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DEPARTMENT OF NATURAL RESOURCES

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MEMORANDUM 2011-002

DATE: July 23, 2010
TO: All Soil and Water Conservation Districts
FROM: ^{KS} Ken Struempf
Soil and Water Conservation Program

SUBJECT: MoSWIMS Enhancements

Numerous enhancements have been incorporated into MoSWIMS for fiscal year 2011. Following are some of the enhancements:

- **Vendor / EFT Form**
The Vendor Application and ACH/EFT Vendor Application have been combined into a single document. The new document is linked to the Contract screen. The Office of Administration will allow time for the conversion to the consolidated form by continuing to accept the separate forms, but will require use of the new form in the near future. All new cooperators/vendors should be given the updated form.
- **Contract Event Lookup - choose fiscal year first**
Users must choose a fiscal year prior to choosing a fund code or project/resource concern. This should allow a clearer delineation between records for previous, current, and future years.
- **Maps**
A map for all practices will be required to be scanned/attached prior to submission of the Contract Payment. The map should reflect the practice as completed and can be generated by CMT or Toolkit. A document type of map has been added to the Document screen.
- **Contract Submission – Funding Validation**
Pending contracts can be entered and will count toward the supplemental cost-share allocation. However, users will be unable to submit contracts for contract review when funding is unavailable. MoSWIMS will validate that obligation plus pending does not exceed the allocation for a resource concern. This validation is to ensure over obligation does not occur and will prevent boards from approving contracts when funding is unavailable.

If you have questions, please contact your district coordinator.

BTH:cwt

