HANDLER POOL REPORT FORM APPLICATION

Federal Milk Market Administrator
Upper Midwest Marketing Area
Federal Order 30

Introduction

The Handler Pool Report Form Application, is designed to facilitate the process of completing and submitting the monthly milk report for the Upper Midwest Marketing Area, on the 9th of the month for prior month's activity.

Records submitted in the previous month by your plant(s) are used to create pre-coded reports that you then use as templates for your next reports. These pre-coded files are emailed to a designated person.

After saving the files, you are then able to directly enter data into your reports. Your entries are automatically summed and a form showing the status of your report is readily available. A hard copy of your report can be generated for your records.

The report file name will be comprised of the FMMA plant number, the four-digit month & year, and an '.REP' file extender, for example, 010000526.REP. Distributing plants will also have the Product Detail schedule available. This file will also be named using the plant number and reporting period, but will have a .PRS extension, for example, 01000526.PRS.

The application will look for, and list *.REP files found in the current folder, (i.e. the folder containing the application Poolwork.EXE), and will allow users to get a report file from any other folder on your system for placement into the current folder.

After completing and electronically signing the reports, users will email the report to the pool@fmma30.com

Contacts at the Federal Milk Market Administrator's Office:

Pool/Program questions: Susan Mc Lennan 630-437-5076 *smclennan@fmma30.com*

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Illustrations

Running the Application

It is recommended that you create a shortcut to Poolwork.EXE to start the application. It is also recommended that you maximize the shortcut window, (**Right Click** on the **Shortcut Icon** you created, choose **Properties**, choose the **Shortcut Tab**, and then choose to run the application in a **Maximized** window).

Upon running Poolwork.exe, a screen similar to the following will be displayed. It will list all **.REP** files in the current folder, (the folder containing **Poolwork.EXE).**

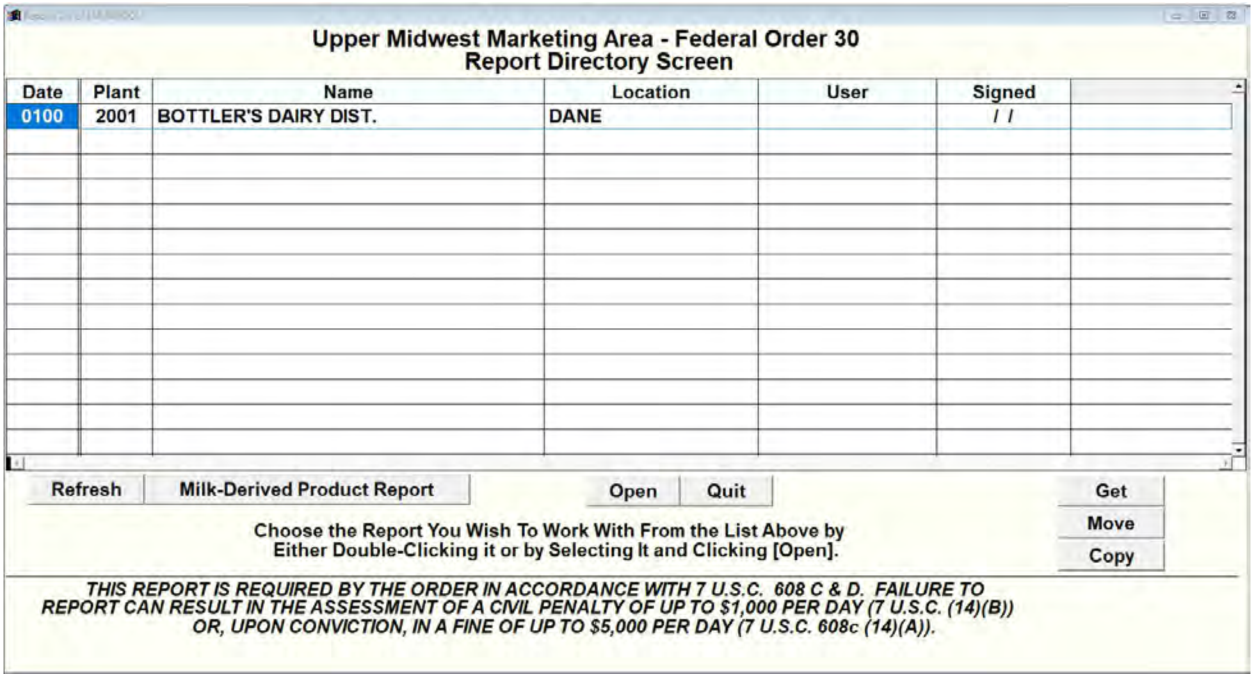


Figure 1

If the list shows no plants, you can choose the **[Get]** option to browse your system to make a selection from a location other than the current folder.
Use the **[Move]** option to move older REP files from the current folder to another location on your system. Using the **[Move]** option erases a report from the current folder.
Use the **[Copy]** option to copy a report to another location on your system. Using the **[Copy]** option retains a copy of your report in the current folder.

NOTE: When using any of the above three options to **Get, Move** or **Copy** an REP file, any existing route sales (**PRS**) files be affected, when applicable.

To begin work, either **double click** the plant you want to work with, or click it, then click **[Open].**

NOTE: If a date is indicated in the Signed column, it indicates that the report has been signed.

The Grid View

The contents of your screen will reflect the records from your last month's pooled report. The report is arranged by page and section code. All records of the same page and section will be displayed in a grid. In the example shown below in Figure 2, Producer Receipts, Page 01, Section 00, is the first section, and two cooperative records are shown in the grid.

