR SOCIAL WELFARE

Save Submit to Agency

Detailed FY Budgets

Add Budget Line Download Budget Upload Budget

Filled in* Amount still unallocated
Percentage Amount \$0.00

The Add Budget Line window appears.

13. Complete the required fields:

- **Item Category:** Select “Program Income” from the dropdown field.
- **Budget Line Item:** Enter a description to describe the program income.
- **Quantity:** Enter “0”.
- **Unit Price:** Enter “1”.
- **Item Value:** Enter the estimated amount of program income.

Note: Vendors cannot make budget lines invoiceable. However, the agency can update the Invoiceable flag once it has been submitted for approval.

14. Click the **Save and Close** button at the top of the window to return to the Budget tab.

The screenshot shows the 'Add Budget Line' form. At the top, there are buttons for 'Save', 'Save and Close' (highlighted with a red circle and labeled 13), 'Close', and 'Delete Line'. Below the buttons is an 'Alert' section. The main form is divided into three sections: 'Budget Line Information' (highlighted with a red circle and labeled 12), 'Budget Financials Section', and 'Invoicing Information'. The 'Budget Line Information' section contains fields for 'Sub-Budget', 'Item Category' (set to 'Program Income'), 'Sub Item Category', 'Budget Line Item' (set to 'Estimated Program Income'), 'Additional Information', and 'Expected Delivery Date'. The 'Budget Financials Section' contains fields for 'Quantity' (0), 'Unit Price' (1), 'Budgeted Amount', 'Item Value' (1500), and an 'Invoiceable?' checkbox. The 'Invoicing Information' section contains fields for 'Invoiced Amount' and 'Remaining Amount'.

If you are adding additional lines or editing existing budget lines, see the [Submit a Budget Modification](#) guide for more detailed instructions.

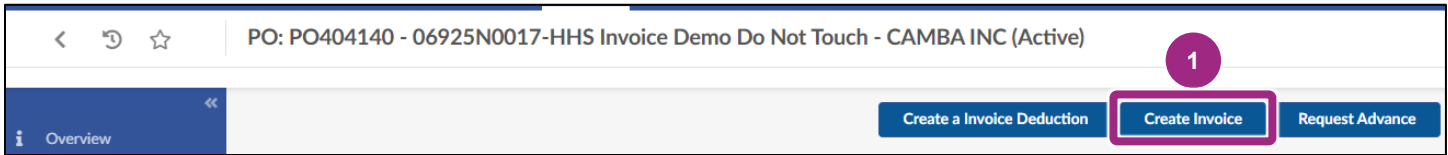
15. Once the budget is final, click the **Submit for Approval** button near the top of the page.

The screenshot shows the 'Detailed FY Budgets' page. At the top, there is a sidebar with navigation options: 'Overview', 'Indirect Rate', 'Changelog', 'Change Request', and 'Budget' (selected). The top bar displays the PO number: 'PO: PO470791 - 125 Discretionary Contract 12524DISC4U2 - QUEENSBORO COUNCIL FOR SOCIAL WELFARE INC'. Below the top bar, there are buttons for 'Save' and 'Submit to Agency' (highlighted with a red circle and labeled 15). The main section is titled 'Detailed FY Budgets' and contains a sub-section for 'Add Budget Line', 'Download Budget', and 'Upload Budget'. Below this, there is a section for 'Filled in' and 'Amount still unallocated'. The 'Filled in' section has radio buttons for 'Percentage' and 'Amount' (selected). The 'Amount still unallocated' section shows '\$0.00'. At the bottom, there is a table with columns: 'Sub-Budget', 'Item Category', 'Sub Item Category', 'Budget Line Item', 'Additional Information', 'Expected Delivery Date', and 'Invoiceable'. The table contains one row with the following values: 'Program Income', 'Program Income', 'Estimated Program Income', and 'Invoiceable'.

Once the agency approves the POCR, the Program Income line can then be selected when creating your invoices.

