

ARAS/SFSP Reports

Last Modified on 03/28/2024 9:26 pm
CDT

You can use [KidKare](#) to print Sign-in Sheets, Menu Production Records, or export meal count data for any site and any date range needed.

Center Reports

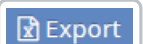
To pull reports that show you all of the center/site details such as license dates, program type, meals served, etc.

1. From the Menu to the left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for. The category fields loads.
3. In the category field, select **Centers**.
4. Choose the report called **Centers List Export**.
5. The **Filter(s) for Center(s)** box opens. You can narrow down your centers by program type, county, monitor, etc. Click **Search**.

Status *	City	County	Monitor	Profile Status	Administration Type
Active	Please select	Please select	Please select	Please select	Please select
Payment Type	Program Type	Claims	Claim Month	Review Due Before	
Please select	Summer Food Program	Please select	Select a month	Select a day	
					Search

6. The list of centers appears. Select all centers you want included in the report.

Center #	Center Name
<input type="checkbox"/>	
<input type="checkbox"/>	16 Janet's Jamboree
<input checked="" type="checkbox"/>	1915 Mighty Meals Summer
<input checked="" type="checkbox"/>	123 SFSP 15 NC
<input checked="" type="checkbox"/>	13658 SFSP 17
<input checked="" type="checkbox"/>	215 SFSP Open
<input type="checkbox"/>	123 Site Name, LLC

7. The **Select Field(s) to Export** box opens. From here, select the fields that you want to see on the report. This is a Build Your Own Report feature. All boxes selected will show up on the report.
8. Click  **Export**. The report generates in excel format.

Claims Reports

Claims Export

1. From the Menu to the left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.

- The category fields loads. In the category field, select **Claims**.
- Choose the report called **Claims Export**.
- Fill out the fields based on the center(s) and month you want to pull this report for.

Claims Export - March 2024

SFSP Claims Claims Export All All Locations

March 2024 Run

- Click **Run** . The Report generates in excel format.

ARAS/SFSP Claim List Export
LDOE Multi Site Account
March 2024

Type	Center Number	Center Name	Claim Month	Claim Date	Days Claimed	ADP	Lunch Served Meals	PM Snack Served Meals	Lunch Federal Amount	PM Snack Federal Amount	Total Federal Amount
SFSP	16	Janet's Jamboree	03/01/2024	3/21/2024	4	41	162	0	788.94	0	788.94
SFSP	1915	Mighty Meals Summer	03/01/2024	3/21/2024	5	93	462	0	2286.9	0	2286.9
SFSP	199	OLD SITE									
SFSP	123	SFSP 15 NC	03/01/2024	3/21/2024	4	149	596	0	2902.52	0	2902.52
SFSP	13658	SFSP 17	03/01/2024	3/21/2024	4	134	535	0	2648.25	0	2648.25
SFSP	215	SFSP Open	03/01/2024	3/21/2024	10	141	1409	1148	6861.83	1308.72	8170.55
SFSP	125	SFSP Open Enrolled									
SFSP	123	Site Name, LLC									
SFSP	125	VOID									
SFSP	199	VOID 2									

Office Error Report

This is a detailed report that generates for each claim processed in KidKare.

- From the Menu to the left, click **Reports**.
- In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
- The category fields loads. In the category field, select **Claims**.
- Choose the report called **Office Error Report**.
- Fill out the fields based on the center(s) and month you want to pull this report for.

Office Error Report - March 2024

SFSP Claims Office Error Report March 2024 SFSP Open

Run

- Click **Run** . The Report generates as a pdf.

Center Daily Meal Count Summary

1. From the Menu to the left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields load. In the category field, select **Meals & Attendance**.
4. Choose the report called **Center Daily Meal Count Report**.
5. Fill out the fields based on the center(s) and date range you want to pull this report for.

Center Daily Meal Count Report - 03/01/2024 - 03/05/2024

SFSP Meals & Attendance Center Daily Meal Count Report

From 03/01/2024 To 03/05/2024 All States Center Name

Run

6. Click **Run**. The report generates.

Center Daily Meals Report (SFSP/ARAS)
From Mar 01, 2024 to Mar 05, 2024

Center #	Center Name	Attendance	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack	Total Meals
4562	DND At-Risk - No Children - GA	382	0	0	225	157	0	0	382
15	SFSP - Open Enrolled - No Kids	150	0	0	75	75	0	0	150
All Centers		532	0	0	300	232	0	0	532

Center Count 2

Menu Reports

Center Monthly Menu Plan

1. From the Menu to the left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields load. In the category field, select **Menus**.
4. Choose the report called **Center Monthly Menu Plan**.
5. Fill out the fields based on the center(s) and month you want to pull this report for.