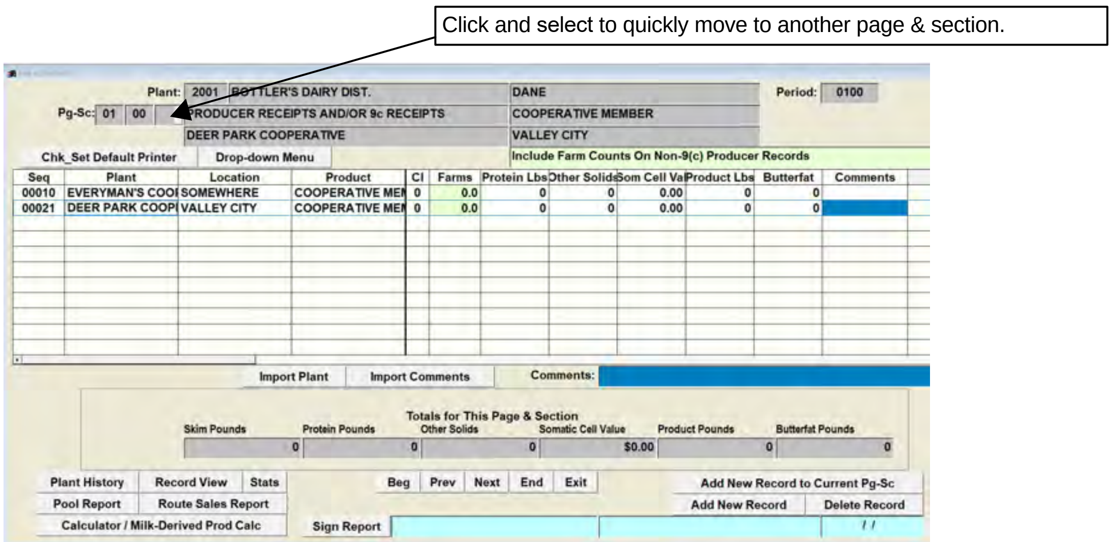


Figure 2

Navigation

Beg - go to the first page and section.
End - go to the last page and section.
Next - go to the next page and section.
Prev - go to the previous page and section.
Arrow To Right of Page click to display list of pages and sections. Drag mouse to desired section.
Exit - leave the program and return to the Report Directory Screen.

Additional Options

Add - add a record to the report.
Delete - delete an added line from the report. (Beneath **[Add]** on added records, not shown on above example.)

Record View - to view records at the record view level.
Route Sales - to schedule route sales or ending inventory detail. This option is available only on plants that have a detail pre-coded detail schedule, and only when route sales or ending inventory records are displayed. Not shown on the above example.

Signed - to sign off on the report.
Stats - information about the status of your report including shrinkage status.
Pool Report - to view and print your pool report.
Route Sales Report - Available only for plants that use the Product Detail schedule.

The pound and value totals displayed beneath the grid will always display the sums of the pounds and values you have entered in the grid above.

NOTE: You can change the width of any column by clicking and dragging the line separating the column headers. For example, to increase the width of the 'From' column, click and drag the line in the header between the words "From' and 'Location'.

The Grid View (Continued)

Moving Around and Entering Data

On the displayed grid, click the record on which you wish to enter data. For example, if you want to enter data for the Deer Park Cooperative Producers record shown in Figure 2, click on it. Once the record is selected, you can use **[ENTER]** or **[TAB]** to move to the right on the record, **[SHIFT][ENTER]** or **[SHIFT][TAB]** to move to the left, you can use the arrow keys, or you can click into the desired column. If necessary, use the scroll bars to the right and bottom of the data grid. To move to another record, just use the arrows, or click the record you wish to work on.

Upon entering your pounds/values, the totals for the page & section are summed and displayed beneath the grid.

Pool Note: Leave the pounds/values blank, (zero), if transactions did not occur for the current reporting period.

Certain columns contain permanent information on pre-coded records and cannot be changed, for example, the information in the "From" and "Location" columns shown in Figure 2. On added records, other fields are available for editing

Use the **[Add]** to add a record to the report. More information about adding records can be found later in this manual.

Comments Column

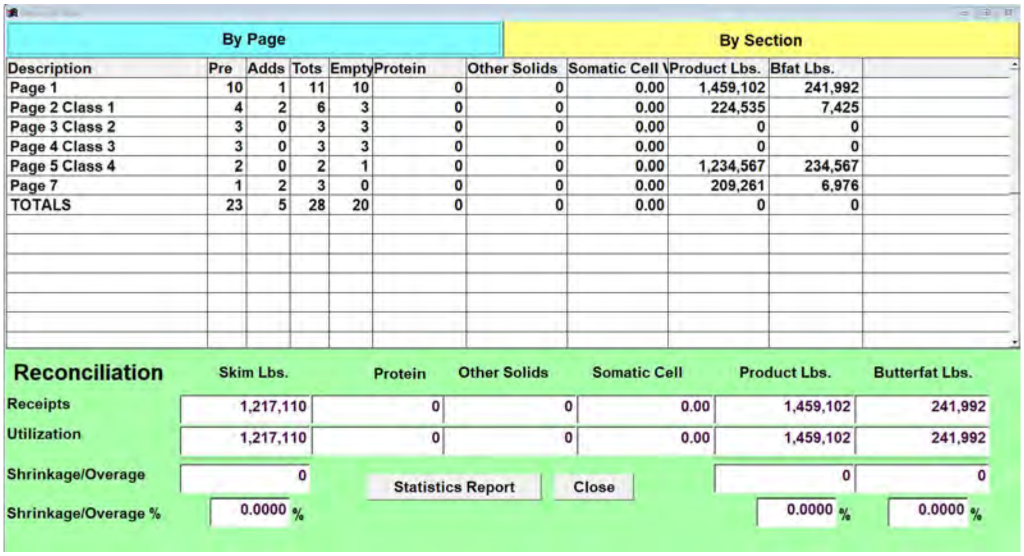
On each record, the last column on the grid is a comment column. You can enter a comment right on the line.

Grid Variation

Other pages and sections may show some variation in the columns displayed to you than those shown in Figure 2. For example, sections not requiring component pounds and values will not display those columns on the grid.

