




# Record Leftover Quantities

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Certain states require centers to record leftover quantities for each meal. When your centers record these quantities, they are added to the Menu Production Record. Centers can only record leftover quantities for meals for the current date or past date—they cannot record them for future dates. Leftover quantities do not affect claims processing.

**Note:** You must set **Policy M.01f** to **Y** to enable this feature. For more information about changing policies in Minute Menu CX, see [Set Policies](#).

If your centers use Minute Menu CX, they can use the instructions below to record leftover quantities. If they use them KidKare, direct them to the [Record Leftover Quantities](#) article at [help.kidkare.com](http://help.kidkare.com).

1. Click the **Menus/Attendance** menu and select **Record Center Menus**.
2. Ensure the correct date and meal are selected.
3. Click  next to each meal component to select foods for each age group.
4. Click **Save**.
5. Click **Record Leftover Quantities** in the **Non-Infant Foods** or **Infant Foods** section. The Record Leftovers window opens.  

6. Click the **Qty** box for each food listed and enter the amount of food left after the meal. You can only enter leftover quantities for the meal components selected in **Step 3**.
7. When finished, click **Save**.  

8. Repeat **Steps 5-7** for the remaining age group. For example, if you recorded leftover quantities for non-infants, you must now do the same for infants.

## How Leftover Quantities Impact the Menu Production Record

If you enable this feature, the Leftover Qty column is added to the Menu Production Record between the Actual Qty Prepared and Special Notes columns. This column will only contain data if a center records leftover quantities. For more information about the Menu Production record, see [Menu Production Record](#).