## Itemization for Non-Travel Reports Tile

The Itemization Expense Tile allows the departments to split expense between more than one expense code. The Itemization Expense tile is available only on the Non-Travel Expense Report and is used with the purchasing card reconciliations.
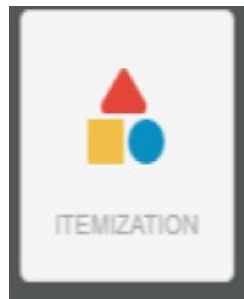
1. Log into Chrome River using the icon on the Launch Enterprise Applications webpage:
https://support.uidaho.edu/TDClient/40/Portal/Requests/ServiceDet?ID=707
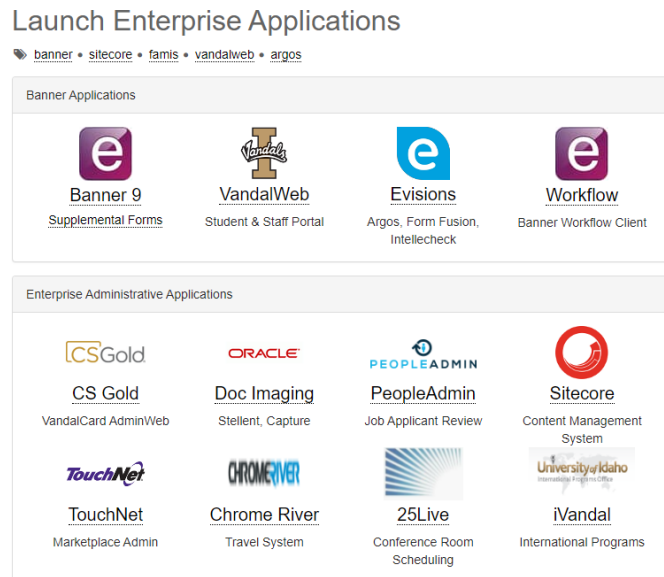
2. Create a Non-Travel Expense report.
3. To select the Itemization Tile:
    a. Select the Add Expense screen
    b. Select the Miscellaneous Expense tile
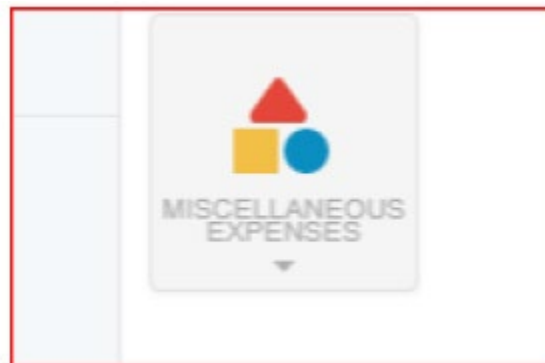
    c. Select the Itemization Tile

After Selecting the **Itemize icon**, the expense tile dashboard will appear.

Select the appropriate tile, and complete the form with the total amount of the receipt, description and Merchant Name. Select the **Save** icon.

ACCOUNTS PAYABLE | CRTRAVEL@UIDAHO.EDU

	Cancel	Save

		TOTAL AMOUNT	REMAINING
		24.80	24.80

Supplies

Date	09/27/2021
Spent	12.00 USD
Description	
Merchant	WM SUPERCENTER #5869
Account	E5710-Tools

The itemization totals assist in the balancing the expense entry. Once the invoice has been itemized, the Total Amount would match the invoice amount and the remaining would be $0.00, the red colored "Remaining" text will show the amount not yet itemized.

TOTAL AMOUNT	REMAINING
24.80	12.80

ACCOUNTS PAYABLE | CRTRAVEL@UIDAHO.EDU

Once it is completed: Click the **Save** icon. The expense will be added it to the report automatically.

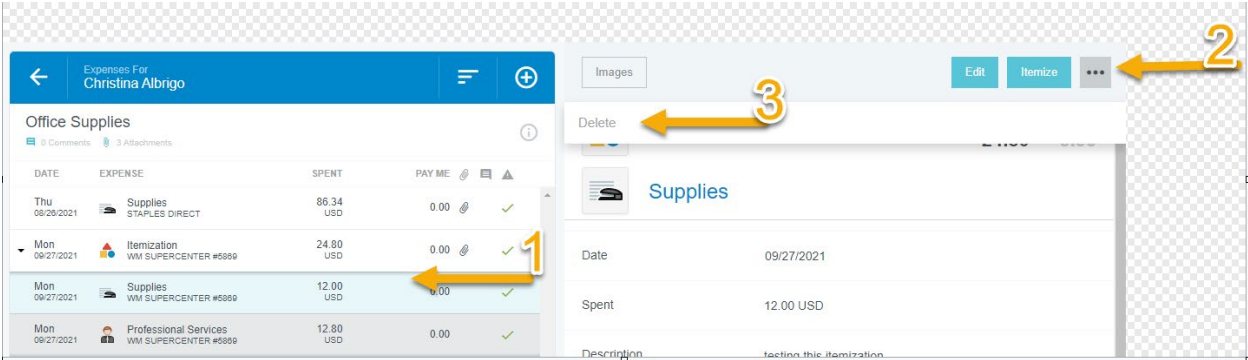|					
Mon 09/27/2021	Itemization WM SUPERCENTER #5869	24.80 USD	0.00 📎	✓
Mon 09/27/2021	Supplies WM SUPERCENTER #5869	12.00 USD	0.00	✓
Mon 09/27/2021	Professional Services WM SUPERCENTER #5869	12.80 USD	0.00	✓

If you have made a mistake or would like to change the itemization **select the expense**, navigate to the **ellipses**, and select **Delete**

Note: If a partial expense should be moved to the personal expense, be sure to prepare the itemization tile first associated with the index first. Select the Personal Expense tile second to complete the transaction.