# Set Up Your Fiscal Year Budget

Learn about Purchase Orders and the tasks required to set up your new Fiscal Year Budget.

## Before We Begin

To create and modify budgets, one or more of the following PASSPort user roles are required: **Vendor Admin**, **Vendor Financials L1**, or **Vendor Financials L2**.

**The Vendor Admin wants to confirm that the user has the necessary task authorizations:**

1. Go to nyc.gov/passport and click the **PASSPort Login** button.

2. Click the **Contacts** tab on the left side of the Vendor Profile.

3. Locate the user in the **Vendor Contact Information** section. Make sure the user is listed as a contact with the correct email address, and in the Profile column they have one of the required roles listed above.

4. Then, on the top navigation menu of PASSPort, click **Contracts**, and click **Manage My Contracts**. Find the contract with the budget to be created or modified and click the **pencil** icon to the left of the contract listing.

5. Click the **Setup Team** tab located on the left-side in the Contract. In the **Vendor Team** section, make sure the user is listed as a contact. If they are listed, the user can proceed to create or modify the budget. If they are not listed, see the **Add or Delete Contacts** section of this guide for instructions: **Edit the Vendor Team**.

## 1. Budget Setup Basics: What You Need to Know

Setting up a budget in PASSPort can involve completing specific steps based on how your contracting agency has configured your budget. There are three possible budget setup paths:

- **Vendor Creates the Budget:** Commonly used for most Human/Client Service (also known as Health and Human Service/HHS) contracts. When it's time to complete the budget, vendors receive a Vendor Budget Completion task in PASSPort, along with an email notification. Note: For HHS contracts, the Industry field in the Contract Header section will display "Human/Client Service." See How to Create a Budget.

- **Agency Prepares Budget, Vendor Finalizes It:** Agencies prepare a preliminary budget (or generate an active PO) and notify vendors to finalize the budget through a Purchase Order Change Request (POCR). See How to Finalize an Agency-Prepared Budget.

- **Agency Creates the Budget (No Vendor Action Required):** This option is usually reserved for contracts where the budget details are not managed in PASSPort such as for large construction contracts. No vendor action is required.

## 2. Best Practices

- Before doing any work in PASSPort: **Carefully review your contracting Agency's fiscal guidance** on your Agency's preferences regarding setting up your budget. Make sure your colleagues working on budgets have access to your organization's PASSPort account and are assigned the necessary user role(s) to do the work.

- **Gather required documentation**: Review your Agency's fiscal guidance for documentation requirements. Upload required documents before proceeding to budget entry as this step is easily missed.

- **Take note of your Active Purchase Order's PO ID**. Both Purchase Orders and Purchase Order Change Requests use PO IDs as their unique identifiers.

- **Save time – use the Favorites option in PASSPort.** Click the **star** (favorites) icon in the top left corner of the screen to save any search page along with your search parameters. Next time you log in to PASSPort, just click the star icon to quick access your saved searches.

## 3. What are Purchase Orders?

Before you dive in, here are a few things to know about Purchase Orders (POs):

- The PO represents the **contract budget** for a fiscal year. There will be a new PO for every fiscal year of your contract.
- Fiscal Years (FY) begin **July 1st** and end **June 30th** for the City of New York.
- **Multiple POs** may be issued, depending on your contract term. Check your contract's home page to see them all!

## 4. How to Find Purchase Order IDs

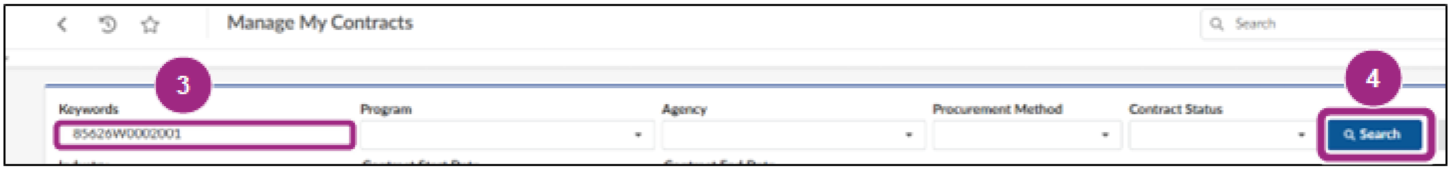
Knowing your Purchase Order IDs (PO IDs) helps you find budgets quickly later on.

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


The **Manage My Contracts** page displays.

3. Enter the Contract EPIN or Contract ID in the **Keywords** field or use the other search filters to locate your contract.

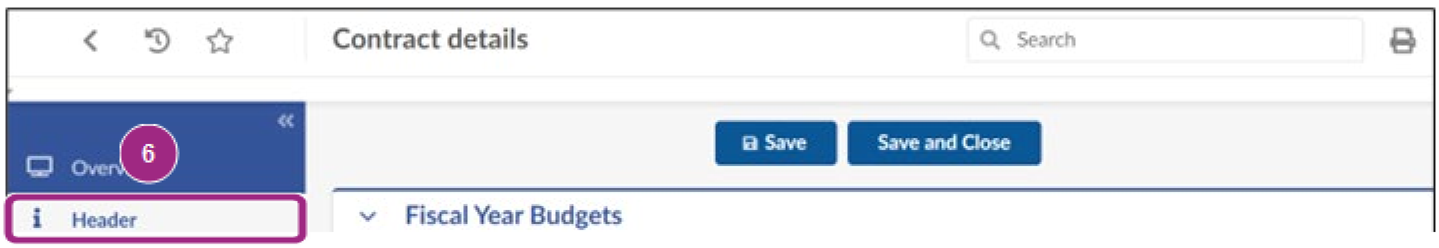
4. Click the **Search** button. Search results will appear below the search filters.




5. Click **pencil** icon to enter the contract.


The contract opens into the Overview tab.

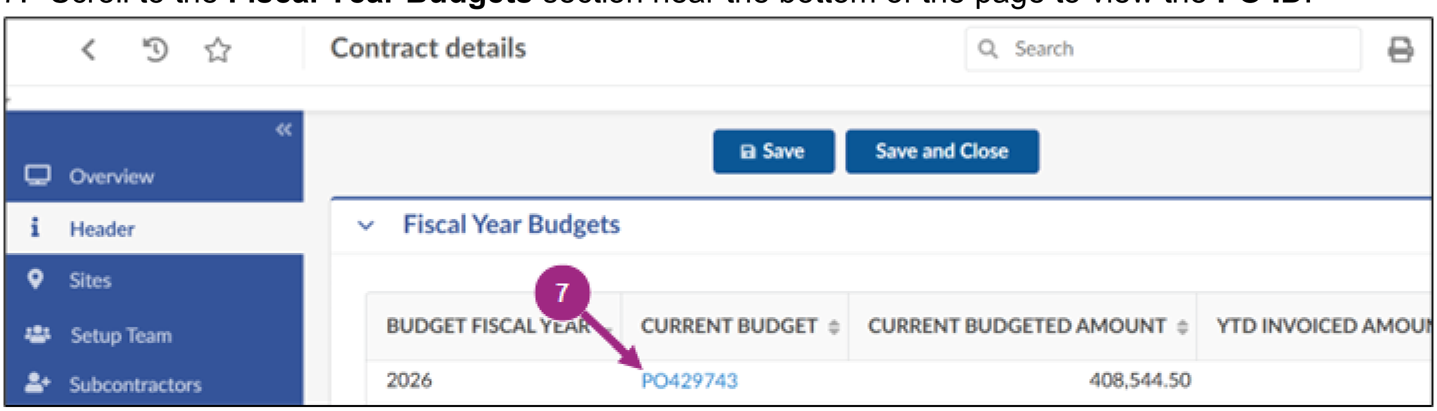
6. Go to the **Header** tab using the left navigation menu.




**Tip:** If the left navigation panel is collapsed, click the **double arrows** to expand it.

**Note:** Before moving forward, **review the Contract ID/EPIN** and **CT1 number** to confirm you are in the right contract. You can also view your balances here: The Current Budgeted Amount, Year-To-Date (YTD) Invoiced Amount, and Remaining Amount.

7. Scroll to the **Fiscal Year Budgets** section near the bottom of the page to view the **PO ID**.




To view your budget(s), click the **PO ID hyperlink**. The PO will open. Go to the **Budget** tab of your Purchase Order (PO).

**Note:** If the Budget Fiscal Year displays, yet there is **no** PO ID hyperlink in the Current Budget column, check with your funding Agency if the PO can be launched.

## 5. Easily Determine Your Budget Tasks

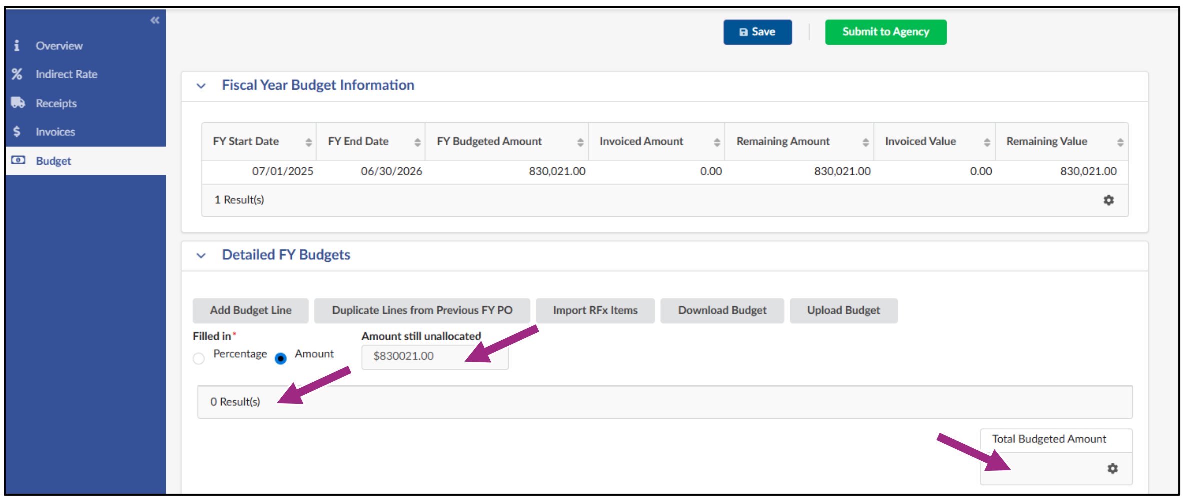
In addition to receiving prompts from your contracting agency to complete your budget, you can **easily determine what your organization needs to do** by following these steps:

1. Open your **Purchase Order** (PO) and go to the **Budget** tab.

3. Navigate to the **Detailed FY Budget** section.

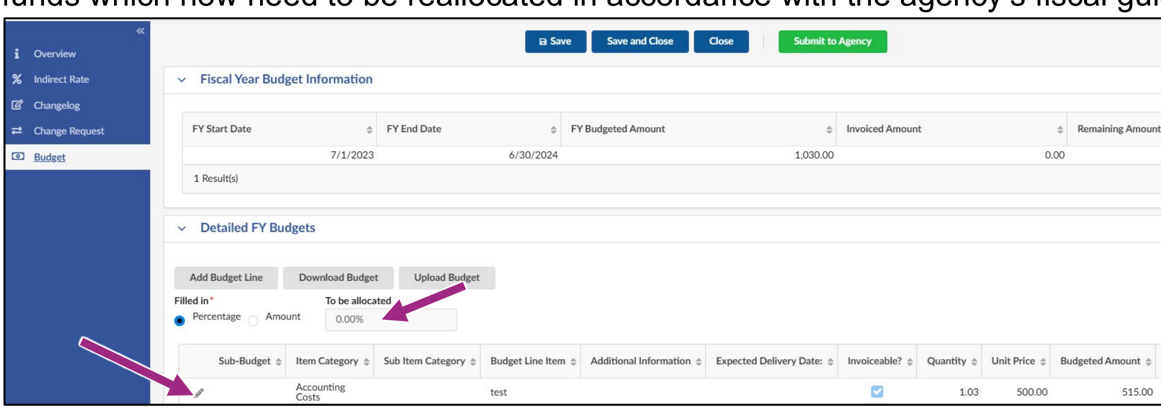
4. Check if **Budget Lines** are displayed.

