Print Scheduled Center Menus

Last Modified on 05/21/2020 2:04 pm CDT

We recommend you periodically review your sites' planned menus to ensure that they meet meal pattern requirements each day.

Printing the Center Monthly Menu Report

- 1. Click the Reports menu, Menus, and select Center Monthly Menu Plan. The Report dialog box opens.
- 2. Select one of the following options:
 - Selected Center: Print the report for the center shown in the Select Center box at the top of the window.

Report			
	Centers Selected Center All Active Centers Choose Multiple Centers		
	Run Report		
	Run Report Close		

- All Active Center: Print the report for all of your active centers.
- Choose Multiple Centers: Print this report for centers you select.
- 3. Click **Run Report**. If you selected the **Selected Center or All Active Center** option, go to **Step 5**. If you selected the **Choose Multiple Centers** option, the Center Filter dialog box opens.
- 4. Set filters for the centers to include on the report. You can specify the status, start dates, claim dates, state, and so on. When finished, click **Next**.

💑 Center Filter				
Choose filtering criteria. Only centers that match all selected criteria will be examined for report.				
Status Active Removed Hold Payment Type Direct Deposit Checks	Original Start Date After: 2/13/2019 ▼ Before: 2/13/2019 ▼ Claims C Claimed In Olid Not Claim In ▼	Review Due Before 2/13/2019 Monitor Choose all that apply Monitor, Watcher		
Profit Status	County Anderson	Program Type 📄		
State Choose all that apply AK AL AR AZ CA	Administration Type • Legally Separated From Sponsor • Legally Affiliated With Sponsor	Choose all that apply Adult Care Center Child Care Center At-Risk – ARAS OSHC Head Start Emergency/Homeless S Summer Food Program		
Cancel	Manually select centers from a those that match the above crit	list of eria Next		

5. The **Select Date** dialog box opens. Click the drop-down menu and select the date for which to print the report.

Select Date				
Select Date				
2/15/2019	•			
Continue	Cancel			

6. Click Continue. A PDF is generated. You can save the PDF or print it.

Reviewing the Center Monthly Menu Report

When reviewing center menus, make sure that:

- Juice is only planned for once per day.
- There is a vegetable planned at each lunch and dinner.
- A whole grain-rich food is planned for at least once per day.
- There are no grain-based desserts present.