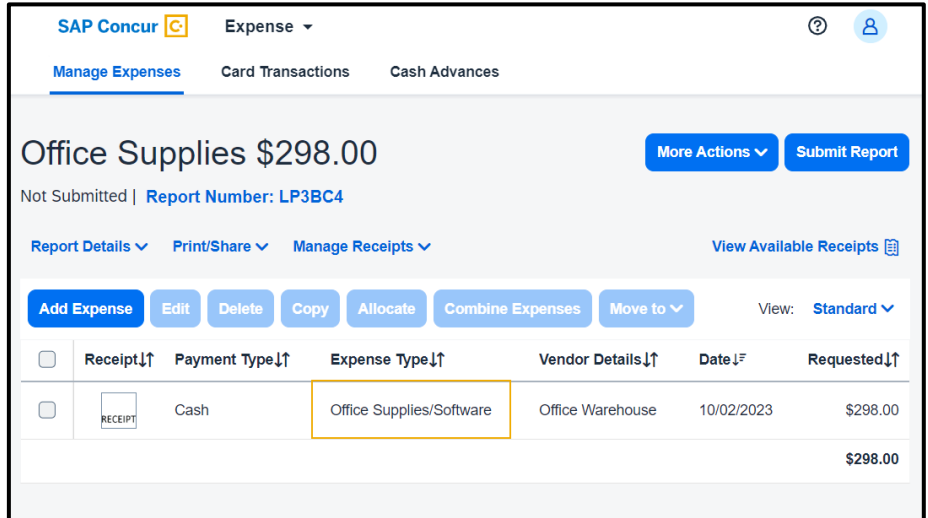



Itemizing Expenses

You itemize expenses to account for receipts that include both business and personal expenses or to ensure that each of your expenses is accounted for correctly.

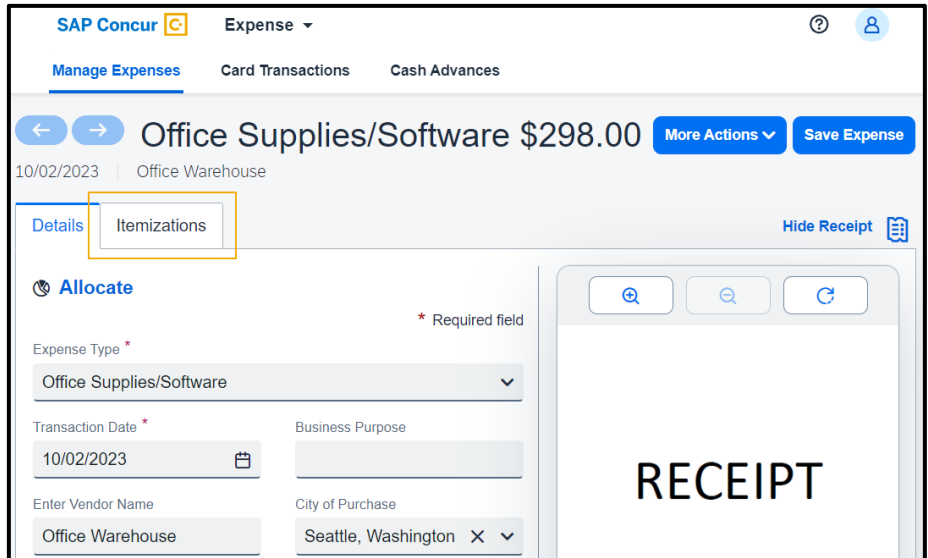
1. To itemize an expense, in your expense report, select the expense to open the expense details.



The screenshot shows the SAP Concur Expense report interface. At the top, there's a header with 'SAP Concur' and 'Expense' dropdown. Below it, tabs for 'Manage Expenses', 'Card Transactions', and 'Cash Advances' are visible. The main title is 'Office Supplies \$298.00' with a 'More Actions' dropdown and a 'Submit Report' button. Below the title, it says 'Not Submitted | Report Number: LP3BC4'. There are tabs for 'Report Details', 'Print/Share', and 'Manage Receipts'. A 'View Available Receipts' link is on the right. Below these are buttons for 'Add Expense', 'Edit', 'Delete', 'Copy', 'Allocate', 'Combine Expenses', and 'Move to'. A 'View: Standard' dropdown is on the right. A table of receipts is shown with columns: 'Receipt', 'Payment Type', 'Expense Type', 'Vendor Details', 'Date', and 'Requested'. The first row shows a receipt for 'Office Supplies/Software' from 'Office Warehouse' on '10/02/2023' for '\$298.00'. The total amount '\$298.00' is shown at the bottom right of the table.