- **If no Budget Lines display: You need to create your budget** – see 5. How to Create a Budget. Example: The Detailed FY Budgets section is blank, and it reads "0 Result(s)", the Total Budgeted Amount field is blank, and the Amount still unallocated field displays the full budget amount.




- **If one or more Budget Lines display: You need to finalize the agency-created budget by breaking down the provided budget into individual budget lines** – see 6. How to Finalize an Agency-Prepared Budget.

  Example: One budget line was already created by your contracting agency. The **To be allocated field** lists "0.00%" (or: 0 dollars), indicating that the contracting agency already allocated all of the funds which now need to be reallocated in accordance with the agency's fiscal guidance.

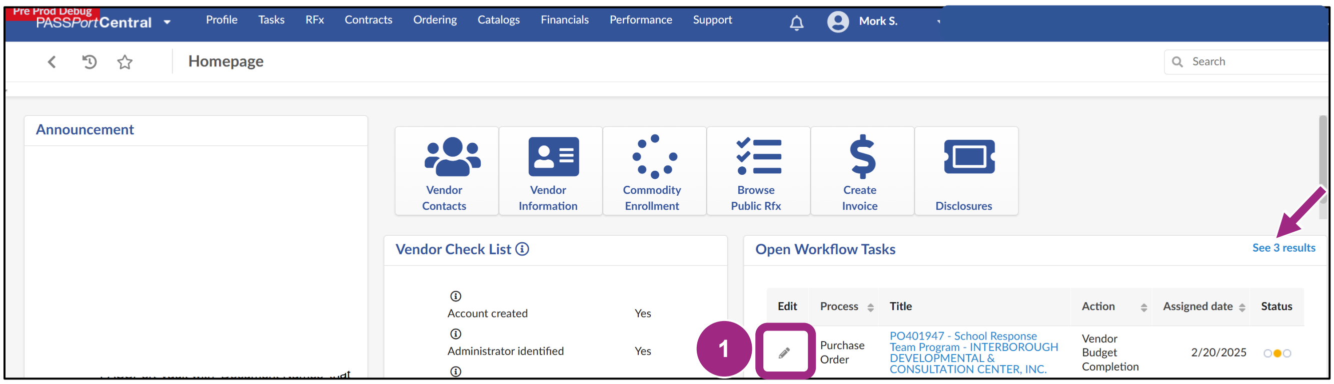


# 6. How to Create a Budget (The Vendor Creates the Budget)

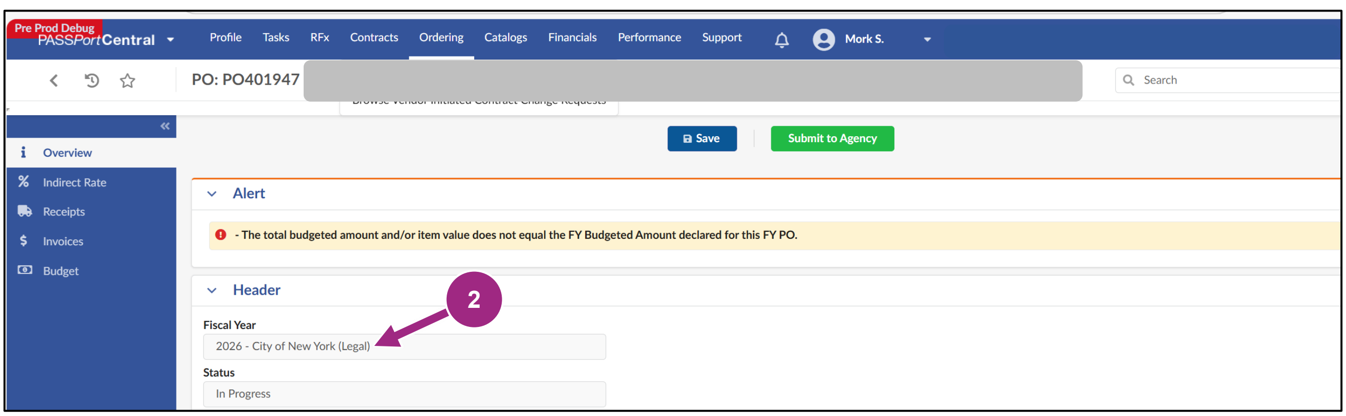
Complete the Vendor Budget Completion Task as soon as the Fiscal Year PO becomes available. Note: If your Agency prompts

## 6.1. Open the Vendor Budget Completion Task

1. Click the **pencil** icon to access the Vendor Budget Completion task via the Open Workflow Tasks widget on the homepage. **Don't see the task?** Click the hyperlink above the table to view all tasks (Example: "See 3 results")




2. The Purchase Order (PO) displays with an In Progress status and an alert that indicates it's time to create the budget. Review the PO details in the Overview tab, including making sure the correct Fiscal Year displays.



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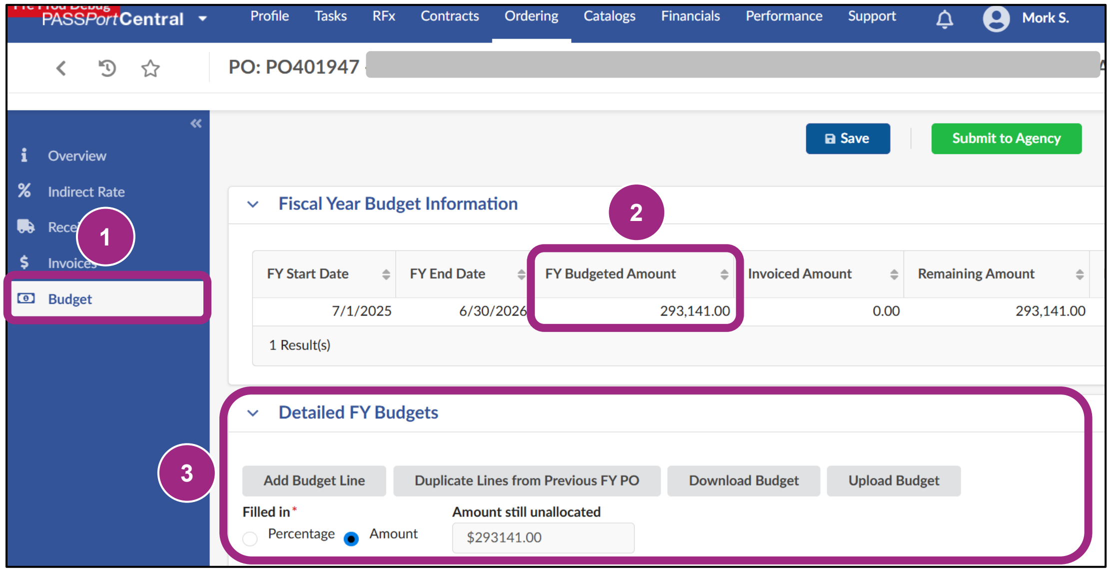
## 6.2. Review the Budget Information

1. Click the **Budget** tab of the PO. The budget displays.

2. Note the **FY Budgeted Amount** in the Fiscal Year Budget Information section. The full amount must be allocated when filling out the budget.

1. Scroll down to the **Detailed FY Budgets** section to begin filling out your new budget.



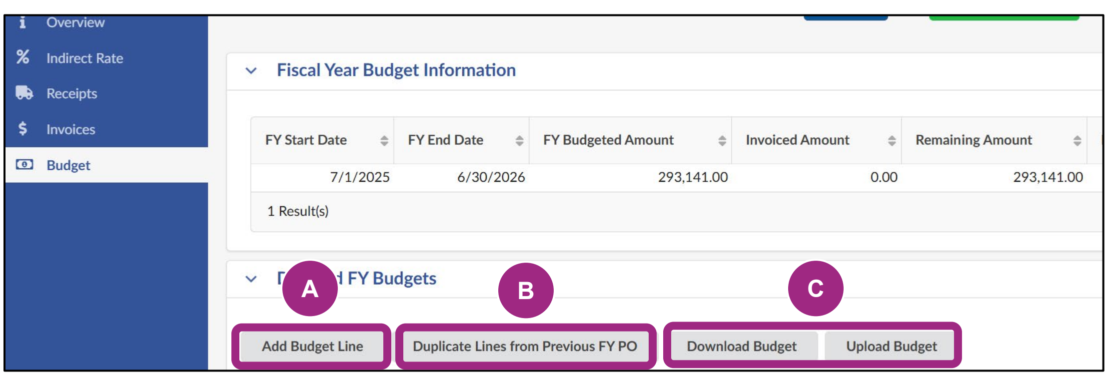

## 6.3. Add Budget Lines

For your convenience, there are **three different methods to add line items** to your budget. Choose one or more of the following methods to add budget lines:

**A. Add Budget Lines**: Add lines manually, one by one.

**B. Duplicate Lines from Previous FY PO:** Only available if previous FY PO exists. Efficient when budgets don't change much between fiscal years. This automatically copies over all lines from the previous fiscal year budget. Once copied over, you can edit the entries.

**C. Download Budget Template and Upload Budget:** Ideal for bulk entries. Download the budget template, complete it offline in Excel, and then upload the finalized version to PASSPort.



