Itemized Entry

When you use itemized entry to add expenses, you enter each item on the receipt in detail. Itemized entries include the item category, amount, quantity, total cost, and an optional description.

> **Required Permissions:** You must have the **Vendor/Receipts** permission enabled on your account to access and work with Expenses. This feature is not available to sponsored centers at this time.

1. From the menu to the left, click **Expenses**.
2. Click **Receipts**. The Receipts page opens.
3. Click **Add Receipt**. The Add Receipts page opens.
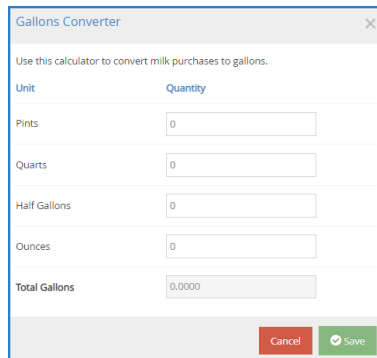4. Click **Itemized Entry** at the top of the page.

5. Complete the Expense Detail section.
    - The **Date**, **Vendor**, and **Receipt Total** boxes are required.
    - We recommend you also enter a **Description** for reporting purposes.
6. Complete the Receipt Details section.
    - Click the **Select a Category** drop-down menu and select the expense category. All expense categories *except* Unapproved count towards reimbursement for the food program.
    - Enter the item **quantity**. You can enter up to four (4) decimal places. This

box defaults to 1.

- If you selected a Milk category, you can use the Gallons Converter.

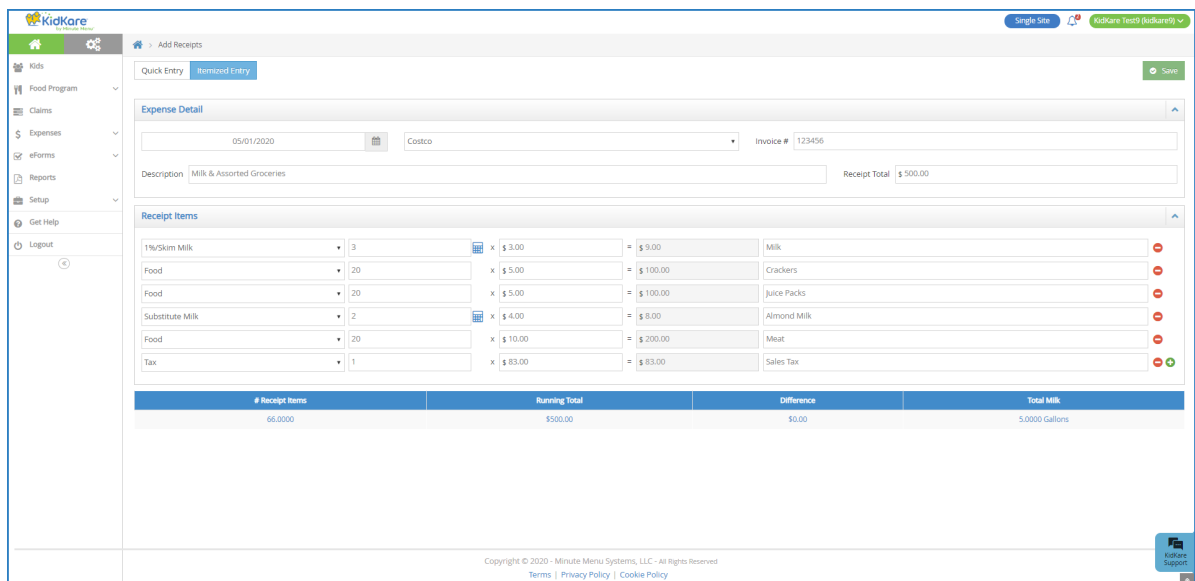   1. Click 🔢 or type **+** (plus sign) in the quantity box.

    2. Enter the number of pints, quarts, half-gallons, and/or ounces of milk you purchased.

    3. Click **Save**.

- Click the **$** box and enter the item's unit price. The system automatically multiplies the unit price by the quantity and provides a total. You cannot change the calculated total.

- Click the **Description** box and enter a description for this line item. You can enter up to 255 characters. This box is optional.

- Click ➕ to add another line.

7. Click **Save** in the top-right corner.

Note: You cannot save your entry if the receipt and running total do not match. The receipt and running total must also both be greater than zero. You must also complete all required fields before saving.