Tally Meal Entry

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Tool Search: Tally Meal Entry

The Tally Meal Entry tool provides the ability to record the number of meals served to students according to the school in which they are enrolled. This tool can be used to easily track meals at CEP schools.

What can I do?	What do I need to know?
• Enter a New Tally Meal Count • Edit a Tally Meal Count • Add a School to an Existing Meal Count • Delete a Tally Meal Count	• Important Information About This Tool

Important Information About This Tool

- Patrons do not need to be *served* meals at the school in which they are enrolled as long as the number is *recorded* under the student's correct enrolled school.
- Deleting a Count Detail record deletes the entire record which includes each count that was entered.
- After a meal count is saved, only the **Count** and **Comment** fields can be changed.

- Information entered in this tool is reported in the Edit Check Report.

Enter a New Tally Meal Count

To enter a new Tally Meal Count, click the **New** button in the action bar. The Count Entry screen displays. Use the following field descriptions to complete the Count Entry screen.

Field	Description
Year	The year in which the meal was served.
Enrollment Location	The school for which counts are being entered. Enter meals according to enrollment location and **NOT** distribution location. This field includes schools for which there is a Calendar for the selected Year. This field is required.
Calendar	The calendar associated with the school and selected year. This field is required.
Meal Served Date	The date on which the student ate or is eating the meal. This field is required.
Reimbursable Meal	The purchasable item that was served. Only reimbursable meal items are available. This field is required.
Comments	Any additional information you want to include.
Count Detail	
Meal Count	The total number of meals served on the specific Meal Served Date. This field is required.

Field	Description
Pick up Location	The location where the meals were served.
Updated by	The system generated user name of the person adding or editing the record. (*read-only*)
Updated Date/Time	The system generated date and time the record was added or edited. (*read-only*)
Remove (button)	When you click this button, Campus removes the row from the record.
Add (button)	When you click this button, Campus adds a new row to the Count Detail editor. This allows you to enter a record for another pick-up location.

Edit a Tally Meal Count

After a meal count is saved, only the **Count** and **Comment** fields can be changed.

1. Select the meal count you want to edit.
   Result
   The Count Detail displays.
2. Edit the **Count** field.
3. Click the **Save** button in the action bar.

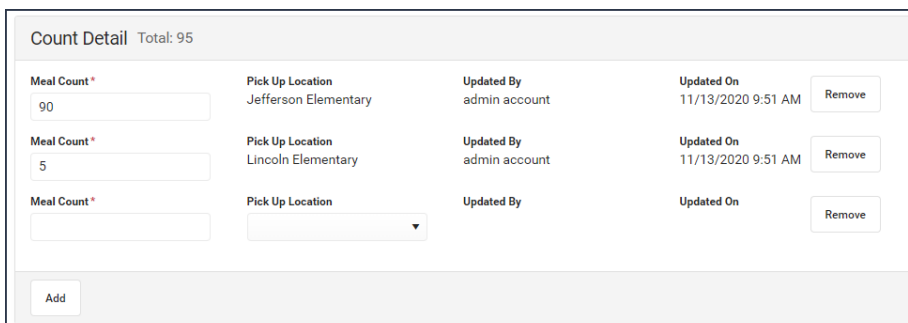# Add a School to an Existing Meal Count

1. Select the meal count.
   Result
   The Count Detail displays.
2. Click the **Add** button in the *Count Detail* section.
   Result
   A new row displays.

3. Enter the **Meal Count** and **Pick Up Location**.
4. Click the **Save** button in the action bar.

Delete a Tally Meal Count

Deleting a Count Detail record deletes the entire record which includes each count that was entered.

1. Select the meal count you want to edit.
   Result
   The Count Detail displays.
2. Click the **Delete** button in the action bar.