

Tally Meal Entry

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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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| <ul style="list-style-type: none"> • Enter a New Tally Meal Count • Edit a Tally Meal Count • Add a School to an Existing Meal Count • Delete a Tally Meal Count | <ul style="list-style-type: none"> • Important Information About This Tool |

Tally Meal Entry

[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 | |

⏪ ◀ 1 2 3 ▶ ⏩ 10 ▼ items per page 1 - 10 of 21 items

[New](#)

See the [Food Service Information Tool Rights](#) article to learn about rights needed to use 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.

Tally Meal Count

Year*

Enrollment Location*

Calendar*

Meal Served Date*

Reimbursable Meal*

Comments

Count Detail Total: 0

| Meal Count* | Pick Up Location | Updated By | Updated On |
|----------------------|--------------------------------|------------|------------|
| <input type="text"/> | <input type="text" value="▼"/> | | |

| 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. |

| Field | Description |
|--------------------------|---|
| Count Detail | |
| Meal Count | The total number of meals served on the specific Meal Served Date. This field is required. |
| 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. (<i>read-only</i>) |
| Updated Date/Time | The system generated date and time the record was added or edited. (<i>read-only</i>) |
| 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.

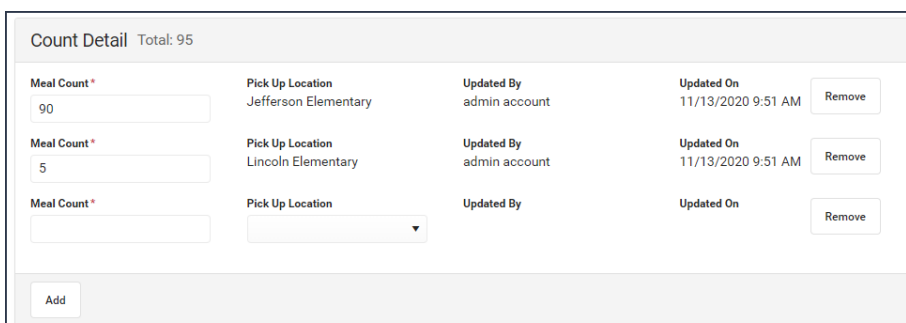
Result

The Count Detail displays.

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

Result

A new row displays.



The screenshot shows a table titled "Count Detail" with a total of 95. It contains three rows of data, each with a "Meal Count" field, a "Pick Up Location" dropdown, an "Updated By" field, and an "Updated On" timestamp. Each row also has a "Remove" button. At the bottom of the table is an "Add" button.

| Meal Count* | Pick Up Location | Updated By | Updated On | |
|-------------|----------------------|---------------|--------------------|--------|
| 90 | Jefferson Elementary | admin account | 11/13/2020 9:51 AM | Remove |
| 5 | Lincoln Elementary | admin account | 11/13/2020 9:51 AM | Remove |
| | | | | Remove |

Add

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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