
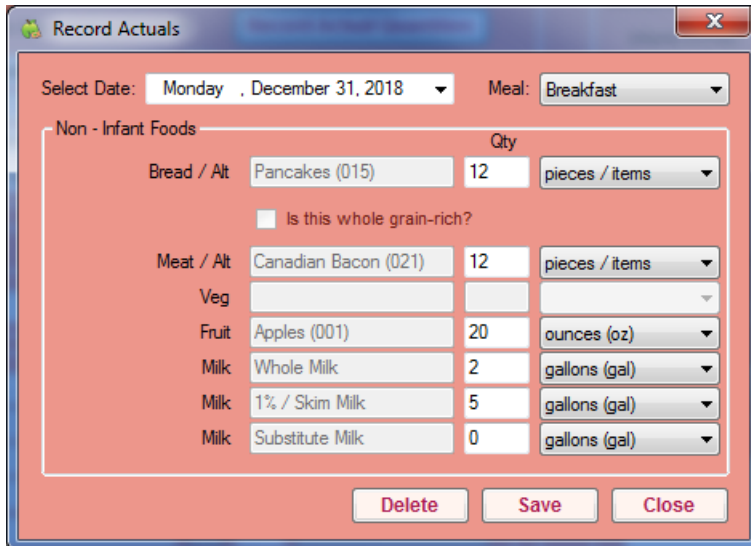


# Record Actual Quantities

Last Modified on 05/21/2020 2:52 pm CDT

If you set **policy M.1** to **Y**, centers must record actual quantities served at meals. If your centers use Minute Menu CX, they can follow the instructions below to record actual quantities. If they use KidKare, direct them to the [Record Actual Quantities Served](#) article at [help.kidkare.com](http://help.kidkare.com).

1. Click the **Menus/Attendance** menu and select **Record Center Menus**. The Record Menu window opens.
2. Ensure the correct date and meal are selected.
3. Click  next to each meal component to select foods.
4. Click **Save**.
5. After the meal is served, click **Record Actual Quantities**. The Record Actuals dialog box opens.
6. Click the **Qty** column and enter the amount served.
7. Click the corresponding drop-down menu and select the unit of measurement.



The "Record Actuals" dialog box is shown. It has a title bar with a close button (X). Inside, there are two dropdown menus at the top: "Select Date:" set to "Monday, December 31, 2018" and "Meal:" set to "Breakfast". Below these is a section titled "Non - Infant Foods". It contains a table with columns for food type, food name, quantity, and unit. The table has the following entries:

		Qty	
Bread / Alt	Pancakes (015)	12	pieces / items
<input type="checkbox"/> Is this whole grain-rich?			
Meat / Alt	Canadian Bacon (021)	12	pieces / items
Veg			
Fruit	Apples (001)	20	ounces (oz)
Milk	Whole Milk	2	gallons (gal)
Milk	1% / Skim Milk	5	gallons (gal)
Milk	Substitute Milk	0	gallons (gal)

At the bottom of the dialog box are three buttons: "Delete", "Save", and "Close".

8. Click **Save**.