

# CROP INFORMATION AND SOIL REPORTS

## Training for County Extension Offices on UK Soil Laboratory Services

### Division of Regulatory Services

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## **CROP INFORMATION FOR SOIL TESTS**

### ***Entering Crop Information WITHOUT SoilData program***

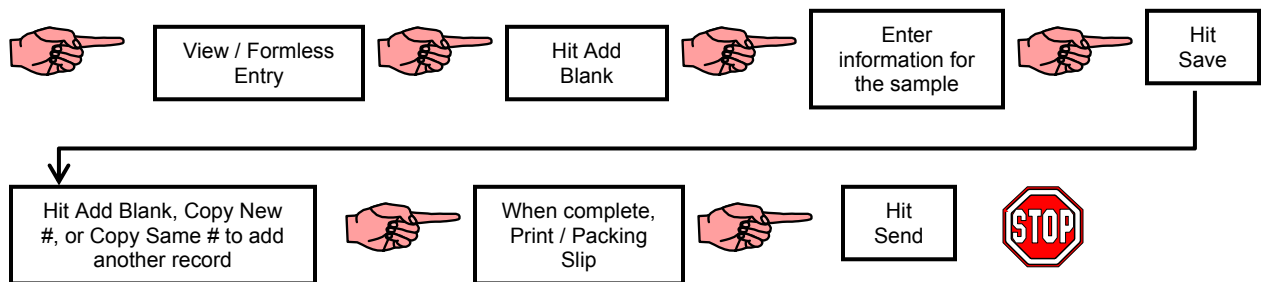
The Agricultural; Home Garden, Home Lawn, & Special Turf; or Commercial Horticultural Soil Sample Information Sheets are filled out and mailed with each sample. These forms are available at <http://soils.rs.uky.edu/SAMPLE1.HTM>. Additional crops can be entered on the Agricultural Soil Sample Information Sheet by using codes as shown below.

**Table 1. Crop Codes not listed on the Agricultural Form**

Enter the codes after "From Memo:" and select the crops as primary, alternate, or previous crops.

<b>Crop Code</b>	<b>Crop</b>
06	Barley
08	Barley/Soybeans
10	Bermudagrass, Common
12	Bermudagrass, Improved
14	Bluegrass
16	Birdsfoot Trefoil
20	Crownvetch
24	Forage Sorghum
26	Grain Sorghum
30	Millett
32	Oats
34	Oats/Soybeans
36	Orchardgrass
42	Rye
44	Rye/Soybeans
48	Sorghum/Soybeans
52	Sudangrass
54	Sunflower
56	Timothy
62	Triticale
64	Triticale/Soybeans
66	Wheat
68	Wheat/Soybeans
70	White Clover
81	Bluestem
82	Indiangrass
83	Side-oats grama
84	Switchgrass

## *Entering Crop Information WITH SoilData program*



To enter crop information accompanying a soil sample, you first go to “View / Formless Entry”. A question will appear asking if you have submitted any samples with a paper form. Most of the time you will answer no to this question. If you have sent samples with paper forms, you can enter the number of samples submitted and the automatic county sample number will be the correct number. Once in the Formless Entry window, you hit the button on the bottom of the windows that says “Add Blank”. This creates a blank slate for you to begin entering information. The items defined by labels in bold are items that are required to be entered for each sample. Most of these items come up with default values. Farmer name is selected from a drop down list. If the client is not in the drop down list, you hit the “+” button and are sent to a Farmer window where you can add the new client. A button is available in the Farmer window named “Formless Entry” that takes you back to the Formless Entry window. The entries defined as “Extra1”, “Extra2”, and “Extra3” are fields that you define for use by your office. You can change the name of the fields by clicking on the Extra titles and entering a new title. The crop information that appears on the lower half of the window depends on what form type you selected (A, H, or C for agricultural, home lawn and garden, or commercial horticulture). Selections on the crop information are made from drop down lists. Hit the “Save” button when all entries are completed.

If you have more than one entry to make, there are three possible paths to take from this point. If the next sample is from a different client, you hit the “Add Blank” button to start with a clear form. If the next sample is from the same client, you hit the “Copy New # Button”. This creates a record that is a duplicate of the previous one except for the county sample number, which is incremented by one. If the next record to be entered is an alternative recommendation for the same sample, you hit the “Copy Same #” which copies all the information, including county sample number and sample ID. Another crop selection is made for this same sample.

