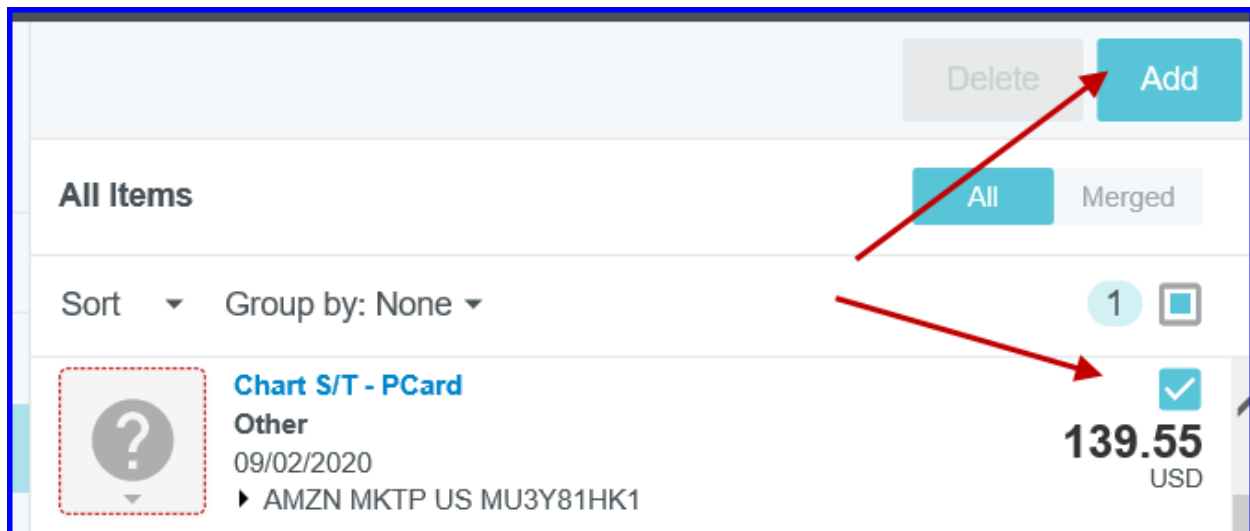


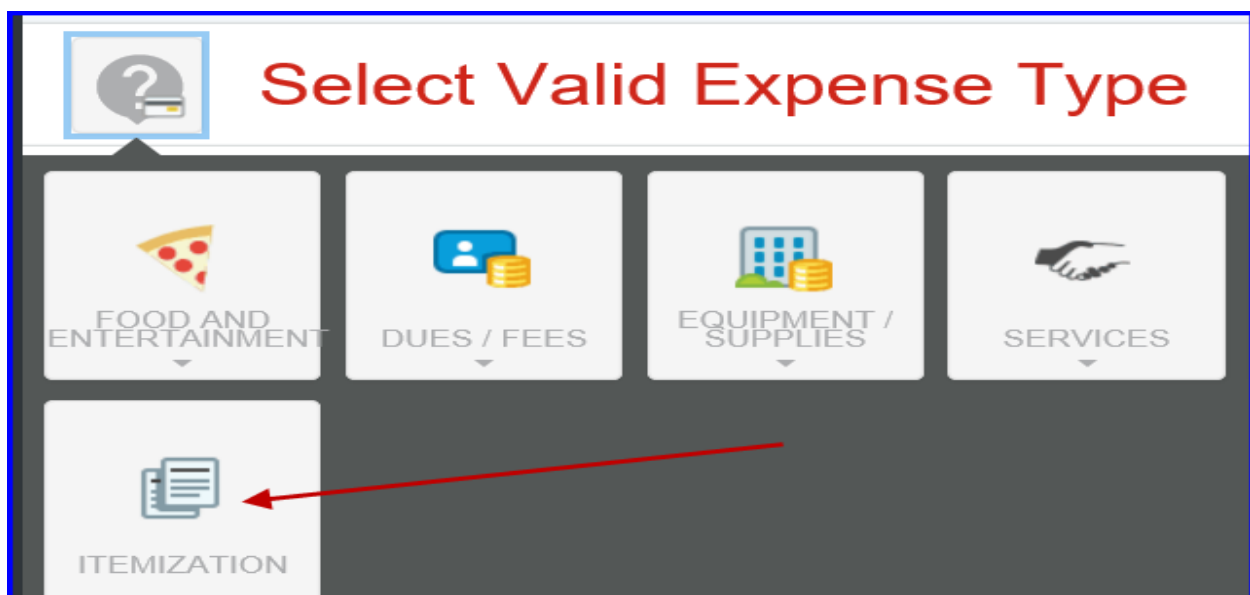
How to Itemize an Expense in Chrome River

