

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

The screenshot shows the top navigation bar with the FM logo, a search bar, and the user name Rachael Reichenbach. Below the navigation bar is the Flora Bama Farms of Pensacola header with buttons for 'Enter Daily Sales & Data', 'Manage Profile', and 'Run Reports'. The date 'Today September 18' is displayed. A main menu contains 'Transactions', 'Vendor Reimbursement', and 'Post Market'. Below this, three buttons are shown: 'New Individual Transaction' (circled in red), 'New Aggregate Transaction', and 'Transaction Log'. A red arrow points to the 'New Individual Transaction' button with the text 'This is your first step for entering data'.

The transaction entry form includes the following fields and options:

- Payment Method:** A dropdown menu set to 'SNAP / EBT' and a text box containing '\$ 10.00'. The 'Auto-Calculate' checkbox is checked and circled in red. A red arrow points to it with the text 'Automatically matches the SNAP Payment with the same amount of FAB Incentives, up to \$40'.
- Customer ID:** A text box containing 'RR1234' (circled in red) and an 'Anonymous' checkbox. A red arrow points to the text box with the text 'FM Tracks ID: first and last initial, last four digits of EBT Card'.
- Incentives:** A list of three checkboxes: 'Fresh Access Bucks (+\$10.00) edit' (circled in red), 'FAB frequent shopper (+\$5.00) edit', and '\$5 FAB Flyer (+\$5.00) edit'.
- Total Currency:** A label for the total amount.

***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 date indicator shows 'Today September 07'. A main menu contains 'Transactions', 'Vendor Reimbursement' (circled in red), and 'Post Market'. Below the menu 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 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). A red arrow labeled 'SNAP Redeemed' points to the 'SNAP / EBT' field, and another red arrow labeled 'SNAP Transactions' points to the '# of Transactions' field. The 'Gross Sales' section has a '\$0.00' input. Below this is an 'Incentives Redeemed' section with inputs for 'Fresh Access Bucks' (circled in red), 'FAB Frequent Shopper', and '\$5 FAB Flyer'. A red arrow labeled 'FAB Redeemed' points to the 'Fresh Access Bucks' field.

If your Outlet has more than one vendor (if you are a traditional farmers market) you will need to enter this information individually for every vendor.

You will need to include Vendor Name (consistency from week to week, please. Ex. Always enter 'Charlie's Carrots', not sometimes 'Charlie's Carrots' and sometimes 'Charlie Carrots'), and check the F&V and/or SNAP eligible food boxes.

Post Market Report

Notice the Date at the Top - Post Market Reports Will Only Appear on Dates When You Have Market

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

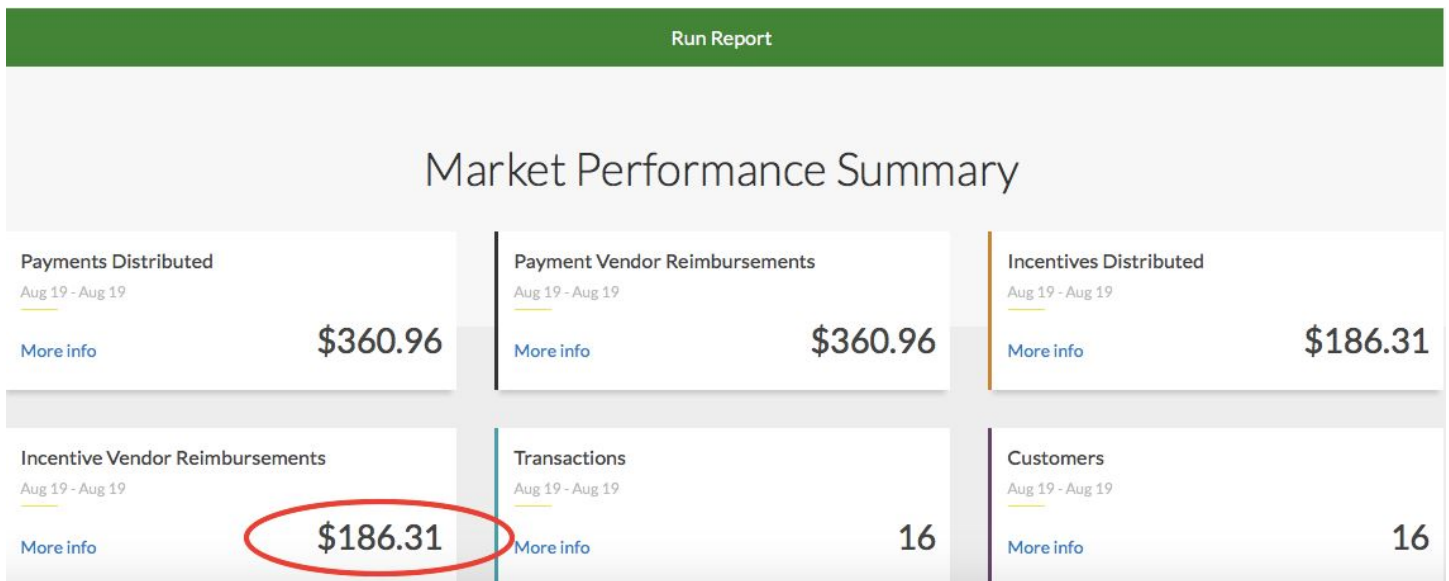
Submit Post Market Report

***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



***This is how much FAB you have redeemed.**

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

How to Check Your Individual Transaction Log

The screenshot shows the Flora Bama Farms of Pensacola dashboard. At the top, there are navigation options: 'Enter Daily Sales & Data', 'Manage Profile', and 'Run Reports'. Below this is a menu with 'Reports', 'Logs', and 'Exports'. The 'Logs' option is circled in red. Underneath, there are sections for 'Transactions' and 'Reimbursements'. A search bar is present with a dropdown menu set to 'Flora Bama Farms Of Pensacola' and two date filters both set to '08/19/2018', which are also circled in red. A green 'Search' button is to the right. At the bottom, a summary table displays the following data:

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

This is how much FAB you have distributed.