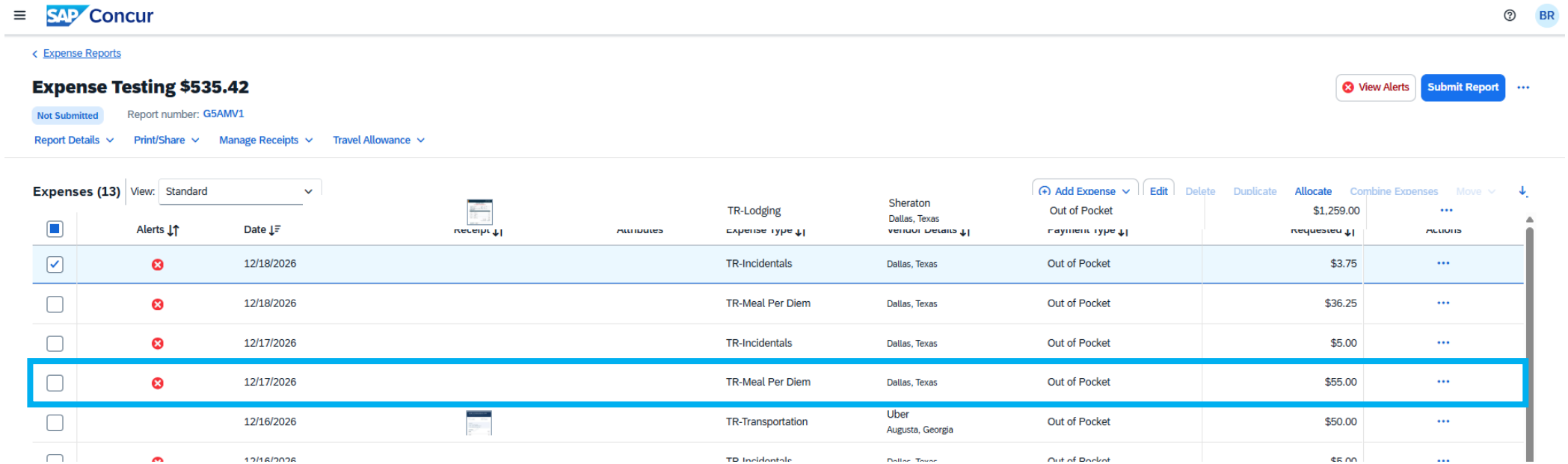
Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemized your expenses

- Click on the expense you need to itemize, in this example I will do my lodging.



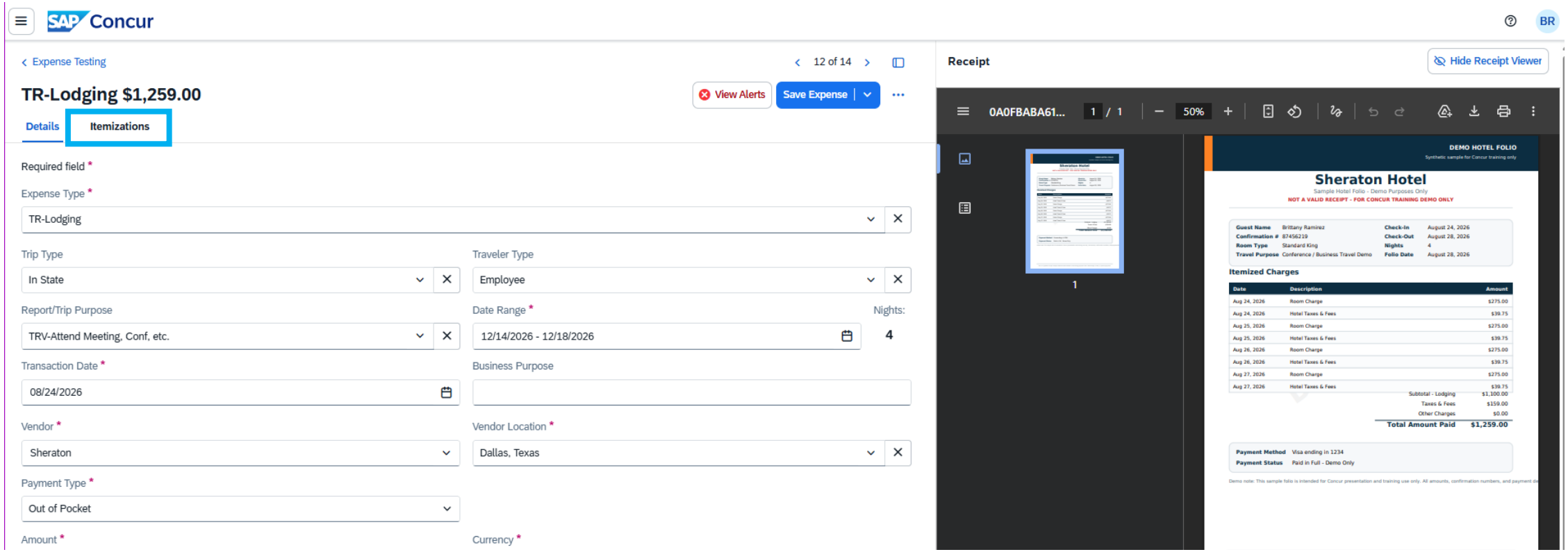
Lodging transactions must be itemized but any other transactions may also be itemized to split between two or more expense types (account codes).

Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- Click on Itemization

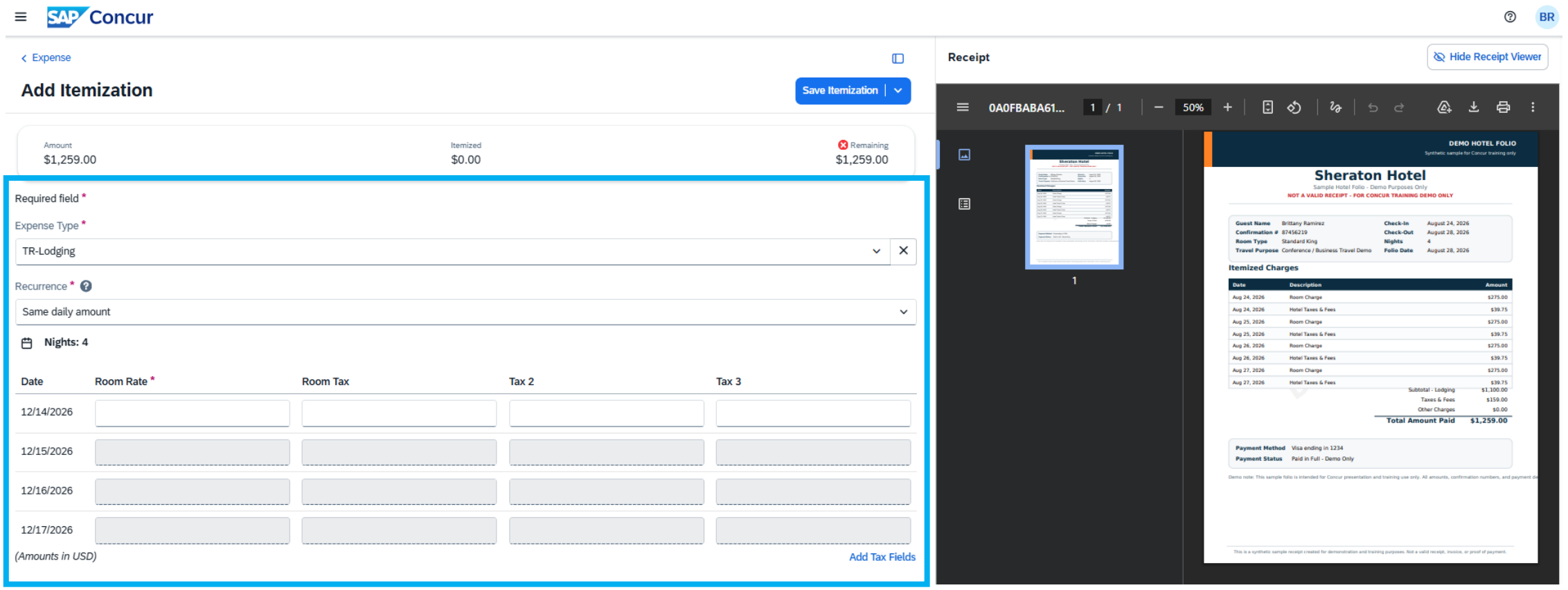


Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- Fill out the expense type, choose your recurrence, and fill in the table below.



Creating an Expense Report – Adding Expense Itemizations

Split one transaction into multiple expense types (account codes).

Itemize Your Expenses

- This is the how it looks when you add in the itemizations.
- Click '**Save Expense**'

