

Helpful Hint—Toolkit Contract Wizard Suggestions

Applies to Version:	Toolkit 5.2, SP-2
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1. On the Practice Schedule tab, click on the Year column. This will sort the practices in Year order.

The screenshot shows the 'Practice Schedule' tab in the software. The 'Schedule' table is visible at the bottom, with the 'Year' column header circled in red and a white arrow pointing to it. The table contains the following data:

	Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program
▶	7957	8	342	00N	0.45	ac	01	2007			EQIP
	7957	8	490	1	4.8	ac	01	2007			EQIP
	7957	8	560	00N	700	ft	01	2008			EQIP
	7957	8	612	1	4.3	ac	01	2007			EQIP
	7957	8	645	00N	9	ac	01	2006R			CTA-GENRL
	7957	8	645	00N	9	ac	01	2007R			CTA-GENRL
	7957	8	645	00N	9	ac	01	2008R			CTA-GENRL

2. Select the rows where EQIP is the Program. Click the grey bar next to the practice row to select it. Hold down the shift key to select adjacent rows and the control key for rows that are not adjacent.

Schedule												
	Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
	7957	8	645	00N	9	ac	01	2006R			CTA-GENRL	Toolk
	7957	9	595	00N	3	ac	01	2006R			EQIP	Toolk
	7957	9	645	00N	18.5	ac	01	2006R			CTA-GENRL	Toolk
	7957	10	391	00N	20.4	ac	01	2006R			CTA-GENRL	Toolk
	7957	10	645	00N	20.4	ac	01	2006R			CTA-GENRL	Toolk
	7957	13	595	00N	6	ac	01	2006R			EQIP	Toolk
	7957	H1	595	00N	14.7	ac	01	2006R			EQIP	Toolk
	7957	H3	595	00N	12.8	ac	01	2006R			EQIP	Toolk
	7957	P1	595	00N	8.6	ac	01	2006R			EQIP	Toolk
	7957	P2	595	00N	2.1	ac	01	2006R			EQIP	Toolk
	7957	P3	595	00N	20.6	ac	01	2006R			EQIP	Toolk
	7957	P4	595	00N	27.2	ac	01	2006R			EQIP	Toolk
	7957	W14	595	00N	3.1	ac	01	2006R			EQIP	Toolk
	7957	W2	595	00N	10.7	ac	01	2006R			CTA-GENRL	Toolk

3. When all of the EQIP rows have been chosen, push the Contract Wizard button to begin the Contract Wizard.
4. The Contract Wizard will only ask for a Cost List for EQIP. Click on "Click to select a cost list". Be sure to browse to O:\FOTG\Section I and pick the EQIP cost list for your county.

Contract Wizard

Select Contract Information

Template Selection

AD-1155 Spanish AD-1155
 AD-1156 Spanish AD-1156
 Select Other Template

Enter a Contract Identifier, or select one from the list

Select or Enter a contract identifier

Rounding Options

Round up to the nearest dollar (ProTracts)
 \$.01-\$.49 lower dollar; \$.50-\$.99 higher dollar

Select a Cost List

Program	Cost List File
EQIP	Click to select a cost list

Don't forget to enter a contract identifier.

5. Note the order of the listed practices. They are sorted by year, so you can begin at the top of the list to select practices and components.

The screenshot shows the 'Contract Wizard' application window. At the top left, there is a 'CIN:' dropdown menu. The main area contains a list of practices, each preceded by a green dollar sign and a plus sign in a square. The practices are sorted by year, starting with 2006 and ending with 2010. A red circle highlights the top portion of this list, from 'Practice 595 - 00N - 2006R - EQIP' down to 'Practice 528 - 00N - 2010R - EQIP'. On the right side, there are two tables. The top table is titled 'Components' and has two columns: 'Selected' and 'Component'. The bottom table is titled 'Contract Items' and has three columns: 'Item', 'Sub Item', and 'Practice'. The first row in the 'Contract Items' table contains an asterisk (*) in the 'Item' column.

Selected	Component

Item	Sub Item	Practice
*		

6. When you encounter a component where the amount is defaulted to 0, type in the correct amount and hit the enter key. That will take the component amount and place it in the Contract Items list.

Components

Selected	Component	Amount	Unit Cost	Share Rate %	Unit Type	Cost Type
<input checked="" type="checkbox"/>	Pipeline, Plastic, Installed	0	\$3.00	75	Ft	AC
<input type="checkbox"/>	Pipeline, Steel, Installed	0	\$5.00	75	Ft	AC
<input type="checkbox"/>	516 Installation, Rocky terrain or dee	0	\$1.50	75	Ft	AC

Components

Selected	Component	Amount	Unit Cost	Share Rate %	Unit Type	Cost Type
<input checked="" type="checkbox"/>	Pipeline, Plastic, Installed	1,064.4	\$3.00	75	Ft	AC
<input type="checkbox"/>	Pipeline, Steel, Installed	0	\$5.00	75	Ft	AC
<input type="checkbox"/>	516 Installation, Rocky terrain or dee	0	\$1.50	75	Ft	AC

Contract Items

	Item	Sub Item	Practice	Narr ID	Year	Cost Share Prog	Component	Amount	Unit Cos	Share Rate %	Prog C
▶	1	a	595	00N	2006	EQIP	Adaptive M	98.1	\$3.00	100	\$295.0
	2	a	590	00N	2006	EQIP	Adaptive M	14.7	\$5.00	100	\$74.00
	3	a	324	00N	2006	EQIP	Subsoiling	16	\$18.00	100	\$288.0
	4	a	512	00N	2006	EQIP	Seedbed Pr	35.8	\$162.00	50	\$2,900.
	5	a	516	00N	2006	EQIP	Pipeline, PI	1,064.4	\$3.00	75	\$2,395.
*											