




Expense Reports: **Itemizing Expenses**

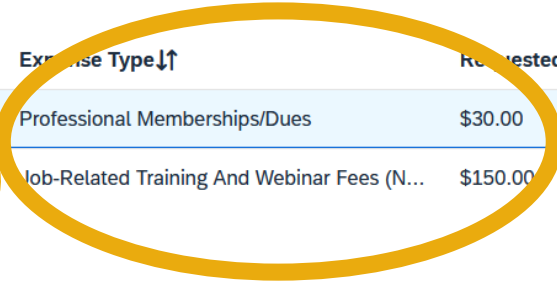
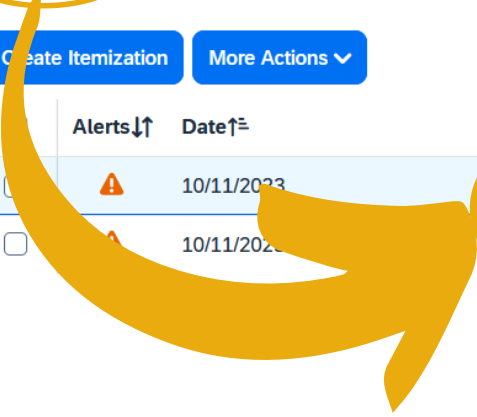
Welcome to our training on itemizing expenses in Concur.

Details | **Itemizations**

Amount: **\$180.00** | Itemized: \$180.00 |  Remaining: \$0.00

[Create Itemization](#) | [More Actions](#) ▾


| Alerts↓↑ | Date↑= | Expense Type↓↑ | Requested↓↑ |
|---|------------|---|-------------|
|  | 10/11/2023 | Professional Memberships/Dues | \$30.00 |
|  | 10/11/2023 | Job-Related Training And Webinar Fees (N... | \$150.00 |



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.

Manage Expenses

Alerts: 1

 You must attach a receipt image to this expense.

Job-Related Training And Webinar Fees (Non-travel) \$180.00

Cancel Delete Expense Save Expense

10/11/2023 | Online Learning Co


Details Itemizations Hide Receipt 

 Allocate

* Required field

| | |
|--|------------------------------|
| Expense Type * | |
| Job-Related Training And Webinar Fees (Non-travel) X | |
| Transaction Date * | Report/Trip Purpose * |
| 10/11/2023 | 4) Workshop/Seminar/Training |
| Additional Information | |
| Enter Vendor Name * | |
| Online Learning Co | |
| City of Purchase | Payment Type * |
| | Out of Pocket |
| Amount * | Currency * |
| 180.00 | US Dollar (USD) |

Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

To add an itemization, when you are adding the expense that needs to be itemized,

Manage Expenses


Alerts: 1

 You must attach a receipt image to this expense.

