

Performance Results System (PRS) Hints & Tips

4a. Documenting Practices as Applied for Farm Bill Program Payments- short version

As part of the new payment procedure, proper PRS documentation is required before payments will be approved for Farm Bill Program payments effective May 24, 2007. Refer to State Bulletin PI-300-07-08.

Provided below are instructions to document a practice has been reported in the Performance Reporting System (PRS) as applied.

1. At **My NRCS**, select:
 - a. **Field Tools**
 - b. **PRS**
2. Select the **Tools** Tab.
3. Select "**View Conservation Plans**".
4. Fill in "**Customer Name**" and "County (**Profile**)". **Search**.
 - a. **County (Profile)** – if you have access to multiple counties, select the appropriate county.
 - b. **Customer Name** – Type in the client's last name.
 - c. **Note:** It is not always necessary to fill in all the boxes, unless you need to narrow your search down.
6. Select the **Plan Name**.
7. Click on the **Practice** Tab.

Avoid creating pdf files through the "Summary" tab. The "Summary" tab lacks sufficient information (planned and applied dates) which may create further delays in payment

Important Note:

Progress viewed through the **Tools** Tab is instantaneous. A practice reported through Toolkit is immediately captured in the Tools Tab

8. Click on the "**Show All Practices**" button.
Note: The default is set to show all **unreported** practices.
To alphabetically sort the practices, click on "Name".
9. To print in Landscape: (Ensures that the entire page is printed)
 - a. Click on **File / Page Setup**.
 - b. Select **Landscape, OK**.
10. Click on **File / Print**.

11. At the Print window, click **Print**.

12. On the printed copy, include:

- a. **Contract #**
- b. **Client Name**
- c. **Field Office**
- d. **Identify the Contract Item Number (CIN)**

13. Incorporate the PRS Practice Certification Document with the rest of the payment package and post to the Farm Bill Payments folder on the PIA SharePoint under your field office at:

- <https://nracs.sc.egov.usda.gov/west/pia/AO/FBPmts/default.aspx>

***Don't forget to name the by the proper naming convention:**

- **Last five digits of contract number, last name of Participant, CIN number(s).**
 - 09057_Kealoha_CIN_1-5, 20

Contact your State PRS Coordinator if you have any questions.