Batch Reporting Form

Week 1: $U/5$ Week 2: $U/12$ Week 3: $U/12$ Week 4: $U/12$ Summary Report Summary Report </th <th>INTH: JUNE</th> <th>MARKET: VERMONT</th> <th>6/19</th> <th>6/26</th>	INTH: JUNE	MARKET: VERMONT	6/19	6/26		
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	11 199 110					

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 5th the data would be entered onto FM Tracks as: 11 SNAP EBT Transactions \$149 Total Payment Amount \$110 Crop Cash

Transaction Entry Guide

Search here					
Farmers Mark 1 Enter Daily Sales & Data Manage Profile	cet Run Reports	2 open post market reports			
3	 Q July 09 ⊙ 				
(§) Transactions	🗐 Vendor Reimbursement	Post Market			
New Individual Transaction 4	New Aggregate Transaction	Transaction Log			
New Aggregate Transaction 5					
6 # of New Customers 7	Enter Total # of SNAP	Transactions Receiving Crop Cash			
SNAP / EBT ~ \$ Tota 10	I Payment Amount Incentives Crop Cash	9 \$ 0.00			
Add					

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

Search here	
 Farmers Market Enter Daily Sales & Data Manage Profile Run Reports 2 3 4 4	open post market reports
Transactions Vendor Reimbursement 3 2 Post	Market
You are submitting a post-market report for 07/09/17.	
 *What was the amount of SNAP redeemed by vendors today? 	Enter total \$1 tokens redeemed by vendors
 *What was the total amount of SNAP incentives redeemed by vendors for fruits and vegetables today? 	Enter total Crop Cash redeemed by vendors
 *How many producer/vendors were selling at this market today? 	Enter ALL vendors
 *How many producer/vendors were selling fruits and vegetables today? 	Enter # vendors that can accept Crop Cash
*How many of the producer/vendors were eligible to accept SNAP today?	Enter # vendors that can accept \$1 tokens
*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: 	Select 💌
 How many total hours did your market spend administering the Crop Cash Incentive Program (total includes at-market administration and post-market reporting)? 	Hours of market + any time spent reporting data and reimbursing
Submit Post Market Report	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