

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.

Actions ▾ Details ▾
Hide Exceptions

Exceptions X

- ! Invoice Line Item 1 The Invoice Line is greater than the PO Line encumbrance amount Edit
- ! Matching Summary Life to Date Header Net Amount - This Payment Request has triggered a Life-to-Date overage on the associated Purchase Order. Please contact Purchasing. - 1000210107-332

Invoice Purchase Order ! Matching Summary

Vendor Information

TEMPORARY SOLUTIONS INC
10550 LINDEN LAKE PLAZA
SUITE 200
MANASSAS VA
20109

Vendor Code: 229020
Address Code: MANASSAS-03
Currency: USD-US, Dollar

Invoice Details View Invoice

WCF Expiration Date	Are All Services Performed Outside the US? NA	Is 100% of the Payment for Services? Yes	Service Period	Invoice Form Type Service PO Invoice	Invoice Type Standard
Receipt Type None	Request Name TEST INVOICE	Payment Remittance Description (Visible to Vendors) TEST INVOICE EXPENSE TYPE	Invoice Number TEST1234	Invoice Date 04/03/2019	Currency USD-US, Dollar
Total Invoice Amount (incl S&T) 738.40	Shipping 0.00	Request Total 110,760.00	Grant/Non Grant (GL) Non-Grant	Oracle Alias (617004) ACCOUNTS PAYABLE SE	Processing Type Standard
Payment Method EFT	Net Payment Terms 25	Payment Due Date 04/28/2019	Mail Instructions	Special Handling Detail	Special Handling Code
Comments (Message to AP)	<input type="checkbox"/> Is Emergency Check Run	Pay Group Standard	FD Group JVP FOR FINANCE	Income Tax Type	Invoice Withholding Tax Group

Itemization Summary

Amount Remaining to be Itemized: \$-110,021.60

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure It...	Unit of Measure	Unit Price	PO Shipment ...	PO Release N...	PO Line Active...	Total	Tax
1	55511-NON GW PUBLIPRINT-R...	BLANKET PUR...	6000				Hour	\$18.46	1	332	\$101,189.41	\$110,760.00	\$0.00
		Account Code	Distribution Code			Percentage	Net Amount				Gross Amount		
		55511	GL-622207			100	\$110,760.00				\$110,760.00		

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WASHINGTON, DC

GW
iBuy+ INVOICE

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

Invoice for [Select Invoice Owner] **TEST INVOICE** Status: Not Submitted

[Assign](#) [Send to Purchasing](#) [Submit Invoice](#)

Actions • Details • Hide Exceptions

Exceptions

- ! Invoice Line Item 1 The Invoice Line is greater than the PO Line encumbrance amount. [Edit](#)
- ! Matching Summary Life to Date Header Net Amount - This Payment Request has triggered a Life-to-Date overage on the associated Purchase Order. Please contact Purchasing - 1000210107-332

Invoice Purchase Order ! Matching Summary

Vendor Information

TEMPORARY SOLUTIONS INC
19550 LINDEN LAKE PLAZA
SUITE 200
MANASSAS, VA
20109

Vendor Code: 229820
Address Code: MANASSAS-03

Currency: USD-US, Dollar

Invoice Details

Payment Request Type: PO Payment Request Policy
PO Number: 1000210107-332
PO Approval Status: Approved
PO Total Active Encumbrance: 403,515.51
WB Received: No
WB Expiration Date:

WCF Expiration Date:
Are All Services Performed Outside the US? NA
Is 100% of the Payment for Services? Yes
Service Period:
Invoice Form Type: Service PO Invoice
Invoice Type: Standard

Receipt Type: None
Request Name: TEST INVOICE
Payment Remittance Description (Visible to Vendors): TEST INVOICE EXPENSE TYPE
Invoice Number: TEST1234
Invoice Date: 04/03/2019
Currency: USD-US, Dollar

Total Invoice Amount (incl S&T): 738.40
Shipping: 0.00
Request Total: 110,760.00
Grant/Non Grant: (GL) Non-Grant
Oracle Alias: (617004) ACCOUNTS PAYABLE SE
Processing Type: Standard

Payment Method: EFT
Net Payment Terms: 25
Payment Due Date: 04/28/2019
Mail Instructions:
Special Handling Detail:
Special Handling Code:

[View Invoice](#)

View Change [Save](#)

Itemization Summary

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) [Show Distributions](#) Amount Remaining to be Itemized: \$-110,021.00

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure It...	Unit of Measure	Unit Price	PO Shipment ...	PO Release N...	PO Line Active...	Total	Tax
1	55511-NON GW PUBLIPRINT-R...	BLANKET PUR...	6000				Hour	\$10.46	1	332	\$101,109.41	\$110,760.00	\$0.00
		Account Code	Distribution Code		Percentage		Net Amount		Gross Amount				
		55511	GL-622207		100		\$110,760.00		\$110,760.00				

The following screen is displayed.

