

# Submitting an Invoice in PASSPort: The Optimal Path

MOCS Financials Team



# PASSPort Financials User Roles



Manage  
Contacts



Create Invoices



Edit Invoices



View Invoices



Submit Invoices



Manage  
Contacts



Create Invoices



Edit Invoices



View Invoices

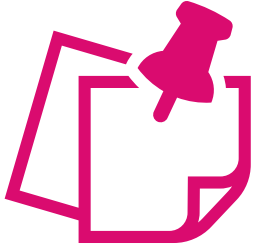


Submit Invoices

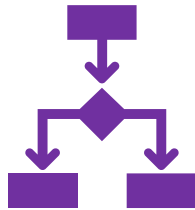


View Invoices

# Best Practices and Reminders for PASSPort Financials User Roles



PASSPort users are added to an organization's Vendor Team using the email address associated with their NYC.ID.



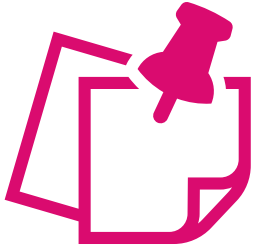
You should see the Contracts and Financials tabs if you are added to the organization's Vendor Team.



Only assign user roles as needed for Financials Tasks:

- **Vendor Admin** (submit invoices + manage contacts)
- **Financials Level 2** (submit invoices)
- **Financials Level 1** (view invoices only)

# Best Practices and Reminders for Purchase Orders



## Condition

## What You Should Do

**Service dates fall within FY 2024  
(Expense)**

**Select that purchase order to invoice.  
Otherwise, PASSPort will block you**

**Service dates cross the June 30 /  
July 1 boundary**

**Split your invoice in two to submit against  
each PO.**

**Purchase order is FY “9999”  
(Capital)**

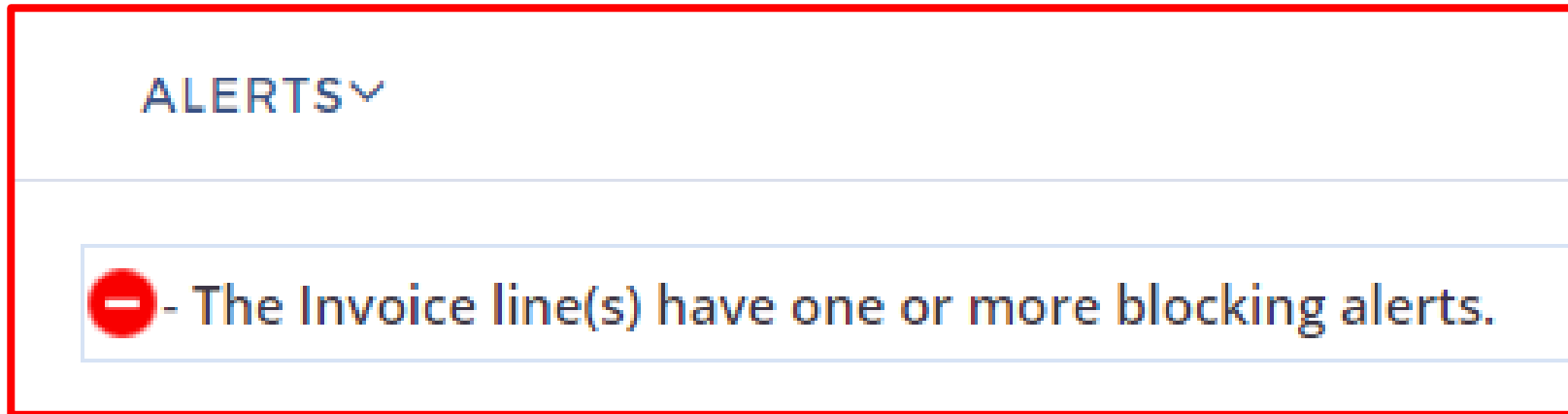
**Make sure you are within the terms of your  
contract.**

