

Manage/Verify Receipts

Introduction

Minute Menu has modified and combined the related functions of managing and verifying receipts in order to increase ease of use and efficiency for customers. This includes entry of milk quantities required to perform milk audits in the system.

The new process will entail the use of two screens, a summary screen allowing Users to search, view, and verify receipts, and a second detail screen for entering receipt items and milk quantities and viewing more detailed receipt information and totals. Both screens are based on a newly enhanced web grid design that adds clarity to viewing receipt details and enhanced functionality for rapid receipt entry based on numeric keypad procedures.

Summary Screen

The Manage/Verify Receipts screen is a summary screen listing receipts and basic receipt information. Each receipt listing contains a receipt date, vendor, invoice number, receipt total and total expense (receipt items plus mileage and labor entries), description, verification status, and a cell with links for the User to verify¹, delete the listing, and a link to open the secondary detail screen for viewing and editing of the listing's details. The grid carries sorting capabilities within the header row, and an optional QuickSearch box for detailing and filtering a search based on User entered criteria.

New, simple-to-use date pickers have been added to the screen, as well as easy-to-connect-to Help functionality in PDF and video formats. An Add New button has been added to the screen to access the secondary screen for entering of a new receipt.

¹ Note: The User must have Sponsor level status in the system in order for application capabilities to verify receipts will be enabled. Tools menu options, Verified columns and Verify/Unverify links will not appear in Center level applications.

Date	Vendor	Invoice #	Receipt Total	Total Expense	Description	Verified	Update
1/23/12	Kueger		\$325.66	\$325.66	Food & Supplies		Edit Delete Verifv
1/18/12	Costco		\$15.00	\$10.00	Costco		Edit Delete Verifv
1/13/12	Food Tiger		\$236.21	\$236.21	invoice 124568		Edit Delete Verifv
1/13/12	No Vendor		\$125.00	\$125.00	Cooks Labor		Edit Delete Verifv
1/9/12	Costco		\$567.33	\$567.33	Food & Supplies		Edit Delete Verifv
1/6/12	Kueger		\$163.00	\$163.00	-- No Vendor --		Edit Delete Verifv
1/6/12	No Vendor		\$125.00	\$125.00	Cooks Labor		Edit Delete Verifv
1/6/12	Kueger		\$100.00	\$100.00	Kroger		Edit Delete Verifv
1/4/12	Food Tiger		\$245.20	\$245.20	Food and supplies		Edit Delete Verifv

Figure 1 – Manage/Verify Receipts Summary Screen

Detail Screen

The Manage Receipts detail screen can be accessed using either the Add New link on the Summary Screen or the Edit link in any line item in the Summary screen grid. The Add New Link will open the screen for creation of a new entry. The Edit link will open the screen populated with the details for that line item.

