

Expenses Mobile - Enter details for a Split Expense Item

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Permissions

You will require the following permissions:

- The relevant item role that allows you to claim these expense types

If your organisation has configured an expense item so that it can be split, you will see the Split Items section on the Add Expense page. The expense items which you can split the primary expense item by will be listed in this section.

1. Toggle the expense items which you want to split the primary expense item by. This will activate the split item and provide you with a total.

The screenshot shows the 'Add Expense' screen in a mobile app. At the top, there is a status bar with the time 14.13 and icons for signal, Wi-Fi, and battery. Below the status bar is a navigation bar with a back arrow, 'Add Expense', and 'Clear Save'. The main content area is divided into several sections:

- Item Details**: A blue header with 'Limit: £100.00' on the right. Below it is a text field for 'Expense Item *' containing 'Hotel'.
- Number of Employees**: A text field with '1'.
- Number of Rooms**: A text field with '1'.
- Number of Nights**: A text field with '1'.
- Do you have a receipt**: A toggle switch that is turned on (green).
- Total ***: A text field with '110'.
- Total minus further expenses**: A text field with '110'.
- Split Items**: A blue header. Below it are two items: 'Taxi £0.00' and 'Lunch £0.00'. Each item has a red vertical bar to its left and a toggle switch to its right. Both toggle switches are turned on (green).
- Costing Breakdown**: A blue header. Below it is a text field with 'ABC123 / CC1 / P1' and a '100 >' button.

2. Tap on a split item which requires attention, indicated in red.

3. Complete the fields for the split item.

14.13

< Back Lunch Save

Split Item Details

Number of Employees

Number of Others

Total *

14.13

< Back Taxi Save

Split Item Details

Total *

4. Tap Save.

5. If all the required fields have been completed, the split item will be displayed with a green indicator. Repeat this process until each of the expenses incurred are displayed with a green indicator.

14.14

< Back Add Expense Clear Save

Item Details Limit: £100.00

Expense Item *

Number of Employees

Number of Rooms

Number of Nights

Do you have a receipt

Total *

Total minus further expenses

Split Items

Taxi £12.00

Lunch £22.50

Costing Breakdown

ABC123 / CC1 / P1 100 >

6. Complete the rest of the details on the expense item and then tap **Save**.

- The **Total minus further expenses** field provides a the total of the primary expense, minus the total of the split items you have entered.
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