**Both 9999 (Capital) and 202X  
(Expense) POs**

**Look at the budget lines in the PO to identify  
the correct PO for your invoiced services or  
contact your Contracting Agency/MOCS**

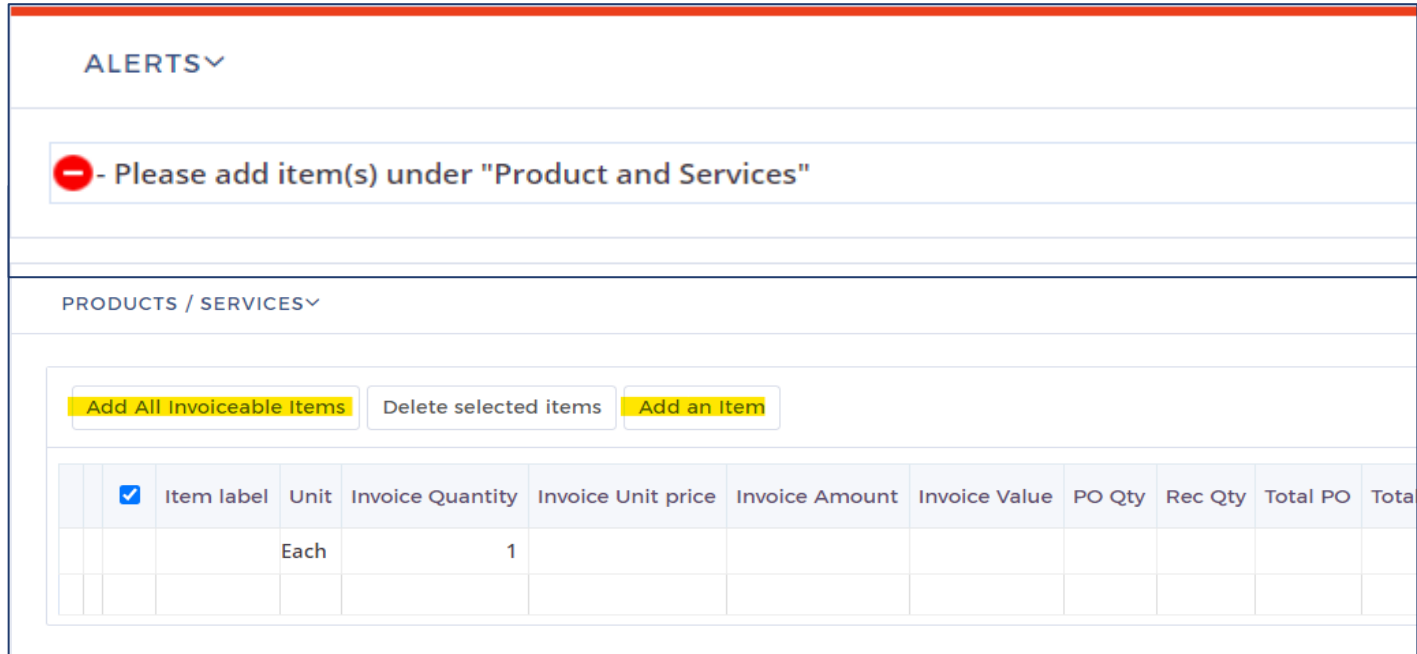
# Common Blocking Alerts when Submitting an Invoice

- When submitting an invoice, you may run into one or more **Blocking Alerts** which will prevent invoice submission.
- Please read ahead to learn more about how to avoid potential Blocking Alerts and how to address them.



## - Please add item(s) under "Product and Services"

- **Explanation:** This blocking alert shows up initially on all invoices after clicking Save. It is simply stating that at least one invoice line must be entered in the Products/Services tile.
- **How to Address:** The Products/Services tile is found near the bottom of the invoice screen.



