## **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.
  - 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:

🗟 Daily Entry		6				×
File Goto		<b>U</b>				
: P Search Hillst	New X Delete	Save Cance	I Print Help Help Clos	•		
Site: 1601303	1 💌 PARK WEST	FERN EL	✓ (b)		Date: 04/28/20	11 💌 (a)
	0					
Lunch Detail	Breakfast D	cks Milk Custo	m Fields Validation Warnings	Attendance	Bank Deposit	1
Not Served	Snack Name	Area Eligible Snacks	Not Served Reason	Delivered	Amount	Enrolment
•	BOYS & GIRLS CLU	0		0	0	0
	YS	0		0	0	0
6		Le				Lg_
		U				9



te: 1601301 PARK WESTERN EL Date: 04/28/2011 Carter Dete: 04/28/2011 Carter De	Daily Entry Goto		CDelete	5	Cancel	s Print   @ Help   ] + (	ose				
unch Detail Breakfast Der Snacks Milk Custom Fields Validation Warnings Attendance Bank Depost Not Serve Snack Name Free Reduced Paid Snacks Snacks Snacks Not Served Reason Delivere Amount Free Reduce P Eligible Eligible Eligibl	te: 16013	101 💌 PAJ		RN EL	Y	b		Date:	04/28/2	011 💌	a
	unch Detai Not Serve	Breakfast D	Snack Free Snacks	s Milk Reduced Snacks	Custom Fle Paid Snacks	lds Validation Warning	s Attend	ance Bank I Amount	Deposit Free Eligible	Reduce Eligible	Paid Eligible
	•	BOYS & GIRL	0	0	0		0	0	0	0	0