

How Should I Schedule and Report Recurring Practices in Toolkit/PRS?

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.

The screenshot shows the Practice Scheduler interface. At the top, there are buttons for 'Expand', 'Collapse', 'Select All', and 'Unselect All'. Below these is a map area with 'Select All' and 'Unselect All' buttons. To the right, there is a dropdown menu showing '588 Cross Wind Ridges', '589C Cross Wind Trap Strips', and '590 Nutrient Management'. Below the dropdown are 'Show Scheduled' and 'Schedule Practices' buttons. The main area is titled 'Schedule' and has two checkboxes: 'Hide Applied Practices' and 'Hide Recurring Practices'. Below these is a table with the following columns: Tract Number, Land Unit, Practice, Narrative, Planned Amo, Units, Month, Year, Applied Amou, Applied Date, Program, and Source. The first row of the table is circled in red. The data in the first row is: Tract Number: 7695, Land Unit: 2, Practice: 590, Narrative: 00N, Planned Amo: 6, Units: ac, Month: 03, Year: 2011, Applied Amou: , Applied Date: , Program: , Source: Toolkit 5.0. Below the table are buttons for 'Add Row', 'Copy to Cell Below', 'Save', 'Plan Wizard...', and 'Contract Wizard...'.

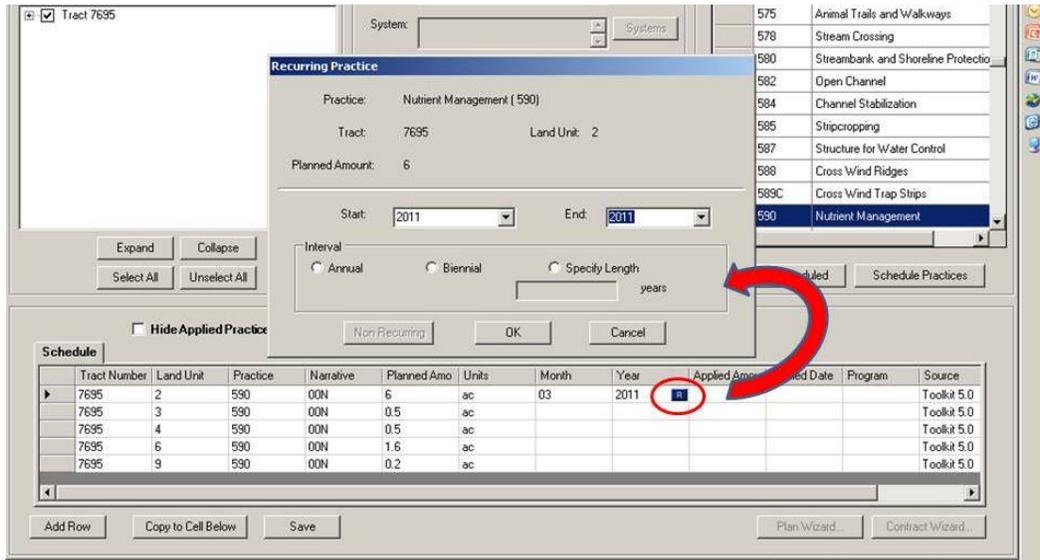
Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
7695	2	590	00N	6	ac	03	2011				Toolkit 5.0
7695	3	590	00N	0.5	ac						Toolkit 5.0
7695	4	590	00N	0.5	ac						Toolkit 5.0
7695	6	590	00N	1.6	ac						Toolkit 5.0
7695	9	590	00N	0.2	ac						Toolkit 5.0

Click on the Year box, and then click the "R" on the right side of the cell.