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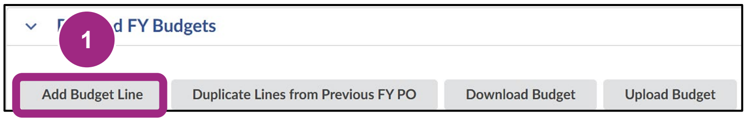
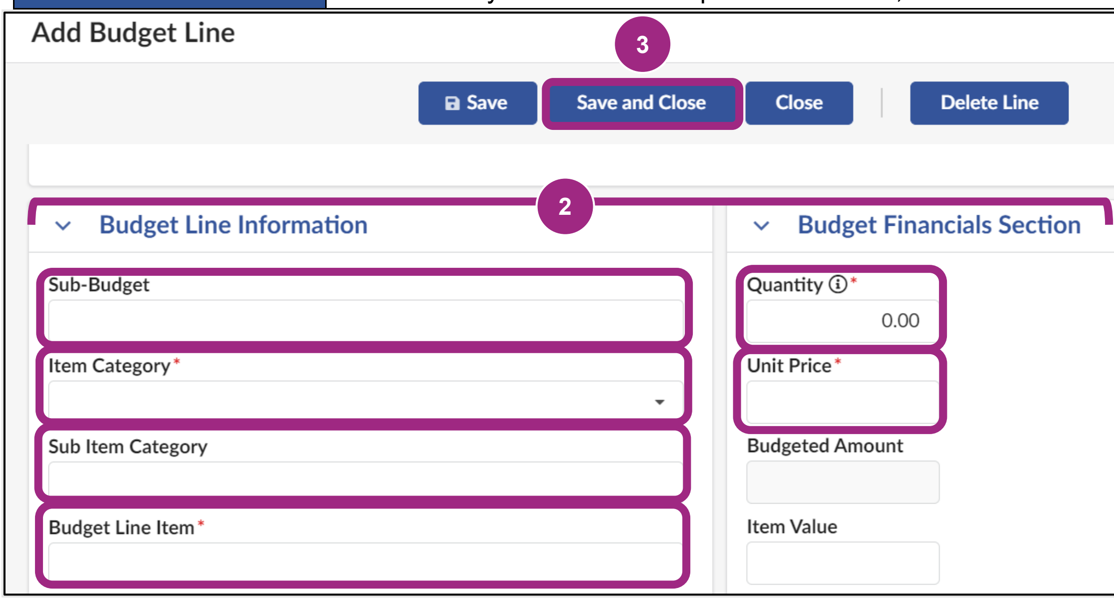
## A. Add Budget Lines

1. Click the **Add Budget Line** button. The Add Budget Line window opens.




2. The **Add Budget Line** window is where you enter the budget line details:

| | |
|---|---|
| **Sub-Budget** | Enter a sub-budget label. Some Agencies require it.<br>Make sure there are no typos, as the entries are sometimes used for reporting purposes. |
| **Item Category** | Select the appropriate category to define the deliverable of the budget line.<br>**Note:** If a category is not listed in the drop-down, select "Other" instead. Keep in mind that for Human Client Service contracts, selecting the correct item category is crucial because the indirect rate calculation is driven by the information entered in the item category. |
| **Sub Item Category** | While this is an optional field, some agencies require that you complete this field.<br>Refer to agency guidance. |
| **Budget Line Item** | Provides further detail to the deliverable. Type in a label. |
| **Quantity** | The amount budgeted towards the goods or services described by the line. |
| **Unit Price** | Should always be “1”, unless it is a rate-based line such as wages.<br>**Note:** Once you enter the unit price and submit, it cannot be edited. |



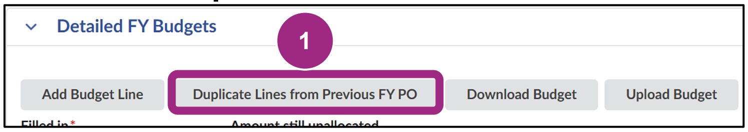

3. Click the **Save and Close** button.

**Important:**

- The **Unit Price** should always be “1” unless it's an hourly rate. Since the **Unit Price** is usually set to **1** (except for cases like hourly rates or equipment purchases), the **budgeted amount** will usually be the same as the **quantity**.
- When budgeting Wages, enter the projected number of hours to be performed in the Quantity field and enter the hourly wage in the Unit Price field. For salaried full-time employees, in contrast, enter in the full dollar amount in the Quantity field and enter “1” in the Unit Price field.
- The **Item Value** field should always be left blank.
- The checkbox next to **Invoiceable?** is not editable. That’s because the agency will have the final say on which lines will be marked invoiceable after you submit the budget. If a budget line should be marked as Invoiceable, but isn’t, contact your funding Agency for guidance.

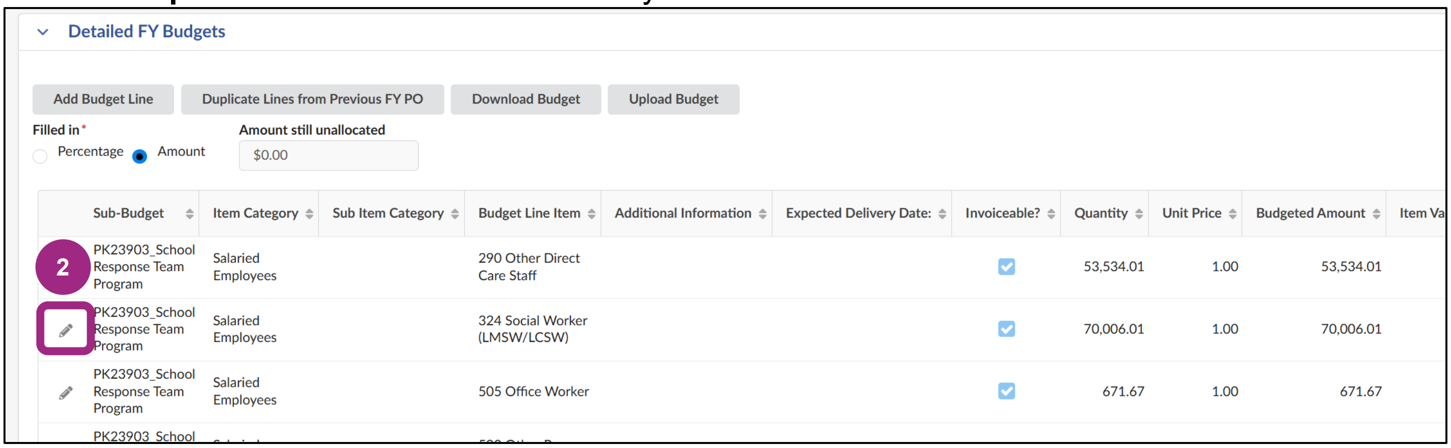
## B. Duplicate Lines from Previous FY PO

1. Click the **Duplicate Lines from Previous FY PO** button.

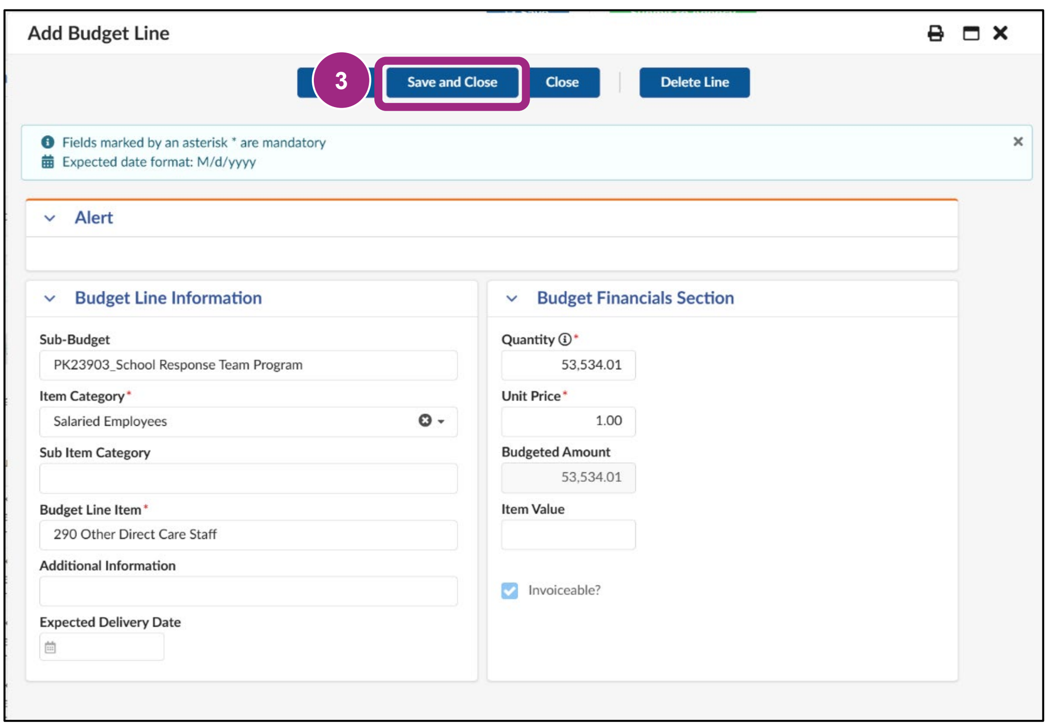



As a result, all budget lines from the prior fiscal year's PO are copied to the current budget.

2. Click the **pencil** icon to view and/or edit any line item.



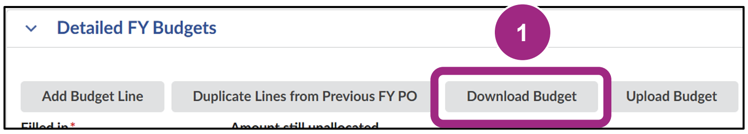

3. Make the necessary edits then click the **Save and Close** button. Optional: To remove any unncessary lines from the budget, click the Delete Line button and follow the prompts.




To add individual budget lines, refer to the instructions listed in **A. Add Budget Line**.

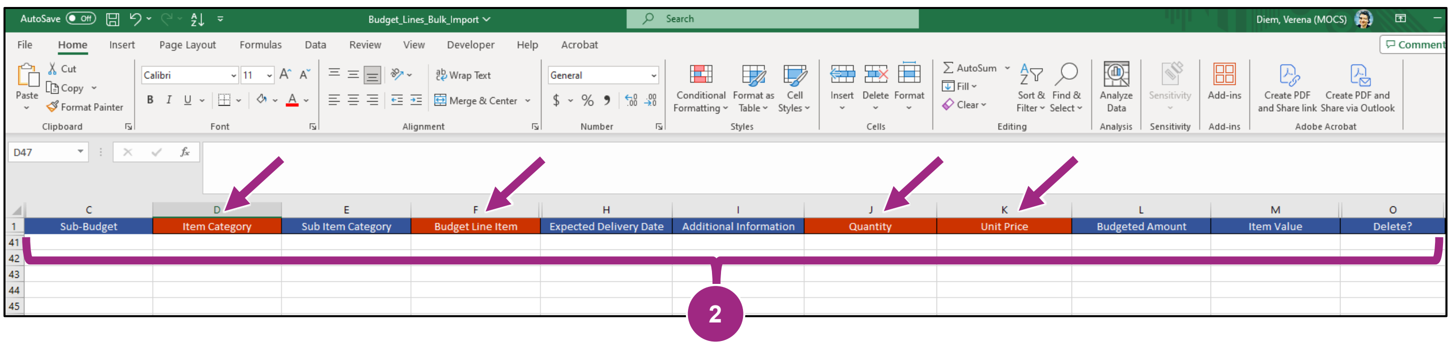
## C. Download Budget Template and Upload Budget

1. Click the **Download Budget** button.



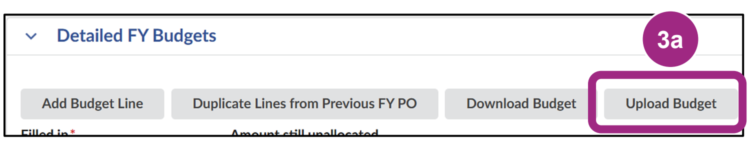

A template will download to your computer. **Don't see it?** Check your Downloads folder and make sure there are no pop-up blockers set up in your web browser.


