

Actual Cost Database and Cost Data Entry

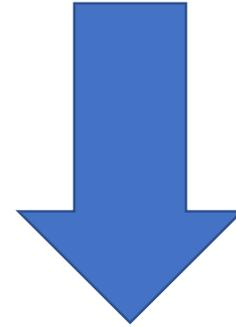
MASWCD Training Conference

November 2018

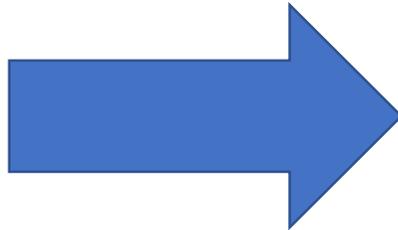
History and Background

Started Around
2002

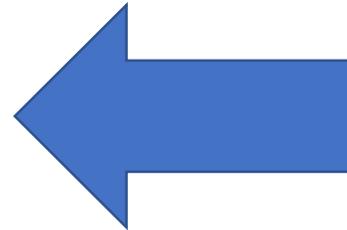
NRCS Financial
Assistance



FSA Financial
Assistance

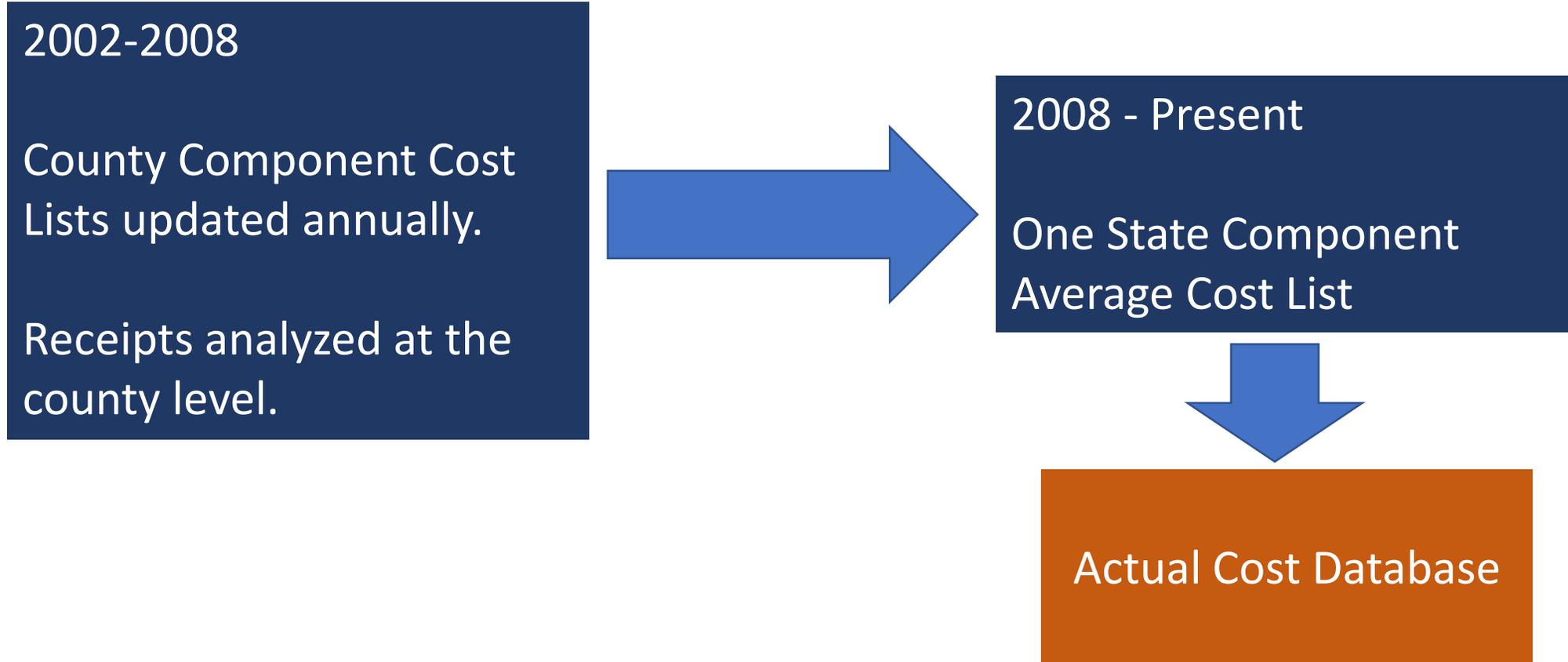


One Process =
Improve Consistency
for Customers



SWCP Financial
Assistance

History and Background



Central web based database for field offices to enter receipt data by component to be analyzed at the state level for development of the State Component Average Cost List. Database developed and hosted by FSA (Intranet)

History and Background

Success of system depends on receipt data being entered.

| Year | Data Points Received |
|------|----------------------|
| 2015 | 4,976 |
| 2016 | 3,121 |
| 2017 | 5,399 |
| 2018 | 4,522 |

SWCP accounts for 70% - 80% of the data received each of these years.

Distribution of data across the state is variable; some counties enter data consistently, others do not provide any data.

Actual Cost Database

Web based (Intranet) data collection database.

Developed and hosted by FSA.

Access: https://fsaintranet.sc.egov.usda.gov/states/mo/moi/Web_Aps/nrcs/actual_cost/mainmenu.asp

| Actual Cost Database | |
|---|---|
| Main Menu | Welcome Lauren |
| User Manual | Updates: |
| Current Policy | June 26, 2017: The new 2017 State Component Average Cost List has been finalized and is now available from eFOTG >: Section I > Economic Data. Thanks to everyone for entering your data this year! Sometime soon we will be migrating this database