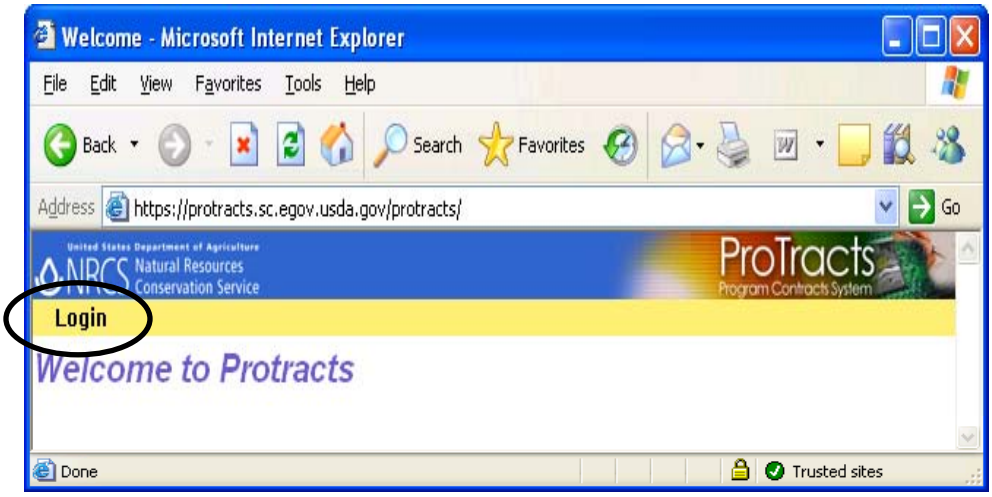
ProTracts – Hints & Tips

7. Contracts With No Payments – "Manage Contracts - Programs"

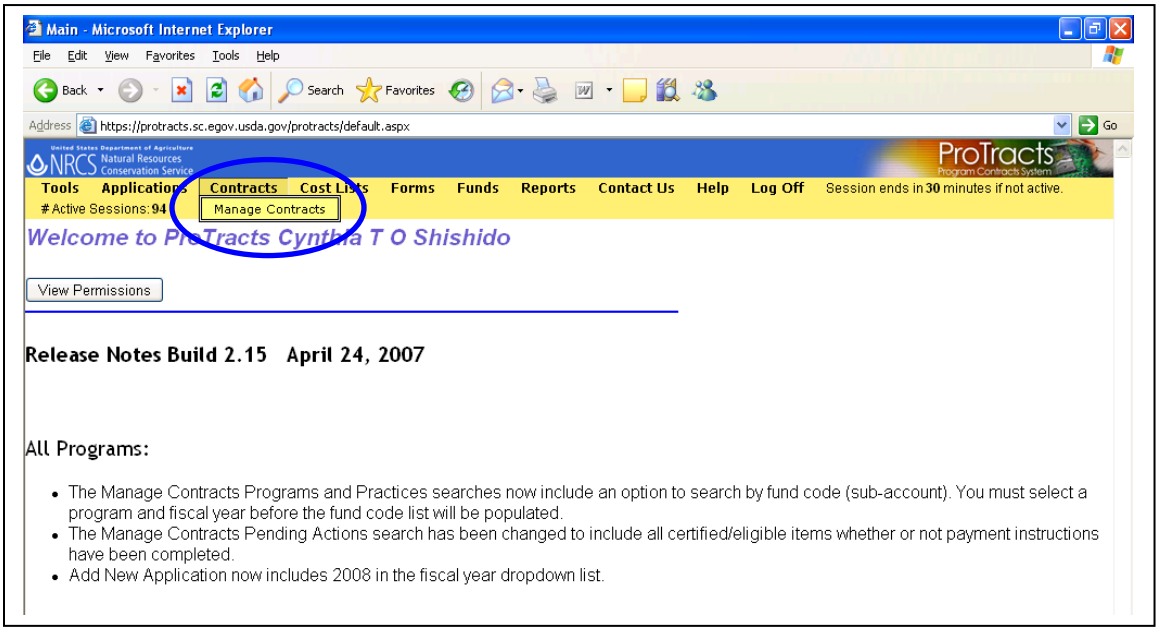
The following instructions may assist in creating reports showing active contracts with no ($0) payments by fiscal year(s) and field office(s).

