Submit a Budget Modification

Need to reallocate funding and modify your current budget? Submit a budget modification by creating a **Purchase Order Change Request (POCR)** on your Active Purchase Order (PO).

1. **Find the Purchase Order**
2. **Create the Purchase Order Change Request (POCR)**
3. **Upload Required Documentation**
4. **Review the Budget Information**
5. **Modify the Budget**
6. **Check Approvals**
7. **Submit the Budget Modification**
8. **Next Steps**

Before We Begin

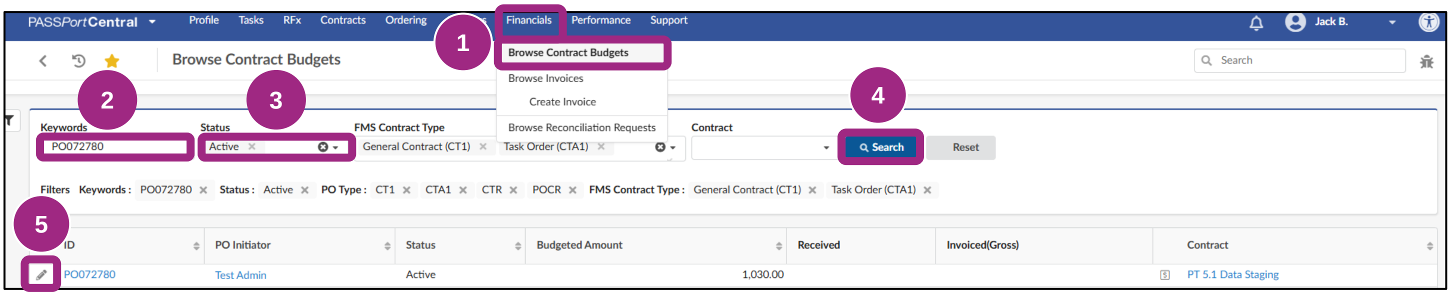
To create and modify budgets, one or more of the following PASSPort user roles are required: **Vendor Admin**, **Vendor Financials L1**, or **Vendor Financials L2**.

To confirm that the user has the necessary task authorizations, a Vendor Admin needs to:

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**.

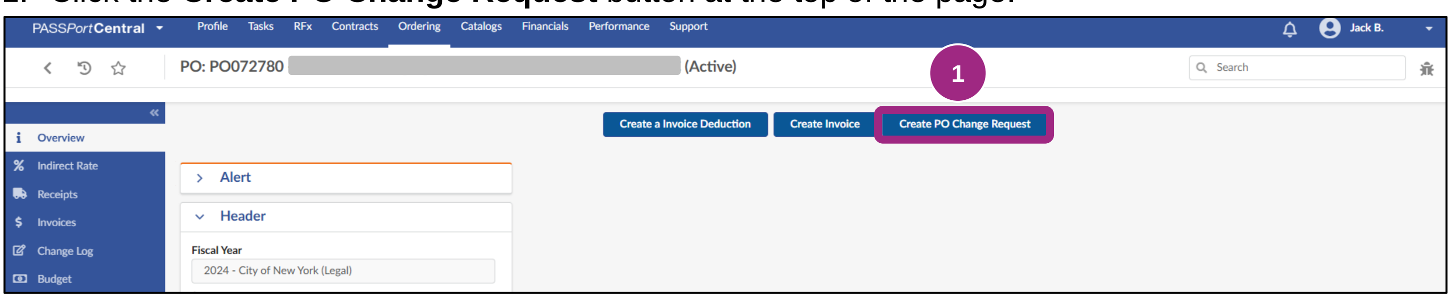
1. Find the Purchase Order

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, you may enter other search options such as the **Contract ID**.
3. In the Status field, remove the In Progress and Registered filters, so that only **Active** displays.
4. Click the **Search** button. Results matching your criteria will appear in a table below the search fields.
5. In the search results, click the **pencil** icon or the PO ID link to open the Purchase Order (PO).



