Itemizations: are rarely needed

The section in red below can *usually* be ignored. Only itemize when <u>necessary</u>.

Itemization functionality is used to:

- allocate some <u>services and utilities</u> expenses to the correct GL account

- allocate <u>alcohol</u> to the "Entertainment" GL account (only when part of a larger non-entertainment expense line)

- <u>divide costs</u> among multiple funding sources (COA strings, projects, etc.)

- repay a <u>personal expense (paid with a One Card)</u> 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.)