Procurement: Itemizing your pCard Receipts – (optional)

Cardholders and Delegates

1. If you are not already familiar with the Expense Report task, please first read the job aid entitled ‘Expensing a pCard Transaction’

2. From the 2nd page of the expense report, click the tag labeled ‘Itemize’

3. The program will default to two itemization areas, but you can add as many as you need by clicking the ‘Add’ button. For example, to allocate the cost of a single receipt over 3 SmartTags, click the ‘Add’ button until you see a total of 3 itemization areas.
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Your screens and processes may vary from those described here.
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4. Enter the appropriate Per Unit Amount for each SmartTag. If you want to replace a SmartTag from the defaulted values, be sure to ‘X-out’ the SmartTag, Fund, and Cost Center BEFORE selecting a new SmartTag.

5. It is also permissible to manipulate other fields such as Quantity, Expense Items, etc. when itemizing. This is helpful if you wish to perform a line-by-line itemization of your pCard receipt.

6. Workday will prompt you for the remaining amount to itemize as you make changes to the Unit Amount and/or Quantity fields. You can scroll this screen vertically from the scroll bar on the right as needed.

7. When you have successfully allocated all items, Workday will show a 0.00 balance in the Remaining Amount to Itemize indicator.

8. Click Done