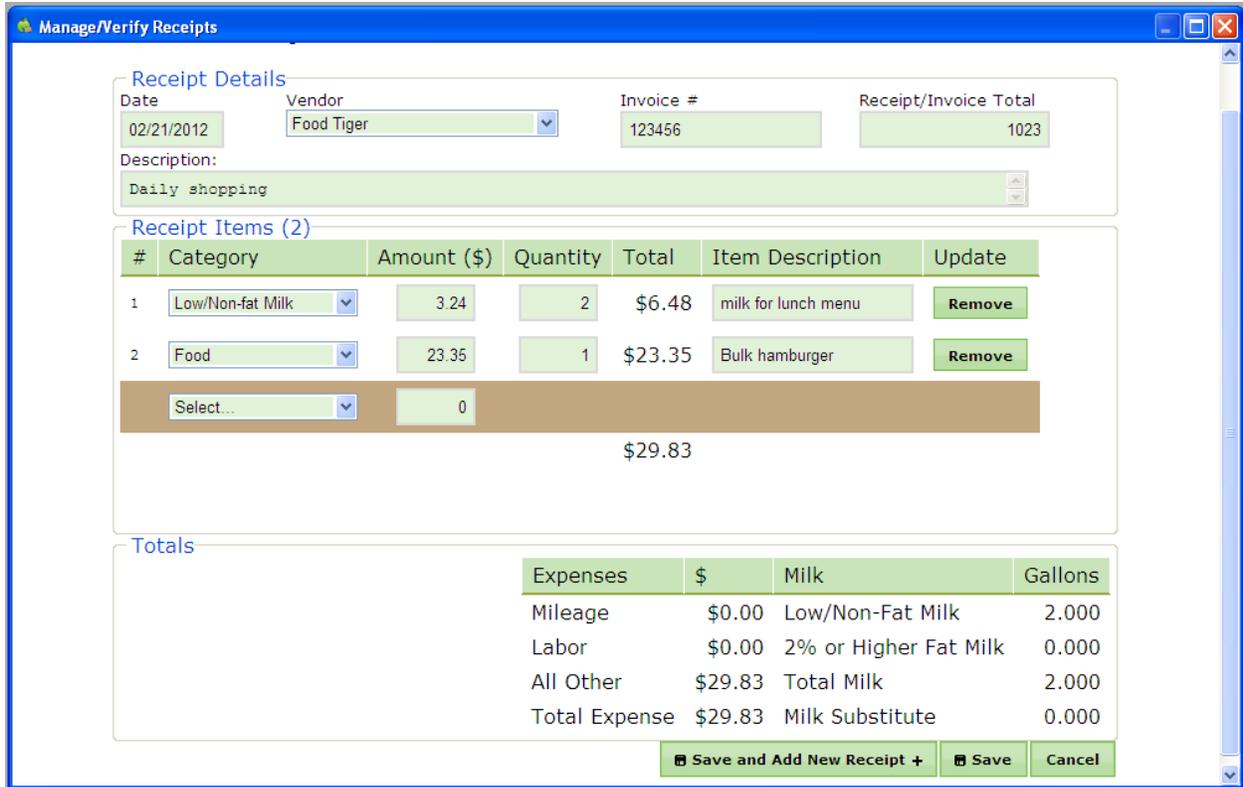


Figure 2 – Manage Receipts Detail Screen

The Detail screen contains entry boxes for receipt information, and two web grids for displaying and modifying receipt item information and for displaying totals based on entered date.

Basic entry for a receipt includes date, vendor, invoice number, receipt/invoice total, and description, as well as any receipts items the User cares to enter into the grid.

The primary grid will accept categories, amounts, quantities and description for each item, and will calculate total cost of an item based on the items unit cost and quantity. Categories include:

- Food
- Low/Non-Fat Milk
- 2% or Higher Fat Milk
- Milk Substitute
- Milk
- Supplies
- Not-approved
- Utilities
- Other
- Tax
- Labor

- Mileage

For a Mileage category, the grid will accept a number of miles (Quantity) and a mileage reimbursement rate (Amt,) to calculate total mileage reimbursement (Total) for the trip. The grid will also accept an hourly wage (Amt.) and a number of hours (Quantity) to calculate the wages earned (Total) for the receipt. Each line item also will have a button to remove an existing item.

The primary grid also has a Remainder function that will subtract the amount of entered items from the Receipt/Invoice Total amount in real time, which can be used to either check that all items have been entered (Remainder is reduced to zero amt.), or use the remaining balance to enter the last entered item(s) on a receipt in a lumped amount.

A secondary grid on the screen contains totals for items entered into the primary grid, including mileage, labor, all other (totaled cost of items minus labor and mileage) and total expense, adding the All Other total to mileage and labor costs. The secondary grid also lists milk totals for entered milk items, differentiated by milk types required by recent Federal and state mandates.

Procedures

To Delete, View, or Verify Receipts in the CX application:	
Step	Direction
1.	Enter the CX application and access the Manage/Verify Receipts screen using the Manage/Verify Receipts option on the Tools menu of the CX toolbar (Tools>>Manage/Verify Receipts). The screen appears listing receipts for the current claim month

