VII. Worksheets

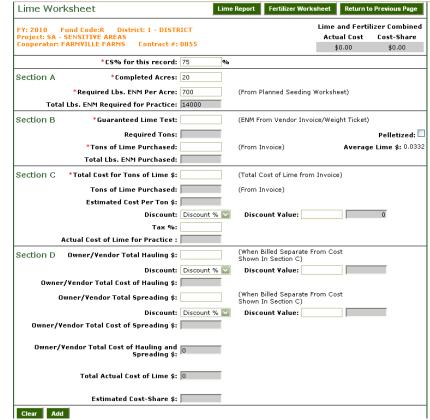
Things to Know

- o The "Worksheets" drop-down menu is located on the top, left corner of the contract payment screen.
- o Note that some of the worksheets are available from the main menu under "Cost-Share."
 - When the worksheets are accessed from the main menu, they perform only as a calculator, and the information cannot be saved.
 - To associate worksheets to a contract number and be able to save them for later reference, the worksheets **need to be accessed from the contract payment screen**.
- o Click on the "Worksheets" drop-down menu and select the worksheet.

A. Lime Worksheet

Things to Know:

- Moving down the worksheet, the gray fields make calculations based on data entered in those fields.
- The text to the right side indicates what should be entered or where the value to be entered can be located.
- Check the box next to "Pelletized" if the landowner has purchased pelletized lime.
- The lime worksheet works on a cascade function.
 - This allows information from one record to flow to subsequent record(s).
 - The amount in subsequent records will change depending on what is entered in previous records.



• If a record is edited and the amount remaining changes, the calculations will cascade down through the rest of the lime records.

VII-1 12/3/2009

 Once the amount required has been reached, districts will not be allowed to enter additional lime records.

Enter Information in the Lime Worksheet:

- 1. Enter the necessary information in the fields.
 - a. If a discount is applied, enter the number as a whole number, rather than as a percent in the "Discount Value" field.
 - b. Example: 5 % should be entered as 5.
- 2. Once the information has been entered, click the "Add" button.
- 3. The bottom grid will contain all of the added Lime Worksheet record(s) for the contract payment.
- 4. To print the "Lime and Fertilizer Worksheet," click the "Lime Report" button.
- 5. Click on the printer icon in the top tool bar to print the worksheet.

Edit a Lime Worksheet Record:

- 1. To edit one of the records, click the blue link next to the record.
- 2. The data will fill the editor on the screen.
- 3. After completion, click the "Update" button.
- 4. Click the "Return to Previous Page" button to go back to the "Contract Payment" screen.

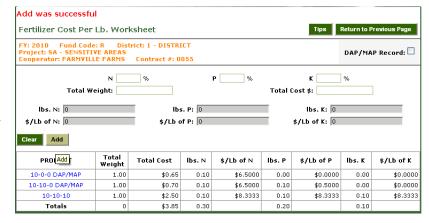
NOTE:

o At the top of the "Lime Worksheet" screen, the district can click the "Fertilizer Worksheet" button to go directly from the lime worksheet to the fertilizer worksheet.

B. Fertilizer Cost/Lb. Worksheet

Things to Know:

- In most cases, the information on the receipts or invoices need additional calculations to determine the actual amount purchased of each nutrient before entries can be made in the fertilizer worksheet.
- The "Fertilizer Cost/Lb." worksheet can be accessed from the fertilizer worksheet



or from the drop-down menu on the "Contract Payment" screen.

VII-2

Enter Information in the Fertilizer Cost/Lb. Worksheet:

- 1. Select "Calculate Fertilizer Cost/Lb." from the worksheet drop-down menu on the "Contract Payment" screen.
 - a. Alternatively, from the Fertilizer Worksheet, select a component from the drop-down.
 - b. Click on the "Calculate Fertilizer Cost/Lb." button.
- 2. If there is a "DAP/MAP Record," Click the "DAP/MAP Record" check box in the top right corner of the screen.
- 3. Enter the nitrogen percentage in the "N" field, along with the total weight and cost.
- 4. Add the "DAP/MAP" record.
 - a. Enter the appropriate "N" and "P" values, along with the total weights and costs.
- 5. To save the record, click the "Add" button.
- 6. Additional fertilizer records can be entered at this point.
- 7. Enter the appropriate information into the editor and click the "Add" button to save the record.
- 8. Each added record appears in the lower grid.
- 9. The bottom grid contains all of the added fertilizer record(s) for this contract payment.

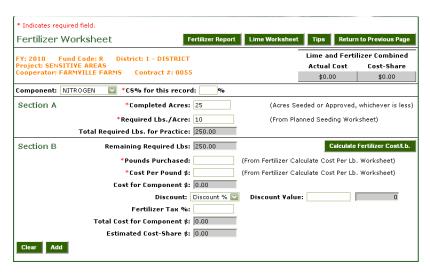
Editing a Fertilizer Cost/Lb. Record:

- 1. To edit one of the records, click the blue link next to the record.
- 2. The data will then fill the editor on the screen.
- 3. Click the "Update" button to save the changes.
- 4. To return to the Fertilizer Worksheet, click the "Return to Previous Page" button.

