Itemizing Receipts

## Step One: Review Receipt Items

**Grouping Items**

When you receive a receipt that includes multiple types of expenses, it is essential to group similar items together. This ensures accurate categorization and simplifies the itemization process.

A white paper with black text

Description automatically generated

You would group these items as follows:

**Group 1: Office Supplies**

* Bath Tissue – $22.98
* **Total before:** $22.98

**Group 2: Snacks**

* Fruit Bowls - $17.96
* NutriGrain Bars - $9.98
* Gatorades - $31.56
* Bottled Water - $7.96
* **Total before:** $67.46

Itemizing Receipts

## Step Two: Allocating Tax

When splitting receipts, correctly allocating tax across different expense categories is essential to ensure accurate reporting. Follow these best practices for allocating tax.

**Best Practice for Tax Allocation**

The recommended approach is to take the total tax amount and divide it evenly by the number of expense categories you have.

**Detailed Steps:**

1. **Calculate Total Tax:** Determine the total tax amount from the receipt.
2. **Count Expense Categories:** Count the number of expense categories to which the receipt items belong.
3. **Divide Tax Equally:** Divide the total tax amount by the number of categories.

A receipt with black text and numbers

Description automatically generated **Example:**

* Total Tax: $5.75
* Number of Expense Categories: 2

**Divide the total tax by the number of categories:**

* $5.75 / 2 = $2.875

**Since this does not divide evenly, allocate the tax as follows:**

* Assign $2.88 to the category with the highest total.
* Assign $2.87 to the category with the lowest total.

**Category Totals:**

* **Office Supplies:** $22.98
* **Snacks**: $67.46

**Tax Allocation:**

* **Snacks (Highest Category Total):** $2.88
* **Office Supplies:** $2.87

**Total Amounts After Tax:**

* **Office Supplies**: $22.98 + $2.87 = $25.85
* **Snacks:** $67.46 + $2.88 = $70.34

Itemizing Receipts

**Special Case: Different Tax Rates for Different Items**

In some cases, there may be separate tax amounts for different types of items, such as normal items and food-related items. Here’s how to handle this scenario:

**Detailed Steps:**

1. **Identify Tax Amounts**: Determine the separate tax amounts for each category.
2. **Apply Tax Amounts to Corresponding Categories**: Allocate the respective tax amounts to the appropriate expense categories based on the items they relate to.

A receipt with black text and numbers

Description automatically generated

**Example Calculation:**

**Category Totals Before Tax:**

* **Office Supplies (Normal Items):** $22.98
  + **Tax on Normal Items:** $3.52
* **Snacks (Food Items):** $67.46
  + **Tax on Food Items:** $2.23

**Tax Allocation:**

* **Office Supplies (Normal Items):** $3.52
* **Snacks (Food Items):** $2.23

**Total Amounts After Tax:**

* **Office Supplies:** $22.98 + $3.52 = $26.50
* **Snacks Total:** $67.46 + $2.23 = $69.69

Itemizing Receipts

## Step 3: Itemizing Receipt into Workday

It is crucial that if a receipt has multiple different expense categories on one receipt, it must be itemized to accurately reflect what was spent on each category. Follow the steps below to properly itemize a receipt in Workday.

### On Computer:

**Overview:**

**A screenshot of a computer screen

Description automatically generatedKey Points to Review:**

* Link to Credit Card Transaction
* Verify Charge Description
* Enter Expense Date
* Select Appropriate Expense Item (Category)
* Enter Total Amount
* Confirm Currency
* Write Memo:

List items on receipt

List each unique item only once (e.g., "bath tissue, fruit bowls, NutriGrain bars, Gatorades, bottled water")

* Select Company
* Ensure Correct Cost Center
* Verify Location
* Upload and Attach Receipt

Itemizing Receipts

**Adding Itemizations:**

* Click on “Add” button for Itemization:

**A screen shot of a computer

Description automatically generated**

Itemizing Receipts

**Itemizing each Item Separately:**

**A screenshot of a computer

Description automatically generated**When itemizing a receipt with multiple different expense categories, it is crucial to break down the receipt accurately to reflect what was spent on each category. Here’s how to itemize your receipt on Workday.

**Detail Steps:**

1. Make sure the expense item is the correct one.
2. Enter the calculated amount for the category from previous steps.
3. Enter the items from the receipt for this category in the memo field.
4. Repeat steps 1-3 for each expense category by clicking the "Add" button on the bottom left of the itemization screen until done.
5. Once completed, click the "Done" button.

***Attention:***

***If something is a personal expense, place it in "Miscellaneous Expense Non-SL" and make sure the personal checkbox is checked for that line item.***