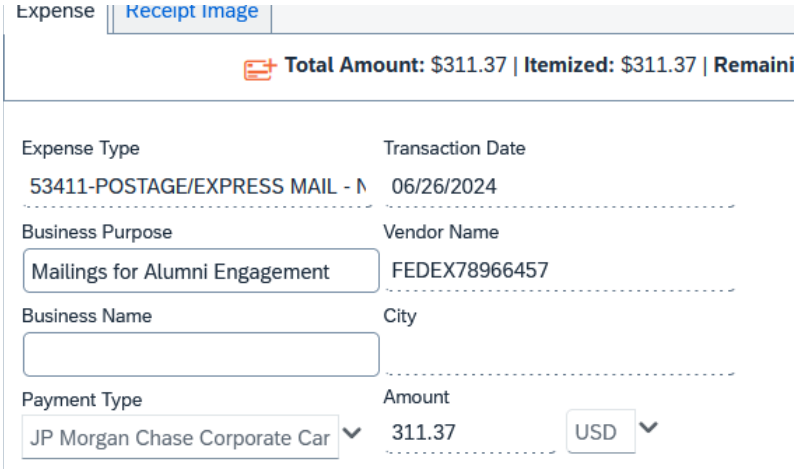
Itemizing Multiple Invoices

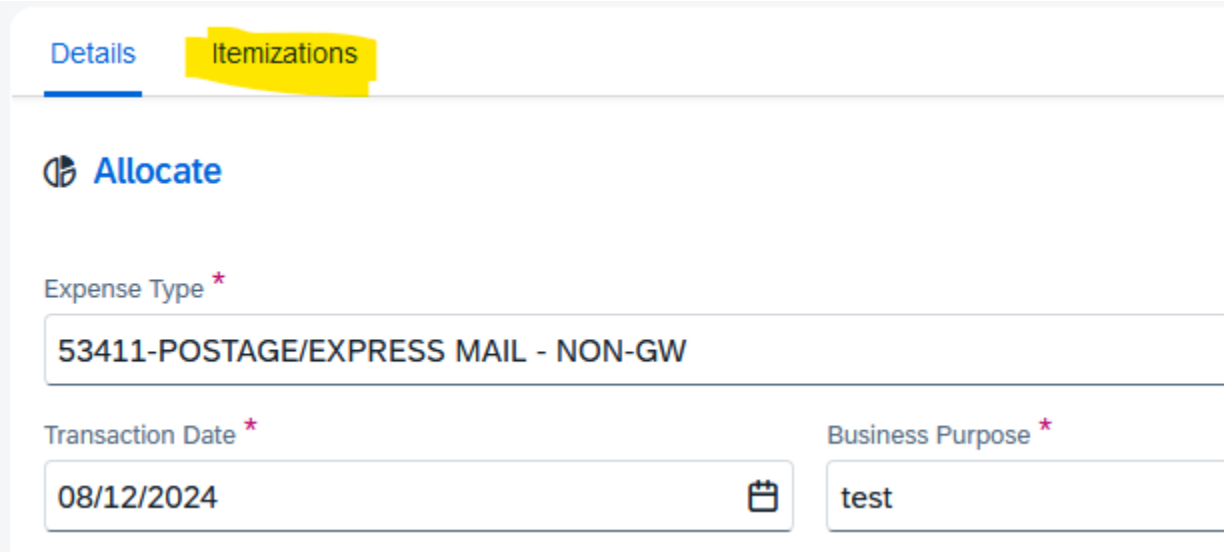
This is used when a payment has been made where the total covers multiple invoices for the same vendor.

FedEx is being used as an example:

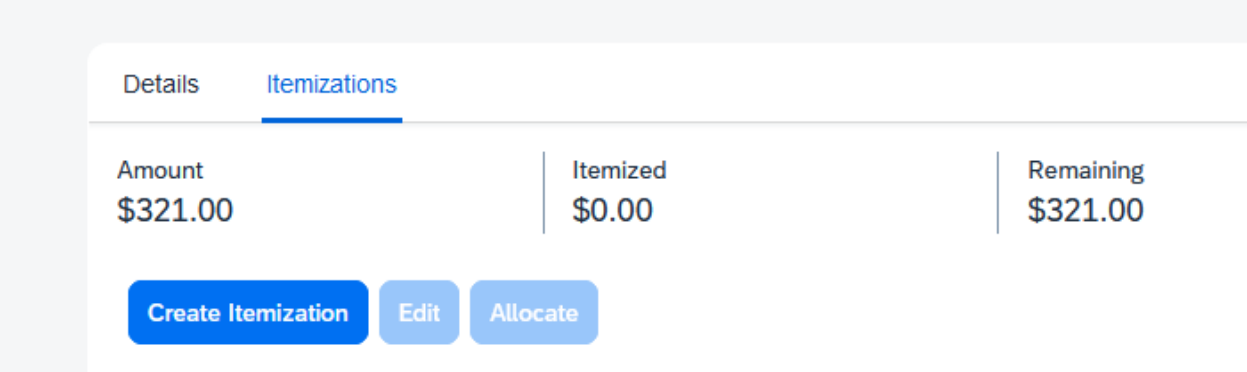
1. Create an expense line for the total amount. Attach the receipts/invoices.



