
Farmer's Market
Arizona AIM System



*Local Agency User Manual
August 2010*

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Chapter 9 – Farmer's Market

Capabilities

Purpose

The WIC Program issues Farmer's Market coupons to WIC participants so that they can go to a farmer market and purchase fresh fruits and vegetables.

In addition to issuing Farmer's Market coupons to participants registered in the AIM application, the WIC Program may also issue Farmer's Market coupons to the Navajo Nation and/or ITCA participants.

Only certain participants are eligible for Farmer's Market coupons, based upon their WIC category. The participants have to be in a current active WIC certification period. The WIC categories that can participate are: pregnant and postpartum women, and children ages one through four.

Currently coupons are worth \$3.00 each and are issued in books of 10 coupons. A family may have up to three participants, depending upon the number of eligible household members, eligible to receive the coupons.

The functionality within AIM includes the following:

- The ability to enroll an active WIC participant into the AZ WIC Farmer's Market Nutritional Program
- Track coupons from issuance through redemption that are distributed to participating local agencies and tribal nations
- The issuance of coupons (e.g. unique coupon numbers) to participants (by local agencies only – tribal nations will not be tracked at the participant level within AIM)
- The reconciliation of redeemed coupons
- View associated reporting

A Farmers Market button on the Client Registration screen for Farmer's Market it is grayed out when client is not eligible, (i.e. infant). Also if the Clinic does not participate in the Farmers Market Program, this button will be grayed out as well. When selecting this button, the Coupon Assignment screen displays this allows for the recording of issuance of farmer's market coupons. The number of coupons issued is validated to ensure that no more than 1 set of 10 coupons is issued for each qualified participant for the current fiscal year cycle. If coupons have already been issued within the current cycle (fiscal year) the screen will be populated with the previously issued coupon information and the following message will display at the bottom of the screen:

The coupon recipient must be an active WIC Participant to get Farmers Market coupons. When the Farmers Market push button is clicked, the Coupon Issuance screen pops up and the CNW will enter the first coupon number, and re-enter the first coupon number for verification, and then the system automatically assigns the next consecutive nine coupon numbers to complete the ten coupon issuance and default the value of each coupon to \$3.00. These coupons are pre-numbered. The numbers are validated against a range set up in the Farmers Market Issue Coupon Screen and stored in the table.

The top page of each booklet will be a receipt slip that will document the coupons issued and provide for a signature indicating that the coupons were received. No functionality will be required within AIM to accommodate Farmers Market Issuance Receipts.

For state agency use only, is the Farmer Info screen used for the entry of approved farmers. It is used to add farmers once approved, make modifications, and to inactivate farmers that are no longer approved.

For state agency use only, is the Coupon Inventory screen so that ranges of coupon IDs can be assigned to Local Agencies and/or tribal nations for a fiscal year. When coupons are assigned to a tribal nation, no participant data will be entered in the coupon issuance screen.

The Farmer's Market function module is intended to process all farmers market coupons that are redeemed by participants and farmers.

General Description

Farmer's Market Module is made up of the following functions:

Coupon Assignment

Enroll active and eligible WIC participants into the Farmer's Market Nutritional Program

Track Current Status of Farmer's Market Coupons

The System provides the ability to track the current status of farmer's market coupons.

Maintain Farmer's Market Coupon Numbers

The System will consider the range of farmer's market coupon numbers that have been assigned to Local Agency and are legitimately available for issuance.

Provide Coupon Status to Local Agencies

The Arizona FMNP will pass redemption information from the consolidated issuance/redemption database at the State Agency down to the Local Agency. This movement of data will be done utilizing the end of day process.

Reconcile Redeemed Coupons

Coupons issued to WIC participants are submitted to farmers as payment for the approved produce items. Farmers in turn submit these coupons for payment to their bank.

Maintain Farmer Information

Utilized to add farmers once approved, make modifications, and to inactivate farmers that are no longer approved.

Farmer's Market Coupon Redemption

A file of redeemed Farmer's Market coupons is received from the bank. The AIM End of Day checks if this file exists on the FSMC 'ftp' site and retrieve it and process it if it is there. This file is processed as a part of End of Day. The redemption information is reconciled against the issuance coupon numbers in the table.

Produce Farmers Market Reports

The AIM System generates some reports from the Farmer's Market module. Reports are listed with a brief description for reference purposes. It is anticipated Local Agency staff will utilize a limited number of these reports. Detail instruction for these reports are provided in this chapter.

Produce Farmer's Market Issuance vs. Redeemed Report

A report created displays the monthly Farmer's Market Bank Issuance / Reconciliation activity. This will show the total coupons issued by the local agency to participants compared against the coupons redeemed by participants for the month.

Produce Farmer's Market Coupon Reconciliation Report

A report created displays the monthly Farmer's Market Bank Issuance / Reconciliation activity (functioning like the Daily FI Bank Reconciliation report). This displays the coupons redeemed by the bank and disposition information, and includes both local agency and tribal nation bank activity.

Produce Farmer's Market Participation by Category and Ethnicity

Reports the count of the number of participants within a user specified date range determined to be participating broken down by category. A list of the participants included in the count totals serves as the detail portion of the report. The FM status is used to place participants in a category for final totals. The categories are: WIC Children (C1 to C4), and Pregnant women, Breastfeeding Women (EN, PN), and Post Partum Women. This report does not include participation data from tribal nations.

Description of Farmer's Market Functions

When clicking on the Farmer's Market button from the AIM System Master Menu, the following window is displayed:

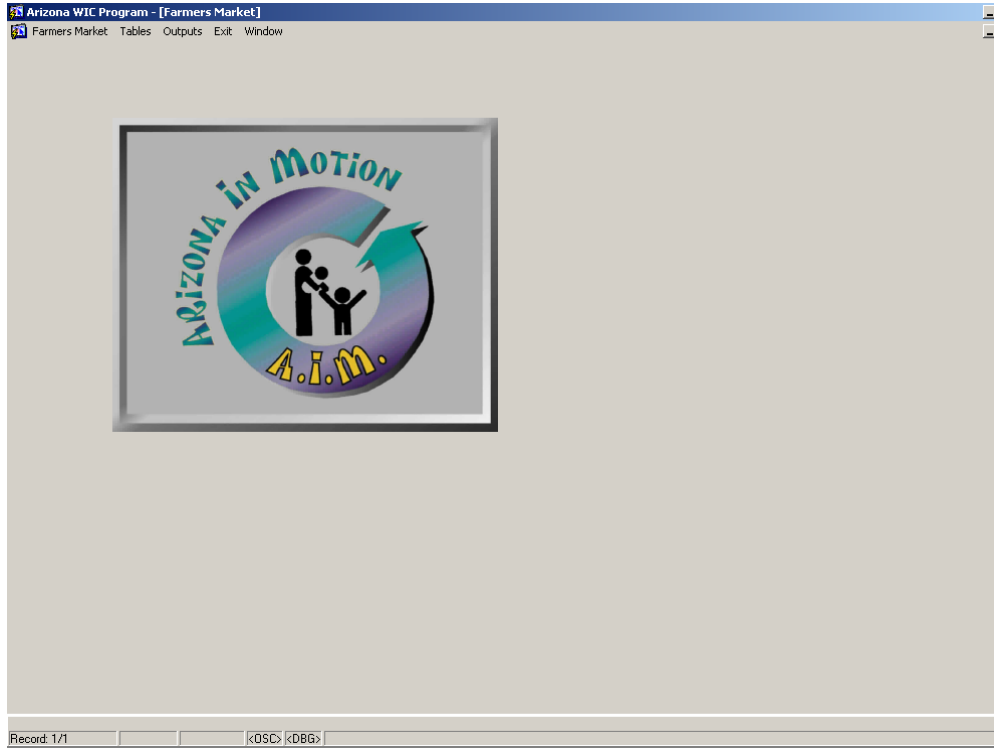
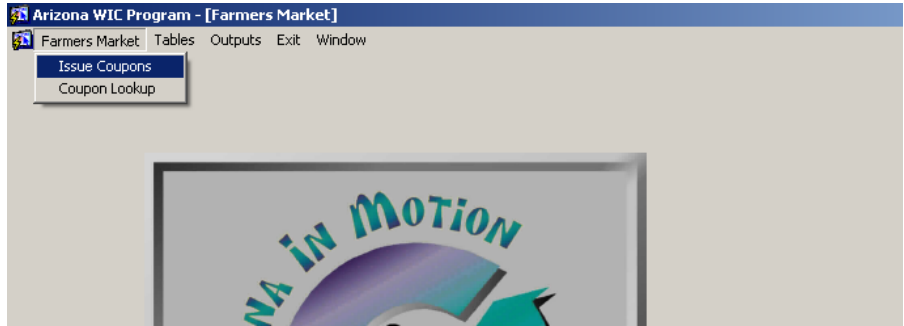


