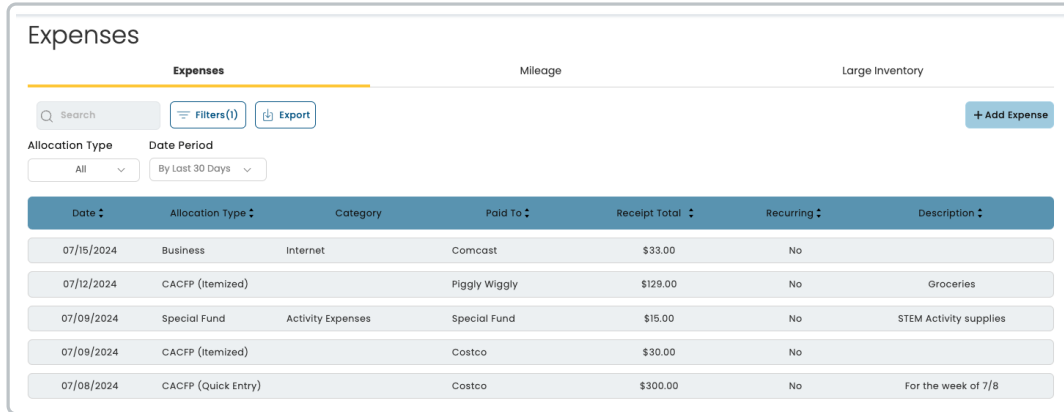


Adding Center Expenses

Last Modified on 07/23/2024 3:35 pm
CDT

Parachute helps manage and track your all of your different types of expenses. Simply login to Parachute, and enter all expenses as shown below.

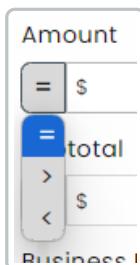


The screenshot shows the 'Expenses' page in Parachute. At the top, there are three tabs: 'Expenses' (selected), 'Mileage', and 'Large Inventory'. Below the tabs is a search bar with a magnifying glass icon and the text 'Search'. To the right of the search bar are buttons for 'Filters(1)' and 'Export'. Further right is a '+ Add Expense' button. Below the search and filter area are two dropdown menus: 'Allocation Type' set to 'All' and 'Date Period' set to 'By Last 30 Days'. The main content is a table with the following columns: Date, Allocation Type, Category, Paid To, Receipt Total, Recurring, and Description. The table contains six rows of expense data.

Date	Allocation Type	Category	Paid To	Receipt Total	Recurring	Description
07/15/2024	Business	Internet	Comcast	\$33.00	No	
07/12/2024	CACFP (Itemized)		Piggly Wiggly	\$129.00	No	Groceries
07/09/2024	Special Fund	Activity Expenses	Special Fund	\$15.00	No	STEM Activity supplies
07/09/2024	CACFP (Itemized)		Costco	\$30.00	No	
07/08/2024	CACFP (Quick Entry)		Costco	\$300.00	No	For the week of 7/8

View & Search Expenses

1. From the menu to the left click **Accounting**, then click on **Expenses**.
2. The **Expenses** page opens.
3. To search for expenses that have already been entered, use the search bar or filters.
 - o **Search:** Start entering in any data found on the invoice(s) you're looking for to automatically filter the search results.
 - o **Filters**
 - Date or Date Range: When the income was received
 - Category: Select the expense category for the expense line item you're looking for. This list will include custom categories that have been added.
 - Receipt Total: The amount of the total expense line item.

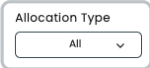


- Recurring: This will filter based on if the expense is recurring or not.
- o **Export:** Export data to an Excel or CSV File. Only the data currently being populated based on the selected filters and columns will be exported.

Expense Allocation Types

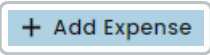
Within Parachute you are able to categorize your different expense entries by designating Allocation Types. There are 3 kinds of Expense Allocation Types:

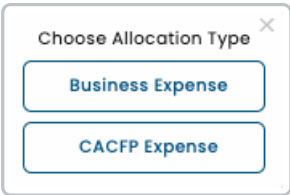
- **Business Expenses**
 - This category allows you to record all of your general business expenses (i.e. art supplies, new equipment for your facility, staff costs, etc.).
- **CACFP Expenses**
 - This category is meant to track receipt data from purchases made for the Food Program.
- **Custom Expenses**
 - This category allows you to track expenses and purchases that should be allocated to specific funds or expense types. (i.e. purpose specific grants or dedicated funding). You can create and name multiple Custom Expense Allocation Types.

