



Invoice User Guide – BPT Subrecipients eGrants

Document History

The table below serves as a document history log to track the version number and date to this document.

Version	Date
1.0 (BPT)	9/27/2024
2.0 (BPT)	4/7/2026

Table 1. Document History

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1.0 Definitions

Receipts – Mechanism in eGrants for Grantees to request reimbursement for project expenditures. A receipt is submitted against one project within an executed contract. Receipts can contain one or more vendor invoices within the approved scope of the project.

Invoices – Payment mechanism in eGrants. Consists of one or more receipts submitted by the Grantee that were approved by PennDOT.

2.0 Submit Receipt Process: Capital

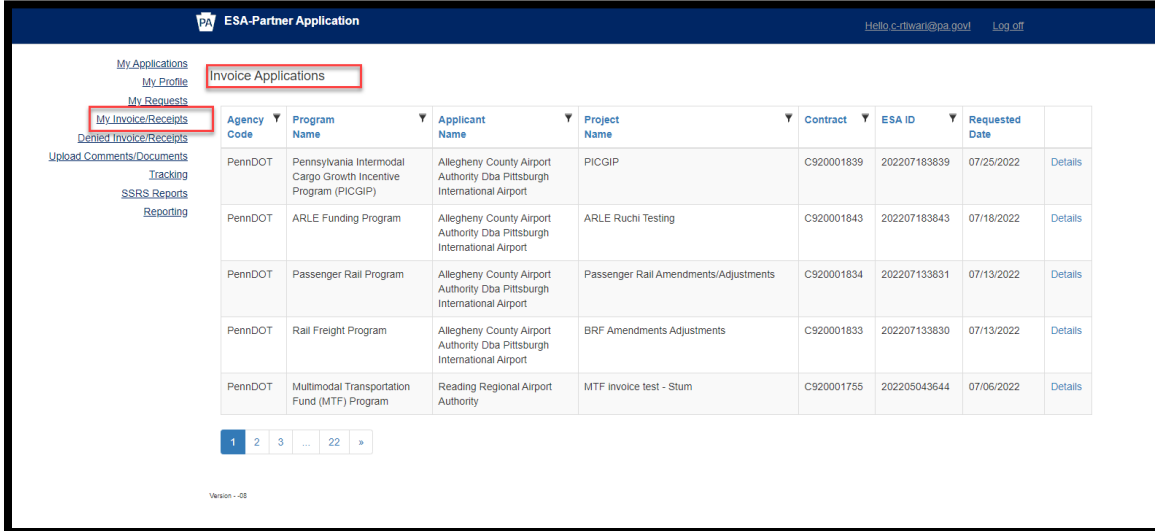
2.1 Create Receipt via Partner Portal

The grantee can submit receipts for an executed contract using the Partner Portal.

<https://apps.grants.pa.gov/esa-partner>

2.2 My Invoice/Receipts

“My Invoice/Receipts” grid shows the invoice/receipts created by the Grantee logged into the Partner Portal.



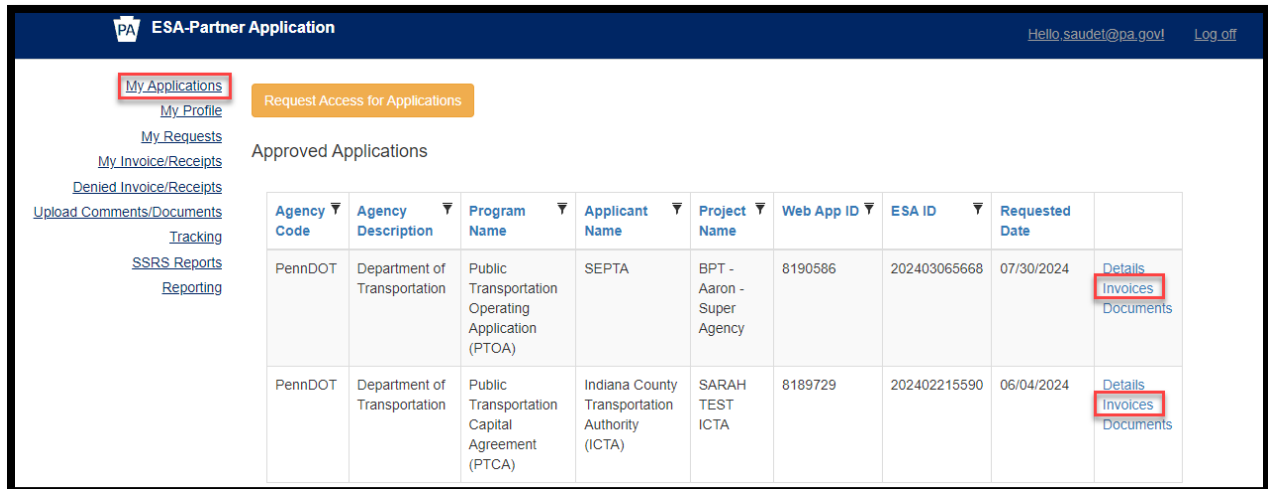
The screenshot shows the 'ESA-Partner Application' interface. The user is logged in as 'Hello c.rivari@pa.gov'. The 'My Invoice/Receipts' menu item is highlighted. The main content area displays a table of invoice/receipts.

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
PennDOT	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Allegheny County Airport Authority Dba Pittsburgh International Airport	PICGIP	C920001839	202207183839	07/25/2022	Details
PennDOT	ARLE Funding Program	Allegheny County Airport Authority Dba Pittsburgh International Airport	ARLE Ruchi Testing	C920001843	202207183843	07/18/2022	Details
PennDOT	Passenger Rail Program	Allegheny County Airport Authority Dba Pittsburgh International Airport	Passenger Rail Amendments/Adjustments	C920001834	202207133831	07/13/2022	Details
PennDOT	Rail Freight Program	Allegheny County Airport Authority Dba Pittsburgh International Airport	BRF Amendments Adjustments	C920001833	202207133830	07/13/2022	Details
PennDOT	Multimodal Transportation Fund (MTF) Program	Reading Regional Airport Authority	MTF Invoice test - Stum	C920001755	202205043644	07/06/2022	Details

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2.3 Steps to Submit Receipts

1. There are two ways to manage receipts from the Partner Portal. If this is the first receipt on a grant, click “Invoices” from the “My Applications” page. This will open a new window, so allow pop-ups if prompted.



PA ESA-Partner Application Hello_saudet@pa.gov | Log off

[My Applications](#) Request Access for Applications

[My Profile](#)

[My Requests](#)

[My Invoice/Receipts](#)

[Denied Invoice/Receipts](#)

[Upload Comments/Documents](#)

[Tracking](#)

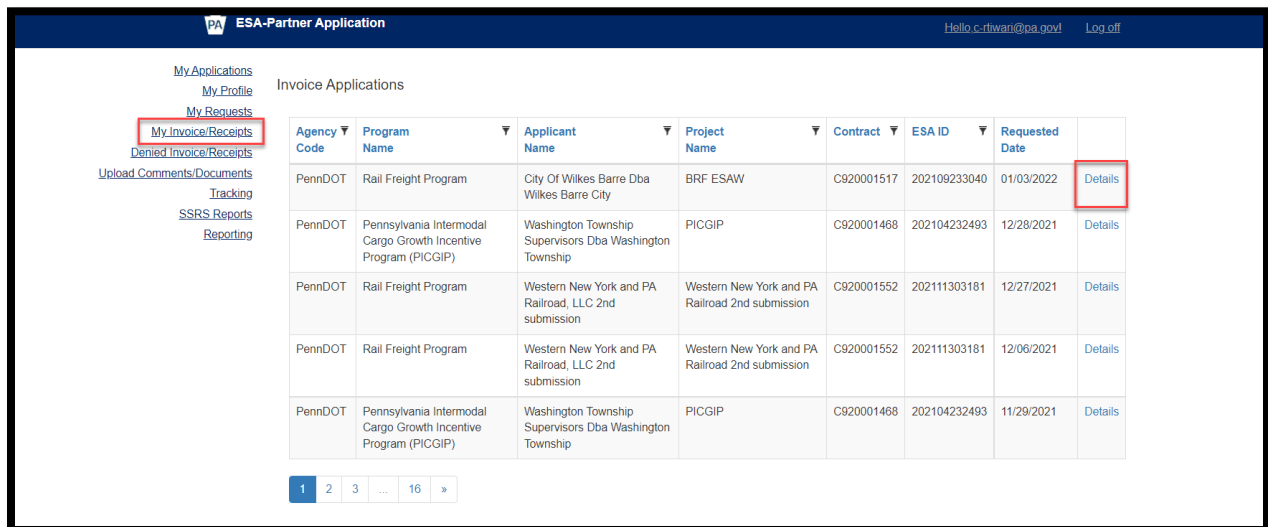
[SSRS Reports](#)

[Reporting](#)

Approved Applications

Agency Code	Agency Description	Program Name	Applicant Name	Project Name	Web App ID	ESA ID	Requested Date	
PennDOT	Department of Transportation	Public Transportation Operating Application (PTOA)	SEPTA	BPT - Aaron - Super Agency	8190586	202403065668	07/30/2024	Details Invoices Documents
PennDOT	Department of Transportation	Public Transportation Capital Agreement (PTCA)	Indiana County Transportation Authority (ICTA)	SARAH TEST ICTA	8189729	202402215590	06/04/2024	Details Invoices Documents

- Submitted receipts will populate under the “My Invoice/Receipts” grid. Click “Details” to view existing receipts and/or submit new receipts.



PA ESA-Partner Application Hello_c_rhivari@pa.gov | Log off

[My Applications](#)

[My Profile](#)

[My Requests](#)

[My Invoice/Receipts](#) Request Access for Applications

[Denied Invoice/Receipts](#)

[Upload Comments/Documents](#)

[Tracking](#)

[SSRS Reports](#)

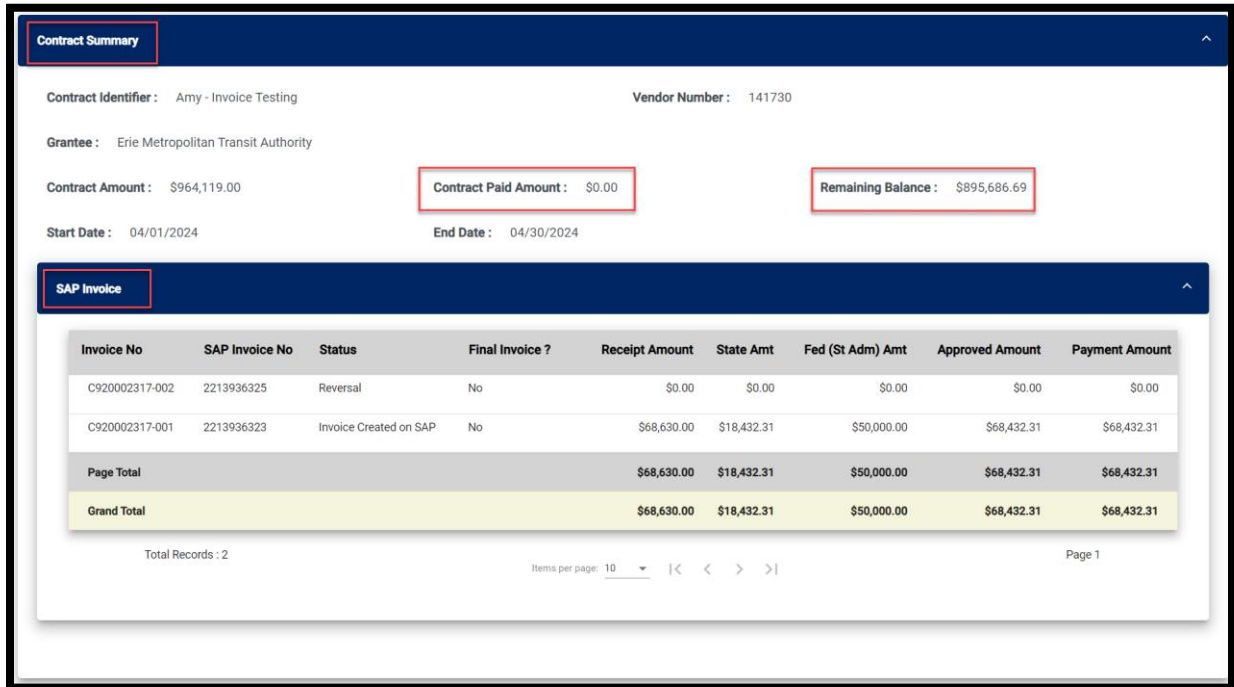
[Reporting](#)

Invoice Applications

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
PennDOT	Rail Freight Program	City Of Wilkes Barre Dba Wilkes Barre City	BRF ESAW	C920001517	202109233040	01/03/2022	Details
PennDOT	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Washington Township Supervisors Dba Washington Township	PICGIP	C920001468	202104232493	12/28/2021	Details
PennDOT	Rail Freight Program	Western New York and PA Railroad, LLC 2nd submission	Western New York and PA Railroad 2nd submission	C920001552	202111303181	12/27/2021	Details
PennDOT	Rail Freight Program	Western New York and PA Railroad, LLC 2nd submission	Western New York and PA Railroad 2nd submission	C920001552	202111303181	12/06/2021	Details
PennDOT	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Washington Township Supervisors Dba Washington Township	PICGIP	C920001468	202104232493	11/29/2021	Details

1 2 3 ... 16 »

- The system will display the screen as shown below. Expand the “Contract Summary,” “SAP Invoice,” and “Receipt” tabs to review the information.