2. Open the Excel file and enter budget line information according to the column labels. Columns marked in red indicate required fields. Save the file to your computer.



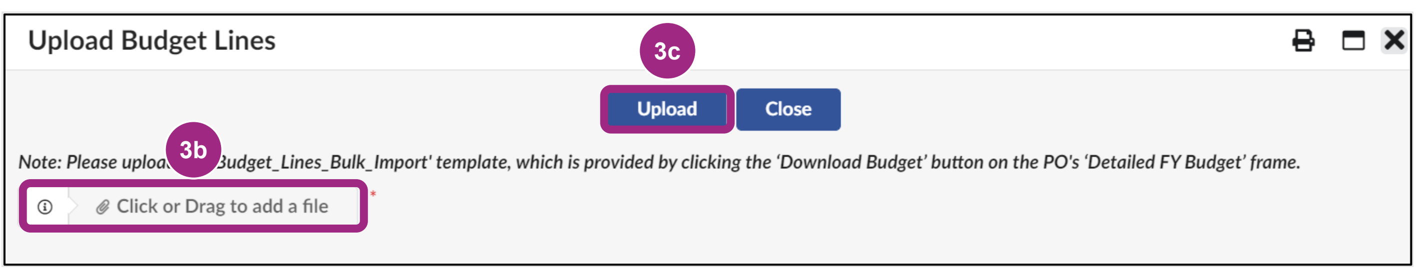

3. Upload the spreadsheet to PASSPort:

3a. Click the **Upload Budget** button.




3b. Use **Click or Drag to add a file** to add the budget template file and followthe prompts.

3c. Click the **Upload** button.




To add individual budget lines, refer to the instructions listed in **A. Add Budget Line**.



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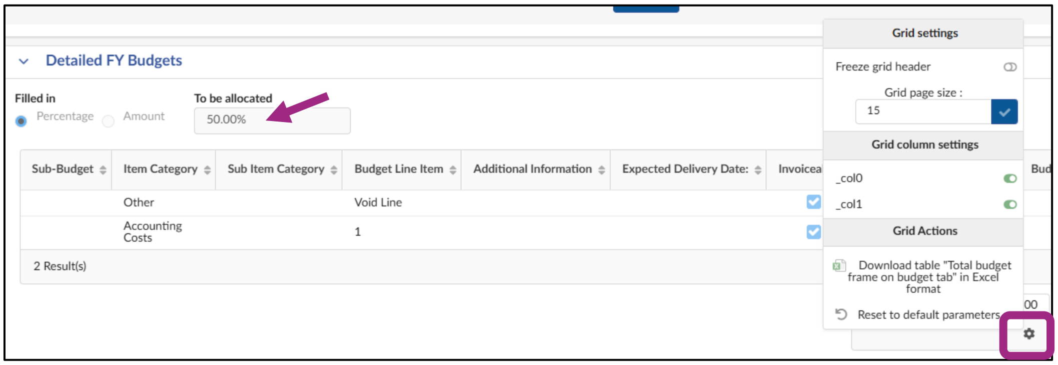
**Tip:** Keep an eye on the **To be allocated** field—it shows the remaining budget you still need to allocate. Optional: Click the gear icon to download the table's contents for your records.

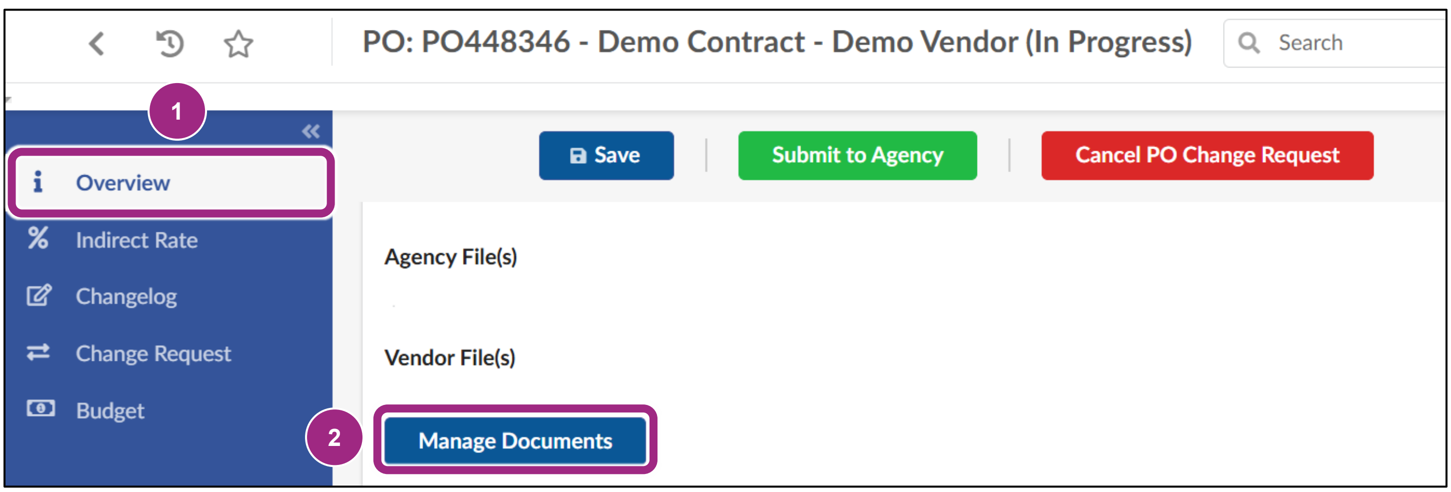



## 6.4. Upload Required Documentation

Refer to your contracting **agency's fiscal guidance** if backup documentation is required.

1. Go to the **Overview** tab using the left navigation menu and scroll down the Header section to **Vendor File(s)**.

2. Click the **Manage Documents** button and follow the prompts to upload any required documents.



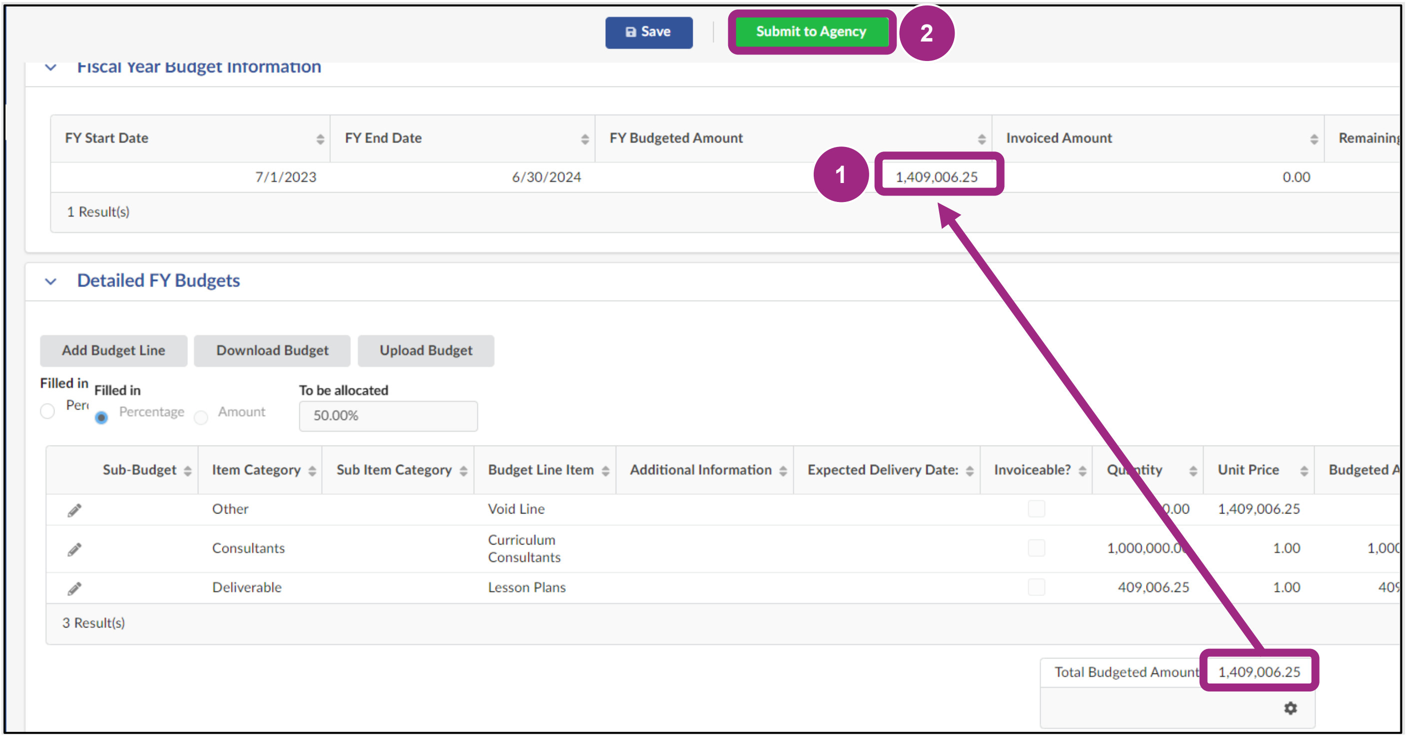

For detailed guidance on how to upload documents, see [Upload or Link Documents to a Task](Upload or Link Documents to a Task).

**Note:** Most file types are accepted, including .doc, .docx, .rtf, .xls, .xlsx, .ppt, .pptx, .txt, .tif, .jpeg, and .pdf. Up to 10 documents can be uploaded simultaneously, as long as the documents combined do not exceed 300MB.

## 6.5. Submit the Budget to Agency

1. Take a moment to ensure that the **Total Budgeted Amount** is the same as the FY Budgeted Amount.

2. Click the **Submit to Agency** button at the top of the page.




3. Look out for this validation message. It confirms successful budget submissions.

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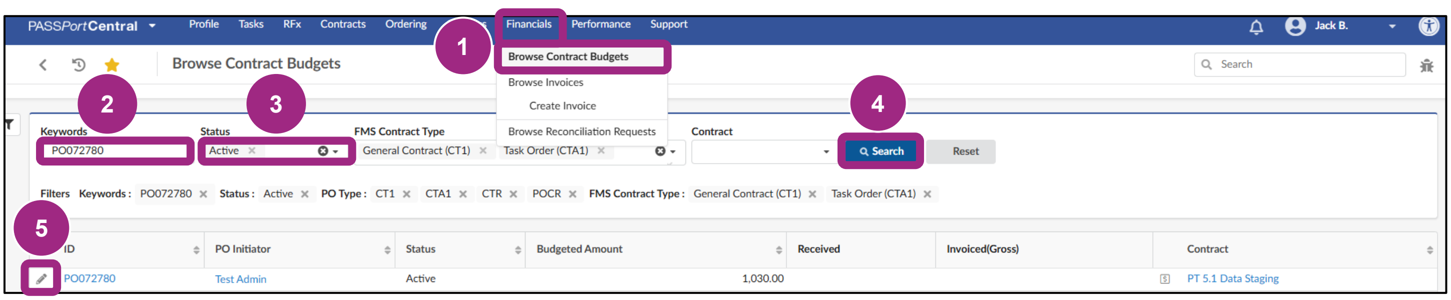
# 7. How to Finalize an Agency-Created Budget

(The Agency Prepares the Budget and the Vendor Finalizes It)

Submit a Purchase Order Change Request (POCR) to finalize an agency-created budget.
**Note:** Sometimes Agencies will initiate the POCR for the vendor, so vendors may skip to 7.3.

