



# Program Contracts (ProTracts)

## Task Guide #1 Contract Payments

April 14, 2006

The following procedures cover the steps necessary for payments to be authorized in ProTracts. Refer to the Conservation Programs Manual and Kansas bulletins for program details such as documentation and signature requirements.

- Environmental Quality Incentives Program (EQIP) – Part 515.117, Payment Procedures
- Conservation Security Program (CSP) – Part 518.112, Application for Payment

<b>Table of Contents</b>	<b>Page</b>
Annual Payments .....	2
Certification and Payment .....	4
Print Form CCC-1245 .....	7
Print Form NRCS-1245 .....	8
Payment Instructions.....	9
• Vendor Information.....	9
• Split Payment Information .....	12
• Assign Payment .....	13
Approve Payment.....	15
Undo Annual Payments .....	17
Undo Certification and Payment .....	18

## Annual Payments

The Annual Payments payment procedure will be used only for CSP stewardship, existing practice and enhancement payments. For payments of EQIP practices or CSP new practices, use the Certification and Payment procedures.

To certify annual payments, use **Find a Contract** from the *Contracts* menu item to find the contract. Click on the **contract** to highlight it and click the **View** button. The contract will be displayed.

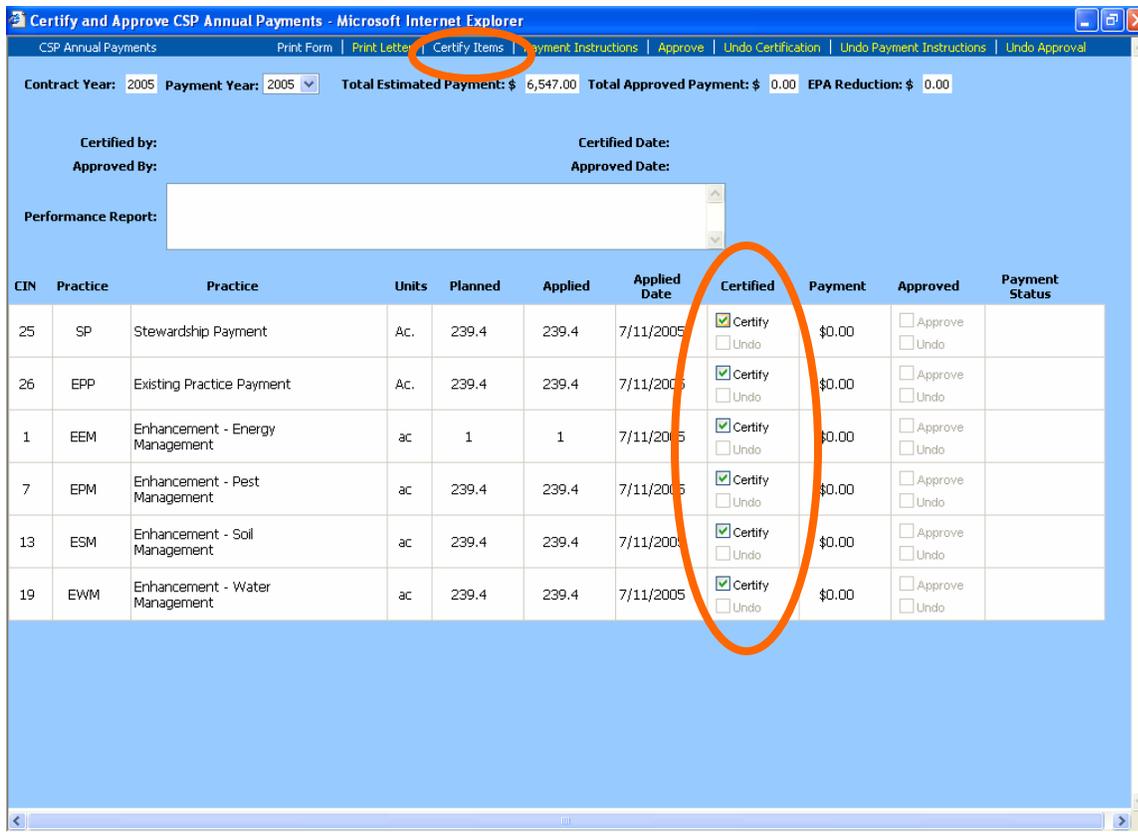
The screenshot shows the ProTracts web application interface. At the top, there is a navigation bar with menu items: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. Below this is a yellow banner with "# Active Sessions: 4". The main content area is titled "Conservation Contract" and features a blue menu bar with options: Contract, Participant Info, Approve Modification, History, Letters, Attachments, Annual Payments (circled in orange), Print, and Modify. The contract details are displayed in a table-like format:

Current FY Cost:	\$14,328	Contract Number:	7862155	Contract Status:	Active	Status Date:	5/27/2005
Program:	CSP	Total Estimated Cost Share:	\$28,725	Start Date:	6/30/2005	Expires:	9/30/2010
Participants:		Current Contract Year:	First Year	Modification Number:	0	Modification Date:	N/A
Location:	KS SERVICE CENTER	Tier:	3	FA Fund Code:	11030001 Middle Arkansas - Lake McKinney	Planner:	
Watershed:	11030001 Middle Arkansas-Lake McKinney	Eligible Acres:	239.4	Land Units:			
Cost List:	CSP05-01 - Middle_Arkansas_CSP05						

Below the contract details, there is a "Practice" section with the following information:

Item: 1 Year: 2005 Estimated Cost-Share: \$200 Cost-Share Cap: \$300.00 Item Status: Planned Status Date: 6/30/2005  
Practice: Enhancement - Energy Management Code: EEM Units: ac Amount: 1 Payment Status: Eligible  
Fund Codes: 11030001 Middle Arkansas - Lake McKinney

1. Click **Annual Payments** on the blue *Contract* menu bar.
  - The CSP Annual Payments window opens for the current contract. Only stewardship, existing practice and enhancement contract items will be displayed.



2. Click on the box next to Certify for all stewardship, existing practice and enhancements contract items.
3. Click **Certify Items** from the blue *CSP Annual Payments* menu bar.
  - Your name and today's date is printed on the Form NRCS-1245 as the certifying technician.

Proceed to Print Form NRCS-1245.

## Certification and Payment

The Certification and Payment procedure will be used for certification and payments of EQIP practices or CSP new practices. For CSP stewardship, existing practice and enhancement payments use the Annual Payments payment procedure.

To certify completed practices, use **Find a Contract** from the *Contracts* menu item to find the contract. Click on the **contract** to highlight it and click the **View** button. The contract will be displayed.

The screenshot shows the ProTracts web application interface. The top navigation bar includes: Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Contact Us, Help, Log Off. The main content area is titled "Conservation Contract" and displays the following details:

Program:	CSP	Current FY Cost:	\$14,328	Total Estimated Cost Share:	\$28,725	Contract Number:	7862155	Contract Status:	Active	Status Date:	5/27/2005
Participants:		Location:	KS SERVICE CENTER	Current Contract Year:	First Year	Start Date:	6/30/2005	Expires:	9/30/2010	Modification Date:	N/A
Watershed:	11030001 Middle Arkansas-Lake McKinney	Tier:	3	FA Fund Code:	11030001 Middle Arkansas - Lake McKinney	Planner:					
Cost List:	CSP05-01 - Middle_Arkansas_CSP05	Eligible Acres:	239.4	Land Units:							

The "Practice" menu bar at the bottom includes: View by Year, New Item, New NC Item, Copy Item, Add Components, Delete Item, **Certification and Payment** (circled in red), < Previous Item, Next Item. Below the menu bar, the practice details are shown: Item: 1, Year: 2005, Estimated Cost-Share: \$200, Cost-Share Cap: \$300.00, Item Status: Planned, Status Date: 6/30/2005. Practice: Enhancement - Energy Management, Code: EEM, Units: ac, Amount: 1, Payment Status: Eligible. Fund Codes: 11030001 Middle Arkansas - Lake McKinney.

