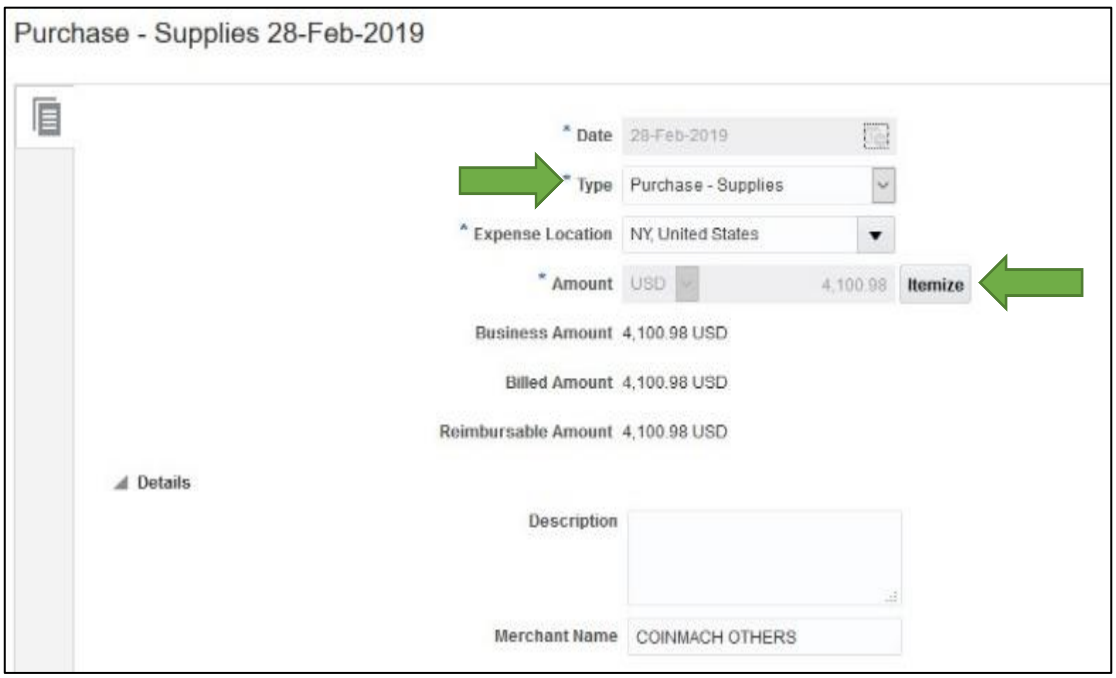
Project Ensemble

Splitting Expenses Between Accounts

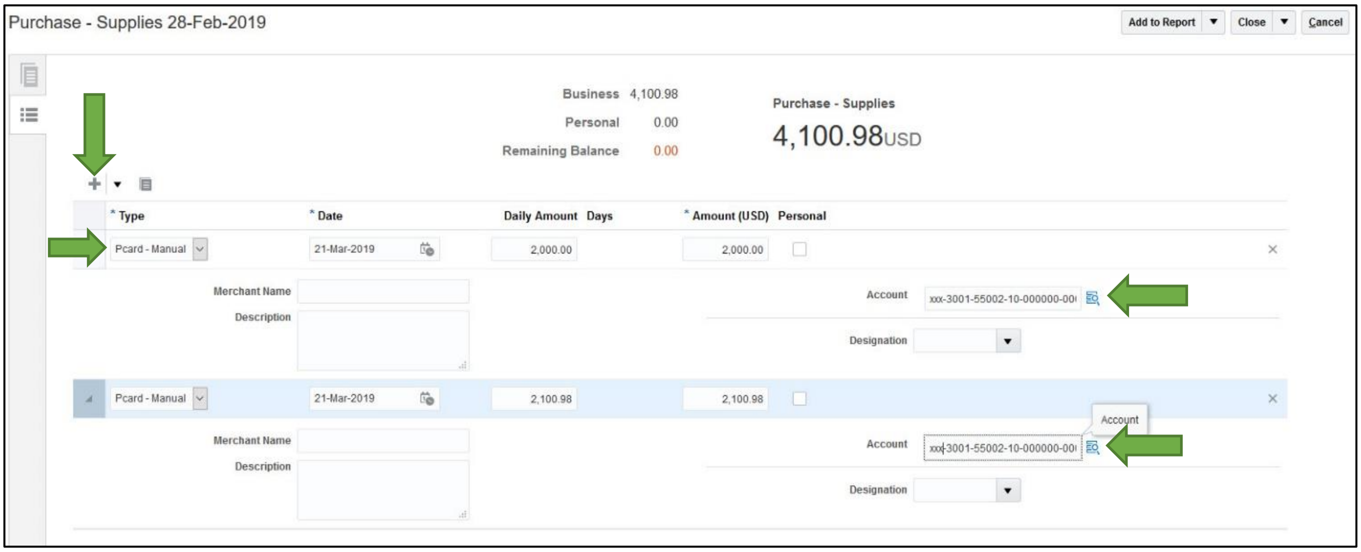
Follow this process to split a charge between two or more accounts

