

# Batch Reporting Form

MONTH: JUNE

MARKET: VERMONT

Week 1: 6/5

Week 2: 6/12

Week 3: 6/19

Week 4: 6/26

**Summary Report**

AMEX			
Sales	1	\$101.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	1	\$101.00	
Discover			
Sales	1	\$11.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	1	\$11.00	
MasterCard			
Sales	11	\$531.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	11	\$531.00	
Visa			
Sales	7	\$307.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	7	\$307.00	
EBT			
Sales	11	\$149.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Total	11	\$149.00	
<b>GRAND TOTALS</b>			
Sales	31	\$1,099.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Grand Total	31	\$1,099.00	

**Summary Report**

MasterCard			
Sales	5	\$229.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	5	\$229.00	
Visa			
Sales	6	\$221.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	6	\$221.00	
<b>1 DD: \$22 : \$10</b>			
DEBIT			
Sales	2	\$142.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Total	2	\$142.00	
EBT			
Sales	5	\$64.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Total	5	\$64.00	
<b>GRAND TOTALS</b>			
Sales	18	\$656.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Grand Total	18	\$656.00	

**END OF REPORT**

**Summary Report**

AMEX			
Sales	1	\$21.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	1	\$21.00	
MasterCard			
Sales	7	\$377.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	7	\$377.00	
Visa			
Sales	6	\$135.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	6	\$135.00	
DEBIT			
Sales	6	\$150.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Total	6	\$150.00	
<b>GRAND TOTALS</b>			
Sales	23	\$793.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Grand Total	23	\$793.00	

**Summary Report**

Discover			
Sales	1	\$16.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	1	\$16.00	
MasterCard			
Sales	5	\$265.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	5	\$265.00	
Visa			
Sales	7	\$182.00	
Surcharge	0	\$0.00	
Returns	0	\$0.00	
Total	7	\$182.00	
DEBIT			
Sales	2	\$52.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Total	2	\$52.00	
EBT			
Sales	3	\$110.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Total	3	\$110.00	
<b>GRAND TOTALS</b>			
Sales	19	\$578.00	
Cash Back	0	\$0.00	
Returns	0	\$0.00	
Grand Total	19	\$578.00	

**END OF REPORT**

	Trans.	Sales	Crop Cash
EBT Food	9	129	90
Direct Deposit	0	0	0
EBT Cash	2	70	20
<b>TOTAL</b>	<b>11</b>	<b>149</b>	<b>110</b>

	Trans.	Sales	Crop Cash
EBT Food	5	64	50
Direct Deposit	1	22	10
EBT Cash	0	0	0
<b>TOTAL</b>	<b>6</b>	<b>86</b>	<b>60</b>

	Trans.	Sales	Crop Cash
EBT Food	3	110	30
Direct Deposit	4	40	40
EBT Cash	0	0	0
<b>TOTAL</b>	<b>7</b>	<b>150</b>	<b>70</b>

	Trans.	Sales	Crop Cash
EBT Food	3	53	30
Direct Deposit	2	20	20
EBT Cash	0	0	0
<b>TOTAL</b>	<b>5</b>	<b>73</b>	<b>50</b>

\*For week 5 use another sheet

**Enter all data as SNAP/EBT transactions in FM Tracks since all of these transactions are SNAP payments.**

You should use the last row (i.e. Total) to submit the aggregate transaction for the specific market date.

Example, for June 5<sup>th</sup> the data would be entered onto FM Tracks as:  
 11 SNAP EBT Transactions  
 \$149 Total Payment Amount  
 \$110 Crop Cash

# Transaction Entry Guide

The screenshot shows the Farmers Market reporting interface. At the top left is the FM logo. A search bar is next to it. Below the logo is the market name and a navigation menu with 'Enter Daily Sales & Data' (step 1), 'Manage Profile', and 'Run Reports'. A notification says '2 open post market reports'. The date 'July 09' (step 2) is in the center. Below this is a toolbar with 'Transactions' (step 3), 'Vendor Reimbursement', and 'Post Market'. At the bottom, there are three buttons: 'New Individual Transaction', 'New Aggregate Transaction' (step 4), and 'Transaction Log'. The main form is titled 'New Aggregate Transaction' and contains several fields: '# of New Customers' (step 6), a dropdown for 'SNAP / EBT' (step 6), 'Enter Total # of SNAP Transactions Receiving Crop Cash' (step 5), '\$ Total Payment Amount' (step 7), 'Incentives' with a checked 'Crop Cash' box (step 8), and '\$ 0.00' (step 9). At the bottom of the form is a green 'Add' button (step 10).

## Reporting Steps

- 1) Select *Enter Daily Sales & Date* from top toolbar.
- 2) Select the appropriate **date** that of your market (using arrows to toggle between dates).
- 3) Select *Transactions* from the middle toolbar.
- 4) Select *New Aggregate Transaction* from bottom toolbar.

*Use the data from the last row of the Batch Reporting Form to complete Steps 5-10 for each market date.*

- 5) Enter **number of 3SquaresVT/SNAP (EBT Food) transactions**.
- 6) Select SNAP/EBT (from dropdown).
- 7) Enter **total amount of 3SquaresVT/SNAP (EBT Food) spent** that day.
- 8) Check box next to *Crop Cash*.
- 9) Enter **total amount of Crop Cash distributed** that day.
- 10) Click *Add*

# Post Market Entry Guide

**1** Enter Daily Sales & Data

**2** July 09

**3** Post Market

**4**

You are submitting a post-market report for 07/09/17.

- \*What was the amount of SNAP redeemed by vendors today?
- \*What was the total amount of SNAP incentives redeemed by vendors for fruits and vegetables today?
- \*How many producer/vendors were selling at this market today?
- \*How many producer/vendors were selling fruits and vegetables today?
- \*How many of the producer/vendors were eligible to accept SNAP today?
- \*How many paid staff were involved in the administration of the incentive program today?
- \*How many volunteers were involved in administration of the incentive program today?
- \*Did you have any of the following activities today? Check all that apply:
- How many total hours did your market spend administering the Crop Cash Incentive Program (total includes at-market administration and post-market reporting)?

**5** Submit Post Market Report

Enter total \$1 tokens redeemed by vendors

Enter total Crop Cash redeemed by vendors

Enter ALL vendors

Enter # vendors that can accept Crop Cash

Enter # vendors that can accept \$1 tokens

Hours of market + any time spent reporting data and reimbursing vendors

## Reporting Steps

1. Select *Enter Daily Sales & Date* from top toolbar.
2. Select the appropriate **date** that of your market (using arrows to toggle between dates).
3. Select *Post Market* from the middle toolbar.
4. Enter required data (see notes to right).
5. Click *Submit Post Market Report*