

Supplemental Instructions for Filing the PMMB-62 Report Electronically

These instructions are in addition to the [PMMB-62 Milk Dealer's Monthly Report Instructions](#).

These instructions refer to the Micro Soft Excel Spreadsheet version of the Monthly Dealer's Report.

When referring to a location, these instructions will reference the **spreadsheet's** column and row not the column and row as printed on the paper version of the spreadsheet.

If entering a butterfat percentage of less than 1% on any page, the format 0.X (or zero followed by a decimal point then the number) must be used for the spreadsheet to correctly receive the information.

Equations within the spreadsheet CAN NOT be read by the MARS process. Numeric data must be entered as numerals.

Throughout the spreadsheet, only cells with a yellow background and cells requesting an entry on Parts IA, II and V allow users to input data. Certain cells are restricted by a drop down list.

The E-mail submission address is: RA-PMMB62@pa.gov

If you have any questions or comments, please include them with the submitted form.

COVER PAGE - Upon opening the Data Entry Template, the cover page is presented. If macros are not currently allowed, macros embedded within the template may be activated by clicking the notice displayed below the formula bar. The first step in creating a unique, monthly report file is to enter the dealer license number, the report month, report year and clicking on the yellow save button. This activates a macro naming the file with the PMMB standard naming convention and allowing the user to save the file in a folder of the user's choosing.

Complete the cover page by entering the plant or contact location (if a plant location does not exist.) Next complete the field for the name of the person entering the data along with contact information. Cover Page information is carried over to each part of the report.

Part IB – Cells B2 and B3 will calculate automatically and must match.

Part II – If the Selling Dealer is licensed by the PMMB, enter their license number into column B. Their name will appear in column C automatically. Product code is a drop down list and can be found on table 3 in the Monthly Report Instructions. After inputting product pounds, enter the butterfat percent. Butterfat pounds will automatically be entered into the associated cell of the same row. Column totals will calculate automatically. Enter rows consecutively (Do not skip rows.) to ensure proper processing.

Part III – Column E will total the input of columns G through AE. Column F (Butterfat Percent) must be entered for proper data entry. The area for product sales (Row 5) must be selected (from a drop down list) for Row 10 to calculate totals. Further entries in additional columns are prevented unless an area is selected. In-state areas are automatically given a "Regulated: Y" descriptor. This can be changed by a drop-down selection.

Part IV – If the Purchasing Dealer is licensed by the PMMB, their license number should be entered in row 6. Their name will appear in row 5 automatically. Row 7 is a drop down list for area sales. Row 11 totals will be calculated automatically. Column F will total the input of columns H through AT.

Part V – If the Selling Dealer is licensed by the PMMB, their license number is to be entered in column B. Their name will appear in column C automatically. After entering the product code and Product Pounds, enter the butterfat Percentage in column G. Column N is generated automatically but can be changed via drop down list.

Part VI – If you enter the product code in column B, the description will automatically be entered in the Description Field. (Codes and descriptions are listed at the end of these instructions.) Entering the butterfat percentage in column H will automatically enter the associated pounds.

Part VII – Columns H and I will present the differences in the corresponding row data entered in columns D through G. Line 9 will total automatically.

Part VIII – If the Purchasing Subdealer is licensed by the PMMB, enter their license number into column B. Their name will appear in column C automatically. The total is generated in line 8.

SHRINK – All figures on this schedule are carried-over from the previous schedules.

Product Codes:

400	Standard Milk	2701	Buttermilk Condensed Class 1
500	Flavored Milk	2702	Buttermilk Condensed Class 2
510	Egg Nog	2703	Buttermilk Condensed Class 3
600	Flavored Reduced Fat Milk	2704	Buttermilk Condensed Class 4
700	Nonfat Flavored	2801	Milk Condensed Class 1
800	Reduced Fat Milk 2%	2802	Milk Condensed Class 2
900	Lowfat Milk 1%	2803	Milk Condensed Class 3
1000	Buttermilk	2804	Milk Condensed Class 4
1100	Lowfat Buttermilk	3002	Cottage Cheese
1200	Nonfat Milk	3012	Other Soft Cheese
1300	Nonfat Milk - Fortified	3102	Sherbert Mix / Ice Milk Mix
1500	Mixed Milk	3202	Yogurt
1600	Sour Cream	3303	Butter oil
1601	Lowfat Sour Cream	3304	Butter
1700	Light Cream	3402	Chip Dip
1800	Medium Cream	3503	Hard Cheese
1900	Heavy Cream	3702	Commercial Food Processing
2001	Bulk Milk Class 1	3804	Powder Manufacturing
2002	Bulk Milk Class 2	3901	Other Class 1
2003	Bulk Milk Class 3	3902	Other Class 2
2004	Bulk Milk Class 4	3903	Other Class 3
2102	Bulk Cream Class 2	3904	Other Class 4
2103	Bulk Cream Class 3	4002	Livestock Feed Class 2
2104	Bulk Cream Class 4	4003	Livestock Feed Class 3
2201	Bulk Skim Class 1	4004	Livestock Feed Class 4
2202	Bulk Skim Class 2	4102	Dumped Class 2
2203	Bulk Skim Class 3	4103	Dumped Class 3
2204	Bulk Skim Class 4	4104	Dumped Class 4
2301	Powder for Reconstitution	4203	Plant Loss
2400	Water	9901	Balancing Entry Class 1
2501	Skim Condensed Class 1	9902	Balancing Entry Class 2
2502	Skim Condensed Class 2	9903	Balancing Entry Class 3
2503	Skim Condensed Class 3	9904	Balancing Entry Class 4
2504	Skim Condensed Class 4		
2602	Ice Cream Mix		