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.

In the tile mosaic, select Itemization.

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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.

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.