

# Review the Milk Audit in CX

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Use the Milk Audit to compare the amount of milk purchased with the amount of milk needed, based on menus and meal counts. Before using this feature:

- Enter receipts. For more information, see [Add Receipts](#).
- Record menus.
- Record meal counts.

## Milk Audit Policies

There are several specific configuration choices that impact how the milk audit determines shortages and what disallowances are made when a shortage is found. You can adjust these policy settings in the Manage Policies window. Policies related to the milk audit start at policy M.6.

## Viewing the Milk Audit

Once you are ready to perform the Milk Audit:

1. Click the **Select Center** drop-down menu and select the center.
2. Click the **Claims** menu and select **Milk Audit**. The Monthly Overview Milk Audit window opens.
3. Click the **Claim Month** drop-down menu and select the claim month to view. The monthly totals for each milk type display, as do totals for each type.

Audit	Whole	1%/SkimMilk	Substitute	Total
Previous month carry over/Starting Balance(+)	0.0000	4.5625	0.0000	4.5625
Purchased (Receipts)(+)	0.0000	0.0000	0.0000	0.0000
Required (-)	0.0000	0.0000	0.0000	0.0000
Written Off (-)	0.0000	0.0000	0.0000	0.0000
End of Month Balance (=)	0.0000	4.5625	0.0000	4.5625
Actual Served	2.0000	5.0000	0.0000	7.0000
Ending Balance Actual	0.0000	0.0000	0.0000	0.0000

Previous Month Carry Over / Starting Balance + Purchased - Required - Written Off = End of Month Balance

Print

4. Click the link in each column to view the daily milk overview. The Daily Overview Milk Audit window opens.

**Daily Overview Milk Audit**

Claim Month: December 2018    Milk Type: 1% Skim Milk    Claim Month 2018 Dec / 1% Skim Milk

Date	Starting Balance	Purchased(Receipts)	Required	Written Off	Ending Balance	Actual Served	Ending Balance Actual
12/1/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/2/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/3/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/4/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/5/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/6/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/7/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/8/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/9/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/10/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/11/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/12/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/13/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/14/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/15/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/16/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
12/17/2018	4.5625	0.0000	0.0000	0.0000	4.5625	0.0000	4.5625
<b>Totals</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>0.0000</b>	<b>4.5625</b>	<b>5.0000</b>	<b>0</b>

Disallowances  
Gallons Short by Day: 0.0000    % Short: 0.0000    **Recalculate**

**Print**    **Export**    **Help Info**    **Save**    **Close**

5. In the Daily Overview Milk Audit window:

- Click the **Claim Month** drop-down menu to select a different claim month.
- Click the **Milk Type** drop-down menu to view a different milk type.

6. The following information displays for the selected month and milk type:

- **Starting Balance:** This may be the ending balance from the previous month (depending on your specific policy settings). You can click this field to edit the starting balance.
- **Purchased (Receipts):** This is the amount of milk purchased, based on receipt date.
- **Required:** This is the amount of milk required based on menus and meal counts.
- **Written Off:** Click this box and enter the amount of milk that was written off for a specific day. This is for cases in which the milk was spilled, spoiled, and so on.
- **Ending Balance:** This is the amount of milk leftover at the end of each days. Shortages are highlighted in red.

7. Click **Print** to print the Milk Audit report. A PDF is generated.

8. Click **Export** to print the Milk Audit report as an XLSX (spreadsheet) file.