2. Create the Purchase Order Change Request (POCR)

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



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

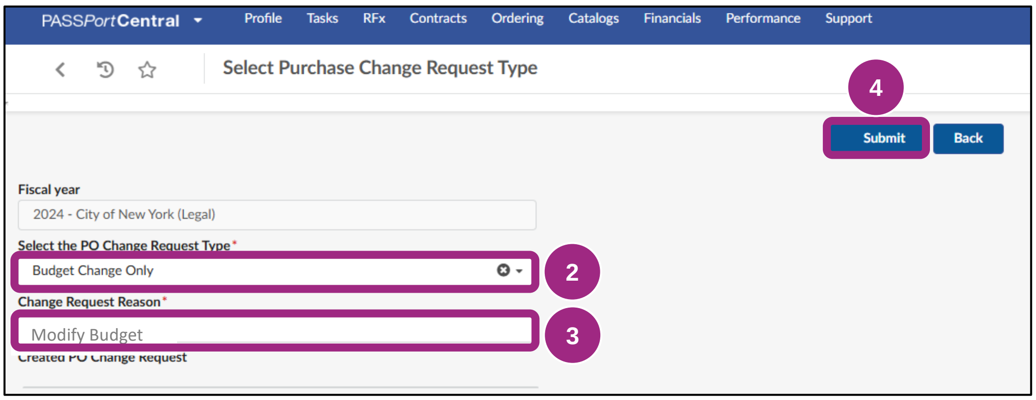
- You might not have a required user role. See Before We Begin of this guide for details.
- The contracting agency might not have (or not yet) enabled vendor-submitted budgets.
- A Purchase Order Change Request (POCR) may already in progress.
  Previously initiated POCRs can be found by clicking on **Change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

The Select Purchase Change Request Type page will display.

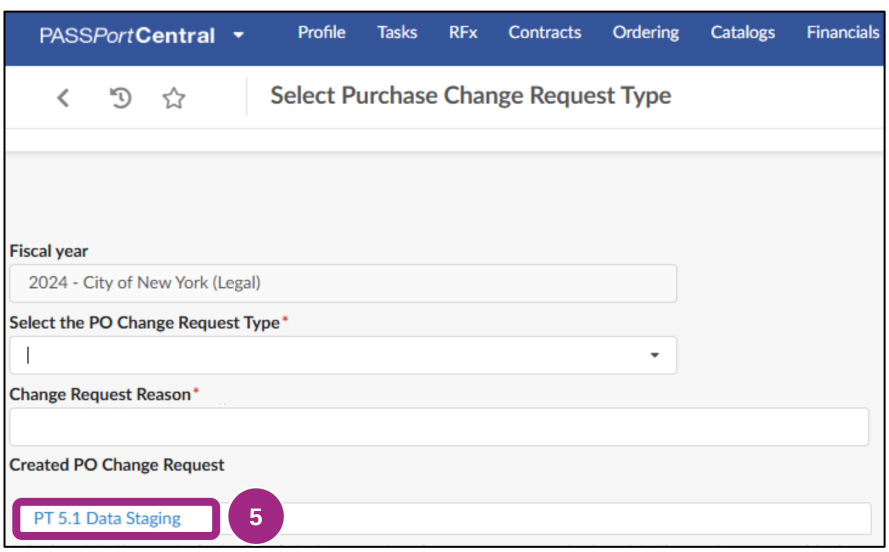
2. Click the Select the PO Change Request Type drop-down and select the option: **Budget Change Only**.

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

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



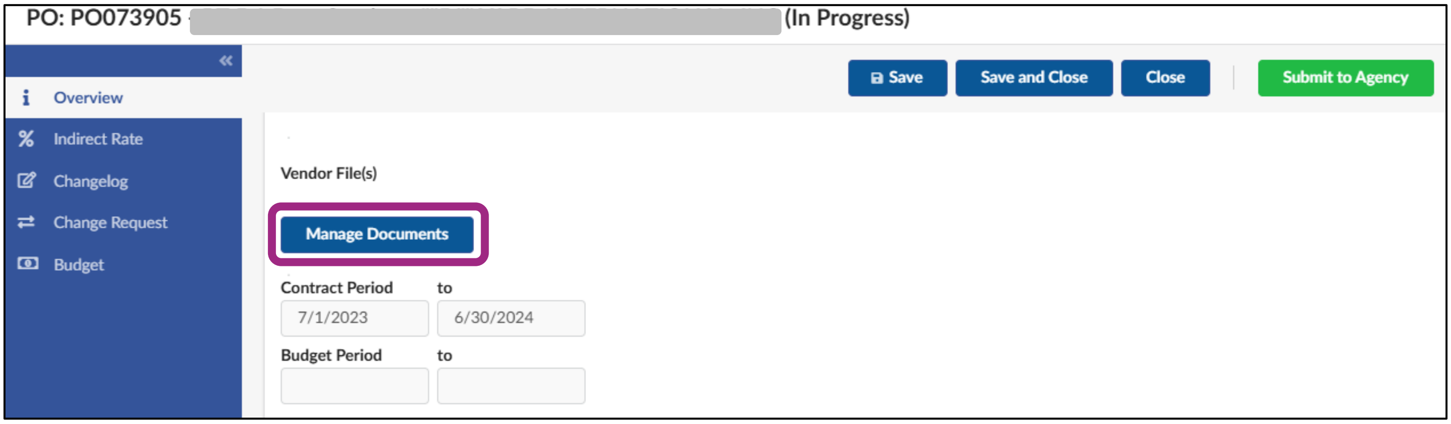
5. When the POCR is created, in the **Created PO Change Request** text field, a hyperlinked text will display. Click the **hyperlink**. The Purchase Order (PO) will display.



