



**NEBRASKA
CROP IMPROVEMENT
ASSOCIATION**

Nebraska Seed Tracking
System (NSTS)

Instruction Manual



WWW.NCIACERT.ORG

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8/2025

Log into the Nebraska Seed Tracking System (NSTS) www.nciacert.org using your email and password.

Google Chrome or Firefox work best to run the system. There may be issues if another system is used.

If you do not have a password, click on “reset your password” and a link will be sent to your email listed. Follow the instructions on your email.

Login

Welcome! If this is your first time logging in on this site, please click the "Reset Your Password" link below to set up your password. This will only need to be done once.

This site will not function using Internet Explorer. We recommend using Google Chrome; you may also use Mozilla's Firefox or Microsoft Edge.

Email Address

customer@gmail.com

Password

••••••••



Login

[Reset Your Password](#)

Creating Field Inspections

1. Click on “Field Inspections”
2. Pick “Applications and Reports”
3. Then click on “Create New Field Inspection Application” (green button)

The screenshot shows the NCI's Seed Tracking System dashboard. At the top right, there is a navigation bar with links for "Field Inspections", "Analysis Reports", "Seed Sales", and "Invoices". Below this, a sidebar menu is open, listing "Applications and Reports", "Field Inspection Report", "Update Field Yield", "Corn Applications Upload", "Draft Applications to Bring Forward", "Fields and Crop Areas", and "Fields Requiring Correction". The main content area features the title "NCIA's Seed Tracking System" and a welcome message. It lists functions available on the site: "Field Inspection Applications" (save, edit, submit, review), "Field Inspections" (review results), "Analysis Reports" (view, print, download), and "Daily Invoices" (view, print, download). A "Questions?" section provides contact information for NCI. At the bottom, there is a breadcrumb trail "Home > Field Inspection Applications" and two buttons: "Create New Field Inspection Application" (green) and "View Field Inspection Report" (blue).

Basic Information

1. Choose who is grower - we are or another grower. Select a contact from the popup.
2. Specify the "Field/Crop Area" - choose either "new field" or existing field".
 - a. If "new", skip to Step 3
 - b. If "existing", scroll through the field list and choose field.
 - i. If the shape remains the same, proceed to step 4F.
 - ii. If the shape differs from the previous drawing, click on the blue box "copy & edit", click edit button on the right side of the map and redraw. Rename the field and confirm acres.
3. Fill in the information on the left side of the map.
 - a. County the field is located in. The map will automatically go to the county.
 - b. Field name: must be unique from other field names.
 - c. Total Acres: This will auto populate when drawing is made. True acreage must be confirmed on the left side of the acre area when done drawing.
 - d. Fill in Quarter, Section, Township, and Range.
4. Draw map.
 - a. Find field area on map by scrolling or moving mouse to hover over field area. Map can be enlarged by clicking on + at top right.
 - b. Existing fields for current year will appear in pink. New field drawing is blue.
 - c. Draw the field (add a shape) - click on polygon.
 - d. Click in corner of the field.
 - e. Continue to click around the field and finish back at the first point.
 - f. Insert entry point to field.
 - g. Complete the remaining questions on the page.
5. Click "Save and Continue" (blue button)

Basic information

Who is growing this crop? We are Another grower

Select contact from your company: Diane Brestel

Add new contact with your company:

Specify the Field/Crop Area

An existing field—select it:

A new field—create it below:

[Learn how to use the map](#)

County Where Field is Located
Lancaster

Map will zoom in to county selected

Field/Crop Area Name
Field Name:

Total Acres (Calculated value shown at right):

Comments



Add a shape

Add the entry

Edit shape

Delete shape

Should the inspector call before arriving at the inspection site? Yes No

Is this field impaged? Yes No

What crop are you growing? Corn/Sunflowers Small Grains/Beans/Grasses

Small Grains/Beans/Grasses Information

Variety you will harvest THIS year: Select existing variety Create new variety Type any part of the variety or crop name that's selection result

Inspection Class/Type THIS year: -- Select One --

Pending Dates (type in annually or click button to add from calendar)

Comments:

[Save and Continue](#)

Past Crop

1. Complete this page with information on the crop grown on this field last crop year.
2. If the previous crop was not certified, choose “service only” for Certification Class.
3. Click “Save and Continue” (blue button)

