

CHANGE TO CURRENT PROCESS!

DAILY ENTRY – SNACKS

1. Navigate to **Front of the House > Accountability > Daily Entry** and click **New**.
2. The *Daily Entry Detail* screen will display.
 - a. Select the date from the **Date** drop-down list.
 - b. Select the correct site from the **Site** drop-down list.
 - c. Click the **Snacks** tab.
 - i. If a snack program is missing, contact the CMS Help Desk.
3. Enter the number of snacks that were served to each program.
 - d. If a snack program was not served, choose **Not Served**. You must also enter a reason in the *Not Served Reason* column. Some reasons include: *Program closed, Pupil Free Day, Minimum Day* and *Holiday*.
 - e. Area Eligible - enter the snacks in the **Area Eligible Snacks** column.
 - f. Non-Area Eligible - enter the number of **Free, Reduced, and Paid** snacks.
4. Enter the enrollment for each snack program.
 - g. Area Eligible - Enter the snack enrollment in the **Enrollment** box.
 - h. Non-Area Eligible - Enter the snack enrollment *by eligibility* in the **Free Eligible, Reduced Eligible, Paid Eligible** boxes.
5. Click **Save** on the menu bar and then click **Close**.

Area Eligible:

Not Served	Snack Name	Area Eligible Snacks	Not Served Reason	Delivered	Amount	Enrollment
<input type="checkbox"/>	BOYS & GIRLS CLU	0		0	0	0
<input type="checkbox"/>	YS	0		0	0	0

Non-Area Eligible:

Not Served	Snack Name	Free Snacks	Reduced Snacks	Paid Snacks	Not Served Reason	Delivered	Amount	Free Eligible	Reduce Eligible	Paid Eligible
<input type="checkbox"/>	BOYS & GIRL	0	0	0		0	0	0	0	0
<input type="checkbox"/>	YS	0	0	0		0	0	0	0	0