

# Apply a Credit to an Invoice

Learn how to apply negative adjustments (credits) to an invoice in PASSPort.

## Background

### Apply an Invoice Credit

#### Before We Begin

The steps in this guide can be completed by users provisioned with the roles:

- **Vendor Admin**
- **Vendor Financials L2**

**Important:** Credits can only be applied to invoices for Human/Client Service contracts (i.e., the contract's Industry must display Human/Client Service.)

## Background

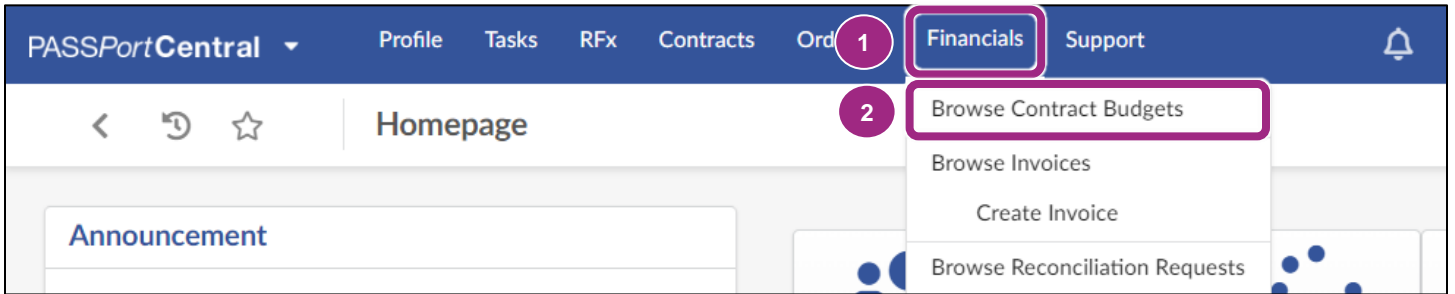
Negative adjustments, commonly called Credits, can be included in Provider invoices. Providers can only enter negative values against a line item that was previously invoiced and has an associated payment that is Approved or Disbursed.

Providers may need to request a credit for several reasons. Some examples include:

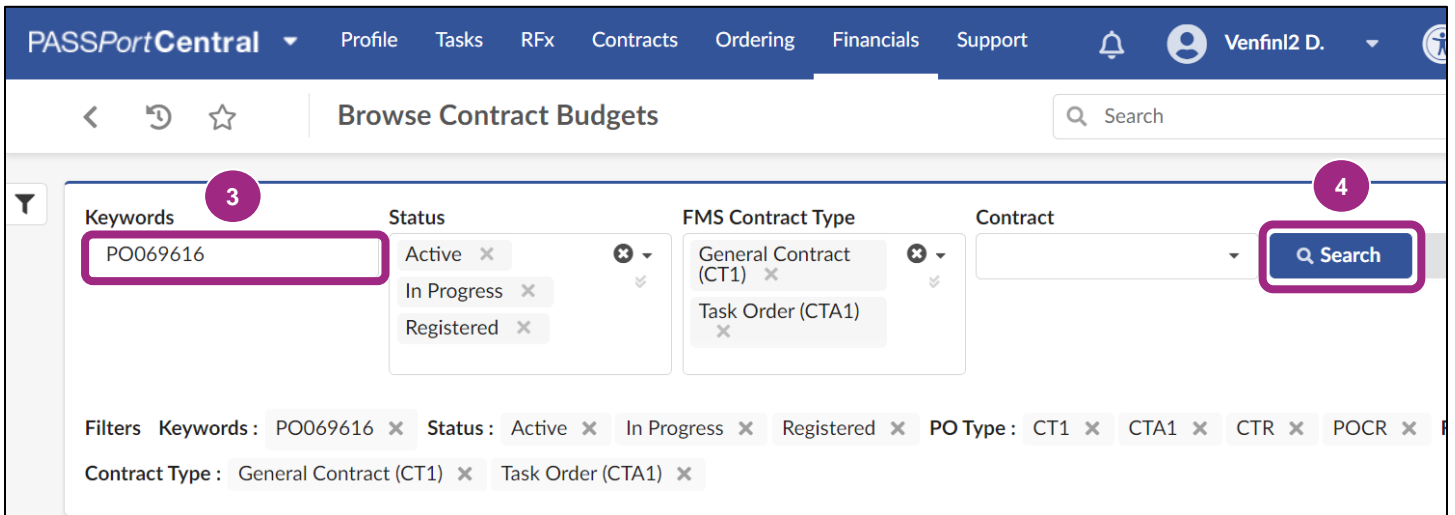
- The agency returned goods or rejected services (e.g., damaged product).
- The price on the original invoice was incorrect.
- The agency overpaid on the original invoice.