Home > [Field Inspection Applications](#) > #9299

[Basic Information](#) > [Past Crops](#) > Seedstocks > Review/Submit to NCIA

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

Information	Variety and Species (type and sel...	Certification Class	Corn Color	Comments
Crop grown on this field in 2024	none (Fallow (no crop)) × ▾	Service Only ▾	Select One ▾	<input type="text"/>

[Save and Continue >>](#)

Adding Seed Stock Information

1. Click “Create” on right. (Green button)
2. If you planted your own seed, click on “Last year planted, variety, seed lot” and find the seed lot used.
3. If you purchased from another producer, enter the producer lot # and harvest year. You must also upload an image of the official registered or foundation seed label or bulk sale certificate by clicking on “Browse” and uploading the image. Pallet sheets are not official labels.
4. Click on “save” and then “continue”.

Status: **Application Incomplete, Saved.** You may close this application and complete it later, if you wish.

1 Add Seed Stock records by clicking the green “Create” button at right, specifying the information and clicking “Save”. **Create a separate record for each seed stock you use on this field.**
If you select a previously used seed stock that already has an image uploaded, there is no need to upload a new image—it will appear after you save.

Seed Stock	Seed Planted (lb)	Country/State of Origin	Add/Replace Tag Image	Deleted	Create
<p>Last Year Planted, Variety, Seed Lot</p> <p>No Options ▾</p> <p>Select one above, or enter a new one below</p> <p>Producer Lot #/Cert Lot #</p> <p>Harvest Year</p> <p><small>If unknown, enter last year</small></p>		<p>Leave blank if in-state</p>	<p>Choose file... Browse</p> <p><small>Only PDF, PNG and JPG up to 1MB allowed. Before uploading, please crop the image to include only the tag without surrounding whitespace.</small></p> <p><small>If you select a previously used seed stock that already has an image uploaded, there is no need to upload a new image—it will appear after you save.</small></p>	<p>Deleted</p> <p>Save</p> <p>Cancel</p>	

Completing the Field Inspection Application

1. Read the agreement and check the box stating you agree to terms.
2. Submit the application to NCIA (blue box). After submitting you will receive a message that the status of the field is “submitted”.
3. Another application can be started by click on “Get Started”.

Status: Application Submitted. You may Withdraw Submission to Edit Application. Note, however, that NCI Staff can take control of it at any time, at which point you will not be able to make further edits.

[Withdraw Submission to Edit Application](#)

Application Submitted

You have successfully submitted this Field Inspection record to NCI Staff. You can withdraw the submission to make more changes by clicking the "Withdraw Submission to Edit Application" button above. However, staff can begin working on this application at any time, at which point you will no longer be able to make changes.

Seed stock tags are required in order to approve the field, and therefore required prior to NCI issuing Certified Seed tags. If you have not already, please upload your tag images:

1. Scan each tag into a separate file, no larger than 1MB each. Allowed formats include PDF, JPG and PNG. If possible, please scan only the tag, removing any surrounding whitespace (e.g., the entire scanner bed).
2. Click the "Seed Stocks" breadcrumb above.
3. Click "Edit" on the record to which you wish to add a tag image.
4. Under the "Add/Edit Tag Image" column, click the "Browse" button and upload your image.
5. Save the record.
6. Please maintain uploaded seed stock tags for one year.

Instead, if you wish to send in the tag stock to NCI, please feel free to do so.

If you press the button below, you will need to re-submit your application when completed.

[Withdraw Submission to Edit Application](#)

[Create a New Field Inspection Application](#)

[Get Started](#)

Once the applications has been submitted, they will be reviewed, assigned to an inspector, and the status will be updated to "awaiting inspection".

When the inspection has been completed, the status will be changed to approved, correction needed or rejected. Information regarding status of fields and reports will be shared via email.

Grass Fields

1. If you have grass fields that are past the first year of production, you can just bring these fields forward.
2. Click on "Grass Applications to Bring Forward"
3. Find the field you want to bring forward and click on the drop down under "submit this field".
4. Select the appropriate situation for this field and click submit.
5. Follow these steps for all fields bringing forward.

NCIA's Seed Tracking System

Welcome to the Nebraska Crop Improvement Association's online seed tracking system. Seed producers in Nebraska are invited to use this system to interact more efficiently with NCI staff.

Functions available on this site:

- **Field Inspection Applications:** save, edit and submit field inspection applications, then review their status at any time.
- **Field Inspections:** review inspection results during the season; view and print inspection reports.
- **Analysis Reports:** view, print and download as a PDF.
- **Daily Invoices:** view, print and download as a PDF.