Job-Related Training And Webinar Fees (Non-travel) \$180.00

Cancel **Delete Expense** **Save Expense**

10/11/2023 | Online Learning Co

Details | **Itemizations** Hide Receipt 

Expense * * Required field

Job-Related Training And Webinar Fees (Non-travel) X


Travel Date * Report/Trip Purpose *

Additional Information Enter Vendor Name *

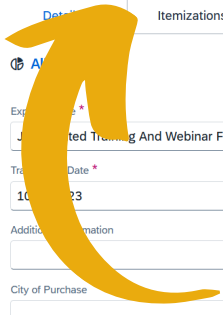
City of Purchase Payment Type *

Amount * Currency *

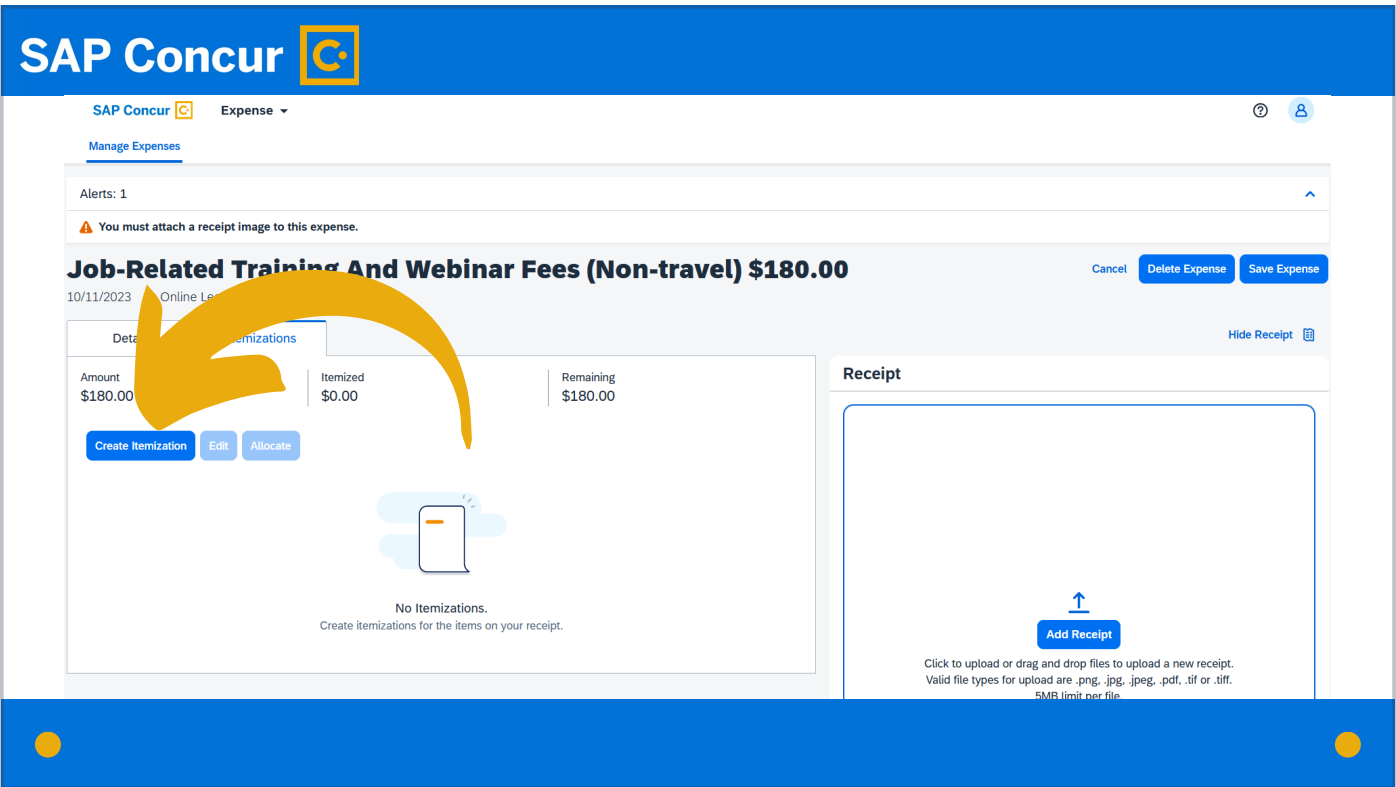
Receipt



Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.



click on the Itemizations tab.



Then, on the next screen, click the Create Itemization button.

The screenshot displays the SAP Concur Expense management interface. At the top, the SAP Concur logo and 'Expense' dropdown are visible. Below the header, there is a 'Manage Expenses' section with an alert: 'You must attach a receipt image to this expense.' The main title of the expense is 'Job-Related Training And Webinar Fees (Non-travel) \$180.00', dated 10/11/2023, from Online Learning Co. A summary table shows the total amount as \$180.00, with \$0.00 itemized and \$180.00 remaining. The 'New Itemization' form is open, featuring a dropdown menu for 'Expense Type' with the placeholder text 'Search for an expense type'. A yellow arrow points to this dropdown. Other buttons include 'Save Itemization', 'Cancel', and 'Add Receipt'.

| Amount | Itemized | Remaining |
|----------|----------|-----------|
| \$180.00 | \$0.00 | \$180.00 |

New Itemization

Expense Type * * Required

Search for an expense type

Save Itemization Cancel

Add Receipt

Click to upload or drag and drop files to upload a new receipt.