The Stats Screen

The Stats screen, as shown below in Figure 3, displays the status of your report. This screen can be accessed by clicking the **[STATS]** button as shown on Figure 2.



By Page									
Description	Pre	Adds	Tots	Empty	Protein	Other Solids	Somatic Cell \	Product Lbs.	Bfat Lbs.
Page 1	10	1	11	10	0	0	0.00	1,459,102	241,992
Page 2 Class 1	4	2	6	3	0	0	0.00	224,535	7,425
Page 3 Class 2	3	0	3	3	0	0	0.00	0	0
Page 4 Class 3	3	0	3	3	0	0	0.00	0	0
Page 5 Class 4	2	0	2	1	0	0	0.00	1,234,567	234,567
Page 7	1	2	3	0	0	0	0.00	209,261	6,976
TOTALS	23	5	28	20	0	0	0.00	0	0

By Section

Reconciliation	Skim Lbs.	Protein	Other Solids	Somatic Cell	Product Lbs.	Butterfat Lbs.
Receipts	1,217,110	0	0	0.00	1,459,102	241,992
Utilization	1,217,110	0	0	0.00	1,459,102	241,992
Shrinkage/Overage	0				0	0
Shrinkage/Overage %	0.0000 %				0.0000 %	0.0000 %

Statistics Report | Close

Figure 3

Columns

Description - indicates the records being summed in the remaining columns. Your report will only contain the descriptions pertinent to your report.

Pre - displays the number of pre-coded records on each page of the report, and shows the total pre-coded records.

Adds - displays how many records you have added for each page, plus the added records total.

Tots - displays the sum of pre-coded records and added records for each page.

Empty - displays the number of records on each page that have no data entered.

The total values, pounds and butterfat scheduled are displayed to the right of each description.

The Reconciliation shows the total reported receipts, the total utilization, the difference between them, and the percent of shrinkage or overage.

9c Receipts or shipments are displayed separately, as shown in Figure 3.

Class 9c totals reported by 9c Handlers are deducted from the total receipts.

To return to your report, click **[Ok].**

Adding Records

The application allows you to add records to your pool report by selecting between two options. To add a record to the current page and section that you are working on or to add record in a different location.

Add a record to the current Page & Section - Use this option to add a record to the Page & Section from which you selected the **[Add New Record to Current Pg-Sc]** option. For example, if you are working on the Producer Receipts section of the report, using this option will create a new Producer Receipts record.

Add To Receipts - Use this option to add a record to Page 1 of the report to reflect any receipts not included in the pre-coded records. Click on **[Add New Record]** and then select the Receipts tab at the top. You will be prompted to select the type of receipt. Depending on the type of receipt you maybe prompted to select the Class of the Receipt. If you don't know the class, just accept the default question mark. Click on the arrow to the right of the Class to choose from a list. Type in Plant/location and Comments. (See Figure 4 below.)

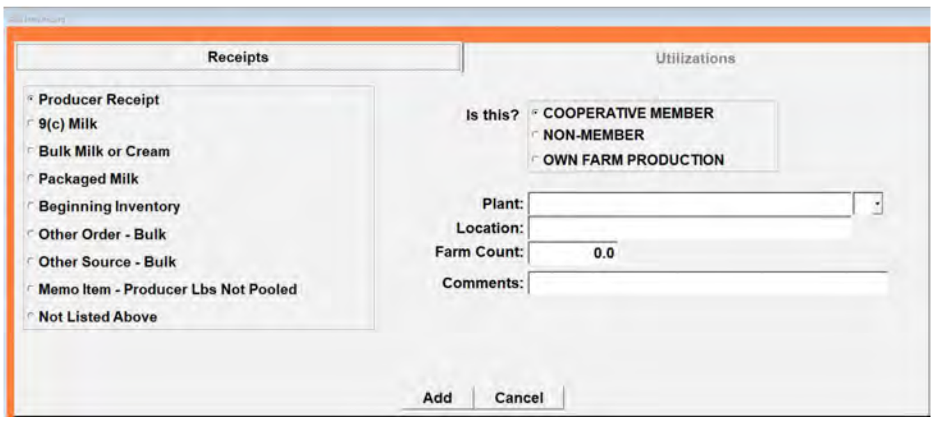


Figure 4

Add To Dispositions - Use this option to add a record to pages 2, 3, 4 or 5 of the report. Click on **[Add New Record]** and you will be prompted for the class, and your choice will determine the page the new record will be placed onto. If you are unsure of the class, just accept the default question mark. Use of the default question mark assigns the disposition to Class 4, (page 5 of the report). It is important that you fill in as much information as you can on added records. (See figure 5 below.)

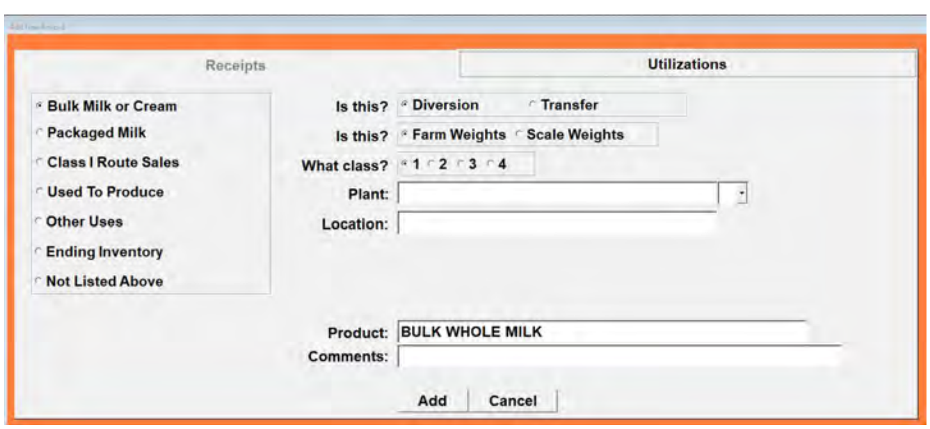


Figure 5

Record View

You can examine an individual record by clicking **[Record View]** towards the bottom right. (See figure 6)

