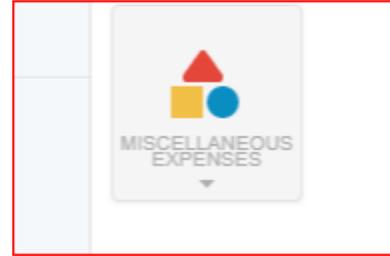
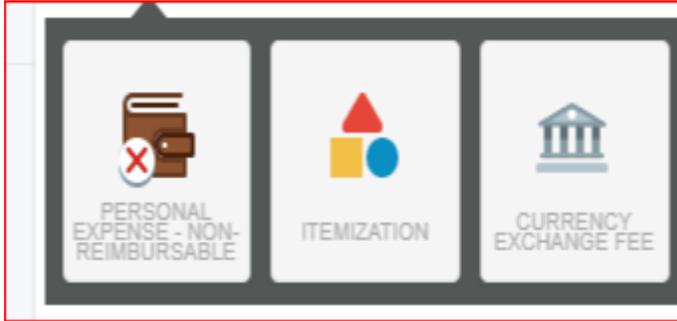


The Itemization for Non Travel Reports

The Itemization Expense Tile allows the departments to split expense between more than one expense code. The Itemization Expense tile is available only on the Non-Travel Expense Report and is used with the purchasing card reconciliations

To select the Itemization Tile:

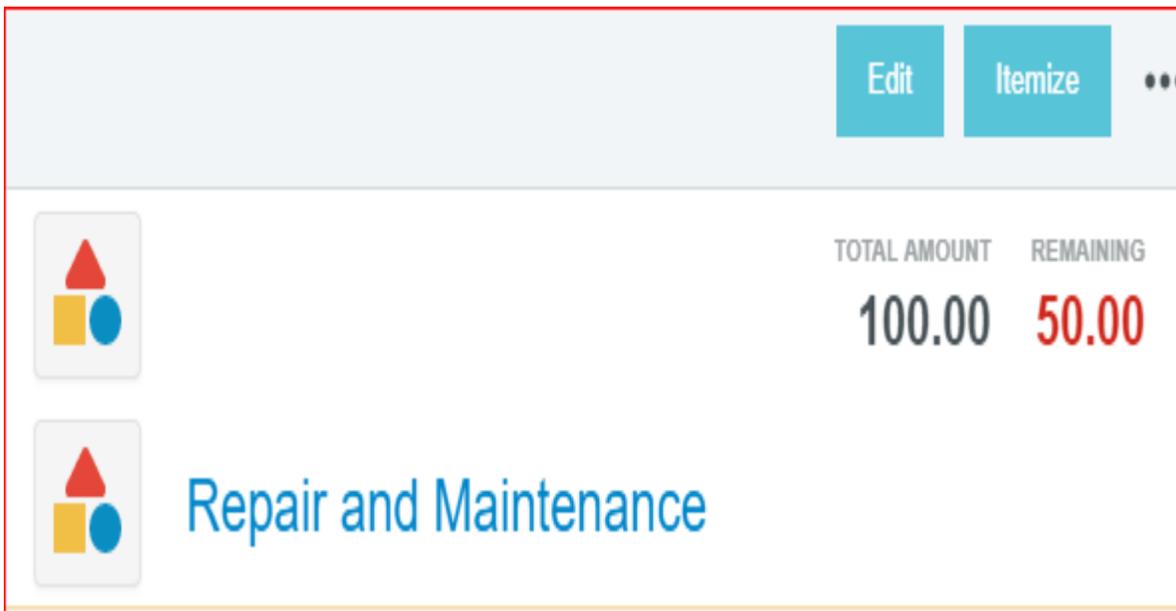
- Select the Add Expense screen
- Tap the Miscellaneous Expense tile
- Tap on the Itemization Tile.



After Selecting the Itemization, complete the form with the total amount of the receipt, description and Merchant Name.

Select the "ITEMIZE" button.

The itemization totals assist in the balancing the expense entry.



	TOTAL AMOUNT	REMAINING
	100.00	50.00
 Repair and Maintenance		

Once the invoice has been itemized, the Total Amount would match the invoice amount and the remaining would be 0.00.

Once it is completed:

Tap the "DONE" Icon. The expense will be added it to the report automatically.

If a partial expense should be moved to the personal expense, be sure to prepare the itemization tile first associated with the index first. Select the Personal Expense tile second to complete the transaction.

