

Paylocity Resource - Itemizing Expenses

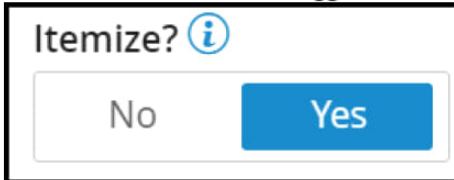
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Itemize an Expense

Itemizing an expense allows for the ability to break out an expense into different categories.

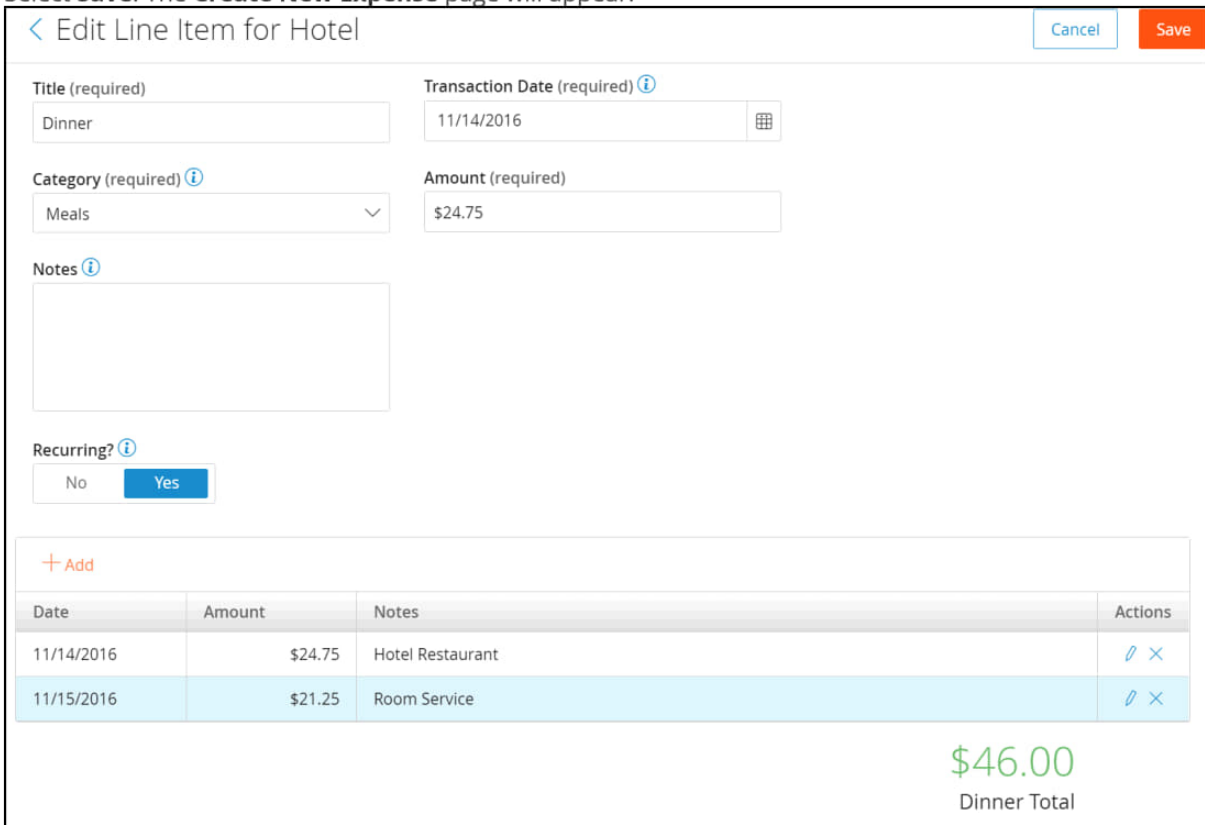
Example: A hotel stay for business travel where the expense can be separated out into areas such as room, parking, and meals.

1. Select **Yes** in the **Itemize** toggle within the Create New Expense page.



The image shows a toggle control titled "Itemize?" with an information icon. Below the title are two buttons: "No" and "Yes". The "Yes" button is highlighted in blue, indicating it is the selected option.

2. Select **+ Add Line Item** within the **Line Items** section.
3. Add a **Title**.
4. Enter the transaction date by selecting a date from the calendar, or via manual entry.
5. Select a category via the dropdown menu.
6. Enter the value depending on the category.
7. Provide any information in the **Notes** field as applicable.
8. Select **Yes** in the **Recurring** field if there is a line item with multiple transactions with the same category.
 - o Select **+ Add** to input recurring transactions of the same value.
 - o Adjust the values of the recurring line items if necessary:
 1. Select the **Pencil (Edit)** icon in the **Actions** column.
 2. Make the change.
 3. Save by selecting the Check Mark.
9. Select **Save**. The **Create New Expense** page will appear.



The screenshot shows the "Edit Line Item for Hotel" form. It includes fields for Title (Dinner), Transaction Date (11/14/2016), Category (Meals), and Amount (\$24.75). There is a Notes field and a Recurring toggle set to Yes. Below the form is a table with two rows of line items and a total amount of \$46.00.

Date	Amount	Notes	Actions
11/14/2016	\$24.75	Hotel Restaurant	
11/15/2016	\$21.25	Room Service	

\$46.00
Dinner Total

- 10. Verify that the **Line Items Total** matches the value (such as **Amount**) in the **Details** section.
- 11. Select **Save** to return to the main **Create Expense Report** page. Note that the expense cannot save if the value in the **Details** section does not match the value within the **Line Items** section.

Create New Expense

Close Save

Details

Title (required) Hotel	Transaction Date (required) ⓘ 1/6/2017	Payment Method (required) Cash (reimbursable) ▼
Category (required) ⓘ Travel ▼	Amount (required) \$311.22	
Notes ⓘ <div style="border: 1px solid #ccc; height: 40px;"></div>	Override Cost Center? ⓘ <input type="button" value="No"/> <input type="button" value="Yes"/>	Itemize? ⓘ <input type="button" value="No"/> <input checked="" type="button" value="Yes"/>

Line Items

+ Add Line Item

<input type="checkbox"/> Dinner Meals	Recurring 01/06/2017	\$46.00
<input type="checkbox"/> Parking Other	01/06/2017	\$25.00
<input type="checkbox"/> Room Travel	Recurring 01/06/2017	\$240.22

[X Delete Selected](#)

\$0.00 Remaining	\$311.22 Line Items Total
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Receipts ⓘ

+ Drop files here to upload, or

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