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.

🜢 Manag	/Verify Receipts								
			Mana	ge/Veri	fy R	eceipts			
					-				
	Add New	From: 1/1/2012	To: 1/31/2012	9	records	Q search		3	×
Date	Vendor	Invoice #	Receipt Total	Total Expense	Descrip	tion	Verified	Update	
/23/12	Kueger		\$325.66	\$325.66	Food & S	Supplies		Edit Delete Verify	
/18/12	Costco		\$15.00	\$10.00	Costco			Edit Delete Verify	
/13/12	Food Tiger		\$236.21	\$236.21	invoice 1	24568		<u>Edit Delete Verify</u>	
/13/12	No Vendor		\$125.00	\$125.00	Cooks L	abor		Edit Delete Verify	
/9/12	Costco		\$567.33	\$567.33	Food & S	Supplies		Edit Delete Verify	
/6/12	Kueger		\$163.00	\$163.00	No Ve	ndor		Edit Delete Verify	
6/12	No Vendor		\$125.00	\$125.00	Cooks L	abor		Edit Delete Verify	
6/12	Kueger		\$100.00	\$100.00	Kroger			Edit Delete Verify	
4/12	Food Tiger		\$245.20	\$245.20	Food and	d supplies		Edit Delete Verify	

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.

e/Verify Receipts							
Receipt Details Date Vendor 02/21/2012 Food Tige Description:	ſ	~	Invoice # 123456		Receipt	/Invoice To 1	tal 023
Daily shopping							
Receipt Items (2) # Category	Amount (\$)	Quantity	Total	Item [Description	Update	
1 Low/Non-fat Milk 💙	3.24	2	\$6.48	milk for	lunch menu	Remove	
2 Food V	23.35	1	\$23.35	Bulk ha	mburger	Remove	
Select 💌	0						
			\$29.83				
Totals		Evport		+	Mill		Callana
		Mileage	:5 :	₽ \$0.00	I ow/Non-Eat	Milk	2 000
		Labor		\$0.00	2% or Higher	Fat Milk	0.000
		All Othe	er s	\$29.83	Total Milk		2.000
		Total Ex	pense 9	\$29.83	Milk Substitut	e	0.000
			8	ave and	Add New Receipt +	Save	Cancel

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 Dele	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						

			maila	ige/vell	iy keceipt	3	
	Add New	From: 1/1/2012	To: 1/31/2012	9	records Q search		¥
Date Ve	endor	Invoice #	Receipt Total	Total Expense	Description	Verified	Undate
23/12 Ku	eger		\$325.66	\$325.66	Food & Supplies		Edit Delete Verify
18/12 Co	stco		\$15.00	\$10.00	Costco		Edit Delete Verify
/13/12 Foo	od Tiger		\$236.21	\$236.21	invoice 124568		Edit Delete Verify
/13/12 No	Vendor		\$125.00	\$125.00	Cooks Labor		Edit Delete Verify
/9/12 Co	stco		\$567.33	\$567.33	Food & Supplies		Edit Delete Verify
/6/12 Ku	eger		\$163.00	\$163.00	No Vendor		<u>Edit Delete Verify</u>
/6/12 No	Vendor		\$125.00	\$125.00	Cooks Labor		Edit Delete Verify
'6/12 Ku	eger		\$100.00	\$100.00	Kroger		Edit Delete Verify
/4/12 Foo	od Tiger		\$245.20	\$245.20	Food and supplies		Edit Delete Verify
	manage	, verny Ke	corpus bull	initian y bert			
se the ne Quio	scroll ba cksearch	r to view search bo	existing l ox.	ine items	or use keyw	vord int	formation
delet d click ll be r prova	e a line i the Del equested	tem, sear ete link ir d by the s	rch, filter, n the Upd ystem, ai	, sort, and late colur nd the red	l/or scroll to nn for that r ceipt will be	access eceipt. delete	the receip Verificatio d from the
verify nce the lumn. rified. ccessf atus.	y a receip e proper Check th An Unv fully been	ot, search receipt h he Verify rerified lir n verified	, filter, so ias been l column c ik will be , which ca umn and	ort, and/o located, c of the line present i an be use links in th	or scroll to ac lick the Veri item to ens n the Updat d to revert t	ccess th fy link i ure the es colu he line	ne receipt t in the recei receipt ha mn if the r item to an are only fu

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.

			Di	rection	
ter the C e Manage pears list	Kapplicatic Verify Red ing current	on and acce ceipts optio ly entered i	ss the N on on the receipts	lanage/Verify Re e Tools menu of for the current o	eceipts Summary the CX toolbar. Tl claim month
Manage/Verify Re	ceipts	Man		rify Docointo	
		Plane	uge/ve		
Add	New From: 1/1/2	012 To: 1/31/2012	2	9 records Q search	×
ate Vendor	Invoi	ce # Receipt Total	Total Expe	se Description	e med Update
/23/12 Kueger		\$325.66	\$325.66	Food & Supplies	Edit Delete Verify
/18/12 Costco		\$15.00	\$10.00	Costco	<u>Edit Delete Verify</u>
		\$236.21	\$236.21	invoice 124568	Edit Delete verify
13/12 Food Tiger			¢125.00	Cooke Labor	Edit Delete Verify
/13/12 Food Tiger /13/12 No Vendor		\$125.00	\$125.00	COOKS LADOF	
/13/12 Food Tiger /13/12 No Vendor /9/12 Costco		\$125.00	\$567.33	Food & Supplies	Edit Delete Verify
/13/12 Food Tiger /13/12 No Vendor /9/12 Costco /6/12 Kueger		\$125.00 \$567.33 \$163.00	\$125.00 \$567.33 \$163.00	Food & Supplies	Edit Delete Verify
/13/12 Food Tiger /13/12 No Vendor /9/12 Costco /6/12 Kueger /6/12 No Vendor		\$125.00 \$567.33 \$163.00 \$125.00	\$125.00 \$567.33 \$163.00 \$125.00	Food & Supplies No Vendor Cooks Labor	Edit Delete Verify Edit Delete Verify Edit Delete Verify
1/13/12 Food Tiger 1/13/12 No Vendor 1/9/12 Costco 1/6/12 Kueger 1/6/12 No Vendor 1/6/12 Kueger		\$125.00 \$567.33 \$163.00 \$125.00 \$100.00	\$125.00 \$567.33 \$163.00 \$125.00 \$100.00	Food & Supplies No Vendor Cooks Labor Kroger	Edit Delete Verify