The screenshot displays the 'ALERTS' section at the top, which contains a red minus sign icon and the text '- Please add item(s) under "Product and Services"'. Below this is the 'PRODUCTS / SERVICES' section, which includes three buttons: 'Add All Invoiceable Items', 'Delete selected items', and 'Add an Item'. At the bottom of this section is a table with the following columns: Item label, Unit, Invoice Quantity, Invoice Unit price, Invoice Amount, Invoice Value, PO Qty, Rec Qty, Total PO, and Total. The first row of the table has a checked checkbox in the first column, 'Each' in the Unit column, and '1' in the Invoice Quantity column.




<input checked="" type="checkbox"/>	Item label	Unit	Invoice Quantity	Invoice Unit price	Invoice Amount	Invoice Value	PO Qty	Rec Qty	Total PO	Total
		Each	1							

 - The selected PO Budget item is flagged as non-invoiceable.

**Explanation:** This Blocking Alert says the budget line selected is not marked as Invoiceable.

**How to Address:**

- Please select only Invoiceable budget lines to invoice against, as indicated by the “Invoiceable?” column in the Budget Line-Item browser.
- If you think a line or lines should be marked Invoiceable, or there are no lines marked Invoiceable in the Purchase Order, please contact the agency.

	Good/Service	Item Category	Sub Item Category	Budget Item Label	Expected Delivery Date	Invoiceable?	Quantity	Unit Price	Budgeted Amount	Item Value	Invoice Value	Delivered Amount	Invoiced quantity	Invoiced Amount	Remaining Amount 
<input type="checkbox"/>	Service	Other		HMHD-23 Expense Contract		<input checked="" type="checkbox"/> 	45,474.00	1.00	45,474.00		0.00	0.00	1.00	19,358.60	26,115.40
<input type="checkbox"/>	Service	Remediation		DEP CSB Bid Sheet - 10 - Disposal of Universal Waste - Fluorescent Light Bulbs		<input type="checkbox"/> 	0.00	4.75	0.00			0.00	0.00	0.00	0.00

**- The Invoice Amount must be less than or equal to the Remaining Amount of the linked PO Budget item.**

**Explanation:** This Blocking Alert says the amount entered in the Invoice Amount field is greater than what is available on the budget item, as indicated by the Remaining Amount field. You can only invoice against a specific item up to the Remaining Amount.

**How to Address:** If the Remaining Amount for a particular item is not large enough, please contact the agency.

Invoice Amount : 30,000.00  
Invoice Value :

Total Invoiced : 49,358.6  
Total PO : 45,474  
Total Received : 0  
Gap : -3,884.6

PO BUDGET DETAILS

Budget Line Item	Quantity	Unit Price	Budgeted Amount	Item Value	Invoice Value	Invoiced Amount	Invoiced Quantity	Remaining Amount
HMHD-23 Expense Contract	45,474.00	1.00	45,474.00	0.00	0.00	19,358.60		26,115.40

1 Result(s)

**–** - The Invoice Value must be less than or equal to the Remaining Item Value of the linked PO Budget item.

**Explanation:** This Blocking Alert says the amount inputted in the Invoice Value field is too great.

**How to Address:** Please leave Invoice Value **blank** unless otherwise directed to do so.

Invoice Amount : 26,115.40

Invoice Value : 26,115.40

Total Invoiced : 45,474  
Total PO : 45,474  
Total Received : 0  
Gap : 0

PO BUDGET DETAILS

Budget Line Item	Quantity	Unit Price	Budgeted Amount	Item Value	Invoice Value	Invoiced Amount	Invoiced Quantity	Remaining Amount
HMHD-23 Expense Contract	45,474.00	1.00	45,474.00	0.00	0.00	19,358.60		26,115.40

1 Result(s)

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

**Explanation:** This Blocking Alert says the Service Dates inputted do not fall within the Fiscal Year's start and end dates, which are from July 1 to June 30.

