

FM Tracks & Getting Paid!
Step-by-Step Guide

Minimum Data Requirements

- FM Tracks ID (Individual Transaction Screen)
- SNAP + FAB Redeemed (Vendor Reimbursements Screen)
- SNAP Transactions (Vendor Reimbursements Screen)
- # of FAB eligible producers (Post Market Report Screen)
- # of SNAP eligible producers (Post Market Report Screen)
- SNAP + FAB Distributed (Transaction Log Report)

**For Direct Deposit,
Every Week**

We Need:

- Individual Transaction Log
- Vendor Reimbursement
- Post Market Report

See step-by-step instructions below

Individual Transaction

Search here... The Red Tomato Will Take You To The Home Page Rachael Reichenbach

Flora Bama Farms of Pensacola

Enter Daily Sales & Data Manage Profile Run Reports

Today September 18

Transactions Vendor Reimbursement Post Market

New Individual Transaction New Aggregate Transaction Transaction Log

This is your first step for entering data

Payment Method Auto-Calculate This automatically produces the 50% discount when you check here

SNAP / EBT \$ 10.00

Customer ID RR1234 FM Tracks ID - First and Last Initial, Last 4 Digits on EBT Card Anonymous

Incentives Fresh Access Bucks (-\$5.00) edit FAB Frequent Shopper (+\$5.00) edit \$5 FAB Flyer (+\$5.00) edit

Total Currency

Payment Method Auto-Calculate If FAB purchase is less than half of total purchase, uncheck this

SNAP / EBT \$ 15.00

Customer ID RR1234 Manually enter amount of FAB purchase here Anonymous

Incentives Fresh Access Bucks 5 FAB Frequent Shopper Incentive Amount \$5 FAB Flyer Incentive Amount

Customer Zip Code

***Only input data on market days designated in your FMTracks profile.**

Ex: If your outlet is open on Saturdays and Sundays, only input SNAP/FAB data on Saturdays and Sundays.*

How to Enter Vendor Reimbursement

The screenshot shows the top navigation bar with the FM logo, a search bar, and the user name 'Rachael Reichenbach'. Below this is a green header for 'Flora Bama Farms of Pensacola' with buttons for 'Enter Daily Sales & Data', 'Manage Profile', and 'Run Reports'. A secondary bar shows the date 'Today September 07'. The main navigation area includes 'Transactions', 'Vendor Reimbursement' (circled in red), and 'Post Market'. Below this are two buttons: 'Add Reimbursement' (circled in red) and 'Reimbursement Log'.

The form is divided into two main sections: 'Vendor Name' and 'Gross Sales'.
The 'Vendor Name' section includes a text input field for 'Name', two checkboxes for 'Sells fruits or vegetables' and 'Sells SNAP Eligible food', and a 'Payments Redeemed' section with inputs for 'SNAP / EBT' (circled in red) and '# of Transactions' (circled in red). Red arrows point from 'SNAP Redeemed' to the 'SNAP / EBT' field and from 'SNAP Transactions' to the '# of Transactions' field.
The 'Gross Sales' section has a text input field for '\$0.00'.
The 'Incentives Redeemed' section includes inputs for 'Fresh Access Bucks' (circled in red), 'FAB Frequent Shopper', and '\$5 FAB Flyer'. A red arrow points from 'FAB Redeemed' to the 'Fresh Access Bucks' field.

Note if you are the only vendor at your outlet (i.e. you are a Mobile Market, Produce Stand, or CSA) enter your outlet name for 'Vendor Name' and check both boxes for 'Sells fruits and vegetables' & 'Sells SNAP Eligible food'.

Gross Sales is Not Required.

Post Market Report

Flora Bama Farms of Pensacola

Enter Daily Sales & Data Manage Profile Run Reports

August 19

Transactions Vendor Reimbursement Post Market

You are submitting a post-market report for 08/19/18.

*Total number of vendors selling at this market today?	1.00
*Number of vendors eligible to accept SNAP today?	1.00
*Number of vendors selling fruits and vegetables today?	1.00
*How many paid staff were involved in the administration of the incentive program today?	23.00
*How many volunteers were involved in administration of the incentive program today?	3.00
*Did you have any of the following activities today? Check all that apply:	Taste Test, Activities For Kids, Chef/Cooking Demonstration

Submit Post Market Report

***Only input data on market days designated in your FMTracks profile.**

Ex: If your outlet is open on Saturdays and Sundays, only input SNAP/FAB data on Saturdays and Sundays.*

Note that the last question "Did you have any of the following activities today? Check all that apply." is where you will note if you provided any nutrition education. Six distinct nutrition education events are required per year.

