

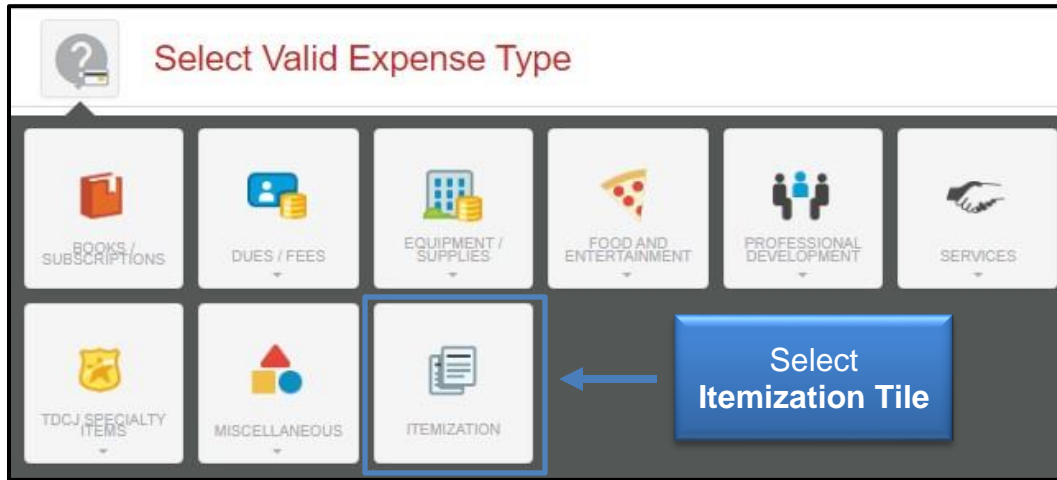


# Chrome River – How to Itemize a Transaction

The Itemization tile allows users to allocate a single transaction to multiple accounting codes. To itemize a single credit card transaction, complete the following steps:

- When adding the transaction to an expense report and the system asks you to select a valid expense type, chose the **Itemization tile**.

Selecting the **Itemization tile** will identify the transaction as requiring allocation to multiple expense types.



- After selecting the Itemization tile, the Itemization Header form will appear.
  - Enter the **Business Purpose** of the entire expense and the **allocation**.
  - Add **supporting documentation** to the Itemization Header.

**NOTE:** All information entered on the Itemization Header will be carried over to the individual expense types.

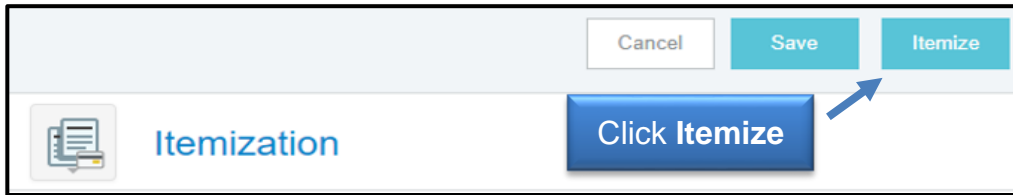
The screenshot shows the "Itemization" form. At the top right are buttons for "Cancel", "Save", and "Itemize". The form has the following fields:
 

- Date: 10/17/2019
- Spent: 123.59 USD
- Business Purpose: Book purchase and F&E items for upcoming business meetings (Itemization Example)

 A blue callout box with the text "Enter Amount Spent & Business Purpose" has two arrows pointing to the "Spent" field and the "Business Purpose" text area.

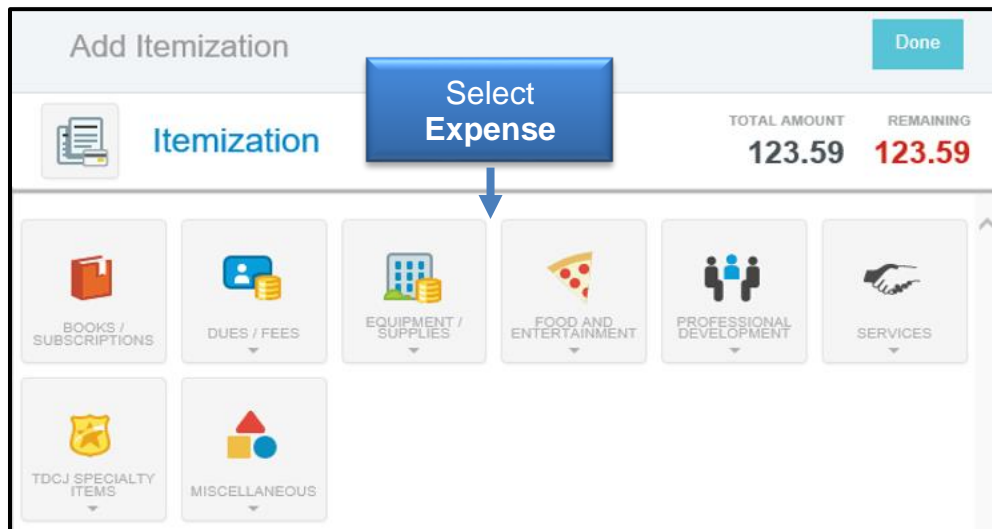
# Chrome River – How to Itemize a Transaction