**How to Address:**

- You may have selected the wrong Purchase Order in the contract (FY 2023 PO instead of FY 2024 PO, for example), or
- your service dates cross the June 30/July 1 Fiscal Year boundary, in which case you will need to submit two smaller invoices against two separate purchase orders.

INVOICE LINE ▾

Item Label :  × HMHD-23 Expense Contract      Order : PO248930 - 82622B0048-BWSO\_HMHD-23

Item Type : Service      Units : Dollars

Invoice Quantity : 1.00000

Unit Price ⓘ : 26,115.40

Invoice Amount :

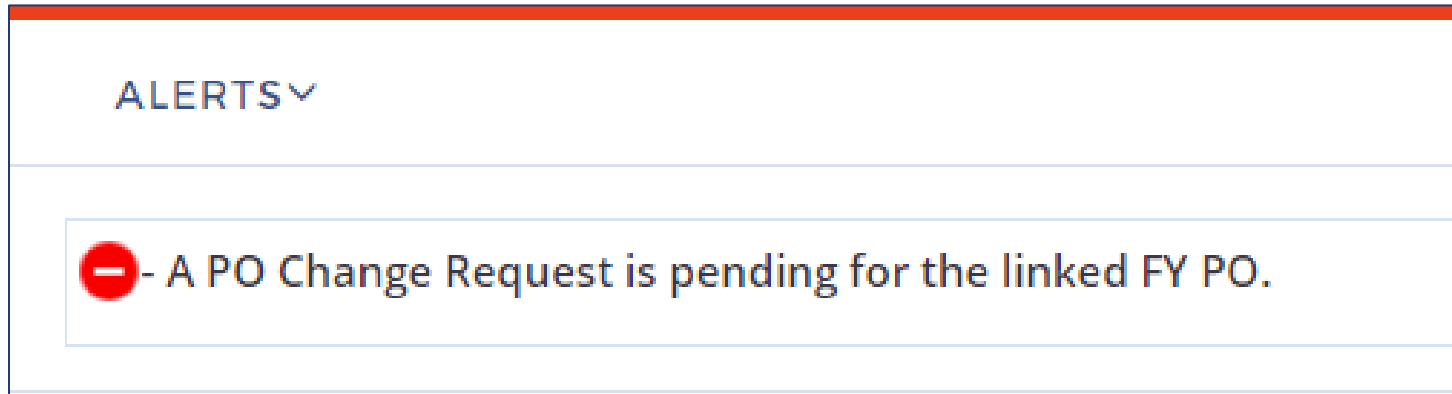
Invoiced Value :

Service Dates :  ⓘ      To :  ⓘ

**— - A PO Change Request is pending for the linked FY PO.**

**Explanation:** This Blocking Alert is saying that the agency is currently performing a change to the Purchase Order.

**How to Address:** Please contact the agency.



# Links to Useful Resources



## MOCS

- [nyc.gov/mocs](http://nyc.gov/mocs)



## PASSPort

- [nyc.gov/passport](http://nyc.gov/passport)

## Learning to Use PASSPort

### Learning to Use PASSPort

- [www.nyc.gov/site/mocs/passport/getting-started-with-passport.page](http://www.nyc.gov/site/mocs/passport/getting-started-with-passport.page)

## PASSPort Financials

### PASSPort Financials Page

- [www.nyc.gov/site/mocs/passport/passport-financials.page](http://www.nyc.gov/site/mocs/passport/passport-financials.page)

## PASSPort Financials

### Guide: Submitting an Invoice

- [www.nyc.gov/assets/mocs/downloads/PASSPort/learning-to-use-passport/Submitting\\_an\\_Invoice.pdf](http://www.nyc.gov/assets/mocs/downloads/PASSPort/learning-to-use-passport/Submitting_an_Invoice.pdf)

## MOCS Help

### MOCS Help

- [nyc.gov/mocshelp](http://nyc.gov/mocshelp)



## MOCS Eventbrite

- [MOCSVendorTraining.Eventbrite.com](http://MOCSVendorTraining.Eventbrite.com)