

IE - Edit Rejected Item

If a billing item has been rejected, it will need to be corrected. Please note that this does not mean that the entire invoice has been rejected. The system is designed to allow approved billing items to move forward so they can be paid in a timely matter. A billing item can be corrected or deleted.

1. To edit a rejected billing item, please select the pencil icon



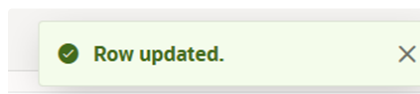
on the rejected entry – event, when you do so you will be redirected to a popup page

Add Billing Items

Cts 00000000-02	Bar Number 20000
Event Travel Expenses - Investigator	
Service Description Stayed 2 days at a hotel	
Amount 250	
Submission Date 5/6/2025	Payment Status Rejected
Employee Name Bayan Alkas	
Supporting Material Upload Hotel Expenses.pdf Download	

Cancel **Apply Changes**

2. Once you make the modifications, click on the **Apply Changes** button. You will see this notification



3. You will not be able to see the changes until you refresh the page, you can do so by pressing on the



on your browser OR pressing CTRL+R on your keyboard.

4. You will notice that the payment status has changed to Pending Invoice Submission which means you need to attach it to a new invoice.