- Click the **Itemize** button on the top right corner to validate the appropriate expense types and the corresponding amounts.



- All expense tiles will appear for your selection of the first expense type. Select the **appropriate expense tile** for the first itemization.

In this example, the first itemization will be to Books / Subscriptions.



- The appropriate form will appear for the expense type chosen.
  - Verify the appropriate amount for this expense type in the **Spent** field.
  - Update the form as necessary for this specific portion of the expense.
  - Additional documentation that is applicable only to this expense type can be uploaded at this time by selecting **Add Attachments**.
  - The initial allocation and receipt provided on the Itemization Header will carry over.

Once completed, click **Save**.

# Chrome River – How to Itemize a Transaction

Cancel Save

TOTAL AMOUNT 123.59 REMAINING 23.59

Books / Subscriptions

Type Books and Reference M...

Date 10/17/2019

Spent 100.00 USD

Business Purpose Book purchase and ... items for upcoming business meetings (Itemization Example)

Description Optional 3 Books for atten...

Click Save

Verify/Update Amount Spent

- After saving, the system will display the expense tiles again for the remainder of the itemization and will indicate the remaining amount.

Add Itemization Done

TOTAL AMOUNT 123.59 REMAINING 23.59

BOOKS / SUBSCRIPTIONS

DUES / FEES

EQUIPMENT / SUPPLIES

FOOD / ENTERTAINMENT

SERVICES

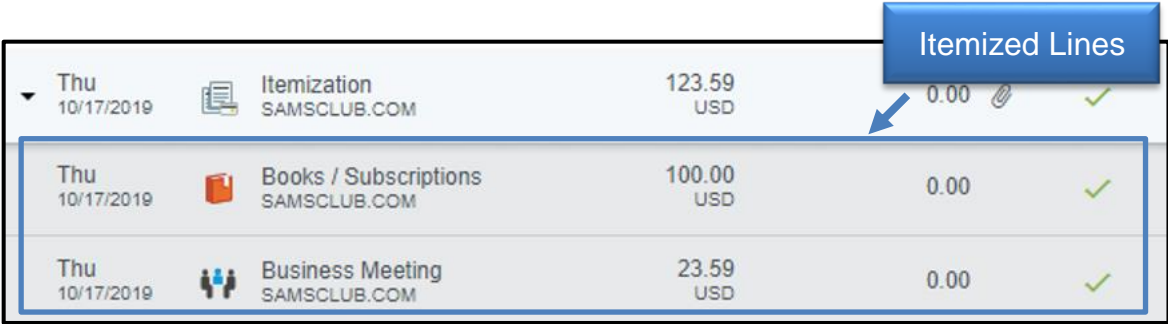
TDCJ SPECIALTY ITEMS







MISCELLANEOUS

Remaining Amount

- Repeat the process of selecting the next appropriate expense type and filling out the expense form with amount and additional information until the total amount of the transaction has been expensed to 0.00.
- Once completed, the itemization will be broken down on the expense report for the single transaction.

# Chrome River – How to Itemize a Transaction



Thu 10/17/2019	 Itemization SAMSCLUB.COM	123.59 USD	0.00	
Thu 10/17/2019	 Books / Subscriptions SAMSCLUB.COM	100.00 USD	0.00	
Thu 10/17/2019	 Business Meeting SAMSCLUB.COM	23.59 USD	0.00	

If you have policy questions, contact PCard at [PCard@ttuhsc.edu](mailto:PCard@ttuhsc.edu).

If you have system questions, email [ChromeRiverHSC@ttuhsc.edu](mailto:ChromeRiverHSC@ttuhsc.edu).