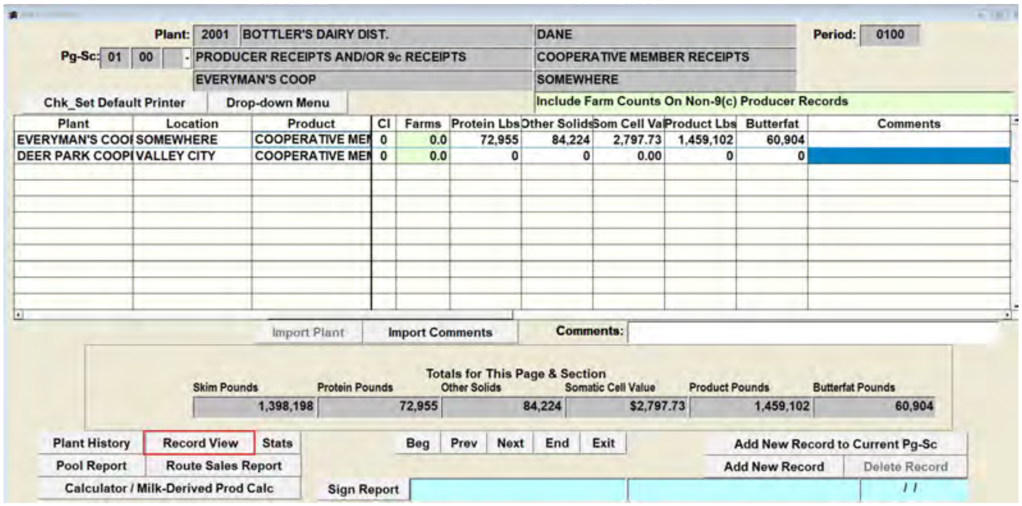


Figure 6

In the example displayed in figure 7, the following screen will then be displayed. The navigational buttons allow you to move from record to record within the entire report.

You may enter data directly in this view. All entered information will be carried back to the grid when you finally choose the **[Close]** option. The large box above the navigation keys is the comment area.

The fields into which you can enter data are dependent on whether the record is a pre-coded record or an added record. On pre-coded records, you are generally limited to entering component values, but on added records, you can enter such information as the 'Other Plant', 'Item Description', etc.
To return to the 'Grid' view, click [Close]. .

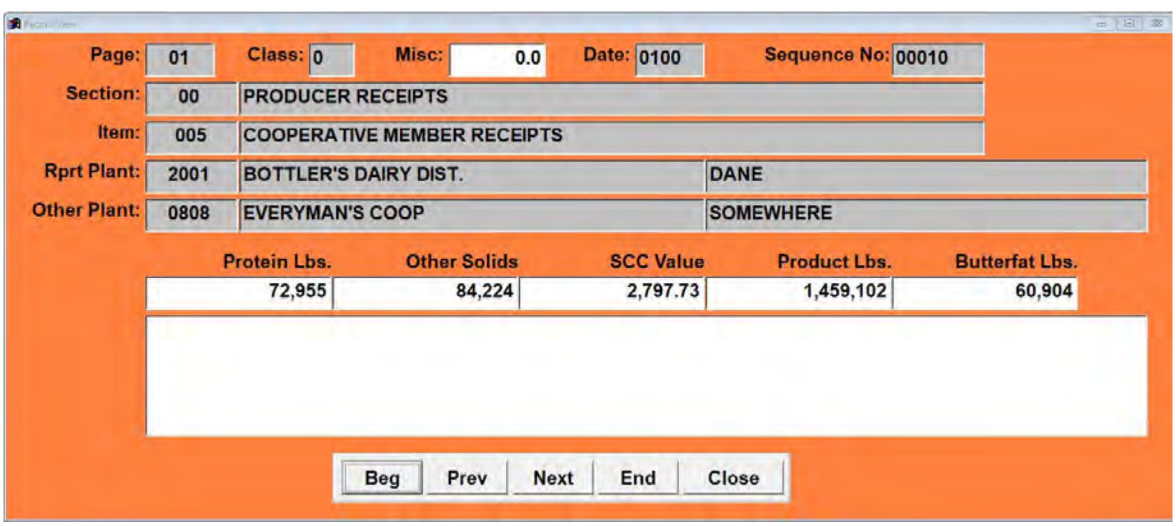


Figure 7

Reporting Route Sales

To enter route sales on the Product Detail Schedule, either double-click the product you wish to schedule, or single click the product and then click the **[Click To Schedule Detail]** button.,

You will schedule product sales by container sizes on the Product Detail schedule, see Figure 9 on the next page. You will enter the butterfat test for the product and the number of units for each container size. Additionally, for flavored product, a conversion factor will also need to be entered. The program will calculate the pounds and butterfat based on the product, size of the container and the butterfat test. The total pounds and butterfat will then be posted from the Product Detail schedule to the proper product on the grid.

NOTE: The **[Click To Schedule Detail]** button is displayed only on Route Sales and Packaged Ending Inventory records.