1. Click **Certification and Payment** on the blue *Practice* menu bar.
  - The Practice Certification window opens for the current contract item. Use the Item drop down menu to select the appropriate contract item.

The screenshot shows a web browser window titled 'Certification - Microsoft Internet Explorer'. The browser's address bar shows 'Practice Certification' and the menu bar includes 'Upload Shapefile', 'Produce Map', 'Payment Instructions', 'Approve Payment', 'Undo', 'Print Form', and 'Save'. The 'Save' button is circled in orange. The main content area is titled 'Practice Certification' and contains the following fields:

- Item: 37 (dropdown)
- Planned Year: 2005
- Item Status: Planned
- Payment Status: Eligible
- Practice: CONTOUR BUFFER STRIPS
- Code: 332
- Units: ac
- Actual Amount Performed: (empty text box)
- Date Performed: 7/11/2005
- Extent Approved: 239.4
- Completion:  Completed  Partial
- Full Practice Completion: 2005 (dropdown)
- Certify practice?:  Yes  No
- Performance Report: (text area)
- Name: (empty text box)
- Date: 7/11/2005

2. Enter the **Actual Amount Performed** (i.e., measured amount of the practice).
3. Enter in **Date Performed** the date the practice was completed.
  - Today's date is displayed.
4. Click **Completed** or **Partial** for the status.
  - Partial is only available if contract item has more than one component.
  - You cannot make a partial payment on one component. If, for instance, you have a single component for 6,000 feet of terraces and you want to certify and pay for half of it installed now and the other half later, your contract item must have two components. If you only have one component for the full 6,000 feet, you will need to modify the contract first to add another component and split the full planned amount between the two components.
5. Click **Yes** for Certify Practice.
6. Enter comments in the **Performance Report** area.
  - Your comments (up to 4,000 characters) are printed on the Form CCC-1245.
7. Enter in **Date** the date you certified the practice.
8. Click **Save** on the blue *Practice Certification* menu bar.
  - The status of the contract item changes from Planned to Certified.
  - If the practice was completed but not certified, the contract item status remains Planned.
  - Your name is printed on the Form CCC-1245 as the certifying technician.
  - The cost-share calculation portion of the screen opens.

Practice Certification

Item: 37 Planned Year: 2005 Item Status: Certified Payment Status: Eligible

Practice: CONTOUR BUFFER STRIPS Code: 332 Units: ac.

Name: Deborah L. Newton Date: 7/11/2005

Cost Share Calculation

Estimated Total Share/Incentive: \$ 7781.00 Cost Share Cap: \$ Total Cost Share/Incentive Earned: \$ 7780.50

CIN	Component	Units	Estimated Amount	Required Amount	Actual Amount Performed	Actual Cost	Actual Unit Cost	Component Unit Cost	Cost Share Rate	Approved	Earned
37s	Establishment	Ac.	239.4		239.4	\$ 16850.00	\$ 65.37	\$65.00	50% AC \$	7,781.00	\$ 7780.50

## Calculate Payment for a Completed Practice

- (Optional entry) Enter the **Required Amount** (i.e., minimum amount of the component).
  - The amount must meet the practice standard for the component.
  - If a minimum amount is entered, it is used to calculate the payment instead of the amount installed by the participant.
- Enter the **Actual Amount Performed** (i.e., installed amount).
- Enter the **Actual Cost** (i.e., total cost paid by the participant).
- Click once outside the Actual Cost box or press the tab key to calculate these values:
  - The participant's cost is divided by the amount the participant installed, and the result is displayed in the Actual Unit Cost column. This information can be used to develop the county average cost for the component for the next fiscal year.
  - The payment is calculated for the component and the result is displayed in the Earned column.
  - The Total Cost Share/Incentive Earned is updated.
- Calculate the payment for each component.
  - Repeat steps 1 – 4 for each component of the completed practice.
  - The Total Cost Share/Incentive Earned is updated as each component payment is calculated.
- Click **Save** on the *Practice Certification* menu bar.
  - When saved, a flag is set indicating payment approval is needed.
  - A warning message appears if the payment exceeds the funds in the contract.
  - If you have permission to approve payments, Approve Payment on the menu bar becomes active.

