

Print the Claimed Attendance Detail Report

Last Modified on 09/16/2020 2:55 pm CDT

The Claimed Attendance Detail report lists meals for which each child on a specific claim were claimed. It is organized by child.

1. Click the Reports menu, select **Claim Data**, and click **Claimed Attendance Detail**. The Select Provider dialog box opens.
2. Set filters for the providers to include:
 - a. In the **Filter By** section, select the Selected Provider option or the Multiple Providers option. If you select **Multiple Providers**, continue to **Step 3**.
 - b. Click the **Status** drop-down menu and select **Active, Active & Withdrawn After, All, Hold, Pending, or Withdrawn Before**.
 - c. If you selected **Active & Withdrawn After** or **Withdrawn Before** in **Step 2b**, click the corresponding Date box and select the appropriate date. If you selected any other status, go to **Step 2d**.
 - d. Click the **Provider** drop-down menu and select the provider for whom to run the report.
3. When finished, click **Continue**. If you selected a specific provider in **Step 2**, continue to **Step 4**.
 - a. The Provider Filter window opens. Check each box and select a filter that applies. If you don't set any filters, all providers are included in this report.

Note: Check the **Choose Providers From List** box to select individual providers to include. When you click **Continue**, the Choose Providers window opens. Check the box next to each provider to include in the report and click **Continue**.

- b. Click **Continue**. The Select Claim Source dialog box opens.
 - c. Choose from the following. You can select multiple sources.
 - Manual Entry - Sponsor
 - Online
 - Scannable Forms - Sponsor.
 - d. Click **Continue**.
4. The Select Claim Month dialog box opens. Click the **Select Claim Month** drop-down menu and select the claim month for which to run this report.
5. Click **Continue**. The Select Child Sort Preference dialog box opens.
6. Select the **Sort by Name** option or the **Sort by Number/ID** option.
7. Click **Continue**. The report is generated. To print this report to PDF, see [Print Reports to PDF](#).