

# 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?
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Tally Meal Entry						
<input type="checkbox"/> Export to Excel						
Meal Served Date ↓	Reimbursable Meal	Meal Count	Enrollment Locatio...	Calendar	Comments	
month/d...						
10/26/2020	Box Meal	7	Early Childhood Program	20-21 Early Childhood Program		
10/26/2020	Box Meal	9	ECFE	20-21 ECFE		
10/26/2020	Alternative Salad Meal	8	ECFE	20-21 ECFE		
10/26/2020	Alt. Sandwich Meal	2	ECFE	20-21 ECFE		
10/26/2020	C.K. Alt. lunch	17	ECFE	20-21 ECFE		
10/26/2020	Corn Dog Meal	12	ECFE	20-21 ECFE		
10/26/2020	Alt. Lunch Meal (Sec)	1	ECFE	20-21 ECFE		
10/26/2020	Brkfst Meal (Middle)	16	ECFE	20-21 ECFE		
10/26/2020	Bag Lunch (Sec)	15	ECFE	20-21 ECFE		
10/26/2020	Evening meal	14	ECFE	20-21 ECFE		
<span>«</span> <span>«</span> <span>1</span> <span>2</span> <span>3</span> <span>»</span> <span>»»</span> 10 <span>▼</span> items per page						
1 - 10 of 21 items						
<a href="#">New</a>						

## 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.

### Tally Meal Count

Year *	Enrollment Location *	Calendar *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Meal Served Date *	Reimbursable Meal *		
<input type="text"/> 11/02/2020 	<input type="text"/>		
Comments	<input type="text"/>		
<b>Count Detail</b> Total: 0			
Meal Count *	Pick Up Location	Updated By	Updated On
<input type="text"/>	<input type="text"/>		
<input type="button" value="Add"/>			
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>		

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

Field	Description
<b>Updated by</b>	The system generated user name of the person adding or editing the record. ( <i>read-only</i> )
<b>Updated Date/Time</b>	The system generated date and time the record was added or edited. ( <i>read-only</i> )
<b>Remove</b> (button)	When you click this button, Campus removes the row from the record.
<b>Add</b> (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.

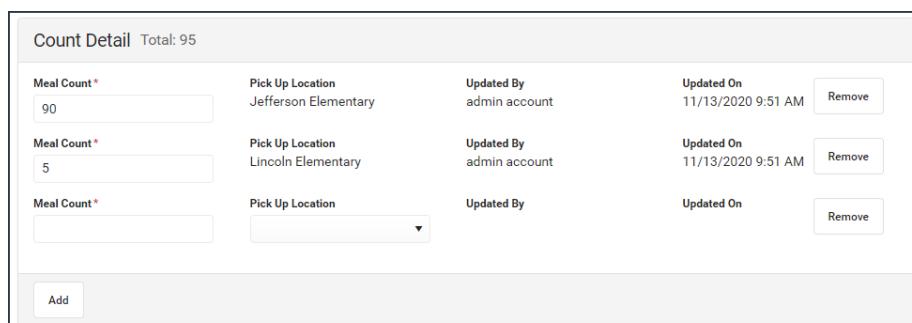
### Result

The Count Detail displays.

2. Click the **Add** button in the *Count Detail* section.

### Result

A new row displays.



The screenshot shows the 'Count Detail' section with a total of 95. It displays two existing rows and a blank row for addition. Each row has fields for Meal Count, Pick Up Location, Updated By, and Updated On. The 'Add' button is visible at the bottom.

Count Detail Total: 95				
Meal Count *	Pick Up Location	Updated By	Updated On	
90	Jefferson Elementary	admin account	11/13/2020 9:51 AM	<b>Remove</b>
5	Lincoln Elementary	admin account	11/13/2020 9:51 AM	<b>Remove</b>
		Updated By	Updated On	<b>Add</b>

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.

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