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.

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:

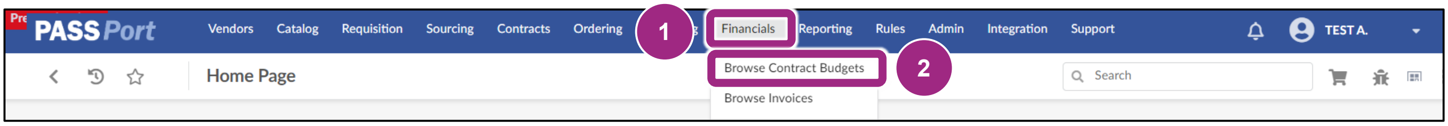
1. When submitting your FY Budget, enter the income you **expect** to receive for that Fiscal Year using the "Program Income" item category.
2. Once your funding agency approves the budget, enter the **actual** amount of revenue generated during that specific service period for every invoice you submit.

   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.

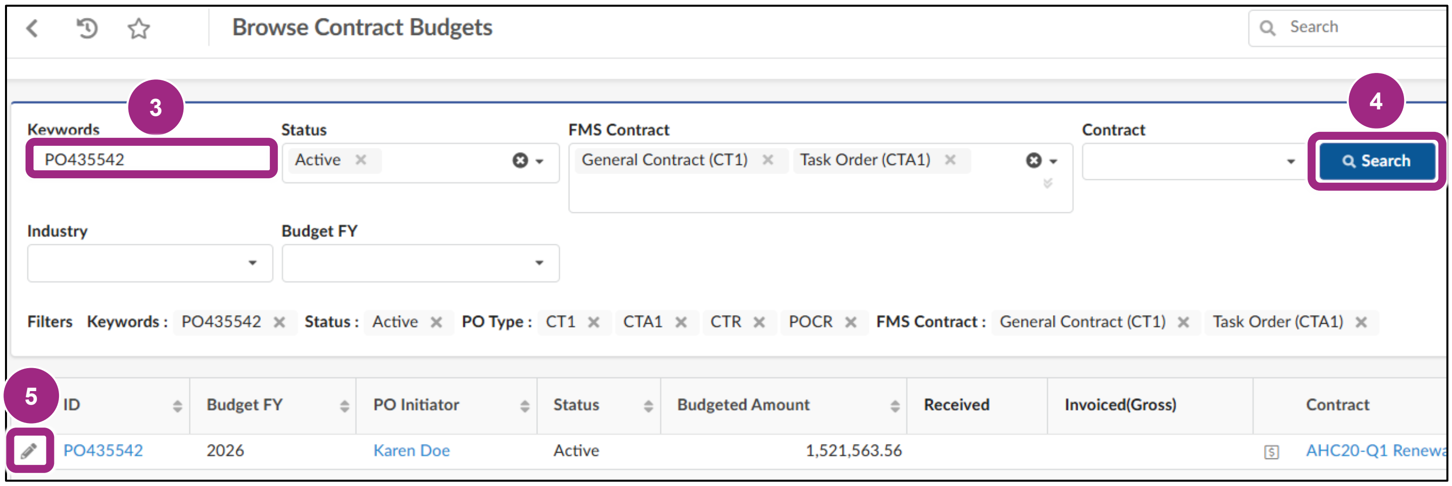
Set Up Your Budget with the Expected Program Income

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

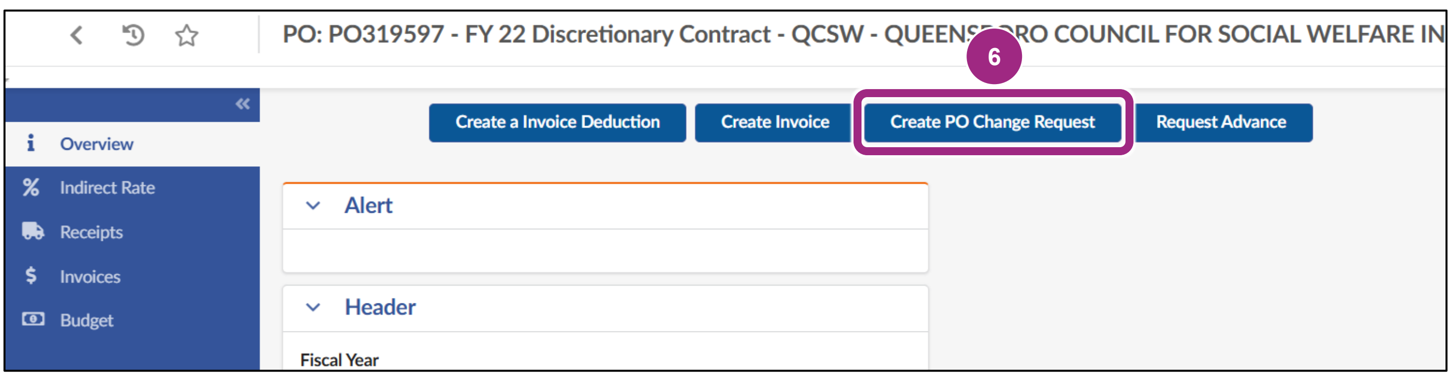


The Browse Contract Budgets page appears.

