

Introduction

Invoicing is predicated on the approved Milestones. Once your NYSERDA Project Manager has approved a Milestone, you are available to invoice.

1. To generate an invoice, click on the **Details** tab to see your **Project** information, scroll down to the **Project Invoices** section which shows all previously submitted and draft invoices, and click on **New Project Invoice**.

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Project
Town of Crosbyville - EV Charging Station - Pre-Approved

Feed Details

Project Invoices (2) | Project Roles (2)

Project Detail Milestones & Deliverables

► Project Essential

► Primary Contact Information

► Proposed Budget Summary

► Project Details

Milestones & Deliverables

Project Invoices New Project Invoice

No records to display



Approved **Milestones** and **Deliverables** are systematically pulled into the **New Project Invoice** and no additional documentations is required for upload to the **Invoice**.

2. Enter a Payment Message or Invoice Notes as applicable (though not required).
3. If required as part of your contract, enter a **Cost Share** amount, otherwise, leave the **Cost Share** field blank and click the **Save** button. This will create a **Draft Invoice**.

Final Payment: \$0.00

INVOICE LINES

	Total NYSEDA Budget	Total Cost Share	Billed to Date	Billed to Date - Cost Share	Remaining Budget	Remaining Cost Share	Funding Source	NYSEDA Invoice	Cost Share
2. Project Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Activity: Project ID: PO Line #: PPOFL-085267		
Milestone Rate									
2. Project Design	\$0.00	\$0.00		\$0.00		\$0	0	0	0
Total								\$0	\$0

DESCRIPTION

Payment Message

Invoice Notes

GO BACK

SAVE

4. After clicking the **Save** button, a **Submit** button will appear at the bottom of the invoice. To submit the final version of the invoice, click this new **Submit** button. A confirmation message will appear on the top of the page indicating that you invoice was successfully submitted.

Invoice has been submitted successfully.

BILLING ADDRESS

xyz
Jake Pawn
11 main street
Foxboro (MA), Massachusetts 34534

INVOICE SUMMARY

NYSERDA Invoice #: INV-00088812
Invoice Date: 10/12/2017
Invoice Status: Submitted
Project Contract: 2231
Purchase Order * 43543
Final Payment: ☐

AMOUNT DUE

\$80,000.00

5. Previously submitted or **Draft** invoices can be found on your project's **Details** tab under the **Project Invoices** section.

Project Invoices		New Project Invoice		
Action	Invoice Number	Total Amount Due	Status	Invoice Date
Edit	INV-00093446	\$ [REDACTED]	Paid	12/26/2017
Edit	INV-00095631	\$ [REDACTED]	Paid	2/8/2018

[Submitting Deliverables](#)

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