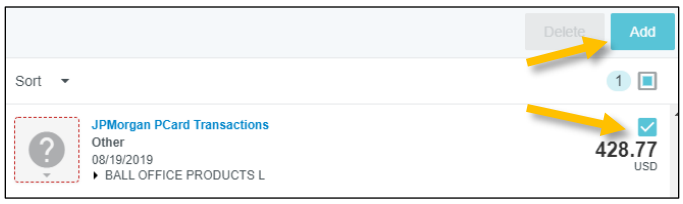
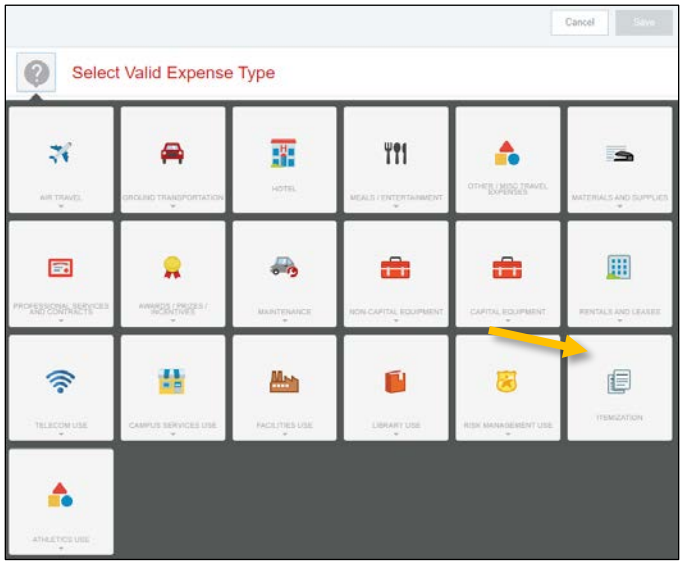
CHROME RIVER QUICK GUIDE – SPLITTING EXPENSES BETWEEN MULTIPLE ACCOUNTS

In instances where a single receipt has expenses that need to be charged to different expense tiles (i.e., account codes), the Itemization expense tile can be used.

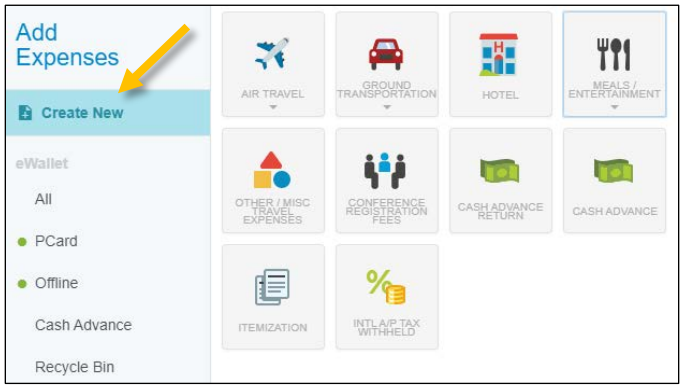
1. ***For a PCard report***, select the checkbox next to the applicable transaction in your eWallet and click the **Add** button in the upper right corner.



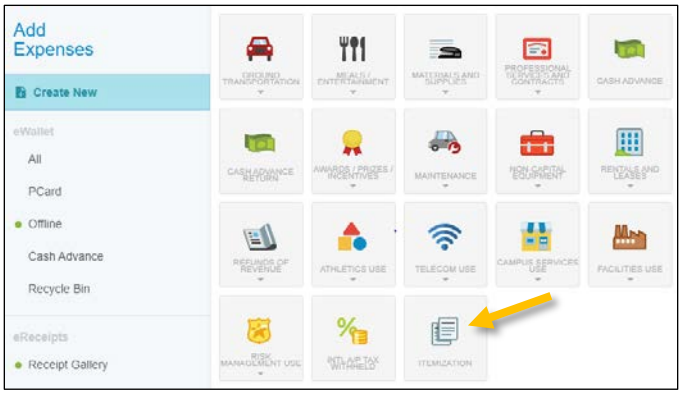
You will now need to select (or change) the expense type. Select **Itemization** from the expense tile mosaic.



For a reimbursement expense report, select **Create New** from the Add Expenses window to access the expense tile mosaic.