Receipt	Payment Type	Expense Type	Vendor Details	Date	Requested
	Cash	Office Supplies/Software	Office Warehouse	10/02/2023	\$298.00
					\$298.00

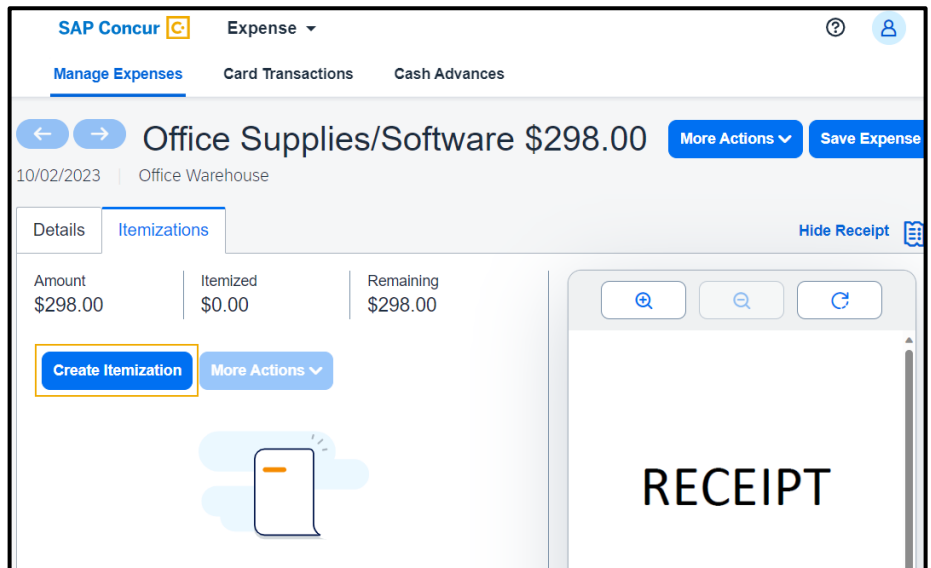
2. Select the Itemizations tab.



The screenshot shows the SAP Concur Expense report interface with the 'Itemizations' tab selected. The main title is 'Office Supplies/Software \$298.00' with a 'More Actions' dropdown and a 'Save Expense' button. Below the title, it says '10/02/2023 | Office Warehouse'. There are tabs for 'Details' and 'Itemizations'. The 'Itemizations' tab is highlighted. Below the tabs, there's an 'Allocate' section with a '* Required field' label. The 'Expense Type' dropdown is set to 'Office Supplies/Software'. The 'Transaction Date' is '10/02/2023'. The 'Business Purpose' field is empty. The 'Enter Vendor Name' field is 'Office Warehouse'. The 'City of Purchase' dropdown is 'Seattle, Washington'. On the right, there's a 'Hide Receipt' link and a large 'RECEIPT' placeholder.

- On the **Itemizations** tab, select **Create Itemization**.

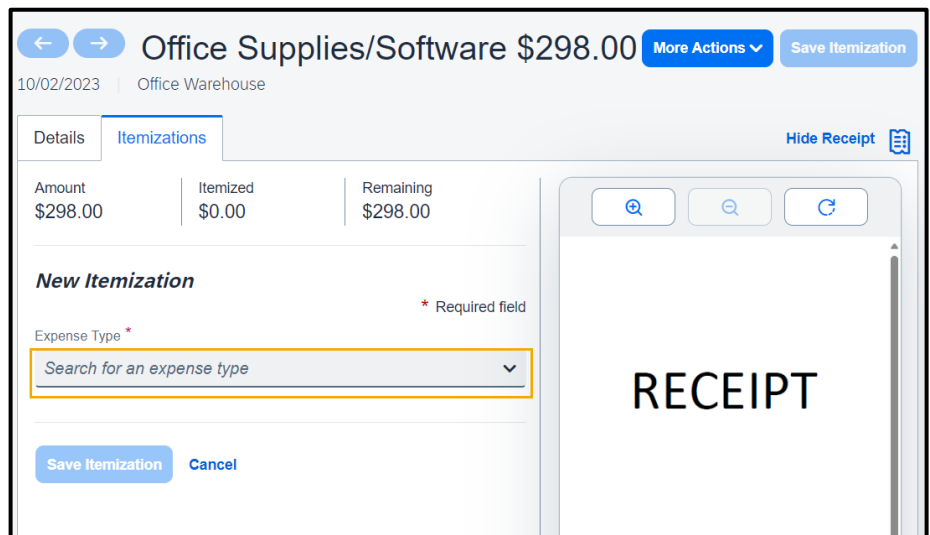
The expense **Amount**, the **Itemized** amount, and the **Remaining** amount are listed on the **Itemizations** tab.



