Create Expense Report: pCard – Itemize (Optional)
Use to itemize when creating an Expense Report NOT related to travel

Access Itemize from the Create Expense Report task

1. You can Itemize for pCard expenses. For example, use Itemize for two different SmartTags or Cost Centers.
2. After completing the Expense Report Line section, click Itemize in the top right corner.

Your screens and processes may vary from those described here.
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Note: Review and complete all Red Asterisks (*) and Black Asterisks (*).

3. When **Itemize** is clicked, a new window displays.
   a. A two way split displays.
   b. More/Less Splits: Keep clicking the **Add** button if more lines are needed. Click the **Subtract** icon if less lines are needed.
Create Expense Report: pCard – Itemize (Optional)
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4. Under **Itemize**, the top right corner keeps track of the **Remaining Amount to Itemize**.
   a. This is based on the **Total Amount**
   b. **Remaining Amount to Itemize**: Must display **0.00** (Check Amounts in each Line if not 0.00)

Your screens and processes may vary from those described here.
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5. For Line 1:
   a. Enter the **Quantity**.
   b. Enter the **Per Unit Amount**.
   c. The **Total Amount** will generate based on the **Quantity** times the **Per Unit Amount**.

Your screens and processes may vary from those described here.
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6. For Line 2:
   a. Enter the **Quantity**.
   b. Enter the **Per Unit Amount**.
   c. The **Total Amount** will generate based on the **Quantity** times the **Per Unit Amount**.
   d. Click the X to change the SmartTag or Cost Center. For example:
      i. **SmartTag**: Click the X
      ii. Type the SmartTag or use the Prompt to select the SmartTag.
      iii. When the SmartTag is selected, the Fund and Cost Center automatically generates.

7. Click **Done** when complete.
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8. After Done is clicked, the following will display:

9. On the left side, next to Expense Report Line, it will show the items that are itemized.
10. Remember to attach the receipt(s).
11. If needed, review the Create Expense Report pCard Job Aid for further instruction: Attachments (Step 6)