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.

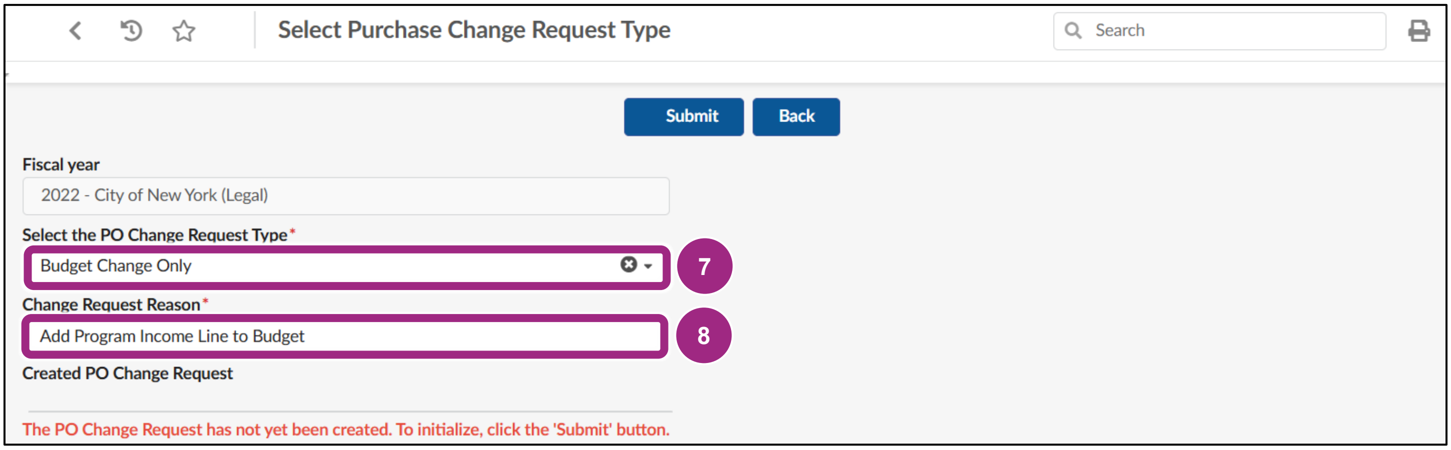


6. Click the **Create PO Change Request** button near the top of the page.

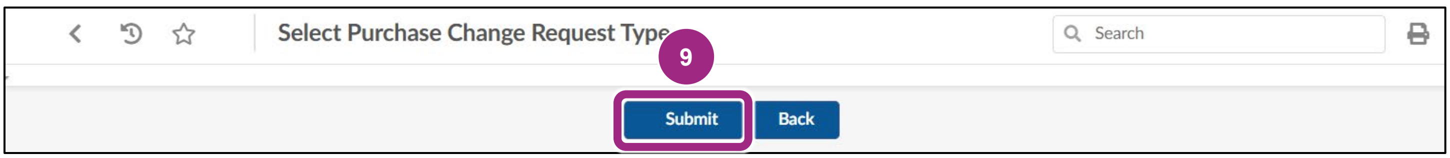


The Select Purchase Order Change Request Type window appears.

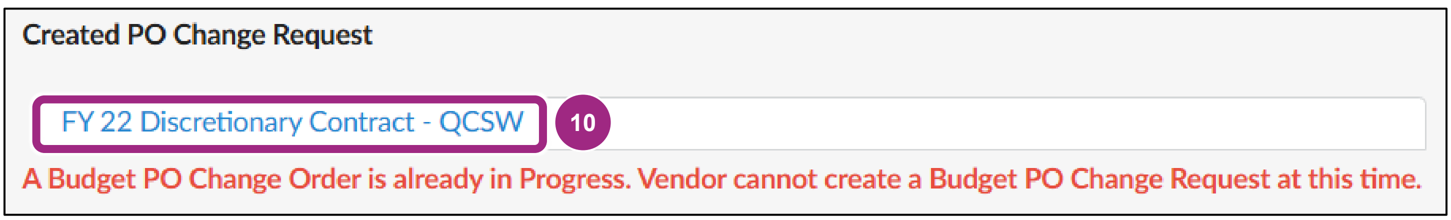
7. Select **Budget Change Only** from the Select the PO Change Request Type drop-down menu.
8. Enter a reason for the request in the **Reason for Change Request** field.