<table>
<tr><th>Process Step & Description</th><th>Action</th></tr>
<tr><td>1.1 Select the Expense Item</td><td>Navigation Path:
➢ Me → Expenses → Expense Reports

</td></tr>
<tr><td>1. 2 Choose the Type and click Itemize</td><td>
</td></tr>
</table>

Created: 4/9/2019
Revision: 4/9/2019

<table>
<tr>
<td>1.3 Add the number of Line needed</td>
<td>



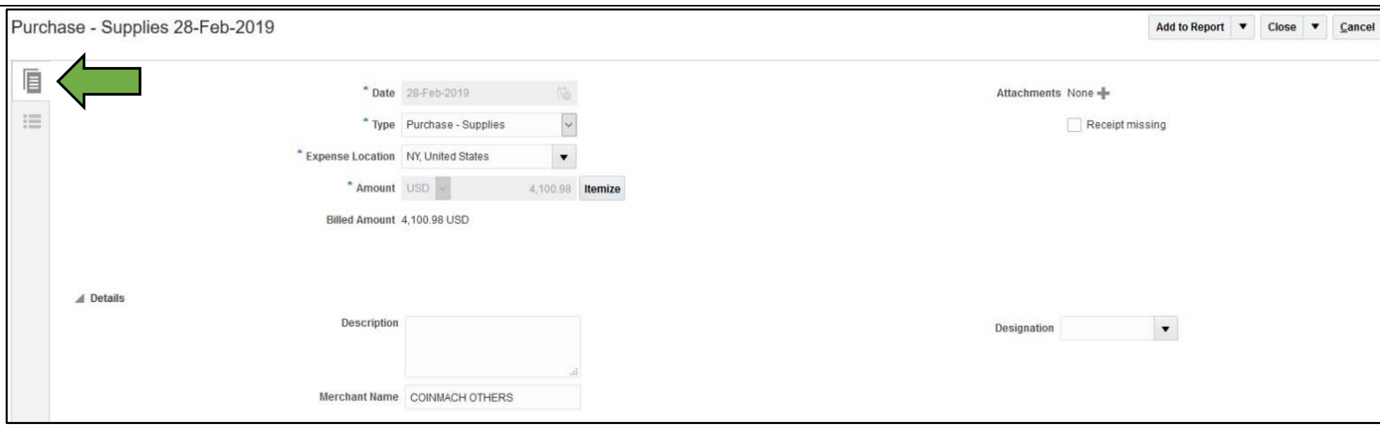
Use the + button to add lines

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

</td>
</tr>
<tr>
<td>1.4 Continue the Expense Report submission</td>
<td>



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.

</td>
</tr>
</table>

Created: 4/9/2019
Revision: 4/9/2019