

Crop Cash Data Reporting Checklist & Instructions

Monthly Data Reporting Checklist (to be completed by the 7th of the following month)

- Attach batch reports from EBT machine to Batch Reporting Form
- Fill out tables on Batch Reporting Form with transaction data (see page 2)
- Mail or email Batch Reporting Form to jennie@nofavt.org or:
 - NOFA-VT, c/o Jennie Porter
 - PO Box 697
 - Richmond, VT 05477
- Enter SNAP transaction and Crop Cash distribution data into the 'Transactions' tab in FM Tracks (see page 3)
- Enter SNAP and Crop Cash redemption data into the 'Vendor Reimbursement' tab in FM Tracks (see page 4)
- Enter market information into the 'Post Market' tab in FM Tracks (see page 5)

Batch Reporting Form

MONTH: JUNE MARKET: VERMONT

Week 1: 6/5

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 2 EBT Cash \$149.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Total 11 \$149.00

GRAND TOTALS
Sales 31 \$1,099.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Grand Total 31 \$1,099.00

Week 2: 6/12

Summary Report

MasterCard:
Sales 5 \$226.00
Surcharge 0 \$0.00
Returns 0 \$0.00
Total 5 \$226.00

Visa:
Sales 6 \$221.00
Surcharge 0 \$0.00
Returns 0 \$0.00
Total 6 \$221.00

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

GRAND TOTALS
Sales 18 \$656.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Grand Total 18 \$656.00

END OF REPORT

Week 3: 6/19

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 1 \$150.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Total 1 \$150.00

EBT:
Sales 3 \$110.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Total 3 \$110.00

GRAND TOTALS
Sales 23 \$793.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Grand Total 23 \$793.00

Week 4: 6/26

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 4 \$73.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Total 4 \$73.00

GRAND TOTALS
Sales 19 \$598.00
Cash Back 0 \$0.00
Returns 0 \$0.00
Grand Total 19 \$598.00

END OF REPORT

	Trans.	Sales	Crop Cash
EBT Food	9	129	90
Direct Deposit	0	0	0
EBT Cash	2	20	20
TOTAL	11	149	110

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

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

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

*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 5th 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 displays the Farmers Market software interface. At the top left is the FM logo. A search bar is located next to it. The main header shows the market name and a notification for 2 open post market reports. The navigation bar includes 'Enter Daily Sales & Data', 'Manage Profile', and 'Run Reports'. The date selector is set to July 09. The middle toolbar contains 'Transactions', 'Vendor Reimbursement', and 'Post Market'. The bottom toolbar has 'New Individual Transaction', 'New Aggregate Transaction', and 'Transaction Log'. The 'New Aggregate Transaction' form includes the following fields:

- 6: # of New Customers
- 7: SNAP / EBT (dropdown menu)
- 7: Total Payment Amount (with dollar sign icon)
- 5: Enter Total # of SNAP Transactions Receiving Crop Cash
- 8: Incentives (checkbox checked for Crop Cash)
- 9: \$ 0.00
- 10: Add button

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*

VENDOR REIMBURSEMENT GUIDE

The screenshot shows the vendor reimbursement interface for the Brattleboro Winter Farmers Market. The interface is divided into several sections:

- Top Toolbar:** Contains the 'Enter Daily Sales & Data' button (1), 'Manage Profile', and 'Run Reports'.
- Market Header:** Displays 'Brattleboro Winter Farmers Market' and a notification for '5 open post market reports'. A date selector shows 'April 28' (2).
- Middle Toolbar:** Contains 'Transactions' (3), 'Vendor Reimbursement' (4), and 'Post Market'.
- Bottom Toolbar:** Contains 'Add Reimbursement' (5) and 'Reimbursement Log'.
- Form Fields:**
 - Vendor Name:** A dropdown menu set to 'ALL VENDORS' (6).
 - Gross Sales:** A text input field showing '\$0.00'.
 - Payments Redeemed:** A grid of input fields for 'Cash', 'Check', 'Credit / Debit Card', and 'SNAP / EBT' (7), each with a corresponding '# of Transactions' field.
 - Incentives Redeemed:** A text input field set to 'Crop Cash' (8).
 - Total Redeemed:** A large green box displaying '\$0.00'.
- Submit Button:** A green button labeled 'Submit Reimbursement' (9) at the bottom of the form.

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 *Vendor Reimbursement* from the middle toolbar.
4. Select *Add Reimbursement* from bottom toolbar.
5. Enter "ALL VENDORS" under 'Vendor Name.'
6. Check the boxes next to 'Sells fruits or vegetables' and 'Sells SNAP eligible food.'
7. Under 'Payments Redeemed', enter the total amount of SNAP (\$1) tokens redeemed by vendors.
8. Under 'Incentives Redeemed', enter the total amount of Crop Cash redeemed by vendors.
9. Click 'Submit Reimbursement.'
 - a. Entries can be reviewed and edited in the 'Reimbursement Log.'

Post Market Entry Guide

The screenshot shows the 'Brattleboro Winter Farmers Market' reporting page. At the top, there is a search bar and a user profile for 'Jennie Porter'. Below this is a green header with the market name and a notification for '5 open post market reports'. A toolbar contains 'Enter Daily Sales & Data', 'Manage Profile', and 'Run Reports'. A date selector shows 'April 28'. A middle toolbar has 'Transactions', 'Vendor Reimbursement', and 'Post Market'. A notification states 'You are submitting a post-market report for 04/28/18.'. The main form contains several questions with input fields. A red box highlights the input fields for the first seven questions. A 'Submit Post Market Report' button is at the bottom.

*Total number of vendors selling at this market today?	Enter ALL vendors	<input type="text"/>
*Number of vendors eligible to accept SNAP today?	Enter # of vendors that accept \$1 tokens	<input type="text"/>
*Number of vendors selling fruits and vegetables today?	Enter # of vendors that accept Crop Cash	<input type="text"/>
*How many paid staff were involved in the administration of the incentive program today?		<input type="text"/>
*How many volunteers were involved in administration of the incentive program today?		<input type="text"/>
*Did you have any of the following activities today? Check all that apply:		<input type="text" value="Select..."/>
What was the weather like today? pick all that apply		<input type="text" value="Select..."/>
How many total hours did your market spend administering the Crop Cash Incentive Program (total includes at-market administration and post-market reporting)?		<input type="text"/>
How much in Credit/Debit did all vendors redeem today?		<input type="text" value="\$___"/>
What was the total net sales for all vendors for today?		<input type="text" value="\$___"/>

Hours of market + any time spent reporting data or 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*