You can view each Allocation Type together in one table, or separately by clicking  on the dropdown.

Add Business Expenses

To add new general business expenses:

1. From the menu to the left click **Accounting**, then **Expenses**.
2. From **Expenses** tab, click  in the top right corner and select Business Expense Allocation Type.

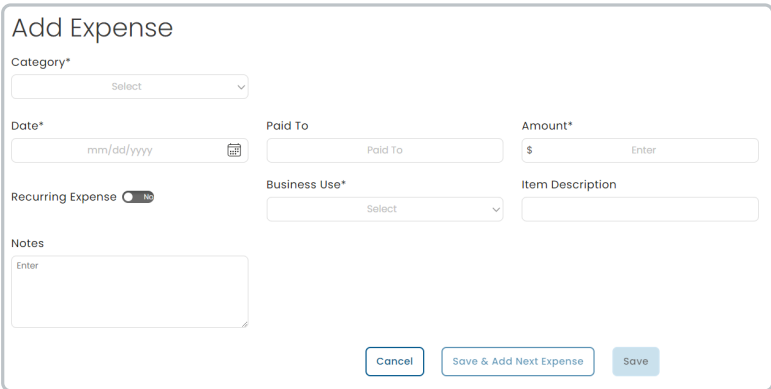


Choose Allocation Type ×

Business Expense

CACFP Expense

3. The **Add Business Expense** page opens.



Add Expense

Category*

Date*

Recurring Expense No

Notes



Paid To

Amount*

Business Use*

Item Description

4. Fill out the required fields for the expense being entered.

- **Category:** If one of the standard categories does not match your expense you can add a custom category. To do this, scroll to the bottom of the list and click **+ Custom Field**. After adding a custom expense type you can click the  button to edit it or  to delete it from this list.

Note: If you delete a custom expense type in the Category list it will not delete or make any changes to expenses related to that custom field

- **Date:** The date the expense was charged
- **Paid To:** The source of the expense
- **Amount:** The total amount of the expense
- **Business Use:**
 - 100% Business Use
 - Actual Business Use: This allows you to manually enter what % of this expense is for your business
 - Time/Space%: This will use your Time/Space calculation to determine how much of this expense should be considered business use
- **Vehicle**
- **Recurring:** Select how frequently this Expense should show up as a new line item

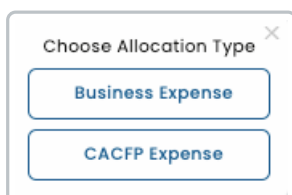
5. Once all fields are completely filled out, click **Save** to return to the **Business Expenses** page, or click **Save & Add Next Expense** to start entering another expense.

Add CACFP Expenses

Note: Any expenses recorded within the Food Program will automatically populate within Parachute. Additionally, any CACFP expenses recorded within Parachute will populate within the Food Program and all corresponding reports. Expenses can be edited across both domains.

This section works like the Itemized Entry within Food Program. To add new food program related expenses:

1. From the menu to the left click **Accounting**, then **Expenses**.
2. From the **Expenses** tab, click **+ Add Expense** in the top right corner and select CACFP Expense Allocation Type.



Choose Allocation Type ×

Business Expense

CACFP Expense

3. The **Add CACFP Expense** page opens.

Date *	Paid To *	Invoice #	Description	Receipt Total
07/19/2024	Select	Enter	Enter	\$ 0

Expense Line Item(s)







Running Total \$0.00 Difference \$0.00 Total Milk 0



Category*	Qty	Description	Amount Per Unit*	Line Item Total
Select	1	Enter	\$ 0	\$0.00

