How Should I Schedule and Report Recurring Practices in ToolkitPRS?

Recurring practices are typically management practices that will be implemented in more than one year of a contract. However, ONLY the first year of implementation should be reported to PRS as planned/applied.

In Toolkit, recurring practices can be easily scheduled in the Practice Scheduler to assure that recurring years are not reported to PRS.

If the recurring practice is a whole-field practice (e.g., integrated pest management, nutrient management, prescribed grazing) then there is no need to digitize and attribute the practice polygon. You can simply label the practice on the map, and then add the practice to the Practice Scheduler for the first year of implementation. If it is only a portion of the field, than digitize the practice polygon and attribute as normal. It will automatically be added to the Practice Scheduler for the year indicated when attributing.

Click on the Year box, and then click the “R” on the right side of the cell.
A dialog box with appear for recurring practice scheduling.

Select the number of years the practice will be implemented by entering the start and end years. Also indicate the interval (usually “annual”). Click OK.
The practice will **automatically** be added to the Practice Scheduler for all remaining years, and all will have an “R” after the year.

When it’s time to report, remember that you must have selected a CSG alternative for the land unit.
Go to the Reporting Tab. Notice that only the FIRST YEAR of the practice shows as reportable. This will prevent reporting recurring years to PRS.

Notice that only ONE occurrence of 590 is reportable (the first year implemented).

Make sure to check the “PRS(FY)” checkbox for the practices you want to report.
If you have existing plans where you have manually entered every year of a management practice, Toolkit will not know which year is “recurring” and all will show as reportable to PRS. If reported, this results in errors being generated in PRS.

If you use PRS to report, you can EXCLUDE all years for recurring practices except the first year. By doing this, when you click on the Reporting tab in PRS, it will not show any subsequent years as reportable.

Make sure to check both boxes to report the practice to PRS.

The Report After Check In checkbox will be “hot” for all but read-only folders.