Figure 1 – Farmers Market Splash Screen

Issuing Farmer’s Market Coupons

To Issue Farmer’s Market Coupons:

1. Click on Farmers Market from the menu bar.
2. Click on Issue Coupons as shown below:



The Farmers Market Issuance Window is displayed:

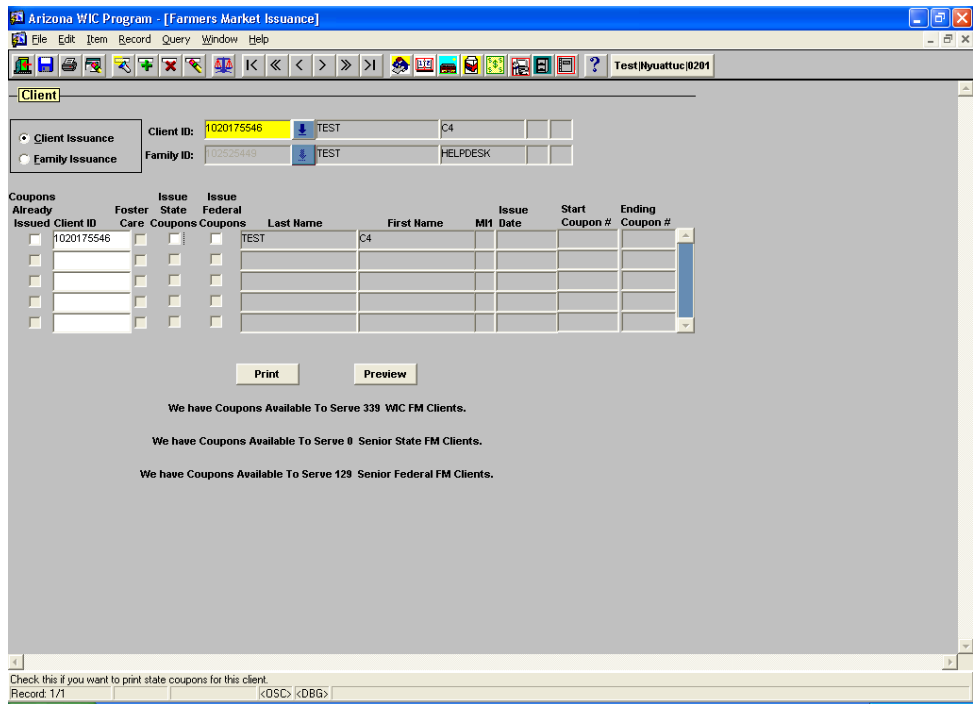


Figure 2 – Farmers Market Issuance

Issue Farmers Market Coupons

1. For Issuance, select either client or family issuance of Farmers Market Issuance.
2. Click the list of values button to the right of the Client ID field, then select the participant to whom to issue farmers market coupon by double clicking on her/his name, or type in the appropriate id number. The system will automatically populate the spaces to the right of this list of values button with the client's name.
3. Press the F8 key once to execute the query
 - a. Automatically populate the following fields: Client ID, Last Name, First Name, MI1, MI2.
4. If issuing WIC Federally funded coupons: Click the Issue Federal Coupons check box. A starting and ending coupon range will be assigned to the client.
5. If issuing Senior's Federally funded coupons: Click the Issue Federal Coupons check box (CSFP clients only). A starting and ending coupon range will be assigned to the client.
6. If issuing Senior's State funded coupons: Click the Issue State Coupons check box (CSFP clients only). A starting and ending coupon range will be assigned to the client.
7. To preview coupons, click the Preview push button
8. To print coupons, click the Print push button

Figure 2 – Market Coupon Issuance*Fields:*

Client ID - Double-clicking this brings up the Client/Family Lookup window that allows the user to select a client identification number. The user can also select participants from a list of values. This entry is mandatory. The Client Last Name, First Name and Middle Initials are also shown.

Family ID – Double clicking this brings up the Client/Family lookup window that allows the user to select a Family ID number. The user can also select Families from a list of values. This field is mandatory if Family Issuance is selected.

Last Name - The last name of the client selected or all clients in the family/economic unit. This field is display only.

First Name - The first name of the client selected or all clients in the family/economic unit. This field is display only.

MI 1 - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.

MI 2 - The second middle initial of the client selected or all clients in the family/economic unit. This field is display only.

Client ID - This field is a display only of the client selected or all clients in the family/economic unit.

Last Name - The last name of the client selected or all clients in the family/economic unit. This field is display only.

First Name - The first name of the client selected or all clients in the family/economic unit. This field is display only.

MI 1 - The first middle initial of the client selected or all clients in the family/economic unit. This field is display only.

Issue Date - The date the coupons were issued. This field is display only.

Start Coupon Number (#) - Displays the first coupon in a coupon book of ten (10). This field is display only.

Ending Coupon Number (#) - Displays the last coupon in a coupon book of ten (10). This field is display only.

Check Box(es):

Coupons Already Issued - The system automatically checks this box if the client is eligible and has been issued farmer's market coupons. Eligible clients are only allowed one issuance of Farmers Market per Federal Fiscal Year.

Foster Care – This checkbox is automatically checked when the client has been designated as a Foster Child on the Client registration screen. This checkbox is display only.

Issue State Coupons – This field is checkbox that a user can check if they want to use issue State coupons for eligible clients.

Issue Federal Coupons - This field is checkbox that a user can check if they want to use issue Federal coupons for eligible clients.

Radio Button(s):

Client Issuance - If this radio button is clicked when the Client ID field is entered/selected, only that particular Client identification and name will appear in the Farmers Market coupon list below.

Family Issuance - If this radio button is clicked when the Family ID field is entered/selected, those particular families Client identification and name will appear in the Farmers Market coupon list below.

Push Button(s):

Print – The user clicks on this button to print coupons.

Preview - The user clicks on this button to preview coupons.

Calculation(s):

Display the number of WIC, Senior State and Senior Federal clients that can be served with the assigned coupons for the clinic.

Looking up a Farmer's Market Coupon

To Look up a Farmer's Market coupon:

1. Click on Farmers Market from the menu bar.
2. Click on Coupon Lookup as shown below:



The Coupon Lookup Window is displayed:

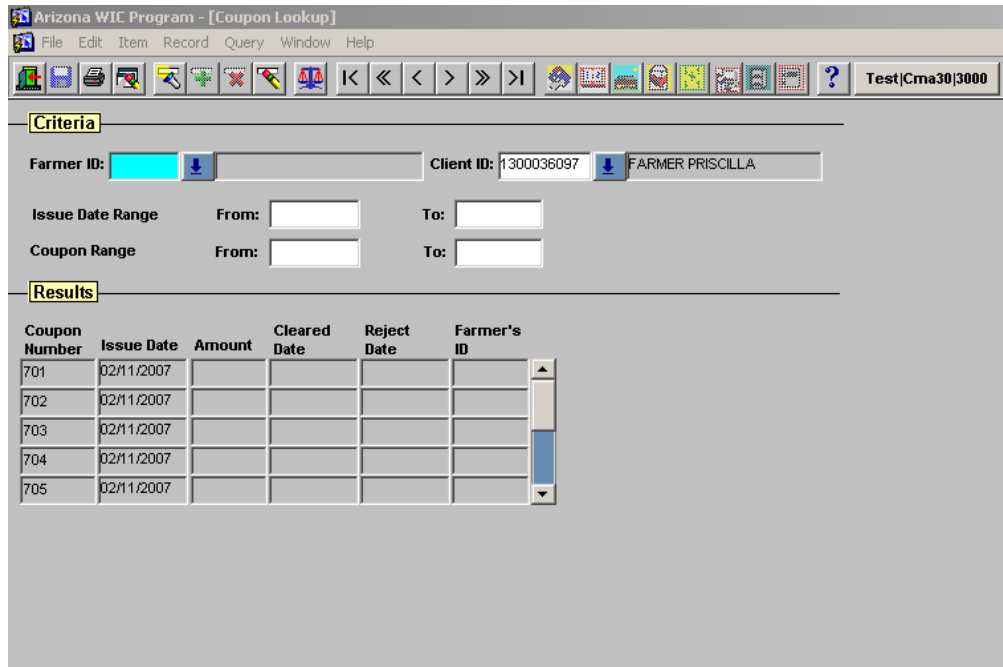


Figure 3 – Coupon Look-Up

Note: To find a Farmer by using the Coupon Lookup window, click the List of Values (LOV) arrow next to the Farmer ID field.