1. At the My NRCS webpage (https://my.nrcs.usda.gov/), click on "**Manage conservation contracts (ProTracts)**".

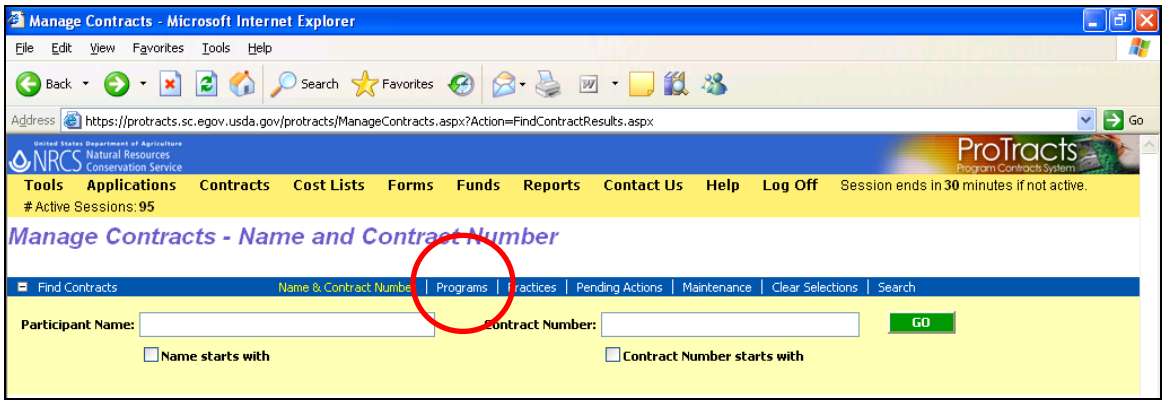
2. Click on **Login**.



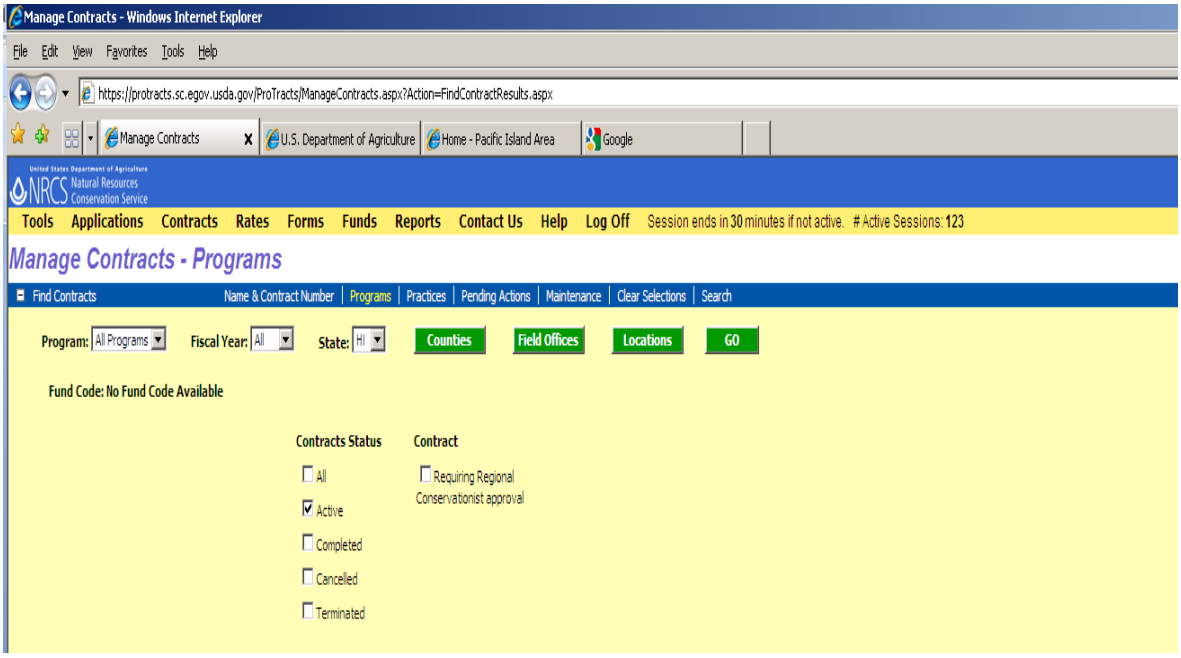
3. Click on **Contracts / Manage Contracts**



