XII. Reports

Things to Know:

o Printed reports comply with the Freedom of Information Act. The location information of the farm, including farm number, tract number, conservation plan location, and field numbers are not present in printed reports.
o Reports are subdivided through a drop-down menu, by "Report Group."
  ▪ Avail. Groups: Practices and Components, Cooperators, Management, and Tracking.
o Although the reports are pre-formatted, many reports allow the user to select which data field to use to sort the information contained in the report. If the report allows the user to select a sort-order option, but no option is selected, then the report will default to the listed sort order.
o Generate reports by limiting information by fiscal year, project, practice, date range, specific address type, farm #, or tract #. These options will appear when this information is pertinent to a specific report.
o After selecting the specific report to view, clicking the printer icon shown in the tool bar above the report and accepting default values on the print option screen will print the entire report. To print select pages of a multiple page report, the user will have to make these choices in the "Print Range" section of the print option screen.
o In addition to these standardized reports, described in this section, some reports can be generated throughout MoSWIMS (i.e. Fund Status, Termination Date, Contract, Change Order, Contract Payment, and Worksheets).
o MoSWIMS also permits the user to print screens to cover those instances when the information needed is not covered in a standard report.

A. Practices and Components

1. Practice List

This report lists the cost-share practices that were entered in the "District Practice Selection" screen. This report is used to provide a list of approved cost-share practices available to district cooperators, record information on cost-share practices for board discussion, and future reference. The report is also used to see if a program office or district office maximum has been established on a practice.

2. System Components

This report provides a list of all components available for use in the district. The report shows the fiscal year and the project that the component is available for. The components may be listed in alphabetical order by component name, or listed in numerical order by NRCS sequence number.

3. Practice Components

This report provides a list of components for each practice that were entered in the "District Practice Selection" screen. The report shows the practice information that was entered and the component name and description. The components are listed alphabetically, first for the active components and then for the inactive ones.

4. Component Utilization

The report lists the contract(s), change order(s), and contract payment(s) on which a component is associated. The report is used to make management decisions based upon use of a component.

5. Practice Eval Detail

The report provides a detailed listing of evaluation data for contract payments completed. The report only lists those contract payments that have been submitted to the program office.

6. Practice Eval Summary

The report provides a summary of the evaluation data for contract payments completed. The report only lists those contract payments that have been submitted to the program office. The district can use the summary report as a management tool for planning, scheduling, and budgeting purposes.

B. Cooperators

1. Mailing Labels

The report will print mailing labels (in zip code ascending order) for selected address codes. MoSWIMS will display the cooperator records, as they will be printed on the labels. After the user inserts the label paper in the printer, the user should click the printer icon on the tool bar to print the labels that display.

2. Address Book

The report will print address book entries (alphabetically) for selected address codes. The district can use this report as a management tool to keep mailing lists up to date.

C. Management

1. Events Pending

The report lists any contracts, change orders, and contract payments that have not had a board approval date entered. The report shows the dollars that are pending obligation for contracts and change orders that have not yet been board approved. MoSWIMS updates obligation and contract payment amounts on financial reports upon submittal to the program office. The report is used as a management tool to identify those cost-share documents that the board has not approved.

2. Contracts Approved

The report lists the cost-share contracts that have a board approval date entered. The report lists all approved contracts including those that have been cancelled or paid. The amount obligated is the amount that was approved on the contract and has not been adjusted to reflect processed change orders, or for the contract payment. The report may be printed prior to monthly board meetings to show contracts that have been approved by a board member since the last board meeting. If used for this purpose, a date range should be entered prior to printing the report to show the time between the last meeting and the current meeting.

3. Change Orders Approved

The report lists all change orders that have a board approval date entered. The report shows all change orders approved by the board for a contract including those for practices that have been cancelled or paid. The "#" field between the Contract Amount and the Change Order Approval Date is the sequential number of the change order. The report may be printed prior to monthly board meetings to show the change orders that have been approved by a board member since the last meeting. If used for this purpose, a date range should be entered prior to printing the report to show the time between the last meeting and the current meeting.

4. Contract Payments Approved

The report lists all contract payments that have a board approval date entered. The report shows the amount of cost-share assistance provided for the contract payments. The report may be printed prior to the monthly board meeting to show the contract payments that have been approved since the last board meeting. If used for this purpose, a date range should be entered prior to printing the report to show the time between the last meeting and the current meeting.

5. Claims Approved (Historical)

MoSWIMS District Office Training Manual

The report lists those claims that have been completed prior to implementation of MoSWIMS. The report lists all claims that have received payment. The report shows the amount of cost-share assistance provided for the practice.

6. Termination Date Warning

The report lists those practices whose termination date falls within the advanced warning days set in the User Preferences screen. The report does not show the practice if a board approval date has been entered for the contract payment. The report is only limited by the number of advanced warning days entered in the User Preferences screen. The report is used by the district as a management tool to identify practices that have not been board approved and that are scheduled to terminate within a certain range of time.

7. Termination Date Pending

The report lists those practices that have a termination date. The report does not show the practice if a board approval date has been entered for the contract payment. The report is used by the district as a management tool to identify select practices that have not been board approved and that are scheduled to terminate.

8. Allocations

The report shows funds allocated by the program office. The assignment of funds for the allocation groups are entered in the District Allocations screen. The report shows the date the board approved the fund assignment, the amount, and a brief description of the transaction. The report may be used to document the amount of allocations dedicated to allocation groups and to show amounts transferred between allocation groups.

9. Fund Status

The report displays an accounting summary consisting of allocations, obligated funds, unobligated funds, contract payments, and pending contract payments. The report can be used at monthly board meetings to provide the board with the status of district cost-share funds. The report is used as a management tool to make financial decisions.

