

# Quick Entry

Last Modified on 05/01/2020 9:52 am CDT

When you use Quick Entry to add expenses, you enter receipt items into category fields by dollar amount. The category fields calculate the total for the category by taking the sum of all numbers entered for the category. The running total is then compared to the receipt total.

**Required Permissions:** You must have the **Vendor/Receipts** permission enabled on your account to access and work with the Expenses page. 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 **Quick Entry** at the top of the page.

The screenshot displays the 'Add Receipts' page in the KidKare system, specifically the 'Quick Entry' tab. The page is divided into several sections. At the top, there's a header with the KidKare logo and navigation links. Below this, a sidebar on the left contains a menu with options like Kids, Food Program, Claims, Expenses, eForms, Reports, Setup, Get Help, and Logout. The main content area is titled 'Add Receipts' and includes a 'Quick Entry' tab. The 'Expense Detail' section contains fields for 'Date' (05/01/2020), 'Vendor' (Add or Select Vendor), 'Invoice #', 'Description', and 'Receipt Total' (\$ 0). Below this is the 'Milk Quantities' section, which has three rows: 'Whole Milk', '1% Milk', and 'Substitute Milk'. Each row has a quantity input field and a 'gal' link. The 'Expenses Items' section is a table with columns for category, quantity, and amount. The categories listed are Unapproved, Food, Supplies, Labor, Other, Utilities, and Mileage. The 'Running Total' is shown as \$0.00 at the bottom right.

Category	Quantity	Amount
Unapproved	0	\$0.00
Food	0	\$0.00
Supplies	0	\$0.00
Labor	0	\$0.00
Other	0	\$0.00
Utilities	0	\$0.00
Mileage	0	\$0.00

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. Enter your milk quantities in gallons. You can also use the Gallons Converter:
  - a. Click the **Gal** link next to the milk type, or type **+** (plus sign) in the milk quantity box.

Gallons Converter
×

Use this calculator to convert milk purchases to gallons.

Unit	Quantity
Pints	<input type="text" value="0"/>
Quarts	<input type="text" value="0"/>
Half Gallons	<input type="text" value="0"/>
Ounces	<input type="text" value="0"/>
Total Gallons	<input type="text" value="0.0000"/>

Cancel
Save

- b. Enter the number of pints, quarts, half-gallons, and/or ounces of milk you purchased.
  - c. Click **Save**.
7. Enter your expenses in the Expenses Items section.
  - a. Click the box next to the category to record, and enter the dollar amount. All expense categories *except* Unapproved count towards reimbursement for the food program.
  - b. Press **Tab** to enter multiple, separate dollar amounts in each category.
  - c. Click **X** next to a dollar amount to remove it.
  - d. Type / (forward slash) in a box to populate it with the remaining difference.
8. 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.

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