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

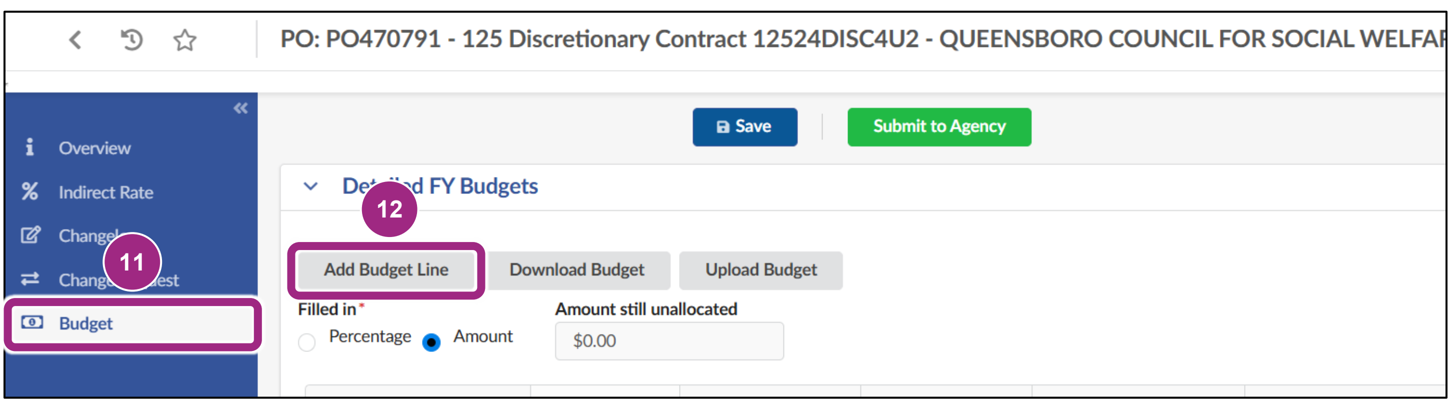


10. Scroll down to the **Created PO Change Request** field and click the hyperlink to open the POCR.



The POCR opens in a new window.

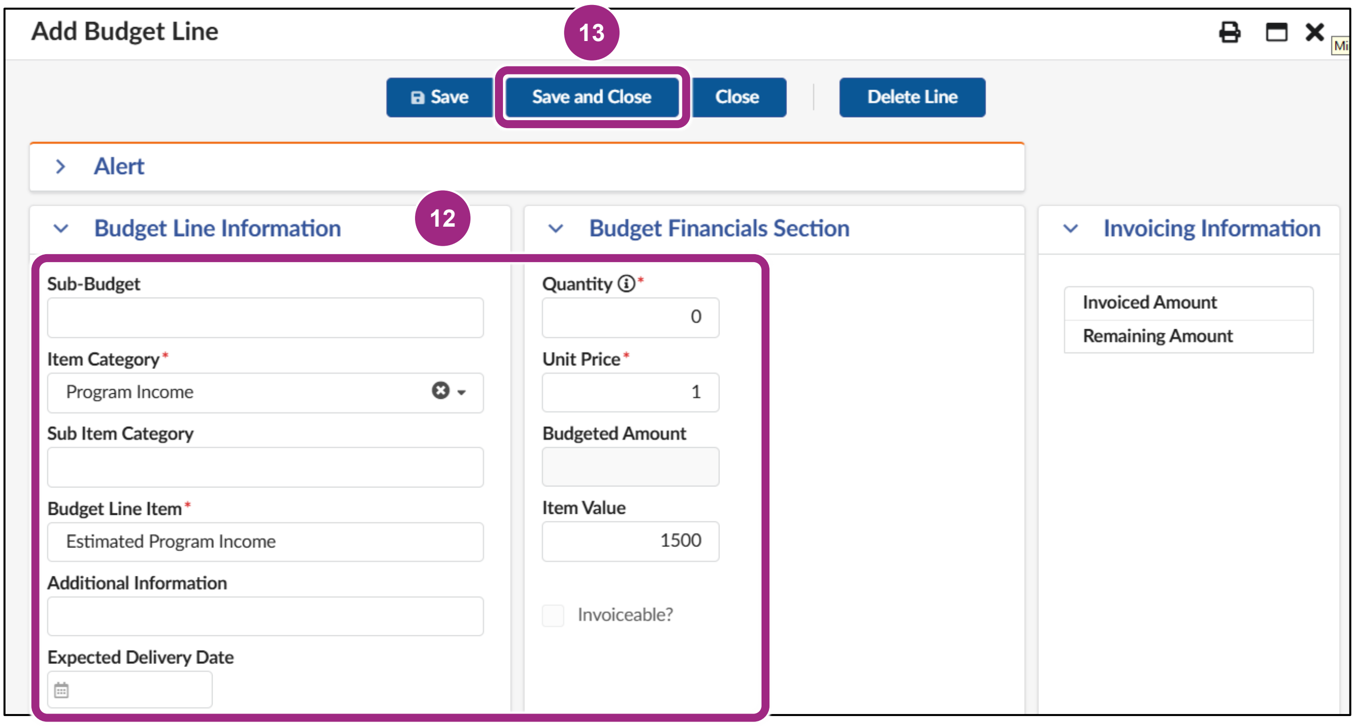
11. Go to the **Budget** tab.
12. Click the **Add Budget Line** button in the Detailed FY Budget section.



