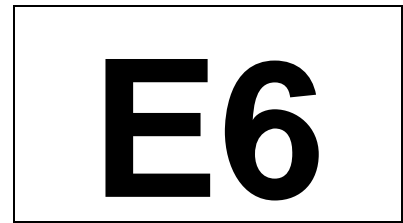


**FOOD AND NUTRITION  
PROCEDURES**  
Miami-Dade County Public Schools



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Subject:      **END OF DAY REPORTS**

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**PURPOSE**

The purpose of this guideline serves as notification of the electronic filing for end of day reports.

**GUIDELINES**

School cafeteria End of Day Reports save to a PDF file. The following Day End reports are not submitted to Food Service Accounting:

- A. Financial Report – Balance
- B. Financial Report - Meal Count
- C. Itemization By Line Report
- D. Adjustment Report
- E. Financial Report – Revenue
- F. Financial Report – Registers
- G. Event Log - Special Events

**NOTE**

For any corrected data, the errors and corrected portions of the Event Log must also be a part of the day's records. Also, an electronic Cash Register Correction Report (CRCR) must be entered. The CRCR will be filed electronically as soon as the correction is found, but no later than 7 school days after the incident has occurred. Continuously filing CRCRs late will be documented by the food service supervisor via e-mail to the food service manager and the school principal.

*For Action By: Food Service Supervisors, Food Service Managers and Satellite Assistants  
Refer Questions to: Department of Food and Nutrition – Help Desk*

*Revised: July 2010, July 2011, July 2012, July 2017, October 2020, July 2022  
Reviewed: July 2024*