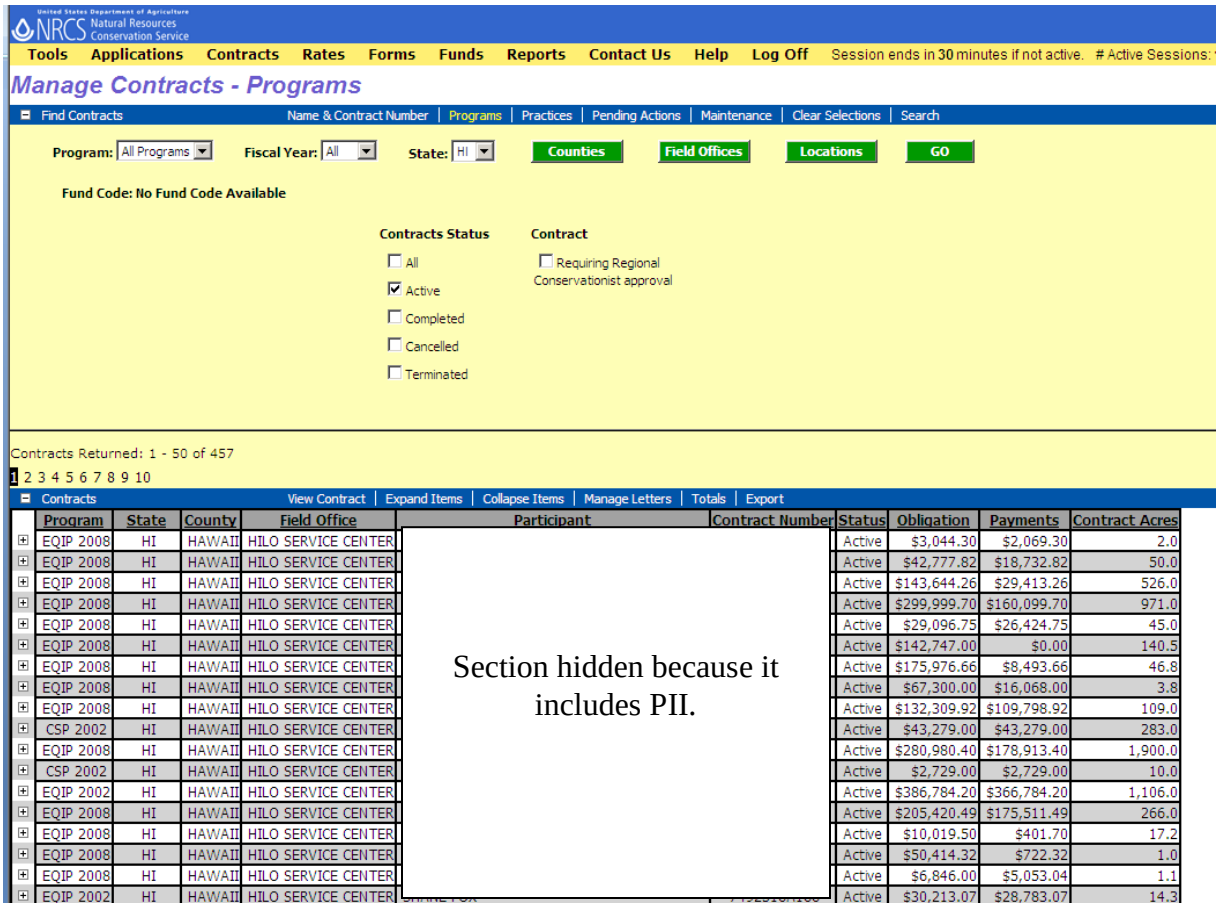
4. Select **Programs**.