The Add Budget Line window appears.

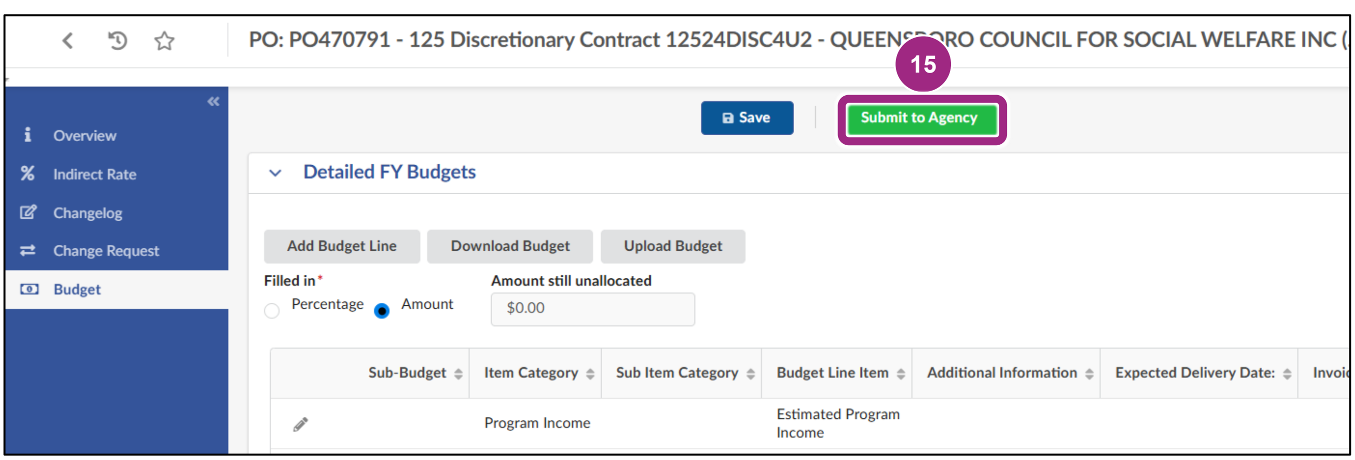
13. Complete the required fields:
    - **Item Category**: Select "Program Income" from the dropdown field.
    - **Budget Line Item**: Enter a description to describe the program income.
    - **Quantity**: Enter "0".
    - **Unit Price**: Enter "1".
    - **Item Value**: Enter the estimated amount 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.



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

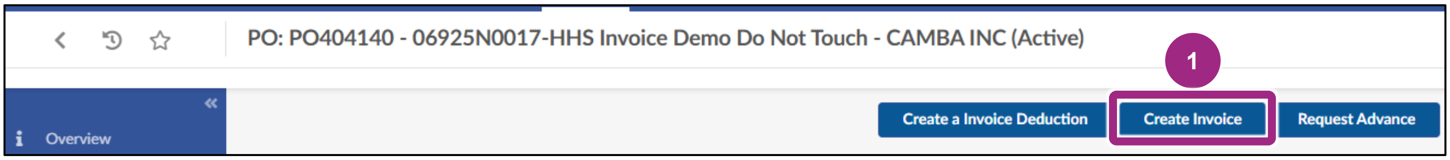
15. Once the budget is final, click the **Submit for Approval** button near the top of the page.



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

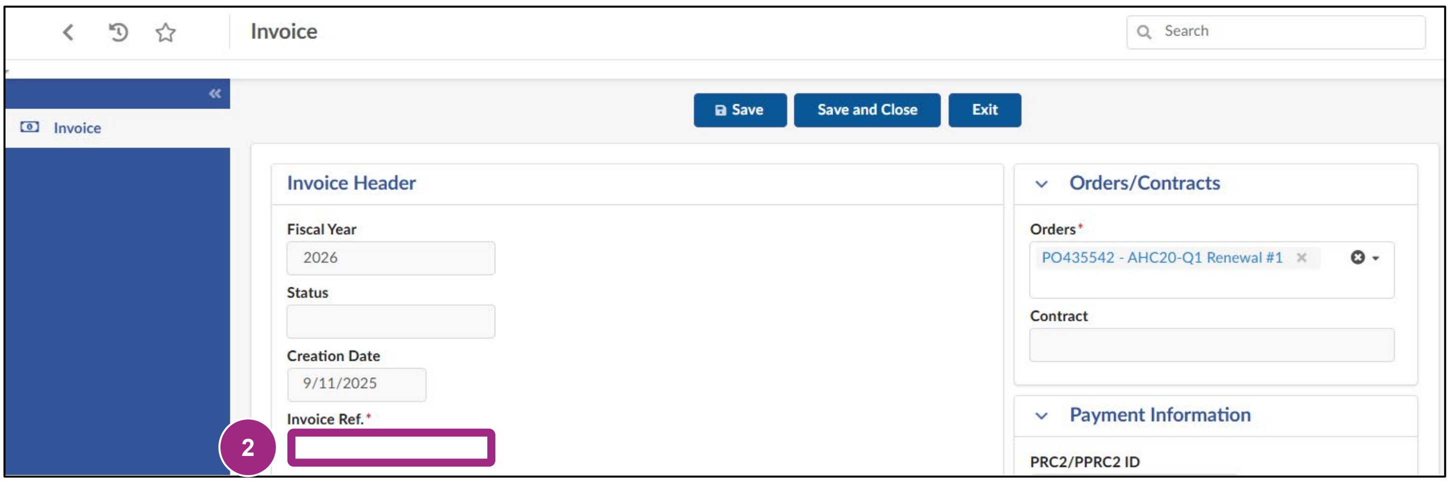
Report the Actual Generated Income and Revenue

