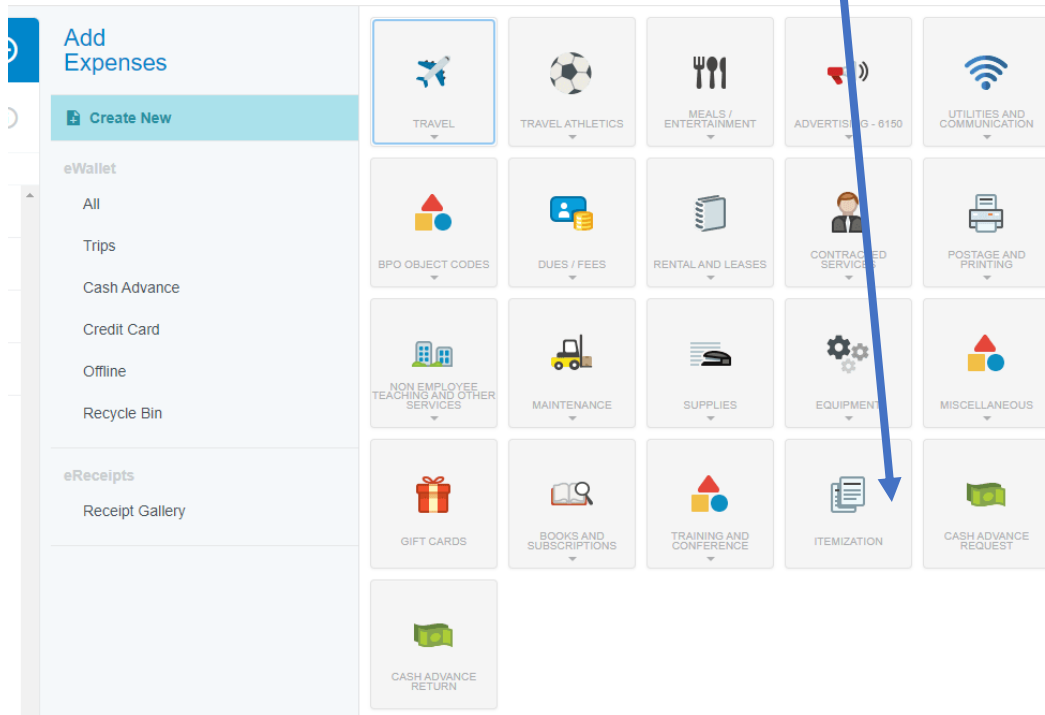


## Chrome River – Itemization

1. To itemize a receipt that has multiple expenses on it, click on the **'Itemization'** tile in the expense report:



2. Put in the total dollar amount from the receipt that is being itemizing and attach the receipt and select **'Itemize'**:

The screenshot shows the 'Itemization' form in Chrome River. At the top right are 'Cancel', 'Save', and 'Itemize' buttons. A blue arrow points to the 'Itemize' button. The form fields are: 'Date' (10/14/2021), 'Spent' (50.00 USD), 'Business Purpose' (TILE TEST), and 'Description' (Optional). Below these is a checkbox for 'Are you charging a budget code outside of your Dept?' and a search bar with the text 'Please search by typing the name or number of the FUND, DEPT or ACTV'. The 'Allocation' section shows the budget code '10-000-700300-0000 10-General Operating Budget 700300-Controller's Office / 0000-General Activity'.

3. Select the first expense from the receipt that needs to be itemized, for example, 'Office Supplies':

Itemization

TOTAL AMOUNT	REMAINING
50.00	50.00

- TRAVEL
- TRAVEL/ATHLETICS
- MEALS / ENTERTAINMENT
- ADVERTISING - 6150
- UTILITIES AND COMMUNICATION
- POSTAGE AND PRINT
- BPO OBJECT CODES
- DUES / FEES
- RENTAL AND LEASES
- CONTRACTED SERVICES
- NON EMPLOYEE TEACHING AND OTHER SERVICES
- MAINTENANCE
- SUPPLIES
- EQUIPMENT
- MISCELLANEOUS
- GIFT CARDS
- BOOKS AND SUBSCRIPTIONS
- TRAINING AND CONFERENCE
- CASH ADVANCE REQUEST
- CASH ADVANCE RETURN

4. Once the appropriate tile has been selected, fill out the form in relation to the charge and select 'Save':

Office Supplies

Please note the University will only Reimburse up to \$3 of sales tax. Please contact AP with questions.

Date: 10/14/2021

Spent: 25.00 USD

Business Purpose: TILE TEST

Description: [Optional]

Are you charging a budget code outside of your Dept?

Please search by typing the name or number of the FUND, DEPT or ACTV

Allocation: 10-000-700300-0000 10-General Operating Budget 700300-Controller's Office / 0000-General Activity

Attachments (1)

Drag image here to upload

Add Attachments

5. The tile screen will appear again, choose the tile appropriate to the next expense on the receipt that needs to be itemized, continue to do this until the **'Remaining'** is zero:

Cancel Save

Classroom Lab

TOTAL AMOUNT **50.00**    REMAINING **25.00**

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Please note the University will only Reimburse up to \$3 of sales tax. Please contact AP with questions.

Date

Spent  USD

Business Purpose

Description Optional

Are you charging a budget code outside of your Dept?

Please search by typing the name or number of the FUND, DEPT or ACTV

**Allocation**

10-000-700300-0000 10-General Operating Budget 700300-Controller's Office / 0000-General Activity

+ Add Allocation
+ Presets
CREATE PRESET

**Attachments (1)**

Drag image here to upload    Add Attachments i

6. The end result will look like this on the left-hand side of the screen where the expenses are listed:

<span>▼</span> Thu 10/14/2021	Itemization	50.00 USD	50.00	<span style="color: green;">✓</span>
Thu 10/14/2021	Office Supplies	25.00 USD	25.00	<span style="color: green;">✓</span>
Thu 10/14/2021	Classroom Lab	25.00 USD	25.00	<span style="color: green;">✓</span>