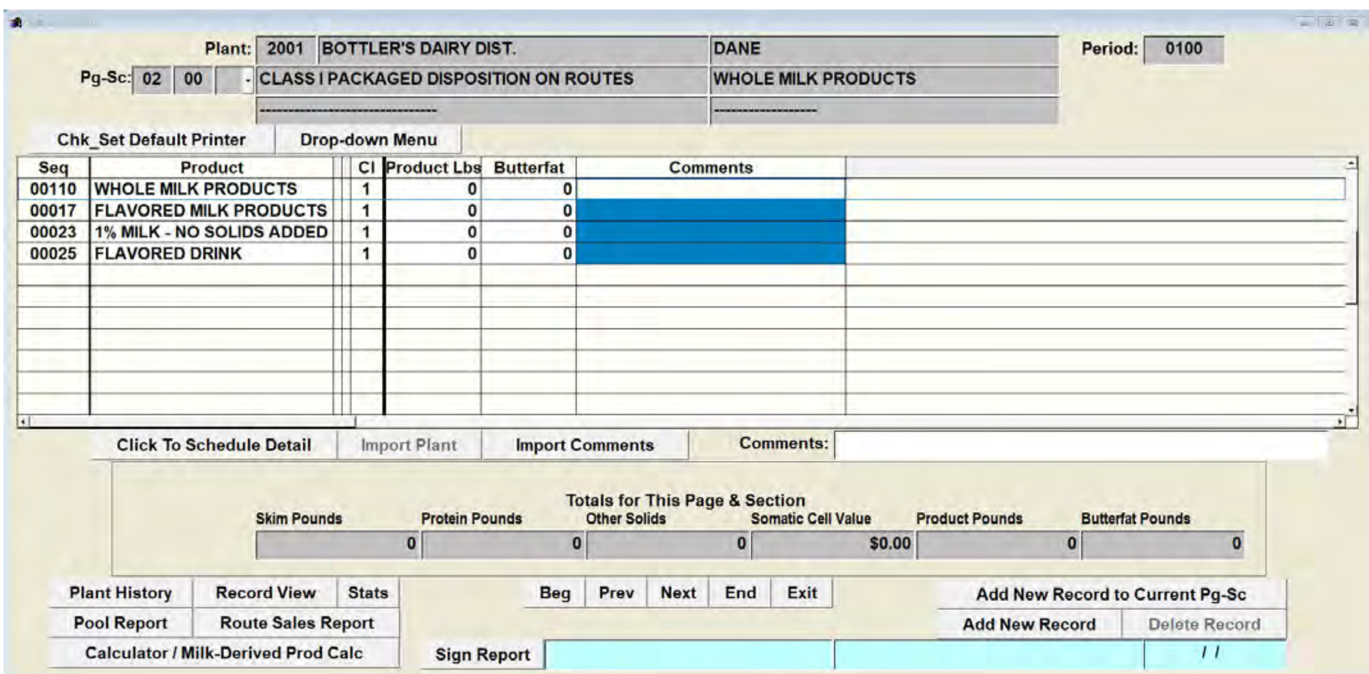
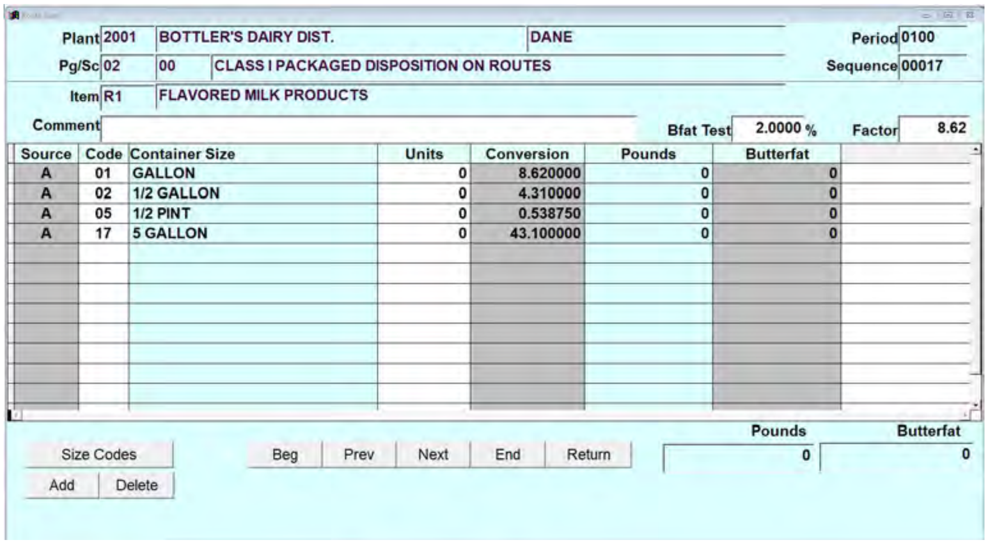


Figure 8

Reporting Route Sales
The Product Detail Schedule

Upon double-clicking the 'Whole Milk' product from the grid view, a screen similar to Figure 9 will be displayed. Please note that the containers displayed will be based on what you reported last month for the product.


Plant 2001 BOTTLER'S DAIRY DIST. DANE Period 0100
Pg/Sc 02 00 CLASS I PACKAGED DISPOSITION ON ROUTES Sequence 00017
Item R1 FLAVORED MILK PRODUCTS
Comment Bfat Test 2.0000 % Factor 8.62

Source	Code	Container Size	Units	Conversion	Pounds	Butterfat
A	01	GALLON	0	8.620000	0	0
A	02	1/2 GALLON	0	4.310000	0	0
A	05	1/2 PINT	0	0.538750	0	0
A	17	5 GALLON	0	43.100000	0	0

Size Codes Beg Prev Next End Return Pounds 0 Butterfat 0
Add Delete

Figure 9

Navigation

[Beg] - Displays the first product.
[End] - Displays the Last Product.
[Next] - Displays the Next Product.
[Prev] - Displays the Previous Product.
[Return] - Returns you to the Grid View.

Utilities

[Add] - Add a record to the schedule.
[Size Codes] - View the size code listing.

[Delete] - Delete a record. Only added records can be deleted. This option will be shown only when the current record is not a pre-coded record.

Columns

[Source] - displays the Origin of the record. **P** = PreCode, **A** = Added, **B** = Balancing
[Code] - the container size code.
[Container Size]- the description of the size code.
[Unit] - the number of units sold, or in inventory.
[Pounds] - pounds of milk.
[Butterfat] - pounds of butterfat.