## Apply an Invoice Credit

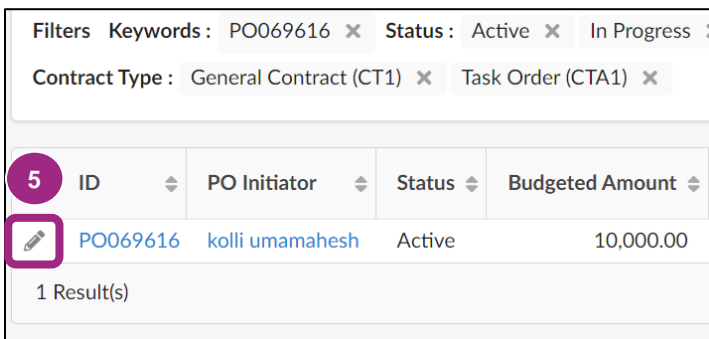
1. From PASSPort Central, click or hover over **Financials** in the top navigation menu.
2. Select **Browse Contract Budgets** from the drop-down menu.



3. In the Keywords field, enter the six-digit **Purchase Order ID** (PO ID).  
If you do not know the PO ID, enter the **Contract ID** or **Contract EPIN**.
4. Click the **Search** button.  
Purchase orders matching the search criteria display in a table below the search fields.

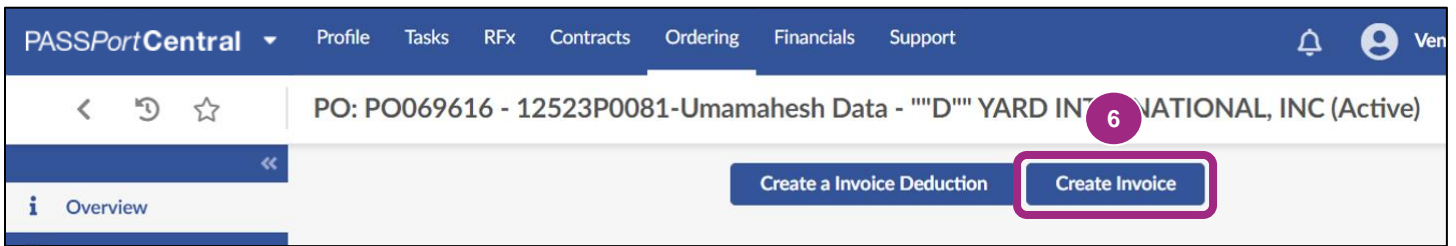


5. To view the purchase order, click the **pencil** icon to the left of the PO ID column.  
**Note:** Ensure the purchase order is in **Active** status.

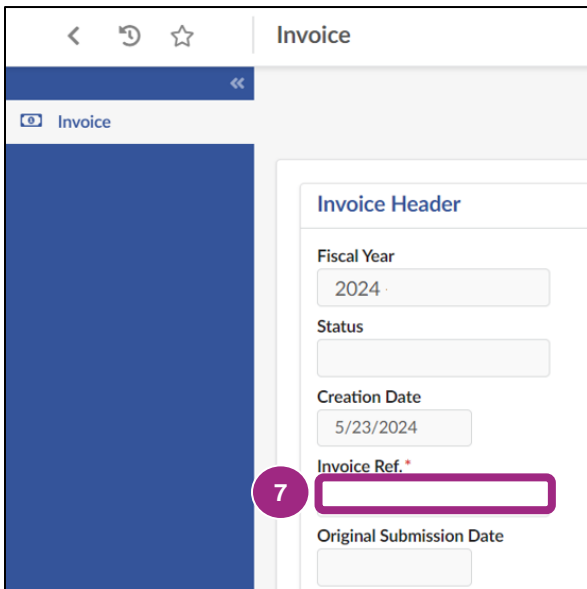


The PO Overview tab opens.

6. Click the **Create Invoice** button near the top of the page.

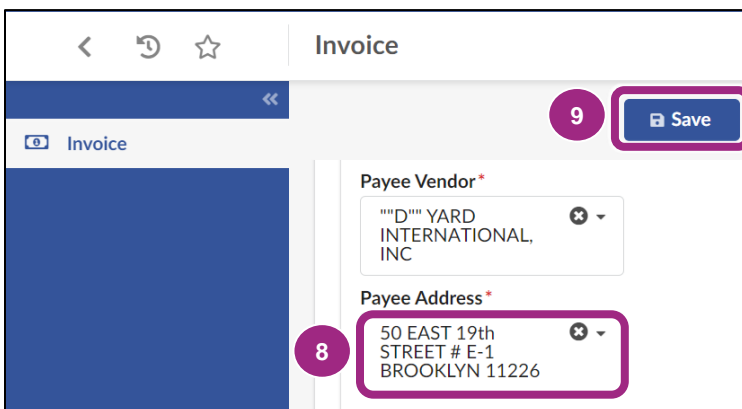


7. In the Invoice Header section, enter an invoice reference number in the **Invoice Ref.** field.  
You can enter any numeric or alphanumeric characters to identify the invoice.



