Welcome to our training on itemizing expenses in Concur.
Itemizations allow you to indicate that one portion of the expense falls under one expense type and another part of the expense falls under a different expense type.
To add an itemization, when you are adding the expense that needs to be itemized,
click on the Itemizations tab.
Then, on the next screen, click the Create Itemization button.
Search for the first expense type associated with the expense and select it.
Fill in all required and applicable fields for the expense, specifying in the amount field the portion of the expense that is assigned to this expense type.
Click Save at the top right of the screen.
The itemizations screen will now show the details for the expense type you just added.
It will also show the portion of the expense that remains to be itemized
And provide a warning that the itemization amounts do not add up to the total amount of the expense.
Click again on Create Itemization
and repeat the process to add details for the next itemization.
It is possible to allocate the itemizations to different funding strings. On the Itemizations tab that lists your itemized expenses,
check the box for the expense or expenses you wish to allocate, and then click on the Allocate button. More details on how to allocate expenses are available in our Allocating Expenses video.
Once the remaining amount of the itemized expense is $0 and the expense has been fully itemized,
click on Save Expense in the top right corner.
The expense screen will appear,
and the itemized expense will show as itemized under the dollar amount for that expense.
To edit the itemization, check the expense box at the left of the screen and click Edit.