Report the Actual Generated Income and Revenue

1. Return to the purchase order, click the **Create Invoice** button near the top of the page.



PO: PO404140 - 06925N0017-HHS Invoice Demo Do Not Touch - CAMBA INC (Active)

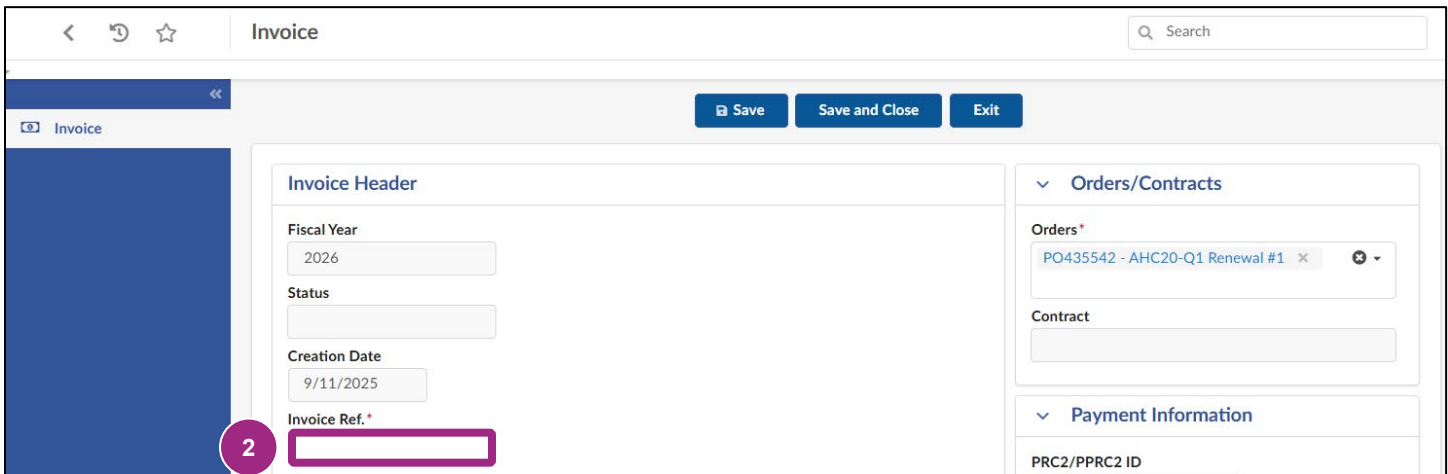
Overview

Create a Invoice Deduction **Create Invoice** Request Advance

1

Once you create the invoice, you will see the Invoice Header.

2. Enter any alphanumeric identifier in the **Invoice Ref.** field.



Invoice

Save Save and Close Exit

Invoice Header

Fiscal Year: 2026

Status:

Creation Date: 9/11/2025

Invoice Ref.*

Orders/Contracts

Orders*: PO435542 - AHC20-Q1 Renewal #1

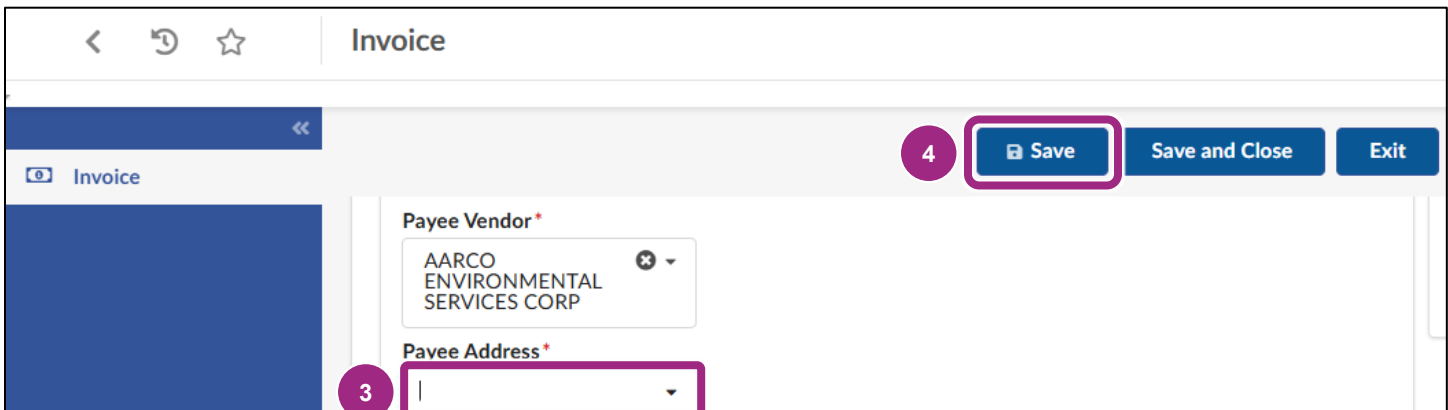
Contract:

Payment Information

PRC2/PPRC2 ID

2

3. Select an address in the **Payee Address** drop-down field. The Payee Address should be the same address used by your organization in the Payee Information Portal (PIP).
4. Click the **Save** button at the top of the page. The Products / Services section will appear below.



Invoice

Save Save and Close Exit

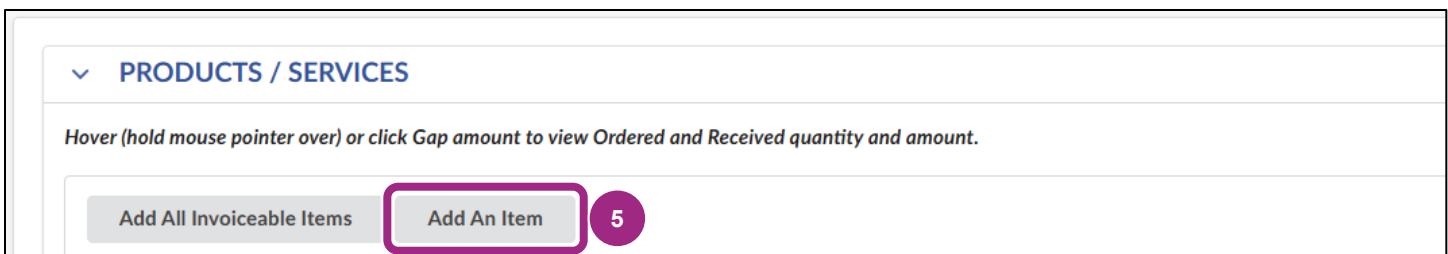
Payee Vendor*: AARCO ENVIRONMENTAL SERVICES CORP

Payee Address*

3

4

5. Scroll down to the Products / Services section and click the **Add an Item** button.



PRODUCTS / SERVICES

Hover (hold mouse pointer over) or click Gap amount to view Ordered and Received quantity and amount.

