[VIDEO] Add Receipts

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Enter receipts into Minute Menu CX to ensure that centers are running a non-profit food service. This is also a required step for completing the Milk Audit. Both sponsors and centers can enter receipts (subject to **policy T.1**). The instructions in this article are applicable to both user types. However, if you are a center, begin at **Step 2** under each heading.

If you allow sites to enter receipts, you, the sponsor, should use the verification process to ensure receipts were categorized correctly. For more information, see **Verify Receipts**.

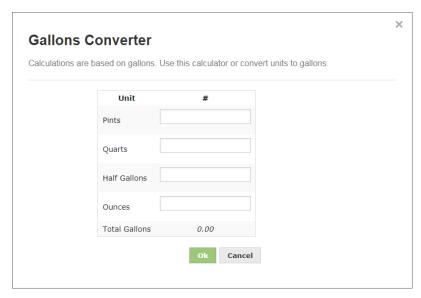
In this article:

- Quick Entry
- Itemized Entry

Note: You must add vendors before you can enter receipts. See Add Vendors for more information.

Quick Entry

- 1. Click the **Select Center** drop-down menu and select the center.
- 2. Click the **Tools** menu and select **Manage/Verify Receipts**. The Manage Receipts page opens in an Internet browser.
- 3. Click Add Receipts. The Add Receipt Quick Entry page opens.
- 4. Click the **Date** box and select the date on the receipt.
- 5. Click the **Vendor** drop-down menu and select the vendor.
- 6. Click the **Receipt Total** box and enter the total amount on the receipt.
- 7. Click the **Description** box and enter a description of this purchase. This box is optional. However, information entered here prints on reports.
- 8. In the Milk section, enter the quantity of each milk type purchased.
 - Click **t** to use the **Gallons Converter** to calculate the amount of gallons purchased.



- Enter any milk that is not cow's milk (such as, almond milk, soy milk, and so on) in the **Substitute** box.
- 9. In the **Expenses** section, enter the expenses from the receipt. Expenses are arranged in the following categories:
 - **Unapproved:** Items that are non-food program approved, such as office supplies.
 - **Supplies:** Food-program related supplies, such as paper plates, spoons, and so on.
 - Food: Food items.
 - **Labor:** Amount paid x hours worked for the food program. For example, if you are entering a receipt for a cook, you would put what you paid them in this category.
 - Other: Taxes. This is required by some states.
 - Utilities: Utility charges, such as electricity, water, and so on.
 - o Mileage: Miles driven to the vendor and back.
- 10. When finished, click **Save and Exit** to save this receipt and exit, or click **Save and Add** to save and add another quick entry receipt.



Notes: As you enter expenses, the **Running Total** field updates automatically. This value and the **Balance** must match before you can save the receipt. Type / (forward slash) in a category box to automatically apply the remaining balance to that category.

Itemized Entry

- 1. Click the **Select Center** drop-down menu and select the center.
- Click the Tools menu and select Manage/Verify Receipts. The Manage Receipts page opens in an Internet browser.
- 3. Click Add Receipts. The Add Receipt Quick Entry page opens.
- 4. Click Switch to Itemized Entry.
- 5. Click **Add Receipts**. The Add Receipt Quick Entry page opens.
- 6. Click the **Date** box and select the date on the receipt.
- 7. Click the **Vendor** drop-down menu and select the vendor.
- 8. Click the Receipt Total box and enter the total amount on the receipt.
- 9. Click the **Description** box and enter a description of this purchase. This box is optional. However, information entered here prints on reports.
- 10. In the Receipt Items section:
 - a. Click the Category drop-down menu and select the category for this line item. Refer to Step 9 under

the Quick Entry heading (above) for category descriptions.

- b. Click the **Amount** box and enter the price for one unit of the line item.
- c. Click the **Quantity** box and enter the amount of the item purchased. The Total box updates automatically.
- d. Click the Item Description box and enter the name of the item.
- e. Click **Add** and repeat **Steps 10a 10e** for each line item on the receipt. Click **Remove** next to a line item to remove it.

Note: If you select a Milk category in **Step 10a**, click to use the **Gallons Converter**.

11. When finished, click **Save and Exit** to save this receipt and exit, or click **Save and Add** to save and add another itemized receipt.