Contract Summary

Contract Identifier: Amy - Invoice Testing Vendor Number: 141730

Grantee: Erie Metropolitan Transit Authority

Contract Amount: \$964,119.00 Contract Paid Amount: \$0.00 Remaining Balance: \$895,686.69

Start Date: 04/01/2024 End Date: 04/30/2024

SAP Invoice

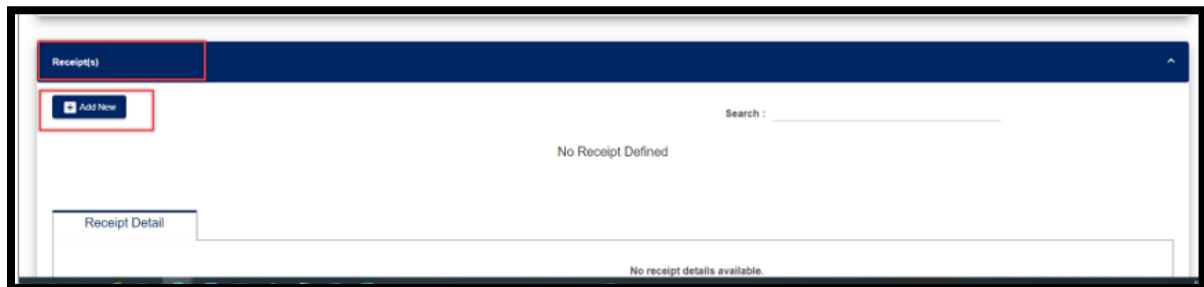
Invoice No	SAP Invoice No	Status	Final Invoice ?	Receipt Amount	State Amt	Fed (St Adm) Amt	Approved Amount	Payment Amount
C920002317-002	2213936325	Reversal	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C920002317-001	2213936323	Invoice Created on SAP	No	\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31
Page Total				\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31
Grand Total				\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31

Total Records : 2 Items per page: 10 Page 1

- Notes**

- The “Contract Summary” and “SAP Invoice” tabs may include program-specific fields (for example, “Contract Paid Amount”, “Remaining Balance”, etc.).
- The expanded “SAP Invoice” tab displays all processed, processing, and stopped invoices against this executed contract.

- To initiate a new receipt, the user clicks the “Add New” under the “Receipt(s)” tab.



Receipt(s)

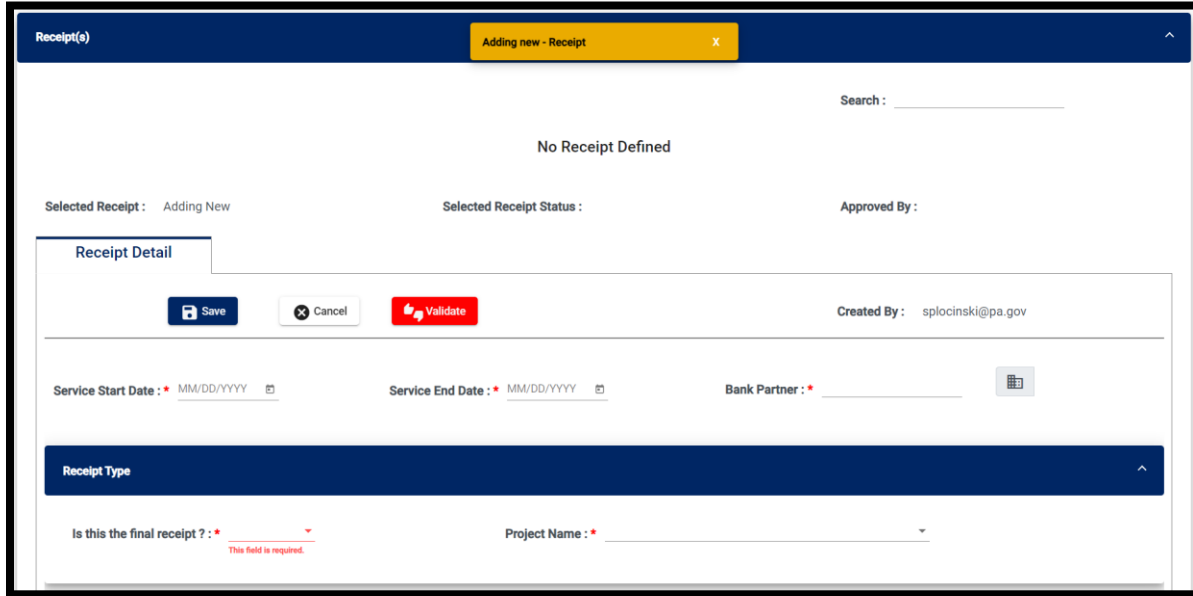
Add New Search :

No Receipt Defined

Receipt Detail


No receipt details available.

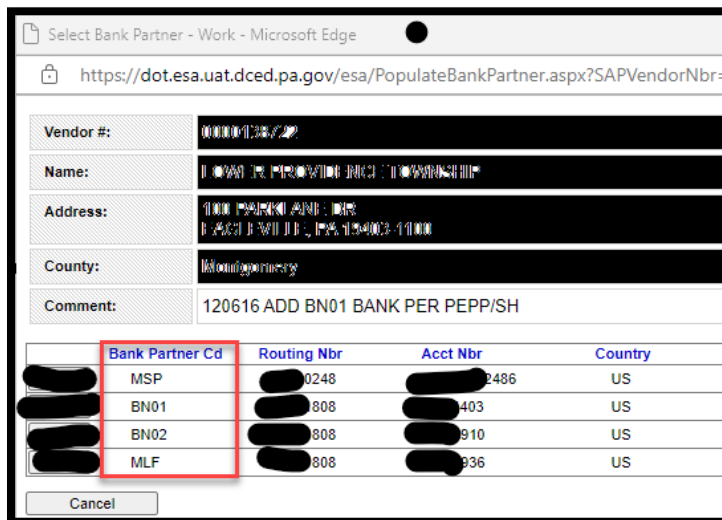
4. Enter all required fields (indicated with red *****) such as:
 - “Service Start Date” (earliest date services were rendered)
 - “Service End Date” (end date of services rendered)



The screenshot shows a web application interface for adding a new receipt. At the top, there is a blue header with 'Receipt(s)' and a yellow button labeled 'Adding new - Receipt'. Below the header, the main content area displays 'No Receipt Defined'. There are several status indicators: 'Selected Receipt: Adding New', 'Selected Receipt Status:', and 'Approved By:'. A 'Receipt Detail' section contains buttons for 'Save', 'Cancel', and 'Validate', and a 'Created By' field with the value 'splocinski@pa.gov'. Below this, there are input fields for 'Service Start Date' (with a red asterisk and a calendar icon), 'Service End Date' (with a red asterisk and a calendar icon), and 'Bank Partner' (with a red asterisk and a dropdown icon). At the bottom, there are fields for 'Is this the final receipt?' (with a red asterisk and a dropdown) and 'Project Name' (with a red asterisk and a dropdown). A red error message 'This field is required.' is visible below the 'Is this the final receipt?' field.

- **Notes:** If the receipt contains only one vendor invoice, enter the previous calendar date as the “Service Start Date.” The Vendor invoice date should be entered as the “Service End Date”.
 - For example: one vendor invoice with a date of 7/11/2024
Service Start Date: 7/10/2024, Service End Date: 7/11/2024

5. To view the available bank partner options, click the  icon. Enter the Bank Partner Cd value corresponding to the bank account the funds should be deposited in.



The screenshot shows a 'Select Bank Partner' form in a Microsoft Edge browser. The URL is 'https://dot.esa.uat.dced.pa.gov/esa/PopulateBankPartner.aspx?SAPVendorNbr-'. The form contains the following information:

- Vendor #: 0000133722
- Name: TOWNSHIP OF PEPPERSHILL TOWNSHIP
- Address: 100 PARKLAND DR, PEPPERSHILL, PA, 19403-1100
- County: Montgomery
- Comment: 120616 ADD BN01 BANK PER PEPP/SH

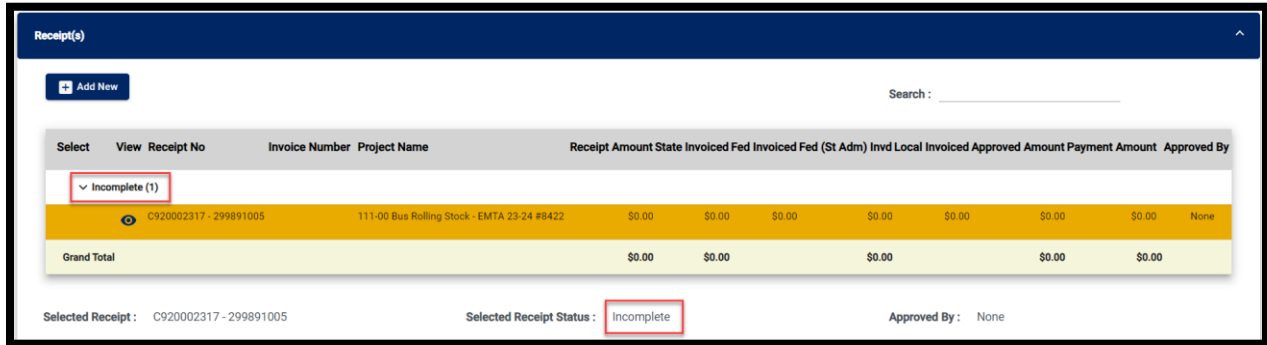
Below the form is a table of bank partner options:

Bank Partner Cd	Routing Nbr	Acct Nbr	Country
MSP	0248	0486	US
BN01	808	403	US
BN02	808	910	US
MLF	808	936	US

A red box highlights the 'Bank Partner Cd' column in the table. A 'Cancel' button is located at the bottom left of the form.

6. Click “Save.”

- **Notes:**
 - The receipt status will remain “Incomplete” and won’t allow the user to submit the receipt until the user provides all required information in the subsequent steps.
 - Click the eye icon to preview the respective receipt in case of multiple receipts.
 - User can create multiple receipts using the “Add New” option as shown below.