- Applications and Reports
- Field Inspection Report (Current Year)
- Update Field Field
- Open Applications Upload
- Open Applications to Bring Forward
- Fields and Crop Areas
- Fields Requiring Correction

For each field below, specify whether to submit an application for this year, keep the field, or specify the field has been destroyed, then click "Submit"

Year	Field/Crop	Last Year	This Year
2024	1234 FieldID: 1100 BEEFMAKER Thinopyrum intermedia (Intermediate Wheatgrass)	FieldInspectionID: 9301 Acres: 25 Requested: Certified Status: Approved	Submit this field? -- Select One -- -- Select One -- Submit an application for this year SAME acres/field shape as last year Submit an application for this year UPDATE acres/field shape from last year Don't submit, but keep for future years This field is destroyed

Filter & Sort

FieldID
FieldInspectionID
Include Destroyed

[Submit](#)

Fields Needing Corrections

If that status of a field is “Corrections Needed”, these corrections can be documented online.

1. Click on “Field Inspections”
2. Pick “Fields Requiring Correction”
3. For each field, describe the correction, click “Corrections are Complete” and click save.

The screenshot shows the NCIA's Seed Tracking System interface. At the top, there is a navigation bar with links for Field Inspections, Analysis Reports, Seed Sales, and Invoices. Below this, a dropdown menu is open, showing options: Applications and Reports, Field Inspection Report (Current Year), Update Field Yield, Corn Applications Upload, Grass Applications to Bring Forward, Fields and Crop Areas, and Fields Requiring Correction. The main content area features the title "NCIA's Seed Tracking System" and a welcome message. Below the welcome message, there are bullet points listing functions available on the site: Field Inspection Applications, Field Inspections, Analysis Reports, and Daily Invoices. A "Questions?" section provides contact information for NCIA. At the bottom, a table displays field data. The table has columns for Year, Crop, Field, Status, and Submit Corrections. One row is highlighted, showing Year 2025, Crop SIEGE (Triticum aestivum (HRW Wheat)), Field ABC (Requested: Certified ID: 9299), Status Corrections Required (by Producer) (Producer Corrections Needed), and Submit Corrections Corrections are Complete (Describe the Corrections: Removed thistle). A "Save" button is visible at the bottom right of the table row.

Year	Crop	Field	Status	Submit Corrections
2025	SIEGE Triticum aestivum (HRW Wheat)	ABC Requested: Certified ID: 9299	Status: Corrections Required (by Producer) ▲ Producer Corrections Needed	<input checked="" type="checkbox"/> Corrections are Complete Describe the Corrections Removed thistle <input type="button" value="Save"/>

Reporting Field Yields

The last step for field inspections is reporting the field yields after harvest.

1. Click on “Field Inspection”
2. Pick “Update Field Yield”
3. Click on the pencil under the Supplying Field and a popup will appear.
4. Enter the total pounds harvested on the top line and click save. Do this for all fields.
Only answer the other questions if there will be no seed sales for this field.

The screenshot shows two tables side-by-side. The left table is titled "Supplying Fields" and has columns for Any (2025), ABC (2025), 1234 (2024), 1234 (2025), and 1 (2025). Each row contains crop details (Year, Field ID, Crop Name, Supplier) and an "insert (lbs)" button. The right table is titled "Moved" and has a header "10000 lbs". It shows rows for 0 lbs (with a red exclamation mark), 250,000 lbs (with a green checkmark and "OK"), and 0 lbs (with a red exclamation mark). To the right of these tables is a "Moved" popup window titled "Update". The popup contains a form with the following fields: Total Seed Harvested from the Field (lbs), (Optional) Specify how the seed amounts should be recorded below, If you enter any amount below, the sum of the three amounts must equal the total above, Non-Seed Use/Grain (lbs), Planted/Own Use (lbs), and Available/Carried Over to Next Year (lbs). Below the form, there is a section for "- OR -" with the text "No seed was used from this field; mark it destroyed" and a warning: "Warning: Only staff can undo this action." The popup has "Cancel" and "Save" buttons at the bottom right.