5. Make selections on pulldown menus or choice lists :
   a. Programs (All Programs or one specific program)
   b. Fiscal Year (All or one specific fiscal year)
   c. State (HI or PB)
   d. Field Offices (may select specific field offices)
   e. Locations (various selections available)
   f. Contract Status (Active)

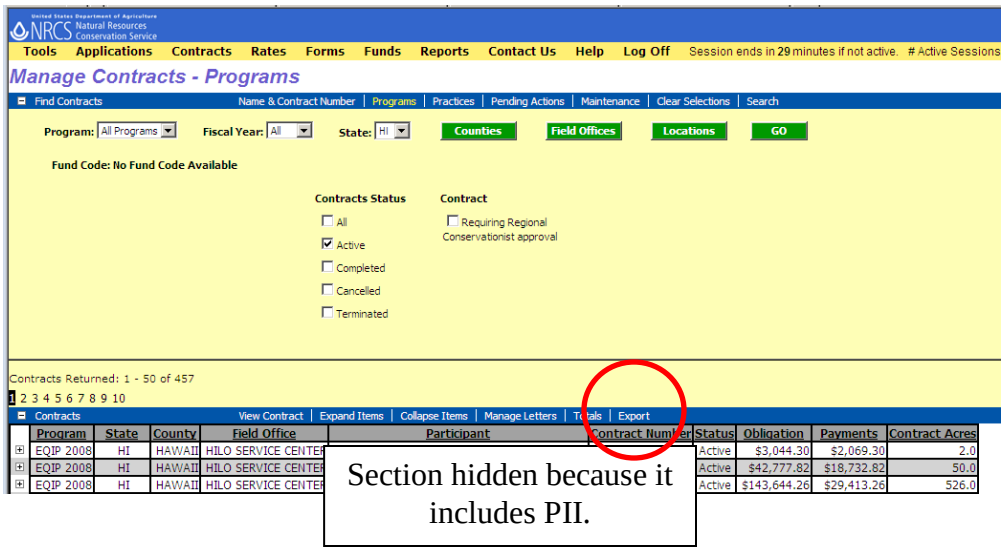


6. Click "**GO**." ProTracts will generate the requested report. See example below.



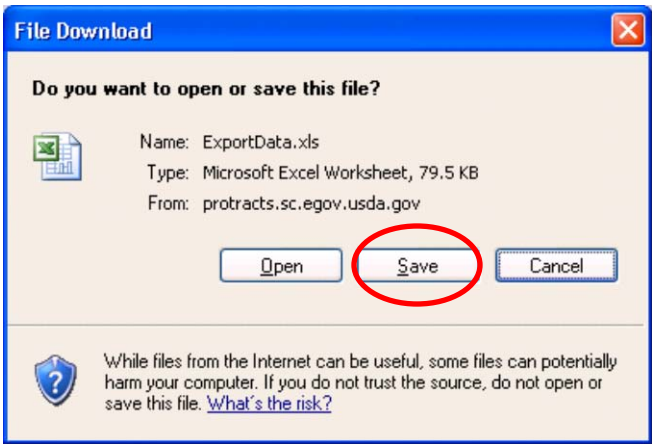
Program	State	County	Field Office	Participant	Contract Number	Status	Obligation	Payments	Contract Acres
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$3,044.30	$2,069.30	2.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$42,777.82	$18,732.82	50.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$143,644.26	$29,413.26	526.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$299,999.70	$160,099.70	971.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$29,096.75	$26,424.75	45.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$142,747.00	$0.00	140.5
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$175,976.66	$8,493.66	46.8
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$67,300.00	$16,068.00	3.8
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$132,309.92	$109,798.92	109.0
CSP 2002	HI	HAWAII	HILO SERVICE CENTER			Active	$43,279.00	$43,279.00	283.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$280,980.40	$178,913.40	1,900.0
CSP 2002	HI	HAWAII	HILO SERVICE CENTER			Active	$2,729.00	$2,729.00	10.0
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			Active	$386,784.20	$366,784.20	1,106.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$205,420.49	$175,511.49	266.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$10,019.50	$401.70	17.2
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$50,414.32	$722.32	1.0
EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$6,846.00	$5,053.04	1.1
EQIP 2002	HI	HAWAII	HILO SERVICE CENTER			Active	$30,213.07	$28,783.07	14.3