into a SharePoint site. Once that is complete and up and running I will be following up with all contacts to provide instructions on accessing the new site and any other information needed for entering data and generally navigating. I am hoping the new database will have a very similar feel and functionality to this one. As always, if anyone has any questions or concerns about anything related to the database or cost list please don't hesitate to contact me at lauren.cartwright@mo.usda.gov . |
| Current Cost List | |
| Component Definitions | |
| Enter Actual Cost Data | |
| Query/Update Actual Cost Data Entries | |
| | <hr/> WELCOME |
| | Welcome to the Actual Cost Database. The purpose of this database is to provide a central location to enter and update actual cost data and view actual cost data reports. Additionally, the database provides links to view current cost list policy, current component definitions, and the current cost lists. |
| | Cost list policy required that NRCS use the Actual Cost Database in each county to record the actual cost data collected from all cost-share program participants. The actual cost data collected in this database are the foundation information used to set program payments and justify changes in payment amounts. |
| | PLEASE TAKE A FEW MINTUES TO REVIEW THE CURRENT COST LIST POLICY. THIS POLICY BECAME EFFECTIVE OCTOBER 1, 2008. THE CURRENT POLICY IS AVAILABLE BY CLICKING ON THE "CURRENT POLICY" LINK ON THE MAIN MENU. |
| | A User Manual is now available to assist users to navigate the database. This manual is available by clicking on the "User Manual" link on the main menu. |

