

Meals - CACFP Meals Outside Scheduled Time - Excel

Last Modified on 02/04/2019 1:18 pm EST

The Meals Outside Scheduled Time report displays the number of meals served to students outside of the [set meal times](#) in a center for a week

Report Conditions

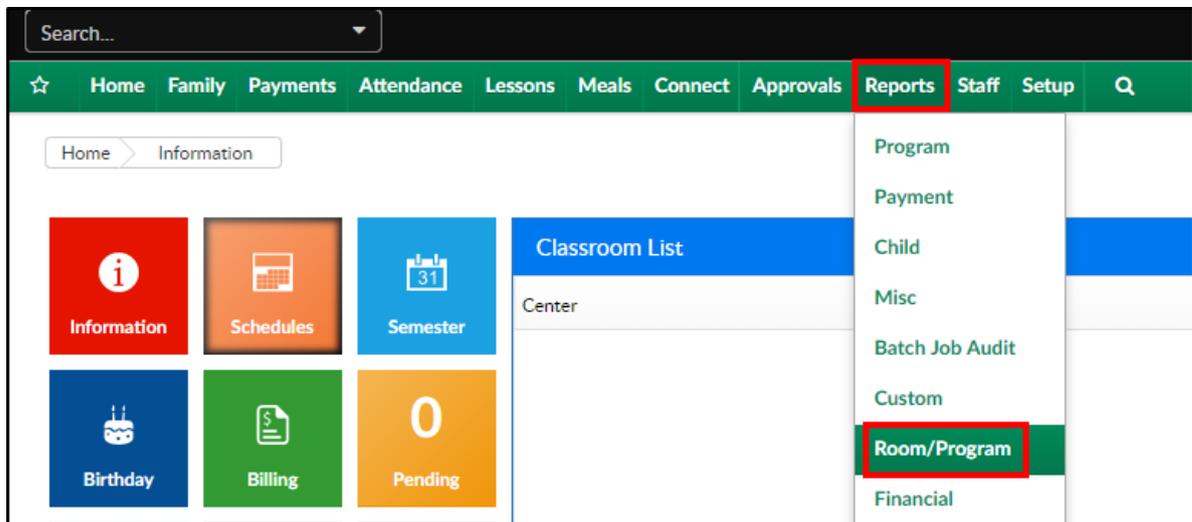
- Center must be selected from the drop-down menu in the search criteria

Sample Report

Click the report name to view a sample: [cacfp_outside_meal_time_report \(3\).xlsx](#) 

Accessing the Report

1. From the Reports menu, click Room/Program



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



3. Choose CACFP Meals Outside Scheduled Time - Excel from the Report drop-down

Report

 CACFP Meals Outside Scheduled Time ▼

4. Use additional search criteria as needed, all fields are optional
 - Center - choose the Center or the Business Level. **Please Note:** this is a required field
 - Semester - choose a Semester from the drop-down. Select Show All to display inactive semesters
 - Category - select a Category from the drop-down
 - Classroom - choose a Classroom from the drop-down
 - From Date - select a From date from the calendar. **Please Note:** this report only pulls one week at a time
5. Click Create Report
6. The report will download in Excel format

CACFP Audit - Meals Outside Scheduled Time for 12/09/2018 - 12/15/2018									
Center	Room Assigned	Child Id	Child Name	Attendance Date	Time In	Time Out	Meal Status:		
							08:00-08:30 Breakfast	11:00-11:30 AM Snack	12:30-13:00 Lunch
DCW Transactional- CENTER	Infants	530714	Baggins, Otho Sackville	12/12/2018	8:00 AM			08:34	08:34