

# Itemizations: are rarely needed

The section in red below can *usually* be ignored. Only itemize when necessary.

## Itemization functionality is used to:

- allocate some services and utilities expenses to the correct GL account
- allocate alcohol to the “Entertainment” GL account (only when part of a larger non-entertainment expense line)
- divide costs among multiple funding sources (COA strings, projects, etc.)
- repay a personal expense (paid with a One Card) back to VU (Expenses paid with out-of-pocket funds should never have “personal” itemizations. That function is for One Card transactions only. Personal expenses paid with personal funds are personal/private.)

Books and Subscriptions Expense 8/1/24 Show Errors ? Books and Subscriptions Exp Save and Close Cancel

\* Date 8/1/24

\* Type Books and Subscriptions Expense

\* Expense Location United States


\* Amount USD 73.00

Reimbursable Amount 0.00 USD

\* Description Best Accounting Tips Ever - purchased for Econ 101 to create curriculum

\* Merchant Name Barnes & Noble

Attachments



Drag files here or click to add attachment

☐ Receipt missing

Account 440.05.44420.6125.000.000.000.VU.0

Project Number

Task Number

Expenditure Organization

Contract Number

Funding Source

\* Is this property of the individual or the university?

Itemization +

Remaining Balance 73.00

* Type	* Date	Daily Amount	Days	* Amount (USD)	Personal	Remove
	4/3/24			0.00+	<input type="checkbox"/>	X