

Meals - CACFP Enrollment Summary - Excel

Last Modified on 05/02/2019 12:35 pm EDT

Report Description

The CACFP Enrollment Summary is a detailed Excel document that displays the number of free, reduced, and paid students in a facility. If additional search criteria are used, data can be collected by certain categories, room/programs, states, months, or years.

Report Conditions

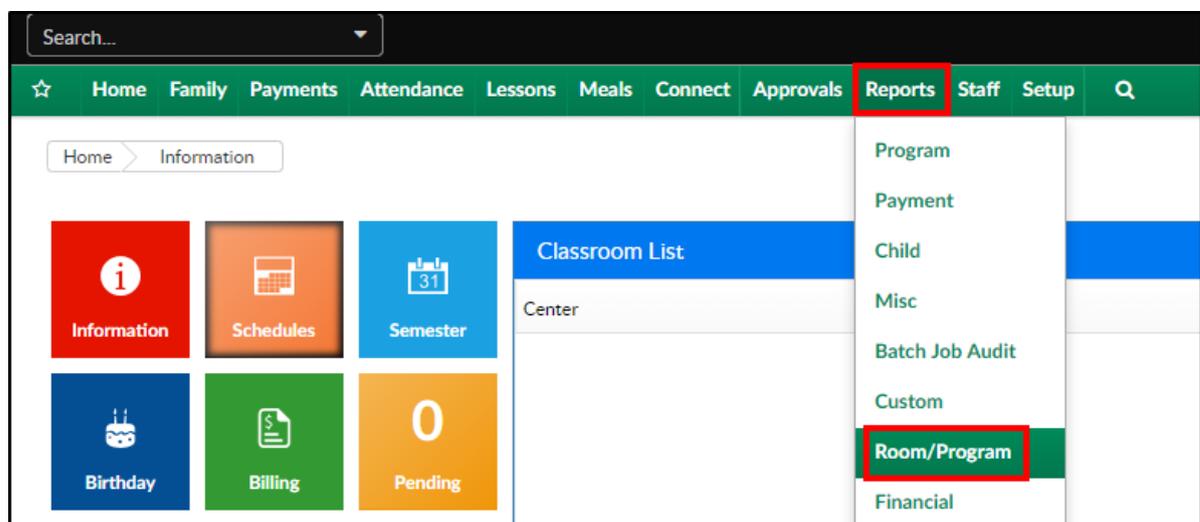
- If no search criteria are selected, the report will provide data for all centers in the current month
- Center is not required, if it is left blank, data will pull for all sites
- If a date is added to the From Date field, data will pull for the full month

Sample Report

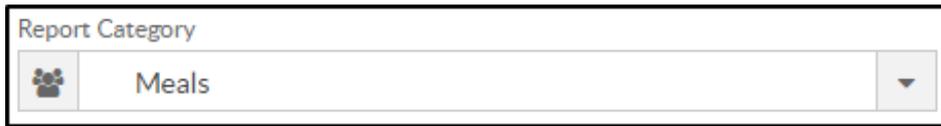
Click the report name to view a sample: [CACFP Enrollment Summary.xlsx](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



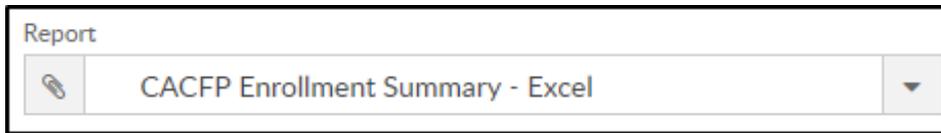
2. From the Report Category drop-down, select Meals



Report Category

Meals

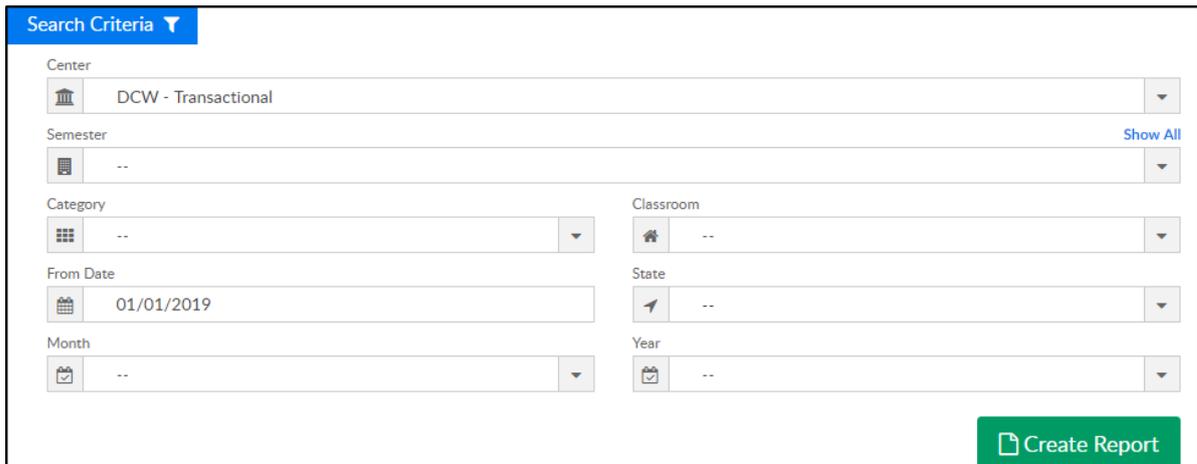
3. Choose CACFP Enrollment Summary - Excel from the Report drop-down



Report

CACFP Enrollment Summary - Excel

4. Use additional search criteria as needed, all fields are optional



Search Criteria

Center: DCW - Transactional

Semester: -- [Show All](#)

Category: -- Classroom: --

From Date: 01/01/2019 State: --

Month: -- Year: --

[Create Report](#)

- o Center - choose the Center or the Business Level. **Please Note:** if left blank, it will pull all centers
 - o Semester - choose a Semester from the drop-down. Select Show All to display inactive semesters
 - o Category - select a Category from the drop-down
 - o Classroom - choose a Classroom from the drop-down
 - o From Date - select a From date from the calendar. If a date is not selected, data will pull for the current month
 - o State - choose a State to pull data for a specific state
 - o Month - select a month to only show data for one month
 - o Year - select a year to pull data for the entire year
5. Click Create Report
 6. The report will open in Excel

	A	B	C	D	E	F
CACFP Enrollment Summary for January 2019						
State: N/A						
		Total	# of	# of	# of	
Center Name		Enrolled	Free (3)	Reduced (2)	Paid (1)	Title XX
DCW Transactional - CENTER 1		10	2	4	4	0
-- Total		10	2	4	4	0