7. Export the report to EXCEL by clicking **Export**.

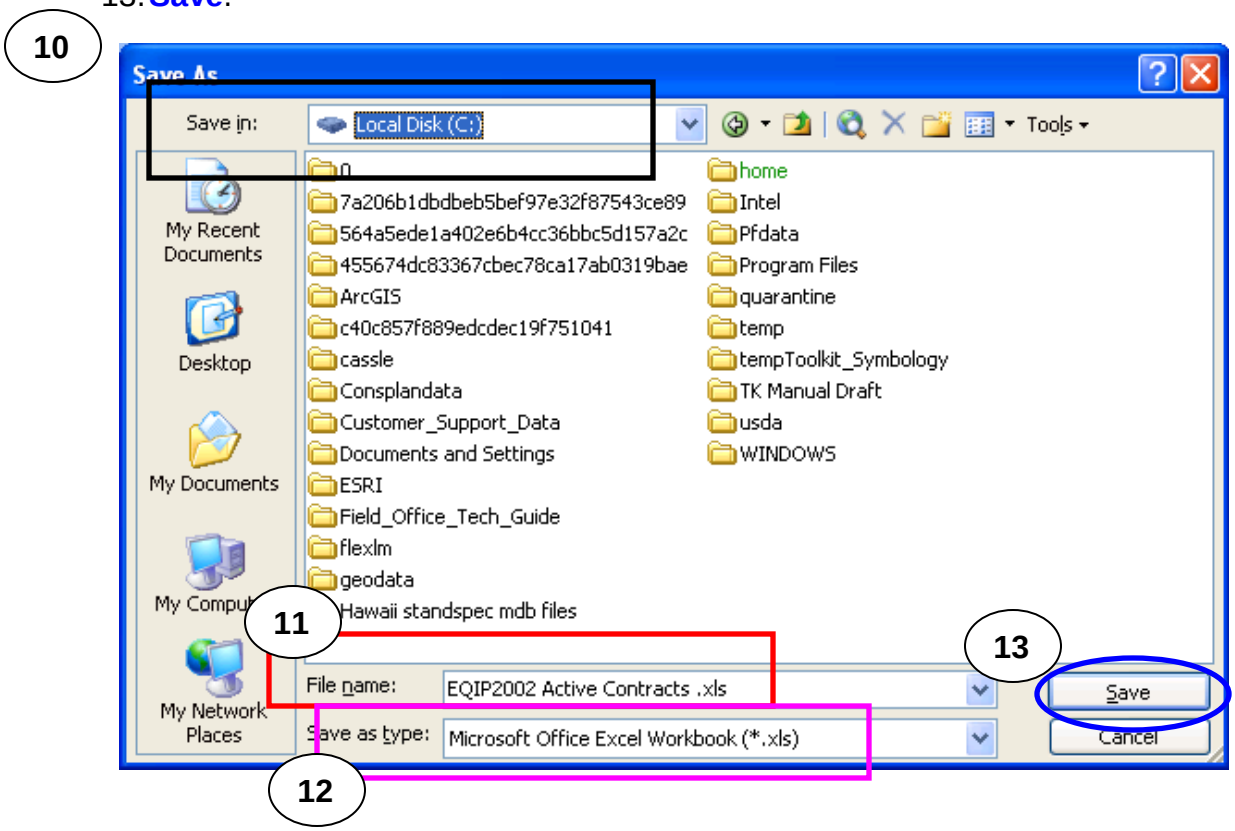


8. At the "**ProTracts Export to Excel**" window:
   a. Leave **All contracts returned** clicked as is.
   b. Leave **Hierarchical (Items grouped beneath contracts)** clicked as is.
   c. Click **EXPORT**.