Search for the first expense type associated with the expense and select it.

| Amount | Itemized | Remaining |
|----------|----------|-----------|
| \$614.59 | \$0.00 | \$614.59 |

New Itemization

Attendees (0) | Allocate

* Required field


Expense Type *
Official Hospitality

Transaction Date * 08/20/2023 | Report/Trip Purpose * 1) Conference Attendee


Additional Information | Enter Vendor Name
AERO COACH AVAIIATION

City of Purchase

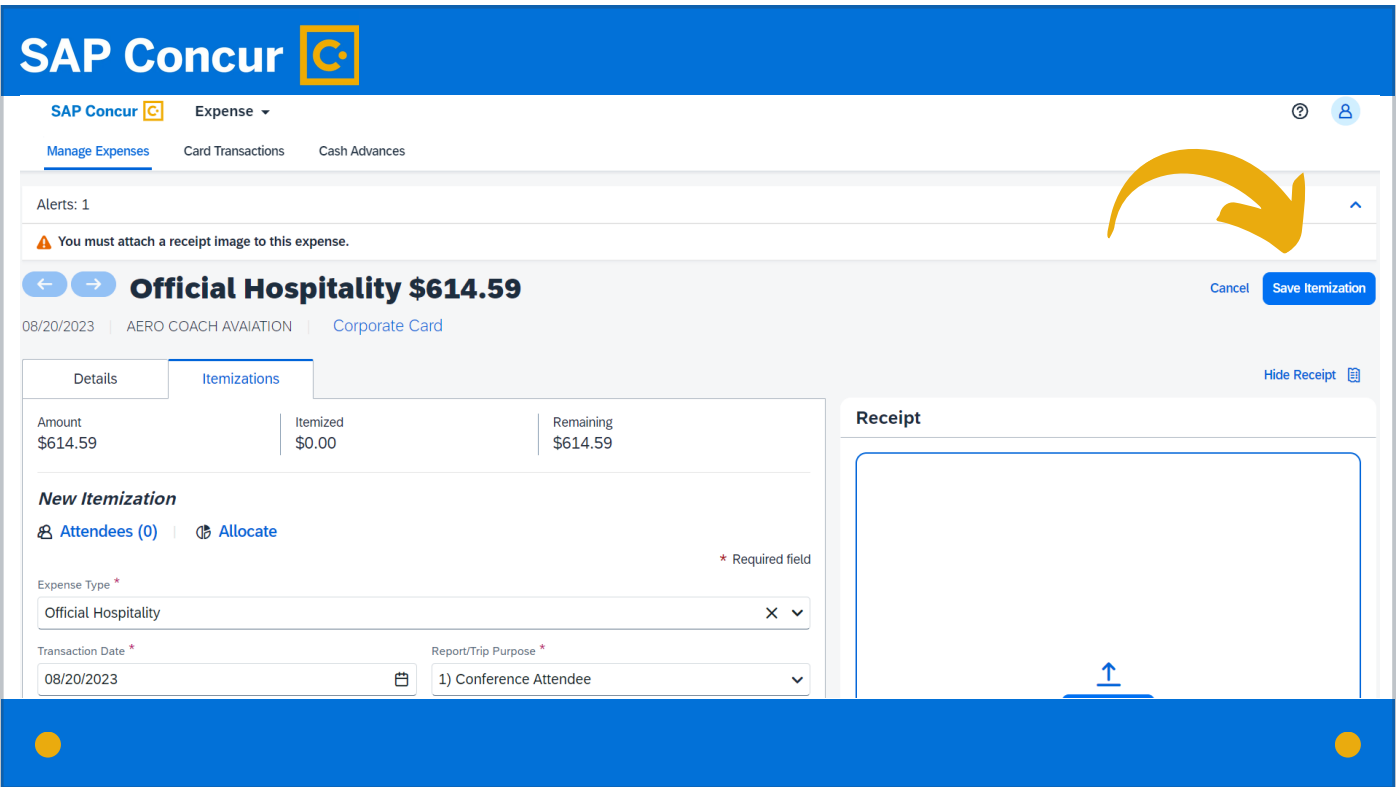
Amount * | Currency
US, Dollar (USD)