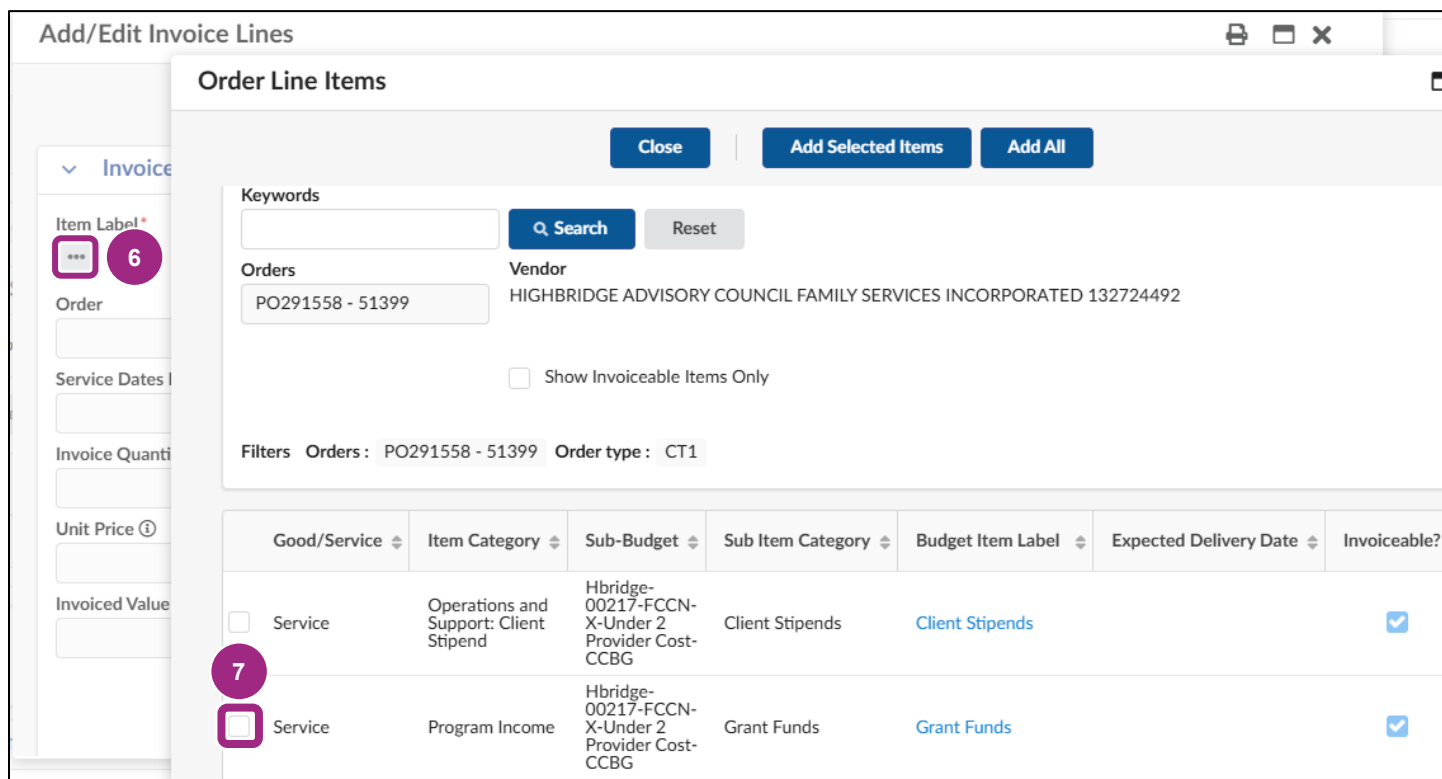
Add All Invoiceable Items Add An Item

5

The Add/Edit Invoice Lines window appears.

- Click the ellipses (three dots) under **Item Label**. The Order Line Items window appears.
- Click the **checkbox** to select the “Program Income” line from the budget. This should be the only item listed in the invoice.

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



Add/Edit Invoice Lines

Order Line Items

Close | Add Selected Items | Add All

Keywords: **Q Search** Reset

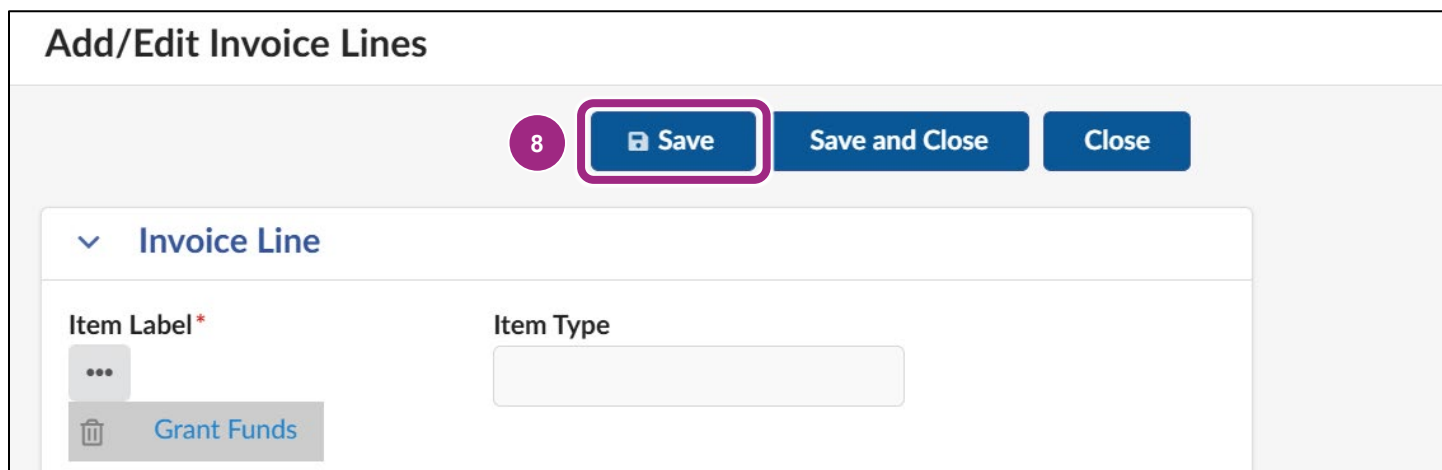
Orders: PO291558 - 51399 Vendor: HIGHBRIDGE ADVISORY COUNCIL FAMILY SERVICES INCORPORATED 132724492