You can add several records at one time. There is no limit on how many records you can add. Once completed, you print a packing slip to be sent with the soil samples by selecting “Print / Packing Slip”. The packing slip has a list of the samples being sent with the client name. At this point, check the county sample numbers to make sure they match the county sample numbers placed on the soil samples. The final thing to do is send the data to the Central Program at the soil’s lab by hitting the “Send”

button. A question box will appear asking if you printed a packing slip. If you have duplicate county sample numbers, a question box will appear asking if the duplicates are intentional. If you have gaps in your county sample numbers, a question box will appear asking if the gaps are intentional. A window will appear indicating the sample is being emailed. Another window will appear saying “Data Transfer Succeeds” if the data was successfully emailed out. After sending the data, the records are removed from the “Formless Entry” window and placed in the “Pending Records” window.

### *Entering a New Client Name and Address*

When entering a new record in “Formless Entry”, the first thing to enter is the Client name from the drop down box. If the Client is not on the list, hit the “+” button to open the Farmers window. Select the “Add” button on the bottom of the window. If the “Auto Farmer ID” is selected, the Farmer ID number will be automatically incremented by one. If the “Auto Farmer ID” is selected off, you will have to manually enter a Farmer ID number. In the “Name, Address, and Contact Numbers” section type in Last Name, First Name, Address, City, and Zip Code. This information is what will be printed on the reports. Other extraneous information on the client can also be entered in the appropriate boxes. After entering the new client name and address, hit the “Save” button. IT IS IMPORTANT TO HIT “SAVE”. If “Save” is not hit, the automatic farmer ID sequence will be disrupted. Once the client name and address is saved, select the “Formless Entry” button to go back to the formless entry window. The “Add Blank” button has to be selected again to begin entering crop information for the new client just added. Select the new client in the drop down box for “Farmer” and continue to enter the rest of the sample information.

**Table 2. List of Crops for selection in the SoilData program**

A	Alfalfa	H	Apples	C	Annuals
A	Alfalfa/Grass	H	Azalea/Rhododendron	C	Apples
A	Barley	H	Bermudagrass	C	Asparagus
A	Barley/Soybeans	H	Blueberries	C	Azaleas
A	Bermudagrass, common	H	Brambles	C	Beans (snap,dry,lima,etc.)
A	Bermudagrass, improved	H	Broadleaved Evergreen Tree or Shrub	C	Blueberries
A	Birdsfoot Trefoil	H	Creeping Bentgrass	C	Brambles
A	Bluegrass	H	Deciduous Shrub	C	Bulbs
A	Bluegrass/White Clover	H	Deciduous Tree	C	Cherries, Tart
A	Bluestem	H	Fine Fescue	C	Cole Crops (broccoli, etc.)
A	Burley Tobacco	H	Flower Garden	C	Conifers (not pines or junipers)
A	Canola	H	Grape Arbor	C	Conifers, junipers
A	Canola/Soybeans	H	Ground Covers	C	Conifers, pines
A	Clover/Grass	H	Kentucky Bluegrass	C	Cool Peas
A	Cool Season Grass	H	Needled Evergreen Tree or Shrub	C	Corn, Sweet
A	Corn	H	Other	C	Cucumbers
A	Crownvetch	H	Peaches	C	Currants and Gooseberries
A	Dark Tobacco	H	Perennial Ryegrass	C	Deciduous Shrubs
A	Fescue	H	Roses	C	Deciduous Trees
A	Fescue/Lespedeza (multiple)	H	Strawberries	C	Eggplant
A	Fescue/White Clover	H	Tall Fescue	C	Evergreen Shrubs, Broadleaved
A	Forage Crops (multiple)	H	Vegetable Garden	C	Evergreen Trees, Broadleaved
A	Forage Sorghum	H	Zoyiagrass	C	Grapes
A	Grain Crops (multiple)	H	Apples	C	Greens (collards, kale, etc.)
A	Grain Sorghum	H	Azalea/Rhododendron	C	Hollies
A	Indiangrass	H	Bermudagrass	C	Muskmelons (cantaloupes)
A	Lespedeza	H	Blueberries	C	Okra
A	Lespedeza/Grass	H	Brambles	C	Onions (green & bulb)
A	Millet	H	Broadleaved Evergreen Tree or Shrub	C	Other
A	Oats	H	Creeping Bentgrass	C	Peaches
A	Oats/Soybeans	H	Deciduous Shrub	C	Pears
A	Orchardgrass	H	Deciduous Tree	C	Pecans
A	Orchardgrass/Red Clover	H	Fine Fescue	C	Peppers (bell & pimento)
A	Orchardgrass/White Clover	H	Flower Garden	C	Perrenials (not bulbs)
A	Other	H	Grape Arbor	C	Plums
A	Red Clover	H	Ground Covers	C	Potatoes
A	Red Clover/Grass	H	Kentucky Bluegrass	C	Rhododendrons
A	Rye	H	Needled Evergreen Tree or Shrub	C	Rhubarb
A	Rye/Soybeans	H	Other	C	Root Crops (beets, carrots,etc.)
A	Side-oats grama	H	Peaches	C	Southern Peas
A	Small Grains	H	Perennial Ryegrass	C	Squash & Pumpkins
A	Small Grains/Corn	H	Roses	C	Strawberries
A	Small Grains/Soybeans	H	Strawberries	C	Sweet Potatoes
A	Sorghum/Sudangras	H	Tall Fescue	C	Tomatoes
A	Soybeans	H	Vegetable Garden	C	Walnuts
A	Sudangrass	H	Zoyiagrass	C	Watermelons
A	Sunflower				
A	Switchgrass				
A	Timothy				
A	Timothy/Red Clover				
A	Tobacco Beds				
A	Triticale				
A	Triticale/Soybeans				
A	Warm Season Annual Grass				
A	Warm Season Native Grass				
A	Wheat				
A	Wheat/Soybeans				
A	White Clover				
A	White Clover/Grass				