## 7.1. Access the Purchase Order

1. Click **Financials** on the top navigation menu and select **Browse Contract Budgets** from the drop-down.
2. In the **Keywords** text field, enter the **Purchase Order ID** (PO ID). If you do not know the PO ID, refer to the instructions listed in 3. How to Find Purchase Order IDs.
3. In the Status field, remove the In Progress and Registered filter, so that only **Active** displays.
4. Click the **Search** button. Results matching your criteria will appear in a table below the search fields.
5. Make sure to select a PO that has a budget. It must display an amount greater than $0 in the **Budgeted Amount** field. If not, choose a different PO or reach out to your funding Agency for guidance.
6. In the search results, click the **pencil** icon or the PO ID link to open the Purchase Order (PO).

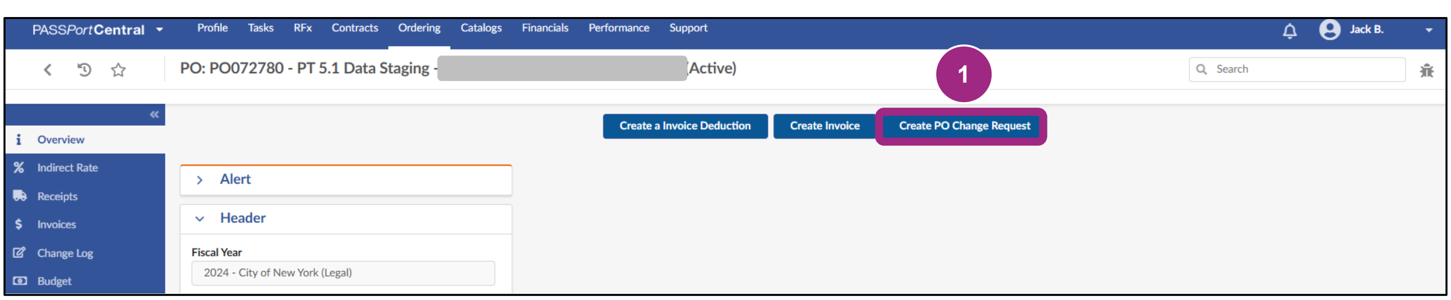



**Tip**: Once you find your PO, you can bookmark it by clicking the **star** (favorites) icon in the top left corner of the screen.

## 7.2. Create the Purchase Order Change Request (POCR)

Since your contracting agency has already created and approved an initial budget for you, a POCR needs to be created to finalize the budget.

1. Click the **Create PO Change Request** button at the top of the page.



The Select Purchase Change Request Type page will display.

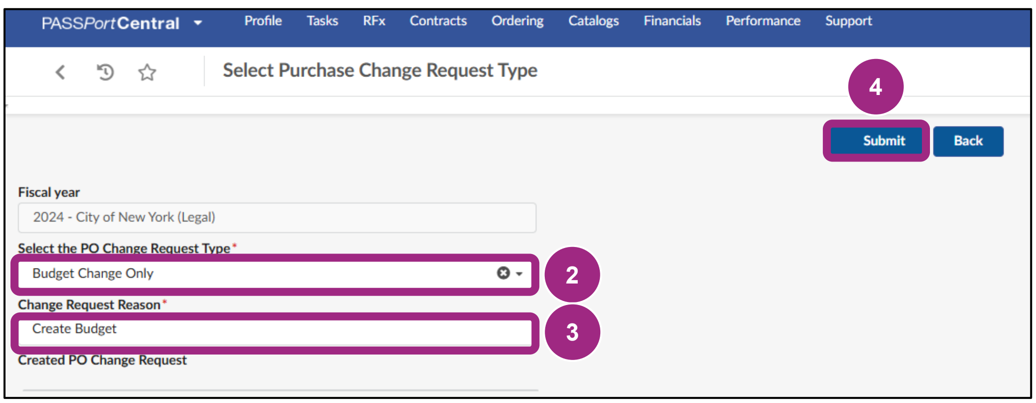
**Note:** If the **Create PO Change Request** button does not display, it may be due to:

- You might not have a required user role. See [Before We Begin](#) of this guide for details.
- The contracting agency might not have (or not yet) enabled vendor-submitted budgets.
- A Purchase Order Change Request (POCR) may already in progress.
  Previously initiated POCRs can be found by clicking on **Change Log** on the left-side navigation. Submit any pending POCRs or send your contract agency a request to cancel.

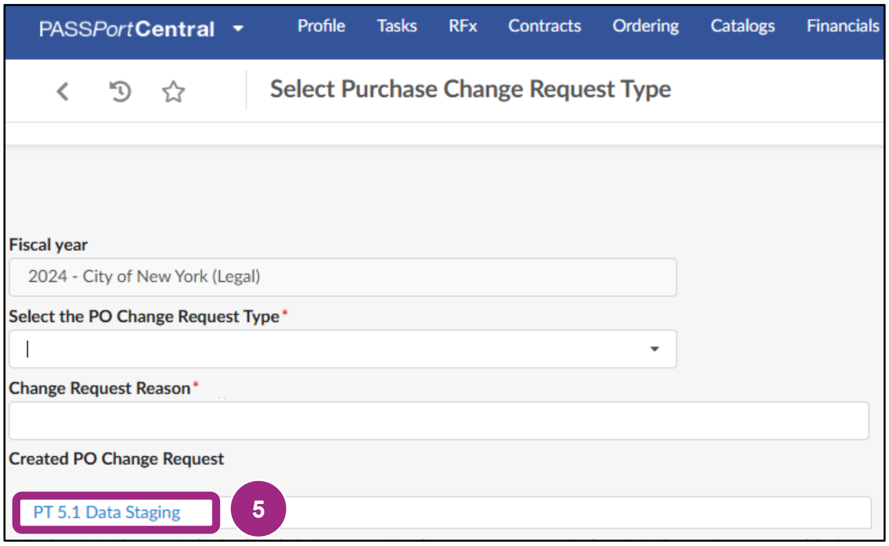
2. Click the **Select the PO Change Request Type** drop-down and select the option: **Budget Change Only**.

3. In the **Change Request Reason** text field, enter a reason for the change request. In this example, we're looking to create a budget and entered "Create Budget".

4. Click the **Submit** button at the top of the page.




5. When the POCR is created, in the **Created PO Change Request** text field, hyperlinked text will display. Click the **hyperlink**. The Purchase Order (PO) will display.
   **Note:** An alert will display that a POCR is already in progress. Please disregard the alert; it is related to the POCR you are currently creating.



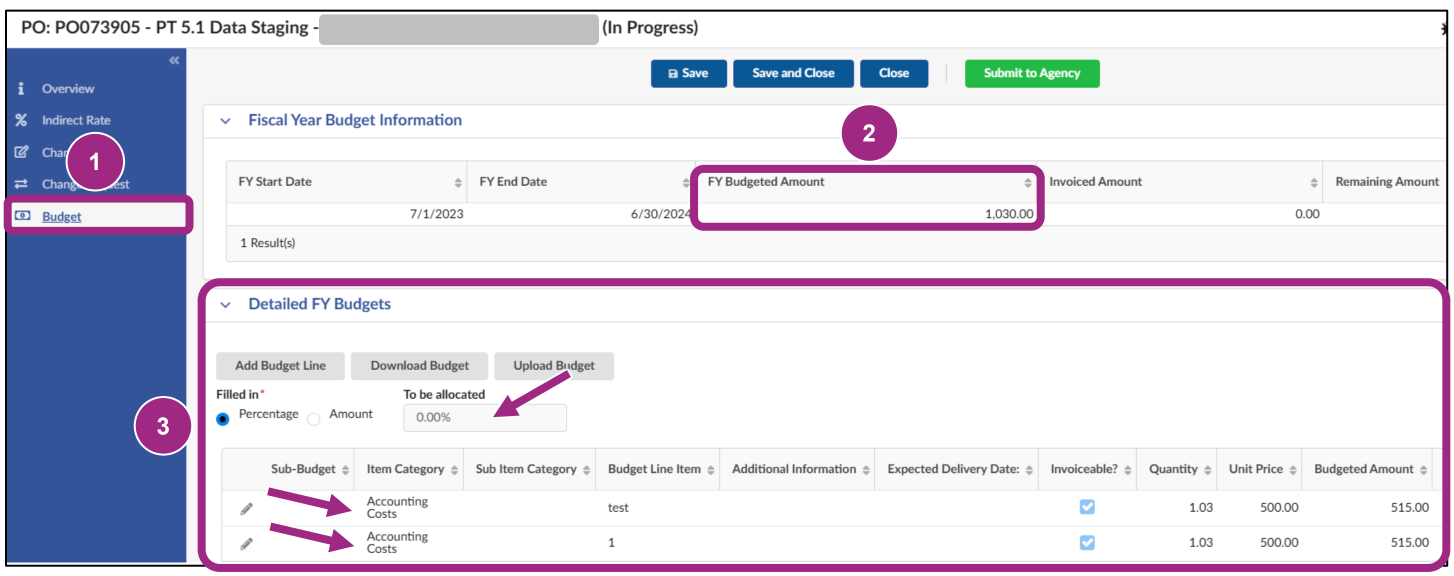

## 7.3. Review the Budget Information

1. Click the Budget tab of the PO. The budget displays.

2. Note the FY Budgeted Amount in the Fiscal Year Budget Information section. The full amount must be allocated when filling out the budget.

**Important:** The To be allocated amount should be 0 (zero) before submitting.

3. Scroll down to the Detailed FY Budgets section. This is where you will complete the budget.
Note: The existing budget lines were created by your contracting agency. In this example, the Agency already created two pre-existing budget lines for Accounting Costs.

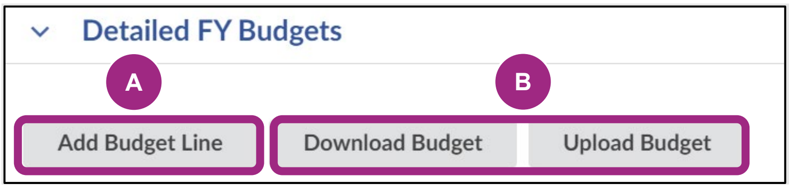


## 7.4. Add Budget Lines

Add budget lines manually or by bulk upload:

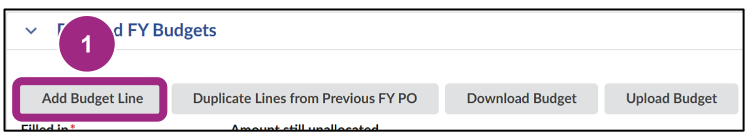
**A. Add Budget Line:** Add lines manually, one by one.

