



Expenses: Chrome River – Itemizing Object Code Mosaics

Log into Chrome River. Click + New, enter the report name, select P-Card Reconciliation and Save the report.

Expenses For Donna Burkhardt

Report Name:

Pay Me In:

Report Type:

Buttons: Cancel, Save

From the Add Expenses menu, click on Credit Card (with the green dot) to open your expenses.

Add Expenses

- Create New
- eWallet
 - All
 - Statements
 - Credit Card**
 - Personal Account
 - Offline
 - Recycle Bin
- eReceipts
 - Receipt Gallery

Expense Categories:

- SUPPLIES AND GENERAL EXPENSE
- CONFERENCE AND WORKSHOPS
- HOSPITALITY
- ADVERTISING / PROMOTION / SPONSORSHIP
- MEMBERSHIP FEES AND DUES
- PURCHASES FOR RESALE
- PRINTING / PUBLICATIONS / LIBRARY ACQUISITIONS
- POSTAGE
- RENTAL
- SERVICES
- PERSONAL EXPENSE
- ITEMIZATION
- TAXABLE EXPENSE



Click the box with the expense that you want to include in your report and then select Add.

The screenshot shows a software interface for adding expenses. At the top right, there are buttons for '+ New' and a user profile for 'Donna Burkhardt'. Below this is a 'Delete' button and an 'Add' button. A list of expenses is shown below, with a 'Sort' dropdown and a '1' indicator. The first expense is 'USBank PCard Expenses + Receipt + Receipt' dated 07/09/2018, with a value of 79.29 USD. The second expense is 'USBank IU Paid Expenses Airfare' dated 07/11/2018, with a value of 6.00 USD. Red arrows point from the 'Add' button to the 'Add' button and from the 'Add' button to the checkbox next to the first expense.

Expense Description	Date	Amount (USD)	Selected
USBank PCard Expenses + Receipt + Receipt	07/09/2018	79.29	<input checked="" type="checkbox"/>
USBank IU Paid Expenses Airfare	07/11/2018	6.00	<input type="checkbox"/>



Enter the required information to reconcile the expense (it is recommended that you add a description as in the example below). Click 'Save'.

Note: Do not select the Itemize object code. You will select it later when you begin the itemization process.

+ New		Donna Burkhardt	
		Cancel	Save
	Expendable Equipment		
Date	07/09/2018		
Spent	79.29 USD		
Description <small>Optional</small>	Approved by Contract Manager as an exception to policy 20, contracted vendor does not carry this item.		
Merchant <small>Optional</small>	MACROFAB.COM		
Merchant Country <small>Optional</small>	US		
Merchant Postal Code <small>Optional</small>	77092		
Allocation - Select department account			
1915030 UA-PUR PURCHASING DEPARTMENT			



Reopen the expense line item containing the expense you need to itemize. Click once to open the expense.

Expenses For Donna Burkhardt

ORG, Card Name, Current Date

0 Comments 3 Attachments

DATE	EXPENSE	SPENT	PAY ME
Mon 07/09/2018	Expendable Equipment	79.29 USD	0.00

Click 'Edit'.

+ New Donna Burkhardt

Images Edit Delete

Expendable Equipment

Date 07/09/2018

Spent 79.29 USD

Description Approved by Contract Manager as an exception to policy 20, contracted vendor does not carry this item.

Merchant MACROFAB.COM



Click Expendable Equipment, find and select the Itemization mosaic begin the Itemization process.

The screenshot shows the Chrome River interface. At the top right, there is a '+ New' button and a user profile for 'Donna Burkhardt'. Below this, there are 'Cancel' and 'Save' buttons. The main menu is titled 'Expendable Equipment' and contains several categories: 'SUPPLIES AND GENERAL EXPENSE', 'CONFERENCE AND WORKSHOPS', 'HOSPITALITY', 'ADVERTISING / PROMOTION / SPONSORSHIP', 'MEMBERSHIP FEES AND DUES', 'PURCHASES FOR RESALE', 'PRINTING / PUBLICATIONS / LIBRARY ACQUISITIONS', 'POSTAGE', 'RENTAL', 'SERVICES', 'PERSONAL EXPENSE', and 'ITEMIZATION'. A red arrow points to the 'Expendable Equipment' header, and another red arrow points to the 'ITEMIZATION' option. At the bottom, there is a 'Date' field set to '07/09/2018' with a calendar icon.



Click 'Itemize'.

+ New Donna Burkhardt

Cancel Save Itemize

Itemization

Enter the transaction date

Date

Spent

Description
Optional

Approved by Contract Manager as an exception to policy 20, contracted vendor does not carry this item.

Allocation - Select department account



You can now start itemizing by selecting the appropriate expense type. Notice in the example below, the Total amount on the card is \$79.29 and the Remaining is the same before you begin to itemize.

In this example, we selected Expendable Equipment.

The screenshot displays the 'Add Itemization' interface. At the top right, there are buttons for '+ New' and a user profile for 'Donna Burkhardt'. Below this is a header area with 'Add Itemization' on the left and a 'Done' button on the right. A summary section shows 'Itemization' with a 'TOTAL AMOUNT' of 79.29 and 'REMAINING' of 79.29. Below this is a grid of expense categories: SUPPLIES AND EXPENSE, GENERAL, PURCHASES FOR RESALE, PUBLICATIONS, POSTAGE, EXPENDABLE EQUIPMENT, DURABLES - GENERAL, HOSPITALITY, PERSONAL EXPENSE, and TAXABLE EXPENSE. A red arrow points to the 'EXPENDABLE EQUIPMENT' category.



Enter the Date, the Spent amount and a description and click 'Save'.

+ New Donna Burkhardt

Cancel Save

Date

Spent

Description
Optional

Merchant
Optional

Merchant Country
Optional

Merchant Postal Code
Optional

Allocation - Select department account



You now have \$4.29 left. Select another expense type.

+ New Donna Burkhardt

Add Itemization Done

TOTAL AMOUNT	REMAINING
79.29	4.29

SUPPLIES AND EXPENSE GENERAL PURCHASES FOR RESALE PUBLICATIONS POSTAGE EXPENDABLE EQUIPMENT

DURABLES - GENERAL HOSPITALITY PERSONAL EXPENSE TAXABLE EXPENSE

Complete the information and click 'Save'.

+ New Donna Burkhardt

Cancel Save

TOTAL AMOUNT	REMAINING
79.29	4.29

Postage

Date 07/09/2018

Spent 4.29 USD

Description Optional Shipping charges



You now have completed your itemization (notice the green checkmark on each line item. You are now ready to 'Submit'.

CHROMERIVER

Expenses For Donna Burkhardt

ORG, Card Name, Current Date

0 Comments 3 Attachments

DATE	EXPENSE	SPENT	PAY ME	
Mon 07/09/2018	Itemization	79.29 USD	0.00	✓
Mon 07/09/2018	Expendable Equipment	75.00 USD	0.00	✓
Mon 07/09/2018	Postage	4.29 USD	0.00	✓

Expense Report QA0026144888

Total Pay Me Amount 0.00 USD

Submit