Guidance for Protracts Error Message:
Practice Instance Can Only be Loaded to One Contract Item

A recent ProTracts build added a check when uploading practices from Toolkit that does **not allow** the same Toolkit practice schedule record to be used in multiple contract items.

**New ProTracts Rule: 1 Toolkit Practice Schedule Instance = 1 Contract Item Number (CIN)**

Prior to the latest ProTracts build, a planner could do the following:

- Schedule 1,000 ft. of Subsurface drain (606) in toolkit’s practice (one practice line instance digitized in Toolkit)

<table>
<thead>
<tr>
<th>Tract Number</th>
<th>Land Unit</th>
<th>Practice</th>
<th>Narrative</th>
<th>Planned Acre</th>
<th>Units</th>
<th>Month</th>
<th>Year</th>
<th>Applied Acres</th>
<th>Applied Date</th>
<th>Program</th>
<th>Contract No.</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>2180</td>
<td>10</td>
<td>606</td>
<td>606</td>
<td>1000</td>
<td>ft</td>
<td>08</td>
<td>2015</td>
<td></td>
<td></td>
<td>CTA-GENRL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- In the contract wizard, separate out the following for that 1,000 ft:
  - CIN1: 250’ of 6” tile (at $1/ft.)
  - CIN2: 500’ of 8” tile (at $1.50/ft.)
  - CIN3: 250’ of 4” tile (at $0.75/ft.)

If the planner does this after the new ProTracts build (Feb 2015), they will receive the following error message upon uploading the contract from Toolkit.

![Upload Error. A Practice Instance can only be loaded to one contract item.](image)

There are two solutions to this error, and these depend on whether the components of the practice should all be completed prior to certifying the practice, or if separate components could be completed and certified at different times. **Selecting the right choice upfront will reduce the need for modifications later.**
**Option #1.** Select this option if components of the practice could be completed and certified at different times.

Create a separate practice instance for each component (each component will have a separate line item on the Practice Scheduler).

**Example**

40 acres of conservation cover is scheduled on one field. 20 of it will be a cool season mix and 20 of it will be a warm season mix. You could leave those as one CIN in the contract wizard with 2 components. However, you want to have 2 CINs so these can be paid separately. You will need to digitize 2 partial field polygon practices so there will be 2 line items in the Practice Scheduler that can be used separately for the 2 CINS in the Contract Wizard.

CIN1: 20 acres cool season mix (at $42.40/acre)
CIN2: 20 acres warm season mix (at $51.50/acre)

**Option #2.** Select this option if components of the practice should be completed and certified at one time.

Create one practice instance for the full extent of the practice (one line item in Practice Scheduler).

**Example**

1,000 ft. of subsurface drain is scheduled on a field. There will be 3 different sizes of tile used, however this is one project and all sections of the drain must be completed prior to certifying the practice and making payment. You will need to digitize the practice as one line for the full extent (1,000 ft) and then specify the sections of different diameters as separate components of the same CIN in Contract Wizard:

CIN1a: 250’ of 6” tile (at $1/ft.)
CIN1b: 500’ of 8” tile (at $1.50/ft.)
CIN1c: 250’ of 4” tile (at $0.75/ft.)

It is not appropriate to certify each component separately for this practice. Partial payments for incomplete conservation practices are prohibited.