*Packing Slip (Formless Sample Entry Form)*

*Date* \_\_\_\_\_

	<b>UK LAB #</b>	<b>Type Test</b>	<b>County ID</b>	<b>Sample #</b>	<b>Last Name</b>	<b>Primary Crop</b>
1		01				99
2		01				99
3		01				99
4		01				99
5		01				99
6		01				99
7		01				99
8		01				99
9		01				99
10		01				99
11		01				99
12		01				99
13		01				99
14		01				99
15		01				99
16		01				99
17		01				99
18		01				99
19		01				99
20		01				99



**Required Crop Information WITH or WITHOUT SoilData program**

Not every management detail on a sample information form or in the SoilData program is required for accurate lime and fertilizer recommendations. The following table is a guide for knowing how much information is needed from the client for major crops on the agricultural and home, lawn and garden forms.

**Table 3. List of required crop information for accurate lime and fertilizer recommendations from a soil test**

<b>Agricultural Soil Sample Form</b>				
	<b>Corn</b>	<b>Soybeans</b>	<b>Tobacco</b>	<b>Forages</b>
<b>Previous Crop</b>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>Primary Management</b>	<input checked="" type="checkbox"/> a			<input checked="" type="checkbox"/> b
<b>Previous Management</b>	<input checked="" type="checkbox"/> c			
<b>Primary Use</b>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<b>Previous Use</b>				
<b>What was there 2 yrs ago?</b>			<input checked="" type="checkbox"/> d	
<b>Soil Drainage</b>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

a. Choose conventional tillage or no tillage.

b. Choose new seeding, renovation, or annual top dressing. Renovation is the seeding of legume (clover or lespedeza) in an established grass stand.

c. Only needed if forage was previous crop.

d. Only needed if tobacco was previous crop.

<b>Home Lawn and Garden Soil Sample Form</b>			
	<b>Vegetables &amp; Fruits</b>	<b>Turfgrass</b>	<b>Landscape Plants</b>
<b>Turfgrass location</b>		<input checked="" type="checkbox"/>	
<b>General Information Part A.</b>		<input checked="" type="checkbox"/>	
<b>General Information Part B.</b>			

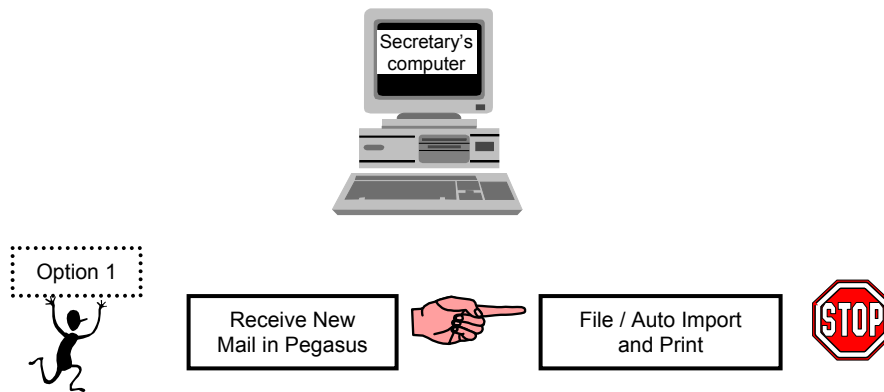
# PRINTING SOIL TEST REPORTS

## *Printing reports WITHOUT SoilData program*

Reports are emailed to the county office as attached files. The files can be opened in Word and the clients name and address typed onto the report.

