

ITEMIZING A PAYMENT CARD EXPENSE

(By Object Code)

Select the expense to be itemized.

(An Expense Type must be chosen before you can continue.)

Sept 2018 #3948

+ New Expense + Quick Expenses Import Expenses ▾ Details ▾ Receipts ▾ Print / Email ▾

Expenses Move ▾ Delete Copy View ▾ Expense Receipt Image

| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
|-------------------------------------|------------|---|----------|-----------|
| <input checked="" type="checkbox"/> | 07/29/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L | \$219.99 | \$219.99 |
| <input type="checkbox"/> | 07/27/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L | \$20.29 | \$20.29 |
| <input type="checkbox"/> | 07/27/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L | \$11.99 | \$11.99 |

Travel Card charges may not be submitted on a Payment Card report. Please remove this transaction and submit on a travel expense report.

Expense Type: 4010 Supplies - Office Gener Amount: 219.99 USD

FAMIS REF-B Invoice Number

Click ITEMIZE

Save **Itemize** Allocate Attach Receipt Cancel

Select the EXPENSE TYPE

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Expenses

| Date | Expense Type | Amount | Requested |
|------------|---|----------|-----------|
| 07/29/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L | \$219.99 | \$219.99 |

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Adding New Itemization

| | | | |
|------------|---|---------|---------|
| 07/27/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L | \$20.29 | \$20.29 |
| 07/27/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Sugar L | \$11.99 | \$11.99 |

New Itemization

Expense Type

- 1. Supplies - Consumables
 - 4010 Supplies - Office General
 - 4011 Supplies - Paper Goods & Janitorial
 - 4012 Supplies - Education
 - 4013 Supplies - Research
 - 4014 Supplies - Other
 - 4016 Supplies - Storeroom
 - 4020 Supplies - Computer Consumables
 - 4025 Subscriptions, Periodicals
 - 4030 Fuels And Lubricants - Other
 - 4035 Fuels And Lubricants - Aircraft
 - 4036 Fuel - Gasoline
 - 4037 Fuel - Diesel
 - 4038 Fuel - Propane
 - 4039 Supplies - Gases
 - 4040 Supplies - Chemicals & Gases

Enter the Amount and Description for this Expense Type

New Itemization Available Receipts

Total Amount: \$219.99 | Itemized: \$0.00 | Remaining: \$219.99

Expense Type: 4010 Supplies - Office General

Amount: 119.99 USD

Transaction Date: 07/29/2018

Vendor Name: SUMMUS INDUSTRIES, INC

Comment: Office supplies - Paper

FAMIS REF-A:

FAMIS REF-B:

Invoice Number:

Goods Received Date:

Payment Type: Test Payment Card

Save Allocate Cancel

Click SAVE

The Remaining Amount and Itemized Amount will be updated.

Repeat the steps until the Remaining Amount equals \$0

The screenshot shows a 'New Itemization' form with the following fields and values:

- Expense Type: 4020 Supplies - Computer Co
- Amount: 100.00 (highlighted with a red box)
- Transaction Date: 07/29/2018
- Vendor Name: SUMMUS INDUSTRIES, INC
- Comment: Toner for printer (highlighted with a red box)
- FAMIS REF-A: (empty)
- FAMIS REF-B: (empty)
- Invoice Number: (empty)
- Goods Received Date: (empty)
- Payment Type: Test Payment Card

At the top right, the status bar shows: **Total Amount: \$219.99 | Itemized: \$119.99 | Remaining: \$100.00** (the 'Remaining' value is circled in red).

At the bottom right, there are three buttons: **Save** (highlighted with a red box), **Allocate**, and **Cancel**.

Click SAVE

This close-up screenshot shows the status bar at the top of the form, which now displays: **Total Amount: \$219.99 | Itemized: \$219.99 | Remaining: \$0.00**. The 'Remaining: \$0.00' text is highlighted with a red box.

Below the status bar, the 'FAMIS REF-A' field is visible and empty.

You should now see the Itemization of the Expense.

Expenses Move ▾ Delete Copy View ▾ ⏪

| <input type="checkbox"/> | Date ▾ | Expense Type | Amount | Requested |
|---------------------------|------------|---|----------|-----------|
| <i>Adding New Expense</i> | | | | |
| <input type="checkbox"/> | 07/29/2018 | 4010 Supplies - Office General SUMMUS INDUSTRIES, INC, Suga | \$219.99 | \$219.99 |
| <input type="checkbox"/> | 07/29/2018 | 4010 Supplies - Office General | \$119.99 | \$119.99 |
| <input type="checkbox"/> | 07/29/2018 | 4020 Supplies - Computer Cons | \$100.00 | \$100.00 |
| <input type="checkbox"/> | 07/27/2018 | 4010 Supplies - Office General | \$20.00 | \$20.00 |