



UNIVERSITY OF  
SOUTH ALABAMA

# Concur

## How to Itemize

**Procurement Card and Travel Services**

<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>

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

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

The screenshot shows the 'Hotel \$950.00' expense details page. The 'Itemizations' tab is highlighted with a red box. The page includes a header with navigation arrows, the expense title, date (03/18/2022), vendor (Marriott Hotels), and buttons for 'Cancel', 'Delete Expense', and 'Save Expense'. Below the header, there are tabs for 'Details' and 'Itemizations'. The 'Itemizations' tab is active, showing a summary table with columns for 'Amount', 'Itemized', and 'Remaining'. The 'Amount' is \$950.00, 'Itemized' is \$0.00, and 'Remaining' is \$950.00. Below the table, there is a 'Create Itemization' button highlighted with a red box, and a 'More Actions' dropdown menu. The main content area shows a receipt image with a blue 'Illustration Only' watermark.

2. Click **Create Itemization**.

The screenshot shows the 'Hotel \$950.00' expense details page with the 'Itemizations' tab selected. The 'Create Itemization' button is highlighted with a red box. The page displays a summary table with columns for 'Amount', 'Itemized', and 'Remaining'. The 'Amount' is \$950.00, 'Itemized' is \$0.00, and 'Remaining' is \$950.00. Below the table, there is a 'Create Itemization' button highlighted with a red box, and a 'More Actions' dropdown menu. The main content area shows a receipt image with a blue 'Illustration Only' watermark.

3. Select the first itemization and assign it a dollar value then click **Save Itemization**.

The screenshot shows the 'New Itemization' form. The 'Expense Type' dropdown menu is highlighted with a red box and set to 'Hotel'. The 'Amount' input field is also highlighted with a red box and contains the value '925.00'. The 'Save Itemization' button is highlighted with a red box. The form includes fields for 'Transaction Date', 'Vendor', 'City of Purchase', 'Currency', and 'Request'. The 'Transaction Date' is 03/18/2022, 'Vendor' is Marriott Hotels, 'City of Purchase' is Orlando, Florida, 'Currency' is US, Dollar, and 'Request' is 03/14/2022, \$1,500.00 - Concur Fusion 202... The 'Comment' field is empty.

- To add another itemization click **Create Itemization** again and complete the required fields. Do this until you have itemized the entire transaction. Then click **Save Expense**.

Hotel \$950.00

03/18/2022 | Marriott Hotels

Cancel Delete Expense **Save Expense**

Details Itemizations Hide Receipt

Amount \$950.00 Itemized \$950.00 **Remaining \$0.00**

Create Itemization More Actions

<input type="checkbox"/>	Date↑	Expense Type↑	Requested↑
<input type="checkbox"/>	03/18/2022	Hotel	\$925.00
<input type="checkbox"/>	03/18/2022	Meals-Daily	\$25.00

Receipt image: MARriott ORLANDO WORLD CENTER GUEST FOLD

- Once you have itemized an expense the word “Itemized” will be present under the amount.

Report Details Print/Share Manage Receipts View Available Receipts

Add Expense Edit Delete Copy Allocate Combine Expenses Move to

<input type="checkbox"/>	Alerts↑	Comment↑	Receipt↑	Payment Type↑	Expense Type↑	Vendor Details↑	Date↑	Requested↑	
<input type="checkbox"/>				Cash/Personal Card	Taxi		03/18/2022	\$45.00	Allocated
<input type="checkbox"/>				Cash/Personal Card	Hotel	Marriott Hotels Orlando, Florida	03/18/2022	\$950.00	<b>Itemized</b>