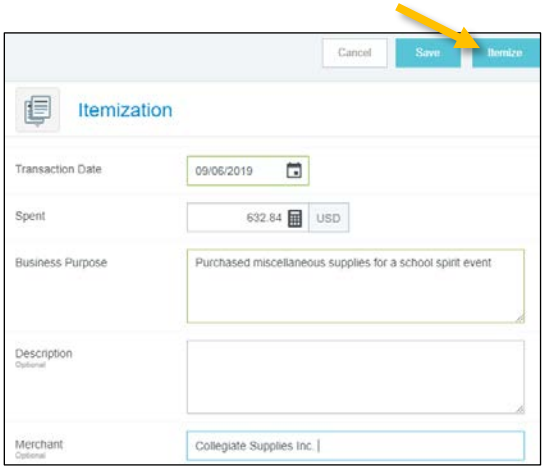
In the tile mosaic, select **Itemization**.



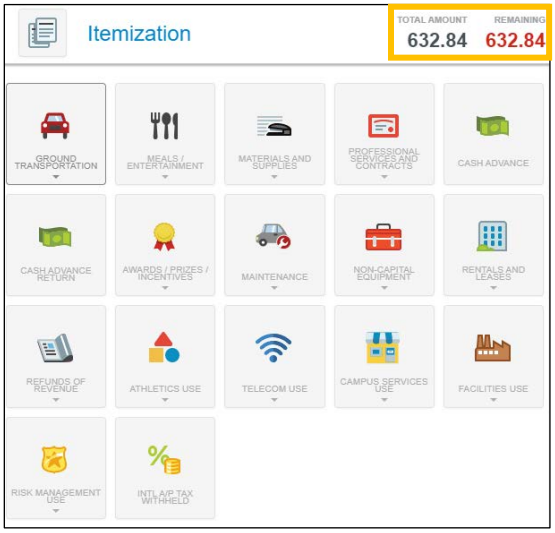
2. Complete the Itemization form header with the following information:

- **Transaction Date** – Enter the date on the receipt (this will default in for PCard expenses)
- **Amount Spent** – Enter the total amount spent (this will default in for PCard expenses)
- **Business Purpose** – Enter a clear, detailed business purpose describing how the expense is reasonable, appropriate, and necessary
- **Description** – This is optional
- **Merchant** – Enter the name of the merchant. This is optional (and will default in for PCard expenses)
- **Index (Allocation)** – Enter the Index(s) to which this expense will be charged. (Note: You can change the Index listed on each itemized item on the list, so you only need to enter the Index of one of the items on the header screen.)

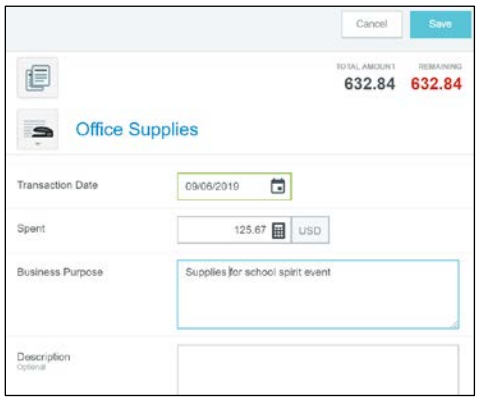
You will also attach your receipt to the header at this point. After completing the header and attaching your receipt, click the **Itemize** button in the upper right corner of the form.



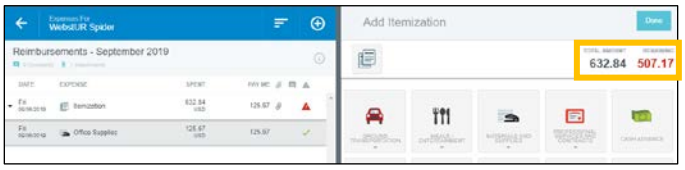
3. The **Add Itemization** screen will appear. The total amount of the receipt entered on the header appears in the top right corner under **Total Amount**. The amount remaining to be itemized appears in red under **Remaining**.



4. Select the appropriate expense tile for the first item. The corresponding expense form will open. Enter all appropriate fields, and confirm the selected **Index (Allocation)** is correct. When finished, click the **Save** button located in the upper right corner of the form.



5. The **Add Itemization** screen will appear again. The **Remaining** amount will be updated to account for the first expense added. Select the proper expense tile for the next item, and the corresponding expense form will open. Continue adding expenses until the bill has been fully itemized and the **Remaining** amount equals zero.



6. Once all expenses have been itemized, the Add Itemization window will disappear and all the itemized expenses will now appear on your report.