

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

Launch Enterp	vandalweb • argos	tions					
Banner Applications	Banner Applications						
Banner 9	VandalWeb	Evisions	Workflow				
Supplemental Forms	Student & Staff Portal	Argos, Form Fusion, Intellecheck	Banner Workflow Client				
Enterprise Administrative Applications							
CS Gold	Doc Imaging	PeopleAdmin	Sitecore				
VandalCard AdminWeb	Stellent, Capture	Job Applicant Review	Content Management				
TouchNet	CHROMERIVER		University of Idaho				
TouchNet	Chrome River	25Live	iVandal				
Marketplace Admin	Travel System	Conference Room Scheduling	International Programs				

- 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



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	ITEMIZATION
	Cancel Save Itemize
ttemization	
Date	09/27/2021
Spent	24.80 USD

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.



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	Cancel Save
Suppli	TOTAL AMOUNT REMAINING 24.80 24.80
Date	09/27/2021
Spent	12.00 🖬 USD
Description	
Merchant	WM SUPERCENTER #5869

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



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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	0 🗸
	Mon 09/27/2021	3	Supplies WM SUPERCENTER #5889	12.00 USD	0.00	~
	Mon 09/27/2021	2	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**

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Office	Supplie	PS 3 Atlachments			(i)	Delete	2		
DATE	EXP	ENSE	SPENT	PAY ME 🥥		Cumuli			
Thu 08/26/20	21	Supplies STAPLES DIRECT	86.34 USD	0.00 @	 * 	suppli	les		
✓ Mon 09/27/20:	21	Itemization WM SUPERCENTER #5869	24.80 USD	0.00 @	~ 4	Date	09/27/2021		
Mon 09/27/20	21	Supplies WM SUPERCENTER #5889	12.00 USD	0.00	~	Spent	12.00 USD		
Mon 09/27/20	21	Professional Services WM SUPERCENTER #5869	12.80 USD	0.00	~	Description	facting this itemization		

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.