3. Upload Required Documentation

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

If supporting documentation is required: In the Overview tab of the Purchase Order, click the **Manage Documents** button to upload required documents. Follow the prompts. The file size limit is 300MB.

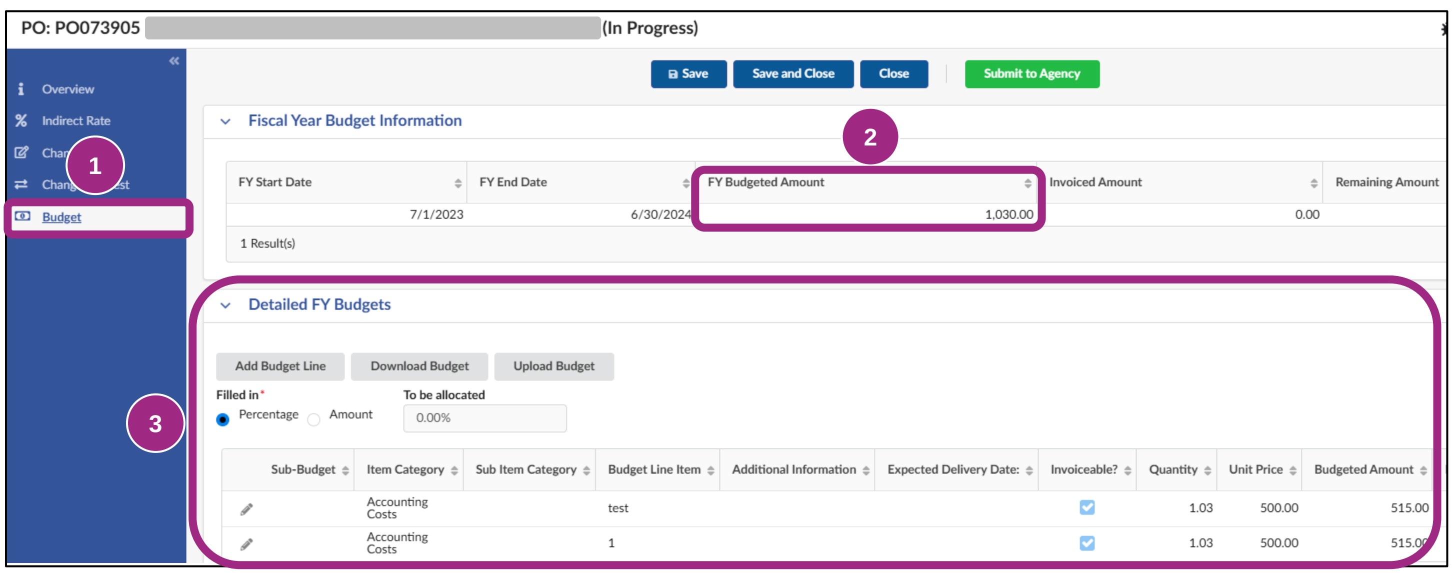


4. Review the Budget Information

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

2. Note the **FY Budgeted Amount** in the Fiscal Year Budget Information section. To submit a POCR, the full amount must be allocated when modifying a budget.

3. Scroll down to the **Detailed FY Budgets** section. This is where you modify the budget.



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5. Modify the Budget

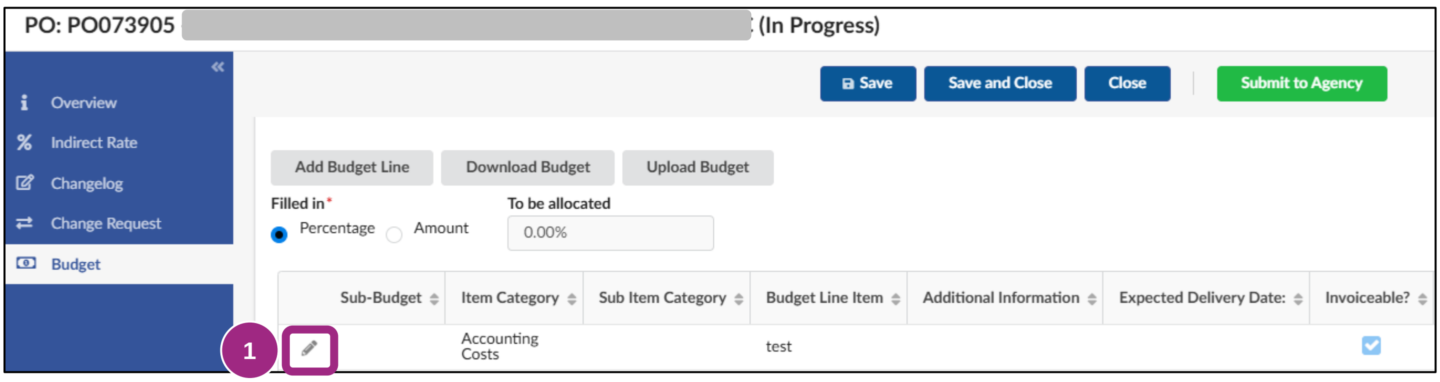
To make changes to your budget, you have three options:

A. **Void Budget Lines** for lines you no longer need.
B. **Add New Budget Lines** for new budget entries.
C. **Download Budget Template and Upload Budget** for bulk entries.

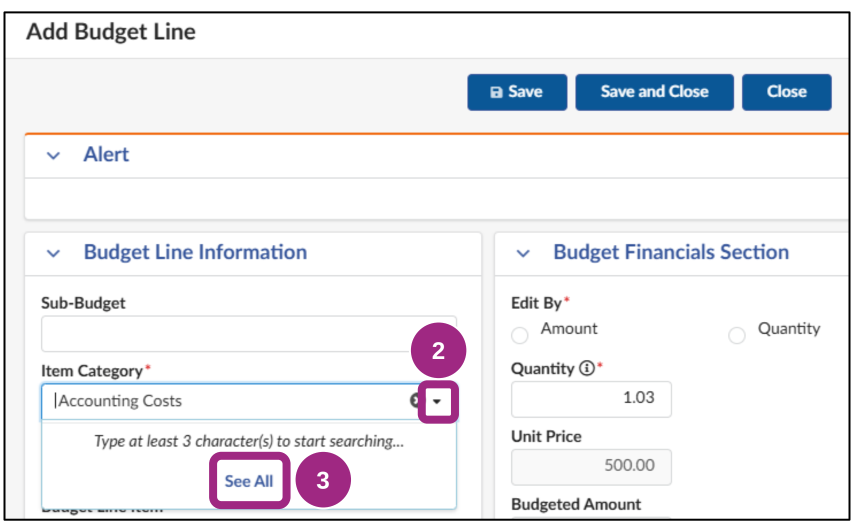
Important: Before making any changes, consult your contracting agency's fiscal manual on allowable budget modifications.

A. Void Budget Lines

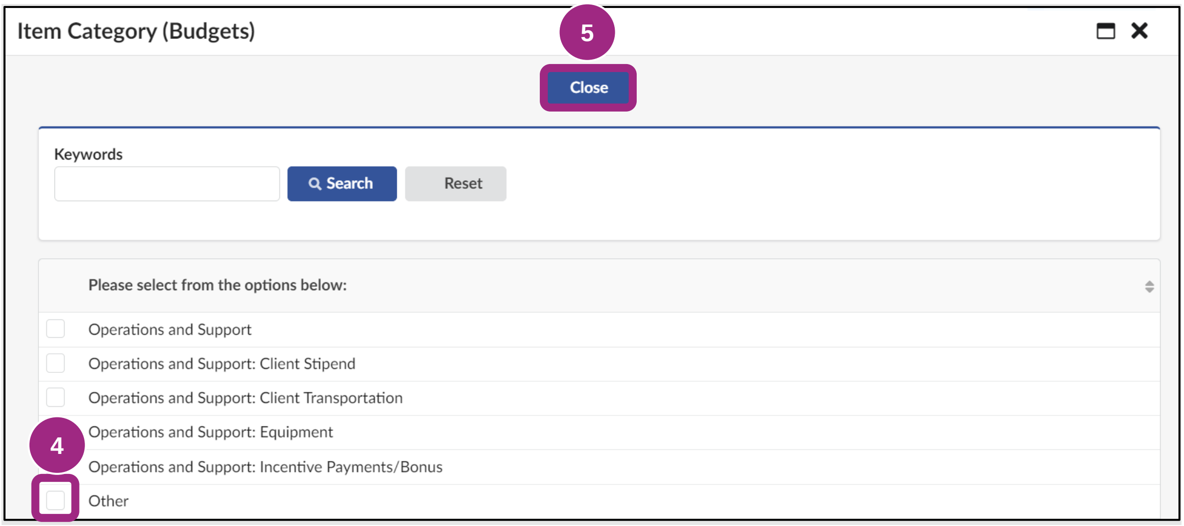
1. Go to the **Detailed FY Budgets** section and click the **pencil** icon.