☐ Show Invoiceable Items Only

Filters Orders: PO291558 - 51399 Order type: CT1

| Good/Service | Item Category | Sub-Budget | Sub Item Category | Budget Item Label | Expected Delivery Date | Invoiceable? |
|---|--|---|-------------------|-------------------|------------------------|-------------------------------------|
| <input type="checkbox"/> Service | Operations and Support: Client Stipend | Hbridge-00217-FCCN-X-Under 2 Provider Cost-CCBG | Client Stipends | Client Stipends | | <input checked="" type="checkbox"/> |
| <input checked="" type="checkbox"/> Service | Program Income | Hbridge-00217-FCCN-X-Under 2 Provider Cost-CCBG | Grant Funds | Grant Funds | | <input checked="" type="checkbox"/> |

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



Add/Edit Invoice Lines

8 **Save** Save and Close Close

Invoice Line

Item Label* Item Type

☒ Grant Funds

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

9. 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).
10. Enter the Invoice Amount or Quantity.
 - If Units is 'Each', enter "0" in the **Invoice Quantity** field.
 - If Units is 'Dollar', enter "0" in the **Invoice Amount** field.
11. Enter the amount of program income being reconciled in the **Invoiced Value** field.

Add/Edit Invoice Lines

Save Save and Close Close

Alert

The Invoice Service Dates are not within the start and end date of the Invoice Fiscal Year.

For this Item Category, select 'Dollars' as the 'Units' invoice type in order to add an 'Invoice Quantity'

