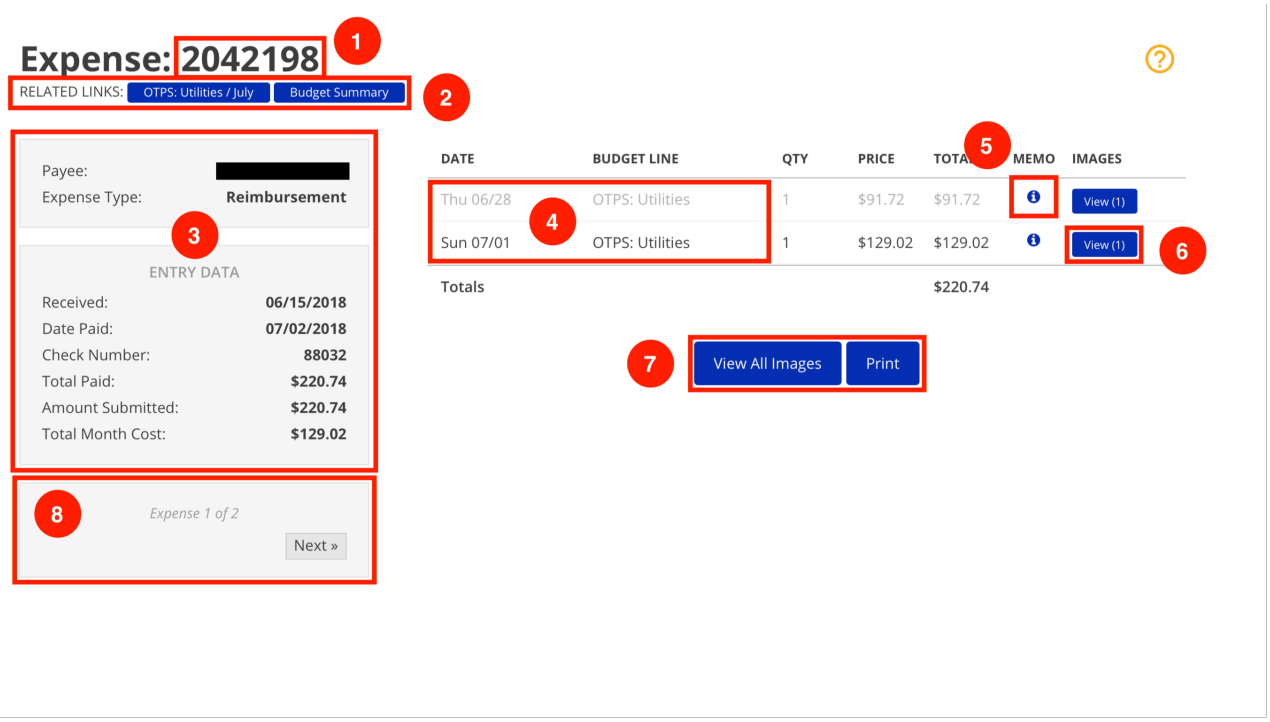
Item Detail

The exact information displayed in the Item Detail will vary based on the type of item.

There are 6 (six) different types of items:

- **Reimbursement** Expenses
- **Mileage** Expenses
- **Brokerage** (previously Contractor Invoice) Expenses
- **Timesheets**
- **Correction Expenses**
- **Adjustments** (does not have a detail view)

Item Detail View



1. The ID number of the expense or timesheet is listed at the top.
2. Related Links will vary based on the method used to access the Item Detail.
    - If accessed via the Budget Discovery method, the related links will include the Budget Summary and the Budget Month used to access the item.
        - In the example shown, clicking the first related link (Budget Month link) would take you to the Budget Month view for OTPS: Utilities for July of the applicable fiscal year.
    - If accessed via the Index Discovery method, the related links will include a link back to either all timesheets or all expenses, depending on the item type.
3. Various summary data about the item is listed on the left. The data listed will vary depending on the item type.
4. If accessed via the Budget Discovery method, some lines may appear gray. Lines that belong to the selected Budget Month are shown in black. All other lines are shown in gray.

5. If ISS has added a comment to a line, a memo button will appear on the line.
   Click the memo button to read the comment.
6. If a line has any supporting document(s) (e.g. receipt), a **View** button will appear on the line.
   Click this button to view the image(s).
7. Click **View All Images** to view all images associated with the item in a carousel.
   - Click **Print** for a printer-friendly version of the Item Detail page.
8. Use the navigation buttons to move between items in the selected Budget Month.
   *These navigation buttons do not appear when Item Detail is accessed via the
   Index Discovery method.

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