Actual Cost Database

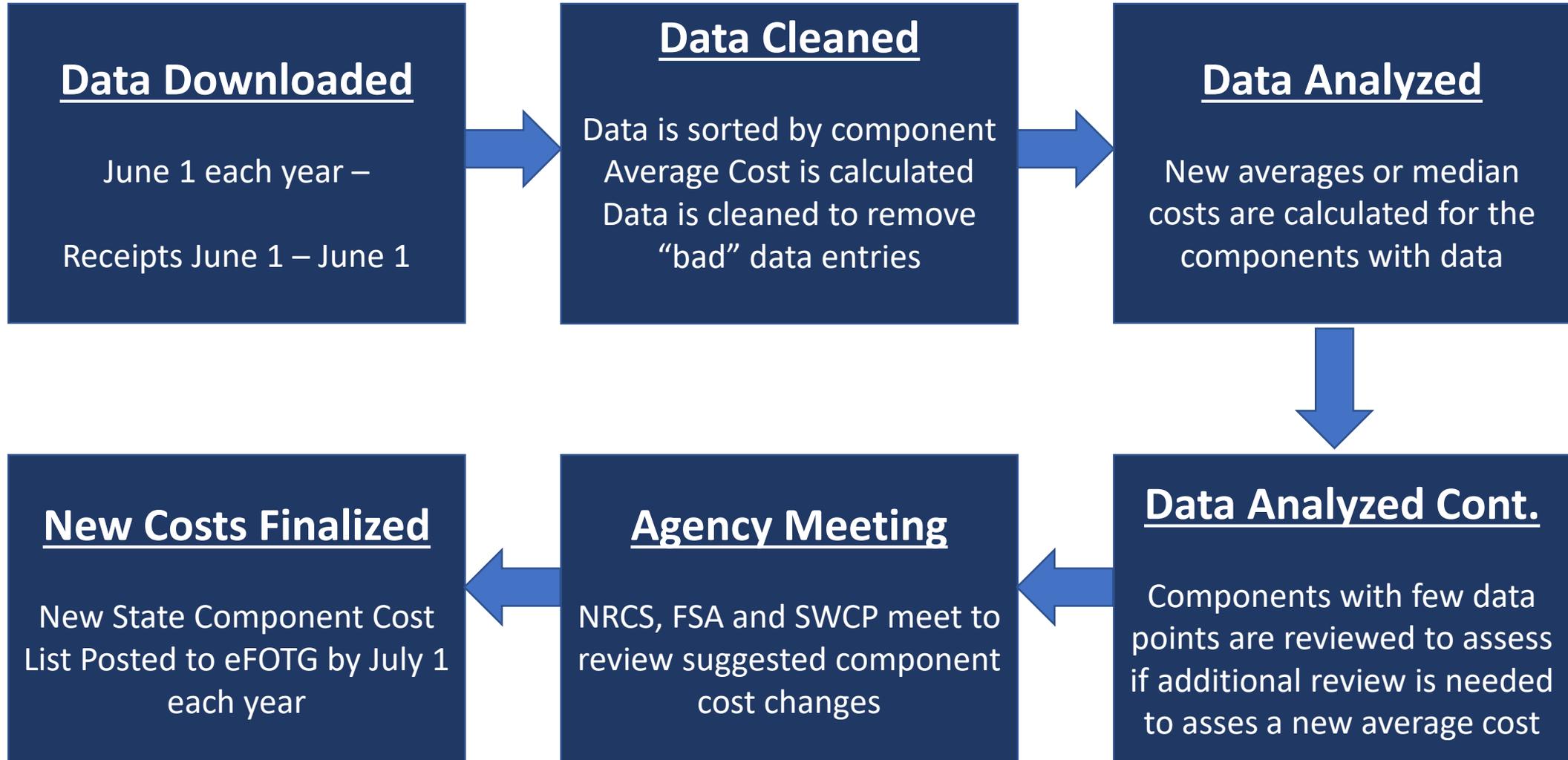
Data is entered anytime. Site is always available and live.

Data can be entered by anyone in the office knowledgeable about component cost data.

**However, due to security limitations, the site must be accessed from a USDA computer.

Actual Cost Database

Data Analysis Procedure:



Cost Data Entry

https://fsaintranet.sc.egov.usda.gov/states/mo/moi/Web_Aps/nrcs/actual_cost/mainmenu.asp

Actual Cost Database

Main Menu

- [User Manual](#)
- [Current Policy](#)
- [Current Cost List](#)
- [Component Definitions](#)
- [Enter Actual Cost Data](#)
- [Query/Update Actual Cost Data Entries](#)

Welcome Lauren

Updates:

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A User Manual is now available to assist users to navigate the database. This manual is available by clicking on the "User Manual" link on the main menu.