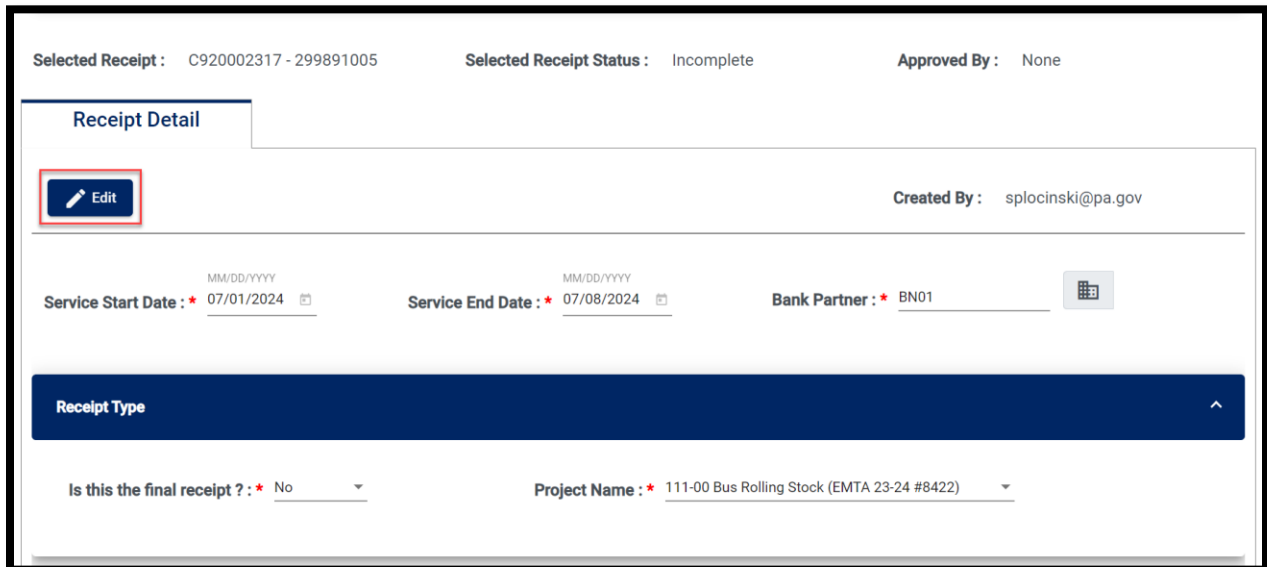


The screenshot shows a table titled "Receipt(s)" with a search bar and an "Add New" button. The table has columns for Select, View, Receipt No, Invoice Number, Project Name, Receipt Amount, State Invoiced, Fed Invoiced, Fed (St Adm) Invd, Local Invoiced, Approved Amount, Payment Amount, and Approved By. A dropdown menu is open, showing "Incomplete (1)". The table contains one row for receipt C920002317 - 299891005 with a project name of "111-00 Bus Rolling Stock - EMTA 23-24 #8422". All monetary values are \$0.00. Below the table, the "Selected Receipt" is C920002317 - 299891005, the "Selected Receipt Status" is "Incomplete", and "Approved By" is "None".

Select	View	Receipt No	Invoice Number	Project Name	Receipt Amount	State Invoiced	Fed Invoiced	Fed (St Adm) Invd	Local Invoiced	Approved Amount	Payment Amount	Approved By
▼ Incomplete (1)		C920002317 - 299891005		111-00 Bus Rolling Stock - EMTA 23-24 #8422	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None
Grand Total					\$0.00	\$0.00		\$0.00		\$0.00	\$0.00	

Selected Receipt : C920002317 - 299891005 Selected Receipt Status : Incomplete Approved By : None

7. Click Edit to enter information in the “Receipt Detail” tab.



The screenshot shows the "Receipt Detail" form. At the top, it displays "Selected Receipt : C920002317 - 299891005", "Selected Receipt Status : Incomplete", and "Approved By : None". Below this is a tab labeled "Receipt Detail" with an "Edit" button highlighted by a red box. The "Created By" field shows "splocinski@pa.gov". The form includes fields for "Service Start Date" (07/01/2024), "Service End Date" (07/08/2024), and "Bank Partner" (BN01). A "Receipt Type" section is collapsed. At the bottom, there are dropdown menus for "Is this the final receipt ?" (set to "No") and "Project Name" (set to "111-00 Bus Rolling Stock (EMTA 23-24 #8422)").

8. Under the “Claimed Amount(s)” tab, click “Add” to enter the required information (indicated with red *) in the The “Claimed Amount(s)” tab varies by program. An example of PTCA (capital) is shown below.

• **Notes:**

- “Invoice Amt” should equal the vendor invoice total amount. Enter the exact amount including cents.
- “Is Partial Invoice” should be selected if this receipt is not claiming the full amount listed on the vendor invoice.
- If the “Is Partial Invoice?” is selected in the receipt, the amount applicable to the project should be entered in the “Project Invoice Amt.” Enter the exact amount including cents.

Claimed Amount(s)
^

Vendor Details :

Action(s)	Vendor Name	Vendor Invoice #	Invoice Date	Project Invoiced Amt	Invoice Amt	Is Partial Invoice ?
<div style="border: 1px solid red; padding: 2px; display: inline-block; background-color: #1a3d54; color: white; border-radius: 3px;">+ Add</div>						

Vendor Name : * _____

Invoice Date : * MM/DD/YYYY

Invoice Amt : * _____

Vendor Invoice # : * _____

Project Invoiced Amt : _____

Is Partial Invoice ? :

* Comment is required for Partial Invoice.

	Grand Total	\$0.00	\$0.00
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9. Under the “Activity Details” section, click the chevron to expand Activity Line Items. Click the pencil icon to enter the “Requested Amt.” Click “Save.”
 - **Notes:** Grantees will have Read-Only access to the “Activity Details” section, and they won’t be able to edit it. Amounts are estimates only until PennDOT has reviewed and approved the request.

Editing - Row X

Activity Details :

Action(s)	Activity Line Item	Requested Amt.	Payment Amt.	Funding	State Approved	Funding	Federal Approved	Local Approved
	▼ 11.12.03 Bus 30 FT (1)	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00\$0.00
	11.12.03 Bus 30 FT	\$0.00	\$0.00	1514 - Asset Improvement	\$0.00		\$0.00	\$0.00

Line Amount : \$605,000.00 Awarded Amt. : \$585,489.00 Previously Invoiced : \$0.00

Remaining Amt. : \$585,489.00 Requested Amt. : \$0.00 Payment Amt. : \$0.00

	Funding :	Is State Administered ?	PT / PO# / FPN# :	Share (%) :	Share (\$) :	Appropriation :	Remaining Balance :	Requested Share :	Approved Share :
State :	1514 - Asset Improvement			96.775 %	\$585,489.00	26339XX080 7866201001 89829 2023	\$0.00	\$0.00	\$0.00
Federal :		No		0.000 %	\$0.00		\$0.00	\$0.00	\$0.00
Local :				3.225 %	\$19,511.00		\$0.00	\$0.00	\$0.00

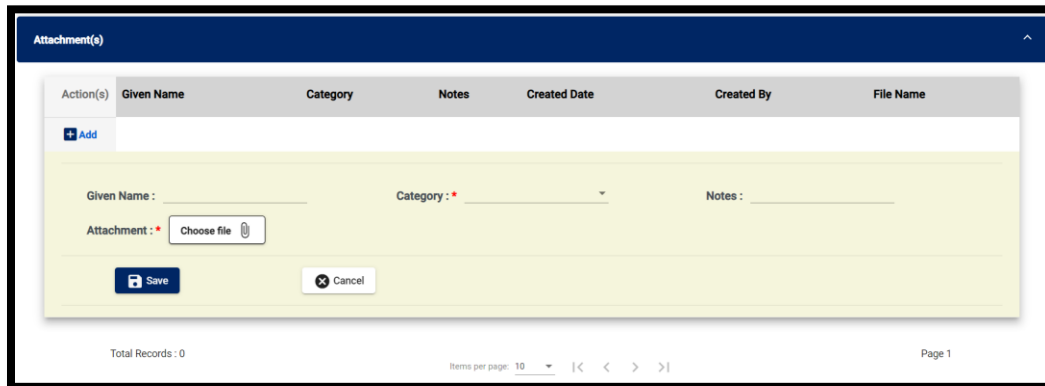
Save
Cancel

Grand Total	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
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10. Expand “Attachment(s)” tab. Click “Add” to enter the required information (indicated with red *). Click “Save.”

- **Notes:**

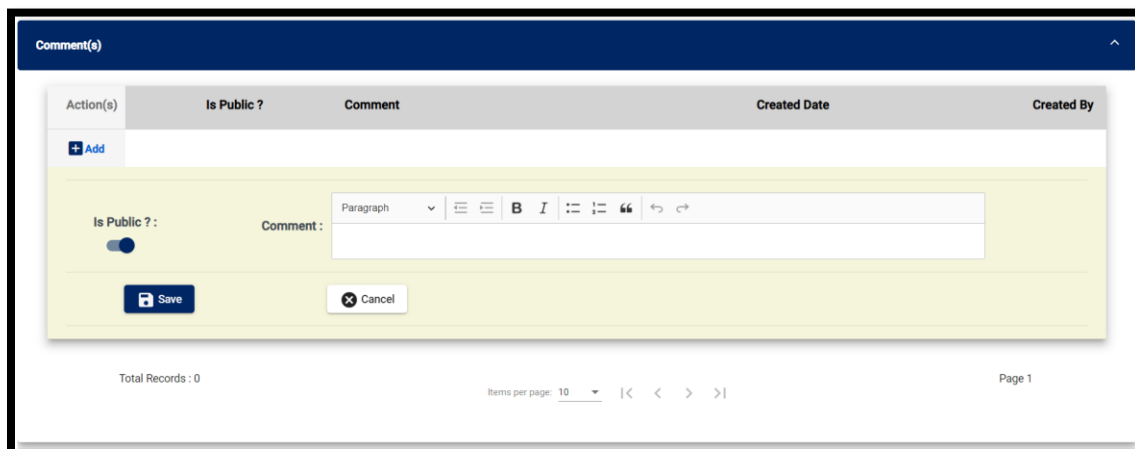
- Every receipt must contain at least one attachment.
- The “Given Name” field is optional.
- Multiple documents can be uploaded in the Attachment using the “Add” option.
- The size limit per upload is 30 MB.



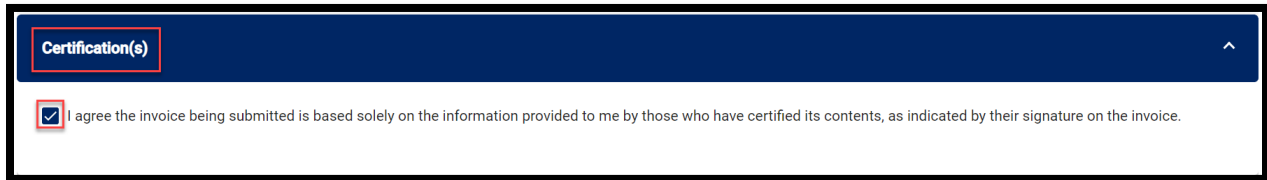
11. Expand “Comment(s)” tab. Click “Add” to enter the comment in the “Comment(s)” tab. Enter a comment and click “Save.”

- **Notes:**

- The Comment tab is optional unless otherwise noted; it’s required in the case of a partial invoice.
- All grantee comments will remain public.



12. Expand “Certification(s)” tab. Click the checkbox in the “Certification(s)” tab.

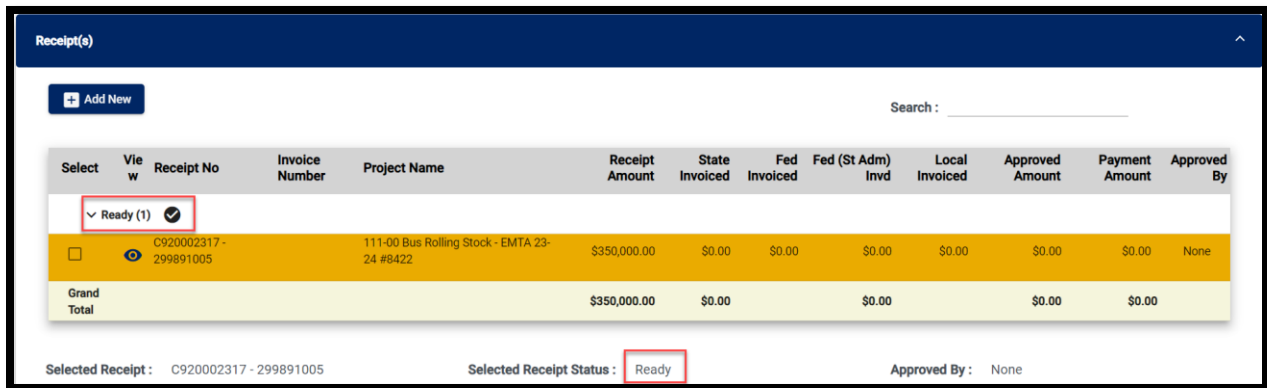


Certification(s)

I agree the invoice being submitted is based solely on the information provided to me by those who have certified its contents, as indicated by their signature on the invoice.

13. Scroll up and click “Save.”

14. If all required information is provided, the system will change the receipt status from “Incomplete” to “Ready” as shown below.