Center Monthly Menu Plan - March 2024

SFSP Menus Center Monthly Menu Plan March 2024 DND At-Risk - No Children - GA

Run

6. Click **Run**. The report generates.

Center: SFSP Open		Monthly Menu Plan (Non-Infant)			Month of: March 2024		Sponsor: LDOE Multi Site Account 225423766	
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Sunday	Sunday
								L CN - Chicken Nuggets, CN Chicken, breaded WG (Group A), Potatoes, dehydrated, Beans, green, canned, Milk 1% over 2- whole under 2 Muffins & 100% Apple Juice P Muffins (group D), Juices, frozen or canned (100% juice)
4 Muffins & 100% Apple Juice L Beef, ground, fresh or frozen, Pasta, (group H), lasagna, Beans, green, canned, Apples, fresh, Milk 1% over 2- whole under 2 P Savory crackers (group A), Juices, frozen or canned (100% juice)	5 Salmon & Garlic Toast L Salmon, canned, Bread (group B), Cucumbers, fresh, Pineapple, fresh, Milk 1% over 2- whole under 2 P Cherrries, Sweet, frozen, Milk 1% over 2- whole under 2	6 Chicken Nuggets & Tator Tots L CN - Chicken Nuggets, Bread type coating (group A), Potatoes, frozen, diced, Peaches, fresh, Milk 1% over 2- whole under 2 Week 1 Day 4 P Pretzels, soft (group B), Nectarines, fresh	7 Salmon & Garlic Toast L Salmon, canned, Bread (group B), Cucumbers, fresh, Pineapple, fresh, Milk 1% over 2- whole under 2 100% Apple Juice & Cheese Its P Savory crackers (group A), Juices, frozen or canned (100% juice)	8 Muffins & 100% Apple Juice L Chicken, ground, Taco Shell (group B), Beans, black-eyed (or peas), canned, Peaches, fresh, Milk 1% over 2- whole under 2 P Graham Cracker P Savory crackers (group A), Apples, fresh				
11 Muffins & 100% Apple Juice L Beef, ground, fresh or frozen, Pasta, (group H), lasagna, Beans, green, canned, Apples, fresh, Milk 1% over 2- whole under 2 Graham Cracker P Savory crackers (group A), Apples, fresh	12 Salmon & Garlic Toast L Salmon, canned, Bread (group B), Cucumbers, fresh, Pineapple, fresh, Milk 1% over 2- whole under 2 P Bananas, fresh	13 Chicken Nuggets & Tator Tots L CN - Chicken Nuggets, Bread type coating (group A), Potatoes, frozen, diced, Peaches, fresh, Milk 1% over 2- whole under 2 Muffins & 100% Apple Juice P Muffins (group D), Peaches, canned	14 Salmon & Garlic Toast L Salmon, canned, Bread (group B), Cucumbers, fresh, Pineapple, fresh, Milk 1% over 2- whole under 2 P Cherrries, Sweet, frozen, Milk 1% over 2- whole under 2	15 Chicken, ground, Taco Shell (group B), Beans, black-eyed (or peas), canned, Milk 1% over 2- whole under 2 Watermelon, fresh Week 1 Day 1 P Graham crackers (group B), Watermelon, fresh				
18 Pasta Salad L Chicken, boneless, fresh or frozen, Pasta (group H), bowties, Corn, fresh, Peaches, fresh, Milk 1% over 2- whole under 2 Week 1 Day 4 P Pretzels, soft (group B)(WG), Nectarines, fresh, --	19 Monday Week 1 L Pork sausage, fresh or frozen, Corn Bread (group C) (WG), Beans, Pinto, canned, Oranges, canned, mandarin, Milk 1% over 2- whole under 2 Muffins & 100% Apple Juice P Muffins (group D), Juices, frozen or canned (100% juice), --	20 Chicken Nuggets & Tator Tots L CN - Chicken Nuggets, Bread type coating (group A), Potatoes, frozen, diced, Peaches, fresh, Milk 1% over 2- whole under 2 Graham Cracker P Savory crackers (group A), Apples, fresh	21 Beef, ground, fresh or frozen, Bread (group B), Carrots, fresh, Pears, fresh, Milk 1% over 2- whole under 2 P Animal Crackers (Group B), Mixed Fruits - Fresh, --	22 Salmon & Garlic Toast L Salmon, canned, Bread (group B), Cucumbers, fresh, Pineapple, fresh, Milk 1% over 2- whole under 2 Week 1 Day 2 P Rye wafers, (group A), Milk 1% over 2- whole under 2				

Menu Production Record

This report shows meal components, totals served, and includes the delivery/pickup details and signatures when completed at the site level.

1. From the Menu tot he left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields loads. In the category field, select **Menus**.
4. Choose the report called **Menu Production Record**.
5. Fill out the fields based on the center(s) and date range you want to pull this report for.