Invoice Line

Item Label* Item Type

Grant Funds Service

Order

PO291558 - 51399

Service Dates From* To*

9

Invoice Quantity* Units Invoice Amount

0 Each 0.00

Unit Price ⓘ

Invoiced Value Total PO 0

11 Total Received 0

12. Click the **Save and Close** button at the top of the window to return to the Invoice page.

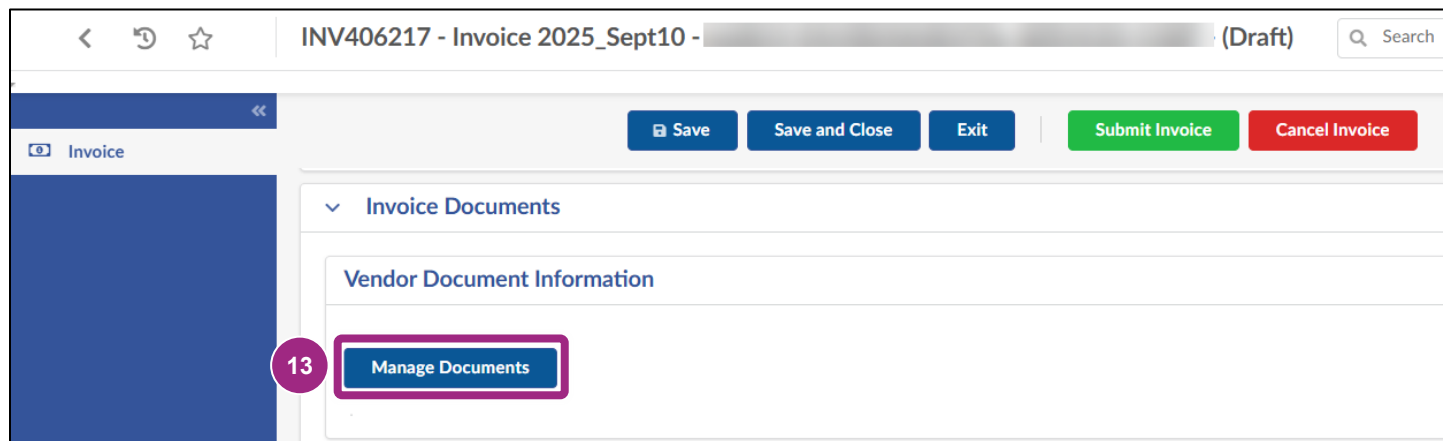
Add/Edit Invoice Lines

12

Save Save and Close Close

13. Scroll down to Invoice Documents and click the **Manage Documents** button to add any documents requested by the agency to reconcile the program income.

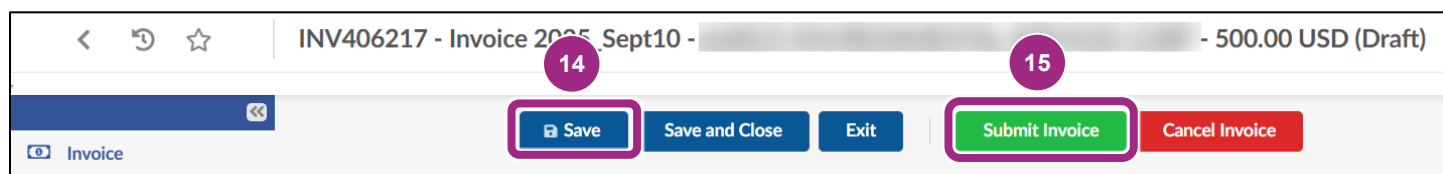
Note: Documents can only be added when the invoice is in Draft status. For detailed steps on managing documents, refer to the [Upload or Link a Document to a Task](#) guide.



The screenshot shows the 'Invoice Documents' section of a web application. At the top, there is a header bar with navigation icons, the title 'INV406217 - Invoice 2025_Sept10 - (Draft)', and a search bar. Below the header, there is a sidebar on the left with a blue background and a 'Manage Documents' button highlighted with a red circle and the number 13. The main content area has a 'Vendor Document Information' section. At the top of the main content area, there are several buttons: 'Save', 'Save and Close', 'Exit', 'Submit Invoice', and 'Cancel Invoice'. The 'Submit Invoice' button is highlighted with a red circle and the number 15.

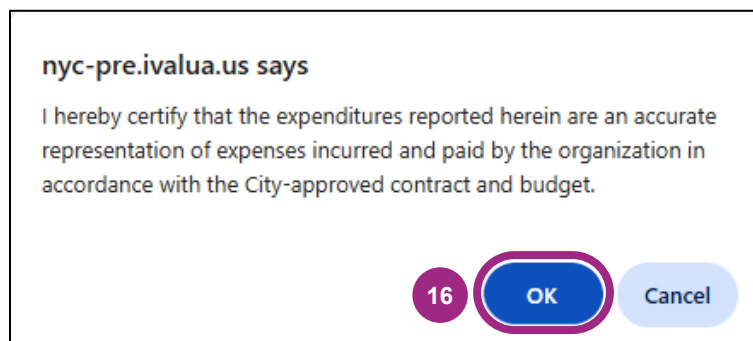
14. Click the **Save** button near the top of the Invoice page.

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



The screenshot shows the top of the Invoice page. The header bar displays the title 'INV406217 - Invoice 2025_Sept10 - 500.00 USD (Draft)'. Below the header, there is a sidebar on the left with a blue background and an 'Invoice' button. The main content area has a row of buttons: 'Save', 'Save and Close', 'Exit', 'Submit Invoice', and 'Cancel Invoice'. The 'Save' button is highlighted with a red circle and the number 14, and the 'Submit Invoice' button is highlighted with a red circle and the number 15.

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



The screenshot shows a dialog box with the title 'nyc-pre.ivalua.us says'. The text inside the dialog box reads: 'I hereby certify that the expenditures reported herein are an accurate representation of expenses incurred and paid by the organization in accordance with the City-approved contract and budget.' At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red circle and the number 16.

The invoice is now submitted to the agency for approval.