8. Scroll down the Invoice Header section to the **Payee Address** field. Ensure Payee Address is the same address used by your organization in the Payee Information Portal.

9. Click the **Save** button near the top of the page.

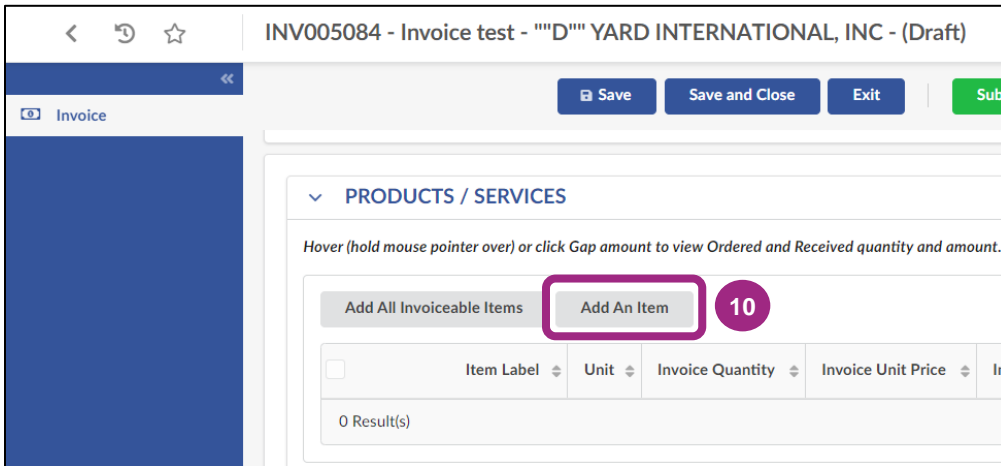


Invoiceable items can now be added to the **Products / Services** section.

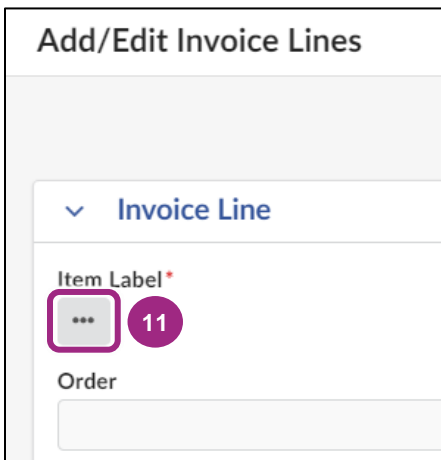
A system generated Invoice ID (starting with 'INV') appears in the page heading (shown in text at the top of the page) and the invoice status updates to 'Draft'.

10. Scroll down to the Products / Services section and click the **Add An Item** button.

The Add/Edit Invoice Lines window opens.



11. Click the **ellipses (...)** button under **Item Label**.



12. In the Order Line Items window, click the **checkbox** to the left of the item you would like to credit back to the PO Budget.

This automatically returns you to the Add/Edit Invoice Lines window.

Order Line Items

Close

Keywords

Search

Orders: PO069616 - 12523P0081-Umamahesh Data

Vendor: ""D"" YARD INTERN

Show Invoiceabl

Filters: Orders: PO069616 - 12523P0081-Umamahesh Data

Good/Service	Item Category	Sub-Budget	Sub Item Category
<input type="checkbox"/> Service	Operations and Support		Other - Client Contingencies
<input type="checkbox"/> Service	Operations and Support		Client Supplies & Activities
<input type="checkbox"/> Service	Operations and Support: Client Transportation		Client Transportation

13. The item now appears under the Item Label field.

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

Add/Edit Invoice Lines

Save Save and Close Close

Invoice Line

Item Label\* Item Type

Printing

14. Scroll down and enter the service dates in the **Service Date From** and **To** fields.

Both dates should be within the purchase order's fiscal year.

15. In the **Invoice Quantity** field enter a negative quantity.

This should equal the amount you want to add back to the budget. In this example, we are crediting the invoiced amount of \$3.69 back to the budget by entering -3.69 into the invoice quantity field.

**Important:** When adding funds back to the budget, the value of the Invoiced Quantity and Remaining Amount in the PO Budget Details section should **not** equal more than the Budgeted Amount. In this example, the original budgeted amount is \$77, and the remaining budgeted amount is \$73.31. In this case, no more than the Invoiced Quantity of \$3.69 should be added back to the budget.