Look Up Farmers Market Coupons

1. To restrict the look up to a particular farmer, enter the Farmer ID code or click the arrow to the right of the Farmer ID code field to show a list of IDs and their corresponding names. Select a code by double clicking the row or single clicking the row and then clicking the OK button.
2. To restrict the look up to a particular client, enter the Client ID or click the arrow to the right of the Client ID field to show a list of IDs and their corresponding names. Select an ID by double clicking the row or single clicking the row and then clicking the OK button.

Note: To find a Client by using the Client/Family Lookup window, double click in the Client ID field. Refer to the section "Client/Family Lookup" for further information.

3. To restrict the look up of a farmer's market coupon Issue Date Range, enter From and To dates of the coupon Date to Use Range for which the system should search and retrieve information.
4. Press the F8 button to execute the query.
5. The system lists the following information for all the coupons that have been redeemed by the selected farmer, participant, and/or date range entered: Coupon Number, Issue Date, Amount, Cleared Date, Reject Date, and Farmer ID by the specific Issue Date Range entered.
6. To restrict the look up of a farmer's market coupon by the Coupon Range, enter From and To coupon numbers for which the system should search and retrieve information.
7. Press the F8 button to execute the query.
8. The system lists the following information for all the coupons that have been redeemed by the selected farmer, participant, and/or date range entered: Coupon Number, Issue Date, Amount, Cleared Date, Reject Date, and Farmer ID by the specific Coupon Range entered.
9. To exit the Coupon Lookup window, click the Exit button.

Figure 3 – Coupon Look-Up*Fields:*

Farmer ID - The Farmer ID identification number is selected here from the list of values. This field is optional.

Client ID - The client identification number is selected here from the list of values. This field is optional.

Issue Date Range - From: / To: - The beginning and end date for which food instrument information will be searched and retrieved. The field used in searching is the First Date to Use. These fields are optional.

Coupon Number Range - From: / To: - The beginning and ending serial numbers for which information will be searched and retrieved. These fields are optional.

Coupon Number - The number imprinted on the food instrument. This field is display only.

Issue Date - The date the food instrument was created. This field is display only.

Amount - The highest requested dollar value that the FI may be redeemed for. This field is display only.

Cleared Date - The date on which the food instrument was paid by the WIC fiscal intermediary. This field is display only.

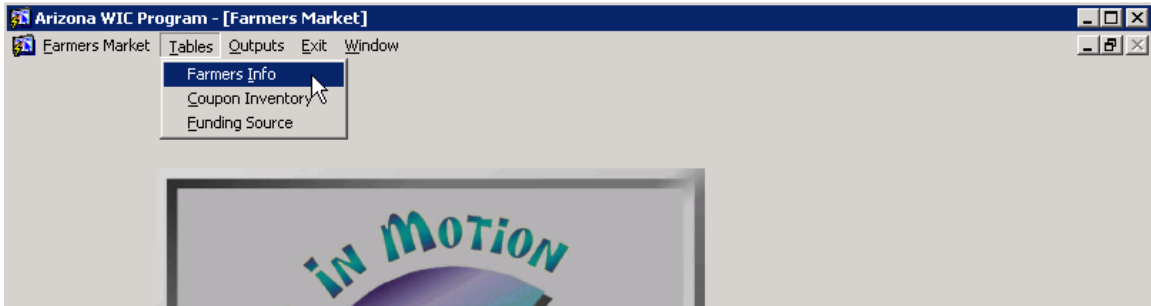
Reject Date - The date on which the food instrument was rejected by the WIC fiscal intermediary. This field is display only.

Farmer ID - The assigned number to a farmer for redemption tracking purposes. This field is mandatory.

Farmer Information

To enter Farmer Information:

1. Click on Tables from the menu bar.
2. Click on Farmer Info as shown below:



The Farmer Info Window is displayed:

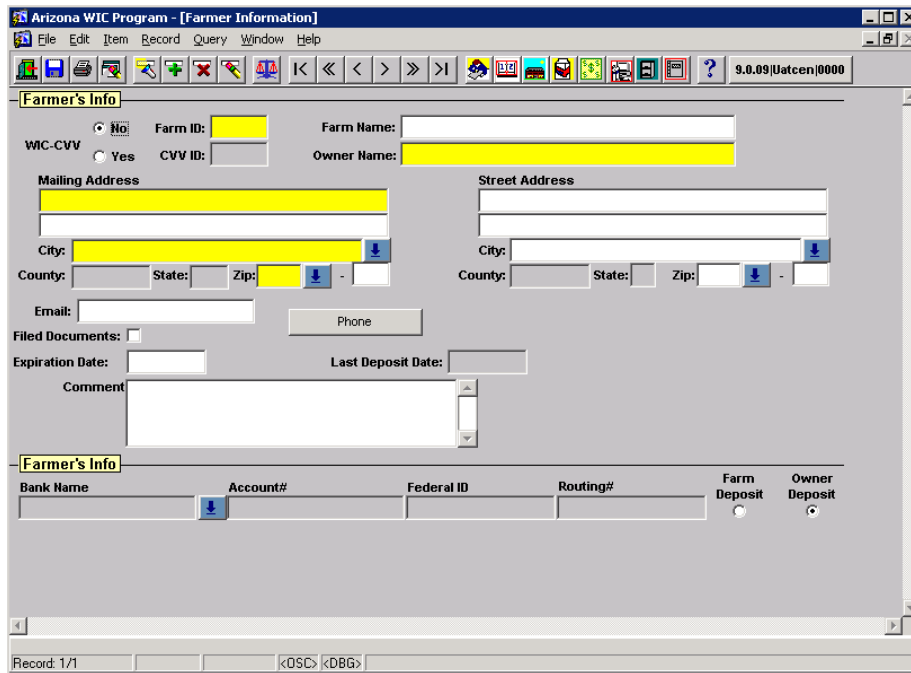


Figure 4 – Farmer Info

3. The Farmer Info screen is a State maintained screen and is displayed in a view only mode to the Local Agencies.
4. Exit back to the Farmer’s Market Splash screen.

Figure 4 – Farmer Info

Fields:

CVV ID - The Cash Value Voucher ID number. This field is mandatory only if the WIC_CVV checkbox is checked. Otherwise the field will be optional.

Farmer ID - The Farm ID number. This field is mandatory unless the WIC-CVV checkbox is checked, then the field will be optional.

Farm Name - The name of the farm. This field is optional.

Owner Name - The name of the owner of the farm. This field is mandatory.

Mailing Address

(Street 1) - The owners mailing street address. This field is mandatory.

(Street 2) - The owners mailing street address continued. This field is optional.

City - The owners mailing address city. This field is mandatory.

County - The owners mailing Address County. This field is display only.

State - The owners mailing address state. . This field is display only.

Zip - The owners mailing address zip code. This field is mandatory.

Zip +4 - The owners mailing zip plus four code. This field is optional.

Street Address

(Street 1) - The owners mailing street address. This field is optional.

(Street 2) - The owners mailing street address continued. This field is optional.

City - The owners mailing address city. This field is optional.

County - The owners mailing address county.. This field is display only.

State - The owners mailing address state. . This field is display only.

Zip - The owners mailing address zip code.. This field is optional.

Zip +4 - The owners mailing zip plus four code. This field is optional.

Last Deposit Date - The last date a farmer will accept redemption of Cash Value Vouchers. This field is mandatory if the WIC-CVV check box is checked. Otherwise the field will be grayed out.

Bank Name - The name of the financial institution used by the farmer. This field is optional if the WIC-CVV check box is checked and can be chosen from a list of values. For more information, please refer to the Bank table.

Account # - The account number at the financial institution indicated. This field is optional if Bank is filled in.

Federal ID - The Federal identification of the financial institution. This field is display only. - The routing number used by the Federal Reserve System to identify the financial institution. This field is display only.

Check Box(es):

WIC-CVV - The users will check this box to include this farmer in the vendor file that is sent to FSMC. When the check box is checked the CVV ID field and the Last Deposit Date and the Farmer ID is optional.

The farmer's information needs to be sent to FSMC to process the cash value vouchers that may have been redeemed by a farmer at the Farmers Market.

