## **ITEMIZING A PAYMENT CARD EXPENSE**

1. Itemizing an expense is necessary when multiple expense types occur on one charge. Examples: Wal-Mart, Home Depot, or any other store where multiple type items can be purchased. To itemize click on the expense to be itemized.

Not Submitted  apport Details	<i>l</i> lon	<u>nth, ye</u>	ear, las	<u>st four digits</u>	of card \$1,231	.39	<b>a</b>			Copy Report	Submit Report
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Business Purpose Vendor Name   OFFICE DEPOT #1127   FAMIS REF-A   FAMIS REF-B   Invoice Number   Goods Received Date   MM/DD/YYYY   Payment Type   Payment Card   Amount   Currency   US Paint		Jnallowable	Charge		06/16/2022			MasterCard TRANSACTION DATE: Thursday, June 16, 2 POSTED DATE: Friday, June 17, 2022 Bill LING DATE: Sunday, July 03, 2022	022		
OFFICE DEPOT #1127       FAMIS REF-A       FAMIS REF-B       Invoice Number       Goods Received Date       MM/DD/YYYY       Payment Type       Payment Card       Amount       Currency       US       LIS	Busi	iness Purpo	se		Vendor Name			Transaction Amount Ref #: 000000W85ZT000325843	USD 409.95		
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Invoice Number     Goods Received Date       MM/DD/YYYY     Image: Constraint of the second	FAM	IIS REF-A			FAMIS REF-B			Description         Quantity           PAPER X-9 8.5"X11" 20LB         5.0000           10CA         5.0000	Amount Amo USD USD 0 409.95	Unit Extended Amount USD 409.95	
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403.35 US, DOllar	40	9 95									

2. You will then select Create Itemization.

3.

← → Unc	defined \$409	).95 <b>m</b>			Cancel	Save Expense
06/16/2022   OFFICE D	DEPOT #1127 Corpo	rate Card				
Details	Itemizations			L.	3	Hide Receipt
Amount \$409.95	Itemized \$0.00	Remaining \$409.95	Receipt		Card Rec	ceipt
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Before it can be	No Iten Create itemizations for itemized a par	nizations. the items on your receipt rent expense type must be se	Deficit Deport #127 De 4-30 DE 77900 Tarabase Market Converts - Transfer Java 16.2022 Period Converts - Transfer Java 16.2022 Period Converts - Transfer Java 16.2022 Period Converts - Transfer Java 16.2022			Î
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4010 Supplies - Office General		~	Transaction Amount USD 409.95 Ref #: 000000W8SZT000325843 Purchased: Product Code:	
	Transaction Date *		Additional Details	
Unallowable Charge	06/16/2022		Description Quantity Amount Amount PAPER X-9.8.5"X11" 20LB 5.0000 USD USD 0.0 10GA 409.95	0 USD 406.95
Business Purpose	Vendor Name			
	OFFICE DEPOT #1127			
FAMIS REF-A	FAMIS REF-B	]		
Invoice Number	Goods Received Date	]		
	MM/DD/YYYY			
Amount *	Currency			
	US, Dollar			

## 4. The expense entry form will update. Enter the amount that needs to be updated to the new expense type.

. ⊕Details	Itemizations				Hide Receipt
Amount \$409.95	Itemized \$0.00	Remaining \$409.95		Receipt	Card Receipt
New Itemization Allocate Expense Type *			Required field	CONTRACTOR OF A CONTRACT ON A CONTRACT	<b>\$</b>
4010 Supplies - Of	fice General		~	Purchased: Product Code: 09/16/2022 198517	
Unallowable Charge		Transaction Date * 06/16/2022		Adductorial Decision         Quantity         Amount         Unit           Description         Quantity         Amount         Amount         Amount           PAPER #-9.65*X11*28.8         5.000         USD         USD 0.01           IOCA         -400.95         USD 0.01	Extended Amount
Business Purpose		Vendor Name			
		OFFICE DEPOT #1127			
FAMIS REF-A		FAMIS REF-B			
Invoice Number		Goods Received Date			
	-	MM/DD/YYYY			
Amount *		Currency			
45.00		US, Dollar			
Comment					
			/j	¢	
Save Itemization	Cancel				

5. To itemize the remaining part of the transaction click Create Itemization. Select the expense type, the amount and Save Itimization.

Details	Itemizations						Hide Recei
Amount \$409.95	Itemized \$45.00	Remaining \$364.95		Receip	t		Card Receipt
New Itemization				OFFICE DEPOT #1	<b>,</b> ⊕	Ø	¢
Allocate			* Required field	BID-453-3768. TX 77040 Tax #: 592953954 MatterCard TRANSACTION DATE: Thursday, June 10 POSTED DATE: Finday, June 17, 2022	, 2022		
Expense Type * 4012 Supplies - E	ducation		~	BILLING DATE: Sunday, Jaly 05, 2022 CREDUT CARD#:soutBild Transaction Amount Ref#: 000000W85ZT000325843 Putchased: Product Cod	USD 409.95		
		Transaction Date *		Additional Details		Jeit -	·
Unallowable Charge	2	06/16/2022		PAPER X-9 8.5"X11" 20LB 5.0000 10GA 5.0000	USD USD 409.95	unt Extended Amount 0.00 USD 409.95	
Business Purpose		Vendor Name					
		OFFICE DEPOT #1127					
FAMIS REF-A		FAMIS REF-B					
Invoice Number		Goods Received Date					
		MM/DD/YYYY					
Amount *		Currency					
364.95		US, Dollar					
Comment							
[				4			
Save Itemization	Cancel						