

This job aid will assist you with the process for itemizing business credit card expenses.

1. Navigate to the **Credit Card Expenses** section of your expense report.

The screenshot shows the top navigation bar of the system. The 'Expense Reports' tab is active. Below it, the 'Credit Card Expenses' link is highlighted with a red box and a red circle with the number 1. Other links include 'General Information', 'Credit Card Transactions', 'Cash and Other Expenses', 'Expense Allocations', and 'Review'. At the bottom right, there are 'Save', 'Cancel', and 'Back' buttons, and a 'Step 3 of 6' indicator.

2. Select the expense you want to itemize.

The screenshot shows the 'Business Expenses' section. A table lists expenses with columns: 'Select Line', 'Date', 'Receipt Amount', 'Expense Type', 'Merchant Name', 'Justification', 'Reimbursable Amount (USD)', and 'Level Three Data'. The first row is highlighted with a red box and a red circle with the number 2. The 'Details' icon for this row is also highlighted with a red box. Below the table, there are 'Save', 'Cancel', and 'Back' buttons, and a 'Step 3 of 6' indicator.

Click the **Details** icon for the expense you want to itemize

3. The **Credit Card Expenses** details screen displays.

The screenshot shows the 'Credit Card Expenses: Details for Line 1' screen. It contains various input fields for expense details, including 'Expense Type', 'Start Date', 'Daily Rate', 'Number Of Days', 'Receipt Amount', 'Receipt Currency', 'Exchange Rate', 'Reimbursable Amount', and 'Receipt Required'. There is also a section for 'Item Comment', 'Expense Location', 'Merchant Name', and 'Attachments'. The 'Itemize' button is highlighted with a red box. At the bottom right, there are 'Itemize', 'Remove', and 'Return' buttons.

TIP: If you mistakenly type the Enter key on any detail screen, you will be prompted to save the downloaded file. Clicking cancel removes this message, without affecting the expense report. **NOTE-** the Enter key has no normal functionality in the detail screen. There is no need to use it.

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Click **Itemize**.

Expenses

Expenses Home | Payments Search | **Expense Reports** | Credit Card Transactions | Access Authorizations | Self Assigning Assistant

General Information | Credit Card Transactions | **Credit Card Expenses** | Cash and Other Expenses | Expense Allocations | Review

Credit Card Expenses: Details for Line 1

* Indicates required field

* Expense Type: Travel-Dom-Ground Transportation Actuals-871040

Start Date: 11-Oct-2012

Daily Rate: 115.00

Number Of Days: 1

Receipt Amount: 115.00

Receipt Currency: USD - US dollar

Exchange Rate: 1

Reimbursable Amount: 115.00 USD

Receipt Required

* Item Comment: ride to airport

Expense Location

Merchant Name: NORM'S LIMOUSINE/AIRPO

☐ Original Receipt Missing

Attachments: None Add...

Note: For missing receipts click 'Add' to provide required details.

Itemize Remove Return

Additional Information

VIP

Itemize Remove Return

The **Itemized Business Expenses** page displays.

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Enter the **Itemized Receipt Amount** for the first line item.

Note: The number entered in this box is the amount of the expense that you want associated with the first line item.

Expenses

Expenses Home | Payments Search | **Expense Reports** | Credit Card Transactions | Access Authorizations | Self Assigning Assistant

General Information | Credit Card Transactions | **Credit Card Expenses** | Cash and Other Expenses | Expense Allocations | Review

Credit Card Expenses: Details for Line 1

* Indicates required field

* Receipt Type: Travel-Dom-Ground Transportation Actuals-871040

Receipt Date: 11-Oct-2012

Original Receipt Amount: 115.00

Receipt Currency: USD - US dollar

Reimbursable Amount: 115.00 USD

* Item Comment: ride to airport

Expense Location

Merchant Name: NORM'S LIMOUSINE/AIRPO

☐ Original Receipt Missing

Attachments: None Add...

Note: For missing receipts click 'Add' to provide required details.

Itemized Business Expenses

****Itemize the receipt by creating a separate row for each individual business expense. Any remaining amount is treated as a personal expense.**

Select Expense: Duplicate Remove

Select Line Date	Expense Type	Item Comment	Itemized Receipt Amount (USD)
11-Oct-2012	Travel-Dom-Ground Transportation Actuals-871040	ride to airport	115.00

Add Another Row

Total Business Expenses	115.00
Personal Expense**	0.00
Original Receipt Amount	115.00

Itemization 1-1

* Expense Type: Travel-Dom-Ground Transportation Actuals-871040

Start Date: 11-Oct-2012

Daily Rate: 115.00

Number Of Days: 1

* Itemized Receipt Amount: 115.00

* Item Comment: ride to airport

Additional Information

Remove Itemization Remove Return

After clicking anywhere on the screen outside of the **Itemized Receipt Amount** box, the amount in the summary section update for both **Total Business Expenses** and **Personal Expenses**.

Next, click the **Add Another Row** button under the **Itemized Business Expenses** section to

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Click **Return** at the top of the page to continue completing your expense report.

Expenses

Expenses Home | Payments Search | **Expense Reports** | Credit Card Transactions | Access Authorizations | Self Assigning Assistant

General Information | Credit Card Transactions | **Credit Card Expenses** | Cash and Other Expenses | Expense Allocations | Review

Credit Card Expenses: Details for Line 1

* Indicates required field

Remove Itemization Remove **Return**

Type of Questions	Who to Contact	Contact Information
Log-in Password System Functionality	ITS Help Desk	Hours: Monday - Friday 7:00 AM - 9:00 PM Phone: 203.432.9000 Email: helpdesk@yale.edu
P-T-A-E-O VIP	Yale Shared Services	Hours: Monday - Friday 8:00 AM - 5:00 PM Phone: 203-432-5394 Email: yss.ems@yale.edu
Policy & Procedure Deployment Transition from Concur to EMS iExpense New access requests	E-Commerce	Scott Lucker, Associate Director E-Commerce 203.436.4184 scott.lucker@yale.edu Kathy Chambers, Manager, E-Commerce 203.432.9977 Katherine.chambers@yale.edu