Radio Button(s):

Farm Deposit or Owner Deposit - The user checks the radio button to indicate that the name that is sent to the bank is either the Farm or the Owner.

Background Process(es):

If the WIC-CVV checkbox is checked the End of Day process which builds the Vendor file that is sent to FSMC will include the Farmers information in that file. If the box is not checked the Farmer will still redeem Farmer's Market checks as they currently do.

Push Button(s):

Phone - This button provides the user with a list of the farmers phone numbers to record for each farmer. The user can enter multiple phone numbers for each farmer.

Calculation(s):

None

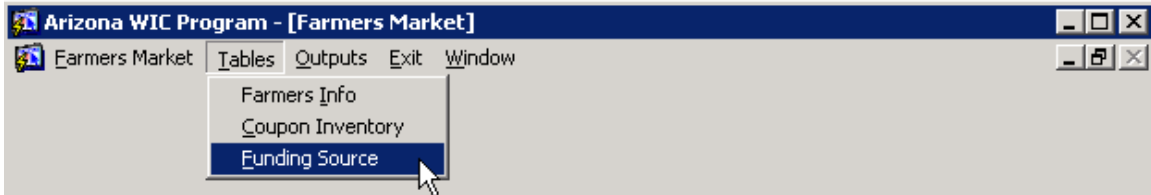
Background Process(es)

None

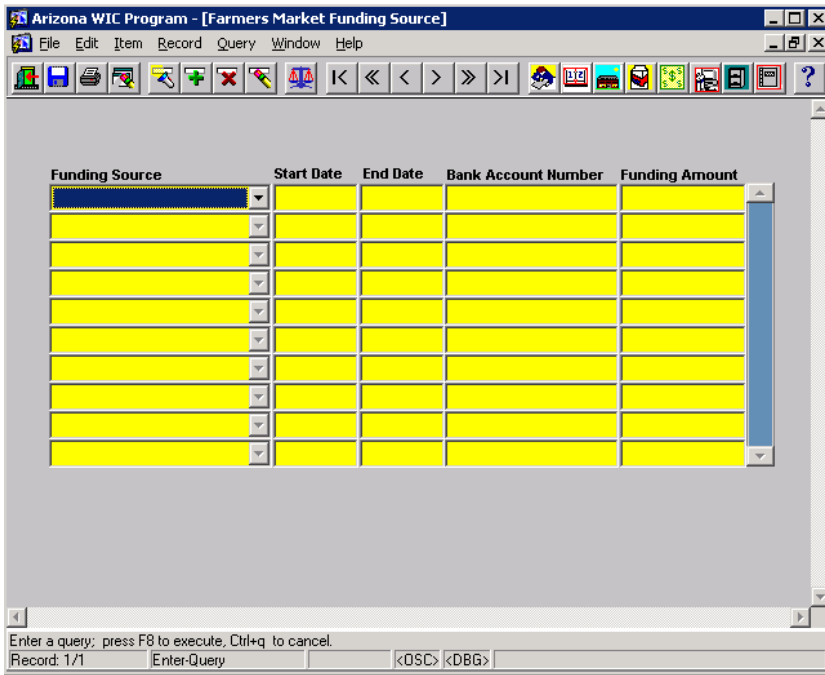
Funding Source

To enter Funding Source

1. Click on Tables from the menu bar.
2. Click on Funding Source as seen below:



The Funding Source Window is displayed



3. The Funding Source screen is a State maintained screen and is displayed in a view only mode to the Local Agencies.
4. Click the Exit icon to return to the Farmer's Market Splash Screen.

Fields:

Funding Source - The funding source that provides the money for the program vouchers. This field is mandatory.

Start Date - The date that the funds begin to be available for the program. This field is mandatory.

Bank Account Number - The bank account number that the coupons are drawn from. This field is mandatory.

End Date - The date that the funds expire and can no longer be used for the program. This field is mandatory.

Funding Amount - The amount of the funding for the fiscal year. This field is mandatory.

Push Button(s):

None

Calculation(s):

None

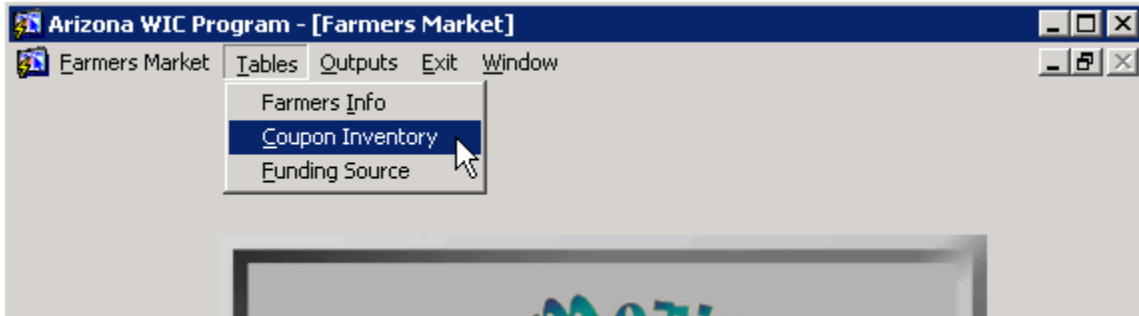
Background Process(es):

None

Coupon Inventory

To enter Coupon Inventory

1. Click on Tables from the menu bar.
2. Click on Coupon Inventory as seen below:



The Coupon Inventory Window is displayed:

Agency	Agency Name	FFY	Starting Coupon Number	Ending Coupon Number	Last Coupon Printed	Funding Source		
						Fund Source	Start Date	End Date
02	COCHISE COUNTY HEALTH DEPARTME	2007	70008001	70017000	70017000	WIC FM	03/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2007	70107001	70116000	70112000	WIC FM	03/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2008	80010000	70116000	70116000	WIC FM	03/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2008	80107000	80108999	80108009	WIC FM	03/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2008	81002000	81004999	81004999	SENIOR FM STATE	03/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2008	82002000	82003299	82003299	SENIOR FM FEDERAL	08/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2008	82003400	82003999	82003999	SENIOR FM FEDERAL	08/01/2008	09/30/2008
02	COCHISE COUNTY HEALTH DEPARTME	2009	90015000	90020999	92001499	WIC FM	03/01/2009	09/30/2009
02	COCHISE COUNTY HEALTH DEPARTME	2009	92000000	92001499	92001499	SENIOR FM FEDERAL	03/01/2009	09/30/2009
02	COCHISE COUNTY HEALTH DEPARTME	2010	93000000	93001499	93000009	WIC FM	03/01/2008	12/31/2009

Figure 5 - Coupon Inventory

3. The Coupon Inventory screen is a State maintained screen and is displayed in a view only mode to the Local Agencies.
4. Click the Exit icon to return to the Farmer’s Market Splash Screen.

Figure 5 - Coupon Inventory

Fields:

Agency - Clicking on the Agency LOV button displays all the Local Agencies that have at least one clinic that participates in Farmer's Market. The user also has the option of typing in the agency org code. The Agency Name field will auto fill if valid org code is entered or selected from the LOV. This field is mandatory.

Agency Name - The Name for the selected Local Agency. This field is display only.

FFY - The fiscal year assigned to the coupon range. The coupon range entered can only be used during this fiscal year (Oct 1st thru Sept 30th). This field is mandatory.

Starting Coupon Number - The first number in the range of coupon books issued to a Local Agency. This field is mandatory.

Ending Coupon Number - The last number in the range of coupon books issued to a Local Agency. This field is mandatory.

Last Coupon Printed - The number of the Last Coupon created in the Local Agency. This field is display only.

Fund Source - The funding source associated with the coupon range. This field is display only

Start Date - The date the selected fund is to be available for the program. This field is display only.

End Date - The date selected fund expires and can no longer be used for the program. This field is display only.