Itemization is used for a PCard transactions that require more than one Expense Type.

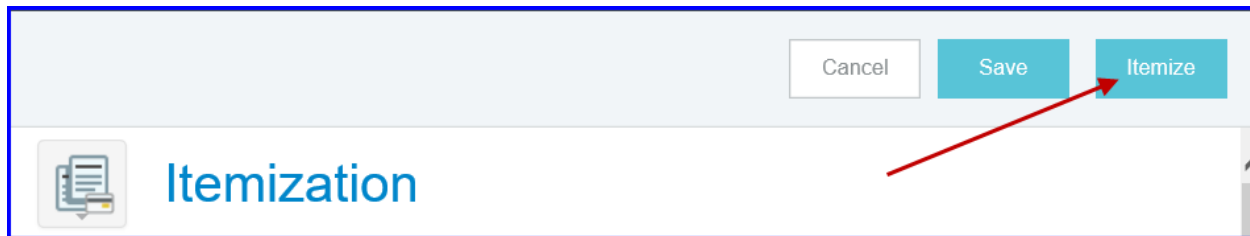
Select the credit card feed transaction that you wish to itemize and add to the Expense Report.



Choose Itemization under Select Valid Expense Type.

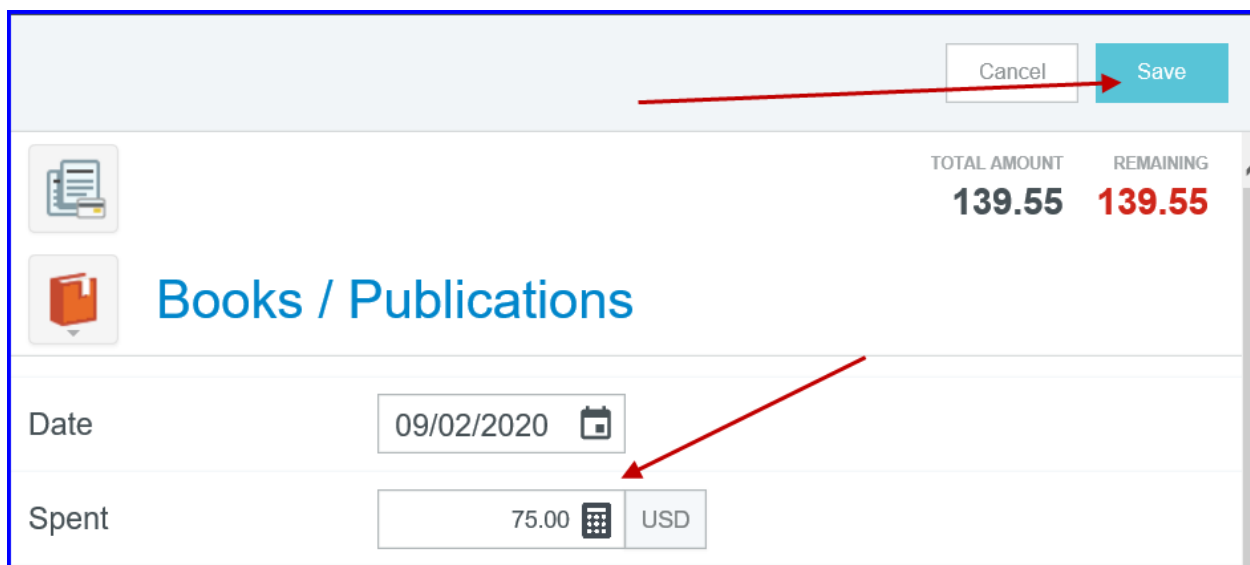


Complete the Itemization form: Description; FOP Allocation(s); and attach receipt if not already merged. Click on Itemize.



This screenshot shows the top section of the 'Itemization' form. It includes a header bar with 'Cancel', 'Save', and 'Itemize' buttons. Below the header, there is a document icon and the title 'Itemization'. A red arrow points from the 'Itemize' button to the 'Itemization' title.

