

UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Concur How to Itemize

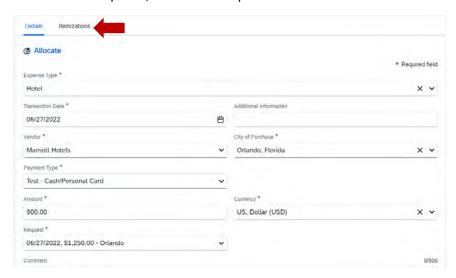
Procurement Card and Travel Services

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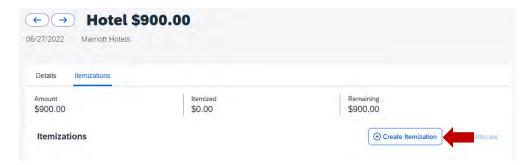


Itemization means to assign a transaction to multiple Expense Types, e.g. Hotel and Parking.

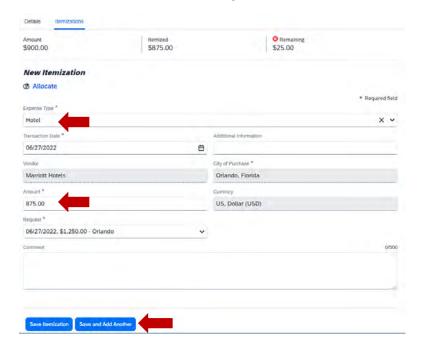
1. To itemize an expense, click on the expense and select the Itemizations tab.



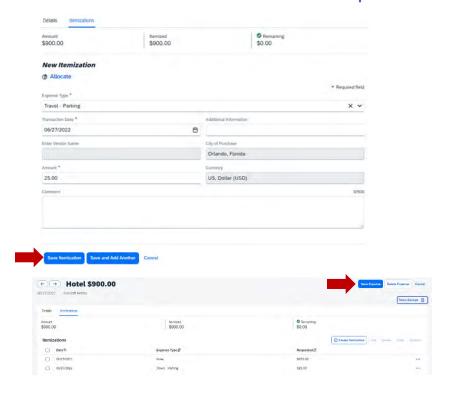
2. Click Create Itemization.



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



4. 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**.



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