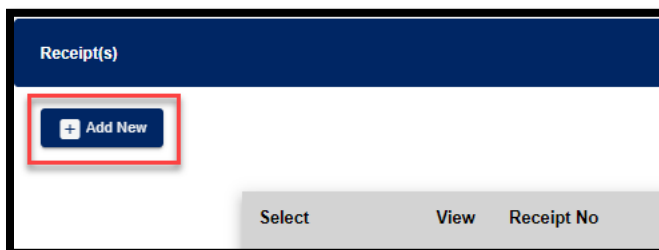
Receipt(s)

[+ Add New](#) Search : _____

Select	View	Receipt No	Invoice Number	Project Name	Receipt Amount	State Invoiced	Fed Invoiced	Fed (St Adm) Invd	Local Invoiced	Approved Amount	Payment Amount	Approved By
<input checked="" type="checkbox"/>		C920002317 - 299891005		111-00 Bus Rolling Stock - EMTA 23-24 #8422	\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None
Grand Total					\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Selected Receipt : C920002317 - 299891005 Selected Receipt Status : **Ready** Approved By : None

15. Click “Add New” to create additional receipts.

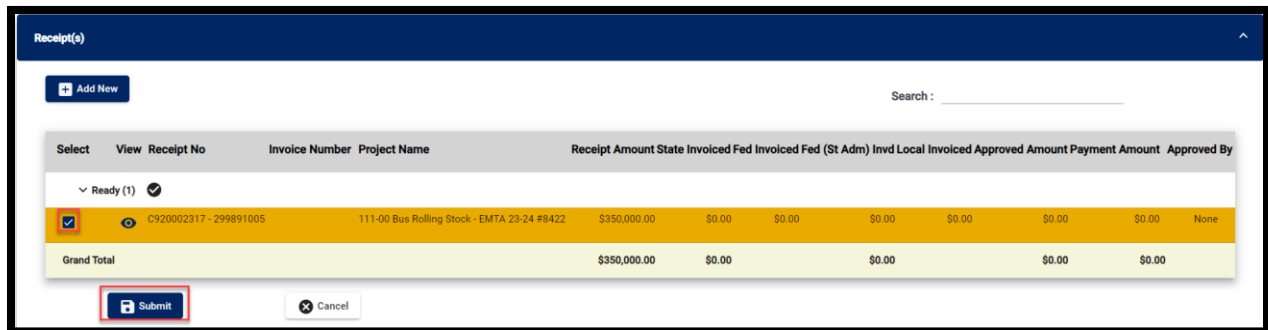


Receipt(s)

[+ Add New](#)

Select View Receipt No

16. Select one or more receipts with “Ready” status and click “Submit” as shown below.

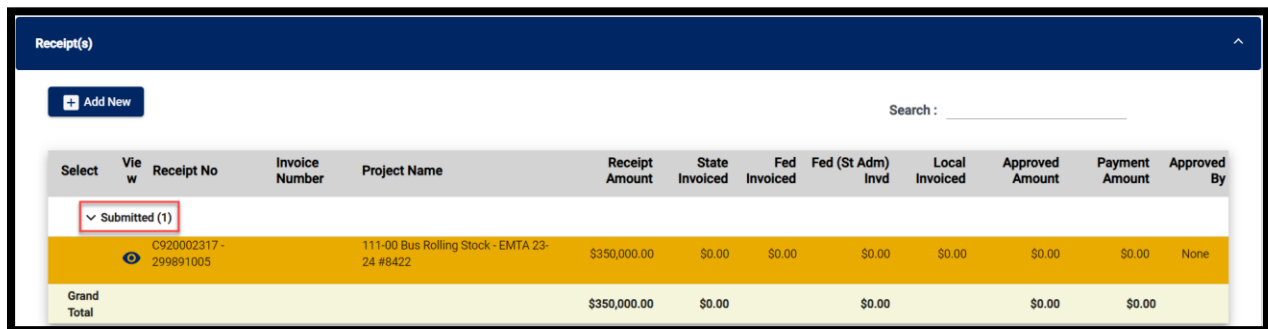


The screenshot shows a web interface titled "Receipt(s)". At the top left is an "Add New" button. A search bar is on the top right. Below is a table with columns: Select, View, Receipt No, Invoice Number, Project Name, Receipt Amount, State Invoiced, Fed Invoiced, Fed (St Adm) Invd, Local Invoiced, Approved Amount, Payment Amount, and Approved By. A dropdown menu shows "Ready (1)" with a checkmark. One row is highlighted in yellow, with a checkbox in the "Select" column checked. Below the table, a "Submit" button is highlighted with a red box, and a "Cancel" button is next to it. A "Grand Total" row is at the bottom of the table.

Select	View	Receipt No	Invoice Number	Project Name	Receipt Amount	State Invoiced	Fed Invoiced	Fed (St Adm) Invd	Local Invoiced	Approved Amount	Payment Amount	Approved By
<input checked="" type="checkbox"/>		C920002317 - 299891005		111-00 Bus Rolling Stock - EMTA 23-24 #8422	\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None
Grand Total					\$350,000.00	\$0.00		\$0.00		\$0.00	\$0.00	

- **Note:** The system will only display the “Submit” button for receipts with the “Ready” status and selected checkbox.

17. The receipt status will be changed to “Submitted” as shown below. The user won’t be able to make any changes to submitted receipts.



The screenshot shows the same web interface as above, but the dropdown menu now shows "Submitted (1)". The receipt row is still highlighted in yellow, but the checkbox in the "Select" column is now disabled (greyed out). The "Submit" button is no longer visible, indicating it is disabled for this status. The "Grand Total" row remains at the bottom.

Select	View	Receipt No	Invoice Number	Project Name	Receipt Amount	State Invoiced	Fed Invoiced	Fed (St Adm) Invd	Local Invoiced	Approved Amount	Payment Amount	Approved By
<input type="checkbox"/>		C920002317 - 299891005		111-00 Bus Rolling Stock - EMTA 23-24 #8422	\$350,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	None
Grand Total					\$350,000.00	\$0.00		\$0.00		\$0.00	\$0.00	

3.0 Submit Receipt Process: Operating

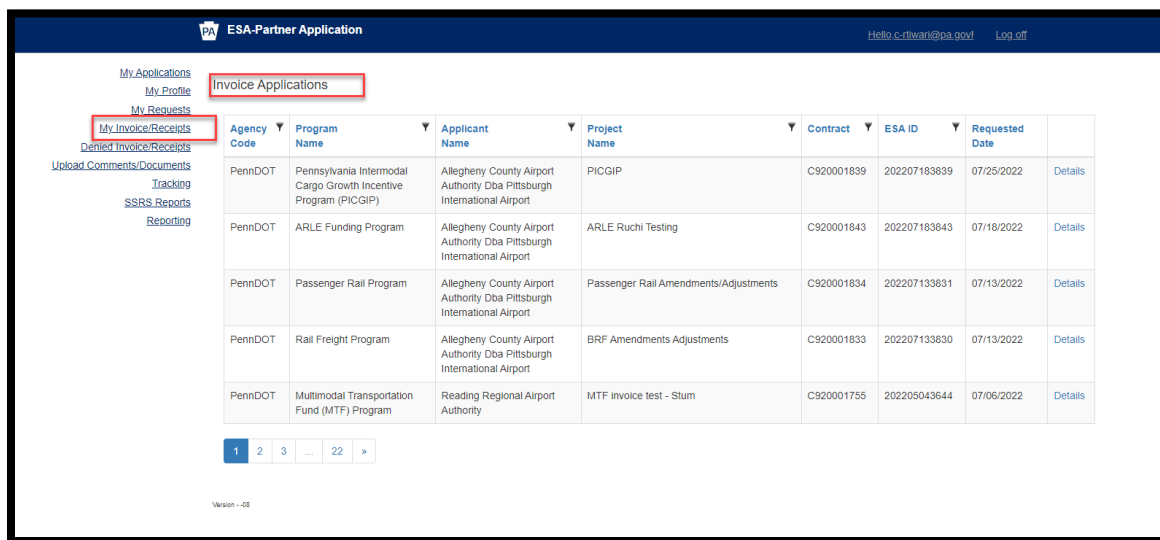
3.1 Create Receipt via Partner Portal

The grantee can submit receipts for an executed contract using the Partner Portal.

<https://apps.grants.pa.gov/esa-partner>

3.2 My Invoice/Receipts

My Invoice/Receipts grid shows the invoice/receipts created by the Grantee logged into the Partner Portal.



ESA-Partner Application Hello c.rivari@pa.gov | Log off

My Applications
My Profile
My Requests
My Invoice/Receipts
Deleted Invoice/Receipts

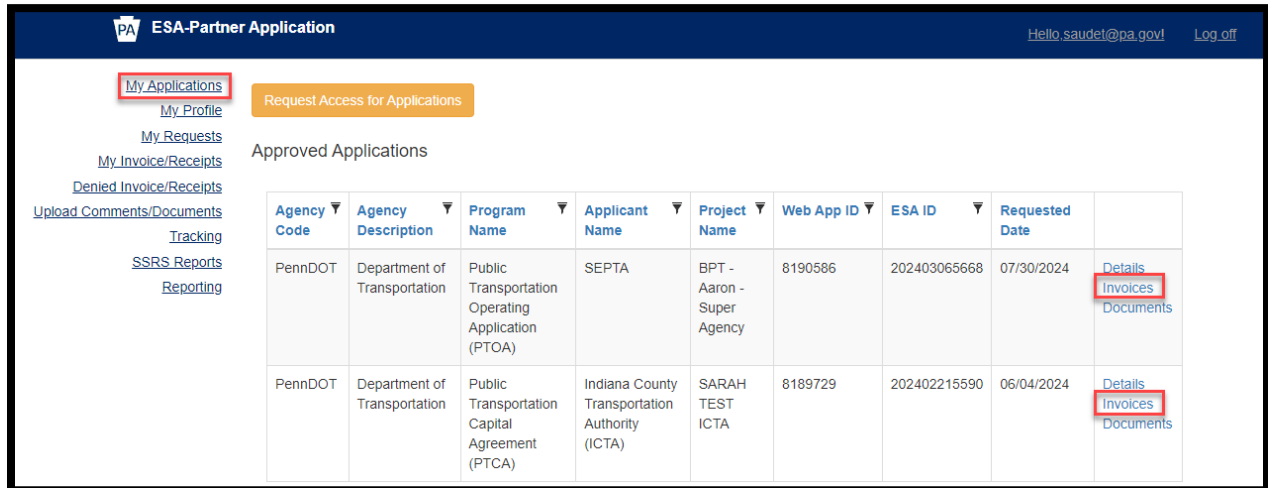
Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
PennDOT	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Allegheny County Airport Authority Dba Pittsburgh International Airport	PICGIP	C920001839	202207183839	07/25/2022	Details
PennDOT	ARLE Funding Program	Allegheny County Airport Authority Dba Pittsburgh International Airport	ARLE Ruchi Testing	C920001843	202207183843	07/18/2022	Details
PennDOT	Passenger Rail Program	Allegheny County Airport Authority Dba Pittsburgh International Airport	Passenger Rail Amendments/Adjustments	C920001834	202207133831	07/13/2022	Details
PennDOT	Rail Freight Program	Allegheny County Airport Authority Dba Pittsburgh International Airport	BRF Amendments Adjustments	C920001833	202207133830	07/13/2022	Details
PennDOT	Multimodal Transportation Fund (MTF) Program	Reading Regional Airport Authority	MTF Invoice test - Stum	C920001755	202205043644	07/06/2022	Details

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3.3 Steps to Submit Receipts

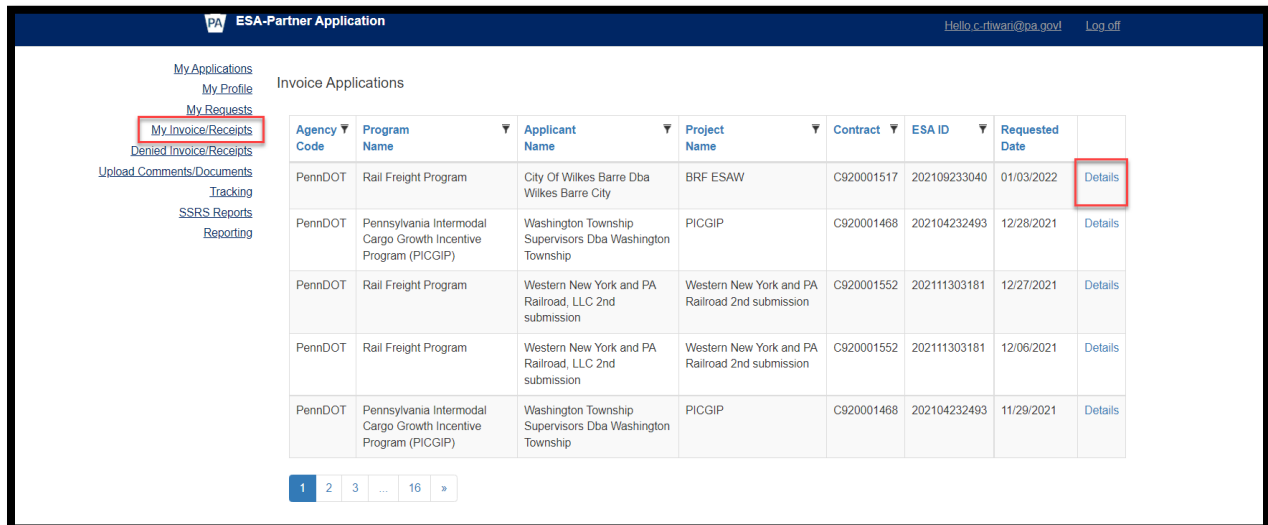
1. There are two ways to manage receipts from the Partner Portal. If this is the first receipt on a grant, click “Invoices” from the “My Applications” page. This will open a new window, so allow pop-ups if prompted.



