

Online Tutorial: Meal Count Report

Step 1: From the start page, click on “PowerLunch” in the left navigation bar.

Functions

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Step 2: In the middle of the screen, click on “Meal Count Listing.”

Function	Description
Serve Breakfast	Start serving breakfast.
Serve Lunch	Start serving lunch
Cash Report	Reports cash collected by each cashier on specified day.
Enter Earned Meals	Enter number of meals the school pays for in a day.
Meal Count Listing	Detailed version of Meal Count Report.
Meal Count Report	Reports a quick list of total meals served during a specified date range.

Step 3: Choose the appropriate starting and ending dates for your report.

Step 4: Choose the appropriate meal.

Step 5: Make sure the “Use school calendar” box is checked.

The screenshot shows a form with the following fields and values:

- Date Range:** 5/1/2009 through 6/1/2009
- Meal:** Lunch
- Use school calendar (This will exclude any school days listed as a school holiday):**
- Note:** This report may take several minutes to generate.
- PowerLunch Main Menu** (link)
- Submit** (button)

Step 6: Click the “Submit” button.

Step 7: Retrieve and review your report. An example is seen below.

Date	Students								Adults				Total	
	Free	Reduced	Paid	Guest	Exmt	Ernd	Additional	Total	Faculty	Guest	Ernd	Additional		Total
5/1/2009	375 [483]	20 [45]	1 [20]	0	0 [0]	0	0	396 [548]	0	0	0	0	0	396
5/4/2009	346 [483]	18 [45]	2 [20]	0	0 [0]	0	0	366 [548]	0	0	0	0	0	366
5/5/2009	260 [484]	15 [45]	0 [20]	0	0 [0]	0	0	275 [549]	0	0	0	0	0	275
5/6/2009	287 [483]	13 [45]	1 [20]	0	0 [0]	0	0	301 [548]	0	0	0	0	0	301
5/7/2009	345 [483]	18 [45]	2 [20]	0	0 [0]	0	0	365 [548]	0	0	0	0	0	365