**B. Download Budget Template and Upload Budget:** Ideal for bulk entries when creating a new budget. Download the budget template, complete it offline in Excel, and then upload the finalized version to PASSPort.




## A. Add Budget Line

1. Click the **Add Budget Line** button. The Add Budget Line window opens.




2. The **Add Budget Line** window is where you enter the budget line details:

| | |
|---|---|
| **Sub-Budget** | Enter a sub-budget label. Some Agencies require it.<br>Make sure there are no typos, as the entries are sometimes used for reporting purposes. |
| **Item Category** | Select the appropriate category to define the deliverable of the budget line.<br>**Note:** If a category is not listed in the drop-down, select "Other" instead. Keep in mind that for Human Client Service contracts, selecting the correct item category is crucial because the indirect rate calculation is driven by the information entered in the item category. |
| **Sub Item Category** | While this is an optional field, some agencies require that you complete this field.<br>Refer to agency guidance. |
| **Budget Line Item** | Provides further detail to the deliverable. Type in a label. |
| **Quantity** | The amount budgeted towards the goods or services described by the line. |
| **Unit Price** | Should always be “1”, unless it is a rate-based line such as wages.<br>**Note:** Once you enter the unit price and submit, it cannot be edited. |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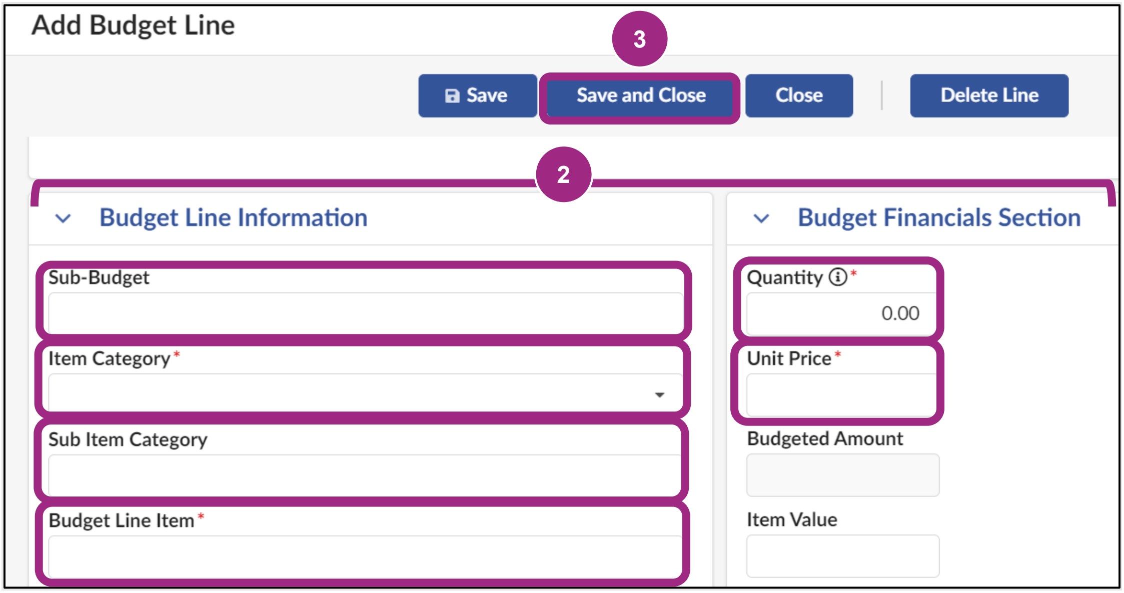


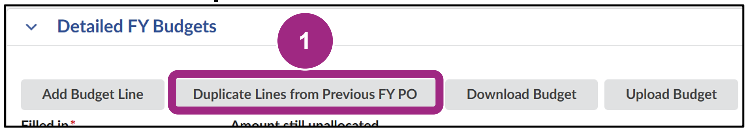

3. Click the **Save and Close** button.

**Important:**

- The **Unit Price** should always be "1" unless it's an hourly rate. Since the **Unit Price** is usually set to **1** (except for cases like hourly rates or equipment purchases), the **budgeted amount** will usually be the same as the **quantity**.
- When budgeting Wages, enter the projected number of hours to be performed in the Quantity field and enter the hourly wage in the Unit Price field. For salaried full-time employees, in contrast, enter in the full dollar amount in the Quantity field and enter "1" in the Unit Price field.
- The **Item Value** field should always be left blank.
- The checkbox next to **Invoiceable?** is not editable. That's because the agency will have the final say on which lines will be marked invoiceable after you submit the budget. If a budget line should be marked as Invoiceable, but isn't, contact your funding Agency for guidance.

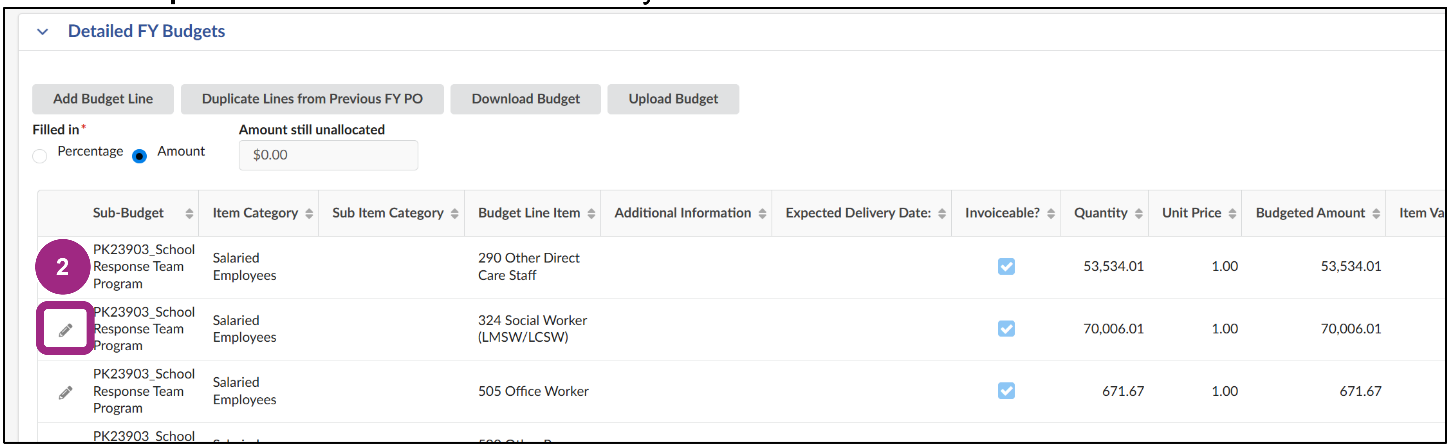
# B. Duplicate Lines from Previous FY PO

1. Click the **Duplicate Lines from Previous FY PO** button.

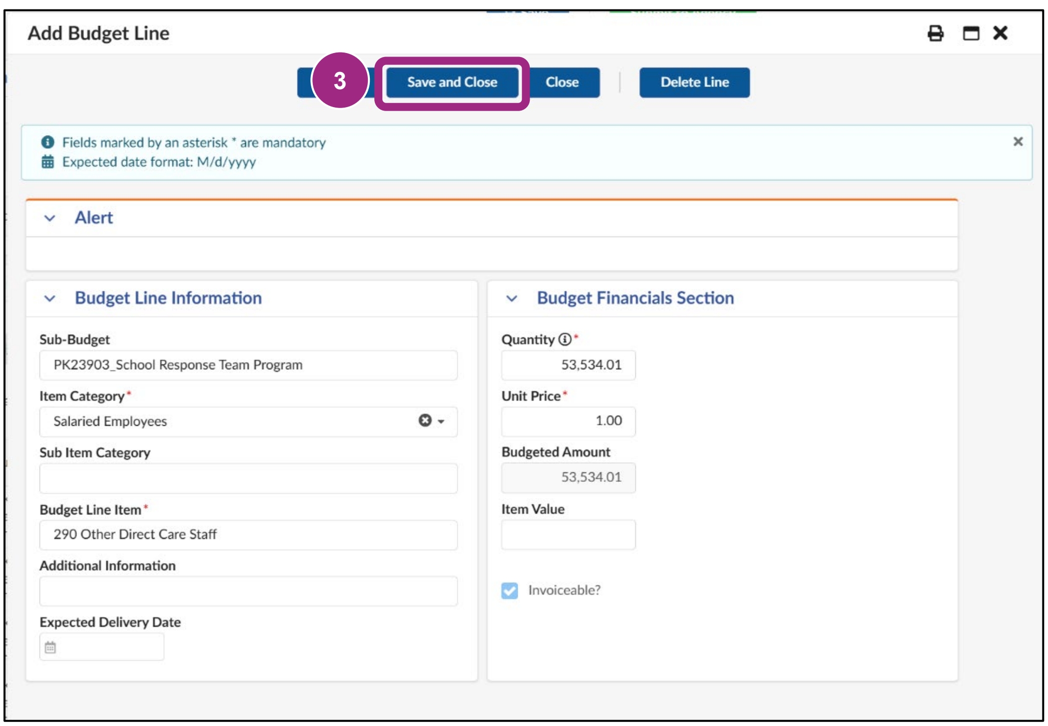



As a result, all budget lines from the prior fiscal year's PO are copied to the current budget.

2. Click the **pencil** icon to view and/or edit any line item.



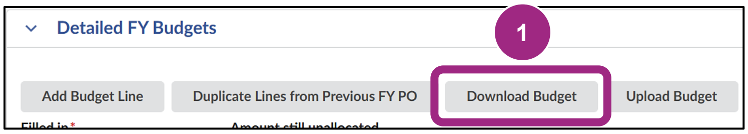

3. Make the necessary edits then click the **Save and Close** button. Optional: To remove any unncessary lines from the budget, click the Delete Line button and follow the prompts.




To add individual budget lines, refer to the instructions listed in **A. Add Budget Line**.

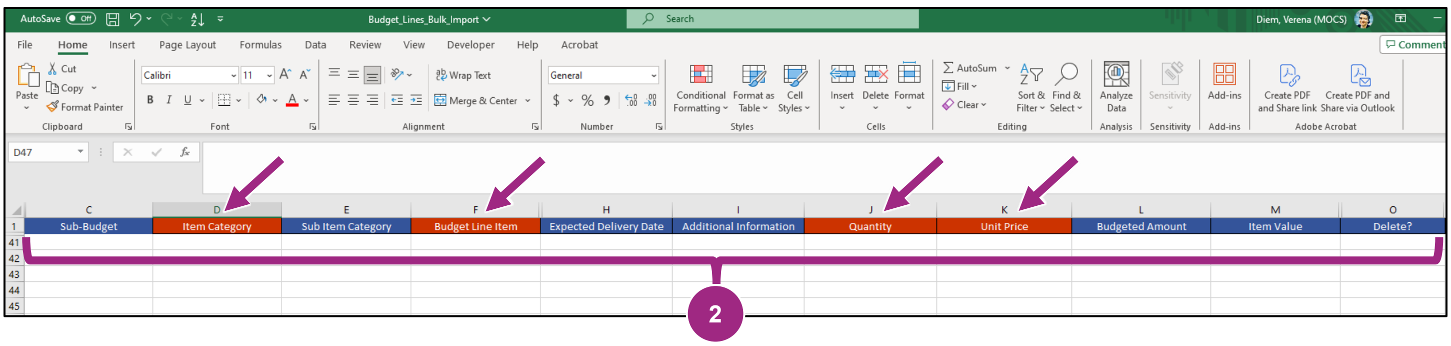
# C. Download Budget Template and Upload Budget

6. Click the **Download Budget** button.



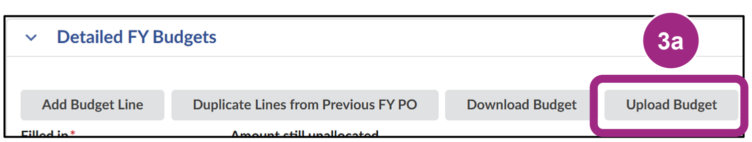

A template will download to your computer. **Don't see it?** Check your Downloads folder and make sure there are no pop-up blockers set up in your web browser.


