

# [VIDEO] Enter Expenses

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CDT

When entering expenses in KidKare, you can either input line-by-line expenses, or you can enter receipt items into categories.

**Required Permissions:** You must have the **Vendor/Receipts** permission enabled on your account to access and work with Expenses.

## In this article:


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## 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.

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.

# Receipt Items	Running Total	Difference	Total Milk
1.0000	\$0.00	\$0.00	0.0000 Gallons

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.

### Gallons Converter ✕

Use this calculator to convert milk purchases to gallons.

Unit	Quantity
Half Pints	<input style="width: 100%;" type="text" value="0"/>
Quarts	<input style="width: 100%;" type="text" value="0"/>
Half Gallons	<input style="width: 100%;" type="text" value="0"/>
Ounces	<input style="width: 100%;" type="text" value="0"/>
<b>Total Gallons</b>	<input style="width: 100%; background-color: #f0f0f0;" type="text" value="0.0000"/>

Cancel
✔ Save

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. You can also click **Save/Add Another** to save your entry and begin adding another one.

Quick Entry
Itemized Entry

Save
Save/Add Another

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**Expense Detail**

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**Receipt Items**

1%/Skim Milk	10	x	\$ 1.99	=	\$ 19.90	Milk	-
Food	20	x	\$ 2.00	=	\$ 40.00	Snack Packs	-
Supplies	20	x	\$ 5.00	=	\$ 100.00	Bulk Plates	-
Supplies	7	x	\$ 5	=	\$ 35.00	Cleaning Supplies	-
Tax	1	x	\$ 5.10	=	\$ 5.10	Tax on non-food items	-+

# Receipt Items	Running Total	Difference	Total Milk
58.0000	\$200.00	\$0.00	10.0000 Gallons

**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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## Quick Entry

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.

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.

Quick Entry   Itemized Entry
Save   Save/Add Another

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**Expense Detail** ^

05/20/2021 Add or Select Vendor Invoice #

Description Receipt Total \$ 0

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**Milk Quantities** ^

Whole Milk 0 gal  
 1%/Skim Milk 0 gal  
 Substitute Milk 0 gal

Total: 0.0000 gal

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**Expenses Items** Difference \$0.00 ^

Unapproved	0	\$0.00
Food	0	\$0.00
Supplies	0	\$0.00
Labor	0	\$0.00
Other	0	\$0.00
Utilities	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
Half Pints	<input style="width: 100%;" type="text" value="0"/>
Quarts	<input style="width: 100%;" type="text" value="0"/>
Half Gallons	<input style="width: 100%;" type="text" value="0"/>
Ounces	<input style="width: 100%;" type="text" value="0"/>
<b>Total Gallons</b>	<input style="width: 100%; background-color: #f0f0f0;" 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. You can also click **Save/Add Another** to save your entry and begin adding another one.

Quick Entry   Itemized Entry
Save   Save/Add Another

#### Expense Detail

#### Milk Quantities

Total: 3.1250 gal

#### Expenses Items

Difference \$0.00
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Unapproved	<input type="text" value="0"/>	\$0.00
Food	<input type="text" value="10"/> <input type="text" value="20"/> <input type="text" value="0"/>	\$30.00
Supplies	<input type="text" value="20"/> <input type="text" value="50"/> <input type="text" value="0"/>	\$70.00
Labor	<input type="text" value="0"/>	\$0.00
Other	<input type="text" value="0"/>	\$0.00
Utilities	<input type="text" value="0"/>	\$0.00
Mileage	<input type="text" value="0"/>	\$0.00

Running Total: \$100.00

**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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