Receipt


Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

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.

SAP Concur Expense

Manage Expenses

All 1 1

The itemization amounts do not add up to the expense amount. [View](#)

You must attach a receipt image to this expense.

Job-Related Training And Webinar Fees (Non-travel) \$180.00

10/11/2023 Online Learning Co

Cancel Delete Expense Save Expense

Details Itemizations Hide Receipt

Amount \$180.00 Itemized \$150.00

Create Itemization Actions

| Alerts | Date | Expense Type | Requested |
|--------------------------|------------|---|-----------|
| <input type="checkbox"/> | 10/11/2023 | Job-Related Training And Webinar Fees (N... | \$150.00 |

Add Receipt

Click to upload or drag and drop files to upload a new receipt.

The itemizations screen will now show the details for the expense type you just added.

SAP Concur Expense

Manage Expenses

All 1 1

The itemization amounts do not add up to the expense amount. [View](#)

You must attach a receipt image to this expense.

Job-Related Training And Webinar Fees (Non-travel) \$180.00

10/11/2023 | Online Learning Co

Cancel Delete Expense Save Expense

Details Itemizations Hide Receipt

Amount \$180.00 Itemized \$150.00 Remaining \$30.00

Create Itemization More Actions

| <input type="checkbox"/> | Alerts | Date | Expense Type | Requested |
|--------------------------|--------|------------|---|-----------|
| <input type="checkbox"/> | ⚠ | 10/11/2023 | Job-Related Training And Webinar Fees (N... | \$150.00 |

Add Receipt


It will also show the portion of the expense that remains to be itemized


The screenshot displays the SAP Concur Expense management interface. At the top, the SAP Concur logo is visible. Below it, the page title is "Expense" with a dropdown arrow. The main content area is titled "Manage Expenses" and shows a warning message: "The itemization amounts do not add up to the expense amount. View". A large yellow arrow points to this warning. Below the warning, there is a section for "Itemized Training And Webinar Fees (Non-travel) \$180.00". This section includes a table with columns for "Itemized", "Remaining", "Expense Type", and "Requested". The table shows one item with an itemized amount of \$150.00 and a remaining amount of \$30.00. To the right of the table is a "Receipt" section with an "Add Receipt" button. The interface also includes buttons for "Cancel", "Delete Expense", and "Save Expense".

And provide a warning that the itemization amounts do not add up to the total amount of the expense.

Manage Expenses

All  1  1

 The itemization amounts do not add up to the expense amount. [View](#)

 You must attach a receipt image to this expense.


Job-Related Training And Webinar Fees (Non-travel) \$180.00

[Cancel](#) [Delete Expense](#) [Save Expense](#)

10/11/2023 Online Learning C...

Details  Itemizations

[Hide Receipt](#) 

Amount \$180.00 Itemized \$150.00  Remaining \$30.00

[Create Itemization](#) [More Actions](#) 

| <input type="checkbox"/> | Alerts  | Date  | Expense Type  | Requested  |
|--------------------------|--|--|--|---|
| <input type="checkbox"/> |  | 10/11/2023 | Job-Related Training And Webinar Fees (N... | \$150.00 |

Receipt



[Add Receipt](#)

Click to upload or drag and drop files to upload a new receipt.

