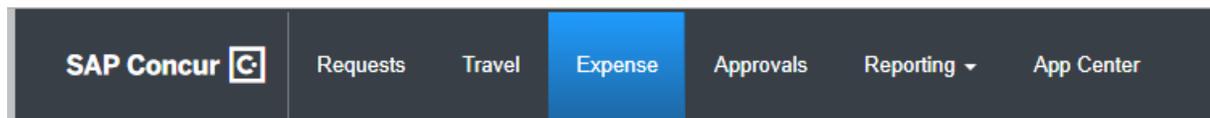


EXPENSE REPORT: ITEMIZING EXPENSES



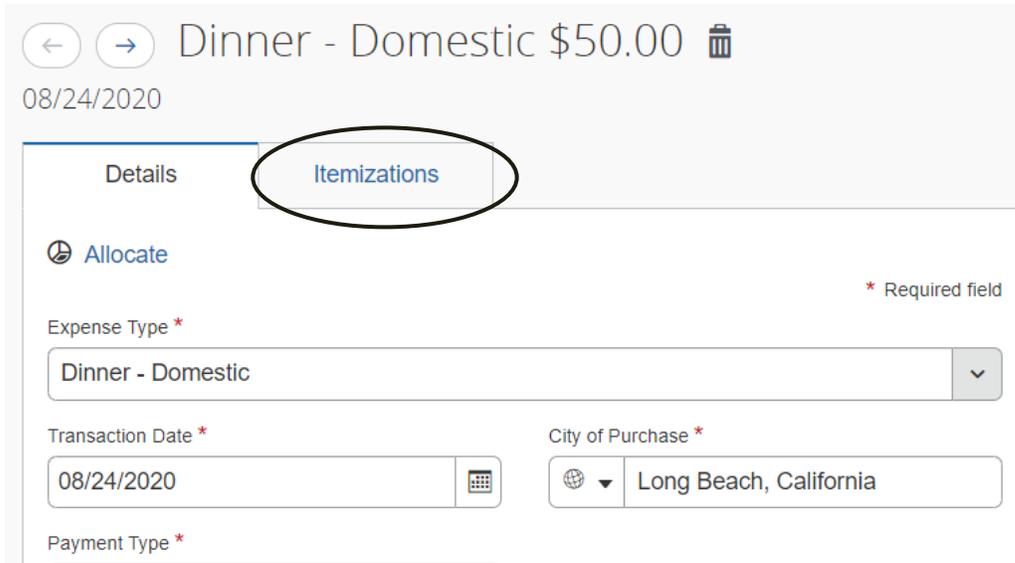
CAL POLY
Strategic Business Services
ADMINISTRATION & FINANCE

Itemizing Expenses

Use the Itemize feature to account for transactions that should be charged to multiple expense types (accounts codes). Itemization should be completed prior to Allocation (charging to multiple chartfield strings).

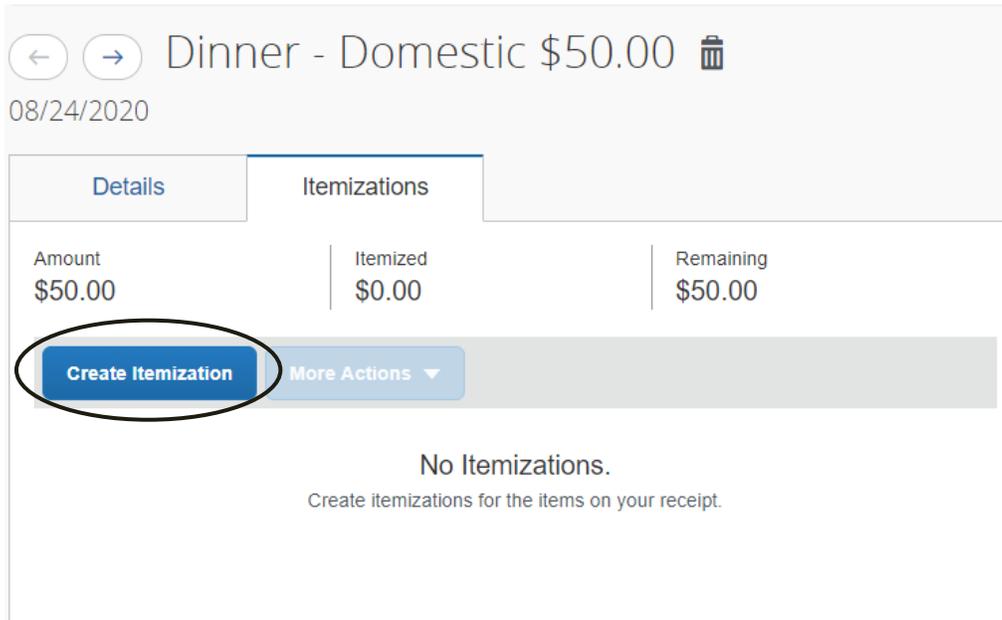
To itemize an expense:

1. Add the expense as usual and then click **Itemizations** (instead of **Save**).



The screenshot shows the top portion of an expense entry form. At the top, it displays navigation arrows, the title "Dinner - Domestic \$50.00" with a trash icon, and the date "08/24/2020". Below this is a tabbed interface with two tabs: "Details" and "Itemizations". The "Itemizations" tab is selected and circled in black. Under the "Itemizations" tab, there is an "Allocate" button and a list of required fields: "Expense Type *" (a dropdown menu showing "Dinner - Domestic"), "Transaction Date *" (a date field showing "08/24/2020"), and "City of Purchase *" (a dropdown menu showing "Long Beach, California"). A "Payment Type *" field is partially visible at the bottom.

- **Click Create Itemization.**



The screenshot shows the same expense entry form, but now the "Itemizations" tab is active. The "Details" tab is also visible. Below the tabs is a summary table:

Amount	Itemized	Remaining
\$50.00	\$0.00	\$50.00

Below the table is a button labeled "Create Itemization" which is circled in black, and a "More Actions" dropdown menu. Below these elements, the text "No Itemizations." is displayed, followed by the instruction "Create itemizations for the items on your receipt."

2. On the **New Itemization** tab, select the expense type that applies to the first itemization. The page refreshes, displaying the required and optional fields for the selected expense type.

3. Complete the fields as required.
4. Click **Save**.
 - The total amount, the itemized amount, and the remaining amount appear at the top of the itemizations.
5. For each additional itemization, on the **Itemization** tab, select the appropriate expense type and complete the appropriate fields.

Once you have itemized the **Total Amount** of the charge, the **Itemization** remaining balance will be \$0.00.

Click **Save Expense** at the top right of the page.

← → Dinner - Domestic \$50.00 🗑️
Cancel **Save Expense**

08/24/2020

Details
Itemizations
Hide Receipt 📄

Amount \$50.00	Itemized \$50.00	✔ Remaining \$0.00
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Create Itemization
More Actions ▾

	Alerts	Date ▲	Expense Type	Requested
<input type="checkbox"/>	⚠	08/24/2020	Dinner - Domestic	\$35.00
<input type="checkbox"/>	⚠	08/24/2020	Personal/Non Reimbursable	\$0.00 Personal

