

Toolkit Refresher Training

Progress Reporting FY13

Reporting Progress

- ⦿ New for FY13 – we will now REPORT CSP2008 practices and enhancements, from Toolkit (do not report directly from PRS)
- ⦿ Report the actual applied amount for the enhancement
- ⦿ Can report practices/enhancements that were not reported as planned during the FY of the contract
- ⦿ Do not use the recurring practices function to report system enhancements

Common Errors - Reporting

File Tools Reports Help

General Assistance Notes Land Units Practice Schedule Customer File Reporting

LandUnits

Plan: Hellner_Randy---RHelf-Consplan
Status: Workflow, Archive
0 - Approved Active

- Tract 187
- Tract 191
- Tract 214
- Tract 215

Expand Collapse
Select All Unselect All

All Practices

Code	Practice Name
472	Access Control
482	Mole Drain
484	Mulching
490	Forest Site Preparation
500	Obstruction Removal
511	Forage Harvest Management
512	Pasture and Hay Planting
516	Pipeline
521A	Pond Sealing or Lining, Flexible Membran
521B	Pond Sealing or Lining, Soil Dispersant
521C	Pond Sealing or Lining, Bentonite Sealant
528	Prescribed Grazing
533	Pumping Plant
543	Land Reconstruction, Abandoned Mined Lan

Show Scheduled Schedule Practices

Hide Applied Practices Hide Recurring Practices

Schedule

Tract Number	Land Unit	Practice	Narrative	Planned Amou	Units	Month	Year	Applied Amou	Applied Date	Program	Source	Contract No.
187	2	533	00N	25.4	ac	09	2004	25.5	08/11/2005	EQIP	Toolkit 4.1	n/a
187	2	533	00N	1	no	09	2003	150	08/11/2005	EQIP	Toolkit 4.1	n/a
187	2	574	51^	1	no	09	2003			EQIP	Toolkit 4.1	n/a
187	2	595	00N	25.4	ac	09	2003	25.4	08/11/2005	EQIP	Toolkit 4.1	n/a
187	2	614	55	3	no	09	2003			EQIP	Toolkit 4.1	n/a
187	3	512	54	10.2	ac	11	2005	12.3	01/26/2011	EQIP	Toolkit 4.1	n/a
187	3	516	00N	300	ft	05	2012			EQIP	Toolkit 5.0	7492111102

Add Row Copy to Cell Below Save Plan Wizard Contract Wizard

Don't confuse the reporting units with the contracting units. In the example below, the reporting units are shown in acres under the planned amount, but the reported units were actually in watts.

Common Errors - Reporting

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Land Units

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All Practices

Code	Practice Name
102	Comprehensive Nutrient Management Plan -
103	Comprehensive Nutrient Management Plan -
104	Nutrient Management Plan - Written
105	Nutrient Management Plan - Applied
106	Forest Management Plan - Written
107	Forest Management Plan - Applied
110	Grazing Management Plan - Written
111	Grazing Management Plan - Applied
114	Integrated Pest Management Plan - Write
115	Integrated Pest Management Plan - Applie
118	Irrigation Water Management Plan - Writt
119	Irrigation Water Management Plan - Appli
122	Agriculture Energy Management Plan H Wri
123	Agriculture Energy Management Plan H App

Show Scheduled Schedule Practices

The reported applied amount CANNOT exceed the land unit size – do not round numbers up, and don't use more than one decimal place.

Hide Applied Practices Hide Recurring Practices

Schedule

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source	Contract No.
191	103	348	00N	2	no	08	2012	1	01/09/2012	EQIP	Toolkit 5.0	7402111102
191	103	382	00N	5000	ft	05	2013	4593	06/20/2011	EQIP	Toolkit 5.0	7402116A00
191	103	430	00N	40	ft	08	2012	40	01/09/2012	EQIP	Toolkit 5.0	7402111102
191	103	512	00N	34	ac	11	2013	34	01/09/2012	EQIP	Toolkit 5.0	7402116A00
191	103	528A	00N	69.3	ac	11	2007	70	8/1/2012	CTA-GENRL	Toolkit 5.0	n/a
191	103	580	PRO	69.3	ft	04	2012	69	01/09/2012	EQIP	ProTracts	7402111102
191	103	595	00N	20	ac	04	2006	20	07/13/2007	EQIP	Toolkit 5.0	7402116A00

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