10. Practice Limits Detail

The report displays information for a specific cooperator ensuring practice maximums and limits are adhered to, verifying qualifications. The report may be used to determine the level of participation.

11. Ledger Summary

The report lists all contracts excluding those that have been deleted. It shows the approval dates of contracts, change orders, and contract payments, and shows the obligations and adjustments to

obligations. It provides a financial summary for the fiscal year and project selected. A "CO" depicts a change order that has been used to modify a contract, and a "C" depicts a cancellation. The report may also be used at monthly board meetings to show the status of all cost-share transactions.

12. Cooperator Ledger Summary

MoSWIMS will allow ledger summary reports to be generated based on cooperator. The report shows the same information as contained in the Ledger Summary in cooperator name sequence. The reports are used to determine the level of participation.

13. Practice Ledger Summary

MoSWIMS will allow ledger summary reports to be generated based on practice. The report shows the same information as contained in the Ledger Summary in practice name sequence. The reports are used to determine the level of participation.

14. Farm Ledger Summary

MoSWIMS will allow ledger summary reports to be generated based on farm number. The report shows the same information as contained in the Ledger Summary in farm number sequence. The reports are used to determine the level of participation.

15. Tract Ledger Summary

MoSWIMS will allow ledger summary reports to be generated based on tract number. The report shows the same information as contained in the Ledger Summary in tract number sequence. The reports are used to determine the level of participation.

16. HUC Ledger Summary

MoSWIMS will allow ledger summary reports to be generated based on HUC. The report shows the same information as contained in the Ledger Summary in HUC number sequence. The reports are used to determine the level of participation.

17. HUC Practice Detail

The report provides a detailed listing of evaluation data for cost-share practices completed in HUC code order. The report only reflects those contract payments that have been submitted to the program office.

18. Claim Action Summary

The report provides general information, as well as the status of contract payments after

submittal to the program office.

19. Maintenance Agreement

If the district makes maintenance agreement entries in the Maintenance Info Lookup screen or Maintenance Info screen, then the report lists those contract payments. The report shows the date the board approved the contract payment, the date the maintenance agreement was recorded, and the fee charged for recording the agreement. A date range can also be used to generate a report for those contract payments that had the agreement recorded during a specific time frame. The report can be used as a management tool to identify those contract payments that have had a maintenance agreement recorded. The report can also be used to identify the fees expended for recording the agreement(s) so that the district can be reimbursed for the fees.

20. Maintenance Agreement (All)

The report lists all board approved contract payments, including those that have not had a maintenance agreement recorded. The report shows the date the board approved the contract payment and if a maintenance agreement date and recording fee was entered in the Maintenance Info screen or in the Maintenance Info Lookup screen, these dates will display. The report can be used by the district to identify approved contract payments that have not had a maintenance agreement recorded.

21. Practice Eval Detail by Farm

The report provides a detailed listing of evaluation data for cost-share practices completed in farm number order. The report only lists those contract payments that have been submitted to the program office.

22. Practice Eval Detail by Tract

The report provides a detailed listing of evaluation data for cost-share practices completed in tract number order. The report only lists those contract payments that have been submitted to the program office.

23. Farm/Tract Records

The report will display information entered in the Farm/Tract screen of a cooperator record producing a management report that shows the location, HUC, PWSS code, and the date the conservation plan was approved for the farm and/or tract.

24. Lost Check Report

The report will print lost check information for a selected fiscal year(s). The district can use this

report to track the status of checks reported lost.

D. Tracking

1. Tracking Types

The report lists the information for all the tracking types that are entered in the Code Maintenance screen. The report shows both active and inactive tracking types entered in MoSWIMS.

2. Tracking Codes

The report lists the information for all the tracking codes that are entered in the Maintain Tracking Codes screen. The report lists both the active and the inactive tracking codes entered in MoSWIMS.

3. Contracts Approved

The report lists all contracts with a tracking code associated that have a board approval date entered. The report lists all approved contracts including those that have been cancelled or paid. The amount obligated is the amount that was approved on the contract and has not been adjusted to reflect processed change orders or for the contract payment. The report may be used to determine level of participation by specific tracking code.

4. Change Orders Approved

The report lists all change orders with a tracking code associated that have a board approval date entered. The report shows all change orders approved by the board for a contract including those that have been cancelled or paid. The "#" field between the Contract Amount and the Change Order Approval Date is the sequential number of the change order. The report may be used to determine level of participation by specific tracking code.

5. Contract Payments Approved

The report lists all contract payments with a tracking code associated that have a board approval date entered. The report shows the amount of cost-share assistance provided for the contract payment. The report may be used to determine level of participation by specific tracking code.

6. Ledger Summary

The report lists all contracts with a tracking code associated, excluding those that have been deleted. It shows the approval dates of contracts, change orders, and contract payments, and shows the obligations and adjustments to obligations. It provides a financial summary for the

fiscal year and project selected. A "CO" depicts a change order that has been used to modify a contract, and a "C" depicts a cancellation. The report may be used to determine level of participation by specific tracking code.

7. Practice Eval Detail

The report provides a detailed listing of evaluation data for contract payments completed within a specific tracking code(s). The report only lists those contract payments that have been submitted to the program office. The district may use this report as a management tool to identify and report detailed evaluation data for each tracking code. The district can use the data from the report for planning, scheduling, and budgeting purposes.

8. Practice Eval Summary

The report provides a summary of the evaluation data for contract payments completed within a specific tracking code(s). The report only lists those contract payments that have been submitted to the program office. The district can use the summary report as a management tool for planning, scheduling, and budgeting purposes.