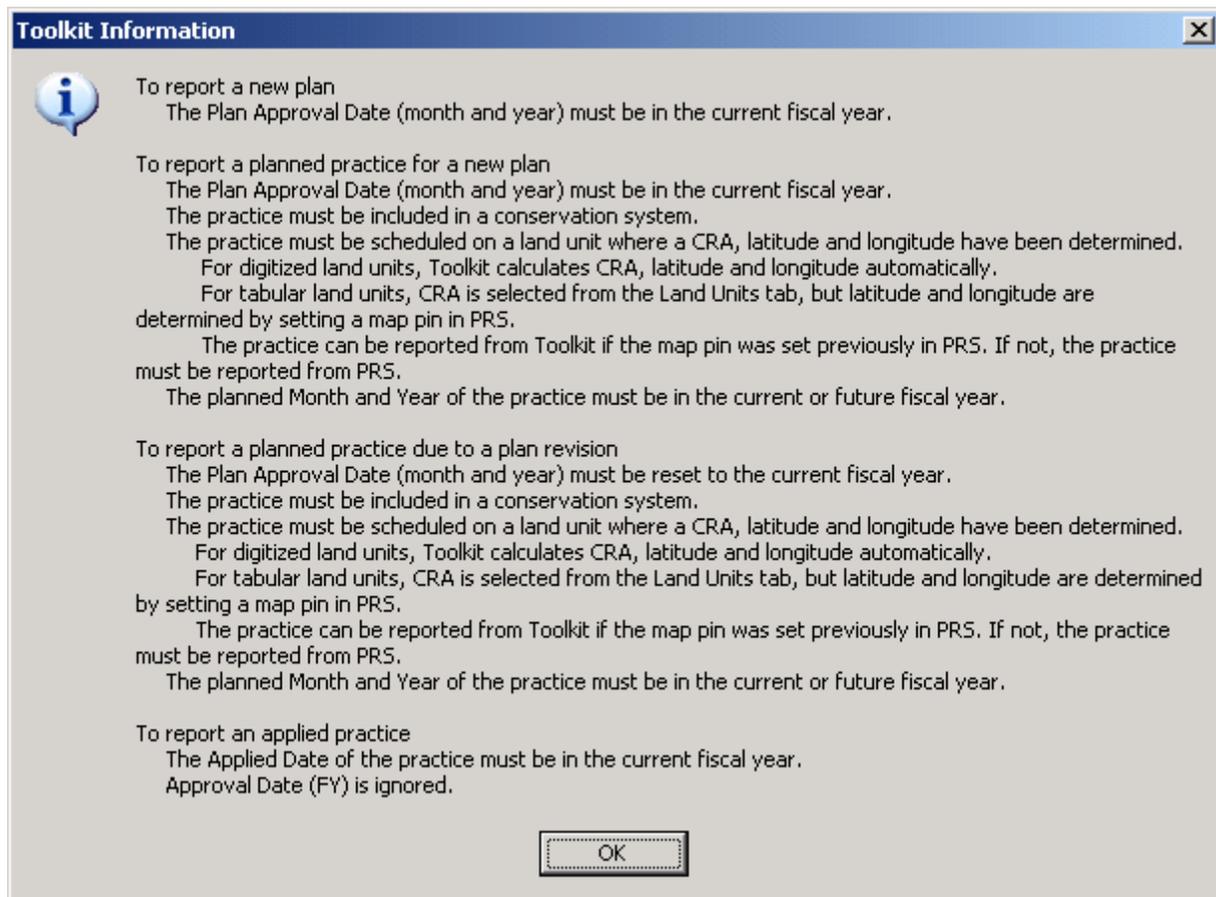


Helpful Hint—Reporting from Toolkit

Applies to Version:	Toolkit 5.2, SP-2
Written by:	June Johnson Washington NRCS Toolkit Coordinator
Helpful Hint Date:	3-14-06

Background: Several users have called saying that the **Report After Check-In** button is grayed out and not available on the Reporting tab in Toolkit.

Instructions: Click on the **View Business Rules** in the reporting tab and this box appears. Read it carefully.



Toolkit Information

 To report a new plan
The Plan Approval Date (month and year) must be in the current fiscal year.

To report a planned practice for a new plan
The Plan Approval Date (month and year) must be in the current fiscal year.
The practice must be included in a conservation system.
The practice must be scheduled on a land unit where a CRA, latitude and longitude have been determined.
For digitized land units, Toolkit calculates CRA, latitude and longitude automatically.
For tabular land units, CRA is selected from the Land Units tab, but latitude and longitude are determined by setting a map pin in PRS.
The practice can be reported from Toolkit if the map pin was set previously in PRS. If not, the practice must be reported from PRS.
The planned Month and Year of the practice must be in the current or future fiscal year.

To report a planned practice due to a plan revision
The Plan Approval Date (month and year) must be reset to the current fiscal year.
The practice must be included in a conservation system.
The practice must be scheduled on a land unit where a CRA, latitude and longitude have been determined.
For digitized land units, Toolkit calculates CRA, latitude and longitude automatically.
For tabular land units, CRA is selected from the Land Units tab, but latitude and longitude are determined by setting a map pin in PRS.
The practice can be reported from Toolkit if the map pin was set previously in PRS. If not, the practice must be reported from PRS.
The planned Month and Year of the practice must be in the current or future fiscal year.

To report an applied practice
The Applied Date of the practice must be in the current fiscal year.
Approval Date (FY) is ignored.

OK

Items needed to **report an Applied Practice**:

1. Is this an annually applied practice? If yes, has it already been reported for the first time? If so, it cannot be reported, again.
 2. The practice must be in a field that has been located either by making a map in Toolkit and attributing the fields, or a pin must be set in PRS. (The latitude/longitude for the field must be established.)
 3. The practice must be part of a Conservation System. The Conservation System Guide and Conservation System are selected for the field on the Practice Schedule tab. (The system guides depend on the Common Resource Area. This is set automatically when a Planned Land Unit map is made and the fields attributed. It can also be selected manually for unmapped land units on the Land Unit tab.)
 4. The applied date must be in the current fiscal year. The plan approval date is ignored.
-

Items needed to **report a Planned Practice**:

1. The practice must be in a field that has been located either by making a map in Toolkit and attributing the fields, or a pin must be set in PRS.
 2. The practice must be part of a Conservation System. The Conservation System Guide and Conservation System are selected for the field on the Practice Schedule tab. (The system guides depend on the Common Resource Area and NRCS land use. The CRA is set automatically when a Planned Land Unit map is made and the fields attributed. It can also be selected manually for unmapped land units on the Land Unit tab.)
 3. The planned month and year must be in the current, or a future fiscal year.
 4. The plan approval date must be in the current fiscal year.
-

Items needed to **report a Planned Practice due to a Plan Revision**:

1. The plan approval date must be reset to the current fiscal year.
2. The practice must be in a field that has been located either by making a map in Toolkit and attributing the fields, or a pin must be set in PRS.
3. The practice must be part of a Conservation System. The Conservation System Guide and Conservation System are selected for the field on the Practice Schedule tab. (The system guides depend on the Common Resource Area and NRCS land use. The CRA is set automatically when a Planned Land Unit map is made and the fields attributed. It can also be selected manually for unmapped land units on the Land Unit tab.)
4. The planned month and year must be in the current, or a future fiscal year.