Approved Applications

Agency Code	Agency Description	Program Name	Applicant Name	Project Name	Web App ID	ESA ID	Requested Date	
PennDOT	Department of Transportation	Public Transportation Operating Application (PTOA)	SEPTA	BPT - Aaron - Super Agency	8190586	202403065668	07/30/2024	Details Invoices Documents
PennDOT	Department of Transportation	Public Transportation Capital Agreement (PTCA)	Indiana County Transportation Authority (ICTA)	SARAH TEST ICTA	8189729	202402215590	06/04/2024	Details Invoices Documents

Submitted receipts will populate under the “My Invoice/Receipts” grid. Click “Details” to view existing receipts and/or submit new receipts.

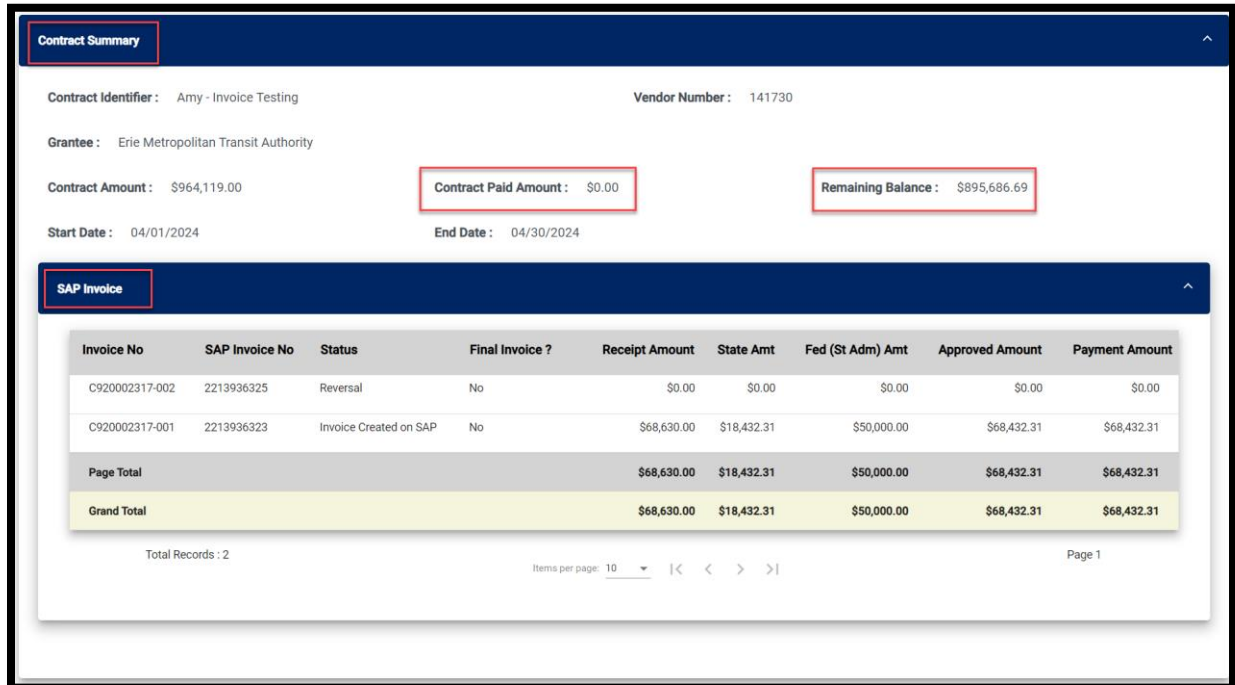


Invoice Applications

Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	
PennDOT	Rail Freight Program	City Of Wilkes Barre Dba Wilkes Barre City	BRF ESAW	C920001517	202109233040	01/03/2022	Details
PennDOT	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Washington Township Supervisors Dba Washington Township	PICGIP	C920001468	202104232493	12/28/2021	Details
PennDOT	Rail Freight Program	Western New York and PA Railroad, LLC 2nd submission	Western New York and PA Railroad 2nd submission	C920001552	202111303181	12/27/2021	Details
PennDOT	Rail Freight Program	Western New York and PA Railroad, LLC 2nd submission	Western New York and PA Railroad 2nd submission	C920001552	202111303181	12/06/2021	Details
PennDOT	Pennsylvania Intermodal Cargo Growth Incentive Program (PICGIP)	Washington Township Supervisors Dba Washington Township	PICGIP	C920001468	202104232493	11/29/2021	Details

1 2 3 ... 16 »

- The system will display the screen as shown below. Expand the “Contract Summary,” “SAP Invoice,” and “Receipt” tabs to review the information.



Contract Summary

Contract Identifier: Amy - Invoice Testing Vendor Number: 141730

Grantee: Erie Metropolitan Transit Authority

Contract Amount: \$964,119.00 Contract Paid Amount: \$0.00 Remaining Balance: \$895,686.69

Start Date: 04/01/2024 End Date: 04/30/2024

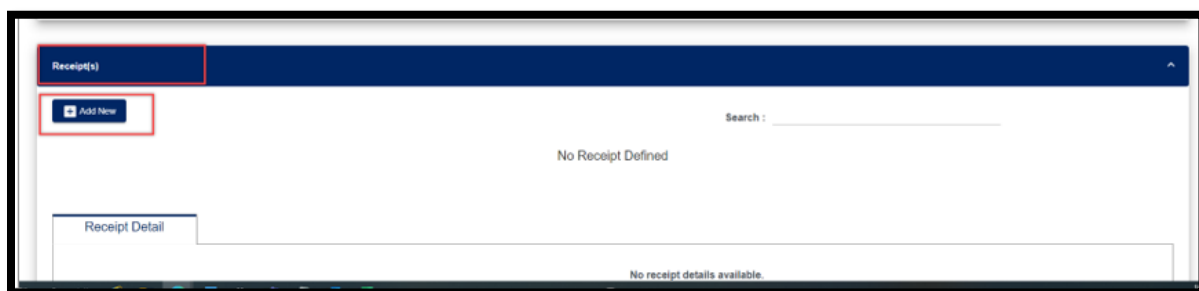
SAP Invoice

Invoice No	SAP Invoice No	Status	Final Invoice ?	Receipt Amount	State Amt	Fed (St Adm) Amt	Approved Amount	Payment Amount
C920002317-002	2213936325	Reversal	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C920002317-001	2213936323	Invoice Created on SAP	No	\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31
Page Total				\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31
Grand Total				\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31

Total Records : 2 Items per page: 10 Page 1

- The “Contract Summary” and “SAP Invoice” tabs may include program-specific fields (for example, “Contract Paid Amount”, “Remaining Balance”, etc.).
- The expanded “SAP Invoice” tab displays all processed, processing, and stopped invoices against this executed contract.

- To initiate a new receipt, click the “Add New” button under the “Receipt(s)” tab.



Receipt(s)

Add New Search: _____

No Receipt Defined

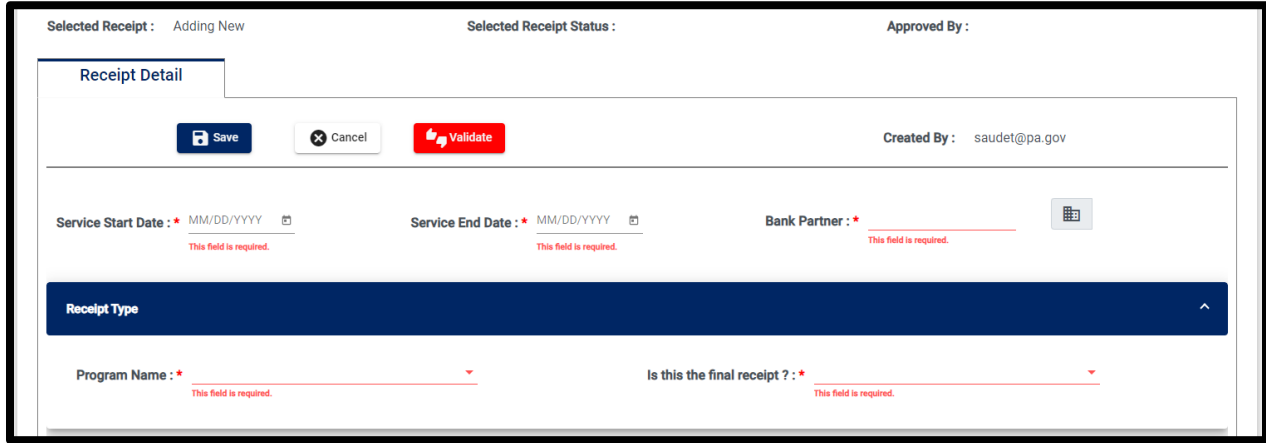
Receipt Detail

No receipt details available.

- A unique Receipt No (number) will be automatically generated by the system.

4. Enter all required fields (indicated with red *****) such as:


- Dates
 - “Service Start Date” (First Day of Service Period/Month)
 - “Service End Date” (Last Day of Service Period/Month)
 - Note: Operating receipts can ONLY cover one (1) full month



Selected Receipt : Adding New Selected Receipt Status : Approved By :

Receipt Detail

Save Cancel Validate Created By : saudet@pa.gov


Service Start Date : * MM/DD/YYYY Service End Date : * MM/DD/YYYY Bank Partner : * 

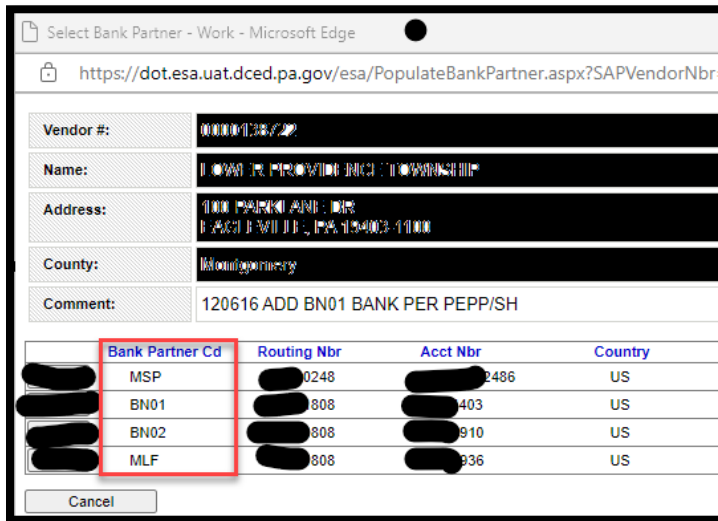
This field is required. This field is required. This field is required.

Receipt Type

Program Name : * Is this the final receipt ? : *

This field is required. This field is required.