The screenshot shows the SAP Concur Expense page for 'Office Supplies/Software \$298.00' on 10/02/2023 at Office Warehouse. The 'Itemizations' tab is active, displaying a table with columns: Amount (\$298.00), Itemized (\$0.00), and Remaining (\$298.00). Below the table, the 'Create Itemization' button is highlighted with a yellow box. To the right, there is a 'RECEIPT' section with search and refresh icons.

- Select the **Expense Type** that applies to the first itemization.

The page refreshes, displaying the required and optional fields for the selected expense type (required fields are marked with a red asterisk).

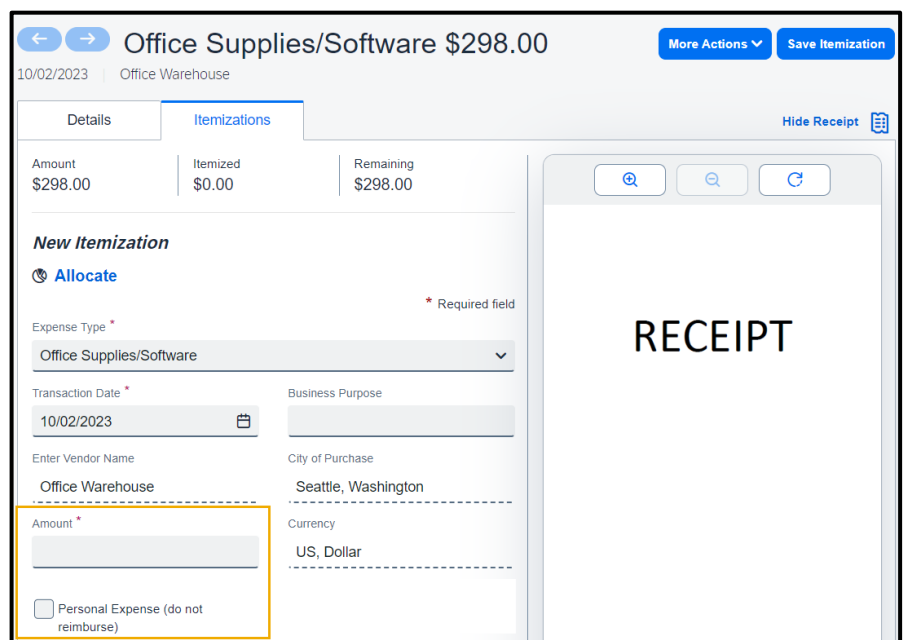


The screenshot shows the 'New Itemization' form. The 'Expense Type' dropdown menu is highlighted with a yellow box and contains the text 'Search for an expense type'. The form also includes 'Save Itemization' and 'Cancel' buttons. A 'RECEIPT' section is visible on the right.

- Complete the appropriate fields.

- If this is a personal expense, select the **Personal Expense (do not reimburse)** check box.

Designating an expense as personal means that your



The screenshot shows the 'New Itemization' form with various fields filled out. The 'Expense Type' is 'Office Supplies/Software'. The 'Transaction Date' is '10/02/2023'. The 'Business Purpose' is 'Seattle, Washington'. The 'Amount' field is highlighted with a yellow box. The 'Personal Expense (do not reimburse)' checkbox is also highlighted with a yellow box. A 'RECEIPT' section is visible on the right.

company will not reimburse you for the expenditure.

- 7. After you complete entering the information for each itemization, select **Save Itemization**.

Office Supplies/Software \$298.00

10/02/2023 | Office Warehouse

Details | **Itemizations** | Hide Receipt

Amount	Itemized	Remaining
\$298.00	\$280.00	\$18.00

New Itemization

Allocate

Expense Type * * Required field

Office Supplies/Software

Transaction Date * 10/02/2023 Business Purpose

Enter Vendor Name Office Warehouse City of Purchase Seattle, Washington

Amount * 18.00 Currency US, Dollar

RECEIPT

More Actions Save Itemization

- 8. Continue itemizing the expense until the Remaining amount is \$0.00.

Office Supplies/Software \$298.00

10/02/2023 | Office Warehouse

Details | **Itemizations** | Hide Receipt

Amount	Itemized	Remaining
\$298.00	\$298.00	\$0.00

Create Itemization More Actions

<input type="checkbox"/>	Date ↑↓	Expense Type ↑↓	Requested ↑↓
<input type="checkbox"/>	10/02/2023	Office Supplies/Software	\$280.00
<input type="checkbox"/>	10/02/2023	Office Supplies/Software	\$0.00 Personal

RECEIPT

More Actions Save Expense

Once you have completed itemizing this expense, a green checkmark appears next to the **Remaining** amount of \$0.00, indicating that you have completed itemizing this expense.