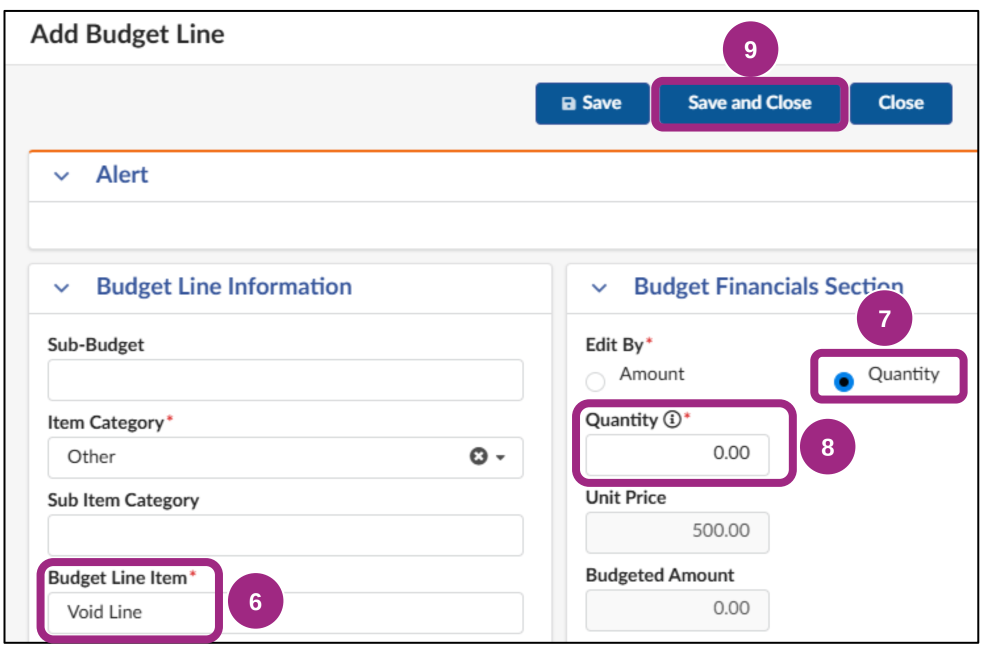
2. In the Add Budget Line window, click the Item Category field **drop-down.** The menu will expand.
3. Click **See All**. A separate **Item Category (Budgets)** window will display.



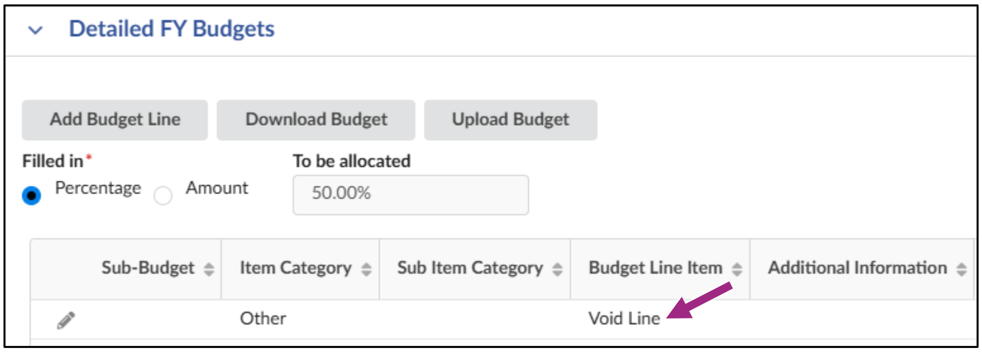
4. Click the **checkbox** to select **Other** from the Item Category list.
   Tip: You can also type in the first few letters of the category “Other” to quickly locate it.
5. Click the **Close** button.



6. In the **Budget Line Item** text field, type: “Void Line”.
7. Click the **radio button** to select **Quantity**. Do not select Amount.
8. Enter “0” in the **Quantity** field.
9. Click the **Save and Close** button.



The budget line will update and now display for the contracting agency as “Void Line”, indicating that you would like for this line to be deleted.

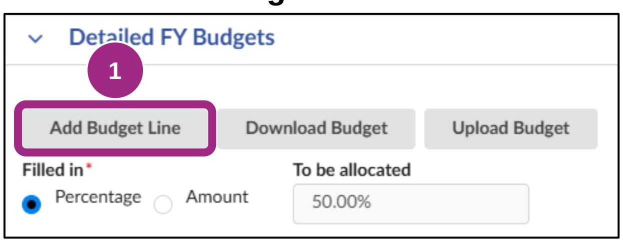


Repeat steps, as needed.

Important: Budget lines that have been invoiced against cannot be voided.
See **Invoiced Amount** column of the budget line. The remaining amount on a used budget line can be removed, but one cannot void it if there are disbursed invoices against it.