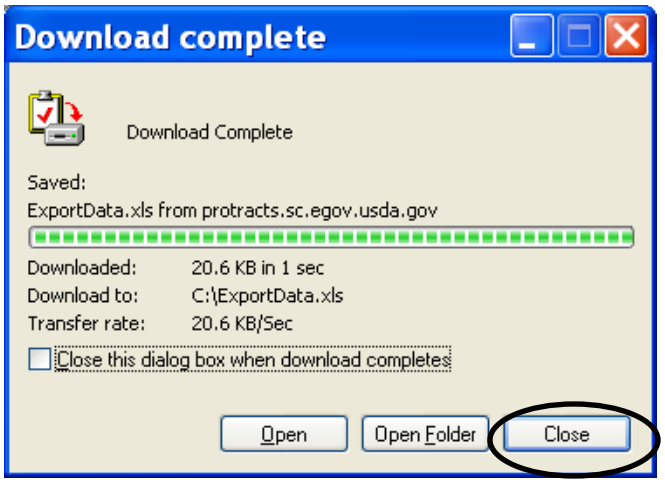
9. Click **SAVE**.



10. Select a drive to temporarily save the file in.
11. Rename "**File Name**".
12. Select "**Save As type**" as an Excel Workbook.
13. **Save**.



14. Select **CLOSE**.

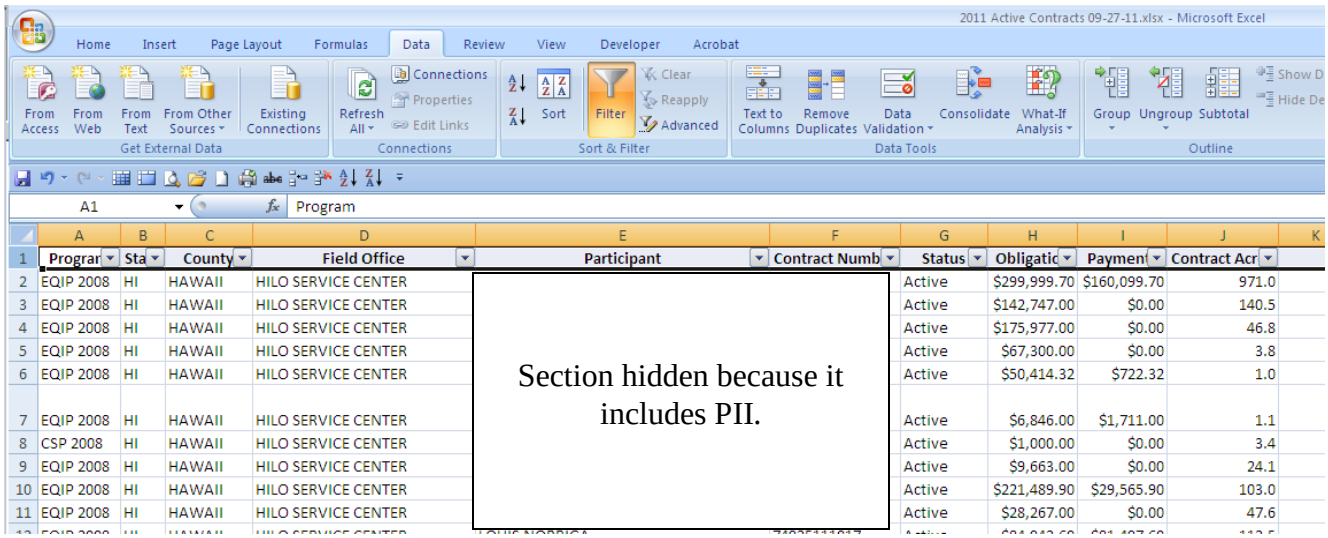


15. The spreadsheet is now saved onto your C drive.

16. **To sort out all the contracts with no ($0) payments**, open the spreadsheet from your C drive.

