



# FM Tracks Website: How to Enter Daily Sales & Data

Use the FM Tracks website ([www.fmtracks.org](http://www.fmtracks.org)) to enter transactions, vendor reimbursements, and answer post market questions if you are not using the FM Tracks app on-site. Pen and paper Manual Entry Forms can be accessed at the NNIN resource library.

This guide shows you how to enter data during or after the market day on the website. Use the  to walk you through the steps.

## Information You Will Need from Each Market Day

- **Transaction/Sales information:** Payment Amount (\$), Type of Payment (e.g. SNAP/EBT, Produce Rx), Amount of Incentives Distributed (\$)
- **Total Vendor Reimbursement Information:** Aggregate \$ Amount Redeemed for: SNAP, Incentives Restricted to Fruits and Vegetables, Incentives for All SNAP Eligible Foods

## Mandatory Steps to Meet Reporting Requirements

For each market day, you must:

- Enter Transactions for SNAP incentive program
- Enter Post Market redemption data for SNAP incentive program

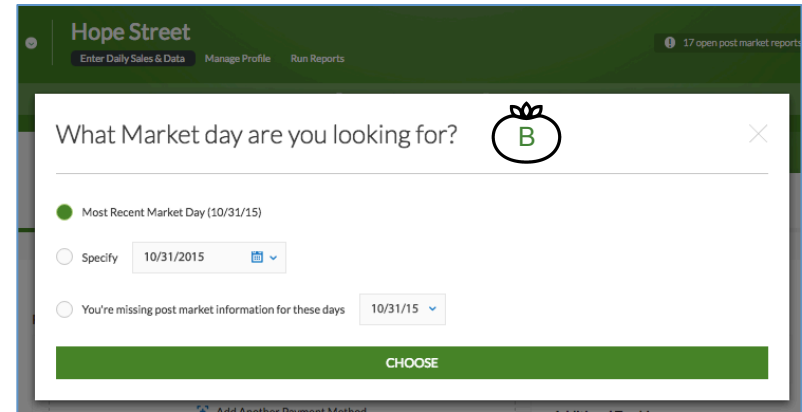
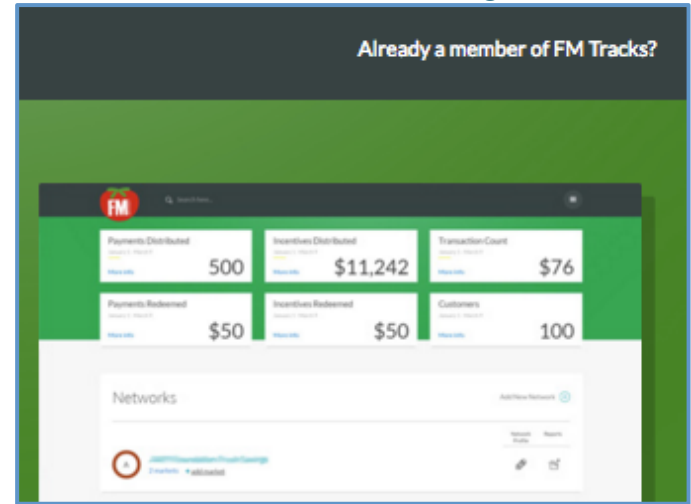
## Log In & Select Market and Date

 From [www.fmtracks.org](http://www.fmtracks.org), click 'Already a Member of FM Tracks' and enter your login (email and password). Click 'Sign In.'

To enter sales data, click 'Enter Daily Sales & Data,' labeled with a dollar sign icon (\$) next to the market name.

 FM Tracks will ask: 'What Market day are you looking for?' Specify 'Most Recent Market Day' or select another date.

FM Tracks Home Page

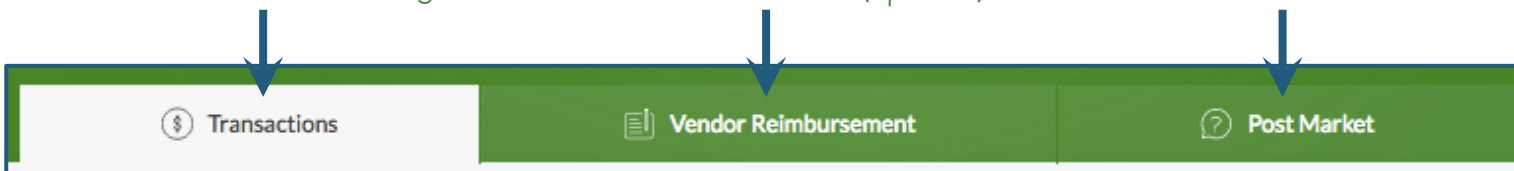


## Navigating the 'Enter Daily Sales & Data' Tab

**Step 1:** Enter Transactions & View the Transaction Log

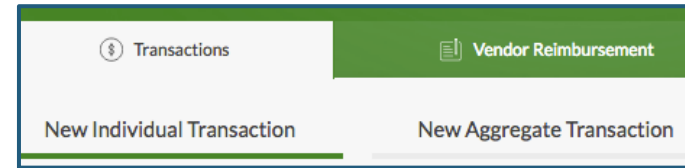
**Step 2:** Enter \$ of Incentives Reimbursed to Vendors (optional)

**Step 3:** Answer Post Market Questions



# Step 1: Enter Transactions: Individual or Aggregate (Mandatory)

Click the 'Transactions' tab to enter Individual (by customer) or Aggregate (by day) Transactions.