7. Open the Excel file and enter budget line information according to the column labels. Columns marked in red indicate required fields. Save the file to your computer.



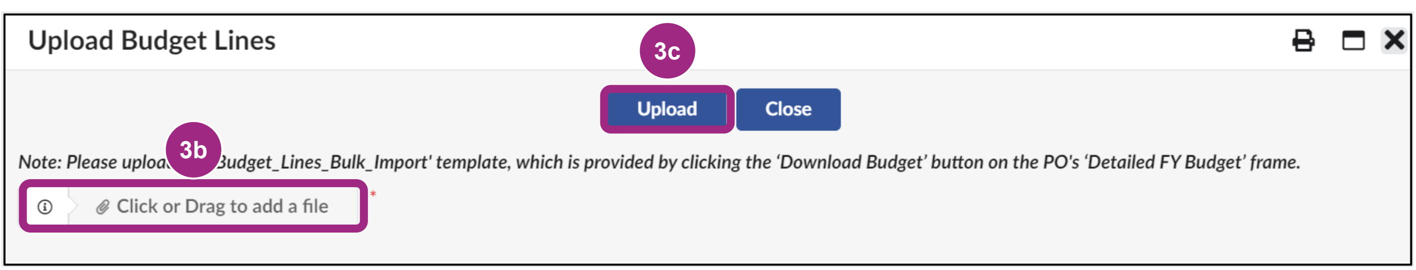

8. Upload the spreadsheet to PASSPort:

3a. Click the **Upload Budget** button.



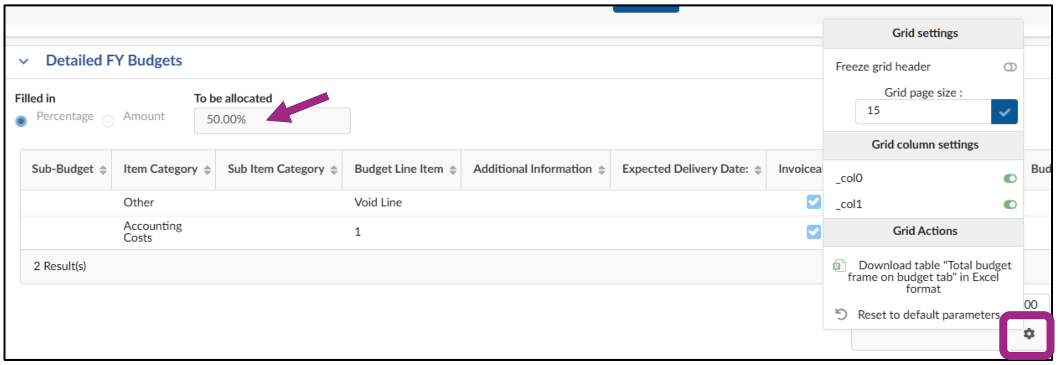

3b. Use **Click or Drag to add a file** to add the budget template file and followthe prompts.

3c. Click the **Upload** button.




To add individual budget lines, refer to the instructions listed in **A. Add Budget Line**.

**Tip:** Keep an eye on the **To be allocated** field—it shows the remaining budget you still need to allocate. Optional: Click the gear icon to download the table's contents for your records.

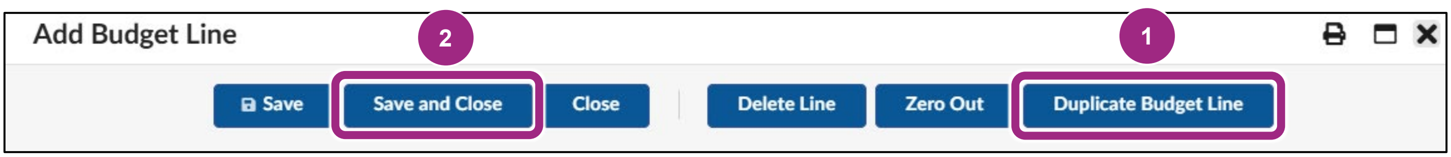



## 7.5. Duplicate Budget Line

This new feature allows vendors to **duplicate an existing budget line**. It does not, however, duplicate the financial information associated with the line (e.g., quantity, unit price.)

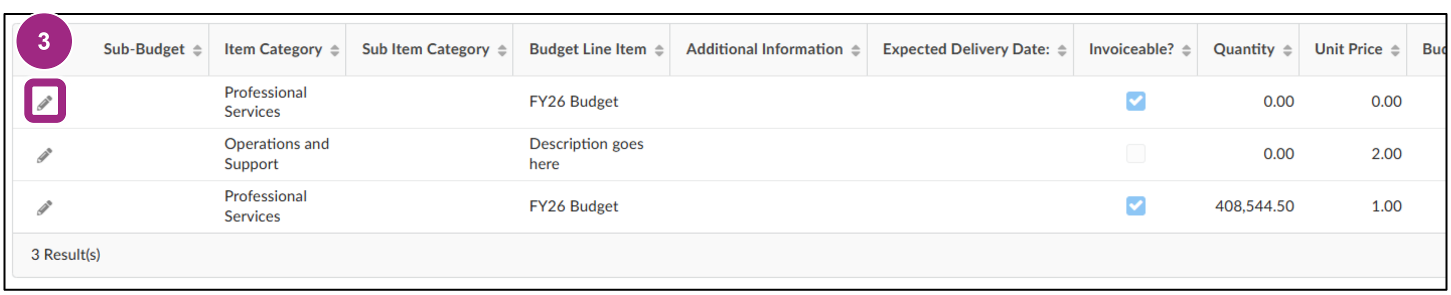
1. To duplicate a line, select an existing budget line and click the **Duplicate Budget Line** button at the top of the Add Budget Line window. The page will refresh.

2. Click the **Save and Close** button to return to the Budget page.




Notice a new line now exists in the Detailed FY Budgets table.

3. Click the **pencil** icon on the new budget line to enter financial information.



## 7.6. The Zero Out Button

Zero Out is a new button on the budget line. It has two functions:

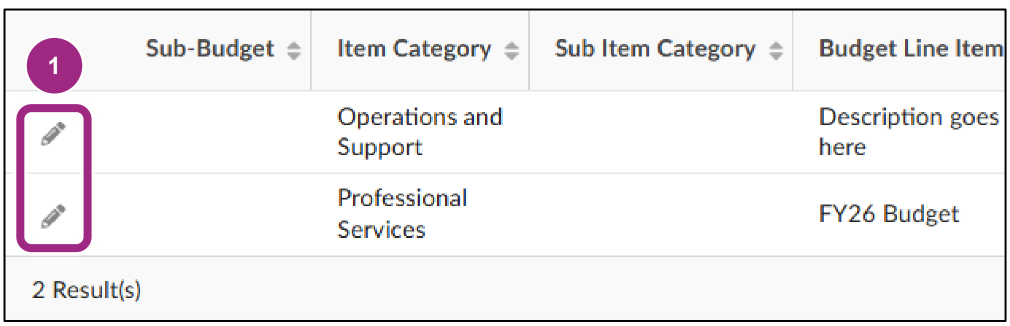
- It allows the vendor to reduce the quantity/budgeted amount to 0 (if the line is un-invoiced), or
- It reduces the budget amount to the invoiced amount (if the line has already been invoiced).

**Important Reminders:**

- **Deleting Lines:** Once approved by the agency, lines can **NOT** be deleted, only zeroed out.
- **Editing the Unit Price:** If you submitted invoices towards the budget line already, and the Unit Price needs to be changed, use the Zero Out button.
- **Editing Quantity:** If you submitted invoices towards the budget line already, note that you cannot modify the Quantity to an amount that's lower than what has been invoiced to date.
- **Editing Item Categories:** If you submitted invoices towards the budget line already, you cannot modify the Item Categories.
- **Budget Line Minimum:** The minimum amount an invoice budget line can be reduced to is the **Invoiced Amount**. The remaining amount can be added to another budget line. If you submitted invoices towards the budget already, you cannot reduce the amount of the budget line to $0.

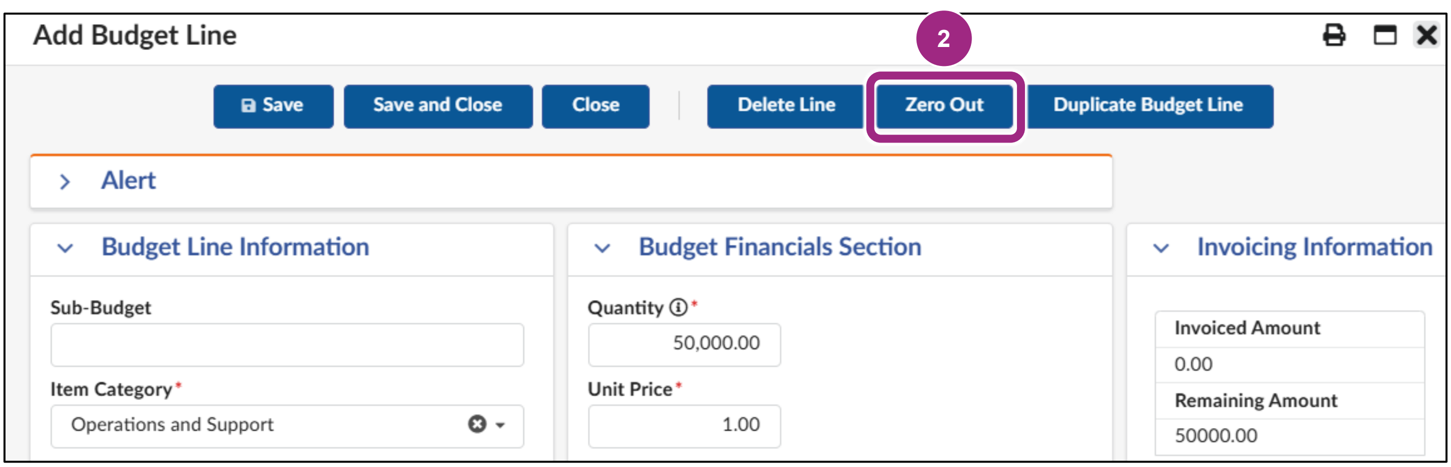
**To Zero Out an existing budget line:**

1. Click the **pencil** icon to the left of the budget line.




The Add Budget Line window appears.