Reporting Route Sales
The Product Detail Schedule (Continued)

Scheduling Units

It is highly recommended that you enter a butterfat test for the product in the space provided above the grid. When doing so, all units that you schedule will be extended to pounds and butterfat and posted to the appropriate column. If you later change the butterfat test, all units entered on the schedule will be re-extended.

NOTE: A record must exist in the grid before you can enter a butterfat test.

Totals

The total pounds and butterfat for the product will be displayed just beneath the grid. The totals shown will be posted to the appropriate record on your report.

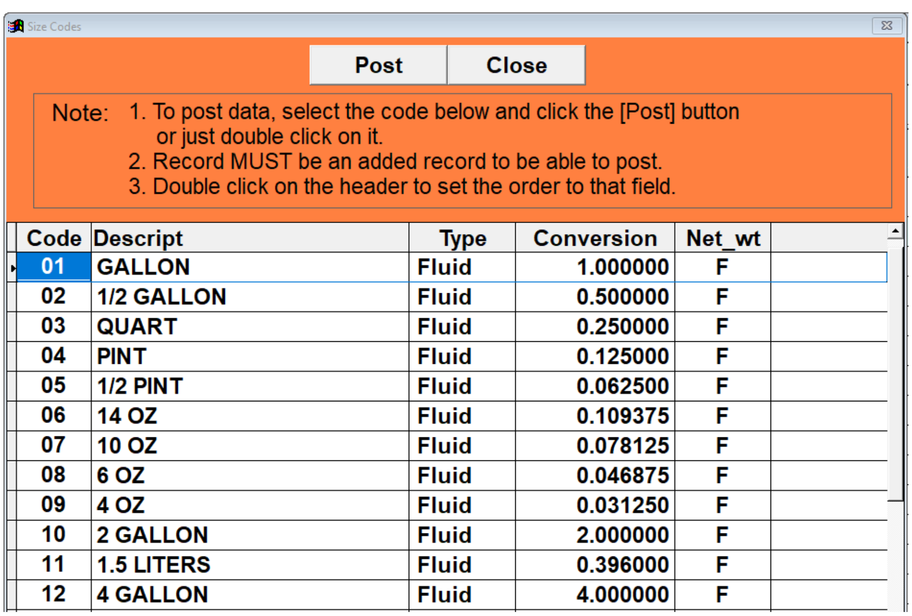
About Balancing Records

Balancing records are created on the Product Detail schedule as a result of direct entries made in the **[Pounds]** and/or **[Butterfat]** fields on the grid level screen, (Figure 9 on the previous page and if you have a Product Detail schedule loaded in the current folder). This ensures that there is a data agreement between entries made on the grid level, and the Product Detail schedule.

Adding a Size

Double-click the added record or click the **[Size Codes]** button from the Product Detail schedule. The screen shown in Figure 10 will be displayed. You can scroll up and down the listing to find the size code you will to post to the Product Detail schedule. Highlight the size code you wish to post, then click the [Post] button or double click. The size code and size code description will then be posted to the Product Detail schedule.

NOTE: You must be on an added record on the Product Detail schedule to post a size code.



Code	Descript	Type	Conversion	Net_wt
01	GALLON	Fluid	1.000000	F
02	1/2 GALLON	Fluid	0.500000	F
03	QUART	Fluid	0.250000	F
04	PINT	Fluid	0.125000	F
05	1/2 PINT	Fluid	0.062500	F
06	14 OZ	Fluid	0.109375	F
07	10 OZ	Fluid	0.078125	F
08	6 OZ	Fluid	0.046875	F
09	4 OZ	Fluid	0.031250	F
10	2 GALLON	Fluid	2.000000	F
11	1.5 LITERS	Fluid	0.396000	F
12	4 GALLON	Fluid	4.000000	F

Figure 10

Reporting Ending Inventory

<u>Bulk Ending Inventory</u>

Entries must be made on page 7, on the detail schedule. Your totals from page 7 will then be posted to page 5 ending Inventory record. To get to page 7 quickly from the page 5 ending inventory record, click the **[Go to Page 7 Record(s)]** button,Figure 11.

NOTE: If you attempt to enter pounds/butterfat on a page 5 ending inventory record, you will be directed to proceed to page 7 to enter data.

<u>Packed Ending Inventory</u>

Entries must be made on page 7, in the detail entry screen. To quickly move from page 2 to page 7, click the **[Go to Page 7 Record(s)]** button,Figure 12.

There will be a schedule similar to the one used for route sales. As with route sales, products will be scheduled by container size.

To get to the Product Detail schedule, double-click any page 7 detail record, or click the **[Click To Schedule Detail]** button.

For ending inventory, totals accumulated on the Product Detail schedule will be posted to the corresponding page 2 inventory record.