Proceed to Print Form CCC-1245.

## Print Form CCC-1245

After practice certification and payment calculation, the Form CCC-1245, Practice Approval and Payment Application, is available.

1. Click **Print Form** from the blue *Practice Certification* menu bar.

- The Select Components window is displayed.

CIN	Component	Units	Required Amount	Actual Amount Performed	Actual Cost	Actual Unit Cost	Component Unit Cost	Cost Share Rate	Earned	Approved
<input checked="" type="checkbox"/>	37a Establishment	Ac.		239.40	\$ 15,680.00	\$ 65.37	65.00	50% AC	\$ 7,780.50	

2. Click the radio button next to the landowner(s) you want listed on the Form CCC-1245. This will be the decision maker on the contract or the participant receiving payment.

3. Click the box next to the component(s) to include on the form.

- Note: When making the final payment on a contract item that had a partial payment, select all components to be printed on the Form CCC-1245 to make it clear to the producer that part of the payment has already been received.

CIN	Component	Units	Required Amount	Actual Amount Performed	Actual Cost	Actual Unit Cost	Component Unit Cost	Cost Share Rate	Earned	Approved
<input checked="" type="checkbox"/>	4a Nutrient Mgmt, Soil Test/Apply	ac		160.30	\$ 1,282.00	\$ 8.00	8.0000	100% FR	\$ 1,282.40	7/28/2005
<input checked="" type="checkbox"/>	4b Nutrient Mgmt, Soil Test/Apply	ac		197.00	\$ 1,576.00	\$ 8.00	8.0000	100% FR	\$ 1,576.00	

4. Click the **Print** button.

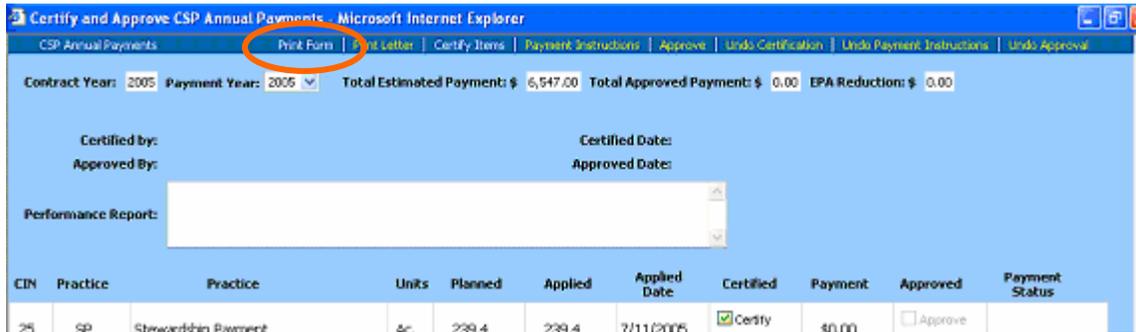
- The Form CCC-1245 will be generated in Adobe Acrobat format.

Proceed to Payment Instructions.

