



UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur How to Itemize

Procurement Card and Travel Services

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Ready. South. **Go.**

Itemization means to assign a transaction to multiple Expense Types, e.g. Hotel and Parking.

1. To itemize an expense, click on the expense and select the **Itemizations** tab.

The screenshot shows the 'Allocate' form with the 'Itemizations' tab selected. A red arrow points to the 'Itemizations' tab. The form contains the following fields:

- Expense Type: Hotel
- Transaction Date: 06/27/2022
- Vendor: Marriott Hotels
- City of Purchase: Orlando, Florida
- Payment Type: Test - Cash/Personal Card
- Amount: 900.00
- Currency: US, Dollar (USD)
- Request: 06/27/2022, \$1,250.00 - Orlando

2. Click **Create Itemization**.

The screenshot shows the 'Itemizations' tab with a summary table and a 'Create Itemization' button. A red arrow points to the 'Create Itemization' button.

| Amount | Itemized | Remaining |
|----------|----------|-----------|
| \$900.00 | \$0.00 | \$900.00 |

Create Itemization

3. Select the first itemization and assign it a dollar value then click **Save and Add Another**.

The screenshot shows the 'New Itemization' form. A red arrow points to the 'Expense Type' field, another red arrow points to the 'Amount' field, and a third red arrow points to the 'Save and Add Another' button.

Summary table:

| Amount | Itemized | Remaining |
|----------|----------|-----------|
| \$900.00 | \$875.00 | \$25.00 |

New Itemization

- Expense Type: Hotel
- Transaction Date: 06/27/2022
- Vendor: Marriott Hotels
- City of Purchase: Orlando, Florida
- Amount: 875.00
- Currency: US, Dollar (USD)
- Request: 06/27/2022, \$1,250.00 - Orlando

Save Itemization **Save and Add Another**

- Complete the required fields as indicated by the red asterisks. Do this until you have itemized the entire transaction. Then click **Save Itemization** then **Save Expense**.

Details Itemizations

Amount \$900.00 Itemized \$900.00 Remaining \$0.00

New Itemization

[Allocate](#)

Expense Type * * Required field

Travel - Parking

Transaction Date * 06/27/2022

Additional Information:

Enter Vendor Name: _____ City of Purchase: Orlando, Florida

Amount * 25.00 Currency: US, Dollar (USD)

Comment 0/500

Save Itemization **Save and Add Another** Cancel

Hotel \$900.00 **Save Expense** **Delete Expense** Cancel

06/27/2022 Marriott Hotels **Show Receipt**

Details Itemizations

Amount \$900.00 Itemized \$900.00 Remaining \$0.00

Itemizations

| Date* | Expense Type* | Requested* | ... |
|-------------------------------------|------------------|------------|-----|
| <input type="checkbox"/> 06/27/2022 | Hotel | \$875.00 | ... |
| <input type="checkbox"/> 06/27/2022 | Travel - Parking | \$25.00 | ... |

[Create Itemization](#) [Add](#) [Cancel](#) [Clear](#) [Add Item...](#)

- Once you have itemized an expense the word "Itemized" will be present under the amount.

Test - Cash/Personal Card Hotel Marriott Hotels Orlando, Florida 06/27/2022 **\$900.00** **Itemized**