The user's manual has step by step instructions for entering, querying and updating data.

Cost Data Entry

It is important to pay attention to the Component Definitions!

Actual Cost Database

Main Menu

- [User Manual](#)
- [Current Policy](#)
- [Current Cost List](#)
- [Component Definitions](#)
- [Enter Actual Cost Data](#)
- [Query/Update Actual Cost Data Entries](#)

Welcome Lauren

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Cost Data Entry

It is important to pay attention to the Component Definitions!

In addition to accessing the component definitions from the database, they are also posted to eFOTG along with the State Average Cost List.

<https://efotg.sc.egov.usda.gov/#/>

Section I > Economic Data > Average Cost Lists > State Average Costs

 Keyboard navigation instructions

- Section I ▲
- Economic Data ▲
- Average Cost Lists ▲
- State Average Costs**
- WRE/WRP/EWPP-FPE Average Costs
- Other Economic References
- Practice Payment Schedules ▼

State Average Costs

Documents (2)

| Document Title | Type | Pub Date | Subject | Keywords | Abstract | Size (kB) | Actions |
|--|---|-----------|----------------------|-----------|----------|-----------|---|
| 2018 Component Definitions |  | 2018-6-29 | Cost Data; Economics | cost list | -- | 95 |  |
| 2018 State Average Cost List |  | 2018-6-29 | Cost Data; Economics | cost list | -- | 83 |  |

Cost Data Entry

https://fsaintranet.sc.egov.usda.gov/states/mo/moi/Web_Aps/nrcs/actual_cost/mainmenu.asp

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| Enter Actual Cost Data | |
| Query/Update Actual Cost Data Entries | |
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Cost Data Entry

Actual Costs From Receipts - Data Entry Form



| | |
|----------------|-------------------------------|
| County | Choose one of the following ▼ |
| Agency | Select one of the Following ▼ |
| Program | Choose one of the following ▼ |

| | |
|---|---|
| Practice (Type the code in the top box or select from the drop down box.) | <input type="text"/> Choose one of the following ▼ |
| Extent of Practice (Numbers only) | <input type="text"/> |
| Tracking # | <input type="text"/> |
| Reference # | 1114201812551PM |

| | |
|--|---|
| Component (Type the name in the top box or select from the drop down box.) | <input type="text"/> Choose one of the following ▼ |
| Extents Completed | <input type="text"/> |
| Actual Cost | \$ <input type="text"/> |
| Unit Cost | \$ <input type="text"/> |
| Is labor included in the component cost? | <input type="radio"/> Yes <input type="radio"/> No |
| Date of Invoice ex)10/02/2003 | <input type="text"/> |

Submit

Cost Data Entry

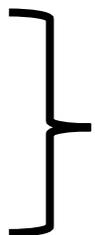
| |
|--|
| County |
| Agency |
| Program |
| Practice (Type the code in the top box or select from the drop down box.) |
| Extent of Practice (Numbers only) |
| Tracking # |
| Reference # |
| Component (Type the name in the top box or select from the drop down box.) |
| Extents Completed |
| Actual Cost |
| Unit Cost |
| Is labor included in the component cost? |
| Date of Invoice ex)10/02/2003 |



| | |
|---------|---|
| County | Select from the drop down list the county where the practice was installed |
| Agency | Select from the drop down list the Agency that provided the cost share for the practice payment |
| Program | Select from the drop down list the program that the cost share or practice payment was provided through |