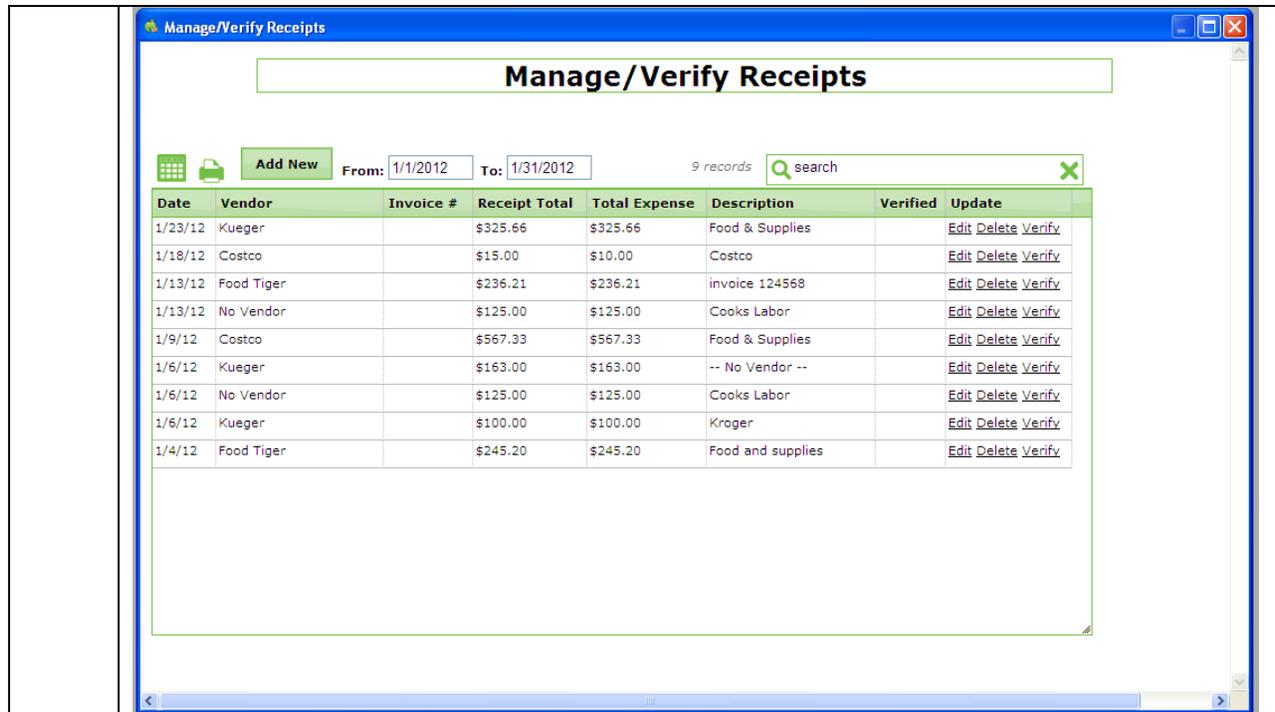


Figure 3 – Manage/Verify Receipts Summary Screen

2. Use the scroll bar to view existing line items or use keyword information by typing in the Quicksearch search box.
3. To delete a line item, search, filter, sort, and/or scroll to access the receipt to delete and click the Delete link in the Update column for that receipt. Verification for deletion will be requested by the system, and the receipt will be deleted from the system upon approval.
4. To verify a receipt, search, filter, sort, and/or scroll to access the receipt to verify. Once the proper receipt has been located, click the Verify link in the receipt's Update column. Check the Verify column of the line item to ensure the receipt has been verified. An Unverified link will be present in the Updates column if the receipt has successfully been verified, which can be used to revert the line item to an unverified status.
Note: The Verification column and links in the Update column are only functions available to Users with Sponsor status.
5. To edit an existing listing, click the Edit link in the Update column for the line item receipt to be edited. This will open the Manage Receipts detail screen populated with a

specific receipt’s basic and itemized information. Modify the receipt information on the detail screen and click the Save button to complete the modification and enter the changes into the system.

To Edit a Receipt in the CX application:

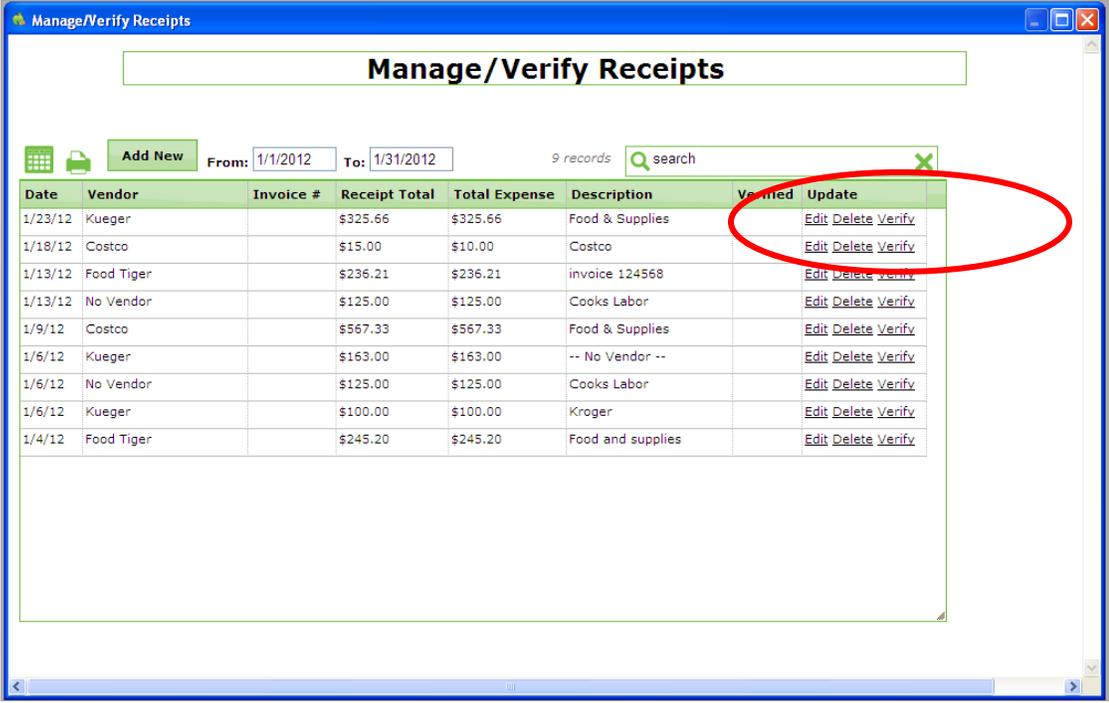
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1.	<p>Enter the CX application and access the Manage/Verify Receipts Summary screen using the Manage/Verify Receipts option on the Tools menu of the CX toolbar. The screen appears listing currently entered receipts for the current claim month</p>  <p>The screenshot shows a window titled "Manage/Verify Receipts" with a table of receipts. The table has the following columns: Date, Vendor, Invoice #, Receipt Total, Total Expense, Description, Verified, and Update. The Update column contains links for Edit, Delete, and Verify. A red circle highlights the Update column for the first row.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Vendor</th> <th>Invoice #</th> <th>Receipt Total</th> <th>Total Expense</th> <th>Description</th> <th>Verified</th> <th>Update</th> </tr> </thead> <tbody> <tr> <td>1/23/12</td> <td>Kueger</td> <td></td> <td>\$325.66</td> <td>\$325.66</td> <td>Food & Supplies</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/18/12</td> <td>Costco</td> <td></td> <td>\$15.00</td> <td>\$10.00</td> <td>Costco</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/13/12</td> <td>Food Tiger</td> <td></td> <td>\$236.21</td> <td>\$236.21</td> <td>invoice 124568</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/13/12</td> <td>No Vendor</td> <td></td> <td>\$125.00</td> <td>\$125.00</td> <td>Cooks Labor</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/9/12</td> <td>Costco</td> <td></td> <td>\$567.33</td> <td>\$567.33</td> <td>Food & Supplies</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/6/12</td> <td>Kueger</td> <td></td> <td>\$163.00</td> <td>\$163.00</td> <td>-- No Vendor --</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/6/12</td> <td>No Vendor</td> <td></td> <td>\$125.00</td> <td>\$125.00</td> <td>Cooks Labor</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/6/12</td> <td>Kueger</td> <td></td> <td>\$100.00</td> <td>\$100.00</td> <td>Kroger</td> <td></td> <td>Edit Delete Verify</td> </tr> <tr> <td>1/4/12</td> <td>Food Tiger</td> <td></td> <td>\$245.20</td> <td>\$245.20</td> <td>Food and supplies</td> <td></td> <td>Edit Delete Verify</td> </tr> </tbody> </table>	Date	Vendor	Invoice #	Receipt Total	Total Expense	Description	Verified	Update	1/23/12	Kueger		\$325.66	\$325.66	Food & Supplies		Edit Delete Verify	1/18/12	Costco		\$15.00	\$10.00	Costco		Edit Delete Verify	1/13/12	Food Tiger		\$236.21	\$236.21	invoice 124568		Edit Delete Verify	1/13/12	No Vendor		\$125.00	\$125.00	Cooks Labor		Edit Delete Verify	1/9/12	Costco		\$567.33	\$567.33	Food & Supplies		Edit Delete Verify	1/6/12	Kueger		\$163.00	\$163.00	-- No Vendor --		Edit Delete Verify	1/6/12	No Vendor		\$125.00	\$125.00	Cooks Labor		Edit Delete Verify	1/6/12	Kueger		\$100.00	\$100.00	Kroger		Edit Delete Verify	1/4/12	Food Tiger		\$245.20	\$245.20	Food and supplies		Edit Delete Verify
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Figure 4 – Manage/Verify Receipts Summary Screen