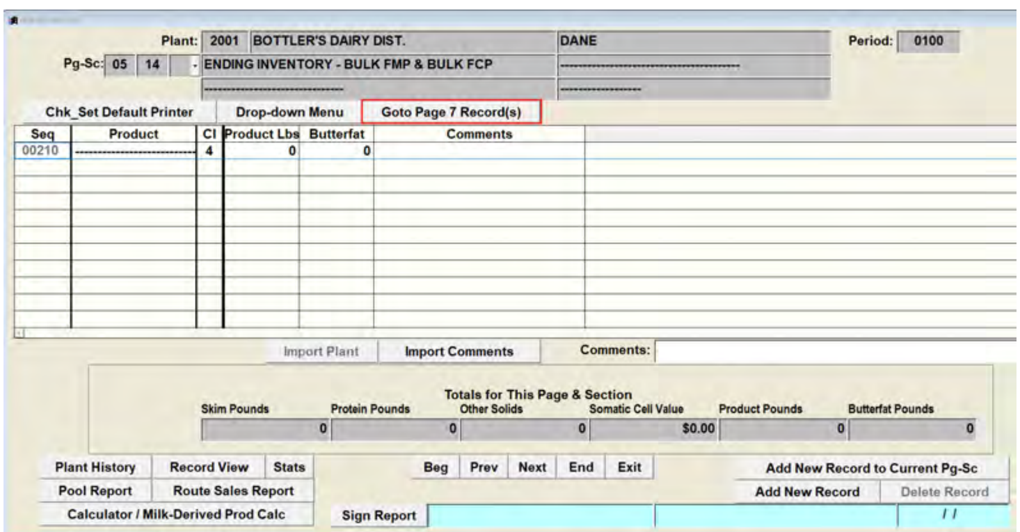


Figure 11

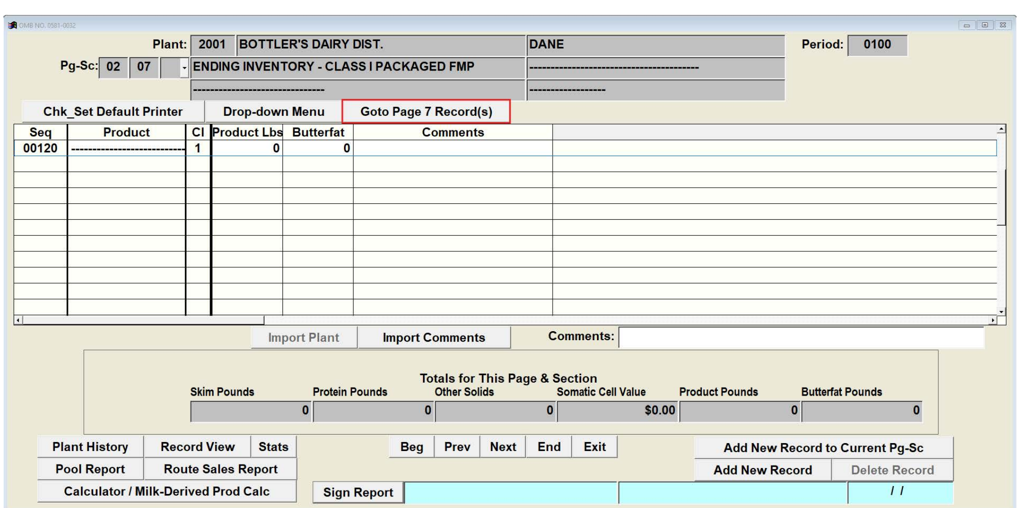


Figure 12

The Report

The **[Pool Report]** button, **(see Figure 2),** allows you to view and print a hardcopy of your pool report.

The options for the report are on a small toolbar displayed near the top of the report. The example in figure 13 shown below, explains the purpose of each icon on the report toolbar.