Cost Data Entry

| |
|--|
| County |
| Agency |
| Program |
| Practice (Type the code in the top box or select from the drop down box.) |
| Extent of Practice (Numbers only) |
| Tracking # |
| Reference # |
| Component (Type the name in the top box or select from the drop down box.) |
| Extents Completed |
| Actual Cost |
| Unit Cost |
| Is labor included in the component cost? |
| Date of Invoice ex)10/02/2003 |



| | |
|---------------------------|--|
| Practice | Select from the drop down list, or type the practice code into the box provided for the practice that was installed. The practices are listed numerically by the practice code as designated in eFOTG. As you start typing a practice code into the box the entire code and name will automatically fill. If the automatic entry is correct use tab to go to the next entry, or click into the next entry box with your mouse. |
| Extent of Practice | Enter the extent of practice completed. The extent value must correspond to the unit of the selected practice. i.e. 327 Conservation Cover, Acres – the extent should be the number of acres of 327 installed. |
| Tracking # | Enter a tracking number. Assign a unique number or code to each occurrence of a practice so the total cost for each occurrence of a practice can be found, and for future error tracking. Writing the tracking number on the invoice helps link the data to a source for easy reference if needed. |
| Reference # | This is an automatically generated number by the database. |

Cost Data Entry

Example Entry:

| | |
|---|--|
| Practice (Type the code in the top box or select from the drop down box.) | <input type="text" value="342 Critical Area Planting Acres"/> <input type="text" value="342 Critical Area Planting Acres"/> |
| Extent of Practice (Numbers only) | <input type="text" value="1.5"/> |
| Tracking # | <input type="text" value="40808D-4-342"/> |
| Reference # | 4152009114708AM |

In this example cost information is being entered for components related to a Critical Area Planting.

Notice that the practice units are **Acres**.

The second entry for **Extent of Practice** is related specifically to the practice units. In this example, 1.5 acres of Critical Area Planting were installed.

Cost Data Entry

Example Entry:

| | |
|---|--|
| Practice (Type the code in the top box or select from the drop down box.) | <input type="text" value="342 Critical Area Planting Acres"/> <input type="text" value="342 Critical Area Planting Acres"/> |
| Extent of Practice (Numbers only) | <input type="text" value="1.5"/> |
| Tracking # | <input type="text" value="40808D-4-342"/> |
| Reference # | 4152009114708AM |

Tracking number is up to you!

One idea for a tracking method is shown above (40808D-4-342). This represents the last digits of the contract number associated with the cost data, followed by the contract item number in the contract and then the practice code. Avoid using slashes (\ or /) or the # sign in you tracking number. These have resulted in database errors.

Cost Data Entry

| |
|--|
| County |
| Agency |
| Program |
| Practice (Type the code in the top box or select from the drop down box.) |
| Extent of Practice (Numbers only) |
| Tracking # |
| Reference # |
| Component (Type the name in the top box or select from the drop down box.) |
| Extents Completed |
| Actual Cost |
| Unit Cost |
| Is labor included in the component cost? |
| Date of Invoice ex)10/02/2003 |

| | |
|-------------------|--|
| Component | Select from the drop down list, or type the component name into the box provided for the component that the cost is for. Components are listed alphabetically by component name. As you start typing a component name into the box the entire name will automatically fill. If the automatic entry is correct use tab to go to the next entry, or click into the next entry box with your mouse. |
| Extents Completed | Enter the extent of the component completed. The extent value here must correspond to the unit of the selected component (BE AWARE THE COMPONENT UNIT MAY BE DIFFERENT FROM THE PRACTICE UNIT). i.e. Nitrogen (N), lb – the extent should be the pounds of nitrogen applied. |
| Actual Cost | Enter the total actual cost for the component as indicated on the invoice. Be sure you enter the total cost for all of the component that was applied, not the per unit cost. |
| Unit Cost | This is an automatically calculated by the database. |
| Labor | Select whether labor costs were included in the receipt you are entering (yes or no). |
| Date of Invoice | Enter the date the invoice was originated. Must be in the format specified on the data entry form (MM/DD/YYYY). |

Cost Data Entry

Example Entry:

| | |
|---|--|
| Component (Type the name in the top box or select from the drop down box.) | <input type="text" value="Lime (ENM) 100 lb"/> <input type="text" value="Lime (ENM) 100 lb"/> |
| Extents Completed | <input type="text" value="15"/> |
| Actual Cost | <input type="text" value="\$52.50"/> |
| Unit Cost | \$3.5 |
| Date of Invoice ex) 10/02/2003 | <input type="text" value="4/15/2018"/> |

In this example the cost for the lime component of the Critical Area Planting Practice is being entered. Notice that the component units are 100lb. The second entry for **Extents Completed** is related specifically to the component units. In this example 15 100lbs of lime were applied.

