

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.

The screenshot displays the 'Manage Receipts' interface. At the top, there is a dropdown menu for 'Jess Center'. Below it, a green 'Add Receipts' button is on the left, and a 'Select Date Range' dropdown is set to '12/17/2018 - 2/15/2019', showing '2 records'. A table lists two receipts from Kroger. The first receipt is dated 2/15/2019 with a total of \$250.00 and is marked as verified. The second receipt is also dated 2/15/2019 with a total of \$200.00 and is not verified. Below the table is the 'Receipt Details' section for the first receipt, showing fields for 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), and Mileage (\$0). An 'Edit' button is present next to the details. At the bottom of the interface, there are buttons for 'Add Receipts', 'Verify All', and 'Close'.

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"/>
2/15/2019	Kroger		\$200.00	\$200.00	Snacks for Friday	0.000	<input type="checkbox"/>

Receipt Details

Date	Vendor	Receipt Total	Invoice #
2019-02-15	Kroger	\$250.00	
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	

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