B. Add New Budget Lines

1. Click the **Add Budget Line** button.



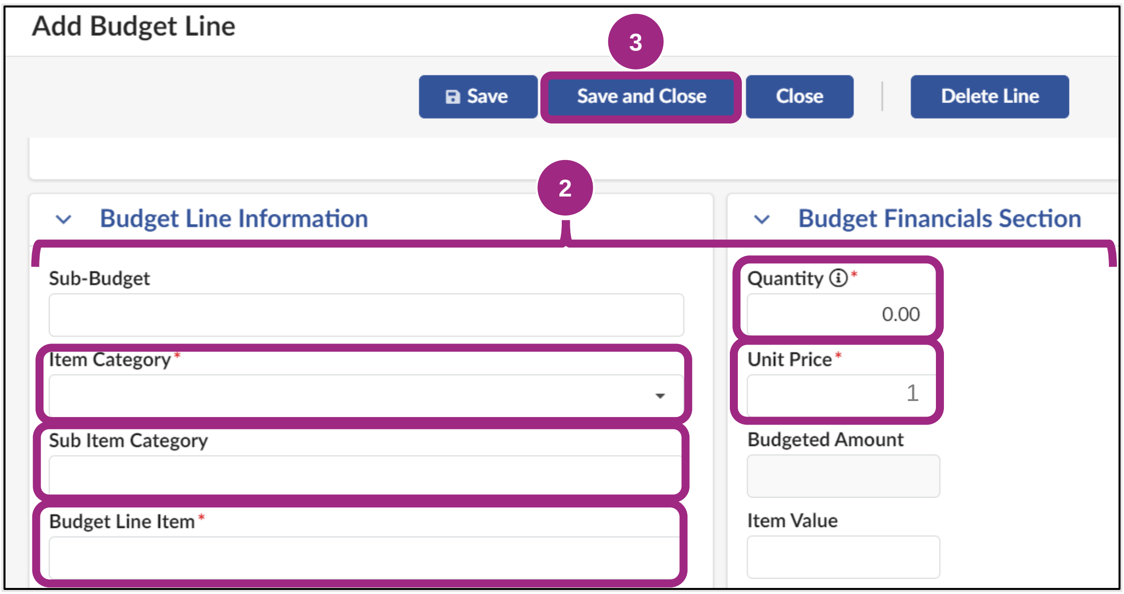
2. The Add Budget Line window is where you enter the budget details:

Item Category	Select the appropriate category to define the deliverable of the budget line. **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. 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. Note: Once you enter the unit price and submit, it cannot be edited.

Important:

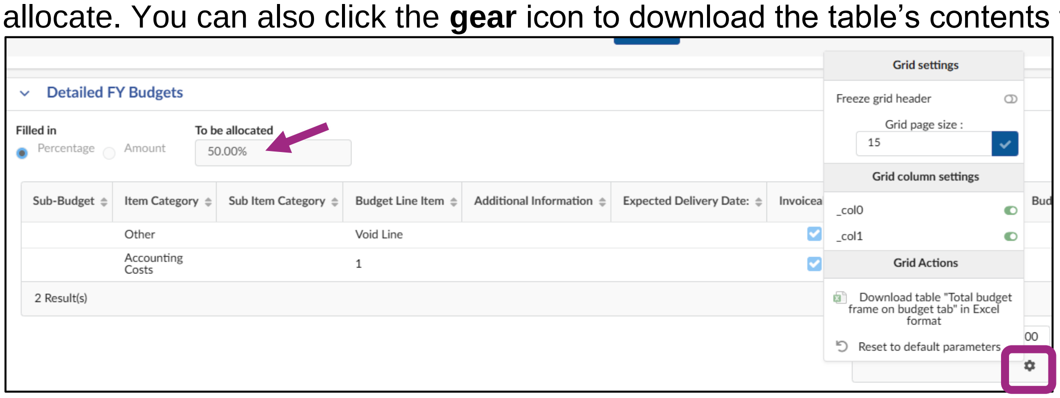
- The **Unit Price** should always be “1” unless it's an hourly rate.
- When budgeting **wages**, enter the projected number of hours to be performed in the Quantity field and enter the hourly wage in the Unit Price field. For **salaried** full-time employees, in contrast, enter in the full dollar amount 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.

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



Repeat steps, as needed.