Cost Data Entry

Example Entry:

| | |
|---|---|
| Component (Type the name in the top box or select from the drop down box.) | <input type="text" value="Lime (ENM) 100 lb"/> <input type="text" value="Lime (ENM) 100 lb"/> |
| Extents Completed | <input type="text" value="15"/> |
| Actual Cost | <input type="text" value="\$52.50"/> |
| Unit Cost | <input type="text" value="\$3.5"/>  |
| Date of Invoice ex) 10/02/2003 | <input type="text" value="4/15/2018"/> |

The line in the Data Entry Form called **Unit Cost** automatically calculates the per unit cost based upon the extent and actual cost entered for the component. This value can help decipher where data entry errors may have been made. They are easy to correct on this form before submitting the entry. Don't worry if you already submitted a data entry that is incorrect. See the next section on how to update entries.

Cost Data Entry

Actual Costs From Receipts - Data Entry Form



| | |
|----------------|------------------|
| County | Adair |
| Agency | SWCD |
| Program | State Cost Share |

| | |
|---|--|
| Practice (Type the code in the top box or select from the drop down box.) | 342 Critical Area Planting Acres 342 Critical Area Planting Acres |
| Extent of Practice (Numbers only) | 1.5 |
| Tracking # | 40808D-4-342 |
| Reference # | 1114201820220PM |

| | |
|--|---|
| Component (Type the name in the top box or select from the drop down box.) | Lime (ENM) 100 lb Lime (ENM) 100 lb |
| Extents Completed | 15 |
| Actual Cost | \$52.50 |
| Unit Cost | \$3.5 |
| Is labor included in the component cost? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Date of Invoice ex)10/02/2003 | 4/15/2018 |

Submit

Cost Data Entry

Takes you to a Receipt Data Entry Form with the previously entered County, Agency, Program, and Practice information already entered. You only have to enter the new component information for the next component that applies to that practice.



Your information has been saved

[Main Menu](#)

[Start New Practice](#)

[Add Another Component to This Practice](#)

[Exit](#)

| | |
|---------------------|----------------------------------|
| Reference # | 1114201820220PM |
| County: | Adair |
| Agency: | SWCD |
| Program: | State Cost Share |
| Practice Code: | 342 Critical Area Planting Acres |
| Extent of Practice: | 1.5 |
| Tracking Number: | 40808D-4-342 |
| Component: | 401 Lime (ENM) 100 lb |
| Extents Completed: | 15 |
| Actual Cost: | \$52.50 |
| Unit Cost: | \$3.50 |
| Included Labor: | Yes |
| Date of Invoice | 4/15/2018 |

Thank you!

Query/Update Cost Data Entries

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|---|--|
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Query/Update Cost Data Entries

Component Cost Search Menu

[Main Menu](#)

Component Selection

| | | | | |
|--|--|---------------------------------------|----------|--|
| Tracking # Similar to: | <input type="text"/> | | | |
| County: | Andrew <input type="button" value="v"/> | | | |
| Agency: | Select one of the Following <input type="button" value="v"/> | | | |
| Program: | Choose one of the following <input type="button" value="v"/> | | | |
| Practice: | Choose one of the following <input type="button" value="v"/> | | | |
| Component: | Choose one of the following <input type="button" value="v"/> | | | |
| Date of Invoice: Between ex)10/02/2003 | Begin Date | <input type="text" value="6/1/2017"/> | End Date | <input type="text" value="6/1/2018"/> <input type="button" value="x"/> |
| | <input type="button" value="Submit"/> | | | |



Only Required Search Field

You can do as broad or as detailed of a search as you want. The only required field is the **Date of Invoice: Between**. To do a broad search for all data entered by a county between certain dates simply select the county and the range of dates (as shown above); then select submit. For more narrow searches use more search criteria.

