

## Quick Actions to Create New Loan & Grant Invoice Items in the Online Community

After you create an invoice in the Online Community, you will need to create Invoice Items within that invoice. Invoice Items are the specific line items that add up to the costs associated with either an interim or final invoice.

### Step-by-Step Process in the Online Community

1. To add items to your newly created Invoice, navigate to the Invoice in the Online Community.
2. In the top right-hand corner of the page, click the downward-facing arrow to the right of the "Clone" button.
3. Click the button from the drop-down menu for your Invoice Item type.

The screenshot displays the 'Invoice I-017799' page in the Online Community. The top navigation bar includes links for HOME, PUBLIC SEARCH, WORK PLANS, INVOICES, LOAN & GRANT, HEATING OIL INSURANCE, TECHNICAL ASSISTANCE, and HOW DO I... The invoice details are as follows:

Invoice Name	I-017799	Project	Rabbit Station #4 Test
Vendor Invoice #		Project Phase	PPA
Type	Interim PPA	Final PPA Invoice Name	
Status	New	Invoice Date	12/6/2022
Invoice Total	\$0.00	Subcontractor Documentation	There are no subcontractor charges on this invoice.
Interim PPA Holdback	\$0.00	Per Diem Exceeded	No
Interim PPA Payable	\$0.00	Date Paid	
Invoice Issues/Concerns		Authorization	A-0007
		Vendor Invoice Date	11/17/2022

The 'Clone' button has a dropdown menu open, listing the following options for creating new invoice items:

- New Professional Services Invoice Item
- New In-House Equipment Invoice Item
- New Shipping Invoice Item
- New Subcontracted Services Invoice Item
- New Supplies/Equipment Invoice Item
- New Travel - Car Rental Invoice Item
- New Travel - Hotel Invoice Item
- New Travel - Meals Invoice Item
- New Travel - Mileage Invoice Item
- New Travel - Parking Invoice Item
- New Travel - Tolls/Ferry Invoice Item
- Change Owner