



MILK ACCOUNTING AND REGULATORY SYSTEM (MARS)

Monthly Hauler Report (PMMB-79)

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Monthly Hauler Report (PMMB-79)

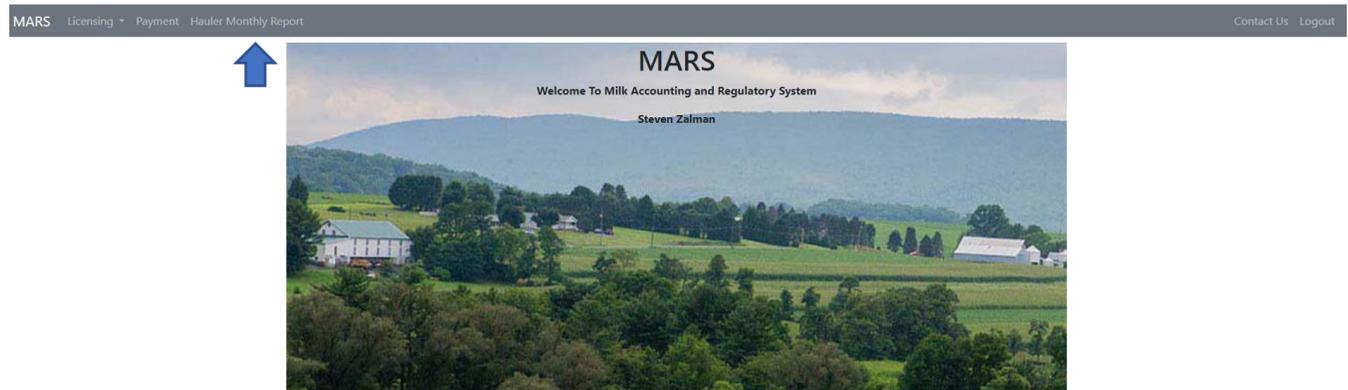
Location: MARS > Hauler Monthly Report

Each PA Milk Board licensed hauler must file a monthly report on or before the 30th day of each month for the preceding month's activity.

After Successful Login

1. The first thing you should see when you successfully login into MARS is the screen shown below.
2. Click "Hauler Monthly Report" as shown by the blue arrow.

Figure 1: Monthly Hauler Report Navigation



3. You will be directed to the Hauler Monthly Report Dashboard which consists of four sections, explained and shown below in Figure 2.

Hauler Monthly Report Dashboard

Figure 2: Hauler Monthly Report Dashboard Displayed

The screenshot shows the Hauler Monthly Report Dashboard with four sections annotated by blue arrows:

- Hauler Monthly Report:** Points to the top section with a dropdown menu for License Number (10005154 - ZALMAN HAULER).
- In Progress Report:** Points to the section containing a table of reports in progress.
- Choose a New Report to Complete:** Points to the section containing a table of reports to be completed.
- Submitted Reports:** Points to the bottom section containing a table of submitted reports.

Report Month	Last Modified Date	Status	
March 2024	5/20/2024		<button>Continue Report</button> <button>Delete Draft</button>

Report Month	Report Due Date	
April 2024	5/30/2024	<button>Start Report</button>

Report Month	Date Submitted	Status
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A. Hauler Monthly Report Section

This section displays the license number(s) of the hauler/haulers associated with your Greenport account. If you are authorized to submit for multiple haulers, those names and license numbers will be shown in the dropdown menu. Select the hauler to view information for that license number.

- If you have only registered one license number for Greenport, you will only see one hauler listed.

B. In Progress Reports Section

This section will display any reports that you have started but have not yet completed and submitted. You can select to delete the draft entirely or continue filling out the report.

C. Choose a New Report to Complete Section

This section will display reports that have not been started. The report month will display on the first of each month and display the due date of the report. Select "Start Report" to begin a report.

- If the report is past due you will also see a notification that it is past due.

D. Submitted Reports Section

This section shows reports that have been submitted for the past year. If a view Report button is visible you will be able to view what was submitted but will be unable to change any data.