- Bank Partner:
 - To view available bank partner options, click the  icon. Enter the Bank Partner Cd value corresponding to the bank account the funds should be deposited



Select Bank Partner - Work - Microsoft Edge

https://dot.esa.uat.dced.pa.gov/esa/PopulateBankPartner.aspx?SAPVendorNbr=

Vendor #: 0000133722

Name: 120616 PROVIDENCE TOWNSHIP

Address: 100 PARKLAND DR
PASEOVILLE, PA 15403-1100

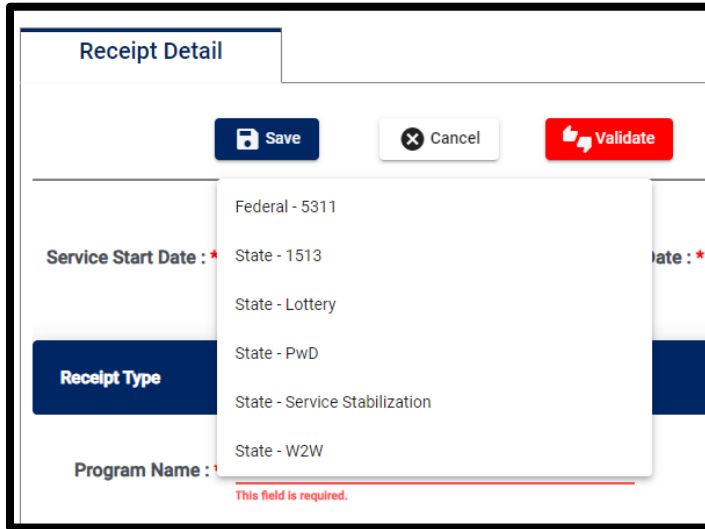
County: Montgomery

Comment: 120616 ADD BN01 BANK PER PEPP/SH

Bank Partner Cd	Routing Nbr	Acct Nbr	Country
MSP	0248	0486	US
BN01	808	403	US
BN02	808	910	US
MLF	808	936	US

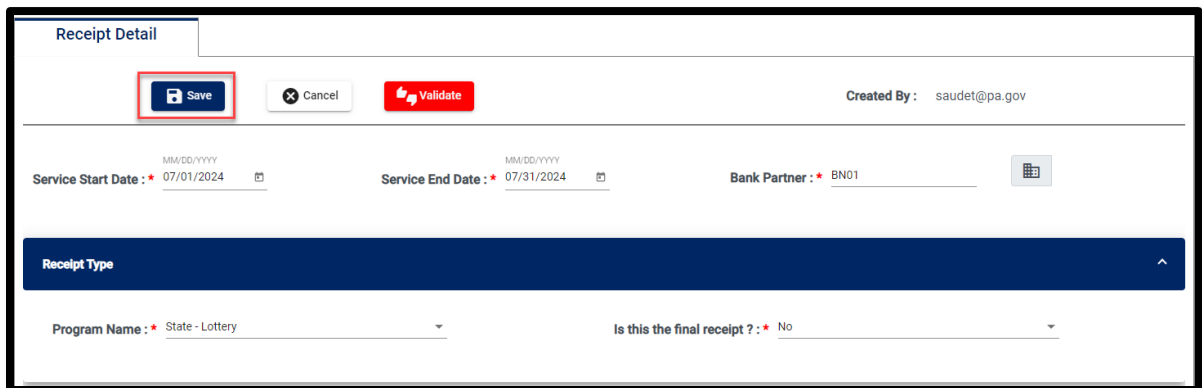
Cancel

- Program Name
 - Click the “Program Name” line to open a list of available operating programs.
 - **Note:** 1513 funds will be processed automatically and should not be selected. For other programs, agencies should submit one (1) receipt per operating program per month.



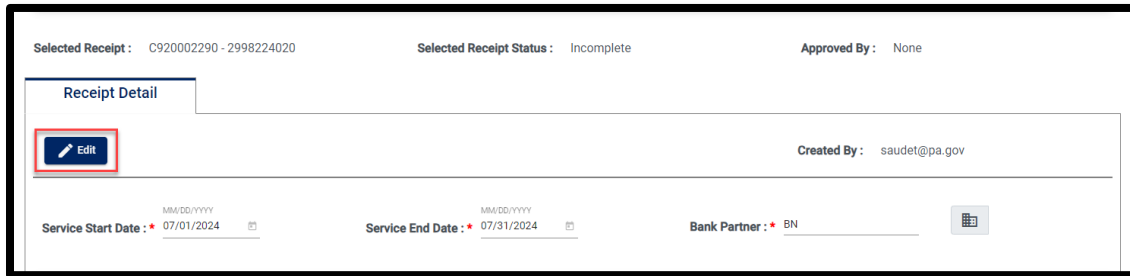
The screenshot shows the 'Receipt Detail' form. At the top, there are three buttons: 'Save' (blue), 'Cancel' (white with a close icon), and 'Validate' (red). Below these buttons, there are several fields. The 'Service Start Date' field is highlighted with a red asterisk. A dropdown menu is open, showing a list of program options: 'Federal - 5311', 'State - 1513', 'State - Lottery', 'State - PwD', 'State - Service Stabilization', and 'State - W2W'. The 'Program Name' field is also highlighted with a red asterisk and has a red error message below it: 'This field is required.'

- Is this the final receipt ?
 - For PTOA receipts, always select “No.”
- Click “Save” to continue
 - Note: The user can click “Save” and resume editing the receipt prior to submission.

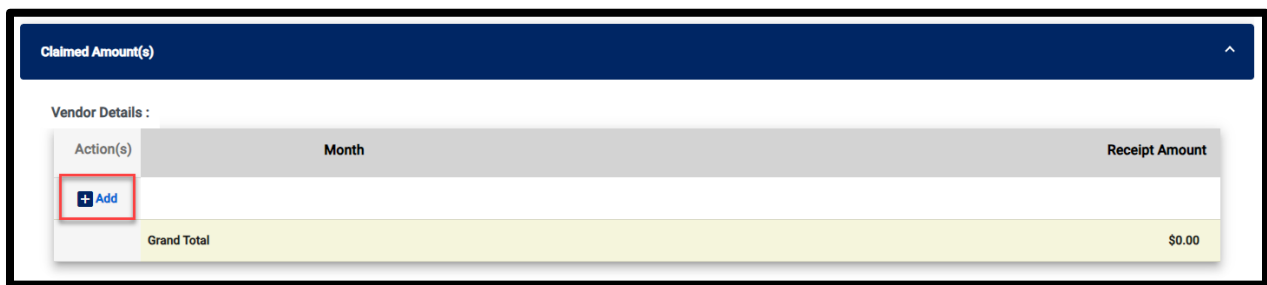


The screenshot shows the 'Receipt Detail' form with the 'Save' button highlighted by a red box. The form includes the following fields: 'Service Start Date' (MM/DD/YYYY) with a calendar icon, 'Service End Date' (MM/DD/YYYY) with a calendar icon, and 'Bank Partner' (BN01) with a calendar icon. The 'Program Name' field is set to 'State - Lottery' and the 'Is this the final receipt?' field is set to 'No'. The 'Created By' field is 'saudet@pa.gov'.

5. Click Edit to enter information in the “Receipt Detail” tab.

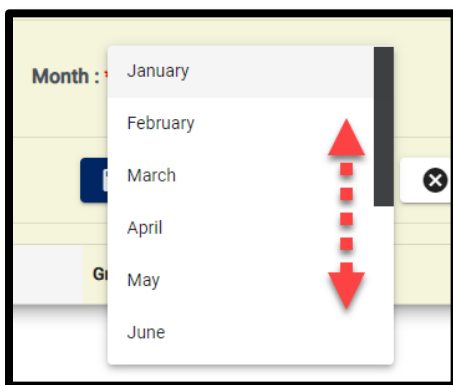


6. Under the “Claimed Amount(s)” tab, click “Add.”



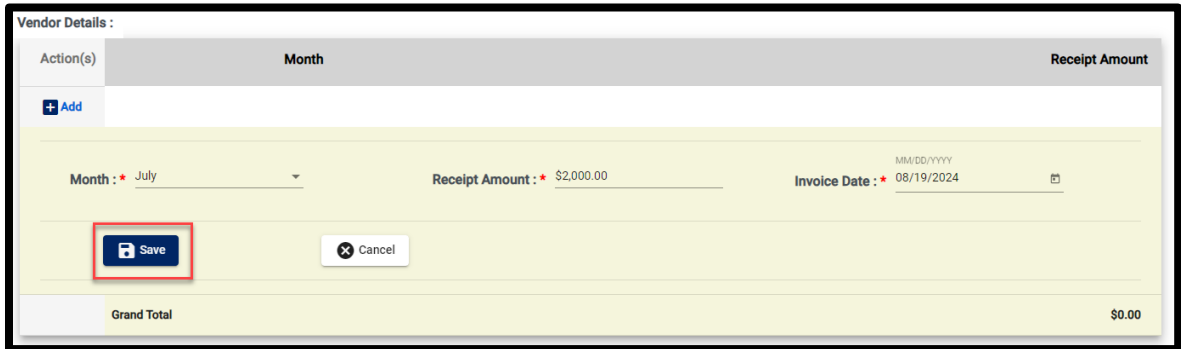
7. Enter the required information (indicated with red *) under Vendor Details

- Month
 - Click the “Month” line to open a list of months. Scrolling may be required to view all months.
 - **Note: Selected Month MUST match the month listed in Service Start and End Dates.**



- Receipt Amount
 - Amounts for **Federal Programs (5310 & 5311)** must be **rounded down to the nearest whole numbers** and match the amount listed in the Federal Request Form.
 - Amounts for **Lottery and PwD Programs** must **include cents** and match the Revenue Replacement Report. Contact your Program Manager prior to submitting a receipt if the requested amount will be different (adjustments, paybacks, etc).
- Invoice date is the date the receipt is submitted

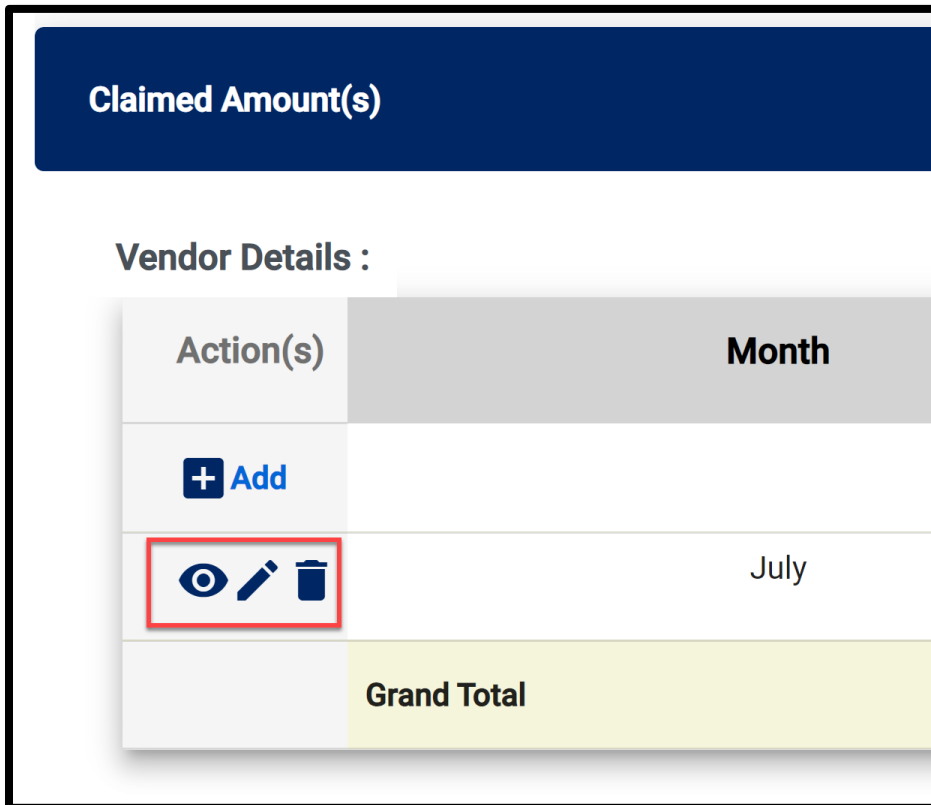
- Click “Save” to continue.



Vendor Details :

Action(s)	Month	Receipt Amount
+ Add		
Month : * July	Receipt Amount : * \$2,000.00	Invoice Date : * 08/19/2024 <small>MM/DD/YYYY</small>
Save	Cancel	
Grand Total		\$0.00




- Use the icons under “Action(s)” to modify receipt lines.



