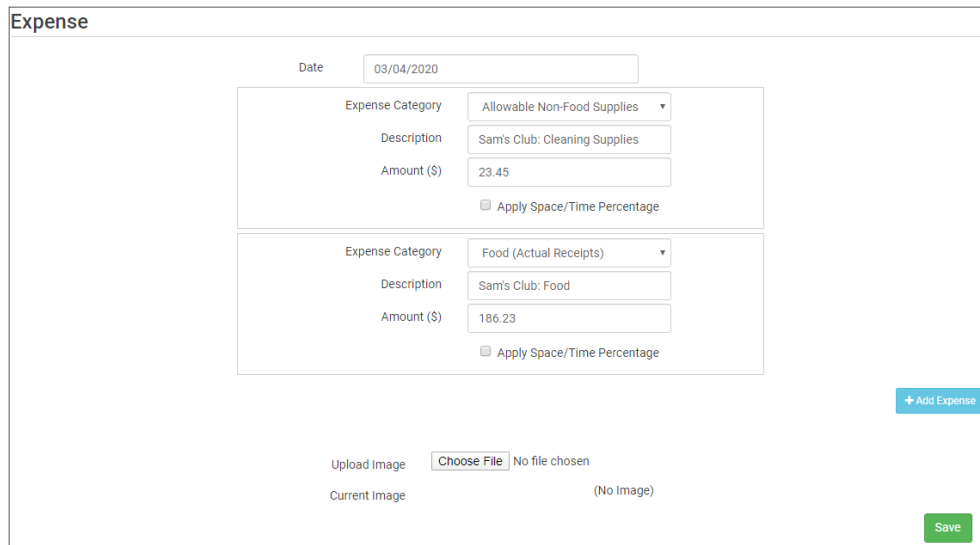


The “Expenses” feature of My Food Program is intended for sites to upload receipts and invoices to document a nonprofit meal service.

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)
 - **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”.
 - 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: 03/04/2020

Expense Category: Allowable Non-Food Supplies

Description: Sam's Club: Cleaning Supplies

Amount (\$): 23.45

Apply Space/Time Percentage

Expense Category: Food (Actual Receipts)

Description: Sam's Club: Food

Amount (\$): 186.23

Apply Space/Time Percentage

+ Add Expense

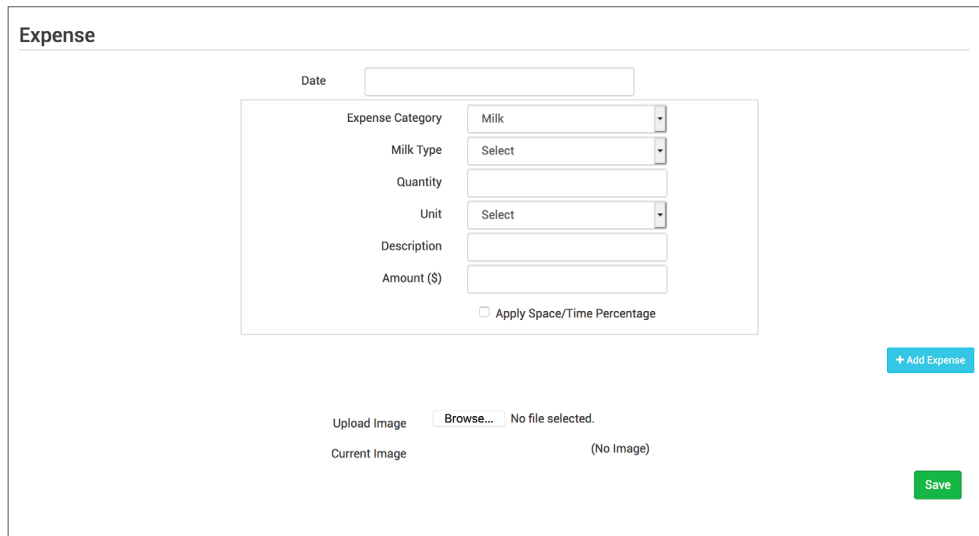
Upload Image: Choose File No file chosen

Current Image: (No Image)

Save

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”.
 - 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.