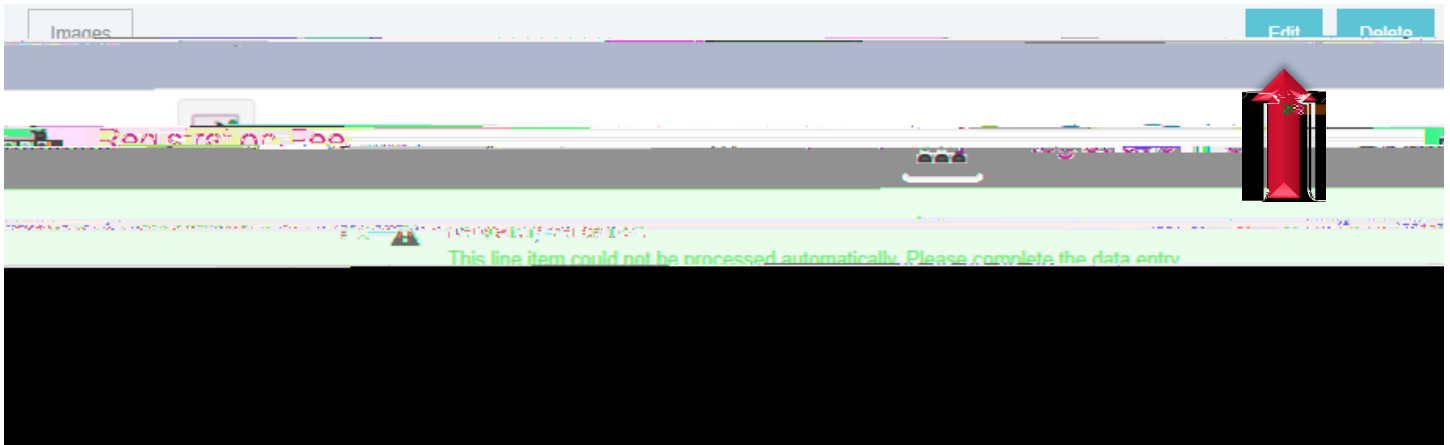


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Registration Fees and Membership Dues One Receipt

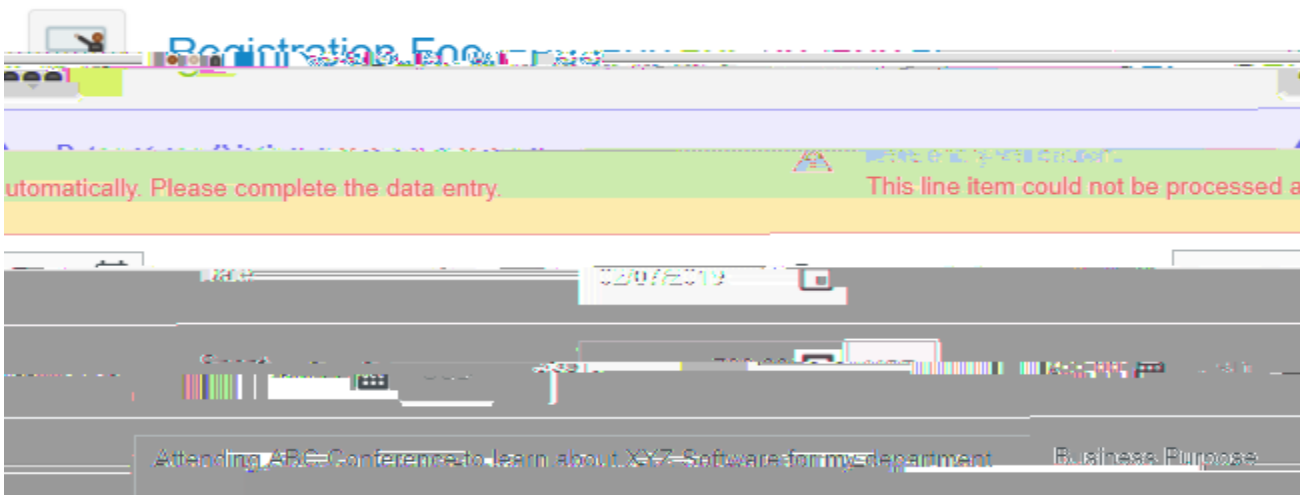
If a membership fee was paid along with a registration fee, this will require two separate entries because membership fees have a different expense account code for allocations.

Click the registration line item in the Expense Report and then click **Edit**.

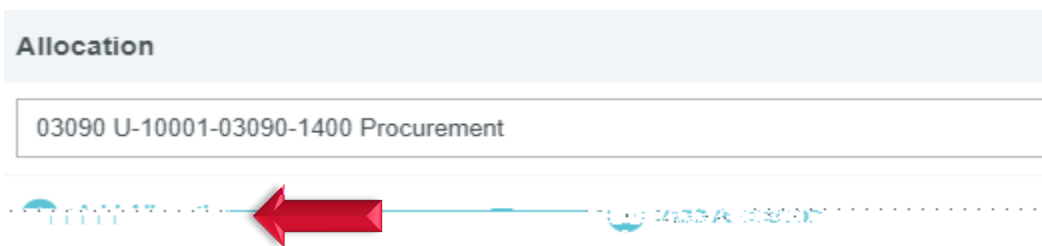


The Date field should be the date of the receipt.

The Spent field should be the total amount on the receipt.



Scroll down to the Allocation section and select **Allocation**



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In the new allocation line, type **Personal Matter**. Select it from the dropdown menu.

Allocation

Split Equally Clear Splits

100.0% 700.00 03090-U-10001-03090-1400-Procurement

0.00% 0.00 Personal

Change the amount in the first allocation line to the amount of the registration. Change the amount in the Personal Matter line to the amount of the membership.

Make sure a receipt is attached.

Click **Save**.

Date 02/07/2019

Attending ABC Conference to learn about XYZ Software for my department. Business Purpose

Optional Description

Direct Pay to Vendor?

Vendor Optional -- Select --

CL Account 70010

Allocation

28.57% 200.00 PERSONAL MATTER

100.0% 700.00



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Add the Membership Dues submosaic tile, located in the Professional Development mosaic tile.

This submosaic tile will require the following fields to be populated:

- **Date:** date of receipt
- **Spent:** total of the membership portion.
 - Tip: Should be the same amount entered in the Personal Matter allocation line in the previous step.
- **Attachments:** receipt related to the expense

Scroll down to the Allocation section.

If the Personal Matter allocation line is visible, delete it by clicking the X to the left of the allocation line.

Click **Save**.