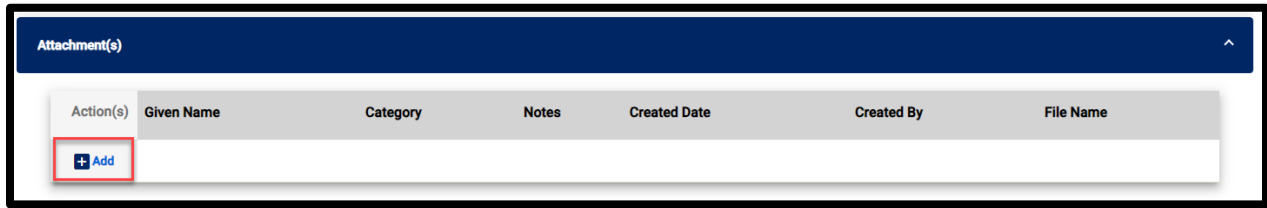
Clamed Amount(s)

Vendor Details :

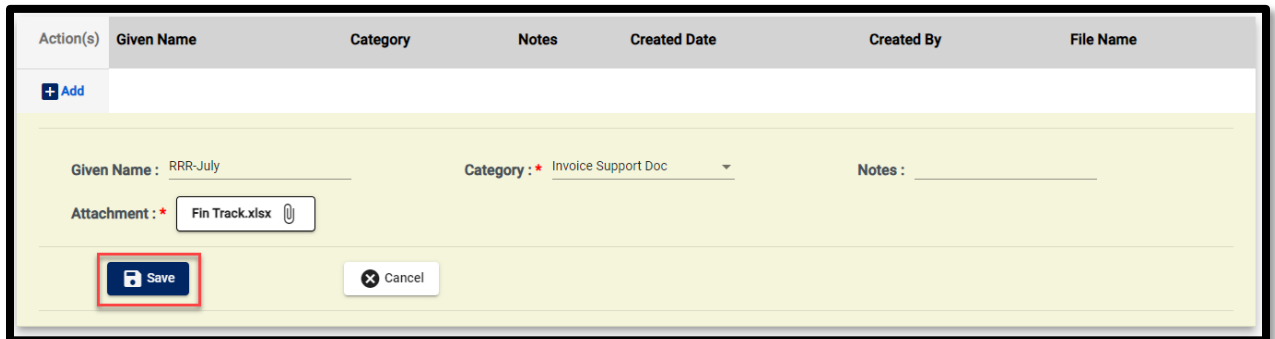
Action(s)	Month
+ Add	
View Edit Delete	July
Grand Total	

- Click the eye icon  to select and expand the funding line.
- Click the pencil icon  to edit the funding line.
- Click the trash icon  to delete the funding line.

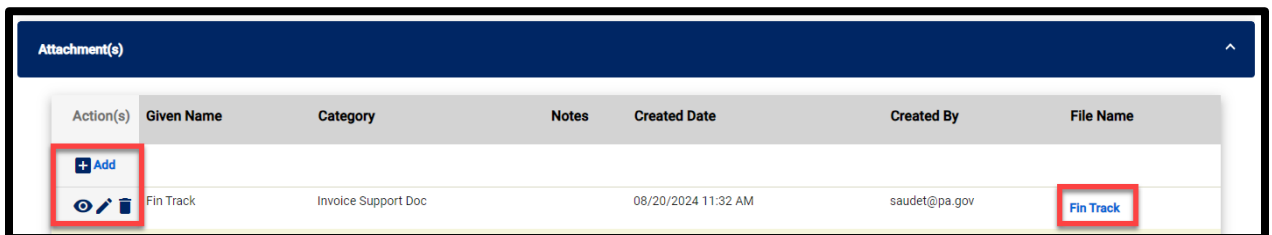
8. Expand “Attachment(s)” tab. Click “Add” to enter the required information (indicated with red *). Every receipt must contain at least one attachment.



- “Given Name” field is optional and will default to the attached file name if left blank.
- “Notes” field is optional. If remarks apply to specific attachment, type notes here.
- “Attachment” field.
 - **Lottery and PwD** receipts must contain the **Revenue Replacement Reports Generated from Ecolane**.
 - **Federal 5310** receipts must contain the **“PTOA Federal 5310 Request Form”**
 - **Federal 5311** receipts must contain the **“PTOA Federal 5311 Request Form”**
 - Adjustments will require additional attachments depending on the circumstance. Contact your Program Manager prior to submitting a receipt with an adjustment.
 - Size limit per upload is 30 MB
- Click “Save” after adding each attachment.

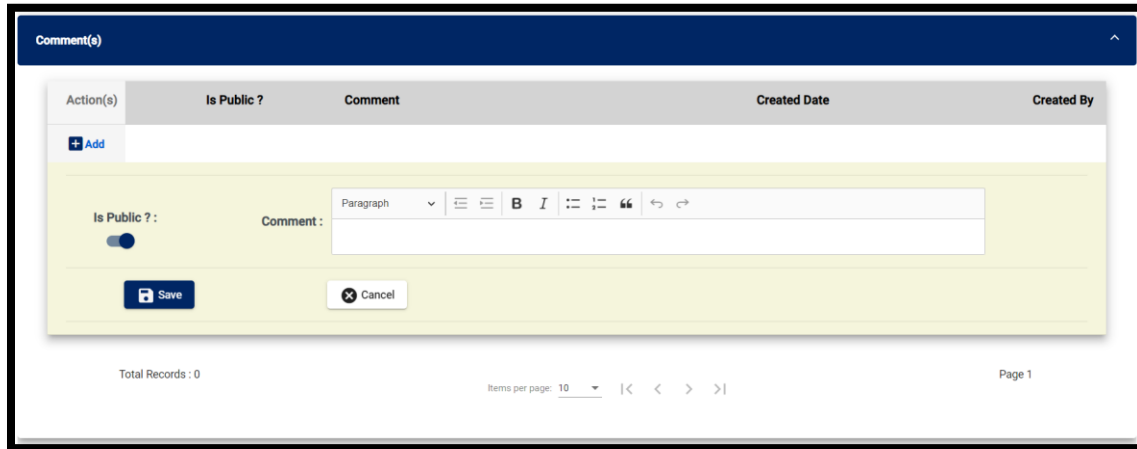


- Use the icons under Action(s) to add/view/edit/delete attachments.



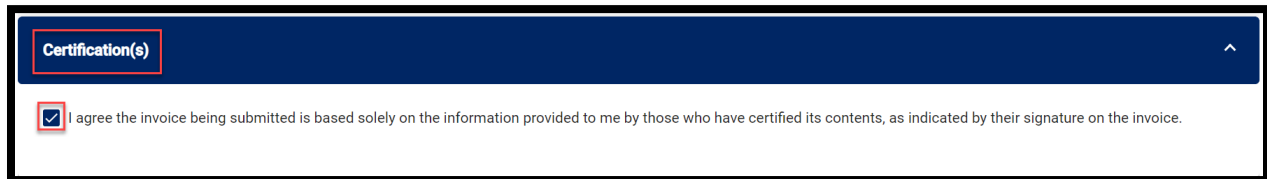
- Click the File Name highlighted in **blue** to review the file. If the incorrect file was attached, the user must delete the attachment line and add a new attachment.

9. Expand “Comment(s)” tab. Click “Add” to enter the comment in the “Comment(s)” tab. Enter a comment and click “Save.”



- The Comment tab is optional unless otherwise noted.
- All grantee comments will remain public.

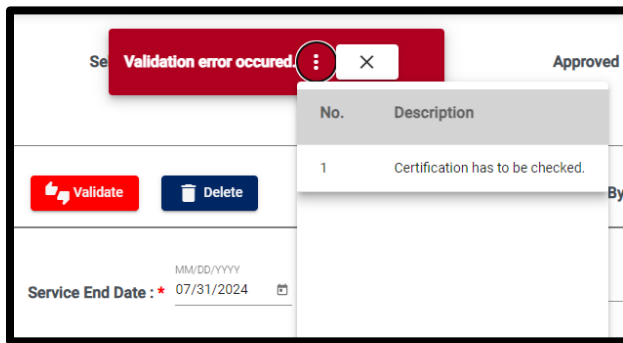
10. Expand “Certification(s)” tab. Click the checkbox in the “Certification(s)” tab.



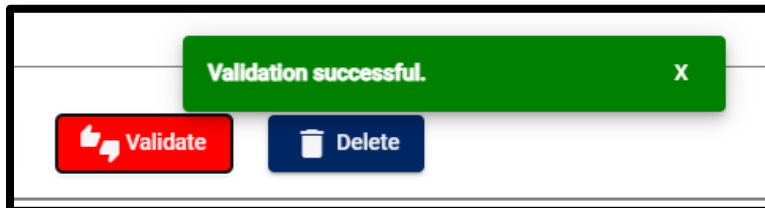
11. Once all information is entered, scroll up to the “Receipt Detail” section and click “Validate.”



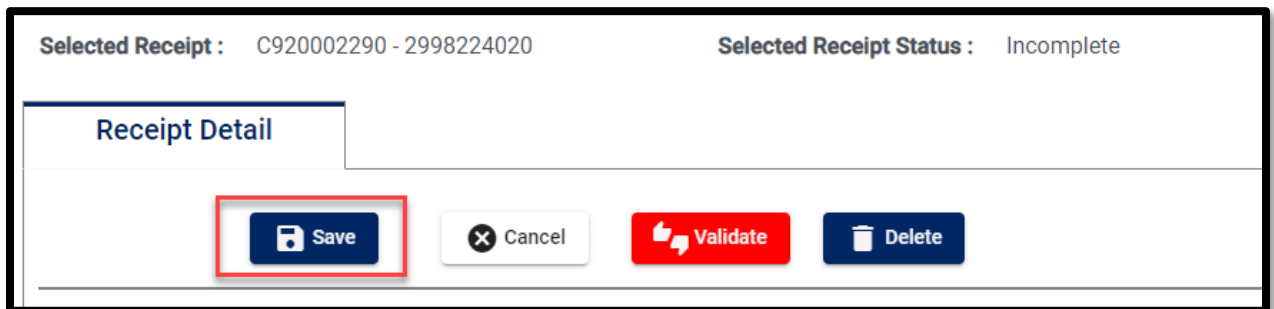
- Click the dots icon  to view errors.



- A green box will appear when the validation is successful.




- Click “Save” to continue.



12. If all required information is provided, the system will change the receipt status from “Incomplete” to “Ready” as shown below.
- The receipt status will remain “Incomplete” and won’t allow the user to submit the receipt until the user provides all required information in the subsequent steps.

Select	View	Receipt No	Invoice Number	Program	Month	Receipt Amount	Payment Amount	Approved By
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ Incomplete (1) </div>								
		C920002290 - 2998225018		Federal - 5310		\$0.00	\$0.00	None
<div style="background-color: #f2f2f2; padding: 2px;"> ▼ Ready (1) </div>								
<input type="checkbox"/>		C920002290 - 2998224020		State - Lottery	July	\$2,000.00	\$0.00	None
<div style="background-color: #f2f2f2; padding: 2px;"> > Submitted (4) </div>								
Grand Total						\$1,000,000,002,630.00	\$0.00	

13. The user can edit receipts at the “Incomplete” or “Rework” status.

- If necessary, click the status line to expand the section. Click the eye icon  to select the receipt and “Edit” to begin making changes. Make sure to validate and save.

Receipt(s)

+ Add New Search : _____

Select	View	Receipt No	Invoice Number	Program	Month	Receipt Amount	Payment Amount	Approved By
> Incomplete (1)								
▼ Rework (1)								
<input type="checkbox"/>		C920002290 - 2998225019		State - Lottery	July	\$1,000,000,000,000.00	\$0.00	None
> Submitted (6)								
Grand Total						\$1,000,000,011,630.00	\$0.00	

Selected Receipt : C920002290 - 2998225019 Selected Receipt Status : Rework Approved By : None

Receipt Detail

✎ Edit Created By : saudet@pa.gov

14. Click “Add New” to create additional receipts.

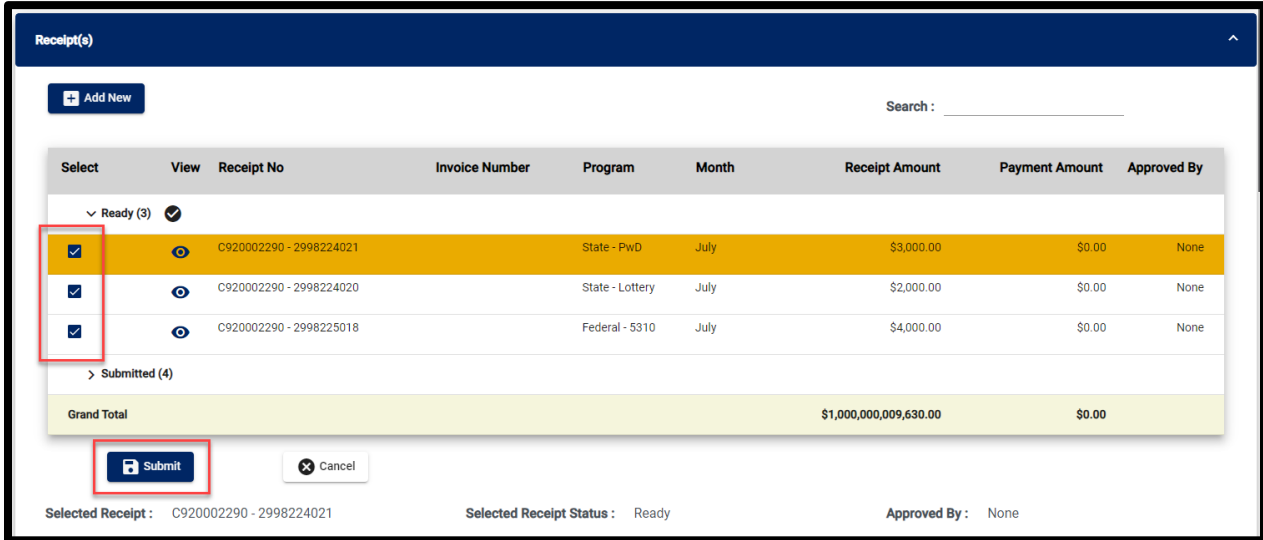
Receipt(s)

+ Add New

Select View Receipt No

15. Select one or more receipts with “Ready” status and click “Submit” as shown below.

- The system will only display the “Submit” button for receipts with the “Ready” status and selected checkbox.



