Itemizing Multiple Invoices

This is used when a payment has been made where the total covers multiple invoices for the same vendor.

FedEx is being used as an example:

1. Create an expense line for the total amount. Attach the receipts/invoices.

2. For Is this an invoice – choose NO
3. Click Itemizations

4. Click Create Itemization

Details Itemizations

Amount	Itemized	Remaining
$321.00	$0.00	$321.00

Create Itemization Edit Allocate

5. Fill in the itemization entry for the first invoice. For this choose YES for Is this a Vendor Invoice and use the first invoice number and amount. Then hit Save and Add Another or just Save Itemization if you have added them all.

* Required field

Expense Type *

53411-POSTAGE/EXPRESS MAIL - NON-GW   ✕ ⌄

Transaction Date *   Business Purpose *

08/12/2024   📅   test

Vendor Name   Business Name

FedEx

City

Amount *   Currency

                                             US, Dollar (USD)

☐ Personal Expense (do not reimburse)   ☐ Missing Receipt Acknowledgment Form Attached

Is this a Vendor Invoice? *

None Selected   ⌄

Comment   0/500

6. Continue adding itemizations until the Remaining amount is at zero and all invoices are listed.

Details	Itemizations

Amount	Itemized	✅ Remaining
$321.00	**$321.00**	**$0.00**

Create Itemization Edit Delete Copy Allocate

☐	Date↑≡	Expense Type↓↑	Requested↓↑	
☐	08/12/2024	53411-POSTAGE/EXPRESS MAIL - ...	$171.00	•••
☐	08/12/2024	53411-POSTAGE/EXPRESS MAIL - ...	$150.00	•••