



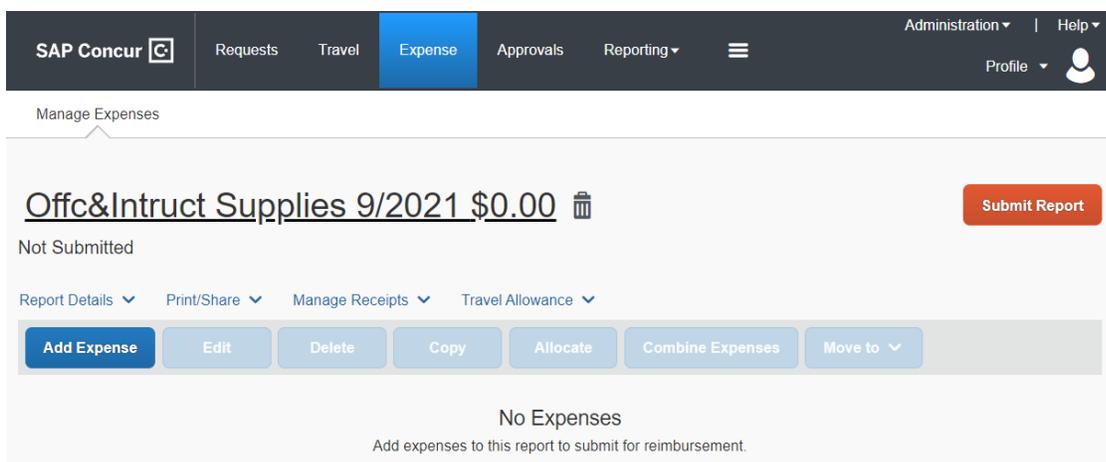
Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

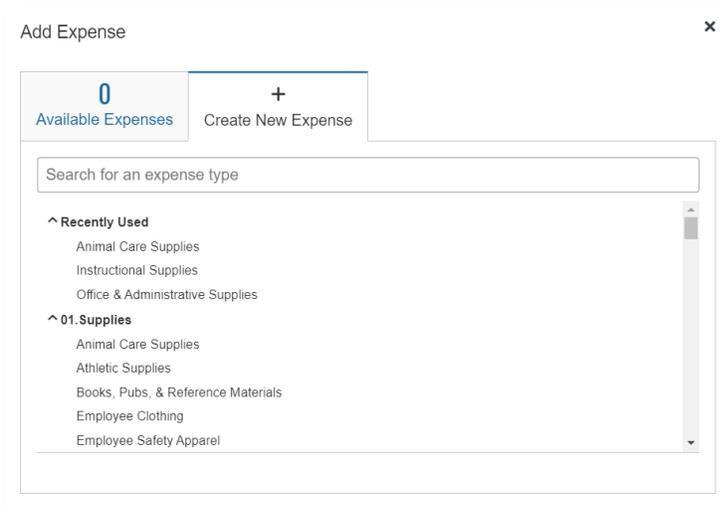
You can use the **Itemization** feature to ensure that multiples expenses on one receipt are accounted for correctly, or for a receipt that includes both business and personal expenses in order to exclude the personal expenses.

Itemize an Expense

1. From your expense report, click **Add Expense**.



2. Then select the **Expense Type** you would like to add.



Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

3. Create the expense as usual and click the **Itemization** tab.

The screenshot shows the 'New Expense' form. The 'Itemizations' tab is highlighted with a red box. The form contains the following fields:

- Expense Type ***: Office & Administrative Supplies
- Transaction Date ***: 09/03/2021
- Vendor Name ***: Office Supply Store
- City of Purchase**: Klamath Falls, Oregon
- Payment Type ***: Out of Pocket
- Amount ***: 62.75
- Currency ***: US, Dollar

On the right, a receipt preview is shown for 'Office Supply Store Receipt Example' with a total of \$62.75.

4. Click **Create Itemization**.

The screenshot shows the expense details page for 'Office & Administrative Supplies \$62.75'. The 'Itemizations' tab is active. A table shows the current status:

Amount	Itemized	Remaining
\$62.75	\$0.00	\$62.75

Below the table, the 'Create Itemization' button is highlighted with a red box. The text below the button reads: 'No Itemizations. Create itemizations for the items on your receipt.'

On the right, the same receipt preview is shown.

Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

5. Select the expense type that applies to the first itemization.

Manage Expenses

Office & Administrative Supplies \$62.75  Cancel Save Itemization

09/03/2021 | Office Supply Store

Details | **Itemizations** Hide Receipt 

Amount	Itemized	Remaining
\$62.75	\$0.00	\$62.75

New Itemization

* Required field

Expense Type *

Search for an expense type 

Recently Used

- Animal Care Supplies
- Instructional Supplies
- Office & Administrative Supplies

01. Travel Expenses

- Lodging Tax

01. Supplies

- Animal Care Supplies

Office Supply Store Receipt Example

Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

6. The page refreshes and displays the required and optional fields for the selected expense type.

Office & Administrative Supplies \$62.75  Cancel Save Itemization

09/03/2021 | Office Supply Store

Details | **Itemizations** Hide Receipt 

Amount	Itemized	Remaining
\$62.75	\$0.00	\$62.75

New Itemization

 **Allocate**

* Required field

Expense Type *

Instructional Supplies 

Transaction Date * 

Vendor Name

City of Purchase

Amount *

Currency

Comment

Office Supply Store Receipt Example

Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

- After entering in the required information and any comments, click **Save Itemization**. The newly created itemization appears. The total amount, the itemized amount, and the remaining amount appear at the top of the tab.

