

Monthly Paid Meal Count Summary

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

The Monthly Paid Meal Count Summary report lists all paid meals for a selected claim month. It is broken down by meal type.

Required Permissions: You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Monthly Paid 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 Paid Meal Count Summary
 - **Date:** Select the month for which to run the report.
3. Click **Run**. A PDF downloads.