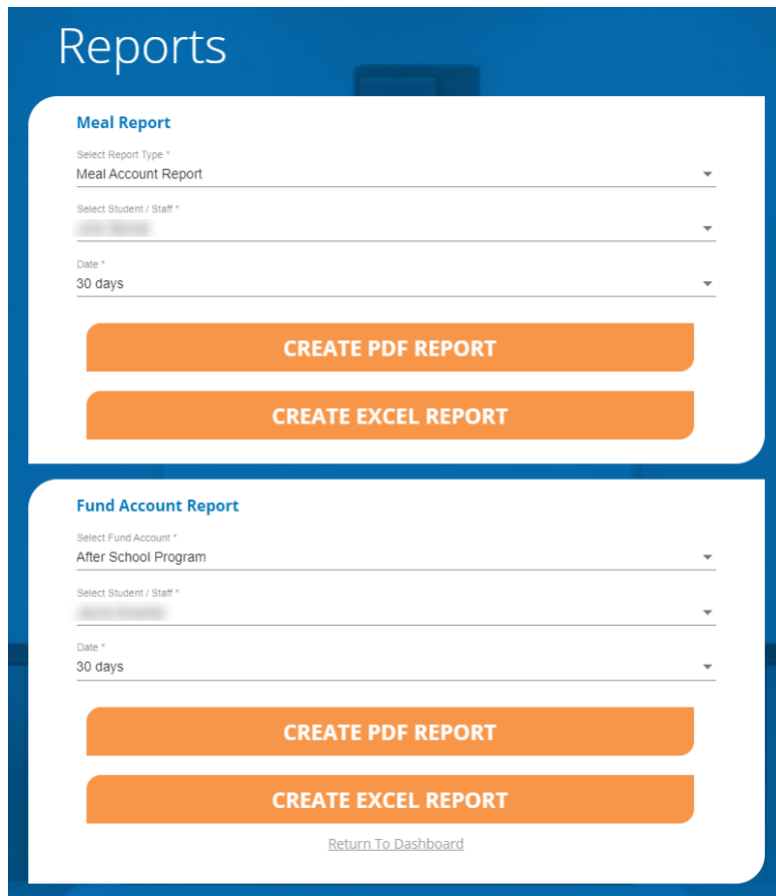# Reports

Viewing reports as a parent has never been easier. You can view your meal, fee, and fund account activity reports, depending on what your district offers.   In addition, the format of the reports now matches exactly what is displayed on the administrative site, so you and your school staff will always be on the same page.

1)   You can view your reports by opening the Menu and clicking the Reports option.

2)   The Reports Screen offers Meal Reports as well as Fund Reports:

Meal Activity Report - allows you to see what your student is purchasing.

Meal Account Report - allows you to see a student or staff's lunch payment and purchase history.

Fund Account Report - allows you to see your payment history and use of funds over time.
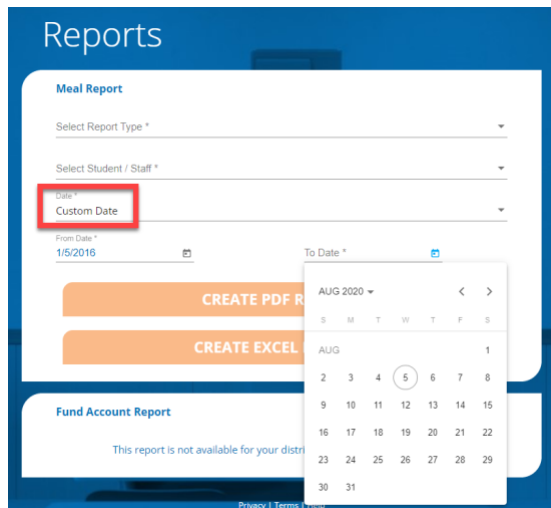
3) For any report you need, select the student or staff as well as a date range before clicking
CREATE PDF REPORT or **CREATE EXCEL REPORT** .

- If you need to view items beyond the 30 or 90-day date ranges, select "Custom Date" from the drop-down menu and select your start and end date.

4) From there, you have the option to send the report to the email address associated with your account or simply download the report to your computer.