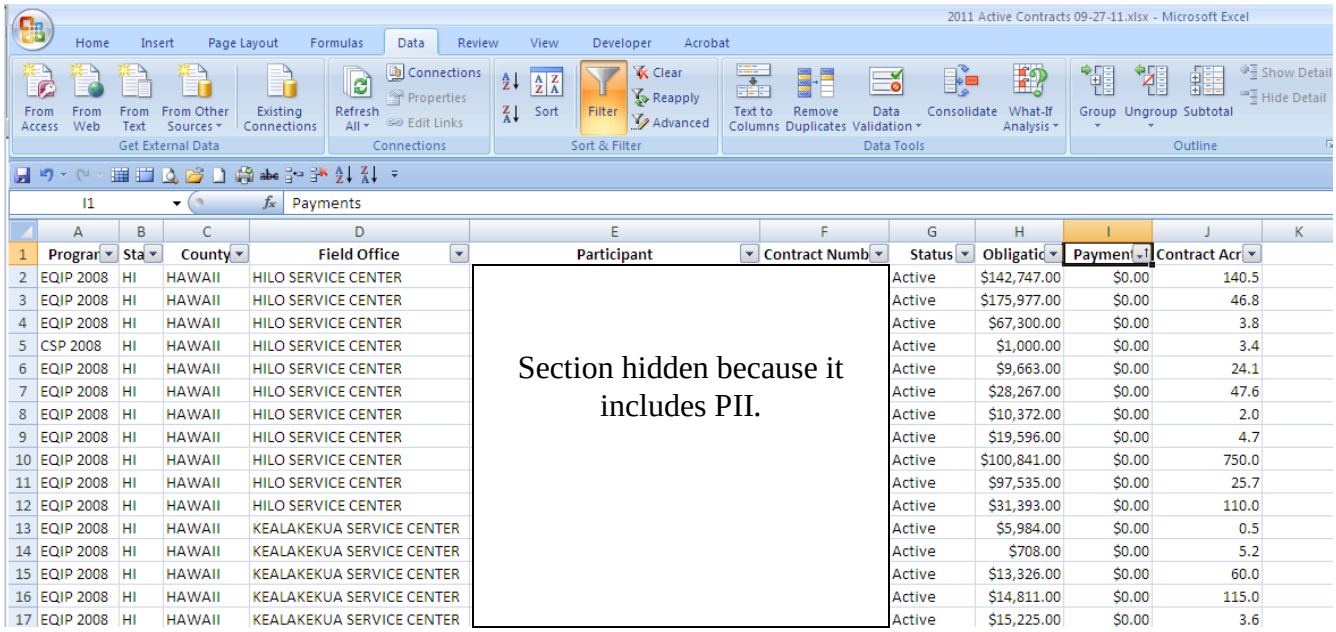
17. Highlight the header row.

18. Click Data, Filter. Down arrows should appear in each column heading.



	Program	State	County	Field Office	Participant	Contract Number	Status	Obligation	Payment	Contract Acr
2	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$299,999.70	$160,099.70	971.0
3	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$142,747.00	$0.00	140.5
4	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$175,977.00	$0.00	46.8
5	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$67,300.00	$0.00	3.8
6	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$50,414.32	$722.32	1.0
7	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$6,846.00	$1,711.00	1.1
8	CSP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$1,000.00	$0.00	3.4
9	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$9,663.00	$0.00	24.1
10	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$221,489.90	$29,565.90	103.0
11	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$28,267.00	$0.00	47.6

19. Click the down arrow in the **Payment** column heading, the click **Smallest to Largest**. All the contracts with no ($0) payments will be sorted up to the top, as shown below.



	Program	State	County	Field Office	Participant	Contract Number	Status	Obligation	Payment	Contract Acr
2	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$142,747.00	$0.00	140.5
3	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$175,977.00	$0.00	46.8
4	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$67,300.00	$0.00	3.8
5	CSP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$1,000.00	$0.00	3.4
6	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$9,663.00	$0.00	24.1
7	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$28,267.00	$0.00	47.6
8	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$10,372.00	$0.00	2.0
9	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$19,596.00	$0.00	4.7
10	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$100,841.00	$0.00	750.0
11	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$97,535.00	$0.00	25.7
12	EQIP 2008	HI	HAWAII	HILO SERVICE CENTER			Active	$31,393.00	$0.00	110.0
13	EQIP 2008	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	$5,984.00	$0.00	0.5
14	EQIP 2008	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	$708.00	$0.00	5.2
15	EQIP 2008	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	$13,326.00	$0.00	60.0
16	EQIP 2008	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	$14,811.00	$0.00	115.0
17	EQIP 2008	HI	HAWAII	KEALAKEKUA SERVICE CENTER			Active	$15,225.00	$0.00	3.6