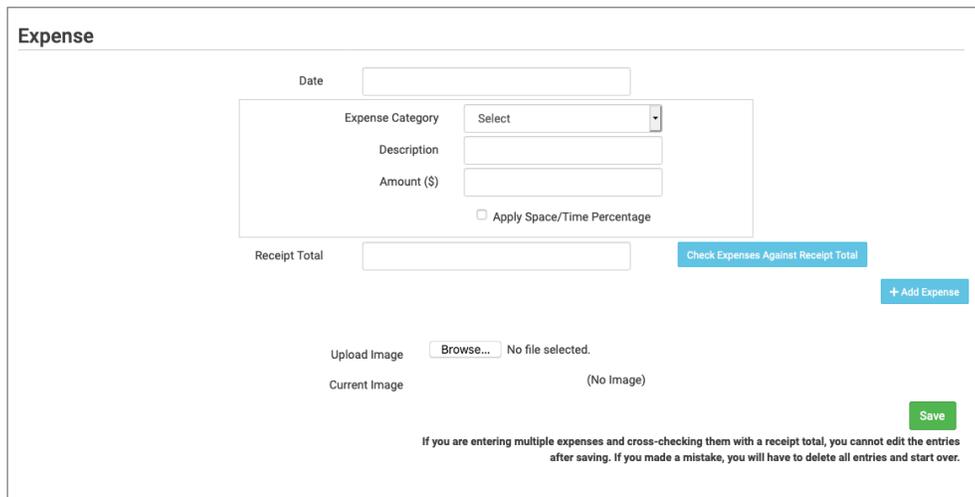


The “Expenses” feature of My Food Program is intended for providers to upload receipts and invoices to document a nonprofit meal service.

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.



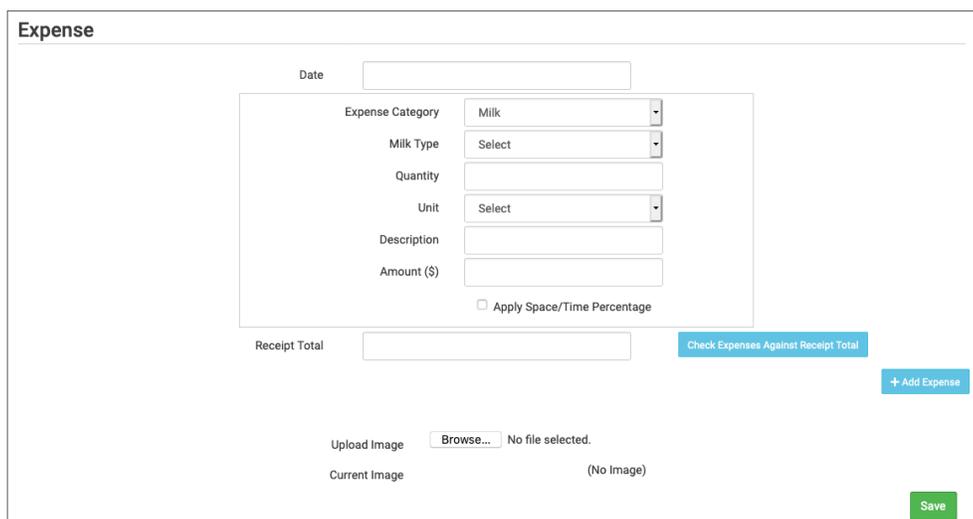
The screenshot shows the 'Expense' form with the following fields and controls:

- Date:** A text input field.
- Expense Category:** A dropdown menu with 'Select' as the current value.
- Description:** A text input field.
- Amount (\$):** A text input field.
- Apply Space/Time Percentage:** A checkbox.
- Receipt Total:** A text input field.
- Check Expenses Against Receipt Total:** A blue button.
- + Add Expense:** A blue button.
- Upload Image:** A 'Browse...' button and the text 'No file selected.'
- Current Image:** The text '(No Image)'.
- Save:** A green button.

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.