- Locate a line item receipt to be modified using the grid's search, filtering, scrolling and sorting features, then click the Edit link in the line item's Update column cell to open the Manage Receipts Detail Screen populated with information previously entered and saved for that receipt.

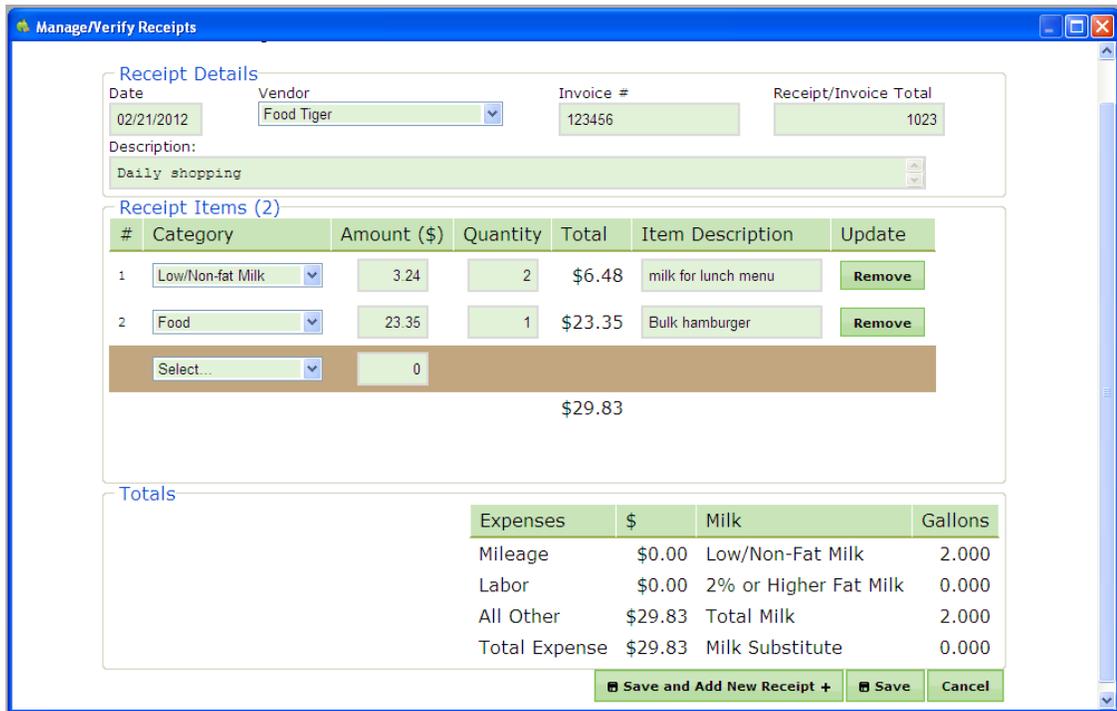
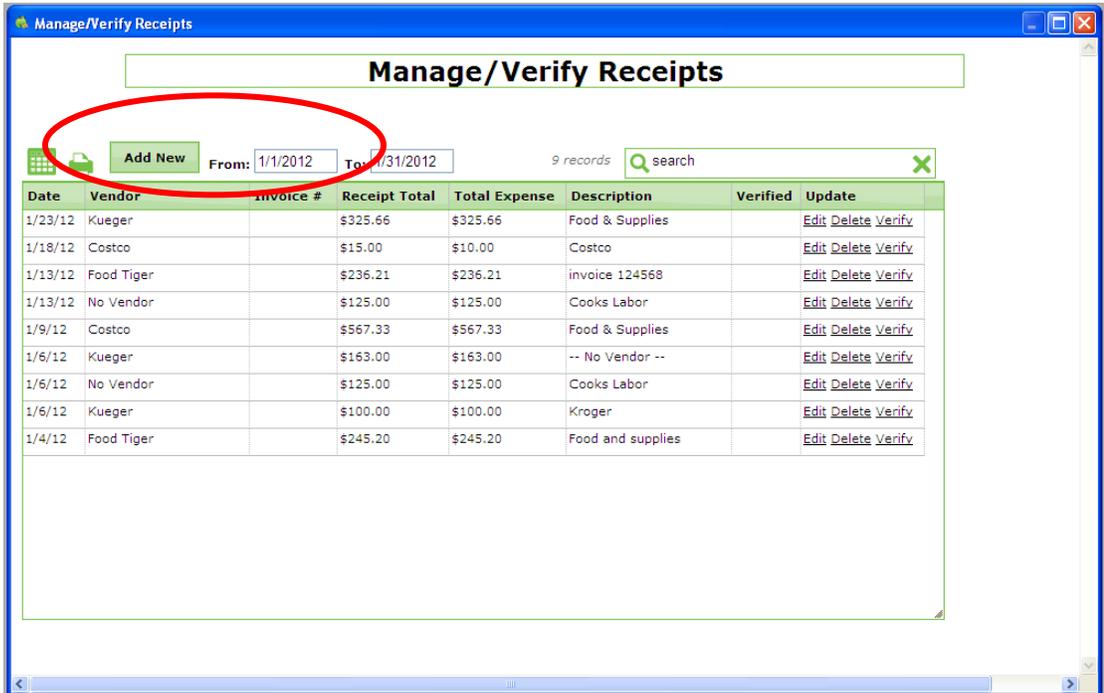