## Enter New Individual Transactions

Click the 'New Individual Transaction' tab to enter transactions by customer.

**C PAYMENT METHODS**  
 Select Payment Method and enter amount. 'Auto-Calculate' is checked by default to automatically calculate the \$ amount of your incentive; uncheck if desired. (Select up to 4 payment methods per transaction.)

**D INCENTIVES**  
 Select incentive program(s). Confirm the incentive \$ amount(s).

**E CUSTOMER ID**  
 Enter customer's FM Tracks ID & other optional tracking info (editable in 'Manage Profile').

**CUSTOMER SURVEYS**  
 Enter responses to customer survey questions.

'Auto-Calculate' calculates the total incentive amount distributed, per customer, based on information you entered in 'Manage Profile'

Fields with missing data appear underlined in red.

## Enter New Aggregate Transactions

Click the 'New Aggregate Transaction' tab to enter the total \$ amount of purchases for one market day:

- F Enter # of New Customers
- F Enter # of Transactions
- F Select Payment Method (e.g. SNAP/EBT) and Enter total \$ amount
- F Select Incentive program(s) and Enter total \$ amount(s)

Click 'Submit Transaction.'

**F** New Aggregate Transaction

## Transaction Log: Search, Edit, or Delete

- G Each market day has its own log. Click the 'Transaction Log' tab to:
- G Search for a transaction or 'View More Days' to see a different day
- G Edit or delete a transaction


**G**

Time	Customer	Research ID	POS ID	Payment	Amount	Incentive	Distributed	Entry
09:20 AM	Anonymous	None	None	SNAP / EBT	\$20.00	SNAP Matching	\$10.00	Manual
09:19 AM	SL2400	None	None	Multiple	\$25.00	SNAP Matching	\$12.50	Manual
09:18 AM	HF4920	341224	None	SNAP / EBT	\$10.00	SNAP Matching	\$5.00	Manual

## Step 2: Enter Payment & Redemption Data by Vendor (Optional)

Click the 'Vendor Reimbursement' tab to enter payment (e.g. SNAP/EBT) and incentives redeemed by each vendor. Only payment methods selected on your Profile page will appear.

This page is optional; however the log is a useful record-keeping tool and helps you to calculate **required** post market questions about redemptions.

 Enter vendor's name & check box if vendor sells fruits or vegetables and/or SNAP eligible products (including fruits or vegetables).  
*FM Tracks remembers vendor details, so you need to enter them only once.*

Enter TOTAL \$ amount reimbursed by vendor for each payment type.

Additional options:

- Enter Gross Sales (all sales for each vendor).
- Enter # of Transactions for each Payment Type.

When complete, click 'Submit Reimbursement.'

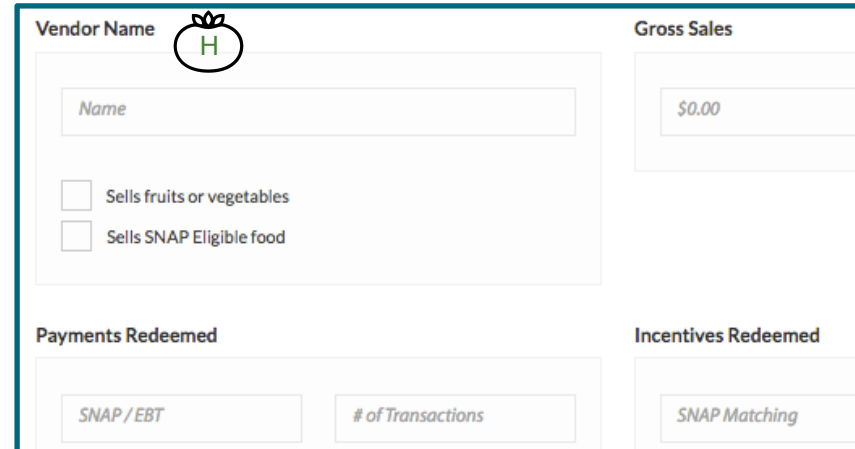
### Reimbursement Log: Search, Edit, or Delete

Each market day has its own log. Click the 'Reimbursement Log' to:



 Search the reimbursement log.





Edit  or delete  a transaction.

 Click 'View More Days' to view other logs.



Redemption Count	Payment Redeemed	Incentives Redeemed
4	\$870.00	\$490.00


Search   [View More Days](#) 

Time	Vendor	Payments Redeemed	Incentives Redeemed		
04:59 PM	Farmer A	\$680.00	\$360.00		
04:56 PM	FARMER D	\$110.00	\$50.00		

## Step 3: Answer Post Market Questions (Mandatory)

Click the 'Post Market' tab to answer post market questions.

A pop-up box will appear: 'You're missing post market information for these days.' Choose market date from the dropdown. *You will be prompted to answer questions for each market day, based on dates of operation you entered in your Profile page.*

 Answer required questions (marked with an asterisk, \*) about payments and incentives redeemed and number of vendors participating.

Click 'Submit Post Market Report.'

