

## Receipt & Expense Reports

Last Modified on 12/19/2023 11:15 am  
CST

There are several useful reports available to help you track center receipts.

- **Non-Profit Status Report:** Use this report to ensure that centers are running a non-profit food service.
- **Center Receipts Journal Report:** View a list of all receipts. This report includes vendor, description, and expenses broken down by category.
- **Monthly Receipt Totals:** View a list of centers that submitted receipts, the total number of receipts submitted by each center, and the total of each expense category.
- **Labor Tally Sheet:** Give this report to staff members to record time spent on CACFP activities, such as menu planning, purchasing food, cooking, cleaning, and so on.
- **Receipt List Export:** Export receipt data to a spreadsheet file (XLSX). Use filters to select the exact data you need to export.

**Note:** All receipts are included on all of these reports, regardless of verification status. We recommend you delete those receipts you cannot verify before running any of these reports.