Instructions for Correcting Expense Type in iBuy+ Invoice

In this example below, Concur Invoice has brought over expense type 55511, although the PO is established for expense type 55531.

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Select your line item and then click on the 'Edit" button.

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Cancel Base

Update the expense type to that of the PO (55531), and update the quantity to 40 (the hours being billed on the invoice). The click 'Save'.

EDIT LINE ITEM ×										
										View Invoice
Expense Type 55531-TEMPOR	ARY SERVIX	Line Description BLANKET PURCHAS	SE ORDER	Quantity 40	Type of Activity	Region	~	Expenditure Item Date	Unit of Measure	Unit Price 18.46
PO Shipment Nur	iber	PO Release Number	Services · ·	PO Line Active Encumbrance	Total	Tax				
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Distributions D	istribution Summary									
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100	(GL) Non-Gran	t (622207) HOUS		GL-622207						

Cancel Sav







The GL expense type has now been changed to 55531 to match the expense type on the PO.

You can then proceed to upload your invoice image and then click 'Submit Invoice'.