C. Fertilizer Worksheet

Things to Know:

- o The Fertilizer Worksheet allows the district to enter fertilizer information.
- Fertilizer data is entered in Sections A and B.
- Spreading Costs (not figured in the price of the fertilizer) are entered in Sections C and D.
- Sections that show will depend on what component is selected from the component dropdown.



VII-3

Enter Information on the Fertilizer Worksheet:

- 1. The Fertilizer Worksheet can be accessed from the Lime Worksheet, Fertilizer Cost/Lb. Worksheet, or the drop-down menu on the "Contract Payment" screen.
- 2. On the Fertilizer Worksheet, first select the type of component that data is being entered for.
- 3. The Component drop-down is located at the top, left side of the screen.
- 4. From the drop-down, select a fertilizer "Component."
- 5. Since the "Component" selected is a fertilizer component, Sections A and B appear for data entry.
- 6. Enter the cost-share percent for the record.
- 7. In Section A, the district will first enter in the "Completed Acres" (acres seeded or approved, whichever is less).
- 8. From the "Planned Seeding" worksheet, enter the "Required Lbs./Acre."
 - a. This will calculate the "Total Remaining" and "Required Lbs." for the practice.
- 9. In Section B, enter the pounds purchased and the cost/lb. for the selected component.
 - a. This information can be found from the previously printed "Calculate Fertilizer Cost/Lb." worksheet or submitted receipt.
- 10. Enter the discount type and value if it applies.
 - a. If the discount is a percent, in the discount value field the number should be entered as a whole number (i.e.: 5% should be entered as 5).
- 11. If the receipt shows a fertilizer tax was paid, enter the fertilizer tax percentage in the "Fertilizer Tax %" text box.
- 12. At this point, click the "Add" button.
- 13. The record then appears in the lower grid.
- 14. Select the next fertilizer component from the Component drop-down.
- 15. Enter the information for the component following the instructions listed above.
- 16. When the user has entered all the fertilizer components for the practice, the user can then select the "Spreader" component from the Component drop-down.
- 17. The screen will show Sections C and D.
- 18. Enter the cost-share percent for the record.
- 19. In Section C, enter the dollar amount for rental of the spreader, as shown on the receipt.
- 20. Next, select the discount type and enter the value and spreader tax information.
- 21. In Section D, enter the amount for additional charges, such as the landowner's cost for spreading or vendor charges for spreading.
- 22. Click the "Add" button.
- 23. The record then appears in the lower grid.
- 24. To Print the Lime and Fertilizer Worksheet, click the "Fertilizer Report" button.
- 25. Click on the printer icon in the top tool bar to print the worksheet.

Edit a Fertilizer Record:

- 1. To edit one of the records, click the blue link next to the record.
- 2. The data will then fill the editor on the screen.
- 3. When editing is complete, click the "Update" button to save the changes.

VII-4 12/3/2009

D. Pure Live Seed Worksheet

Things to Know:

O The Pure Live Seed Worksheet tracks seed purchases for the practice.

Entering Information in the Pure Live Seed Worksheet:

- 1. Access the "Pure Live Seed Worksheet" from the dropdown on the "Contract Payment" screen.
- 2. Enter the seed type purchased.
 - Each different type of seed should have its own pure live seed record.
- 3. Enter the "CS %" (cost-share percent).
- 4. From the seed tag, enter the "Purity %" and "Germination %."
 - a. When entering these amounts, enter the amount of 87% as "87," not "0.87."
- 5. Enter the "Req. PLS/Ac." (Required Pure Live Seed/Acre) from the "Planned Seeding" sheet.
- 6. Enter the acres actually seeded for the practice in the "Acres" field.
- 7. Enter the cost per pound from the receipt in the "Cost/Lb. \$" field.
- 8. Fill in the amount of seed purchased in the "Bulk Lbs. Purchased" field.
- 9. Select the "Discount" type, and then fill in the amount of the discount in the "Discount Value" field.
- 10. Enter the "Tax %" if applicable.
- 11. If the amount of pure live seed purchased does not meet the required amount for the practice, the "PLS Lbs. Short" field will show the remaining amount needed.
- 12. If an innoculant has been purchased, the amount should be entered in the "Inoculant \$" field. Also enter the "Discount" type, the "Discount Value," and the "Tax %."
- 11. After entering all values, click the "Add" button at the lower, left corner of the page.
- 12. MoSWIMS adds the record to the lower grid.
- 13. To print the "Pure Live Seed Worksheet," click the "PLS Report" button.
- 14. Click on the printer icon in the top tool bar to print the report.

Editing a Pure Live Seed Record:

- 1. To edit one of the records in the lower grid, click the blue link next to that record.
- 2. The data will then fill the editor on the screen.



VII-5

3. When editing is complete, click the "Update" button to save the changes.

NOTE:

To access the "Grouped Seeding Component" screen, click the "Grouped Seeding Component" button at the top of the "Pure Live Seed" screen.

VII-6 12/3/2009