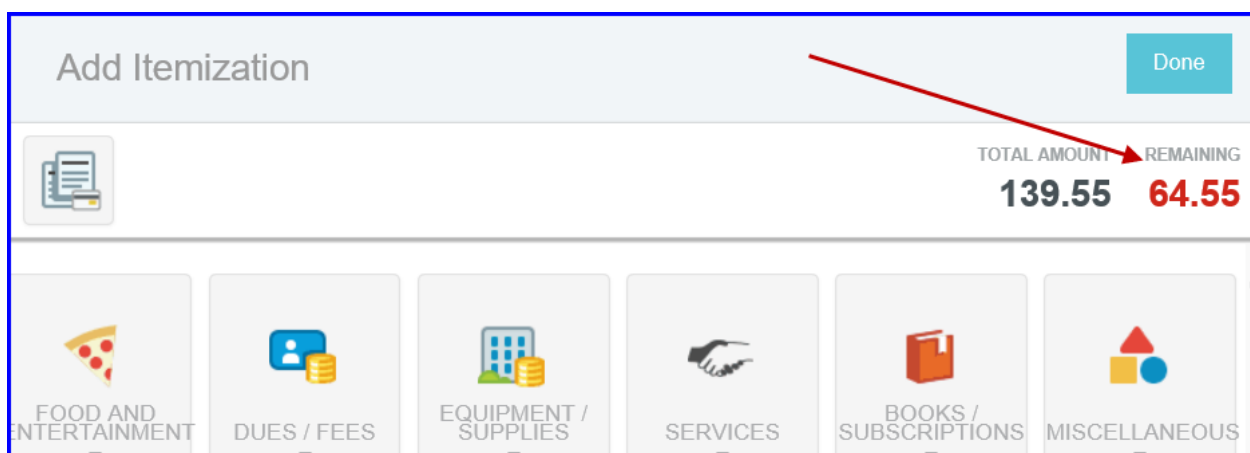
Choose the appropriate Expense Type and enter the amount you wish to allocate, complete the Expense Type form, and click on Save.



This screenshot shows the 'Books / Publications' expense form. It includes a header bar with 'Cancel' and 'Save' buttons. Below the header, there is a document icon and the title 'Books / Publications'. The form contains fields for 'Date' (09/02/2020) and 'Spent' (75.00 USD). A red arrow points from the 'Save' button to the 'Spent' field. In the top right corner, there is a summary table:

TOTAL AMOUNT	REMAINING
139.55	139.55

Add Itemization screen will populate and provides the amount remaining for this transaction.



