Actual vs Estimate Meal Count Summary Report

The Actual vs Estimated Meal Count Summary report compares actual meal counts with the estimated meal counts, broken down by meal.

> **Required Permissions:** You must have the **Meal & Attendance (Reports)** permission enabled on your account to run the Attendance + Meal Count reports.

1. From the menu to the left, click **Reports**.
2. On the Reports page, select the following:
   - **Category:** Meals & Attendance
   - **Report:** Actual vs Estimate Meal Count Summary Report
   - **Date Range:** The user can select a start date for the report. The report will generate for that week.
3. Click **Run**. A PDF downloads.