The screenshot shows the 'Add/Edit Invoice Lines' window. At the top, there are three buttons: 'Save', 'Save and Close', and 'Close'. Below the window title, there is a search bar containing 'PO009010 - 12523PO001-Umamanesh Data'. The 'Service Dates From' field is set to '5/15/2024' and the 'To' field is also set to '5/15/2024'. A purple line with a circle containing the number '14' connects these two date fields. Below the date fields, the 'Invoice Quantity' field is set to '-3.69' and is circled in purple with a circle containing the number '15'. To the right of the 'Invoice Quantity' field, there are fields for 'Units' (set to 'Each') and 'Invoice Amount' (set to '0.00'). Below these fields, there are fields for 'Unit Price', 'Invoiced Value', and 'Total PO' (set to '77'). To the right of these fields, there are summary statistics: 'Total Received' (0), 'Total Invoiced' (3.69), and 'Gap' (73.31). Below the main form, there is a section titled 'PO Budget Details' which contains a table with the following data:

Budget Line Item	Sub-Budget	Quantity	Unit Price	Budgeted Amount	Item Value	Invoice Value	Invoiced Amount	Invoiced Quantity	Remaining Amount	ID
Printing		77.00	1.00	77.00	0.00	0.00	3.69	3.69	73.31	2,169,434

Two purple arrows point to the 'Budgeted Amount' (77.00) and 'Remaining Amount' (73.31) columns in the table. Below the table, it says '1 Result(s)'.

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

The screenshot shows a close-up of the 'Add/Edit Invoice Lines' window. At the top, there is a button labeled '16' in a purple circle. Below this, there are three buttons: 'Save', 'Save and Close', and 'Close'. The 'Save and Close' button is circled in purple.

17. Back on the Invoice page, scroll down to the Products / Services section. The negative invoice line is listed in this section.

Click the **Add An Item** button to repeat steps 11-16 to add positive lines.

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

Item Label	Unit	Invoice Quantity	Invoice Unit Price	Invoice Amount	Invoice Value	Sub-Budget	Gap	Commodity Line #	Service End Date	Service Start Date
Postage	Each	39.00	1.000000	39.00			0.00	5	5/31/2024	5/27/2024
Printing	Each	-3.69	1.000000	-3.69			77.00	5	5/17/2024	5/13/2024

2 Result(s)

Total: 35.31 USD

The Gross Invoiced Amount field in the Invoice Amount section will update to reflect the total amount of all lines added to the invoice.

**Important:** Net negative invoices cannot be submitted. The Net Invoiced Amount in the Invoice Amount section must be a minimum of “0” dollars to successfully submit the invoice. To achieve this the credit line **must** be paired with positive lines to ensure the invoice amount is net positive.

**Invoice Amount**

Gross Invoiced Amount ⓘ  
35.31

Total Deductions ⓘ  
[Empty field]

Net Invoiced Amount ⓘ  
35.31 ✓

**Invoice Amount**

Gross Invoiced Amount ⓘ  
-3.69

Total Deductions ⓘ  
[Empty field]

Net Invoiced Amount ⓘ  
-3.69 ✗

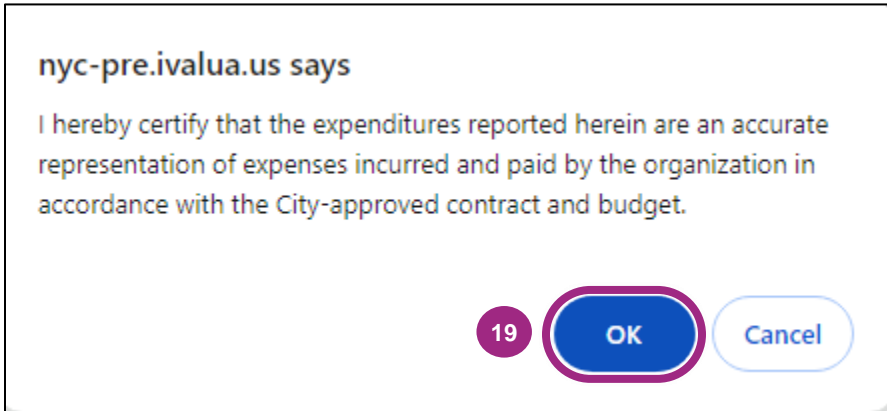
18. When ready to submit, click the **Submit Invoice** button near the top of the page.

INV005086 - Invoice test123 - ""D"" YARD INTERNATIONAL, INC - 35.31000 USD (Draft)

Save Exit Create Receipt Cancel Invoice **Submit Invoice**

A dialog box appears requesting certification.

19. Click the **OK** button in the dialog box to certify the listed expenditures on the invoice are accurate.



The invoice is submitted to the agency who will review and approve or reject the invoice. Credits will become available once the invoice has been approved.