Click again on Create Itemization

SAP Concur Expense

Manage Expenses | Card Transactions | Cash Advances

New Itemization

Allocate * Required field

Expense Type *
Honorarium

Transaction Date * 08/20/2023 | Report/Trip Purpose * 1) Conference Attendee

Additional Information | Enter Vendor Name
AERO COACH AVAIATION

City of Purchase

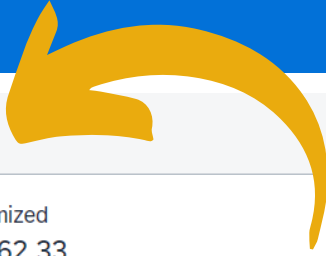
Amount * 30.00 | Currency US, Dollar (USD)

Comment


Add Receipt

Click to upload or drag and drop files to upload a new receipt.
Valid file types for upload are .png, .jpg, .jpeg, .pdf, .tif or .tiff.
5MB limit per file.

and repeat the process to add details for the next itemization.



Details | **Itemizations**

Amount: \$662.33 | Itemized: \$662.33 |  Remaining: \$0.00

[Create Itemization](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#)

| <input type="checkbox"/> | Date↑⇅ | Expense Type↓↑ | Requested↓↑ |
|-------------------------------------|------------|--------------------------|-------------|
| <input checked="" type="checkbox"/> | 08/18/2023 | Advertising - Employment | \$212.00 |
| <input type="checkbox"/> | 08/18/2023 | Advertising - Other | \$450.33 |

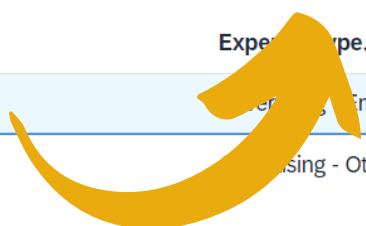
It is possible to allocate the itemizations to different funding strings. On the Itemizations tab that lists your itemized expenses,

Details | **Itemizations**

| | | |
|--------------------|----------------------|---------------------|
| Amount \$662.33 | Itemized \$662.33 | Remaining \$0.00 |
|--------------------|----------------------|---------------------|

Create Itemization | **Edit** | **Delete** | **Copy** | **Allocate**

| <input type="checkbox"/> | Date↑= | Expense Type↓↑ | Requested↓↑ |
|-------------------------------------|------------|----------------|-------------|
| <input checked="" type="checkbox"/> | 08/18/2023 | Employment | \$212.00 |
| <input type="checkbox"/> | 08/18/2023 | Other | \$450.33 |



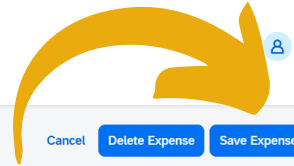
check the box for the expense or expenses you wish to allocate, and then click on the Allocate button. More details on how to allocate expenses are available in our Allocating Expenses video.

The screenshot displays the SAP Concur 'Manage Expenses' interface. At the top, the SAP Concur logo and 'Expense' dropdown are visible. Below the header, there's a section for 'Alerts: 1' with a warning icon and a count of 1. A message states: 'You must attach a receipt image to this expense.' The main expense entry is titled 'Job-Related Training And Webinar Fees (Non-travel) \$180.00' with a date of 10/11/2023 and company 'Online Learning Co'. It includes buttons for 'Cancel', 'Delete Expense', and 'Save Expense'. The 'Itemizations' tab is active, showing a summary: Amount \$180.00, Itemized \$180.00, and Remaining \$0.00. A yellow arrow points to the '\$0.00' remaining amount. Below the summary is a table of itemizations:

| <input type="checkbox"/> | Alerts | Date | Expense Type | Requested |
|--------------------------|--------|------------|---|-----------|
| <input type="checkbox"/> | ⚠ | 10/11/2023 | Professional Memberships/Dues | \$30.00 |
| <input type="checkbox"/> | ⚠ | 10/11/2023 | Job-Related Training And Webinar Fees (N... | \$150.00 |

At the bottom right, there is an 'Add Receipt' button and a note: 'Click to upload or drag and drop files to upload a new receipt.'


