
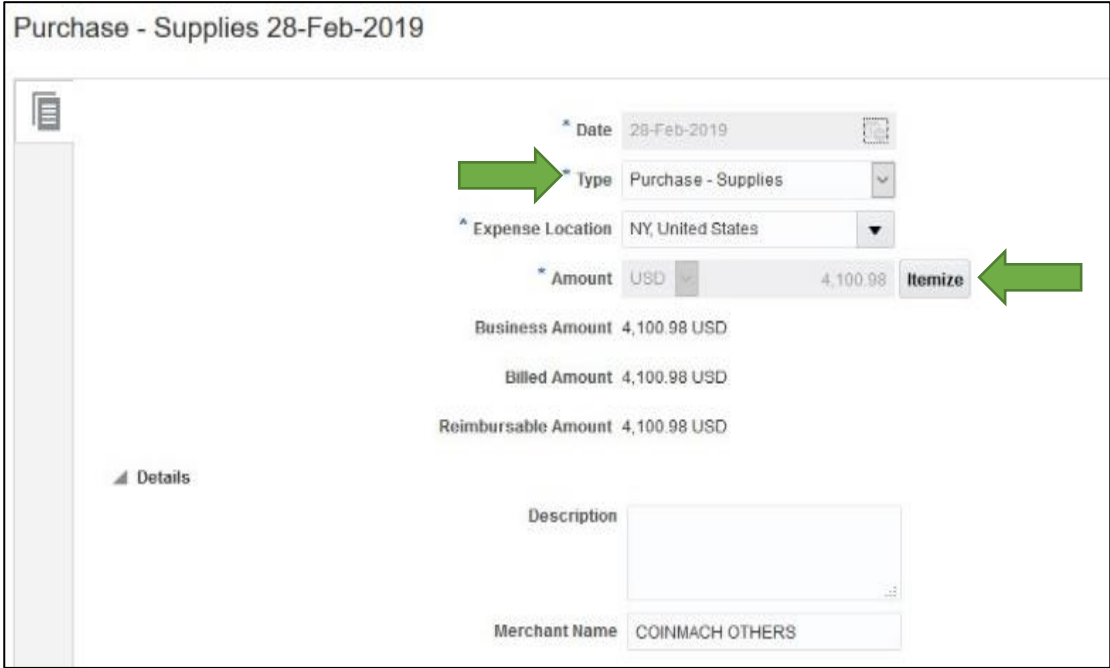


Splitting Expenses Between Accounts

Follow this process to split a charge between two or more accounts

Process Step & Description	Action
<p>1.1 Select the Expense Item</p>	<p>Navigation Path: ➤ Me → Expenses → Expense Reports</p> 
<p>1.2 Choose the Type and click Itemize</p>	

Purchase - Supplies 28-Feb-2019 Add to Report Close Cancel

Business 4,100.98
 Personal 0.00
 Remaining Balance 0.00
 Purchase - Supplies
4,100.98USD

Type	Date	Daily Amount	Days	Amount (USD)	Personal
Pcard - Manual	21-Mar-2019	2,000.00		2,000.00	<input type="checkbox"/>
Pcard - Manual	21-Mar-2019	2,100.98		2,100.98	<input type="checkbox"/>

Merchant Name: [Field]
 Description: [Field]
 Account: xxx-3001-55002-10-000000-00
 Designation: [Dropdown]

1.3 Add the number of **Line** needed

Use the + button to add lines
 Select **"Pcard – Manual"** for each line type
 The total line amount must equal the charge amount.
 The account number can be changed at the line level

Purchase - Supplies 28-Feb-2019 Add to Report Close Cancel

Date: 28-Feb-2019
 Type: Purchase - Supplies
 Expense Location: NY, United States
 Amount: USD 4,100.98 **Itemize**
 Billed Amount: 4,100.98 USD

Attachments: None +
 Receipt missing

Description: [Field]
 Designation: [Dropdown]
 Merchant Name: COINMACH OTHERS

1.4 Continue the **Expense Report** submission

Click the icon to return to the Expense Item detail page.
 Finish entering the description and attaching the receipt. Remember, receipt can be added at the expense report **OR** expense item level.
 Click Close to return to the expense report.