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

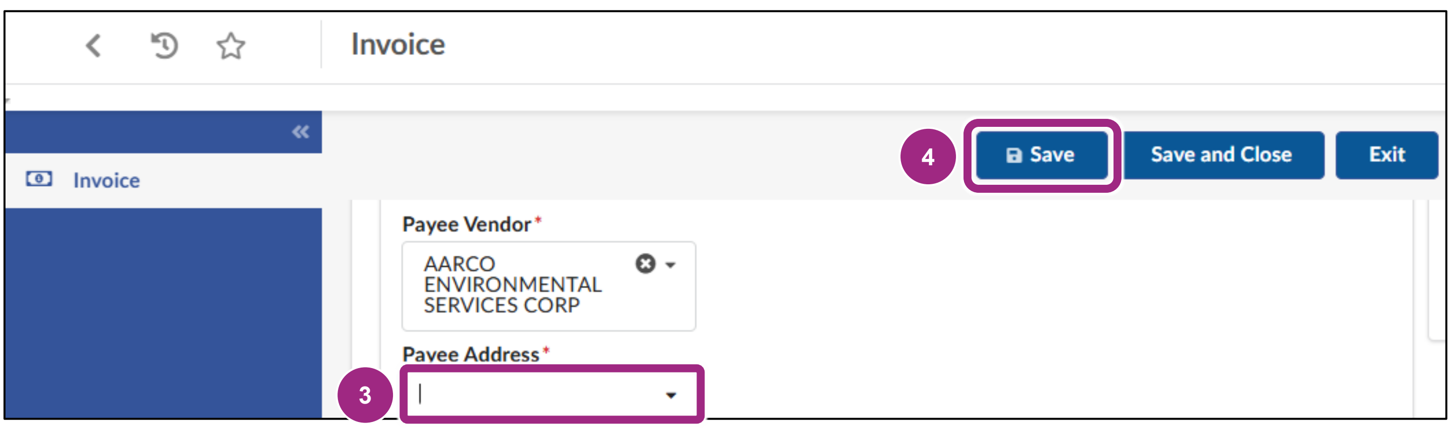


   Once you create the invoice, you will see the Invoice Header.

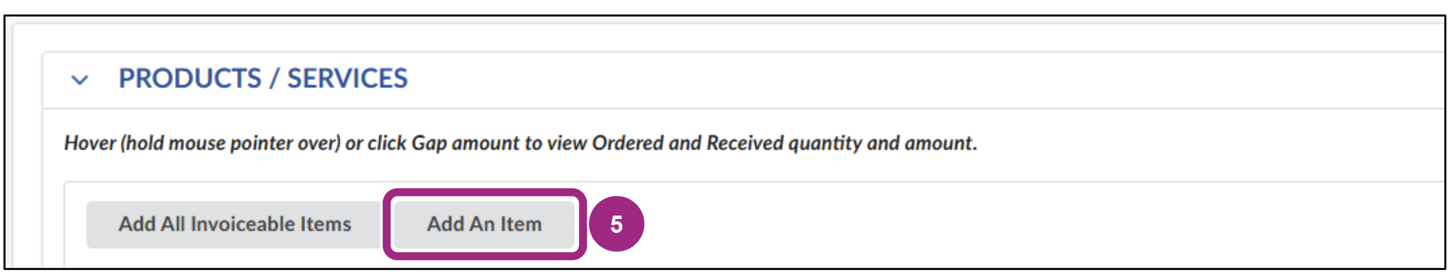
2. Enter any alphanumeric identifier in the **Invoice Ref.** field.



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.