Push Button(s):

None

Calculation(s):

None

Background Process(es):

None

Outputs

Producing a FMNP Issued vs Redeemed Tracking Report

To Produce a Coupon Issued vs Redeemed Tracking Report:

1. Click on Outputs from the menu bar.
2. Click on FMNP Issued vs Redeemed Tracking as shown below:



The FMNP Issued vs Redeemed Tracking Window is displayed:

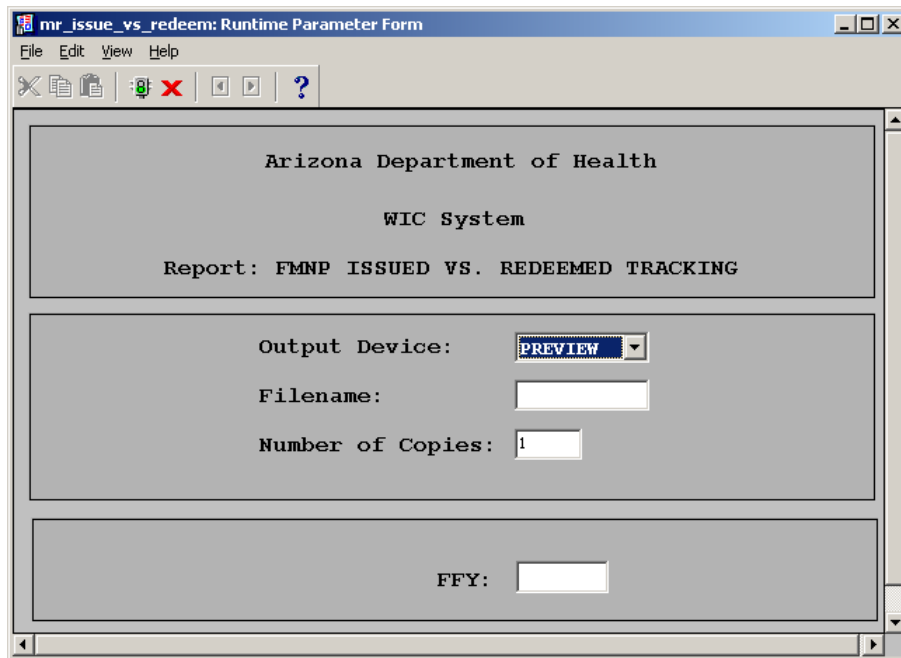


Figure 6 – Farmers Market Issued vs Redeemed Tracking Report

Produce the FMNP Issued vs Redeemed Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click on the down arrow button to the right of the Output Device field to select the type of output desired.
2. TAB to the Filename field and enter the filename to save as, if needed.
3. TAB to the Number of Copies field and enter the desired number of copies to print.
4. TAB to the FFY field and enter the Federal Fiscal Year of the report in the following format: YYYY. This field is required.

Local Agency	Total Issued	October		November		December		January		February		March		April	
		Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed	Issued	Redeemed
APACHE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COCHISE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COCONINO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GILA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GRAHAM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
GREENLEE	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARICOPA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOHAVE	10	0	0	0	0	0	0	0	0	10	1	0	2	0	1
NAVAJO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PIMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PINAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YAVAPAI	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
YUMA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COCOPAH	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARANA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CLINICA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
EL RIO	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MARIPOSA	1110	0	0	0	0	0	0	600	0	260	0	110	0	140	80
DESERT	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
MOUNTAIN PARK	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
CATALINA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
State Total	1120	0	0	0	0	0	0	600	0	270	1	110	2	140	81

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Print icon to print the report. To activate the system’s e-mail capabilities, click the Mail icon.
7. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen. Click the New icon to view a new copy of the same preview screen.
8. If at any time you decide not to continue, click the Cancel button at the top of the dialog box.

Figure 6 –

Fields:

Output Device - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

Filename - The user enters the name of a file that the report is to be saved to. This field is optional.

Number of Copies - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

FFY - The user enters the Federal Fiscal Year of the report. This field is required.

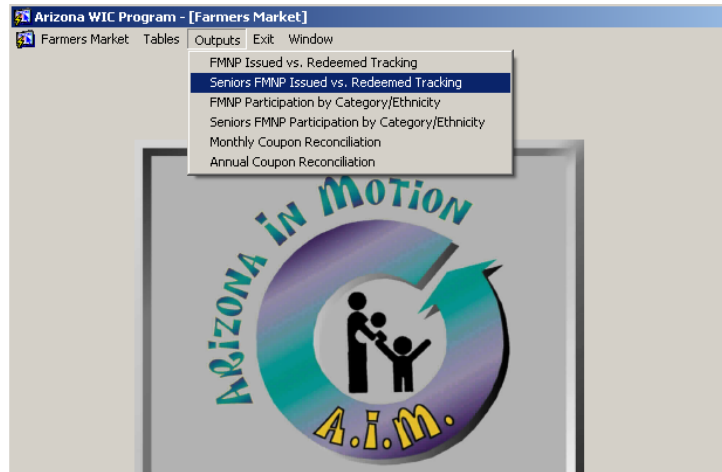
Background Process(es):

None

Producing a Seniors FMNP Issued vs Redeemed Tracking Report

To Produce a Seniors Issued vs Redeemed Tracking Report:

1. Click on Outputs from the menu bar.
2. Click on Seniors FMNP Issued vs Redeemed Tracking as shown below:



The Seniors FMNP Issued vs Redeemed Tracking Window is displayed:

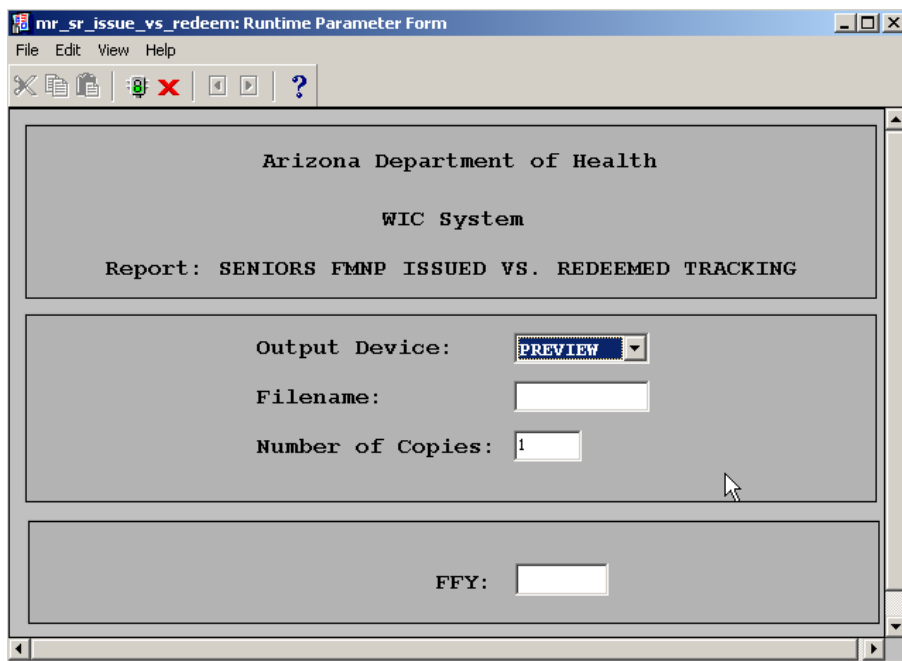


Figure 7 – Seniors FMNP Issued vs Redeemed Tracking Report

Produce the Seniors FMNP Issued vs Redeemed Report

Complete the Report Runtime Parameter dialog box as described below.

1. Click on the down arrow button to the right of the Output Device field to select the type of output desired.
2. TAB to the Filename field and enter the filename to save as, if needed.
3. TAB to the Number of Copies field and enter the desired number of copies to print.
4. TAB to the FFY field and enter the Federal Fiscal Year of the report in the following format: YYYY. This field is required.

Local Agency	Total Issued	Mar 08 Issued	Redeemed	Total Issued	Total Redeemed	Percent Redeemed
COCHISE	700	700	0	700	0	0.00%
COCONINO	0	0	0	0	0	0
GRAHAM	0	0	0	0	0	0
MARICOPA	0	0	0	0	0	0
PIMA	1010	1010	0	1010	0	0.00%
PINAL	290	290	0	290	0	0.00%
YAVAPAI	0	0	0	0	0	0
NAHAVA	0	0	0	0	0	0
CLINECA	0	0	0	0	0	0
EL RIO	0	0	0	0	0	0
ST ELIZABETH	0	0	0	0	0	0
ST	0	0	0	0	0	0
MOUNTAIN PARK	0	0	0	0	0	0
ITCA	0	0	0	0	0	0
State Total	2090	2090	0	2090	0	0.00%

5. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
6. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
7. Click the New icon to view a new copy of the same preview screen.
8. If at any time you decide not to continue, click the Cancel button at the top of the dialog box.

Figure 6 – Seniors Farmer's Market Issued vs Redeemed Tracking Report

Fields:

Output Device - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

Filename - The user enters the name of a file that the report is to be saved to. This field is optional.