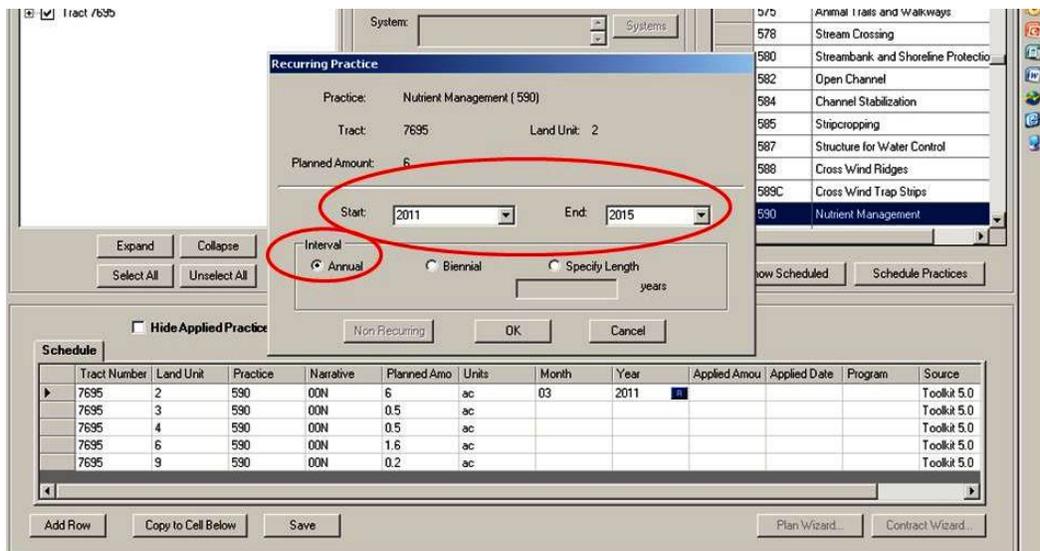
The screenshot shows the Practice Scheduler interface, similar to the previous one. The table is the same, but the 'Year' cell in the first row is circled in red. A small blue box with the letter 'R' is visible on the right side of the 'Year' cell, indicating that the practice is recurring. The rest of the interface is the same as in the previous screenshot.

Tract Number	Land Unit	Practice	Narrative	Planned Amo	Units	Month	Year	Applied Amou	Applied Date	Program	Source
7695	2	590	00N	6	ac	03	2011				Toolkit 5.0
7695	3	590	00N	0.5	ac						Toolkit 5.0
7695	4	590	00N	0.5	ac						Toolkit 5.0
7695	6	590	00N	1.6	ac						Toolkit 5.0
7695	9	590	00N	0.2	ac						Toolkit 5.0

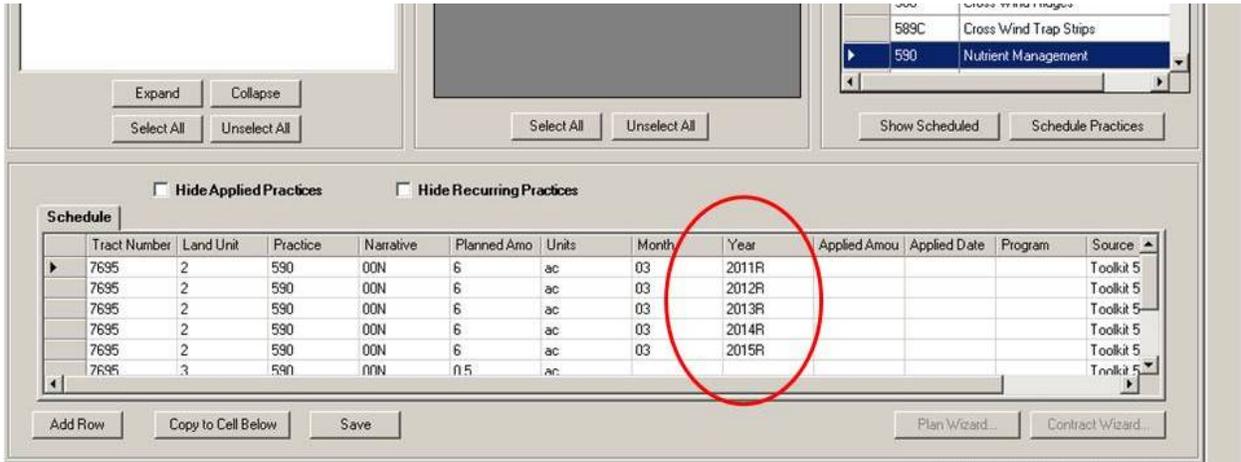
A dialog box will appear for recurring practice scheduling.



