

VII. Worksheets

Things to Know

- The “Worksheets” drop-down menu is located on the top, left corner of the contract payment screen.
- 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.**
- 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.

Lime Worksheet		Lime Report	Fertilizer Worksheet	Return to Previous Page
FY: 2010 Fund Code: R District: 1 - DISTRICT Project: SA - SENSITIVE AREAS Cooperator: FARMVILLE FARMS Contract #: 0055		Lime and Fertilizer Combined Actual Cost Cost-Share \$0.00 \$0.00		
*CS% for this record: 75 %				
Section A *Completed Acres: 20				
*Required Lbs. ENM Per Acre: 700 (From Planned Seeding Worksheet)				
Total Lbs. ENM Required for Practice: 14000				
Section B *Guaranteed Lime Test: (ENM From Vendor Invoice/Weight Ticket)				
Required Tons: Pelletized: <input type="checkbox"/>				
*Tons of Lime Purchased: (From Invoice) Average Lime \$: 0.0332				
Total Lbs. ENM Purchased:				
Section C *Total Cost for Tons of Lime \$: (Total Cost of Lime from Invoice)				
Tons of Lime Purchased: (From Invoice)				
Estimated Cost Per Ton \$:				
Discount: Discount % Discount Value: 0				
Tax %:				
Actual Cost of Lime for Practice:				
Section D Owner/Vendor Total Hauling \$: (When Billed Separate From Cost Shown In Section C)				
Discount: Discount % Discount Value:				
Owner/Vendor Total Cost of Hauling \$:				
Owner/Vendor Total Spreading \$: (When Billed Separate From Cost Shown In Section C)				
Discount: Discount % Discount Value:				
Owner/Vendor Total Cost of Spreading \$:				
Owner/Vendor Total Cost of Hauling and Spreading \$: 0				
Total Actual Cost of Lime \$: 0				
Estimated Cost-Share \$:				
Clear Add				

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

Enter Information in the Lime Worksheet:

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

Edit a Lime Worksheet Record:

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

NOTE:

- 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.

Add was successful

Fertilizer Cost Per Lb. Worksheet Tips Return to Previous Page

FY: 2010 Fund Code: R District: 1 - DISTRICT
Project: SA - SENSITIVE AREAS
Cooperator: FARMVILLE FARMS Contract #: 0055

DAP/MAP Record: ☐

N % P % K %
Total Weight: Total Cost \$:
lbs. N: lbs. P: lbs. K:
\$/Lb of N: \$/Lb of P: \$/Lb of K:
Clear Add

PRO	Total Weight	Total Cost	lbs. N	\$/Lb of N	lbs. P	\$/Lb of P	lbs. K	\$/Lb of K
10-0-0 DAP/MAP	1.00	\$0.65	0.10	\$6.5000	0.00	\$0.0000	0.00	\$0.0000
10-10-0 DAP/MAP	1.00	\$0.70	0.10	\$6.5000	0.10	\$0.5000	0.00	\$0.0000
10-10-10	1.00	\$2.50	0.10	\$8.3333	0.10	\$8.3333	0.10	\$8.3333
Totals	0	\$3.85	0.30		0.20		0.10	

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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:

- 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 drop-down.

* Indicates required field.

Fertilizer Worksheet		Fertilizer Report	Lime Worksheet	Tips	Return to Previous Page
FY: 2010 Fund Code: R District: 1 - DISTRICT Project: SENSITIVE AREAS Cooperator: FARMVILLE FARMS Contract #: 0055		Lime and Fertilizer Combined Actual Cost Cost-Share \$0.00 \$0.00			
Component: NITROGEN	*CS% for this record: %				
Section A					
*Completed Acres: 25		(Acres Seeded or Approved, whichever is less)			
*Required Lbs./Acre: 10		(From Planned Seeding Worksheet)			
Total Required Lbs. for Practice: 250.00					
Section B					
Remaining Required Lbs: 250.00		Calculate Fertilizer Cost/Lb.			
*Pounds Purchased:		(From Fertilizer Calculate Cost Per Lb. Worksheet)			
*Cost Per Pound \$:		(From Fertilizer Calculate Cost Per Lb. Worksheet)			
Cost for Component \$: 0.00					
Discount: Discount %		Discount Value: 0			
Fertilizer Tax %:					
Total Cost for Component \$: 0.00					
Estimated Cost-Share \$: 0.00					
Clear Add					

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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.

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D. Pure Live Seed Worksheet

Things to Know:

- 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 drop-down on the “Contract Payment” screen.
2. Enter the seed type purchased.
 - a. 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 inoculant 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.

* Indicates required field.

Pure Live Seed Worksheet

PLS Report Tips Return to Previous Page

FY: 2010 Fund Code: R District: 1 - DISTRICT
Project: SA - SENSITIVE AREAS
Cooperator: FARMVILLE FARMS Contract #: 0055

Record #: _____

* Seed Type: _____ * CS %: 0

* Purity %: _____ x * Germination %: _____ = _____ PLS/Lb.

* Req. PLS/Ac: _____ x * Acres: _____ = _____ Tot Req. PLS

_____ / _____ = _____ Bulk Seed

_____ x * Cost/Lb \$: _____ = _____ Sub Total \$

* Bulk Lbs. Purchased: Discount: Discount Value: Tax %: Total Cost Seed \$:

_____ Discount % ☒ _____ _____

Bulk Lbs. Short: PLS Lbs. Short: Lbs. PLS/Acre Actually Seeded:

_____ _____ _____

Inoculants \$: Discount: Discount Value: Tax %: Total Cost Inoculants \$:

_____ Discount % ☒ _____ _____

Total Cost Seed and Inoculants \$: _____

Estimated Cost-Share \$: _____

Clear Add

Seed Type	Purity	Germ	Acres	\$/Lb.	Bulk Lbs. Purchased	Seed	Inoculants	Total
Total								\$0.00

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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.