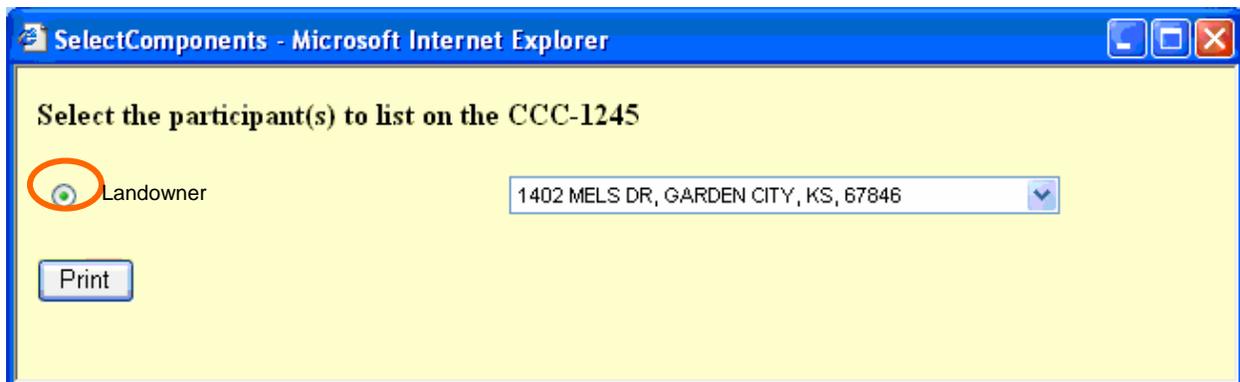
## Print Form NRCS-1245

After Annual Payments have been certified, the Form NRCS-1245, Practice Approval and Payment Application, is available.

1. Click **Print Form** from the blue *CSP Annual Payment* menu bar.



- The Select Components window is displayed.



2. Click the radio button next to the landowner(s) you want listed on the Form NRCS-1245. This will be the decision maker on the contract or the participant receiving payment.
3. Click the **Print** button.
  - The Form NRCS-1245 will be generated in Adobe Acrobat format.

Proceed to Payment Instructions.

## Payment Instructions/Vendor Information

Vendor Information must be completed for the decision maker before an application can be signed as a contract in order for the Foundation Financial Information Management System (FFIS) to obligate the contract in Fund Manager. Payment Instructions must be completed for all participants with greater than 0 percent payment share prior to approving a payment.

**Applications** 1. Use Manage Applications to search for approved applications. Click on the **application** to highlight it and then click **Vendor Info** from the blue Applications menu bar.

- Participant Information window is displayed.

Decision Maker	Type	Name and Address	Owner / Operator	Payment Share	AGI	HELC/WC	Other Eligibility	Vendor Code	Direct Deposit
<input type="radio"/>	Individual	Participant Name Address	<input type="radio"/> Owner <input checked="" type="radio"/> Operator	100	N	N	<input checked="" type="checkbox"/>		

Click on the **decision maker** to highlight the row and then click **Vendor Info**.

**Payments** 1. Click **Payment Instructions** on the blue *Practice Certification* or *CSP Annual Payments* menu bar.

- The Payment Instructions window is displayed.

Participant	Vendor Code	Name	Address	City	ST	Deposit Account

Screen 1 - No Vendor Information



## Screen 2 - Existing Vendor Information

Scenario	Action
No vendor information exists for participant (see Screen 1).	Click on <b>participant's name</b> . The row with the participant's name is highlighted and the New Vendor button then becomes active. Click <b>New Vendor</b> .
Vendor information exists (see Screen 2) but account number is different.	Click on <b>participant's name</b> . The row with the participant's name is highlighted and the Add Vendor Address button becomes active. Click <b>Add Vendor Address</b> . After entering account information, another vendor code row will appear for the participant.
Vendor information exists (see Screen 2) and account number appears to be correct.	Click on <b>vendor code record</b> . The vendor code row is highlighted and the Edit Vendor button becomes active. Click <b>Edit Vendor</b> .