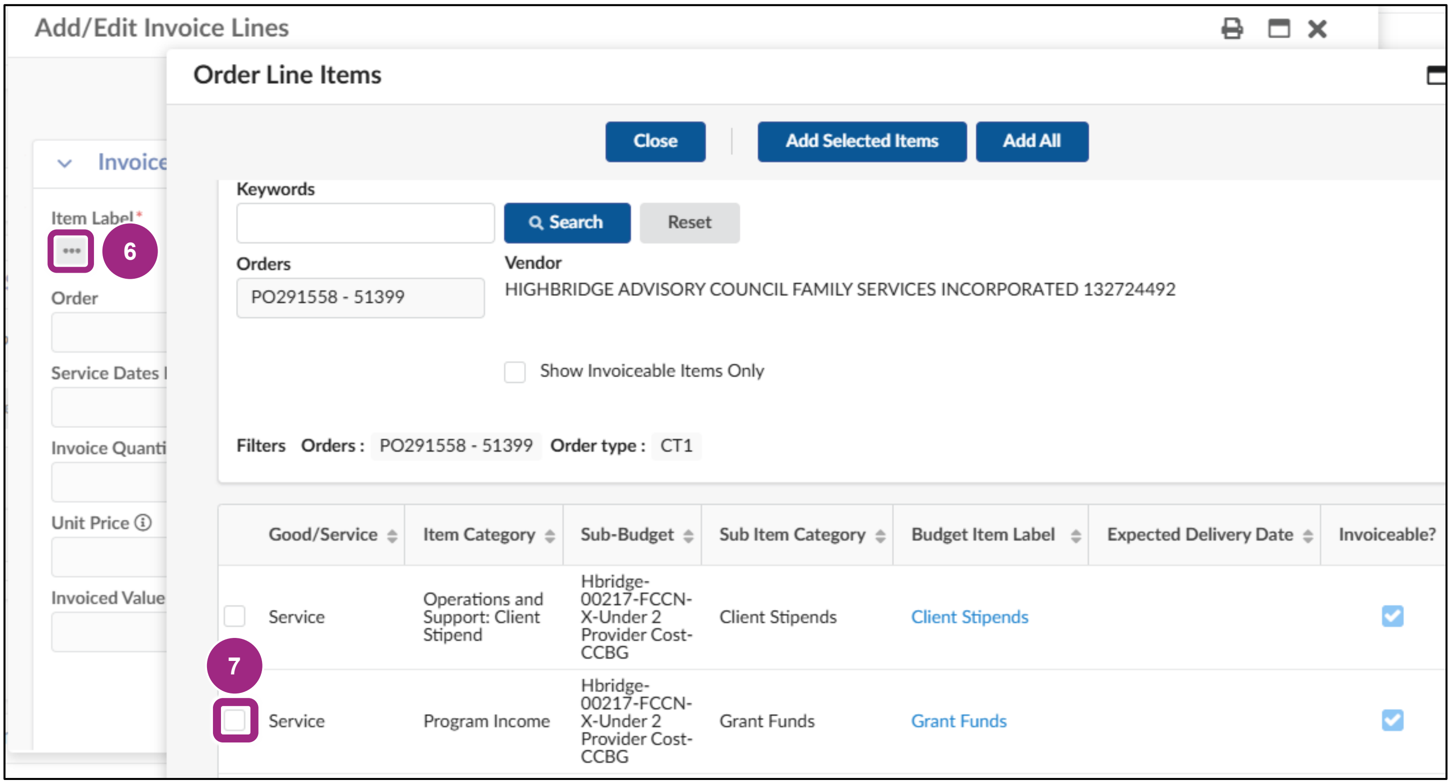
5. Scroll down to the Products / Services section and click the **Add an Item** button.



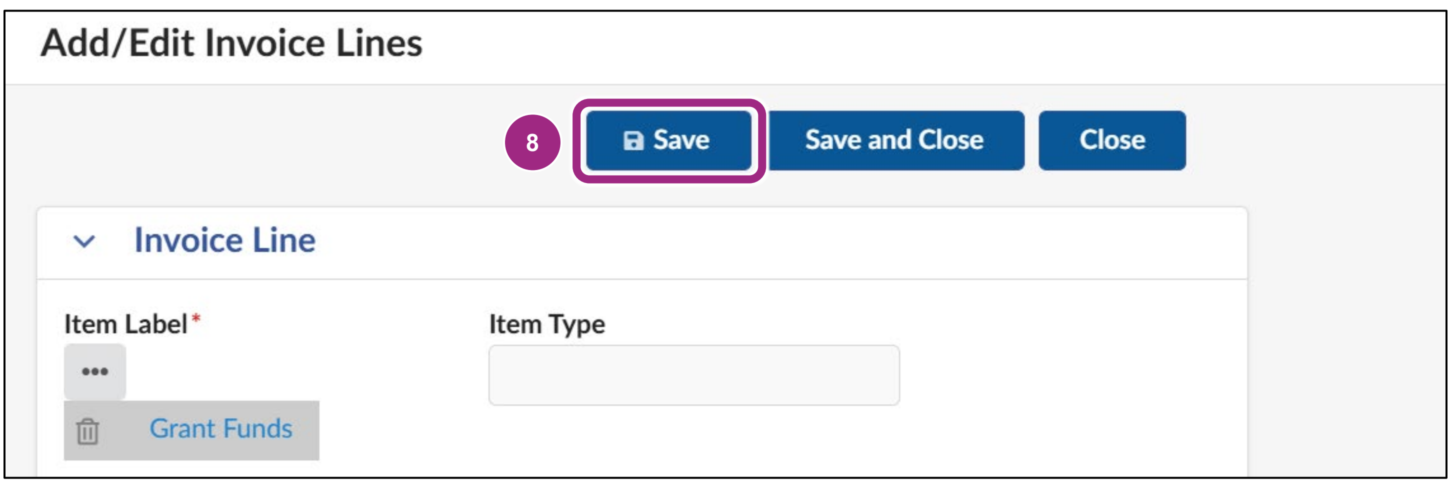
   The Add/Edit Invoice Lines window appears.

