Splitting a Transaction by Expense Type (GL)

Overview
In Concur, you have the ability to split transitions by multiple expense types.

Create an Expense Report and add or select your desired transaction.
1. Click on the **Itemize** button.

2. Under the **New Itemize** tab select the drop down box to insert the first expense type that needs to be split.

3. Complete the required fields.

4. Repeat steps 2 & 3 as needed.

Please send any questions to concurquestions@uc.edu