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



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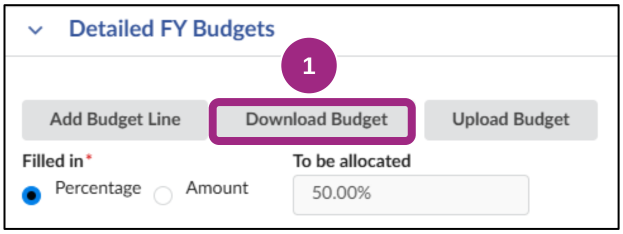
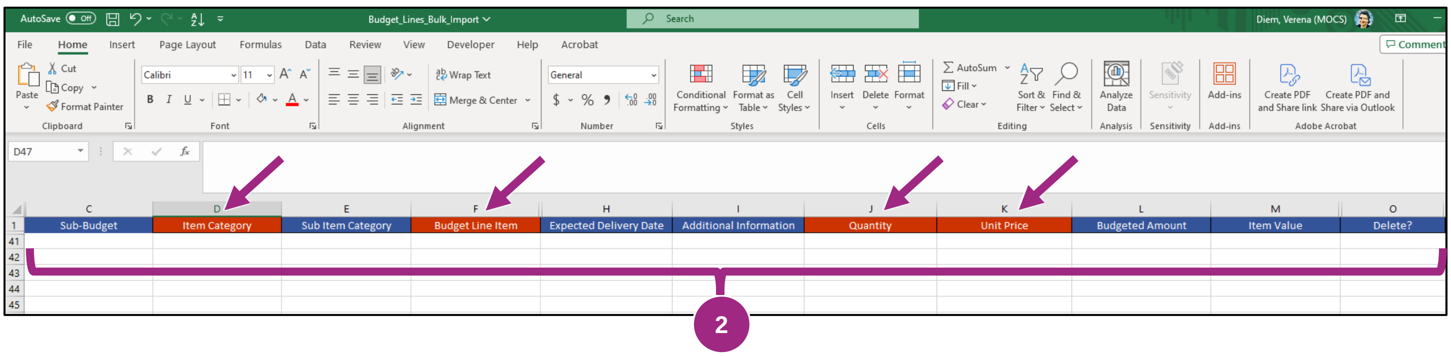
C. Download Budget Template and Upload Budget

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

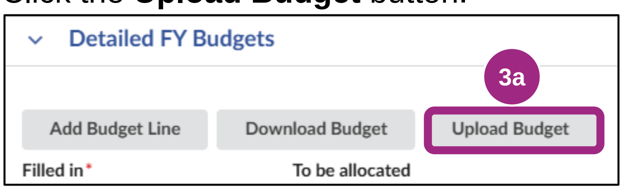


A template will download to your computer. Make sure there are no pop-up blockers set up in your web browser.

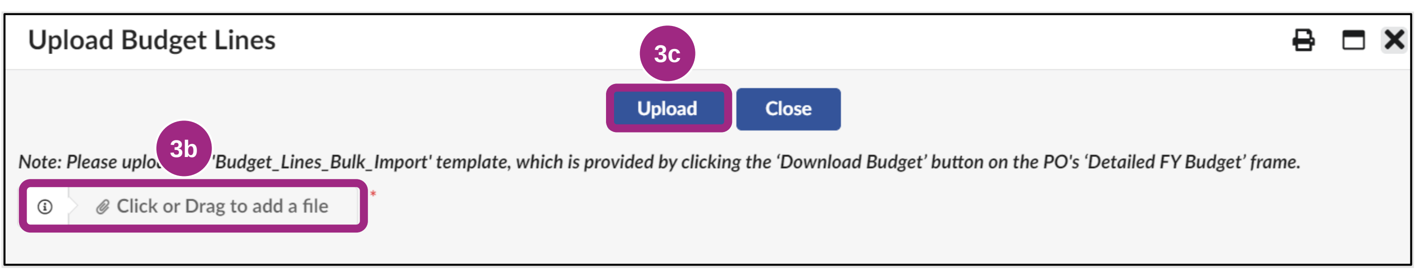
2. Open the Excel file and enter budget line information according to the column labels. Columns marked in **red** indicate required fields. Save the file to your computer.



3. Upload the spreadsheet in PASSPort:
   a. Click the **Upload Budget** button.



   b. Click the **Click or Drag to add a file** button to add the budget template file and follow the prompts.
   c. Click the **Upload** button.



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

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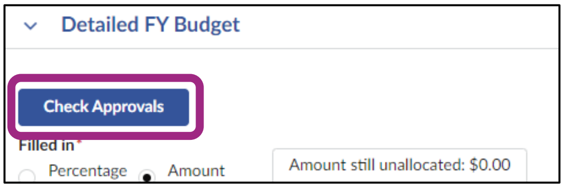
6. Check Approvals

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**.



