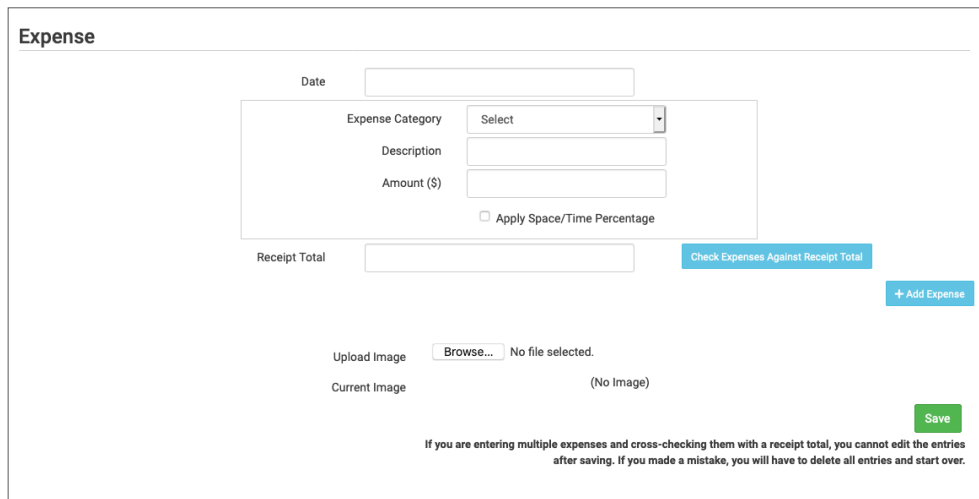


The “Expenses” feature of My Food Program is intended for sites to upload receipts and invoices to document a nonprofit meal service.

### To add a new expense:

- Click on “Expenses” on the main dashboard.
- Click the blue “Add Expense” button on the upper-right corner.
- Enter the information into the fields:
  - **Date (required):** the date the expense was incurred
  - **Expense Category (required):** the most common category used is Food (Actual Receipts)
  - Note: there is a list of active staff to select from when recording expenses under any categories related to labor and benefits.
  - **Description (required):** typically used to record the store at which the item was purchased and a summary of the expense. For example “Sam’s Club - paper goods”
  - **Amount (required)**
  - Apply Space/Time Percentage: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
    - Enter “50” as the space/time percentage in Site Details.
    - Enter the total amount spent on paper goods in the “Amount” field.
    - Check the box for “Apply Space/Time Percentage”.
  - Receipt Total: enter a receipt total.
  - Click “Check Expenses Against Receipt Total” to cross-check the sum of expenses to the receipt total.
  - If you have several categories for one receipt/invoice, click the blue “+ Add Expense” button.
  - Upload Image (optional, but recommended): upload a photograph or scan of the receipt. If you added multiple expenses, the uploaded receipt image will be associated with each of your entries.
- Click “Save” and the expense is now viewable and will be included in expense reports.



**Expense**

Date

Expense Category

Description

Amount (\$)

Apply Space/Time Percentage

Receipt Total

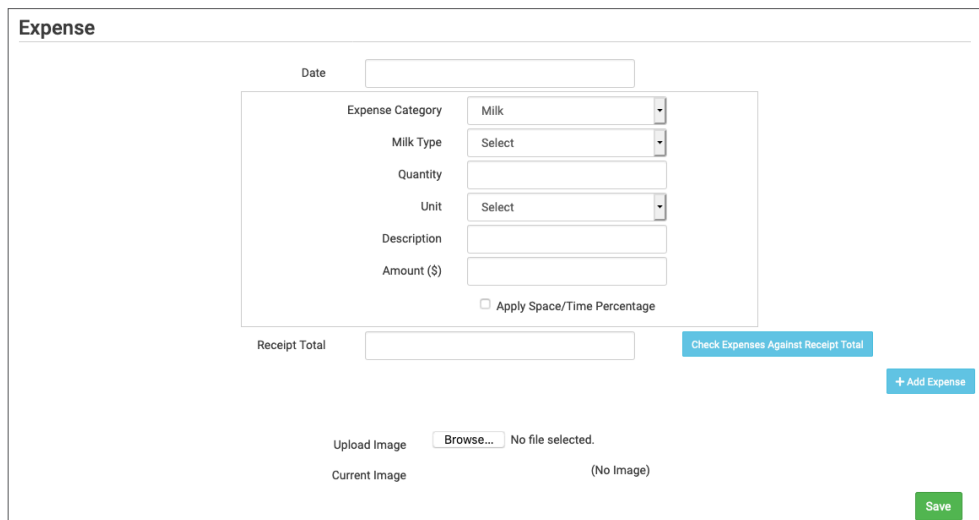
Upload Image  No file selected.

Current Image (No Image)

If you are entering multiple expenses and cross-checking them with a receipt total, you cannot edit the entries after saving. If you made a mistake, you will have to delete all entries and start over.

## To add a new milk expense:

- Click on “Expenses” on the main dashboard.
- Click the blue “Add Expense” button on the upper-right corner.
- Enter the information into the fields:
  - **Date (required)**: the date the expense was incurred.
  - **Expense Category (required)**: select Milk from the dropdown menu.
  - **Milk Type**: select from: Skim, 1%, 2%, Whole or Fluid Milk Substitute.
  - **Quantity**: enter the quantity purchased.
  - **Unit**: select from: Ounces, Cups Half Gallons or Gallons.
  - **Description (required)**: typically used to record the store at which the item was purchased and a summary of the expense. For example “Sam’s Club - Whole Milk”.
  - **Amount (required)**
  - **Apply Space/Time Percentage**: check this box only if you are allocated expenses. For example, if the site has determined that they are allocating 50% of paper goods to CACFP, then they should:
    - Enter “50” as the space/time percentage in Site Details.
    - Enter the total amount spent on paper goods in the “Amount” field.
    - Check the box for “Apply Space/Time Percentage”.
  - **Receipt Total**: enter a receipt total.
  - Click “Check Expenses Against Receipt Total” to cross-check the sum of expenses to the receipt total.
  - If you have several categories for one receipt/invoice, click the blue “+ Add Expense” button.
  - **Upload Image (optional, but recommended)**: upload a photograph or scan of the receipt. If you added multiple expenses, the uploaded receipt image will be associated with each of your entries.
- Click “Save” and the expense is now viewable and will be included in expense reports.
- Note: the information saved here will feed into the *Milk Purchased Report*.



## To delete an expense:

- Click on “Expenses” on the main dashboard.
- Click on the red “Delete” button next to the expense you wish to remove. **Note:** this action is permanent and also deletes any files uploaded to the expense. Use this feature with care.