

Verify Receipts

Last Modified on 05/26/2020 4:02 pm CDT

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. Click the **Select Center** drop-down menu and select a center.
2. Click the **Tools Menu** and select **Manage/Verify Receipts**. The Manage Receipts page opens in an Internet browser.
3. Click the **Select Date Range** 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
 - Select Date Range
4. Click a receipt line to view the receipt details in the **Receipt Details** section.
5. Click **Edit** to edit receipt details. When finished, click **Save and Exit**.
6. When finished, check the **Verify** box next to the receipt(s) to verify. You can also click **Verify All** to verify all displayed receipts.

Manage Receipts

Jess Center

Add Receipts

Select Date Range

12/17/2018 - 2/15/2019

2 records

Date	Vendor	Invoice Number	Receipt Total	Total Expense	Description	Milk	Verified	
2/15/2019	Kroger		\$250.00	\$250.00		0.000	<input checked="" type="checkbox"/>	<div>EditDelete</div>
2/15/2019	Kroger		\$200.00	\$200.00	Snacks for Friday	0.000	<input type="checkbox"/>	<div>EditDelete</div>

Receipt Details

Date

2019-02-15

Vendor

Kroger

Receipt Total

\$250.00

Invoice #

Description

Milk

(0)

1% or Skim

0

Whole

0

Substitute

0

Unapproved

\$ 0

Supplies

\$ 200

Food

\$ 50

Labor

\$ 0

Other

\$ 0

Utilities

\$ 0

Mileage

\$ 0

Edit

Add Receipts

Verify All

Close

7. Click **Delete** next to a receipt to delete receipts that cannot be verified. This is permanent.