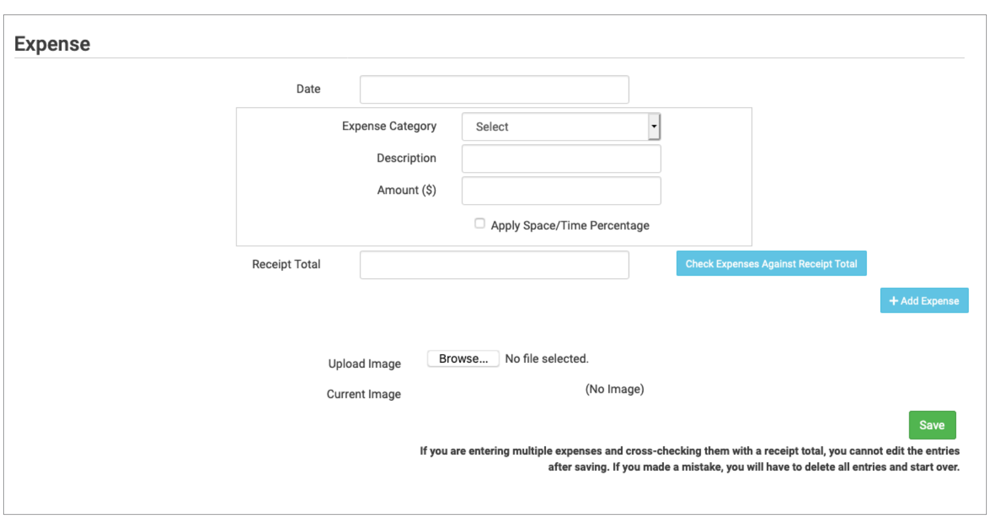
Expenses: Tracking Expenses

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:

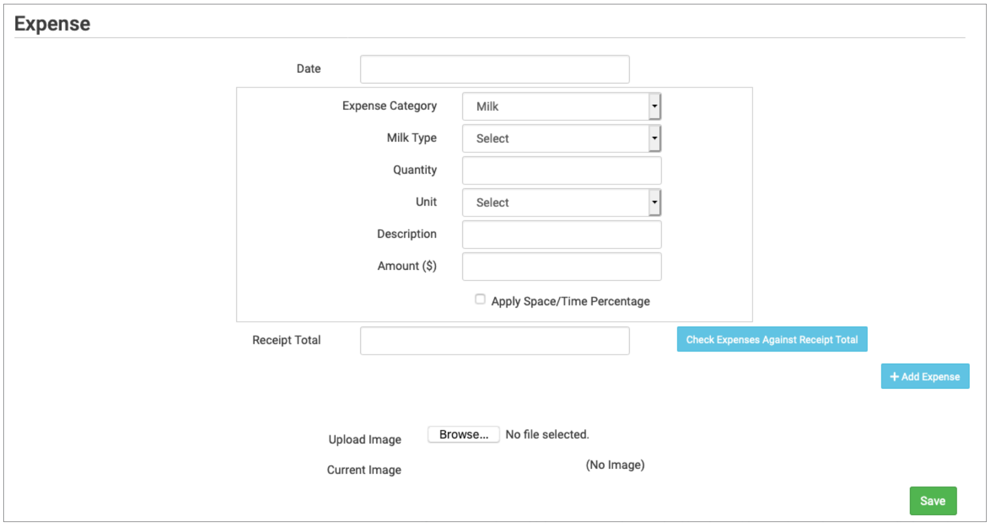
- Click on “Expenses” on the main dashboard.
- Click the blue “Add Expense” button on the upper-right corner.
- Enter the information into the fields:
    - **Date (required)**: the date the expense was incurred
    - **Expense Category (required)**: the most common category used is Food (Actual Receipts)
    - 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.



Expenses:
Tracking Milk Expenses

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.