6. Click the ellipses (three dots) under **Item Label**. The Order Line Items window appears.
7. 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.



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



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

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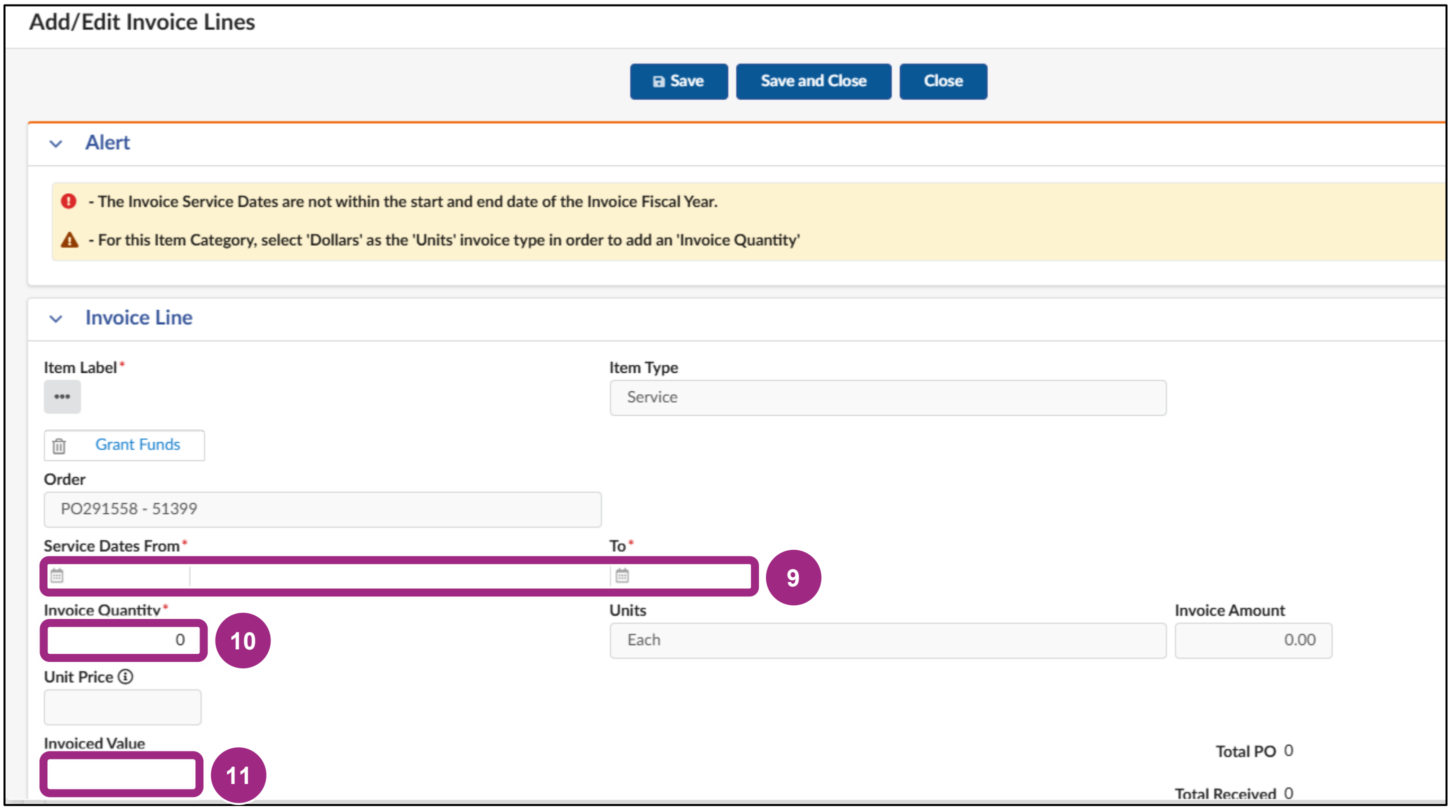
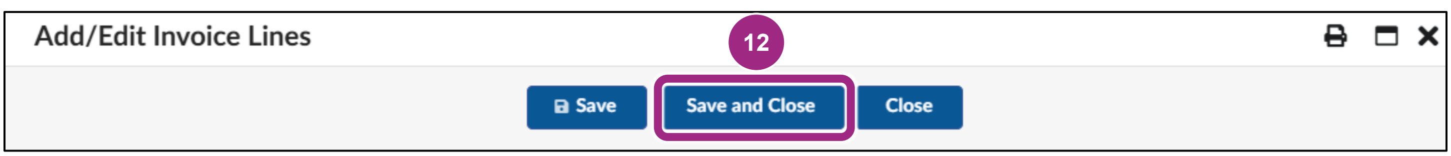
9. Enter dates in both the **Service Dates From** and **To** fields to identify when services started and ended. Both dates should be within the purchase order's fiscal year (July 1st – June 30th).
10. Enter the Invoice Amount or Quantity.
    - If Units is 'Each', enter “0” in the **Invoice Quantity** 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.