2.	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.
	Manage/Verify Receipts Receipt Details Date Vendor Invoice # Receipt/Invoice Total 02/21/2012 Food Tiger 123456 1023 Description: Daily shopping
	Receipt Items (2) # Category Amount (\$) Quantity Total Item Description Update
	1 Low/Non-fat Milk ♥ 3.24 2 \$6.48 milk for lunch menu Remove
	2 Food 23.35 1 \$23.35 Bulk hamburger Remove
	Select 0
	\$29.83
	Table
	Expenses \$ Milk Gallons
	Mileage \$0.00 Low/Non-Fat Milk 2.000
	All Other \$29.83 Total Milk 2.000
	Total Expense \$29.83 Milk Substitute 0.000
	Figure 5 Monogo Despints Detail Sereen
3.	If necessary, enter or tab through the text boxes and modify the basic receipt information.
4.	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.
5.	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.
6.	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 N	lew Red	eipts or F	leceipt Ite	ms in th	e CX app	ication:			
Step					Direc	tion			
1.	Enter	the CX ap	plication a	and acces	ss the Ma	nage/Verify I	Receip	ots screen u	using the
	Mana	ge/Verify	Receipts c	option or	hthe Tool	s menu of th	e CX t	oolbar. The	e screen
	appea	rs listing (currently e	ntered r	eceipts fo	or the curren	t clair	n month	
					000.000				
	Manage	Warify Pacaints							
	de manage								
				Mana	ge/Veri	fy Receipts			
		Add New	Enorm 1/1/2012	Tay /31/2012	9	records O search		~	
	Date	Vandor	From: 1/ 1/2012	Peceint Total	Total Expense	Description	Varified		
	1/23/12	Kueger	Invoice #	\$325.66	\$325.66	Food & Supplies	vermeu	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	
	✓ Figure	6 – Manag	e/Verify Re	ceipts Sur	nmary Scr	een			
2.	Click t the M enteri	he Add Ne anage Ree ng a new	ew button ceipts deta receipt.	at the leail screer	eft hand p n. The scro	part of the sci een appears	reen a with k	above the g blank entry	rid to access fields for

	Receipt Details Date V 02/21/2012	endor Unknown)	Invoice a	#	Receipt/Invoice To	otal 0
	Description.					~
	Receipt Items (0))				
	# Category	Amount	(\$) Quantity Total	Item D	vescription Opdate	
	Select		°			
			\$0.00			
	- Totals					
	Totals		Expenses	\$	Milk	Gallons
			Mileage	\$0.00	Low/Non-Fat Milk	0.000
			Labor	\$0.00	2% or Higher Fat Milk	0.000
			Total Expense	\$0.00	Milk Substitute	0.000
				Save and	Add New Receipt + 🔳 Save	Cancel
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Figure ' Enter I Remain Receip	7 – Manage Rec Date, Vendor, nder function t/Invoice Tota	Invoice#, a during rece	nd Receipt/Invo eipt entry requir	oice To res en	otal. Note: A cale	culated nal
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Figure '	7 – Manage Rec Date, Vendor, nder function t/Invoice Tota mouse into th lect or use up pt Items (0) ategory electvod w/Non-fat Milk & or Higher Fat Milk Ik Substitute upplie	Invoice#, a during rece al. he second (and down Amount (\$)	and Receipt/Invo eipt entry requir Category column arrows to select Quantity Total \$0.00	oice To res en n cell t a cat	otal. Note: A cal atry of the option of the open line tegory for the ne Description Update	culated nal entry and ew item en
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Figure ' Enter I Remain Receip Tab or and se	7 – Manage Rec Date, Vendor, nder function t/Invoice Tota mouse into th lect or use up pt Items (0) ategory elect v elect od w/Non-fat Milk 6 or Higher Fat Milk ilk Substitute upplies u-approved ther ix bor ilk	Invoice#, a during rece al. he second (and down Amount (\$)	and Receipt/Invo eipt entry requir Category columr arrows to select Quantity Total \$0.00 Expenses Mileage Labor All Other Total Expense	bice To res en t cell t a cal Item \$ \$0.00 \$0.00 \$0.00 \$0.00	otal. Note: A cal atry of the option of the open line tegory for the ne Description Update Milk 0 Low/Non-Fat Milk 0 Z% or Higher Fat 0 Total Milk 0 Milk Substitute	culated nal entry and ew item en Gallon Milk 0.00 0.00 0.00

	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.
6.	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.
7.	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.
	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.
8.	Enter a description for the item.
9.	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.
10.	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.
	Note that a Remove button on each line item can be used to cancel the line item information entered before saving.

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