

Meals - Monthly Food Spreadsheet - Excel

Last Modified on 04/12/2019 2:29 pm EDT

Report Description

The Monthly Food Spreadsheet is a monthly summary of how many meals were served per CACFP category (free, reduced, etc.) broken down into each week

Report Conditions

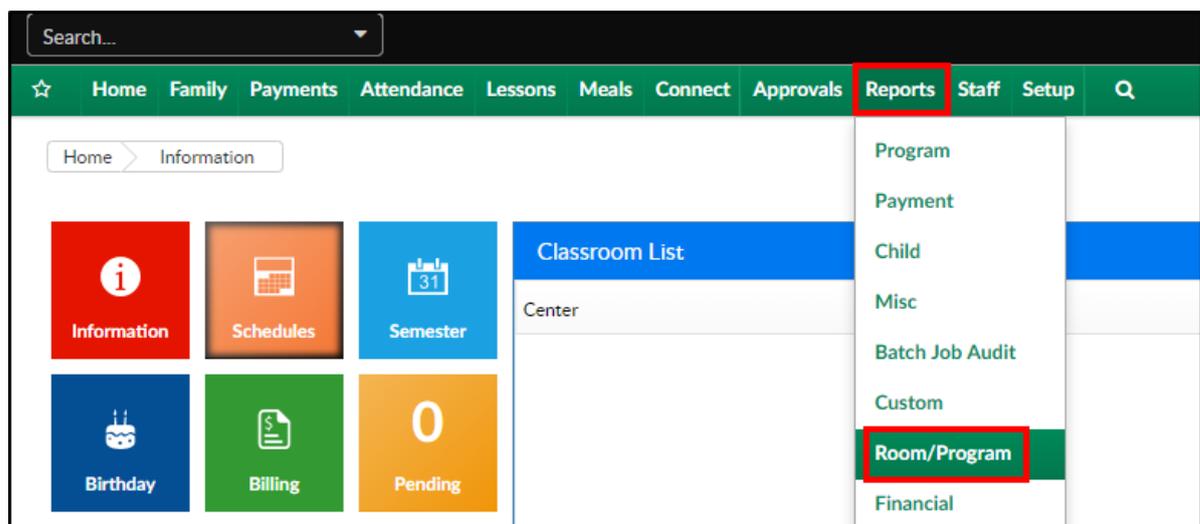
- Leaving the From Date blank will pull data for the current month

Sample Report

Click the report name to view a sample: [Monthly Food Spreadsheet.xlsx](#) 

Accessing the Report

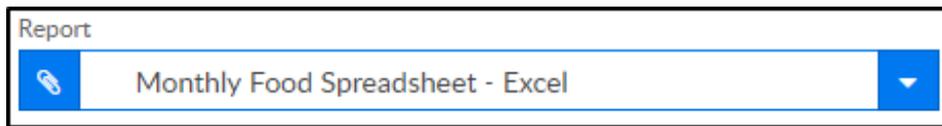
1. From the Reports menu, click Room/Program



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



3. Choose Monthly Food Spreadsheet - Excel from the Report drop-down



4. Select any necessary Search Criteria
 - Center - select the business level or a center
 - Semester - choose a semester, if applicable
 - Category - select a category, if applicable
 - Classroom - choose a classroom from the list, if applicable
 - From Date - when the date is left blank, data will pull from the current month
 5. Click Create Report. The requested report will open in Excel format
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Report Fields

- Week of
 - Category
 - AM
 - Lunch
 - Supper
 - Weekly Teacher Hours spent on CACFP
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