Add Expense - Costing Breakdown

The Costing Breakdown for an expense will automatically display an initial record which equals 100%, based on whether you have a default department, cost code or project code. Depending upon how your organisation operates, you may not use all three types of costing.

1. Navigate from the **Home** page to **My Claims** | **Current Claims**. Within the Current Claims page, you will see a list of your claims which have yet to be submitted.

		Claim Number ▲	Claim Name	Claim Description	Number of Items	Claim Total
📝	✖	6	TClaimant6		1	£50.00

Current Claims

2. Click on a current claim to open the Claim Details page.

Expense Items

							Number of Miles ▲	Date of Expense	Expense Item	Reason	Other Details	NET	VAT	Total	Amount Payable
📝	✖	📄	🚩		🔧			15/06/2021	StandardItem			£47.62	£2.38	£50.00	£50.00
							0					£47.62	£2.38	£50.00	£50.00

3. Click 📝 to open the Edit Expense page and scroll down to the Department / Cost Code / Project Breakdown.

Edit Expense

General Details

Date:	15/06/2021	❓	Claim:	TClaimant6 ❓
Reason:		❓	Country:	United Kingdom ❓
Currency:	Pound Sterling	❓		
Other Details:				❓
Company Card Used:	No			

Department / Cost Code / Project Code Breakdown

Department	Cost Code	Project Code	Percentage
[None]	LukeT_CostCode	P1	100

4. Click on the percentage field of the Cost Code and modify as necessary. If you enter a percentage that is less than 100, duplicate fields will appear, allowing you to specify the

breakdown.

Department / Cost Code / Project Code Breakdown			
Department	**Cost Code**	**Project Code**	**Percentage**
[None] ⌄	LukeT_CostCode	P1 ⌄	50
✖ [None] ⌄	LukeT_CostCode	P1 ⌄	50

5. Continue to reduce the percentage field to add any further costing breakdown and click**Save** to confirm or **Cancel** to discard any changes and return to the Claim Details page.