Figure 5 – Manage Receipts Detail Screen

- If necessary, enter or tab through the text boxes and modify the basic receipt information.
- If it is necessary to delete a receipt item, locate the item in the primary grid and click the Remove button in the item's Update cell. Caution: The system will not present a warning asking for verification of the deletion.
- For each line item cell requiring modification, click or tab into the cell, make the modification, then click the Save button to save the changes into the system. The Cancel button can be used to cancel the modification and return to the Summary screen.
- If a new line item is to be added to the receipt, access the very last row at the bottom of the grid and enter new item entry information according to the procedure for

	entering a new line item for a new receipt, then click the Save button to enter the information into the system.
7.	Once all necessary receipt information has been modified, click the Save button at the bottom of the Details screen to enter the changes in the system for that receipt and return to the Summary screen, or click the Save and Add New Receipt button to save the open receipt and clear the fields for entry of a new receipt.

To Add New Receipts or Receipt Items in the CX application:	
Step	Direction
1.	<p>Enter the CX application and access the Manage/Verify Receipts screen using the Manage/Verify Receipts option on the Tools menu of the CX toolbar. The screen appears listing currently entered receipts for the current claim month</p>  <p>Figure 6 – Manage/Verify Receipts Summary Screen</p>
2.	Click the Add New button at the left hand part of the screen above the grid to access the Manage Receipts detail screen. The screen appears with blank entry fields for entering a new receipt.

