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.

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

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

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.

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

Click 'Edit'.

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

Click 'Itemize'.

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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.

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

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

Complete the information and click 'Save'.

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