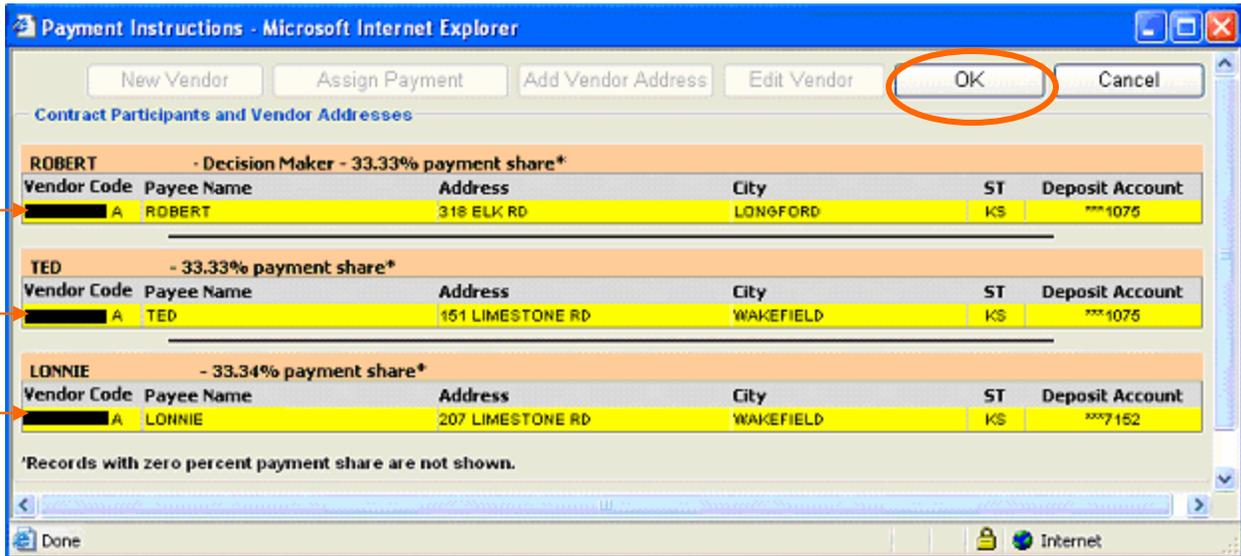
- The Address and Deposit Information window is displayed.

2. Enter or review address and deposit information.
  - Review address information and specify whether the Form 1099 is to be sent to this address.
  - For Direct Deposit, specify checking or savings account and enter or verify the 9-digit Routing Number and Account Number (17 characters or less) from the Form SF-1199a.
  - For Direct Deposit Waiver, select Waiver Reason from the drop-down list and enter the Request Date.
3. Click **Save Vendor**.

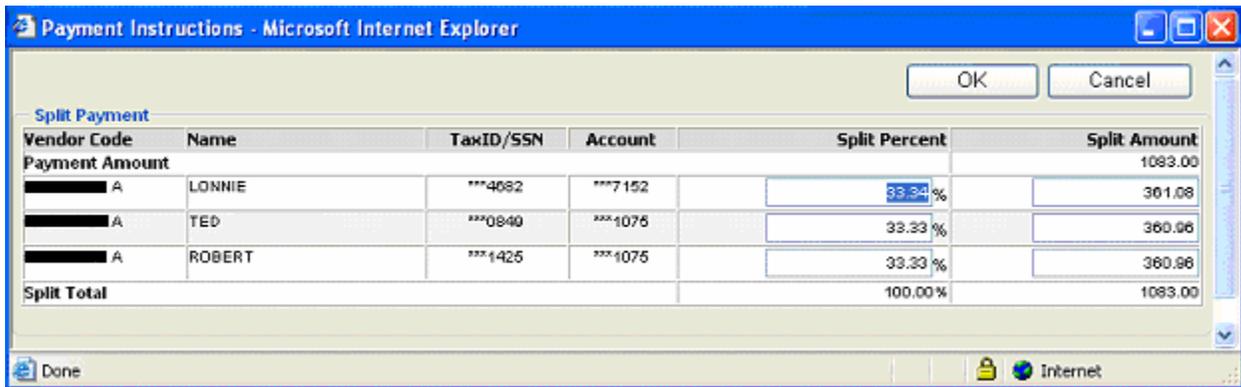
For payments, continue with Payment Instruction steps.

Note: For payments, all participants that will receive a payment share must have vendor information.

4. When all vendor information has been entered, click on the **vendor code record** for each participant and click **OK**.



- If there are multiple participants, the split payment window is displayed.



- For split payments, verify the percentages match the Form CCC-1200.
  - If percentages are incorrect, do not edit them on this screen. Click **Cancel** on Payment Instructions windows and close the annual payment/certification and payment window. On the contract, click **Participant Information** and review the payment percentages. If they are incorrect, you will need to modify the contract to correct them.
- If percentages are correct, click **OK**.
  - A message is displayed that payment instructions were completed.

