

# 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.

Expense [Receipt Image](#)

**Total Amount: \$311.37 | Itemized: \$311.37 | Remaini**

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Expense Type	Transaction Date	
53411-POSTAGE/EXPRESS MAIL - N	06/26/2024	
Business Purpose	Vendor Name	
Mailings for Alumni Engagement	FEDEX78966457	
Business Name	City	
Payment Type	Amount	
JP Morgan Chase Corporate Car	311.37	USD

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

[Details](#) **Itemizations**

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**Allocate**

Expense Type \*

53411-POSTAGE/EXPRESS MAIL - NON-GW

Transaction Date \*      Business Purpose \*

08/12/2024      test

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 X v

Transaction Date \* 08/12/2024  Business Purpose \* test

Vendor Name FedEx Business Name

City

Amount \* Currency US, Dollar (USD)

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

Is this a Vendor Invoice? \*  
None Selected v

Comment 0/500

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

Details Itemizations

Amount  
\$321.00

Itemized  
\$321.00

✔ Remaining  
\$0.00

Create Itemization

Edit

Delete

Copy

Allocate

<input type="checkbox"/>	Date↑≡	Expense Type↓↑	Requested↓↑	
<input type="checkbox"/>	08/12/2024	53411-POSTAGE/EXPRESS MAIL - ...	\$171.00	...
<input type="checkbox"/>	08/12/2024	53411-POSTAGE/EXPRESS MAIL - ...	\$150.00	...