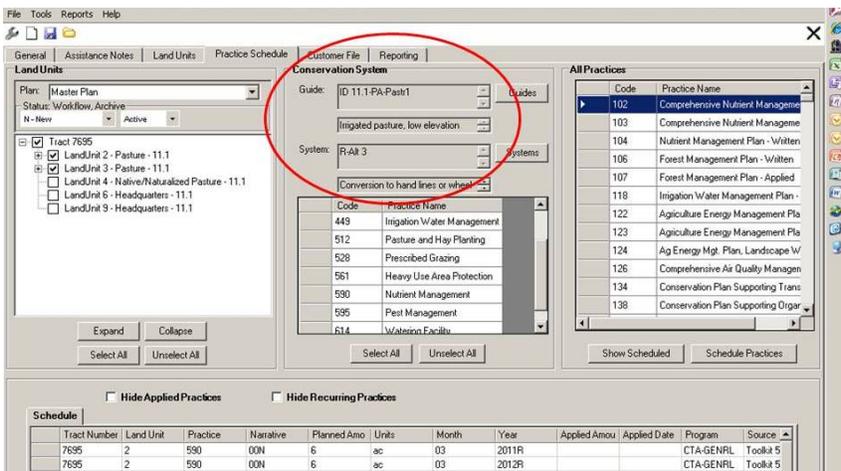
Select the number of years the practice will be implemented by entering the start and end years. Also indicate the interval (usually "annual"). Click OK.



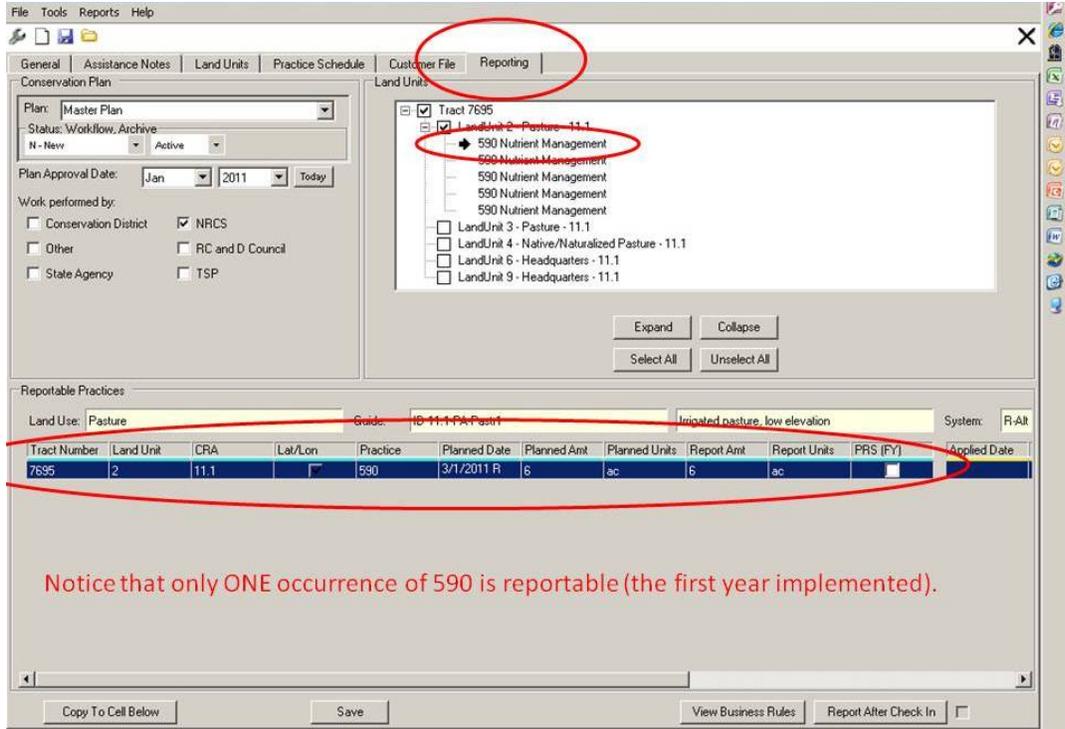
The practice will automatically be added to the Practice Scheduler for all remaining years, and all will have an “R” after the year.