Number of Copies - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

FFY - The user enters the Federal Fiscal Year of the report. This field is required.

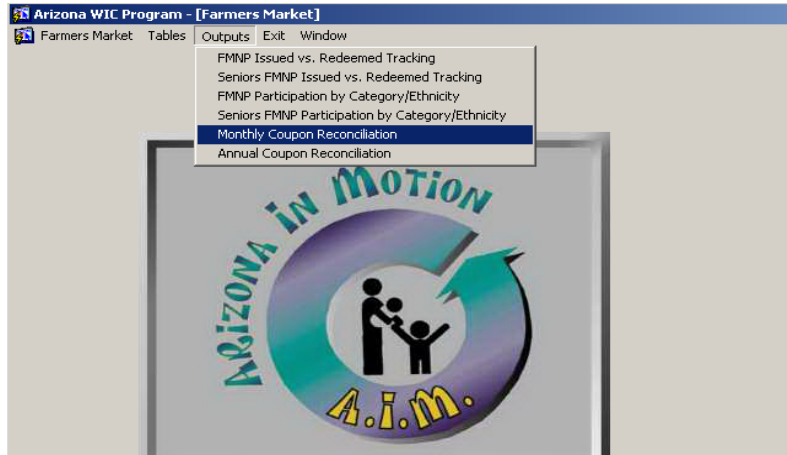
Background Process(es):

None

Producing Monthly Coupon Reconciliation Report

To produce Monthly Coupon Reconciliation report:

1. Click on Outputs from the menu bar.
2. Click on Monthly Coupon Reconciliation as shown below:



The Monthly Coupon Reconciliation Runtime Window is displayed:

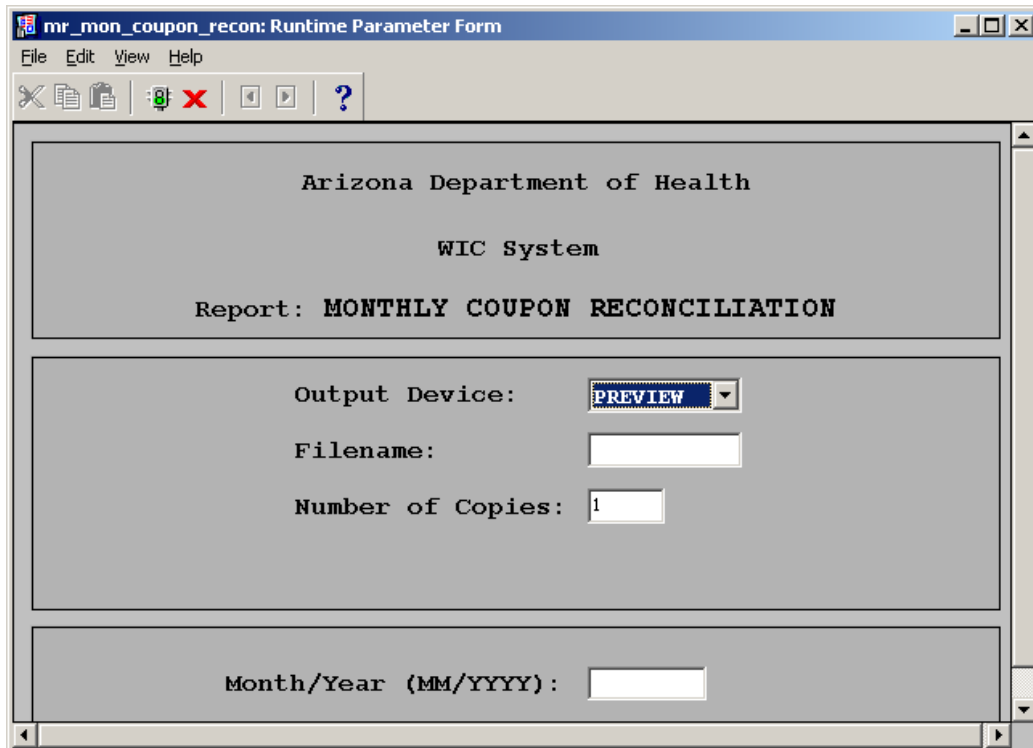


Figure 8 - Monthly Coupon Reconciliation Report

Produce the Monthly Coupon Reconciliation Report

1. Click on the down arrow button to the right of the Output Device field to select the type of output desired.
2. TAB to the Filename field and enter the filename to save as, if needed.
3. TAB to the Number of Copies field and enter the desired number of copies to print.
4. TAB to the Month/Year (MM/YYYY). Enter the report's Federal Fiscal Year in the following format: MM/YYYY. This field is required.
5. Click on the Run Report icon to bring up the preview screen shown below:

Report Name: MR_MON_COUPON_RECON Arizona WIC Farmer's Market Program Database: CMA30
 Report Date: 04/15/2007 03:51:49 PM MONTHLY COUPON RECONCILIATION User: WICADM
 Month/Year: Apr/2007 Page: 1 of 3

Local Agency: 30 MARIPOSA WIC PROGRAM

Coupon Number	Disposition	Paid Coupon Amount	Requested Coupon Amount
0000001041	REDEEMED	3.00	0.00
0000001042	REDEEMED	3.00	0.00
0000001043	REDEEMED	3.00	0.00
0000001044	REDEEMED	3.00	0.00
0000001045	REDEEMED	3.00	0.00
0000001046	REDEEMED	3.00	0.00
0000001047	REDEEMED	3.00	0.00
0000001048	REDEEMED	3.00	0.00
0000001049	REDEEMED	3.00	0.00
0000001050	REDEEMED	3.00	0.00
0000001051	REDEEMED	3.00	0.00
0000001052	REDEEMED	3.00	0.00
0000001053	REDEEMED	3.00	0.00
0000001054	REDEEMED	3.00	0.00
0000001055	REDEEMED	3.00	0.00
0000001056	REDEEMED	3.00	0.00
0000001057	REDEEMED	3.00	0.00
0000001058	REDEEMED	3.00	0.00
0000001059	REDEEMED	3.00	0.00
0000001060	REDEEMED	3.00	0.00
0000001061	REDEEMED	3.00	0.00
0000001062	REDEEMED	3.00	0.00
0000001063	REDEEMED	3.00	0.00
0000001064	REDEEMED	3.00	0.00
0000001065	REDEEMED	3.00	0.00
0000001066	REDEEMED	3.00	0.00
0000001067	REDEEMED	3.00	0.00

6. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
7. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
8. Click the New icon to view a new copy of the same preview screen.

Fields:

Output Device - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

Filename - The user enters the name of a file that the report is to be saved to. This field is optional.

Number of Copies - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

Month/Year - The user enters the Federal Fiscal Month and Year of the report. This field is required.

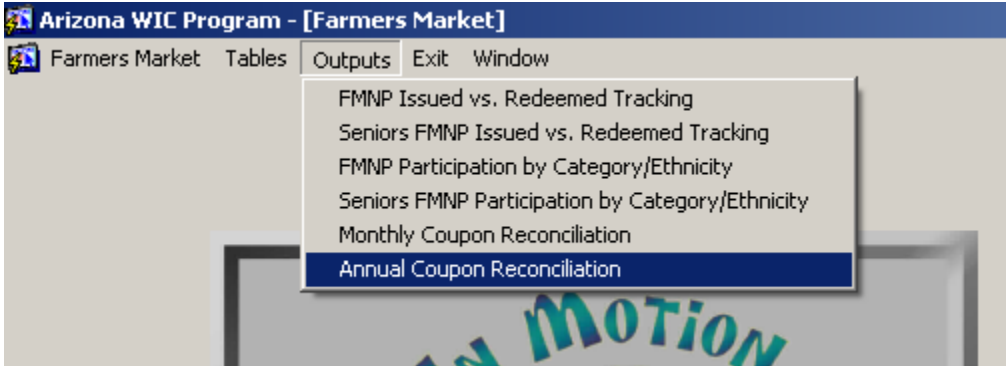
Background Process(es):

This report summarizes the banking activity from the previous night's EOD.

