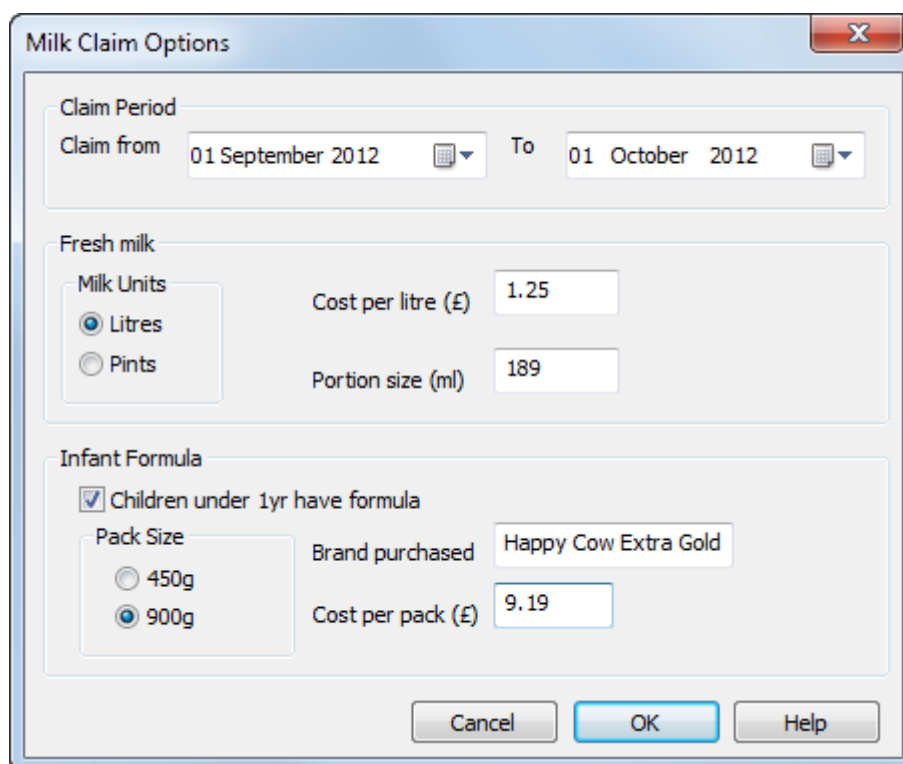


## MILK CLAIMS

The milk claim report counts children, under 5 years, who attended the setting for two or more hours in the day and calculates the milk used based on this headcount. (This example uses the Quick Start tutorial data.)

**Home > Management Reports > Early Years Reports > Milk Claims >**



The screenshot shows a dialog box titled "Milk Claim Options" with a close button (X) in the top right corner. The dialog is divided into three sections:

- Claim Period:** "Claim from" is set to "01 September 2012" and "To" is set to "01 October 2012".
- Fresh milk:** "Milk Units" has radio buttons for "Litres" (selected) and "Pints". "Cost per litre (£)" is set to "1.25". "Portion size (ml)" is set to "189".
- Infant Formula:** A checkbox "Children under 1yr have formula" is checked. "Pack Size" has radio buttons for "450g" and "900g" (selected). "Brand purchased" is set to "Happy Cow Extra Gold". "Cost per pack (£)" is set to "9.19".

At the bottom of the dialog are three buttons: "Cancel", "OK", and "Help".

Fill the form in as follows:


- Start by choosing the inclusive date range to use.
- Next enter the cost of the milk in pints or litres.
- The portion size defaults to 189ml (one third of a pint). You can change this to any figure you like and it would be useful to do so if you are claiming for milk in 200ml cartons.
- Finally, if you have children under one year old who are using infant formula enter the approved brand, pack size and pack price.

The report will be produced when you press the 'OK' button.

The top part of the report has the information that you will need to complete your milk claim. Although you can produce a claim for any date range you choose, it is very well suited to the incoming monthly claim period.

## Milk Claim Summary

Kidspace



Report date: 21 June 2012

This milk claim summary is for the period from : 01-Sep-2012 to: 01-Oct-2012

**LIQUID MILK**

<u>Portions Used</u>	<u>Number of Litres</u>	<u>Price per Litre</u>	<u>Total Cost</u>
417	84	£1.25	£105.00

**INFANT FORMULA**

<u>Brand Purchased</u>	<u>Pack Size</u>	<u>Portions Used</u>	<u>Number of Packs</u>	<u>Price per Pack</u>	<u>Total Cost</u>
Happy Cow Extra Gold	900g	91	4	£9.19	£36.76

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**Summary**

<u>Date</u>	<u>Under 1 Year</u>	<u>1 to 4 Years</u>	<u>Total Children</u>
04-Sep-2012	6	21	27
05-Sep-2012	7	21	28
06-Sep-2012	6	20	26
07-Sep-2012	2	18	20
10-Sep-2012	5	21	26
11-Sep-2012	6	21	27
12-Sep-2012	7	21	28
13-Sep-2012	6	20	26
14-Sep-2012	2	18	20
17-Sep-2012	5	21	26
18-Sep-2012	5	22	27
19-Sep-2012	6	22	28
20-Sep-2012	4	22	26
21-Sep-2012	1	19	20
24-Sep-2012	4	22	26
25-Sep-2012	5	22	27
26-Sep-2012	5	23	28
27-Sep-2012	4	22	26
28-Sep-2012	1	19	20
01-Oct-2012	4	22	26
<b>Totals:</b>	91	417	508
<b>Averages:</b>	--- 4.55	--- 20.85	--- 25.40

The lower part of the report lists the numbers of eligible children using the setting for two or more hours for each day in the claim period. This is useful evidence when your milk claim is audited. Either save a copy of the claim on your PC or simply re-create it when needed.

**End**