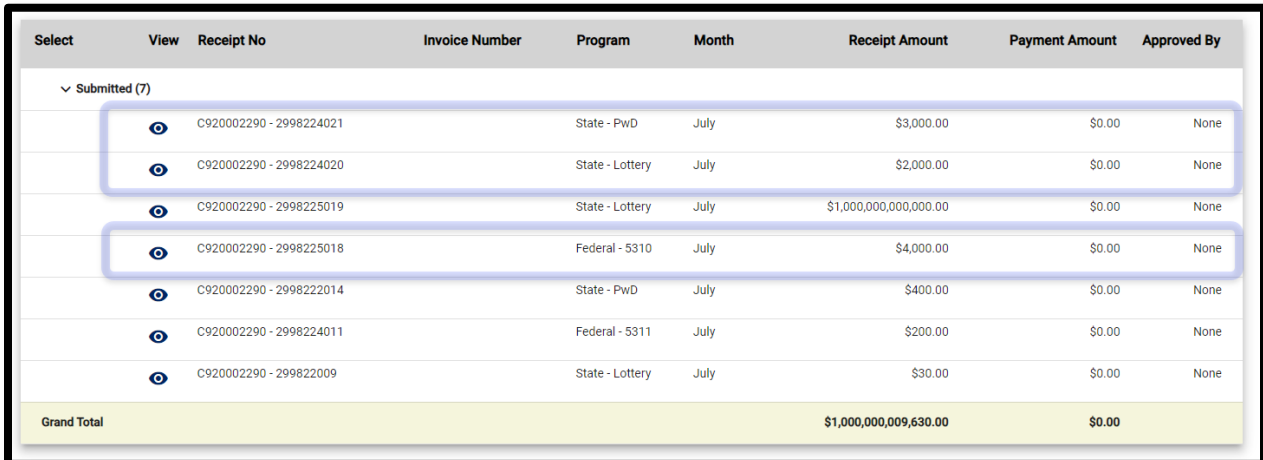
The screenshot shows a table of receipts with the following data:

Select	View	Receipt No	Invoice Number	Program	Month	Receipt Amount	Payment Amount	Approved By
Ready (3)								
<input checked="" type="checkbox"/>		C920002290 - 2998224021		State - PwD	July	\$3,000.00	\$0.00	None
<input checked="" type="checkbox"/>		C920002290 - 2998224020		State - Lottery	July	\$2,000.00	\$0.00	None
<input checked="" type="checkbox"/>		C920002290 - 2998225018		Federal - 5310	July	\$4,000.00	\$0.00	None
Submitted (4)								
Grand Total						\$1,000,000,009,630.00	\$0.00	

Buttons: **Submit** (highlighted), **Cancel**

Selected Receipt : C920002290 - 2998224021 Selected Receipt Status : Ready Approved By : None

16. The receipt status will be changed to “Submitted” as shown in the example below.



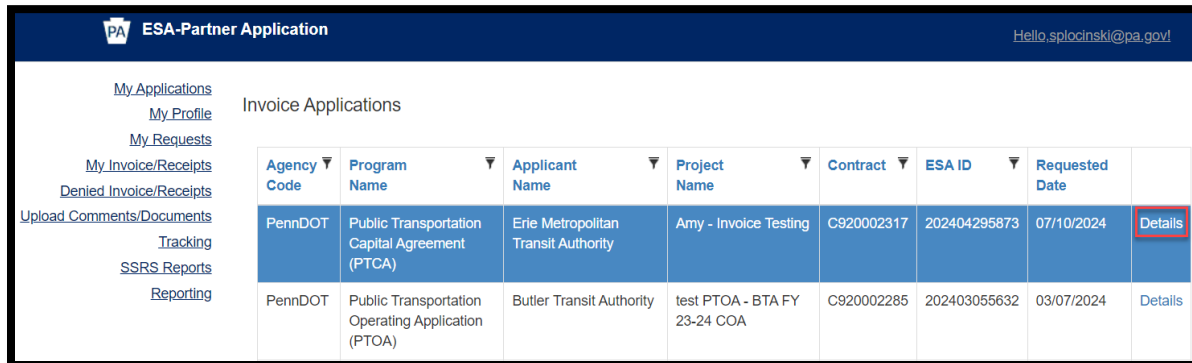
The screenshot shows a table of receipts with the following data:

Select	View	Receipt No	Invoice Number	Program	Month	Receipt Amount	Payment Amount	Approved By
Submitted (7)								
		C920002290 - 2998224021		State - PwD	July	\$3,000.00	\$0.00	None
		C920002290 - 2998224020		State - Lottery	July	\$2,000.00	\$0.00	None
		C920002290 - 2998225019		State - Lottery	July	\$1,000,000,000,000.00	\$0.00	None
		C920002290 - 2998225018		Federal - 5310	July	\$4,000.00	\$0.00	None
		C920002290 - 2998222014		State - PwD	July	\$400.00	\$0.00	None
		C920002290 - 2998224011		Federal - 5311	July	\$200.00	\$0.00	None
		C920002290 - 299822009		State - Lottery	July	\$30.00	\$0.00	None
Grand Total						\$1,000,000,009,630.00	\$0.00	

- The newly submitted receipts are circled in blue.
 - The display order of submitted receipts follows the Receipt No (number automatically generated at receipt creation), not submission date.
 - Receipts created by other users will not be displayed.
- The user cannot make or initiate changes to submitted receipts.
 - Only one receipt per program per month will be approved.
 - For question, comments, or concerns about submitted receipts, contact your Program Manager.

4.0 View Receipt/Invoice Status

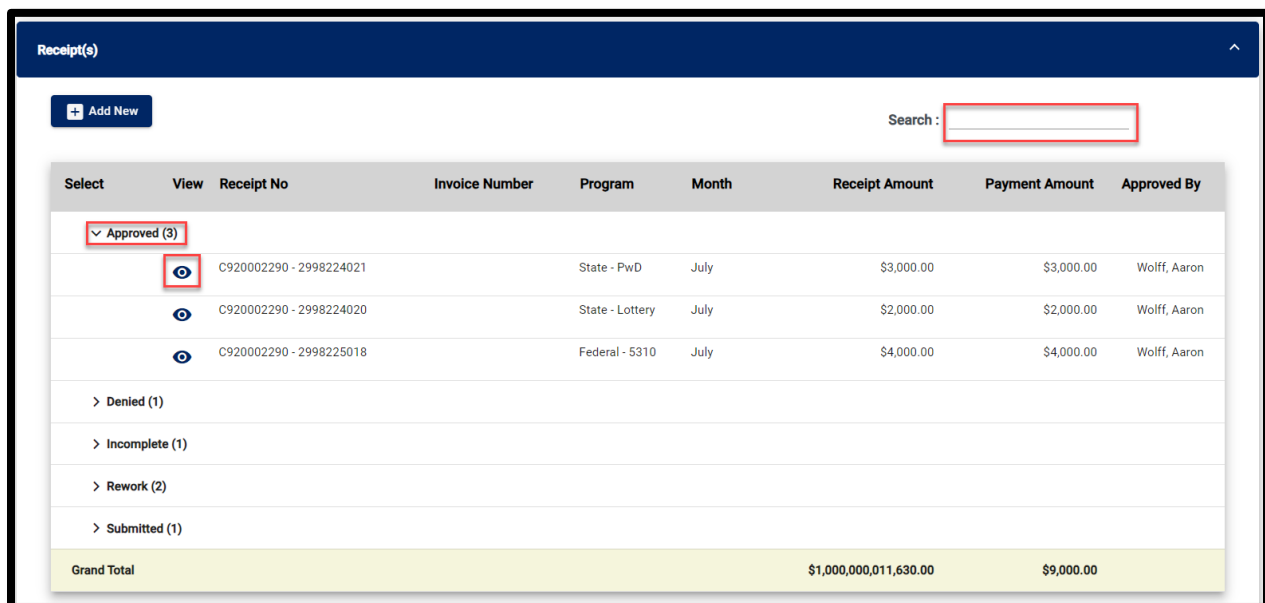
As defined at the beginning of the guide, an Invoice is created by PennDOT which contains one or more receipts submitted by the Grantee. The status of receipts and invoices can be viewed via the Partner Portal. Go to My Invoice/Receipts, click “Details” for the grant you are checking.







Agency Code	Program Name	Applicant Name	Project Name	Contract	ESA ID	Requested Date	Details
PennDOT	Public Transportation Capital Agreement (PTCA)	Erie Metropolitan Transit Authority	Amy - Invoice Testing	C920002317	202404295873	07/10/2024	Details
PennDOT	Public Transportation Operating Application (PTOA)	Butler Transit Authority	test PTOA - BTA FY 23-24 COA	C920002285	202403055632	03/07/2024	Details

4.1 Receipts

Look under the “Receipt(s)” tab where they are organized by status.



Select	View	Receipt No	Invoice Number	Program	Month	Receipt Amount	Payment Amount	Approved By
<div style="border: 1px solid red; padding: 2px;"> ▼ Approved (3) </div>								
		C920002290 - 2998224021		State - PwD	July	\$3,000.00	\$3,000.00	Wolff, Aaron
		C920002290 - 2998224020		State - Lottery	July	\$2,000.00	\$2,000.00	Wolff, Aaron
		C920002290 - 2998225018		Federal - 5310	July	\$4,000.00	\$4,000.00	Wolff, Aaron
<div style="border: 1px solid gray; padding: 2px;"> > Denied (1) </div>								
<div style="border: 1px solid gray; padding: 2px;"> > Incomplete (1) </div>								
<div style="border: 1px solid gray; padding: 2px;"> > Rework (2) </div>								
<div style="border: 1px solid gray; padding: 2px;"> > Submitted (1) </div>								
Grand Total						\$1,000,000,011,630.00	\$9,000.00	

- The number in parentheses (#) corresponds to the number of receipts at that status.
- Click the status line to expand the selection.
- Use the “Search” function to quickly find specific receipts.
- Click the eye icon  to select and view a receipt.
 - **Note:** Receipts created by other users will not be displayed.

4.2 Invoices

Expand the “Contract Summary” at the top of the page. Expand “SAP Invoice” and view all processed, processing, and stopped invoices against this executed contract.

Contract Summary

Contract Identifier : Amy - Invoice Testing Vendor Number : 141730

Grantee : Erie Metropolitan Transit Authority

Contract Amount : \$964,119.00 Contract Paid Amount : \$0.00 Remaining Balance : \$895,686.69

Start Date : 04/01/2024 End Date : 04/30/2024

SAP Invoice

Invoice No	SAP Invoice No	Status	Final Invoice ?	Receipt Amount	State Amt	Fed (St Adm) Amt	Approved Amount	Payment Amount
C920002317-002	2213996325	Reversal	No	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
C920002317-001	2213996323	Invoice Created on SAP	No	\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31
Page Total				\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31
Grand Total				\$68,630.00	\$18,432.31	\$50,000.00	\$68,432.31	\$68,432.31

Total Records : 2 Items per page: 10 Page 1