Producing Annual Coupon Reconciliation Report

To produce Annual Coupon Reconciliation report:

3. Click on Outputs from the menu bar.
4. Click on Annual Coupon Reconciliation as shown below:



The Annual Coupon Reconciliation Runtime Window is displayed:

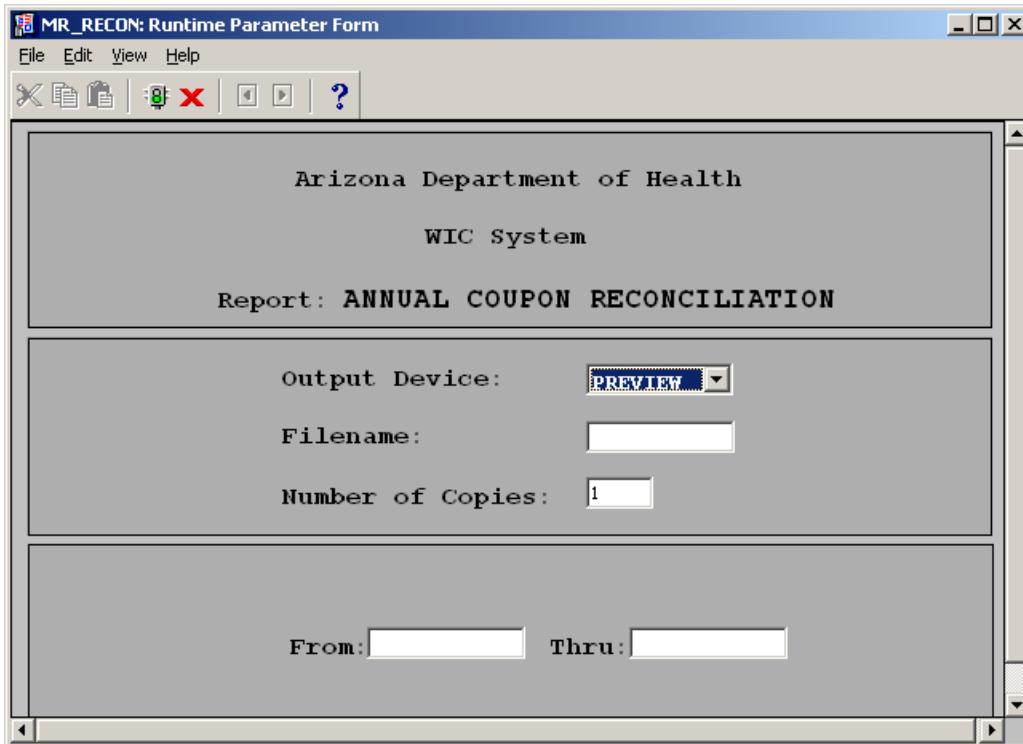


Figure 9 - Annual Coupon Reconciliation Report

Produce the Annual Coupon Reconciliation Report

9. Click on the down arrow button to the right of the Output Device field to select the type of output desired.
10. TAB to the Filename field and enter the filename to save as, if needed.
11. TAB to the Number of Copies field and enter the desired number of copies to print.
12. TAB to the From / Thru field. Enter the date range for which to run the report in the following format: MM/DD/YYYY. This field is required.
13. Click on the Run Report icon to bring up the preview screen shown below:

Coupon Number	Date Issued	Date Paid	Rejection Date	Void Date	Coupon Status
90020800	08/03/2009				ISSUED, NOT CASHED
90020801	08/03/2009				ISSUED, NOT CASHED
90020802	08/03/2009				ISSUED, NOT CASHED
90020803	08/03/2009				ISSUED, NOT CASHED
90020804	08/03/2009				ISSUED, NOT CASHED
90020805	08/03/2009				ISSUED, NOT CASHED
90020806	08/03/2009				ISSUED, NOT CASHED
90020807	08/03/2009				ISSUED, NOT CASHED
90020808	08/03/2009				ISSUED, NOT CASHED
90020809	08/03/2009				ISSUED, NOT CASHED
90020810	08/04/2009				ISSUED, NOT CASHED
90020811	08/04/2009				ISSUED, NOT CASHED
90020812	08/04/2009				ISSUED, NOT CASHED
90020813	08/04/2009				ISSUED, NOT CASHED
90020814	08/04/2009				ISSUED, NOT CASHED
90020815	08/04/2009				ISSUED, NOT CASHED
90020816	08/04/2009				ISSUED, NOT CASHED
90020817	08/04/2009				ISSUED, NOT CASHED
90020818	08/04/2009				ISSUED, NOT CASHED
90020819	08/04/2009				ISSUED, NOT CASHED

14. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
15. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
16. Click the New icon to view a new copy of the same preview screen.

Fields:

Output Device - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

Filename - The user enters the name of a file that the report is to be saved to. This field is optional.

Number of Copies - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

From / Thru - The user enters the starting and ending range of coupons issued to run the report for. This field is required.

Background Process(es):

Producing FMNP Participation by Category and Ethnicity Report

To produce Participation by Category and Ethnicity report:

1. Click on Outputs from the menu bar.
2. Click on Participation by Category and Ethnicity as shown below:



The Participation by Category and Ethnicity Runtime Window is displayed:

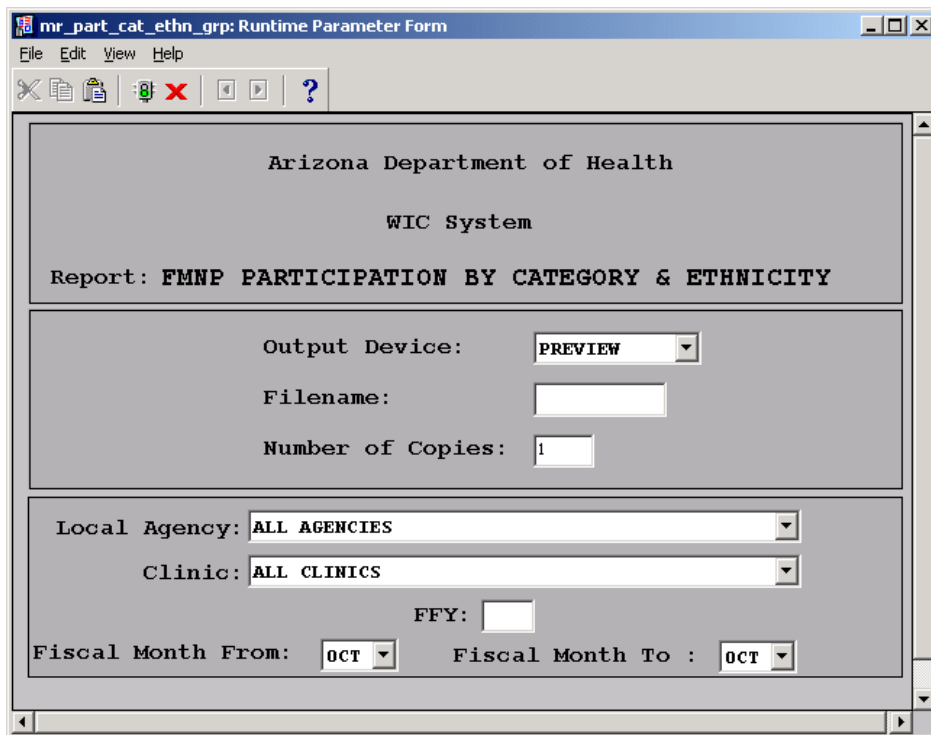


Figure 6 - Participation by Category and Ethnicity

Produce the Participation by Category and Ethnicity Report

1. Click on the down arrow button to the right of the Output Device field to select the type of output desired.
2. TAB to the Filename field and enter the filename to save as, if needed.
3. TAB to the Number of Copies field and enter the desired number of copies to print.
4. TAB to the Local Agency field and select an agency. Default value is 'All Agencies'.
5. TAB to the Clinic field and select a corresponding clinic. Default value is 'All Clinics'.
6. TAB to the FFY field and enter the Federal Fiscal Year for which to run the report. This field is required.
7. TAB to the Fiscal Month From / Fiscal Month To fields and select the month for which to run the report. Default value is 'OCT'.
8. Click on the Run Report icon to bring up the preview screen shown below:

Report Name: MR_PART_CAT_ETHN_GRP Arizona WIC Farmer's Market Program Database: CMA30
 Report Date: 04/15/2007 06:17:53 PM FMNP PARTICIPATION BY CATEGORY & ETHNICITY User: WICADM
 Issuance Participation Month: APR FFY: 2007 Page: 3 of 11

Local Agency: 30 Clinic: 05 Agency Name: PATAGONIA WIC (CALL NOGLES)

