

# Monthly Claimed Meal Count Summary

Last Modified on 08/03/2020 1:56 pm CDT

The Monthly Claimed Meal Count Summary report list the total number of meals claimed for a selected claim month.

**Required Permissions:** You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Monthly Claimed Meal Count Summary report.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
  - **Category:** Meals & Attendance
  - **Report:** Monthly Claimed Meal Count Summary
  - **Date:** Select the month for which to run the report.
3. Click **Run**. A PDF downloads.