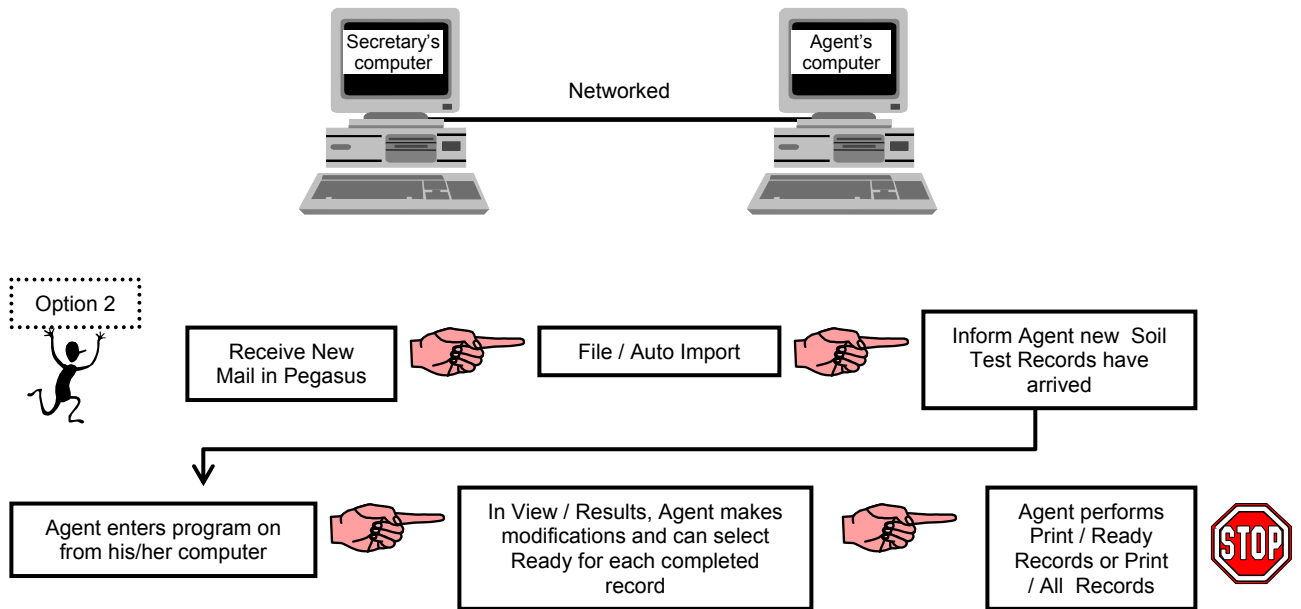
## *Printing reports WITH SoilData program*

### OPTION 1:



This option first involves receiving new mail in Pegasus. Soil test data messages will contain SoilData1\_00 on the Subject line. After receiving the soil test data in Pegasus, go to the SoilData program. Select "File / Auto Append and Print" and the soil data received by Pegasus will be appended to existing data in the program in Archived Results and printed. To view the data that was received into the program go to "View / Archived Results".

OPTION 2:



Option 2 is designed for the situation when an Extension Agent's computer is networked to the Secretary's computer and the agent reviews the soil test data on the computer before printing. The SoilData program needs to be installed on the Secretary's computer. SoilDataNet needs to be installed on the Agent's computer. The soil test data is received via Pegasus on the Secretary's computer. The Secretary selects "File / Auto Append" to receive the new data into SoilData. The data is imported into Results. The Extension Agent is then informed that new soil test data exists in the SoilData program. The Extension Agent then accesses the SoilData program via the network and selects "View / Results" to review records for modification or to add comments. After reviewing each record, the "Ready" box can be checked signifying the sample is ready for printing. The Extension Agent or Secretary then selects "Print / Ready Records" to print the ready records on the printer connected to the Secretary's computer. After printing Ready Records, the records will be moved to "Archived Results". If there are not a significant number of records, the Agent can review and modify all the records and "Print / All Records" can be chosen to print the reports. "File / Move to Archive" then moves all records to "Archived Results".

## **ADVANCED TOPICS ON SOILDATA**

The following advanced topics on the SoilData program are available on the web at [http://soils.rs.uky.edu/new\\_page\\_5.htm](http://soils.rs.uky.edu/new_page_5.htm).

### **I. Viewing, modifying, and printing soil test reports**

- View/results
- Scroll box
- Changing crops and/or recommendations
  - Adding agent comments
  - Entering canned comments in View/Comments
- Print features in View/Results
- Grid feature

### **II. Looking at archived data**

- View/archived results/GRID
  - field titles, explain dates, Info button identifies crop info for A,C,H records and sample numbers in bottom left hand corner
  - sort feature
  - filtering feature
  - print features in grid
  - finding a producer's sample(s)

### **III. Emailing clients reports**

- FinePrint pdfFactory
  - emailing individual clients
  - emailing third party clients dealing with many individuals

### **IV. Exporting data**

- For working on computer at home
- For viewing in another program (Excel, Access)

### **V. Backing up SoilData**

- Auto backup via Main/Administration
- Extra safe guard to back up SoilData.mdb