

Toolkit Task Guide #44 Management of Toolkit Costlists and Payment Schedules

March 27, 2008

Abstract

Beginning in Fiscal Year (FY) 2008, the Natural Resources Conservation Service (NRCS) implemented the use of payment schedules. The following guidance applies to both prior year costlists and payment schedules. Costlists associated with NRCS financial assistance programs are maintained on the field office (FO) server under the folder F:\FOTG\Section_I\ . Many of these costlists are placed on the server by the NRCS state office (SO) and should be maintained for future use even after the FY has ended. When costlists for previous FYs are not being used, they should be stored in a subfolder for that FY using the instructions below. This task guide has been developed to assist users in the management of costlists to limit the number of files the user must scroll through when making a selection in Toolkit.

Instructions

Note: All costlists an office may want downloaded to the C: drive using Geodata Tools must be maintained directly in the folder F:\FOTG\Section_I\ . Any costlists maintained in subfolders of this directory will not be downloaded to the C: drive application; therefore, would not be available when disconnected from the network.

Creating Subfolders for each FY

1. Open Windows Explorer
2. Navigate to F:\FOTG\Section_I\
3. Create a new subfolder for each set of costlists by FY
 - a. Click the **File** Menu
 - b. Click **New**
 - c. Click **Folder**
4. Rename the folder from New Folder to a folder name for the FY such as FY04

Moving Costlists to the FY Subfolder

Repeat these steps for each FY except the current one.

1. From the folder F:\FOTG\Section_I\ , select all costlists associated with one FY
2. Cut and paste the files to the subfolder created for that FY
 - a. Click the **Edit** Menu
 - b. Click **Cut**
 - c. Double-click the FY subfolder to open it
 - d. Click the **Edit** Menu
 - e. Click **Paste**

Sample of final directory structure