Query/Update Cost Data Entries

The results of your query will look like this. Each row of information represents each component cost data entry.

Search Results and Totals

[Main Menu](#)

[Search Menu](#)

Search By:

| | |
|------------------------|--|
| County | Andrew |
| Date Submitted Between | Begin Date:6/1/2017 End Date:6/1/2018 |

| Tracking # | Program | Component | Quantity | Actual Cost | Avg. Cost | Date of Invoice | Cost Share Received | |
|----------------|---------|-------------------------------------|----------|-------------|-----------|-----------------|---------------------|------------------------|
| 2900320180008 | CRP | Cultipacking, Rolling, or Harrowing | 31.39 | \$872.38 | \$27.79 | 12/9/2017 | \$0.00 | Update |
| 2900320180008 | CRP | Site Prep Medium - Chemical | 31.39 | \$1,167.39 | \$37.19 | 9/20/2017 | \$0.00 | Update |
| 2900320180008 | CRP | Site Prep Medium - Chemical | 31.39 | \$690.50 | \$22.00 | 9/3/2017 | \$0.00 | Update |
| 2900320170024A | CRP | Site Prep Medium - Chemical | 48.24 | \$543.16 | \$11.26 | 1/11/2018 | \$0.00 | Update |
| 2900320170028A | CRP | Site Prep Medium - Chemical | 7.4 | \$84.90 | \$11.47 | 3/12/2018 | \$0.00 | Update |

Use the **Update** link available in the far right column for each data entry to go to a **Data Update Form** to make corrections to the entry, or delete the entry.

Query/Update Cost Data Entries

Component Cost List - Data Update Form

[Main Menu](#)

| | |
|--|---|
| County | Andrew |
| Agency | FSA |
| Program | CRP |
| Practice Code | CP42 Pollinator Habitat Acre |
| Extent of Practice | 31.39 |
| Tracking # | 2900320180008 |
| Reference # | 530201821005PM |
| Component | 320 Cultipacking, Rolling, or Harrowing ac |
| Extents Completed | 31.39 |
| Actual Cost | \$872.38 |
| Is labor included in the component cost? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| Date of Invoice ex)10/02/2003 | 12/9/2017 |

Make edits
needed to any
field

Update

Delete Component

Use the **Update** button at the bottom of the page in the green area after corrections have been made, or select **Delete Component** in the red area if you need to remove that entry permanently from the database.

Query/Update Cost Data Entries

TIP:

Use the **Query/Update Actual Cost Data Entries** section of the database for quality review. By reviewing the results of your query you can quickly identify in the **Avg. Cost** column which entries might have errors. Common examples are Lime that shows an Avg. Cost of \$0.05/100lb. This is a sure indicator that the actual cost data was probably entered by lb and not 100lb. Excessively high or low avg. costs most likely indicate that the quantity or cost information was entered incorrectly. Quality review is an important part of entering data into the Actual Cost Database. “Bad” data will not be utilized in the analysis of costs to compile the updated State Average Cost List.

| Tracking # | Program | Component | Quantity | Actual Cost | Avg. Cost | Date of Invoice |
|------------|------------------|------------|----------|-------------|-----------|-----------------|
| 66180029 | State Cost Share | Lime (ENM) | 46942 | \$2,179.89 | \$0.05 | 12/5/2017 |
| 66180040 | State Cost Share | Lime (ENM) | 6577.75 | \$324.92 | \$0.05 | 5/23/2018 |

Final Thoughts and Questions

Overall, the quality of data we receive is very good!

Thank you all for your efforts and participation!



Questions