

[VIDEO] Manage & Verify Receipts

Last Modified on 09/22/2023 2:02 pm
CDT

This article covers receipt entry and verification. The steps to add receipts are the same as those your centers use to enter their receipts. Use the table of contents below to jump to the appropriate section.

In this article:

- [Add Receipts: Itemized Entry](#)
- [Add Receipts: Quick Entry](#)
- [Verify Receipts](#)

Add Receipts: 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 **Administration**.
2. Select **Manage Verify Receipts**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center with which to work.
4. Click **Add Receipt**. The Add Receipts page opens.
5. Click the **Itemized Entry** tab.

The screenshot displays the 'Add Receipts' page with the 'Itemized Entry' tab selected. The 'Expense Detail' section contains a date field (07/11/2023), a vendor selection dropdown (Add or Select Vendor), an invoice number field, a description field, and a receipt total field (\$ 0). The 'Receipt Items' section shows a list of items with columns for category, quantity, unit price, total price, and description. A summary table at the bottom provides a total of 1.0000 receipt items, a running total of \$0.00, a difference of \$0.00, and a total of 1.0000 Gallons.

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

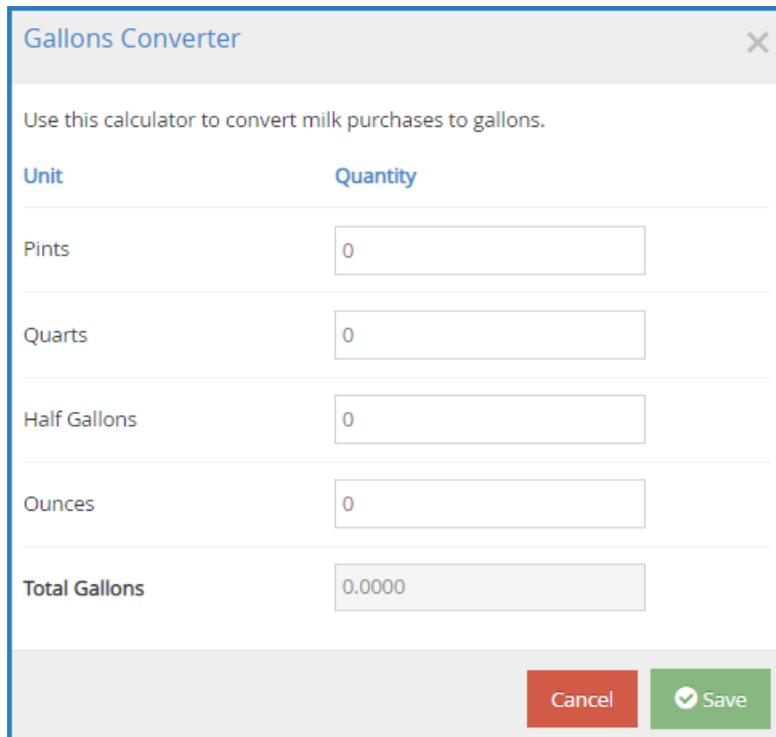
6. Complete the **Expense Detail** section.
 - The **Date**, **Vendor**, and **Receipt Total** boxes are required.
 - We recommend you also enter a **Description** for reporting purposes.
7. Complete the **Receipt Details** section.
 - a. Click the **Select a Category** drop-down menu and select the expense category. All expense

categories *except* Unapproved count towards reimbursement for the food program.

b. 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.



Unit	Quantity
Pints	0
Quarts	0
Half Gallons	0
Ounces	0
Total Gallons	0.0000

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

3. Click **Save**.

c. 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.

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

e. Click  to add another line.

8. Click **Save** in the top-right corner. You can also click **Save/Add Another** to save your entry and begin adding another one.

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.

Add Receipts: 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 **Administration**.

2. Select **Manage Verify Receipts**.
3. Click the **Select Center** drop-down menu at the top of the window and select the center with which to work.
4. Click **Add Receipt**. The Add Receipts page opens.
5. Click the **Quick Entry** tab.
6. Complete the **Expense Detail** section.
 - The **Date**, **Vendor**, and **Receipt Total** boxes are required.
 - We recommend you also enter a **Description** for reporting purposes.
7. 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.

Unit	Quantity
Pints	0
Quarts	0
Half Gallons	0
Ounces	0
Total Gallons	0.0000

- b. Enter the number of pints, quarts, half-gallons, and/or ounces of milk you purchased.
 - c. Click **Save**.
8. 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.
9. Click **Save** in the top-right corner. You can also click **Save/Add Another** to save your entry and begin adding another one.

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.

Verify Receipts

Verifying receipts allows you to track which sites have sent you receipts and confirm the data is correct. Even though this step is optional, we recommend you complete it if you allow sites to enter their own receipts.

1. From the menu to the left, click **Administration**.
2. Click **Manage Verify Receipts**. The Manage Verify Receipts page opens.
3. Use the drop-down menu and select a date range to view. You can choose from the following:
 - Last 90 Days
 - Last 60 Days
 - Last 30 Days
 - Current Month
 - Previous Month
 - Custom Date
4. Click the link in the **Date** column to view the receipt details. The Edit Expense pop-up opens.
5. Make any changes, as needed. When finished, click **Save**.
6. Click **Verify**.

Notes: You can click **Verify All** from the Manage Verify Receipts page to verify all receipts listed for the selected center for the selected date range. Also, to remove receipts you cannot verify, access the Edit Expense pop-up and click **Delete**. Deleting receipts is permanent.