EDIT LINE ITEM

Expense Type: 55511-NON GW PUBLIPRINT-R...
 Line Description: BLANKET PURCHASE ORDER - Temporary Shipping Services
 Quantity: 6000
 Type of Activity: 6000
 Region: 100
 Expenditure Item Code: 100
 Unit of Measure: Hour
 Unit Price: \$10.46
 Tax: 0.00

PO Shipment Number: 332
 PO Release Number: 100
 PO Line Active Encumbrance: 101,109.41
 Total: 110,760.00

Distributions [Distribution Summary](#)

Distribution Summary

Total: \$110,760.00 | Distributed: \$110,760.00 (100%) | Remaining: \$0.00 (0%)

Percentage	Grant/Non Grant	Oracle Alias	Expense Type	Distribution Code
100	(GL) Non-Grant	(617004) ACCOUNTS PAYABLE SE	55511-NON GW PUBLIPRINT-R...	GL-622207

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 x

[View Invoice](#)

Expense Type 55531-TEMPORARY SERV	Line Description BLANKET PURCHASE ORDER - Temporary Staffing Services -	Quantity 40	Type of Activity	Region	Expenditure Item Date	Unit of Measure Hour	Unit Price 18.45
PO Shipment Number 1	PO Release Number 332	PO Line Active Encumbrance 191,159.41	Total 738.40	Tax 0.00			

Distributions Total: \$738.40 | Distributed: \$738.40 (100%) | Remaining: \$0.00 (0%)

[Distributions](#) [Distribution Summary](#)

Distributions				
Distribute By	Add	Delete	Favorites	Add to Favorites
<input type="checkbox"/> Percentage	Grant/Non Grant	Oracle Alias	Expense Type	Distribution Code
<input type="checkbox"/> 100	(GL) Non-Grant	(622207) HOUS...		GL-622207

Cancel [Save](#)

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

Invoice for [Select Invoice Owner]
TEST INVOICE Status: Not Submitted

[Assign](#) [Send to Purchasing](#) [Submit Invoice](#)

Actions • Details •

Invoice [Purchase Order](#) [Matching Summary](#)

Vendor Information

TEMPORARY SOLUTIONS INC
 10550 LINDEN LAKE PLAZA
 SUITE 200
 MANASSAS, VA
 20109

Vendor Code: 229029
 Address Code: MANASSAS-03
 Currency: USD-US, Dollar

Invoice Details [View Invoice](#)

Payment Request Type PO Payment Request Policy	PO Number 1000210107-332	PO Approval Status Approved	PO Total Active Encumbrance 403,515.51	WS Received No	WS Expiration Date
WCF Expiration Date	Are All Services Performed Outside the US? N/A	Is 100% of the Payment for Services? Yes	Service Period	Invoice Form Type Service PO Invoice	Invoice Type Standard
Receipt Type None	Request Name TEST INVOICE	Payment Remittance Description (Visible to Vendors) TEST INVOICE EXPENSE TYPE	Invoice Number TEST1234	Invoice Date 04/03/2019	Currency USD-US, Dollar
Total Invoice Amount (incl S&T) 730.40	Shipping 0.00	Request Total 730.40	Grant/Non Grant (GL) Non-Grant	Oracle Alias (017004) ACCOUNTS PAYABLE SE	Processing Type Standard
Payment Method EFT	Net Payment Terms 25	Payment Due Date 04/20/2019	Mail Instructions	Special Handling Detail	Special Handling Code
Comments (Message to AP)	<input type="checkbox"/> Is Emergency Check Run	Pay Group Standard	FD Group A/P FOR FINANCE	Income Tax Type	Invoice Withholding Tax Group

[View](#) [Change](#) [Save](#)

Itemization Summary Amount Remaining to be Itemized: \$0.00

[Add Item](#) [Delete Item](#) [Edit](#) [Distribute](#) Show Distributions

No.	Expense Type	Line Description	Quantity	Type of Activity	Region	Expenditure It...	Unit of Measure	Unit Price	PO Shipment...	PO Release N...	PO Line Active...	Total	Tax
1	55531-TEMPORARY SERVICES	BLANKET PUR...	40				Hour	\$10.46	1	332	\$101,109.41	\$730.40	\$0.00
		Account Code	Distribution Code		Percentage		Net Amount		Gross Amount				
		55531	GL-622207		100		\$730.40						

[← Back to List](#)

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