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.



Conservation Plan

Plan: Master Plan
Status: Workflow Archive
N - New Active

Plan Approval Date: Jan 2011 Today

Work performed by:

Conservation District NRCS
 Other RC and D Council
 State Agency TSP

Land Units

- Tract 7695
 - LandUnit 2 - Pasture - 11.1
 - 590 Nutrient Management
 - 590 Nutrient Management
 - 590 Nutrient Management
 - 590 Nutrient Management
 - LandUnit 3 - Pasture - 11.1
 - LandUnit 4 - Native/Naturalized Pasture - 11.1
 - LandUnit 6 - Headquarters - 11.1
 - LandUnit 9 - Headquarters - 11.1

Expand Collapse
Select All Unselect All

Reportable Practices

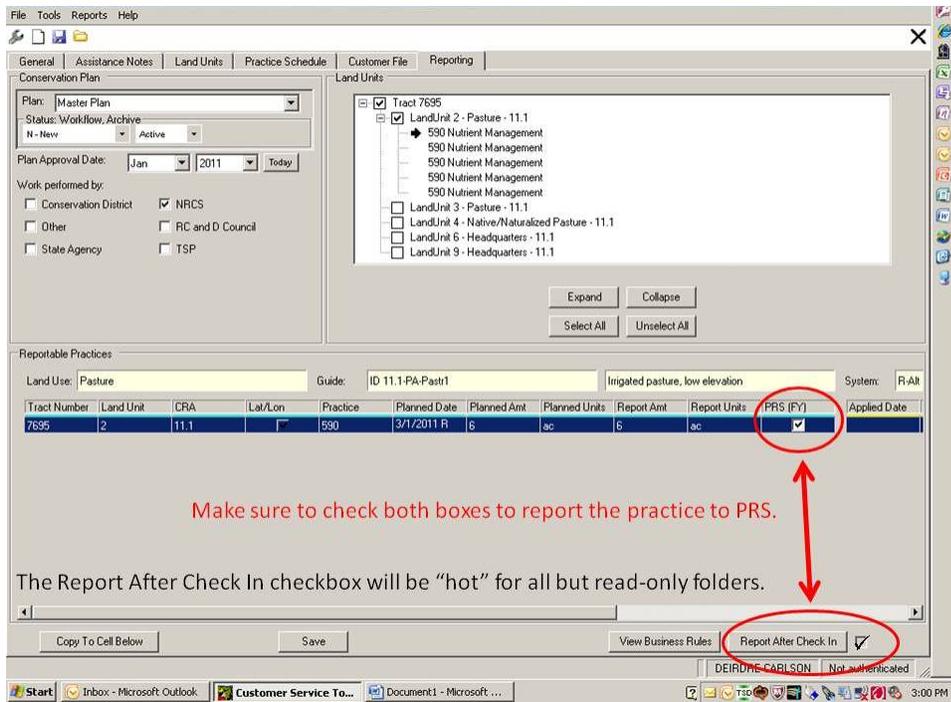
Land Use: Pasture Guide: ID 11.1 FA Past1 Unripped pasture, low elevation System: R-Alt

Tract Number	Land Unit	CRA	La/Lon	Practice	Planned Date	Planned Amt	Planned Units	Report Amt	Report Units	PRS (FY)	Applied Date
7695	2	11.1		590	3/1/2011 R	6	ac	6	ac	<input checked="" type="checkbox"/>	

Copy To Cell Below Save View Business Rules Report After Check In

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.