Once the remaining amount of the itemized expense is \$0 and the expense has been fully itemized,



Job-Related Training And Webinar Fees (Non-travel) \$180.00

10/11/2023 | Online Learning Co



[Cancel](#) [Delete Expense](#) [Save Expense](#)

[Hide Receipt](#) 

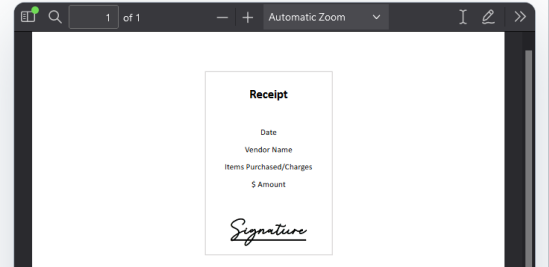
Details | **Itemizations**

| | | |
|--------------------|----------------------|---------------------|
| Amount \$180.00 | Itemized \$180.00 | Remaining \$0.00 |
|--------------------|----------------------|---------------------|

[Create Itemization](#) [More Actions ▾](#)

| <input type="checkbox"/> | Alerts↑↓ | Date↑↓ | Expense Type↑↓ | Requested↑↓ |
|-------------------------------------|---|------------|---|-------------|
| <input checked="" type="checkbox"/> |  | 10/11/2023 | Professional Memberships/Dues | \$30.00 |
| <input type="checkbox"/> |  | 10/11/2023 | Job-Related Training And Webinar Fees (N... | \$150.00 |

Receipt



click on Save Expense in the top right corner.

Online Seminar \$180.00

[Delete Report](#) [Copy Report](#) [Submit Report](#)


Not Submitted | Report Number: VMTYBD

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: [Standard](#) ▾

| <input type="checkbox"/> | Alerts↑↓ | Receipt↑↓ | Payment Type↑↓ | Expense Type↑↓ | Vendor Details↑↓ | Date↑↓ | Requested↑↓ | ▾ |
|--------------------------|----------|---|----------------|--|--------------------|------------|----------------------|---|
| <input type="checkbox"/> | |  | Out of Pocket | Job-Related Training And Webinar Fees (Non-travel) | Online Learning Co | 10/11/2023 | \$180.00 Itemized | ▾ |
| | | | | | | | \$180.00 | |

The expense screen will appear,

Online Seminar \$180.00

Delete Report Copy Report Submit Report

Not Submitted | Report Number: VMTYBD

View: Standard

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

Alerts Receipt Payment Type Expense Type

Out of Pocket Job-Related Training Anc

Date

Requested

08/20/2023

\$614.59

Itemized

\$614.59


and the itemized expense will show as itemized under the dollar amount for that expense.

Online Seminar \$180.00

[Delete Report](#) [Copy Report](#) [Submit Report](#)

Not Submitted | Report Number: VMTYBD

[Report Details](#) ▾ [Print/Share](#) ▾ [Manage Receipts](#) ▾

[View Available Receipts](#) 

[Add Expense](#) [Edit](#) [Delete](#) [Copy](#) [Allocate](#) [Combine Expenses](#) [Move to](#) ▾

View: [Standard](#) ▾

| <input checked="" type="checkbox"/> | Alerts | Receipt | Payment Type | Expense Type | Vendor Details | Date | Requested | |
|-------------------------------------|--------|---------|---------------|--|--------------------|------------|----------------------|---|
| <input checked="" type="checkbox"/> | | | Out of Pocket | Job-Related Training And Webinar Fees (Non-travel) | Online Learning Co | 10/11/2023 | \$180.00 Itemized | ▾ |
| | | | | | | | \$180.00 | |

To edit the itemization, check the expense box at the left of the screen and click Edit.