4. Once you have selected the report on which you want to work, you will be directed to that report.

Figure 3: Hauler Monthly Report

Report Information Section → License Number: 10005154 Client Name: ZALMAN HAULER Report Month: April 2024

Data Entry Section →

Dealer License #	Dealer Name	Farm Milk (lbs)
No data available in table		
Total Pounds:		0
Fee Due: (Total Pounds / 100 * \$0.005)		\$0.00

Showing 0 to 0 of 0 entries Previous Next

No Activity Reported Add Milk Hauled

I hereby certify that I am the milk hauler above named, or the duly authorized representative of said milk hauler, that I have read the foregoing report and am familiar with its contents, and that same is true and correct to the best of my knowledge and belief.

Signature * Date * Email Address *

Submit Report If you have any questions regarding your Hauler report completion please contact Fatima Roberge at 717-836-3114 or froberge@pa.gov

Each report is divided into 3 sections.

- A. **Report Information Section** – This section contains the license number, hauler name, and report month of the report you are working on.
- B. **Data Entry Section** – This section is where you will list milk hauled.
- C. **Sign, Submit, Pay Section** – This section contains a box for your signature, date, and email address. A submit button is also provided to make payment and submit the report.

Data Entry Section – How to Enter Data

1. To add milk hauled, click on the green ‘Add Milk Hauled’ button shown in Figure 4.
2. Select the Dealer you delivered milk to and enter the pounds of milk hauled. See Figure 5.
 - a. If a Dealer is not listed in the dropdown select 777777 and enter the name of the unlicensed Dealer.
 - b. Give the total for each location receiving milk. DO NOT list multiple deliveries to the same location separately.
 - c. Milk picked up on the last day of the month and not delivered until the first of the following month should be reported with the deliveries of the month of pickup.
 - d. A report must be filed even if there was no reportable activity that month, unless you were notified that you are exempt. If there is no reportable activity check the ‘No Activity Reported’ checkbox.

- e. For dumped milk, use the license number of the dealer where the milk was originally destined.
- f. Include diverted milk. Diverted milk is milk purchased from a dairy farmer by one dealer but delivered to another dealer.
- g. The fee for milk picked up at a producer's farm located outside of PA and delivered to a dealer or handler located within PA, is payable by the delivering hauler if the tanker is hauled by more than one hauler.
- h. Total fees due for the month are automatically calculated and shown on the 'Fee Due' line.

Figure 4: Data Entry Section

Farm Milk Hauled

Dealer License #	Dealer Name	Farm Milk (lbs)	
No data available in table			
Total Pounds:		0	
Fee Due: (Total Pounds / 100 * \$0.005)		\$0.00	

Showing 0 to 0 of 0 entries Previous Next

No Activity Reported

➔
Add Milk Hauled

Figure 5: Add Milk Hauled Entry

by Report

License Number: 10005154 **Client N**

Farm Milk Hauled

Dealer License #	Dealer Name	Farm Milk (lbs)	
No data available in table			
Total Pounds:		0	
Fee Due: (Total Pounds / 100 * \$0.005)		\$0.00	

Showing 0 to 0 of 0 entries Previous Next

No Activity Reported

Add Milk Hauled

Add Milk Hauled Entry ✕

Dealer *

Farm Milk Hauled (lbs) *

Save
Close

Data Entry Section – How to edit or delete data entered

1. For each line item entered, there will be 2 icons, an edit icon  and a delete icon . Shown in Figure 6 below.
2. To edit any data for a line, select the edit icon and enter the correct data.
3. To delete an entire line select the delete icon.

Figure 6: Edit or Delete line item



Dealer License #	Dealer Name	Farm Milk (lbs)	
7777777	Zalmans Dairy	1,000,000	 
Total Pounds:		1,000,000	
Fee Due: (Total Pounds / 100 * \$0.005)		\$50.00	

Showing 1 to 1 of 1 entries

Previous Next

No Activity Reported

[Add Milk Hauled](#)

Sign, Submit, Pay Section

1. The report must be signed and dated. An email address must be entered. A copy of the report will be emailed to the email address given.
2. If you owe less than \$1.00 the fee will be waived, however the report must still be filed.
3. The report cannot be submitted and filed until the fees are paid, or 'No Activity Report' checkbox is checked, or less than a \$1.00 is owed.