Alerts: 1

The itemization amounts do not add up to the expense amount. [View](#)

Office & Administrative Supplies \$62.75 Cancel **Save Expense**

09/03/2021 | Office Supply Store

Details **Itemizations** [Hide Receipt](#)

Amount	Itemized	Remaining
\$62.75	\$13.79	\$48.96

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/03/2021	Instructional Supplies	\$13.79

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

- For each additional itemization, on the **Itemization** tab, follow these steps:
 - Click **Create Itemization**.
 - Select the appropriate expense type.
 - Complete the appropriate fields.
 - Click **Save Itemization**.

Office & Administrative Supplies \$62.75 Cancel **Save Itemization**

09/03/2021 | Office Supply Store

Details **Itemizations** [Hide Receipt](#)

Amount	Itemized	Remaining
\$62.75	\$13.79	\$48.96

New Itemization

Allocate

* Required field

Expense Type *
Office & Administrative Supplies

Transaction Date *
09/03/2021

Vendor Name
Office Supply Store

City of Purchase
Klamath Falls, Oregon

Amount *
Currency
US, Dollar

Comment

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

9. When the remaining balance is zero, click **Save Expense**.

Office & Administrative Supplies \$62.75 Cancel **Save Expense**

09/03/2021 | Office Supply Store

Details Itemizations Hide Receipt

Amount \$62.75 Itemized \$62.75 Remaining \$0.00

Create Itemization More Actions

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/03/2021	Instructional Supplies	\$13.79
<input type="checkbox"/>	09/03/2021	Office & Administrative Supplies	\$48.96

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

10. After clicking **Save Expense** you will be taken back to your expense report.

SAP Concur Requests Travel **Expense** Approvals Reporting Administration Help

Profile

Manage Expenses

Offc&Intruct Supplies 9/2021 \$62.75 **Copy Report** **Submit Report**

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
<input type="checkbox"/>		Out of Pocket	Office & Administrative Supplies	Office Supply Store Klamath Falls, Oregon	09/03/2021	\$62.75 Itemized

\$62.75

Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

Edit an Itemization

1. On the **Itemizations** tab, you can either:
 - a. Click on the desired itemization

← → Office & Administrative Supplies \$62.75 Cancel **Save Expense**

09/03/2021 | Office Supply Store

Details **Itemizations** Hide Receipt

Amount \$62.75 | Itemized \$62.75 | Remaining \$0.00

Create Itemization **More Actions** ▼

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/03/2021	Instructional Supplies	\$13.79
<input type="checkbox"/>	09/03/2021	Office & Administrative Supplies	\$48.96

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

- b. Click the check box of the desired itemization and then click **More Actions** and select **Edit** from the dropdown menu.

Manage Expenses

← → Office & Administrative Supplies \$62.75 Cancel **Save Expense**

09/03/2021 | Office Supply Store

Details **Itemizations** Hide Receipt

Amount \$62.75 | Itemized \$62.75 | Remaining \$0.00

Create Itemization **More Actions** ▼

<input type="checkbox"/>	Date	Expense Type	Requested
<input type="checkbox"/>	09/03/2021	Instructional Supplies	\$13.79
<input checked="" type="checkbox"/>	09/03/2021	Office & Administrative Supplies	\$48.96

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

2. With the itemization open, make the desired changes.
3. Click **Save Itemization**.

Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

Delete an Itemization

There are two ways to delete an itemization: with the itemization open and from the itemization list.

To delete an open itemization:

1. On the **Itemizations** tab, open the desired itemization.
2. In the opened itemization, click the trash can icon to the right of the itemization name, located below the amount at the top of the tab.

Office & Administrative Supplies \$62.75 Cancel [Save Itemization](#)

09/03/2021 | Office Supply Store

Details **Itemizations** [Hide Receipt](#)

Amount \$62.75 Itemized \$62.75 Remaining \$0.00

Instructional Supplies \$13.79

Allocate

Expense Type * * Required field

Transaction Date * Vendor Name

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

To remove one or more itemizations from the itemization list:

1. On the **Itemizations** tab, select the check box of one or more itemizations.
2. Click the **More Actions** button, then select **Delete** from the dropdown menu. The page will refresh, and the remaining balance will recalculate.

Office & Administrative Supplies \$62.75 Cancel [Save Expense](#)

09/03/2021 | Office Supply Store

Details **Itemizations** [Hide Receipt](#)

Amount \$62.75 Itemized \$62.75 Remaining \$0.00

[Create Itemization](#) [More Actions](#)

	Date	Expense Type	Requested
<input checked="" type="checkbox"/>	09/03/2021	Instructional Supplies	\$13.79
<input type="checkbox"/>	09/03/2021	Office & Administrative Supplies	\$48.96

Office Supply Store Receipt Example
Klamath Falls, OR
09/03/2021 5:46 PM

Letter Size Folders	Qty 1 @ \$12.98	\$ 12.98
64 GB Flash Drive	Qty 2 @ \$17.99	\$ 35.98
Dry Erase Markers	Qty 1 @ \$13.79	\$ 13.79
Total		\$ 62.75

Tips: Itemize an Expense

MULTIPLE EXPENSE TYPES, ONE RECEIPT

Still have questions? Contact us!

Questions related to **travel**:

Travel@oregonstate.edu

Questions related to **credit cards**:

Procurement.Cards@oregonstate.edu

Website: fa.oregonstate.edu/travel-and-expense