Tool: Organizing market price data checklist

### Purpose of the tool

This tool will help you organize the price data collected in the field, guaranteeing its consistency.

### How to use the tool

This tool consists of a checklist to be used while entering data prices into the database.

### Checklist for data entry

1. Enter prices into the appropriate spreadsheet. Create separate spread sheets for:
* Different commodities (according to its type/variety, quality, condition, colour/size, origin, volume, packaging, branding, etc.)
* Different types of trader (retailer or wholesaler)
* Different volumes of sale, etc.

|  |
| --- |
| **Commodity: Rice; Type: 7-Tonner; Quality: 1st grade; Origin: local; Selling unit: kg** |
| Date  | 5-Jan-10 | 5-Feb-10 | 6-Mar-10 | 4-Apr-10 | 5-May-10 |
| Price Unit | PHP/kg | PHP/Kg | PHP/kg | PHP/Kg | PHP/Kg |
| Market 1 | Retail 1 | 32 | 32 | 33 | 36 | 36 |
| Retail 2 | 32 | 32 | 32 | 35 | 35 |
| Retail 3 | 33 | 33 | 33 | 36 | 35 |
| Retail 4 | 32 | 32 | 33 | 36 | 35 |
| Retail 5 | 32 | 32 | 32 | 35 | 35 |
| Market 2 | Retail 1 | 31 | 31 | 32 | 35 | 35 |
| Retail 2 | 31 | 31 | 32 | 35 | 35 |
| Retail 3 | 32 | 32 | 32 | 35 | 35 |
| Retail 4 | 30 | 30 | 31 | 34 | 35 |
| Retail 5 | 31 | 31 | 32 | 35 | 35 |
| Market 3 | Retail 1 | 32 | 38 | 41 | 41 | 36 |
| Retail 2 | 32 | 38 | 41 | 41 | 35 |
| Retail 3 | 33 | 39 | 40 | 41 | 36 |
| Retail 4 | 32 | 38 | 40 | 41 | 35 |
| Retail 5 | 32 | 38 | 41 | 41 | 36 |
| Market 4 | Retail 1 | 30 | 30 | 32 | 35 | 35 |
| Retail 2 | 30 | 30 | 31 | 34 | 34 |
| Retail 3 | 31 | 31 | 32 | 34 | 34 |
| Retail 4 | 30 | 30 | 31 | 34 | 34 |
| Retail 5 | 31 | 31 | 31 | 34 | 35 |
| Market 5 | Retail 1 | 31 | 31 | 32 | 35 | 35 |
| Retail 2 | 32 | 32 | 33 | 36 | 36 |
| Retail 3 | 32 | 32 | 32 | 36 | 36 |
| Retail 4 | 32 | 32 | 33 | 36 | 36 |
| Retail 5 | 33 | 32 | 33 | 36 | 36 |

 Table. Example of Excel spreadsheet for price database (prices are fictitious).

1. Ensure consistency. When inputting data in the database make sure that all prices refer tothe same units of measurement.
2. Check for irregularities. If one single price is much higher or lower than the others, it is likely that there has been an error. In this case:
* Double-check if the price has been converted correctly to the unit of measurement.
* If the price has been correctly converted, check if the reported price is correct, possibly by asking a key informant from the market.
* If the price is correct, it is recommended speaking with traders to understand the reason.
1. Plot the average price of each commodity across markets over time.

Graph. Example of how to present, on a graph, prices across markets over time.