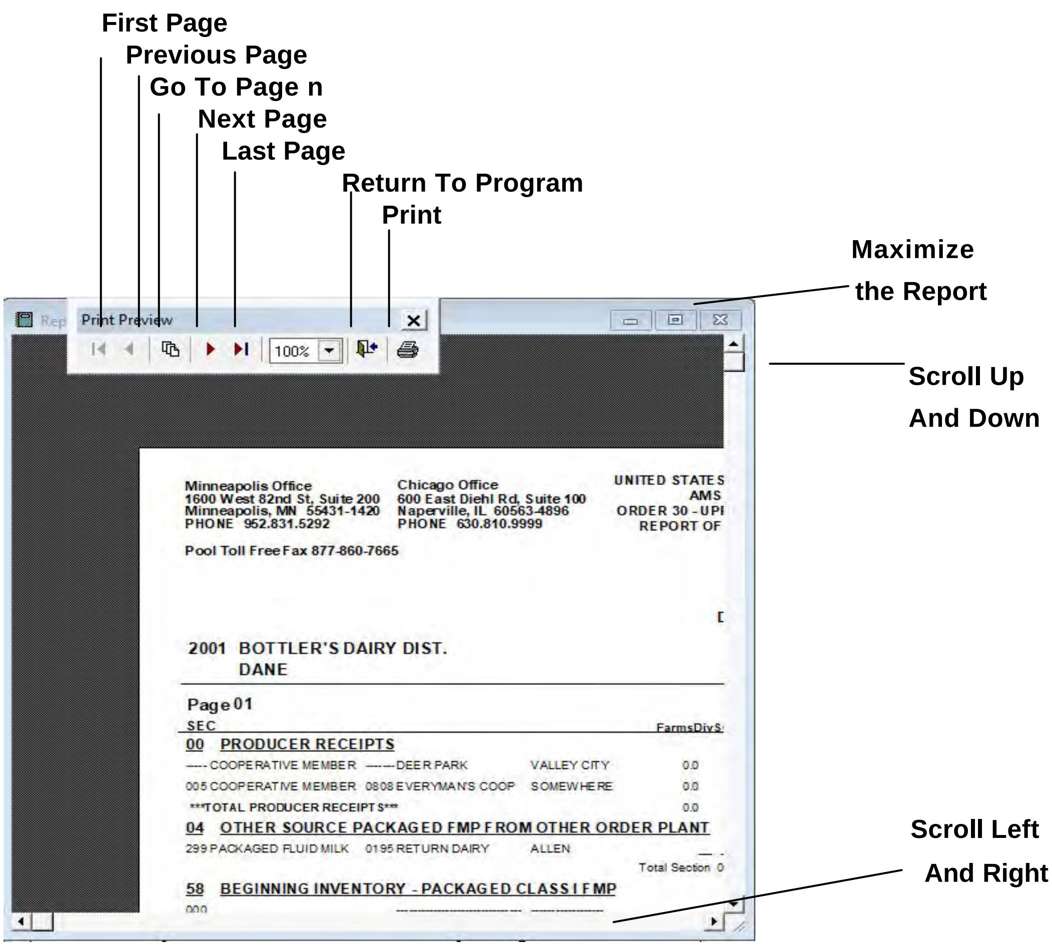


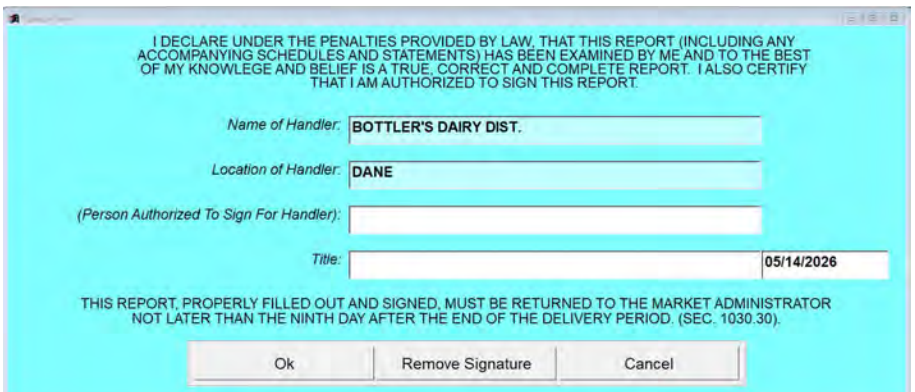
Figure 13

Completing & Signing the Report

When you feel that the report is complete and correct, it is always a good idea to check the report statistics using the **[Stats]** button.

When you are satisfied that the report is correct and complete, click the **[Signed]** button. The following screen, (Figure 14), will be displayed. Note that the 'Name of Handler' and 'Location of Handler' are retrieved from one of the pre-coded records. It should never be necessary to enter these when using a pre-coded report.

The 'Person Authorized To Sign' and the 'Title' of that person may be blank the first time you do a report. For subsequent reports, your entries into these two fields will be saved so that you don't have to key it each month. If the person authorized to sign the report changes, just type over the info that is displayed.


I DECLARE UNDER THE PENALTIES PROVIDED BY LAW, THAT THIS REPORT (INCLUDING ANY ACCOMPANYING SCHEDULES AND STATEMENTS) HAS BEEN EXAMINED BY ME AND TO THE BEST OF MY KNOWLEGE AND BELIEF IS A TRUE, CORRECT AND COMPLETE REPORT. I ALSO CERTIFY THAT I AM AUTHORIZED TO SIGN THIS REPORT.

Name of Handler: BOTTLER'S DAIRY DIST.

Location of Handler: DANE

(Person Authorized To Sign For Handler):

Title: 05/14/2026

THIS REPORT, PROPERLY FILLED OUT AND SIGNED, MUST BE RETURNED TO THE MARKET ADMINISTRATOR NOT LATER THAN THE NINTH DAY AFTER THE END OF THE DELIVERY PERIOD. (SEC. 1030.30).

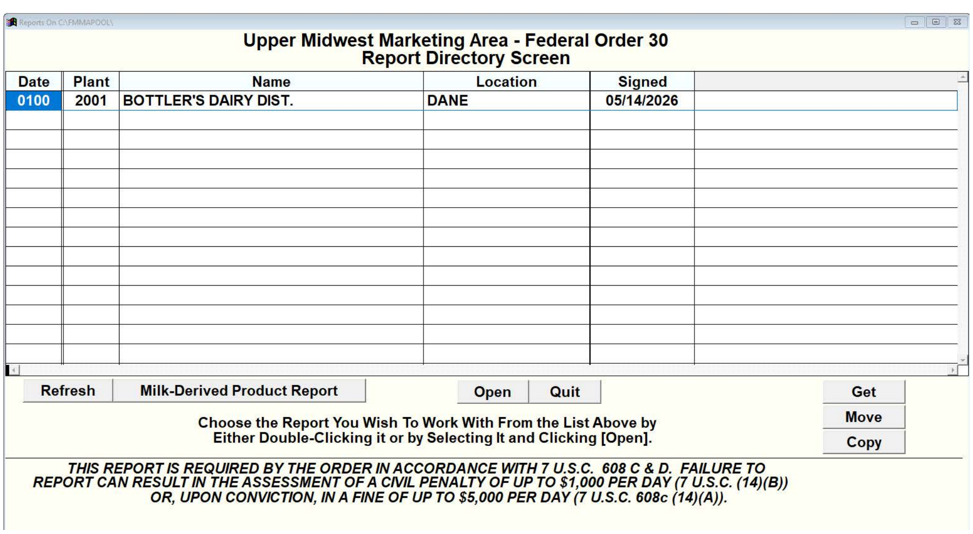
Ok | Remove Signature | Cancel

Figure 14

Click **[Ok]** when done. The signature information will be displayed on each work page in the grid view. Click on Exit and you will return to the Report Directory Screen where the date signed will be displayed (as shown below in Figure 15).

You can also choose to un-sign a report. Click the **[Remove Signature]** button in the sign report screen.

Email back the file(s) to *pool@fmma30.com*


Upper Midwest Marketing Area - Federal Order 30
Report Directory Screen

Date	Plant	Name	Location	Signed
0100	2001	BOTTLER'S DAIRY DIST.	DANE	05/14/2026

Refresh | Milk-Derived Product Report | Open | Quit | Get | Move | Copy

Choose the Report You Wish To Work With From the List Above by Either Double-Clicking it or by Selecting It and Clicking [Open].

THIS REPORT IS REQUIRED BY THE ORDER IN ACCORDANCE WITH 7 U.S.C. 608 C & D. FAILURE TO REPORT CAN RESULT IN THE ASSESSMENT OF A CIVIL PENALTY OF UP TO $1,000 PER DAY (7 U.S.C. (14)(B)) OR, UPON CONVICTION, IN A FINE OF UP TO $5,000 PER DAY (7 U.S.C. 608c (14)(A)).

Figure 15