How to Check Your Vendor Reimbursement

Flora Bama Farms of Pensacola

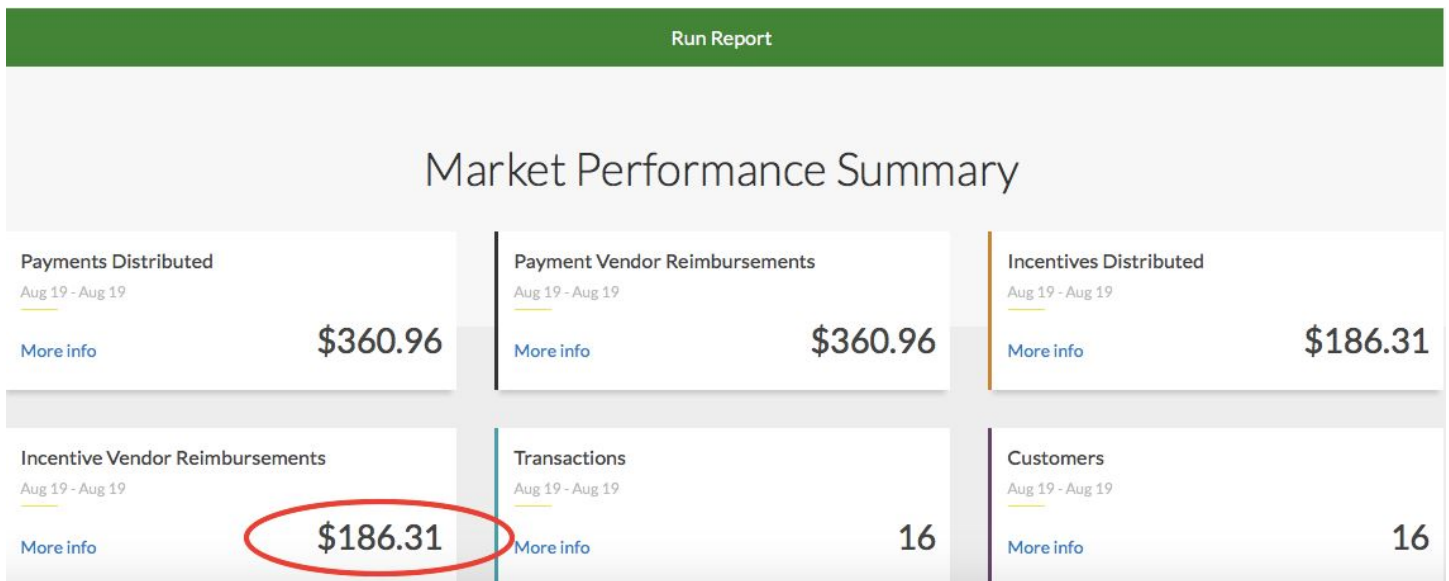
Enter Daily Sales & Data | Manage Profile | Run Reports

Reports | Logs | Exports

Flora Bama Farms Of Pensacola | Any Market Day

08/19/2018 | 08/19/2018

Any Payment Method | Any Incentive Type | Nothing Selected



Data entered for the latest market day(s) between Monday - Sunday will be reimbursed the following week.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday before 12 pm EST
							FM Tracks Data for this Day is not Included in this Week's Reimbursement	FM Tracks Data from Preceding Week (Highlighted in Pink) Will Be Reimbursed