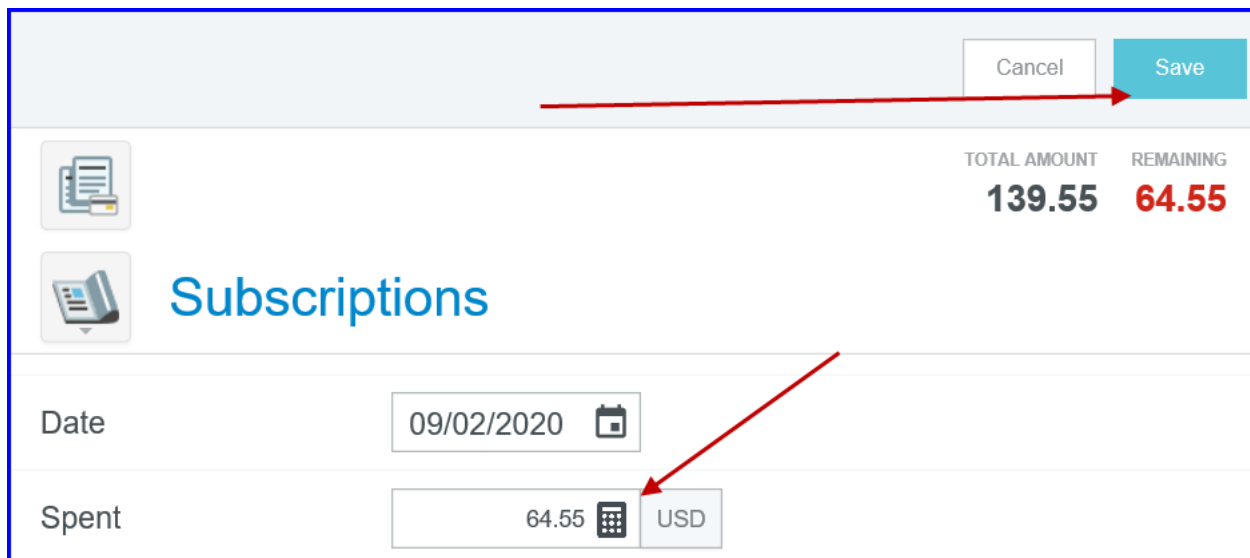
This screenshot shows the 'Add Itemization' screen. It includes a header bar with 'Add Itemization' and a 'Done' button. Below the header, there is a document icon and a summary table. A red arrow points from the 'Done' button to the 'REMAINING' value in the table.

TOTAL AMOUNT	REMAINING
139.55	64.55

Below the table, there are six expense type categories with icons:

- FOOD AND ENTERTAINMENT (pizza icon)
- DUES / FEES (person and coins icon)
- EQUIPMENT / SUPPLIES (building and coins icon)
- SERVICES (handshake icon)
- BOOKS / SUBSCRIPTIONS (book icon)
- MISCELLANEOUS (triangle and circle icon)

Choose the appropriate Expense Type and enter the amount you wish to allocate, complete the Expense Type form, and click on Save.



The image shows a web form for recording an expense. At the top right, there are 'Cancel' and 'Save' buttons. A red arrow points to the 'Save' button. Below this, the form displays 'TOTAL AMOUNT' as 139.55 and 'REMAINING' as 64.55. The main section is titled 'Subscriptions' with a document icon. Below the title, there are two input fields: 'Date' with the value '09/02/2020' and a calendar icon, and 'Spent' with the value '64.55' and a calculator icon. A red arrow points to the 'Spent' field. To the right of the 'Spent' field is a dropdown menu currently set to 'USD'.

		TOTAL AMOUNT	REMAINING
		139.55	64.55

Subscriptions

Date: 09/02/2020

Spent: 64.55 USD

You may choose as many Expense Types as needed with Itemization; however, you must allocate the full amount of the card feed transaction.

Itemization expenses will appear as multiple line items on the Expense Report.

DATE	EXPENSE	SPENT	PAY ME			
▼ Wed 09/02/2020	 Itemization AMZN MKTP US MU3Y81HK1	139.55 USD	0.00			
Wed 09/02/2020	 Books / Publications AMZN MKTP US MU3Y81HK1	75.00 USD	0.00			
Wed 09/02/2020	 Subscriptions AMZN MKTP US MU3Y81HK1	64.55 USD	0.00			