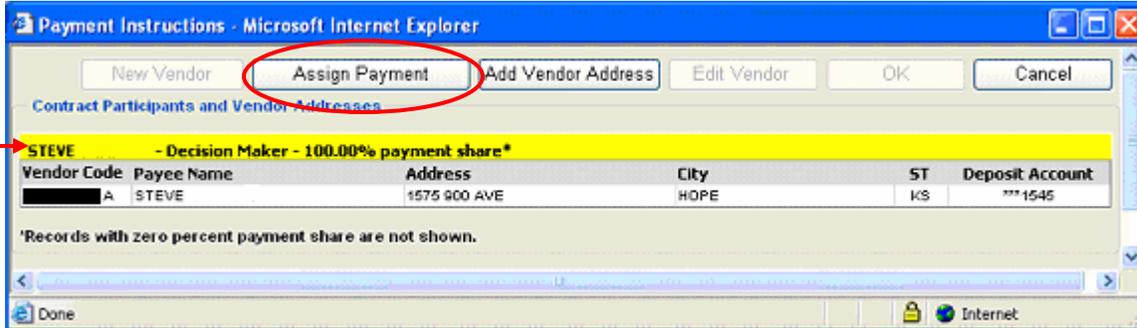
Proceed to Payment Approval.

## Assign Payment

Each participant on a contract can elect to have payment assigned to one or more vendors.

- Participants identify their assignees, if any, on Form CCC-36.
- Payments are made to assignees in the order that they are added for that participant.
- If an assignment is incorrect, it can be revoked.
- More than one payment may be assigned to an assignee.

1. On the Payment Instructions window, click **participant name** to highlight the assignor for whom you wish to designate an assignee. The Assign Payment button will become active.



2. Click **Assign Payment**.
  - The Address Assignment and Deposit Information window is displayed.
3. Select an existing assignee or New Assignee from the drop-down list.
4. Enter the Assignee Name.
5. Verify the assignor.
  - Confirm the assignor name. If incorrect, close screen and choose the correct participant.
6. Enter the complete address information for the assignee.
7. Enter the Amount.
8. Accept the default Effective Date of payment or enter a date.

9. Enter the Assignee Deposit Information

- For Direct Deposit, select either Checking or Savings.
- Enter the 9-digit Routing Number and Account Number
- If needed, select Direct Deposit Waiver. Select the waiver reason and enter the date.

10. Click **Save Assign Payment**.

- The Payment Instructions window is updated.

Repeat steps 1 - 10 to add additional assignees if needed.

- The Assignee Records are shown at the bottom of the Payment Instructions window.
- Assignee Records are shown in a single list for all participants on the contract. The vendor number identifies the participant that the assignee is associated with. The assignee's vendor number is a combination of the Participant's ID followed by an alpha character.
- Until a vendor number is assigned, the order column will indicate that the vendor record is "Pending."
- Once the vendor is established, an order number will indicate payment order.
- A number (1, 2, 3, and so on) may appear more than once, but each occurrence of a number will be associated with a different participant. Each participant has his or her own sequence of assignees.
- The assignee for which another payment assignment has been added will appear in the list twice, with two different order numbers.

## Approve Payment

Once practices are certified, the Approve/Approve Payment menu items become active if you have permission to approve payments. If you do not have permission to approve payments, notify the designated conservationist that a payment approval is needed. ProTracts does not provide automatic notification to designated conservationists but the Find Contracts search allows you to search for contracts pending approval for payments.

NOTE: Payment approval should not take place prior to participant certification on the Form CCC-1245/NRCS-1245.

### Annual Payments:

Click on the Approve **check box** for each stewardship, existing practice, and enhancement payment that has been certified and click **Approve** on the blue *CSP Annual Payments* menu bar.