Menu Production Record

SFSP Menu Menu Production Record All Active Centers Both

From 03/20/2024 To 03/23/2024 Run

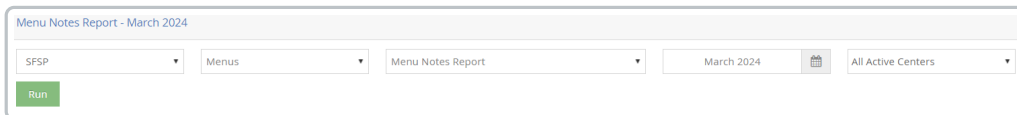
6. Click **Run**. The report generates.

P.M. Snack		Served Meals	Seconds	Adult Meals	Total
Actual Attendance		125	11	0	136
Component	Food Served/Planned	Rqd Serving Size	Total Qty Needed Per Actual	Special Notes	
Brd/Alt	Graham crackers, (group B)	1 ozeq	136.00 oz eq		
Veg					
Fruit	Juices, frozen or canned (100%	3/4 c	102 c		
Meat/Alt					
Milk					
-					
Delivery Information					
Name: Jordan B		Temperature of Milk: 38		Comments: Notes go here	
Time: 2:22 pm		Temperature of Meal: 172		Signature:	
		Temperature of Meal at Service: 168			

Menu Notes Report

Anytime a site enters notes on their meal count or daily menu screen, these notes can be pulling into a single report.

1. From the Menu tot he left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields loads. In the category field, select **Menus**.
4. Choose the report called **Menu Notes Report**.
5. Fill out the fields based on the center(s) and month you want to pull this report for.



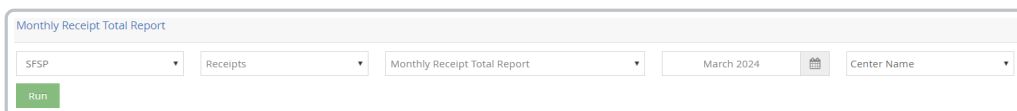
The screenshot shows a web form titled "Menu Notes Report - March 2024". It contains four dropdown menus: the first is set to "SFSP", the second to "Menus", the third to "Menu Notes Report", and the fourth to "All Active Centers". There is a date field set to "March 2024" with a calendar icon, and a green "Run" button at the bottom left.

6. Click **Run**. The report generates.

Receipts Reports

Monthly Receipt Totals Report

1. From the Menu tot he left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields loads. In the category field, select **Receipts**.
4. Choose the report called **Monthly Receipt Total Report**.
5. Fill out the fields based on the center(s) and month you want to pull this report for.



The screenshot shows a web form titled "Monthly Receipt Total Report". It contains four dropdown menus: the first is set to "SFSP", the second to "Receipts", the third to "Monthly Receipt Total Report", and the fourth to "Center Name". There is a date field set to "March 2024" with a calendar icon, and a green "Run" button at the bottom left.

6. Click **Run**. The report generates.

Non-Profit Status Report

This report does not work if receipts art not entered and should only be run after claims have been processed. It will show the total amount spent on food, total claim amount, and the % of the claim spend on food.

1. From the Menu tot he left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields loads. In the category field, select **Receipts**.
4. Choose the report called **Non-Profit Status Report**.
5. Fill out the fields based on the center(s) and month you want to pull this report for.
6. This report allows you to filter centers/sites as needed.

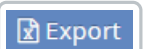
7. Select the centers you want included on the report.
8. Click **Run**. The report generates.

Receipt List Export

1. From the Menu to the left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields load. In the category field, select **Receipts**.
4. Choose the report called **Receipt List Export**.
5. Select the starting and ending date that you want to pull receipts for.
6. The **Filter(s) for Center(s)** box opens. You can narrow down your centers by program type, county, monitor, etc. Click **Search**.

7. The list of centers appears. Select all centers you want included in the report.

Select Center(s)		
	Center #	Center Name
<input type="checkbox"/>		
<input type="checkbox"/>	16	Janet's Jamboree
<input checked="" type="checkbox"/>	1915	Mighty Meals Summer
<input checked="" type="checkbox"/>	123	SFSP 15 NC
<input checked="" type="checkbox"/>	13658	SFSP 17
<input checked="" type="checkbox"/>	215	SFSP Open
<input type="checkbox"/>	123	Site Name, LLC

8. The **Select Field(s) to Export** box opens. From here, select the fields that you want to see on the report.
This is a Build Your Own Report feature. All boxes selected will show up on the report.
9. Click  **Export**. The report generates in excel format.

Center Receipts Journal

1. From the Menu to the left, click **Reports**.
2. In the first field, select **ARAS** or **SFSP** based on what program you are pulling this report for.
3. The category fields load. In the category field, select **Receipts**.
4. Choose the report called **Center Receipts Journal**.
5. Fill out the fields based on the center(s) and month you want to pull this report for.