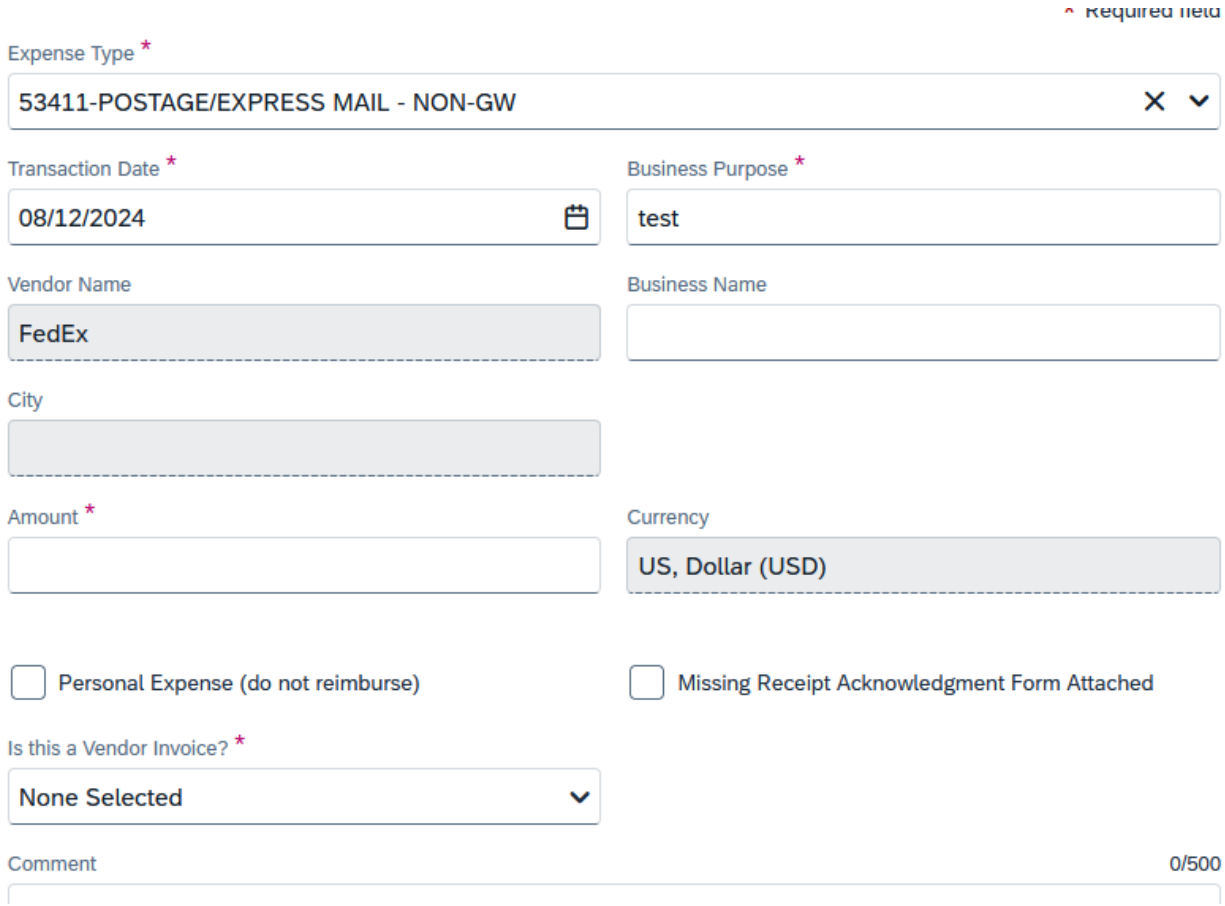
2. For Is this an invoice – choose NO
3. Click Itemizations



4. Click Create Itemization



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.



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	•••