Individual Transaction Log

Flora Bama Farms of Pensacola

Enter Daily Sales & Data Manage Profile Run Reports

Reports **Logs** Exports

Transactions Reimbursements

Search

Flora Bama Farms Of Pensacola 08/19/2018 08/19/2018 Search

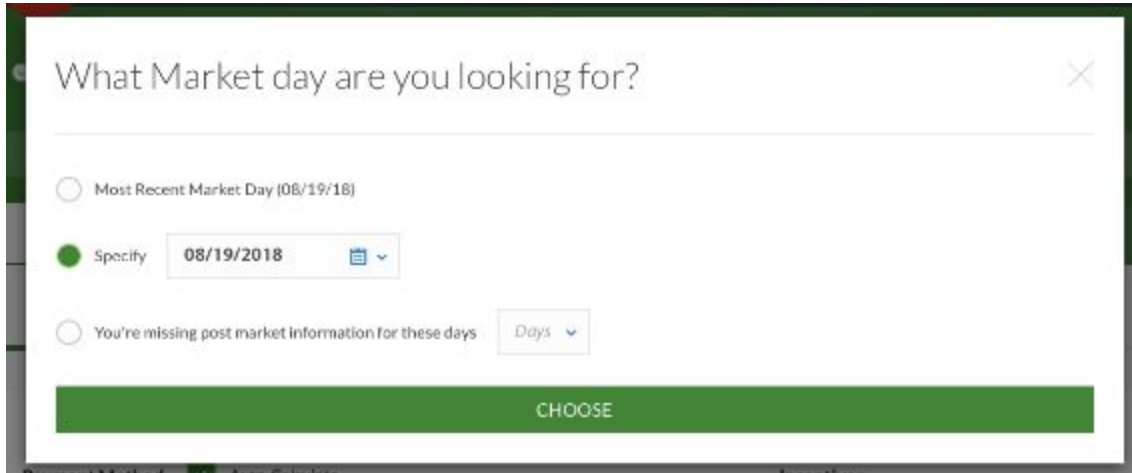
Transactions	Payment Distributed	Incentives Distributed
16	\$360.96	\$186.31

'Incentives Distributed' must match 'Incentive Vendor Reimbursements' (see the red oval at the bottom of the previous page). If they don't match, don't worry! Scroll down to the handy guide at the end of this document - "Updating FM Tracks Data to Square Up Distributed and Redeemed"

Updating FM Tracks Data to Square Up Distributed and Redeemed
(When these match, your data is up to date, correct, and you're going to get paid!)

If you need to input new transactions that you missed when you first entered your data, start here at Step One.
If you don't have any new transactions to enter, skip down to Step Two.

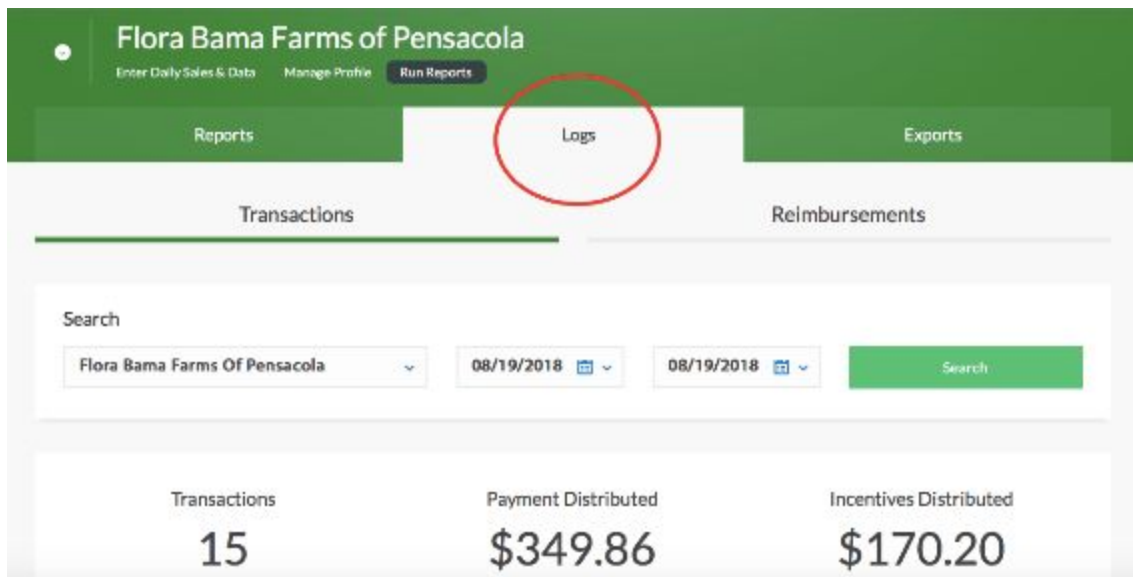
Step One: When you click on 'Enter Daily Sales & Data', this window will pop up. :



The screenshot shows a dialog box with the title "What Market day are you looking for?". It contains three radio button options: "Most Recent Market Day (08/19/18)", "Specify 08/19/2018" (which is selected), and "You're missing post market information for these days" with a "Days" dropdown menu. A green "CHOOSE" button is at the bottom.

Then enter the transactions under 'New Individual Transaction' like you usually do. Make sure to choose the correct market day!

