Section 10: Use Special Features (Continued)

Itemize Expenses

You itemize expenses to account for expenses that include both business and personal items or to make sure that each of your expenses is billed to the correct department in your organization.

How to...

 On the Expense Report page, click the expense you want to itemize.

Click Itemize.

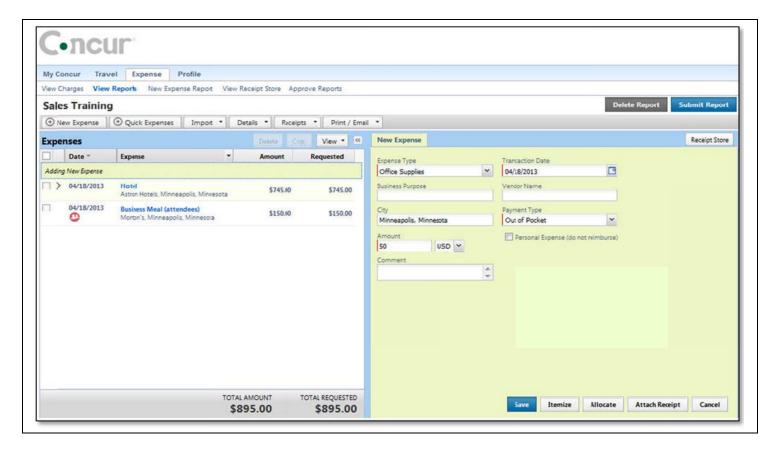
On the **New Itemization** tab, click the **Expense Type** dropdown arrow, and then select the appropriate expense.

Additional Information

The page refreshes, displaying the required and optional fields for the selected expense type.

The expense appears on the left side of the page. The **New Itemization** tab appears which displays the total amount, itemized amount, and remaining amount.

The page refreshes, displaying the required and optional fields for the selected expense type.



2. Complete all required and optional fields as directed by your company.

Itemize Expenses (Continued)

How to...

Click Save.

Repeat steps 3-5 until the **Remaining Amount** equals \$0.00.

Additional Information

The itemized item appears in the expense list and the totals are adjusted accordingly.

As you click **Save** for each item, the remaining total changes accordingly.