

# Reconciling a Lodging Deposit

Fill out expense information and click “View/Add Itemization” as usual.

This screenshot shows the 'Standard Information' section of a software interface. At the top, there are buttons for 'Help', 'Cancel', and 'Save'. Below these are 'Switch Orientation' and 'Export' buttons. The form contains several fields: 'Expense Type' (TBLDG: Lodging, Business Travel), 'Date' (4/1/19), 'Amount' (500), and 'Currency' (US Dollar). Other fields include 'Vendor' (Holiday Inn), 'Booking Agent' (Other), 'Destination' (ORLANDO/Florida/United States), and 'Payment Type' (Cash). There are also 'Check In Date' (4/22/19) and 'Check Out Date' (4/24/19) fields. At the bottom of this section, there are checkboxes for 'University Expense' (checked) and 'Personal or Per Diem'. A red box highlights the 'View/Add Itemizations' button. Below this section is a 'Guests' section.

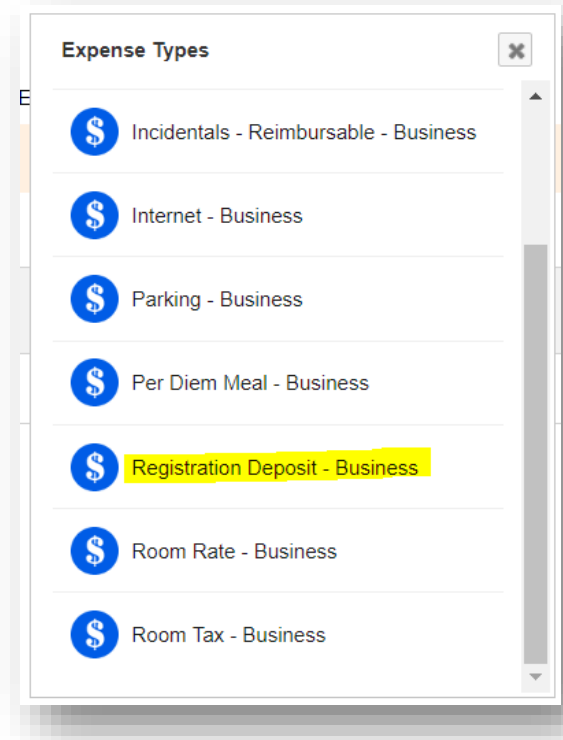
In the itemization screen, do not make any changes, only select “Next”

This screenshot shows the itemization screen. It prompts the user to 'Enter the checkout date and the number of nights you stayed in the hotel. Enter other recurring expenses and click Continue.' There are fields for 'Checkin Date' (4/1/19) and 'Number of Nights/Days'. A checkbox 'Use checkin date' is checked. Below are sections for 'Daily Lodging Charges' (Room Rate - Business, Room Tax - Business) and 'Other Daily Charges' (Internet - Business, Parking - Business). A note states 'Room taxes will be combined'. At the bottom, there is a checkbox 'Delete current itemization before quick itemize' and a 'Next' button highlighted with a red box.

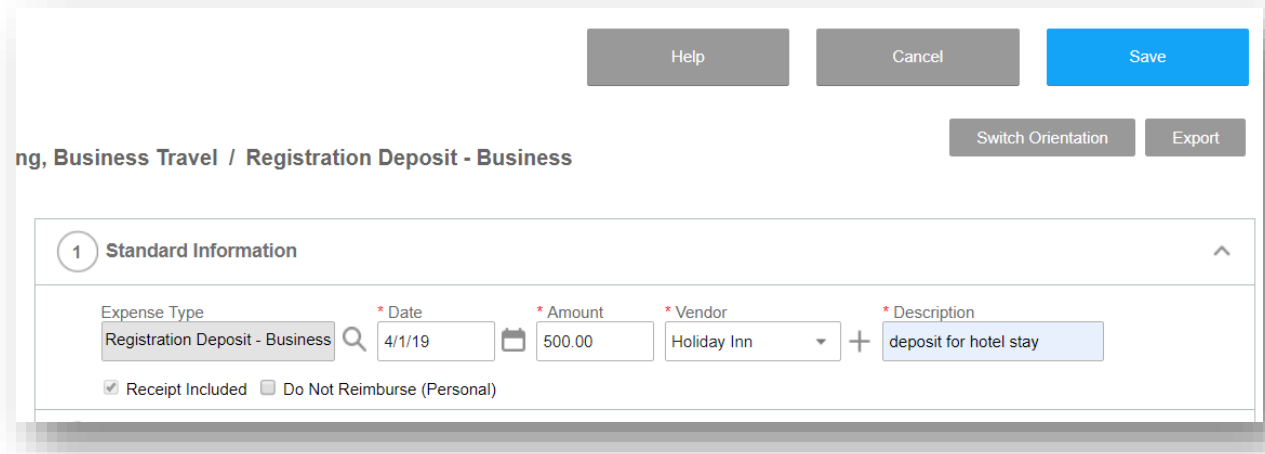
In the next screen, select “Add Expense”

This screenshot shows the itemization summary screen. At the top, there are buttons for 'Help', 'Cancel', and 'Save Itemization'. The title is 'test' and the total is '\$0.00'. The main heading is 'TBLDG: Lodging, Business Travel / Itemizations for TBLDG: Lodging, Business Travel'. A message states 'Amount remaining to be itemized is \$500.00' and 'Use the Quick Itemize button to quickly add multiple expenses that repeat over the same days. Click Add Expense and select an expense type.' A red error message says '"Number of Nights/Days" is a required field.' At the bottom right, there are buttons for 'Add Expense', 'Quick Itemize', and 'Export'. The 'Add Expense' button is highlighted with a red box. Below the buttons is a table with columns for 'Expense Type', 'Allocations', 'Date', and 'Amount'. The table is currently empty, showing 'No data to display'. At the bottom right, there is a summary: 'Item Total: \$500.00', 'Itemized Amount: \$0.00', and 'Remaining To Be Itemized: \$500.00'.

A pop-up window will display so you can select an expense type. Choose the one with “Deposit” in the name.



Complete the necessary information and click “Save” to complete the itemized reconciliation.



Select Finish Itemization on the next screen.