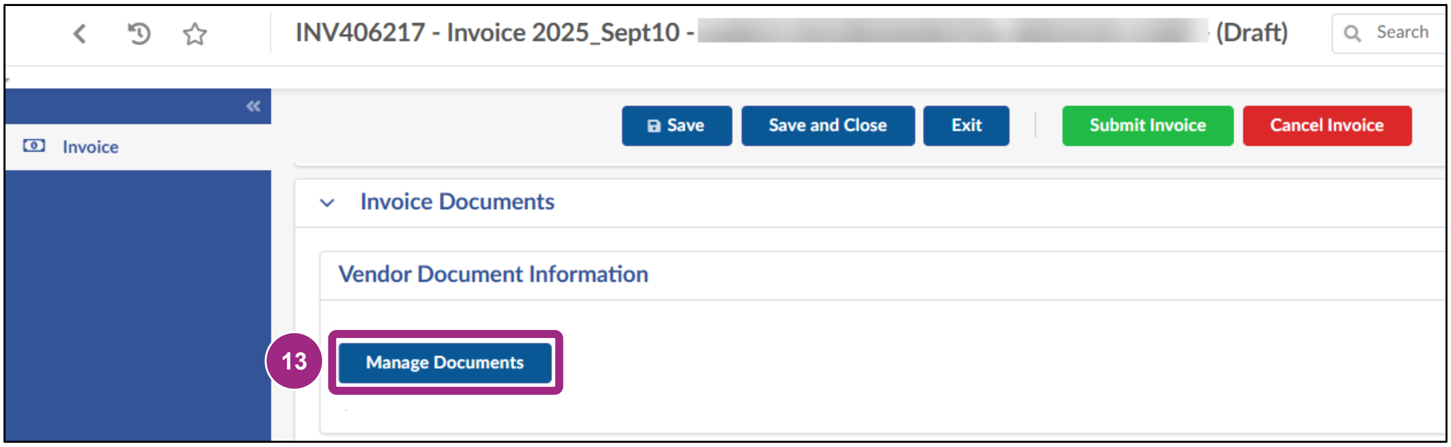


12. Click the **Save and Close** button at the top of the window to return to the Invoice page.



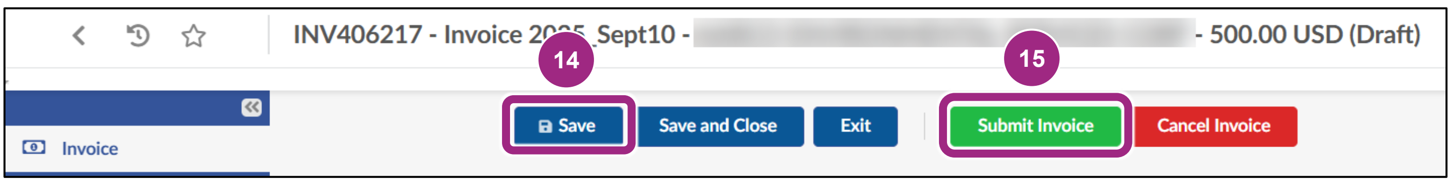
13. Scroll down to Invoice Documents and click the **Manage Documents** button to add any documents requested by the agency to reconcile the program income.

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.

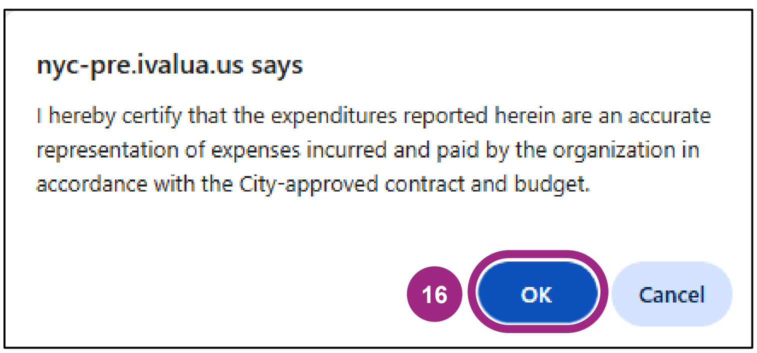


14. Click the **Save** button near the top of the Invoice page.

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



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



The invoice is now submitted to the agency for approval.

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