2. Click the **Zero Out** button at the top of the window.





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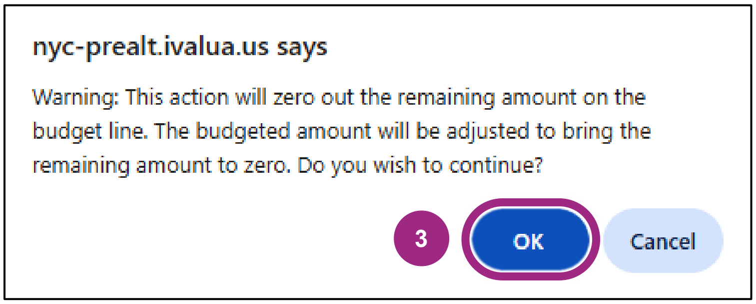
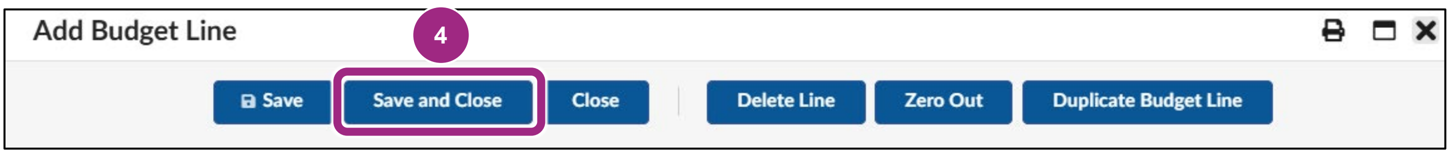
3. A confirmation pop-up window appears at the top of the page with the following warning:

   This action will zero out the remaining amount on the budget line. The budget amount will be adjusted to bring the remaining amount to zero. Do you wish to continue? Click the **Ok** button.



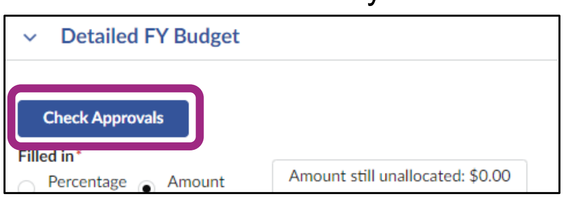

   The page refreshes. Notice the Quantity, Budgeted Amount, and Remaining Amounts fields have been reduced to ‘0’.

4. Click the **Save and Close** button to return to the Budget page.




## 7.7. Check Approvals

For POCRs, in the Detailed FY Budget section, the **Check Approvals button** displays.
You can use it to check if your intended budget changes qualify for auto-approval.



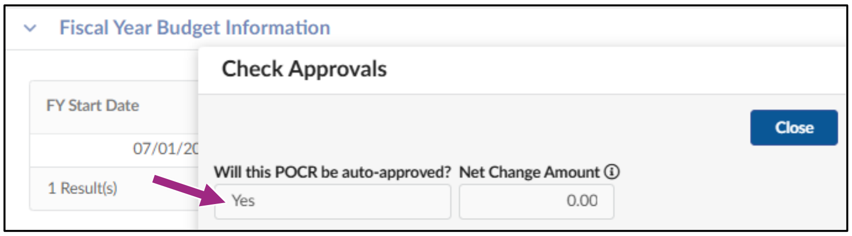

To expedite the approval process, new budget lines valued at less than 10% of the total fiscal year budget are typically auto approved, meaning they do not require manual approval by your contracting agency. Changes exceeding 10% require manual review and approval by the agency.

Click the **Check Approvals** button to view whether the changes qualify for auto-approval:

- Yes. **This means your changes do qualify for auto approval**. The changes do not exceed the agency’s auto-approval threshold and will be auto approved in PASSPort, meaning manual approval by your contracting agency is not required. Note**:** If the initial POCR doesn’t use the full threshold amount, the remaining balance can be applied to another budget-only POCR.

- No. **This means your changes do not qualify for auto approval**. The changes exceed the agency’s auto-approval threshold which means that manual budget approval is required by the contracting agency.

Example:

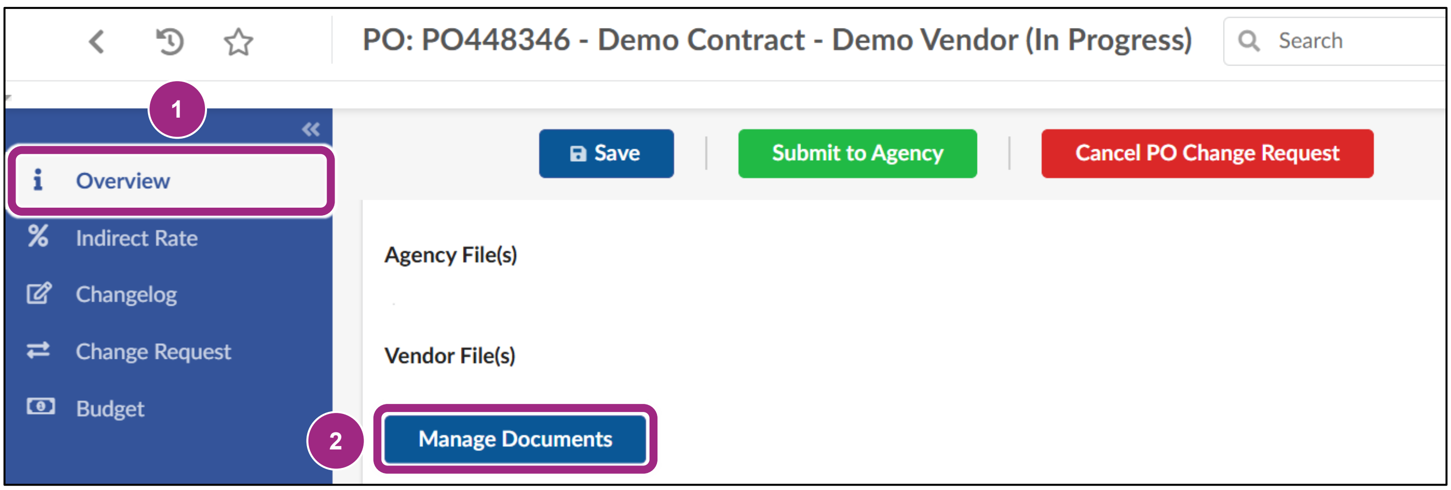



## 7.8. Upload Required Documentation

Refer to your contracting **agency's fiscal guidance** if backup documentation is required.

1. Go to the **Overview** tab using the left navigation menu and scroll down the Header section to **Vendor File(s)**.

2. Click the **Manage Documents** button and follow the prompts to upload any required documents.



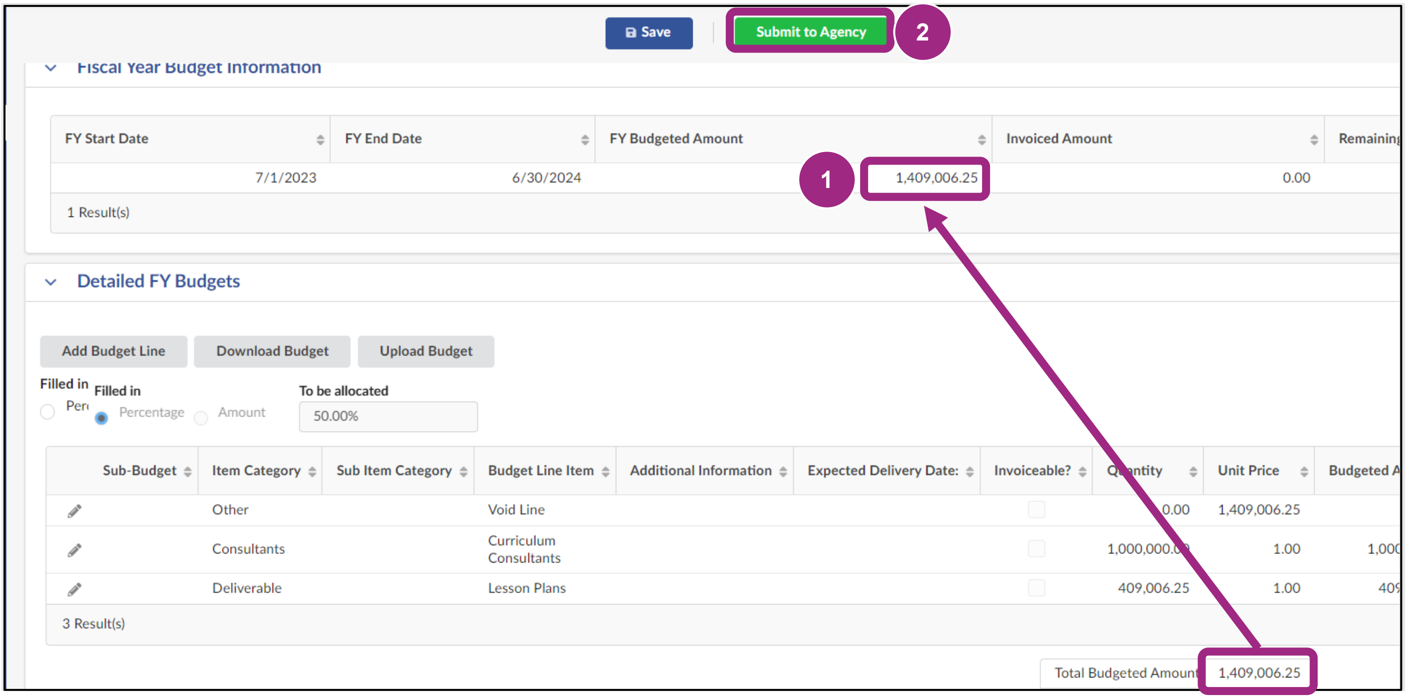

For detailed guidance on how to upload documents, see Upload or Link Documents to a Task.

**Note:** Most file types are accepted, including .doc, .docx, .rtf, .xls, .xlsx, .ppt, .pptx, .txt, .tif, .jpeg, and .pdf. Up to 10 documents can be uploaded simultaneously, as long as the documents combined do not exceed 300MB.

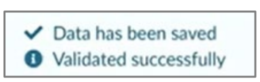
## 7.9. Submit Budget to Agency

1. Take a moment to ensure that the **Total Budgeted Amount** is the same as the **FY Budgeted Amount.**

2. Click the **Submit to Agency** button at the top of the page.




3. Look out for this **validation message**. It confirms successful budget submissions.




If the agency approves your budget, the **POCR status** will change to **Registered** and the underlying Active PO will be updated with your changes.

## 8. Next Steps

- While the Agency is reviewing your budget, you will **not** be able to make any additional changes. If you need to make changes at this point, contact the Agency to return the budget back to you.
- The agency might **return** the budget back to you for additional edits at which point you can resubmit with revisions.
  - You will receive a **PASSPort email notification** if the budget was returned for revision.
  - Check the **Comments** section in PASSPort to see if the Agency provided revision instructions.
- Once the budget is approved by the contracting agency, the PO becomes registered and carries the changes forward onto the active PO. **Vendors can only submit invoice off of active POs.**



Mayor's Office of Contract Services