How to Itemize a Non-Travel/General Purchase

NOTE: If your Expense Report has been returned to your Dashboard to itemize a transaction, the transaction must be <u>deleted</u> from the returned expense report and submitted on a new expense report. The returned expense report must be <u>resubmitted</u> once the transaction has been deleted. If that is the only item on the returned expense report, then the entire report needs to be deleted. Please remember to save the receipts, as the receipts will be deleted with the line or expense report.

To itemize a Non-Travel/General purchase:

- Choose the Itemization Tile for the LaCarte charge that you wish to itemize
- Enter the required information on the header page of the transaction and then SAVE. Note: The GL Account will not populate.
- Click the ITEMIZE block at the top. The Total Amount of the purchase and the Remaining Amount left to itemize will show at the top right of the screen.
- Choose the appropriate tile, enter the total amount and the coding for the first part of your purchase and then SAVE. Note: All items using this tile and type will be added together as one entry.
- Repeat the step above until all transactions have been itemized.

Example:

You make a purchase from Staples totaling $275.00. $200 of this purchase is for toner, and the remaining $75 is for office supplies (pens, post-it pads, liquid paper).

- Choose the <u>Itemization Tile</u> when you add your LaCarte charge to your expense report.
- The $275 will populate on this page. Finish coding this page and then SAVE.
    - Choose the <u>Technology tile</u>. Enter the total amount of the <u>toner</u> on this receipt ($200), and then choose the <u>IT Office Supplies</u> as the Type. SAVE.
    - Choose the <u>Supplies tile</u>. Enter the total amount of the <u>office supplies</u> on this receipt ($75), and then choose <u>Office Supplies</u> as the Type, and then SAVE.
- Your Remaining Amount at the top will be $0.00, then click Done.