Step Two: Now you need to get the totals that you've *distributed*. This will help you square these numbers up with your *reimbursement* numbers. To do this, go to logs, and click on Transactions, and then enter in the date you're looking for (ex. August 19th), like so:



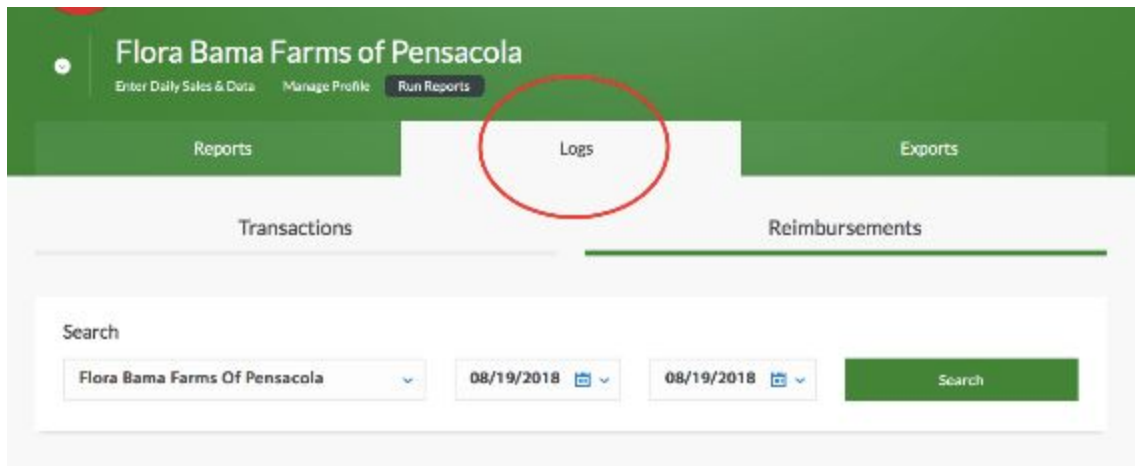
The screenshot shows the "Flora Bama Farms of Pensacola" dashboard. The "Logs" tab is selected and circled in red. Below it, the "Transactions" section is active, showing a search bar with filters for "Flora Bama Farms Of Pensacola" and "08/19/2018". Below the search bar, a summary table displays the following data:

Transactions	Payment Distributed	Incentives Distributed
15	\$349.86	\$170.20

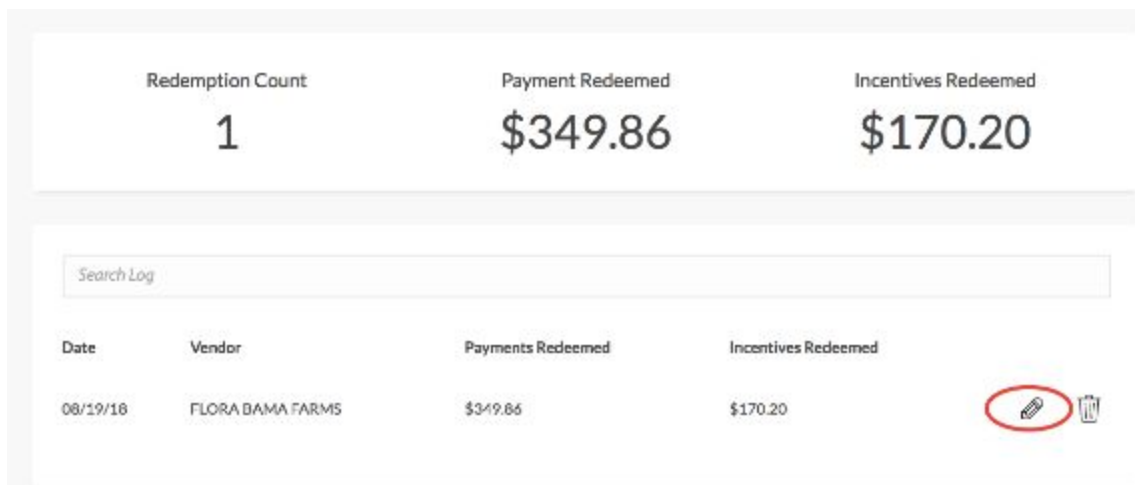
Make a note of your Payment Distributed and Incentives Distributed. Or, keep this window open, and open FM Tracks in a new window.

Then, you need to update the Reimbursements so everything matches up. You got this!

Step Three: Go to logs, click on Reimbursements, and then enter in the date you're looking for (August 19th), like so:



Step Four: Here's where you'll edit your reimbursements to match your transaction:



Click on that little pencil, and update the numbers so Payments Distributed matches Payments Redeemed and Incentives Distributed matches Incentives Redeemed.