

[VIDEO] Add Receipts

Last Modified on 06/08/2023 1:33 pm
CDT

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  to use the **Gallons Converter** to calculate the amount of gallons purchased.

×

Gallons Converter

Calculations are based on gallons. Use this calculator or convert units to gallons.

Unit	#
Pints	<input type="text"/>
Quarts	<input type="text"/>
Half Gallons	<input type="text"/>
Ounces	<input type="text"/>
Total Gallons	0.00

Ok

Cancel

- 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.
 - **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.

Add Receipt Quick Entry

Jess Center

Date

02/15/2019

Vendor

Kroger

Receipt Total

\$
200.00

Invoice #

Switch to Itemized Entry

Description

Snacks for Friday

Milk

1%/Skim

Whole Milk

Substitute

Total Milk: 0.00 gallons

Expenses

Unapproved	Supplies	Food	Labor	Other	
	150.00	50.00			Running total \$200.00 Balance \$0.00
\$0	\$150.00	\$50.00	\$0	\$0	
\$0					

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.
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 **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.

Add Receipt Itemized Entry

Details

Jess Center

Switch to Quick Entry

Date

02/15/2019

Vendor

Kroger

Receipt Total

\$ 250.00

Invoice #

Description

Receipt Items (4)

#	Category	Amount (\$)	Quantity	Total	Item Description	
1	Food	2.5	20	50	Fruit Cups	Remove
2	Supplies	1.5	100	150	Paper Plates	Remove
3	Supplies	0.5	100	50	Plastic Utensils	Remove
4	Select...	0	1	0		Remove Add
Running Total				\$250.00		
Balance				\$0.00		
Total Milk				0.000 gallons		

Save and Add

Save and Exit

Cancel