CIN	Practice	Practice	Units	Planned	Applied	Applied Date	Certified	Payment	Approved	Payment Status
25	SP	Stewardship Payment	Ac.	239.4	239.4	7/11/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$835.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	
26	EPP	Existing Practice Payment	Ac.	239.4	239.4	7/11/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$209.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	
1	EEM	Enhancement - Energy Management	ac	1	1	7/11/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$300.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	
7	EPM	Enhancement - Pest Management	ac	239.4	239.4	7/11/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$1,796.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	
13	ESM	Enhancement - Soil Management	ac	239.4	239.4	7/11/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$1,251.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	
19	EWM	Enhancement - Water Management	ac	239.4	239.4	7/11/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$2,156.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	

- A message is displayed that payment was approved for the contract items.

### Certification and Payment:

Click on **Approve Payment** on the blue *Practice Certification* menu bar.

Practice Certification - Microsoft Internet Explorer

Practice Certification

Item: 37 Planned Year: 2005 Item Status: Certified Payment Status: Eligible

Practice: CONTOUR BUFFER STRIPS Code: 332 Units: ac.

Actual Amount Performed: 239.4 Date Performed: 7/11/2005 Extent Approved: 239.4

Completion:  Completed  Partial Full Practice Completion: 0

- A message is displayed that payment was approved for the contract item.

### Review Payment Approval

- Users with permission to approve payments can approve them electronically for completed practices or partially-completed practices.
- You must complete the payment instructions prior to approving a payment for a completed or partially-completed contract.
- You cannot approve payments for the same contracts that you signed and obligated in ProTracts.
- When you approve a payment, your electronic signature is inserted in the Form CCC-1245/NRCS-1245. You are not required to sign the form manually.
- You can approve a payment that exceeds the estimated cost of the practice without modifying the contract as long as the payment does not exceed the contract balance.
- If a payment calculation exceeds the contract balance, the contract can be modified with additional funds, or you can approve the payment for the contract balance.
- The payment approval process is the same for completed and partially completed practices.

## Undo Annual Payments

The CSP Annual Payments window has undo options for certification, payment instructions, and payment approval. Only the undo option for the previously completed step will be active (permissions also determine if undo options are active).



Undoing payment approval or practice certification requires two steps.

1. Click on the **check box** next to Undo (there is no check all option, you must click each check box)

The screenshot shows the main content area of the application. It includes a 'Performance Report' section and a table of payment items. The table has columns for CIN, Practice, Units, Planned, Applied, Applied Date, Certified, Payment, Approved, and Payment Status. The 'Certified' column contains 'Certify' and 'Undo' checkboxes. The 'Approved' column contains 'Approve' and 'Undo' checkboxes. The 'Undo' checkboxes in both columns are highlighted in orange. Arrows point from these checkboxes to the 'Undo Certification' and 'Undo Approval' menu items in the screenshot above. The 'Payment Status' column shows 'Payment Approved' for all items.

CIN	Practice	Practice	Units	Planned	Applied	Applied Date	Certified	Payment	Approved	Payment Status
70	SP	Stewardship Payment	Ac.	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$2,444.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
71	EPP	Existing Practice Payment	Ac.	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$611.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
1	EEM	Enhancement - Energy Management	ac	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$735.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
2	EEM	Enhancement - Energy Management	ac	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$147.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
22	ESM	Enhancement - Soil Management	ac	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$6,615.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
23	ESM	Enhancement - Soil Management	ac	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$223.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
24	ESM	Enhancement - Soil Management	ac	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$1,880.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
40	EWM	Enhancement - Water Management	ac	121	121	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$1,296.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved
46	EPM	Enhancement - Pest Management	ac	1576.3	1576.3	6/30/2005	<input checked="" type="checkbox"/> Certify <input type="checkbox"/> Undo	\$10,308.00	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Undo	Payment Approved

2. Click **Undo Certification** or **Undo Approval** from the blue *CSP Annual Payments* menu bar.

## Undo Certification and Payment

Undo options on the Practice Certification menu bar changes based on the last completed action. Your permissions will determine if the undo action is active. To undo the previous action, select the **Undo** option from the menu bar.



Screen 3 - Undo Practice Certification



Screen 4 - Undo Payment Calculation



Screen 5 - Undo Payment Instructions



Screen 6 - Undo Payment Approval