+ Add Line Item

Cancel Save & Add Next Expense Save

4. Fill out the required fields for the expense being entered.

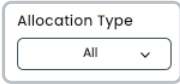



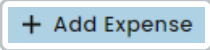
- **Date:** The date the expense was charged
- **Paid To:**
 - The vendor for this expense
 - To add additional vendors click . After adding a new vendor you can click the  button to edit it or  to delete it from this list.
- **Invoice #:** The number or receipt that you receive for purchase
- **Description:** Any additional detail you would like to add to this expense
- **Receipt Total:** The overall total you are claiming on the receipt
- **Expense Line Item(s):**
 - This section allows you to break out the different purchases that make up the Receipt Total. You can see 3 different calculations as you add your different line items:
 - **Running Total:** How much you've entered in individual line items
 - **Difference:** How much you still need to add to match the Receipt Total
 - **Total Milk:** How much milk has been added from this receipt
 - **Category:** Click the drop-down menu and select the expense category. All expense categories *except* Unapproved count towards reimbursement for the food program.
 - **Qty:** You can enter up to four (4) decimal places. This box defaults to 1.
 - If you selected a Milk category, you can use the Gallons Converter.
 - Click  or type the number in the quantity box.
 - **Description:** Allows you to give more detail on this line item
 - **Amount Per Unit:** How much each unit in this line item cost individually on average
 - **Line Item Total:** The amount of the quantity multiplied by the amount per unit
- You may add as many line items as you need to meet the receipt total by clicking , or you can remove an added line item by clicking .

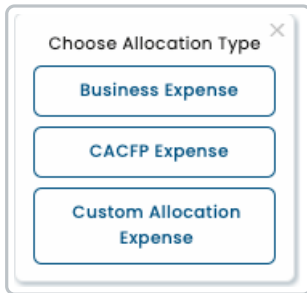
5. Once all fields are completely filled out, click  to return to the **CACFP Expenses** page, or click  to start entering another expense.

Add Custom Allocation Type Expenses

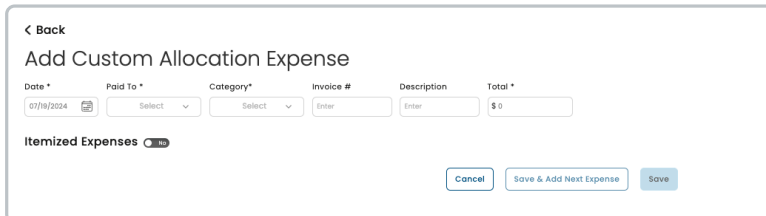
Custom Allocation Type Expenses are meant to allow you to allocate purchases and business expenses to specific grants, funding, or Expense Accounts.

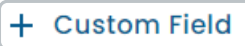


From the menu to the left click **Accounting**, then **Expenses**.

1. From **Expenses** tab, click  under the Search box then click 
 - You can add as many Custom Allocation Types as you need in order to keep track of your separate expenses
 - After adding a custom allocation type you can click the  button to edit it or  to delete it from this list, as long as it does not already have any expenses allocated
2. Next click  in the top right corner and select Business Expense Allocation Type.




3. The **Add Custom Expense** page opens.



4. Fill out the required fields for the expense being entered.
 - **Date:** The date the expense was charged
 - **Category:** If one of the standard categories does match your expense you can add a custom category. To do this, scroll to the bottom of the list and click . After adding a custom expense type you can click the  button to edit it or  to delete it from this list.

Note: If you delete a custom expense type in the Category list it will not delete or make any changes to expenses related to that custom field

- **Paid To:**
 - The vendor for this expense
 - To add additional vendors click . After adding a new vendor you can click the



button to edit it or



to delete it from this list.

- **Invoice #:** The number or receipt that you receive for purchase
- **Description:** Any additional detail you would like to add to this expense
- **Total:** The overall total you are claiming on the expense
- **Itemized Expenses:**

- You may add multiple line items by clicking **Itemized Expenses** No which will bring up a new section

Itemized Expenses Yes

Running Total \$0 **Difference** \$0

Description	Qty	Amount Per Unit*	Line Item Total
<input type="text" value="Enter"/>	<input type="text" value="1"/>	<input type="text" value="\$ 0"/>	\$0

[+ Add Line Item](#)

- **Description:** Allows you to give more detail on this line item
- **Qty:** How many units are included in this line item
- **Amount Per Unit:** How much each unit in this line item cost individually on average
- **Line Item Total:** The amount of the quantity multiplied by the amount per unit

- You may add as many line items as you need to meet the receipt total by clicking **+ Add Line Item** ,

or you can remove an added line item by clicking

5. Once all fields are completely filled out, click **Save** to return to the **Custom Allocation Expenses** page, or click **Save & Add Next Expense** to start entering another expense.

Edit Expenses

To edit an expense that has already been entered:

1. From the menu to the left click **Accounting**, then **Expenses**.

2. From the **Expenses** tab, click on the expense that needs to be edited from the section, or click the dropdown to select the Allocation Type you would like to edit

Allocation Type

All ▼

3. Click on the desired line item
4. Make adjustments to fields as needed.
5. Click **Save**.