

Step-by-step instructions on reconciling multiple expenses in the Infor system with a concentration on items and the associated shipping costs

# INFOR

Reconciling Multiple Expense Items

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## Multiple Line Items

In order to request reimbursement for an item that has multiple commodity codes (such as supplies and shipping) employees must use the Multiple Line Item expense type when reconciling the item in Infor.

1. Select the applicable P-Card transaction, and attach it to the expense report.

Unattached Transactions (29)

[Show Removed](#) [Export](#) [Full View](#)

<input type="checkbox"/>	Expense Type	Date	Amount	Currency	Status	Has Folio	Merchant ▲	City	Card Type	Card Account
<input checked="" type="checkbox"/>	 	3/1/15	\$65.00	USD			Amazon.com	AMZN.COM/BILL	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>	 	3/1/15	\$65.00	USD			Amazon.com	AMZN.COM/BILL	VISA	XXXXXXXXXXXX0001
<input type="checkbox"/>	 	3/1/15	\$1.25	USD			CASHADVANCEREQ	LYNCHBURG	VISA	XXXXXXXXXXXX0001

2. Click on the pencil icon to provide details for each line item.
3. Select “Multiple Expense Types” from the drop-down list and click “Save”.

\* Expense Type

Multiple Expense Types - (For Itemization) ▼

- MCABWARD: Awards purchased by university
- MCBENEV: Benevolence
- MCBSMEAL: Business Meal (Non-travel)
- MCCLEAN: Game Day Dry Cleaning
- MCDONATE: Donations
- MCEVTCEL: Departmental Events & Celebrations
- MCFDALLW: Early Arrival Food Allowance
- MCFINE: Fines/Penalties
- MCGNTEE: Athletic Guarantees Expense
- MCLURS: P-card Expense LU Racquet Sports
- MCMEMBER: Institutional Memberships
- MCOFFCMP: Student Athlete Off Campus Allowance
- MCOFFICL: Game Day Officials Travel
- MCREG: Registration & Entrance Fees
- MCSECURE: Game Day Security
- MCWORKER: Game Day Workers
- MLFRGHT: Freight- Outbound
- MLINFRGT: Inbound Freight Costs
- MLPOST: Postage
- Multiple Expense Types - (For Itemization)

4. Enter the Description in the applicable space and click the icon next to “Itemizations.”

\* Expense Type: Multiple Expense Types - (For Itemization)    \* Date: 3/1/15    \* Amount: 65.00    \* Currency: US Dollar ▼

Vendor: Amazon.com ▼    Payment Type: VISA Corporate Card ▼    \* Description: Office Supplies

University Expense     Personal or Per Diem

Itemizations

Item is not itemized. 

5. This window will open.

**Credit Card Transactions** → **Expense Item** Multiple Expense Types - (For Itemization) → **Itemizations**

Amount remaining to be itemized is **\$65.00**  
Select an expense type and click Add Expense.

Expense Type

Expense Type    Date    Amount                   Allocations

No data to display

Item Total: **\$65.00**  
Itemized Amount: **\$0.00**  
Remaining To Be Itemized: **\$65.00**

**Finish Itemization**    **Cancel**

6. Select the first commodity code from the drop down box under “Expense Type” and click “Add Expense.”

Expense Type

SPGEN: General Supplies    **Add Expense**

PLMNTCSV: Maintenance Services- Non-Contracted Labor  
PLREPRCL: Repair- Contract Labor  
PLREPRMA: Repair- Materials  
PLREPRSV: Repair Services-Non-Contracted Labor  
PLVEHC: Vehicle Maint/Repair Materials  
SPATHL: Athletic Supplies  
SPATHUMN: Athletic Uniforms  
SPDATA: Data Processing Supplies  
SPDECOR: Decorating Supplies  
SPDPLOMA: Diploma Supplies  
SPDRAMA: Theatre Production Supplies  
SPDROPS: Network Drops  
SPFIELD: Field Supplies  
SPFOOD: Food Supplies  
**SPGEN: General Supplies**  
SPINSTR: Instructional Supplies  
SPINVTRY: Inventoriable Supplies  
SPLAB: Laboratory Supplies  
SPLAUNDR: Laundry Supplies  
SPLICA: P-card Expense I CA

Item Total: **\$65.00**  
Itemized Amount: **\$0.00**  
Remaining To Be Itemized: **\$65.00**

7. Change the “Amount” to the amount of the first item.

8. Leave the “Personal or Per Diem” box unchecked.

**Standard Information**

\* Expense Type    \* Date    \* Amount    \* Vendor

SPGEN: General Supplies    3/1/15    **65.00**    Amazon.com

Description

Office Supplies

Receipt Included     Personal or Per Diem    **← Leave these boxes unchecked.**

9. Check the FOAPAL for accuracy.

10. Click “Save.”

- Select the "Expense Type" from the dropdown menu. For freight choose the Commodity Code "MLINFRGT," and click "Add Expense."

Expense Type

MLINFRGT: Inbound Freight Costs

**Add Expense** Delete Change Allocations [Export](#)

Expense Type	Date	Amount	Allocations	Merchant	City
100% Business Intelligence				Amazon.com	AMZN.COM/BILL

Item Total: **\$65.00**  
 Itemized Amount: **\$60.00**  
 Remaining To Be Itemized: **\$5.00**

**Finish Itemization** **Cancel**

- Fill in the "Supplier/Shipper" information.
- Leave the "Personal or Per Diem" box unchecked.
- Check the FOAPAL for accuracy.
- Click "Save."

**Standard Information**

\* Expense Type: MLINFRGT: Inbound Freight Costs    \* Date: 3/1/15    \* Amount: 5.00    \* Carrier: Amazon.com

Description: Office Supplies    \* Supplier/Shipper: Fedex

Receipt Included     Personal or Per Diem

**Leave these unchecked**

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**Charge Code Allocations**

\* FOAPAL: LU-U-111101-K5000-60-1K5000    Activity: 1K5000

- Once the "Remaining To Be Itemized" amount is \$0.00 click "Finish Itemization"

Expense Type

Add Expense Delete Change Allocations [Export](#)

Expense Type	Date	Amount	Allocations	Merchant	City
SPGEN: General Supplies	3/1/15	\$60.00	100% Business Intelligence	Amazon.com	AMZN.COM/BILL
MLINFRGT: Inbound Freight Costs	3/1/15	\$5.00	100% Business Intelligence	Amazon.com	AMZN.COM/BILL

Item Total: **\$65.00**  
 Itemized Amount: **\$65.00**  
 Remaining To Be Itemized: **\$0.00**

**Finish Itemization** **Cancel**

- The item is now added to the Expense Report.