Current Status	EN	PN	P	PG1	PG2	C1	C2	C3	C4	Total	PCT%
White Enrolled	0	0	0	0	1	3	3	1	0	8	42.11
Participating	0	0	0	0	1	2	1	0	0	4	28.57
Non Participating	0	0	0	0	0	1	2	1	0	4	80
Black Enrolled	0	0	0	0	0	0	0	0	2	2	10.53
Participating	0	0	0	0	0	0	0	0	2	2	14.29
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Hispanic Enrolled	1	0	1	1	1	0	0	2	0	6	31.58
Participating	1	0	1	1	1	0	0	2	0	6	42.86
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Native Amer. Enroll	0	1	0	0	0	0	1	0	0	2	10.53
Participating	0	1	0	0	0	0	1	0	0	2	14.29
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Asian Enrolled	0	0	0	0	0	1	0	0	0	1	5.26
Participating	0	0	0	0	0	0	0	0	0	0	0
Non Participating	0	0	0	0	0	1	0	0	0	1	20
Pacific Isl. Enroll	0	0	0	0	0	0	0	0	0	0	0
Participating	0	0	0	0	0	0	0	0	0	0	0
Non Participating	0	0	0	0	0	0	0	0	0	0	0
Total Enrolled	1	1	1	1	2	4	4	3	2	19	100
Participating	1	1	1	1	2	2	2	2	2	14	73.68
Non Participating	0	0	0	0	0	2	2	1	0	5	26.32
		Women	%	Children	%	Total					
Enrolled	6	31.58%	13	68.42%	19						
Participating	6	42.86%	8	57.14%	14						
Non Participating	0	0%	5	100%	5						

9. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
10. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
11. Click the New icon to view a new copy of the same preview screen.

Fields:

Output Device - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

Filename - The user enters the name of a file that the report is to be saved to. This field is optional.

Number of Copies - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

Agency - The user selects any agency from the list of values. Default is 'All Agencies'.

Clinic - The user selects a corresponding clinic from the list of values. Default is 'All Clinics'.

FFY - The user enters the Federal Fiscal Year that the report will select records on. This field is required.

Fiscal Month From / Fiscal Month To - The user selects the month for which to run the report.

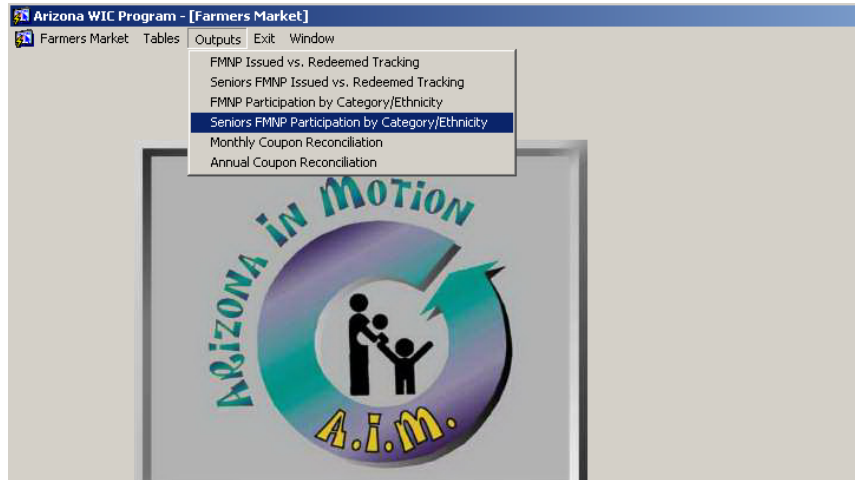
Background Process(es):

None

Producing Seniors FMNP Participation by Category and Ethnicity Report

To produce Participation by Category and Ethnicity report:

1. Click on Outputs from the menu bar.
2. Click on Seniors FMNP Participation by Category and Ethnicity as shown below:



The Seniors FMNP Participation by Category and Ethnicity Runtime Window is displayed:

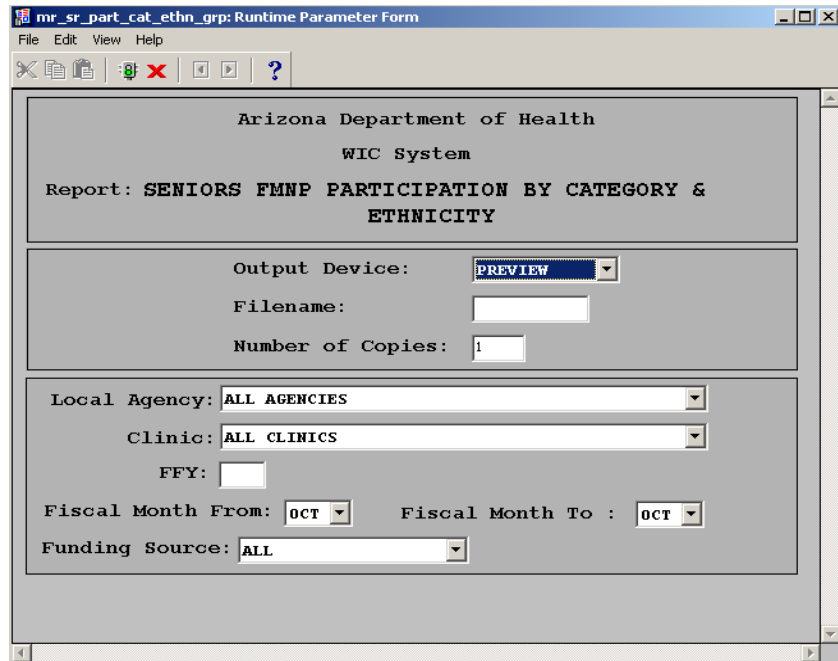


Figure 10 – Seniors FMNP Participation by Category and Ethnicity

Produce the Seniors FMNP Participation by Category and Ethnicity Report

1. Click on the down arrow button to the right of the Output Device field to select the type of output desired.
2. TAB to the Filename field and enter the filename to save as, if needed.
3. TAB to the Number of Copies field and enter the desired number of copies to print.
4. TAB to the Local Agency field and select an agency. Default value is ‘All Agencies’.
5. TAB to the Clinic field and select a corresponding clinic. Default value is ‘All Clinics’.
6. TAB to the FFY field and enter the Federal Fiscal Year for which to run the report. This field is required.
7. TAB to the Fiscal Month From / Fiscal Month To fields and select the month for which to run the report. Default value is ‘OCT’.
8. TAB to the Funding Source and select the value for the report: All, Senior FM Federal or Senior FM State. Default value is ‘ALL’.
9. Click on the Run Report icon to bring up the preview screen shown below:

Report Name: MR SR PART CAT ETHN GRP Arizona WIC Farmer's Market Program Database: AIMCEN
 Report Date: 03/24/2008 10:31:23 AM SENIORS FMNP PARTICIPATION BY CATEGORY & ETHNICITY User: WICADH
 Issuance Participation Months: JAN Thru MAR FFY: 2008 Page: 7 of 365
 Funding Source: ALL

Local Agency: 02 Clinic: 11 Agency Name: SIERRA VISTA WIC

Current Status	E3	E4	Total	PCT%
White Enrolled	19	31	50	64.10
Participating	0	0	0	0
Black Enrolled	1	0	1	1.28
Participating	0	0	0	0
Hispanic Enrolled	10	12	22	28.21
Participating	0	0	0	0
Native Amer. Enrolled	0	0	0	0
Participating	0	0	0	0
Asian Enrolled	2	0	2	2.56
Participating	0	0	0	0
Pacific Isl. Enrolled	1	2	3	3.85
Participating	0	0	0	0
Total Enrolled	33	45	78	100
Participating	0	0	0	0

10. Click the Previous, Next, First, Last, and Page icons at the top of the screen to move forward and backward through the report pages.
11. Click the Close icon to exit the preview screen and return to the Food Instruments Menu Screen.
12. Click the New icon to view a new copy of the same preview screen.

Fields:

Output Device - The user selects the output device the report will be sent to from the list of values: Preview, Screen, Printer, HTML, RTF or PDF. The default is display.

Filename - The user enters the name of a file that the report is to be saved to. This field is optional.

Number of Copies - The user enters the number of copies of this report to be generated. This field is optional, the default is one.

Agency - The user selects any agency from the list of values. The default value is 'ALL'.

Clinic - The user selects a corresponding clinic from the list of values. The default value is 'ALL'.

FFY - The user enters the year for which to run the report. This field is required.

Fiscal Month From / Fiscal Month To - The user selects the month for which to run the report. The default value is 'OCT'.

Funding Source: The user selects the funding source to run the report for: Senior FM State, Senior FM Federal or Both. Default value is 'ALL'.

Background Process(es):

None

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