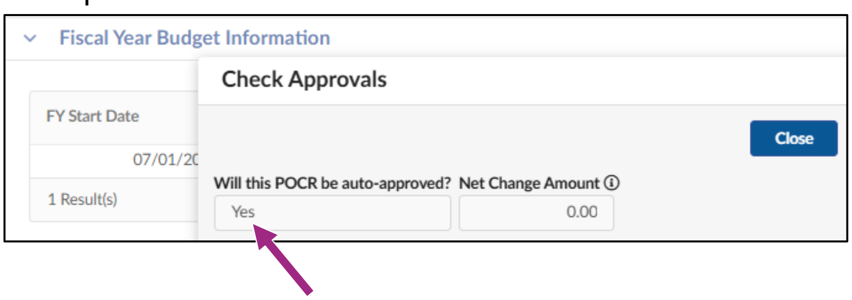
To expedite the approval process, new budget lines valued at **less than 10%** of the total fiscal year budget are typically **auto approved**, meaning they do not require manual approval by your contracting agency. Changes exceeding 10% require manual review and approval by the agency.

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.

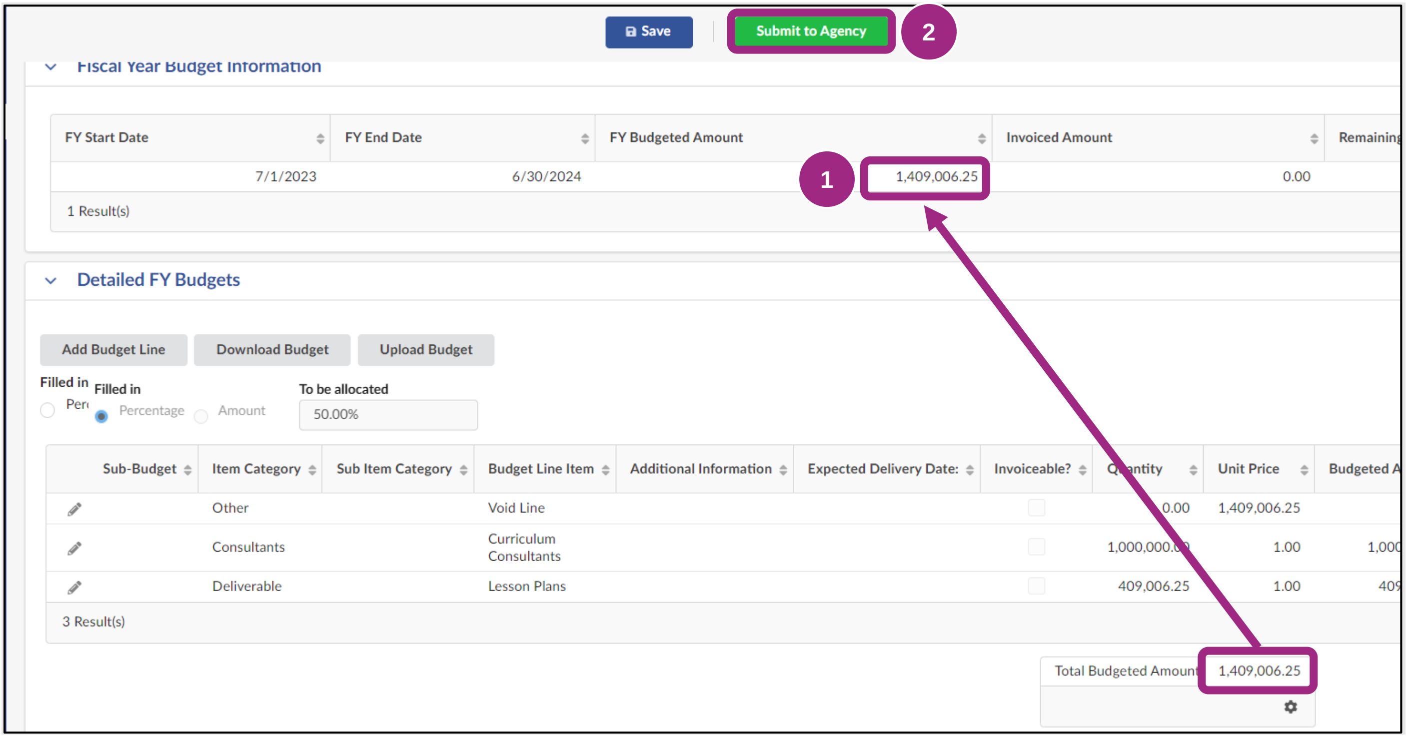
Example:



7. Submit the Budget Modification

1. Make sure the **Total Budgeted Amount** is the same as the **FY Budgeted Amount.**

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



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

8. Next Steps

- The contracting agency may either approve the budget or return it for revision. You will receive an email notification if the budget was returned for revision.

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

Note: 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. However, invoices can only be made against Active status Purchase Orders.

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