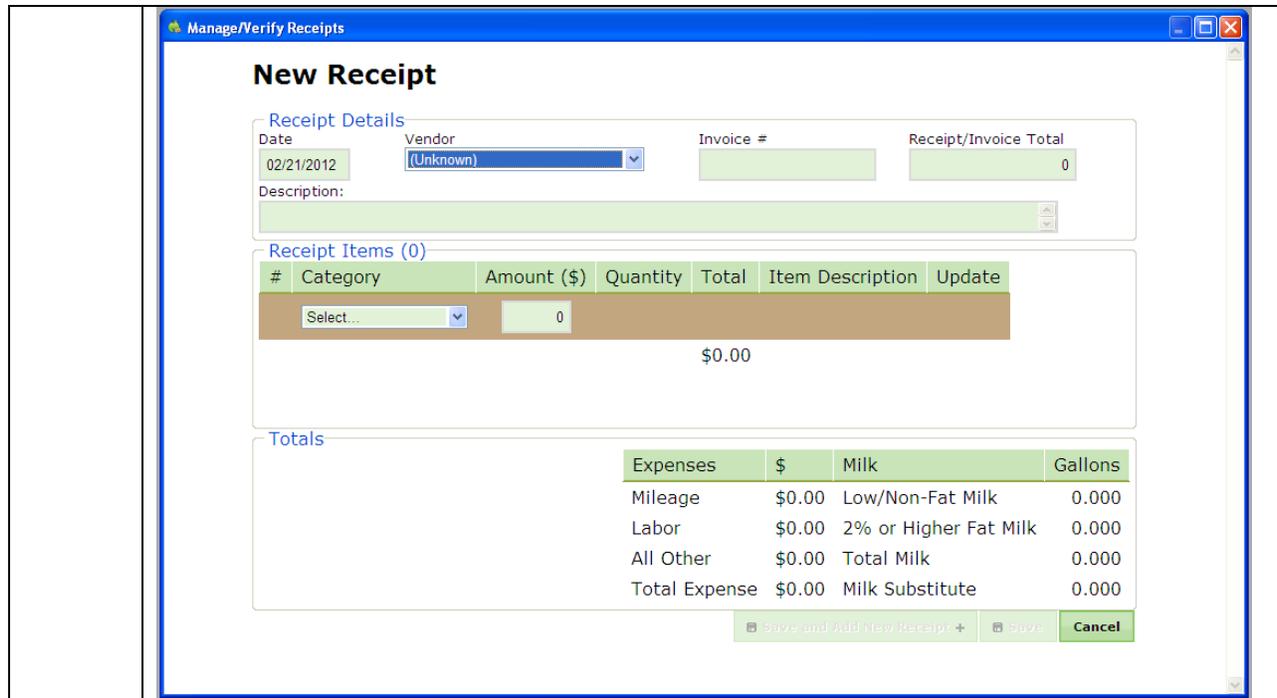


Figure 7 – Manage Receipts Detail Screen

3.

Enter Date, Vendor, Invoice#, and Receipt/Invoice Total. Note: A calculated Remainder function during receipt entry requires entry of the optional Receipt/Invoice Total.

4.

Tab or mouse into the second Category column cell of the open line entry and click and select or use up and down arrows to select a category for the new item entry.



Figure 8 – Item Category dropdown

5.

	<p>Tab or use the mouse to enter the Amt. column cell for the new line item. If a Receipt/Invoice Total for receipt has been entered, the cell will contain an identical entry on the first item entry. With each subsequent item entry, the default Remainder Amt. will be reduced by the amount of the previous entry or entries for that receipt.</p>
6.	<p>If the default Remainder entry is not correct, enter the correct amount and tab or mouse to the Quantity column cell for that new item.</p>
7.	<p>The Quantity cell will have a default entry of 1. If this is not correct, enter the correct quantity for the item and tab to the Description cell.</p> <p>Note: For milk items, only a category and quantity are required for line item entry. For all others, Category, Amt., and Quantity are required entries. Once required fields are entered, the User can save the new item without a description by clicking the Save or Save and Add New Receipt button at the bottom of the screen. The item will be saved. Each time a line item is entered to be completed, an open, new item entry line will appear below it for entry of the next line item.</p>
8.	<p>Enter a description for the item.</p>
9.	<p>Click the Save button to save the new entry into the system. Totals for that entry and subsequent entries will be listed in the Totals grid below the primary grid.</p>
10.	<p>Once all basic receipt and item entry have been completed, click the Save button at the bottom of the screen to save all the receipt information into the system. Use the Cancel button to close the screen and return view to the Summary screen, or click the Save and Add New Receipt button to enter the receipt information into the system and clear all fields on the detail screen for entry of a new receipt.</p> <p>Note that a Remove button on each line item can be used to cancel the line item information entered before saving.</p>

For more help or information on this topic, contact Minute Menu's support staff by email at: cxhelp@minutemenu.com.