Supplying Fields					Moved	
Any (2025)	9297	HRW Wheat	SIEGE	insert (lbs)	0 lbs	!
ABC (2025)	9299	HRW Wheat	SIEGE	250,000 lbs	250,000 lbs	OK
1234 (2024)	9301	Intermediate Wheatgrass	BEEFMAKER	insert (lbs)	0 lbs	!
1234 (2025)	9302	Intermediate Wheatgrass	BEEFMAKER	insert (lbs)	0 lbs	!
1 (2025)	9304	HRW Wheat	SIEGE	insert (lbs)	0 lbs	!

Seed Samples

Before certified seed can be sold, a conditioned representative sample of each lot must be submitted to the NCIA lab to determine purity and germination. The submitted sample must represent the condition and quality of the seed lot as it will be sold. Send at least 800 grams or 1 ½ pounds. Seed sample bags are available for NCIA at no cost.

An email will be sent when samples are received in the office and entered into the system.

When results are complete, a report of analysis and an invoice will be emailed to contacts.

When completed, results are also available online to view or print.

Nebraska Crop Improvement Association | Field Inspections | Analysis Reports | Seed Sales | Invoices | Help/Feedback | Logout

Home > Analysis Reports

To enhance page loading, if none of the five filters mentioned below are specified, the page displays records with a Report Out Date on or after two July 1sts ago (since July 1, 2024). However, if you filter by Sample Number, Producer Lot #, Cert #, Harvest Year OR Year Reported, you can access records prior to this date. If the page loads slowly or incompletely, it indicates that your request includes too many records—refine your search.

Sample #	Crop/Variety	Producer Lot #/ Certification #	Certification Requested/Status	Complete Tests	Incomplete Tests	Report Out Date, Harvest Year	Report Status	
13984	HRW Wheat SIEGE	[none] NE25-44400	Certified Certified	3		2025	Complete	View Certificate Report
12748	HRW Wheat NE10589	6752 NE23-37176	Registered Reject	7		1/7/2025 2023	Complete	View Certificate Report

Seed Sales

Creating Bulk Sale Certificates

Bulk Sale Certificates as well as Pending Certificates (transfers in the dirt) can be created online.

1. Click on Seed Sales
2. Click “Create Bulk/Pending Certificate”.
3. Choose the type of sale.
4. Enter the variety and any other information and click search to find the lot of seed/field being sold.
5. Click on “add” and enter the pounds for the sale. If pounds are unknown, click “weight unknown”. The weight will be entered later.
6. Scroll down and fill in all cells.
7. The test values will default to the results on your test associated with the lot. If you would like to change the test info click on the arrow to the right. If you use this section, all Purity inputs must be filled, even if zero. Purity values must add up to 100% exactly. You must enter all Germination values, even if zero.
8. Click “submit” (green button). A message will appear stating the certificate was created. A blue bar with “view this certificate” will also show. Click on the blue bar to see and print the certificate.
9. Another way to print or view certificates, click on “seed sales”, the “Review/Print Bulk...”.
10. There will be 2 button “view” or “edit”. The edit button can be used to enter pounds for the sales completed without a weight. The date of transfer can also be edited.
11. To view and print the certificate click on view.

Print a Certification or Certification Report
 Create Bulk/Pending Sales Certificate
 Review Your Bulk/Pending Sales Certificates
 View, Log and Complete Sales Report
 Seed Inspection Control Panel

NCIA's Seed Tracking System

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Functions available on this site:

- **Field Inspection Applications:** save, edit and submit field inspection applications, then review their status at any time.
- **Field Inspections:** review inspection results during the season; view and print inspection reports.
- **Analysis Reports:** view, print and download as a PDF.
- **Daily Invoice:** view, print and download as a PDF.

Questions?

If you have questions or problems, please let us know! Contact NCIA at 402-472-1444 or [Click to help/submit feedback](#)

Home > Bulk/Pending Sales Certificate Creation

Select the type of sale: *

-- Select One --

-- Select One --

Pending Certification (Uncertified Seed)

Bulk Sales Certificate (Certified Seed)

Bagged Sales Certificate (Certified Seed)

Home > Bulk/Pending Sales Certificate Creation

Select the type of sale: *

Bulk Sales Certificate (Certified Seed)

Creating a certificate will generate a form for you to complete.

1. Search for Seed Lots by variety and year. Narrow your search by entering part of the lot and/or field names. If you happen to know the Field or Seed Lot ID, you can enter one of those without the required fields.
2. Add a Seed Lot by checking the 'add' checkbox and specifying the amount of seed to be added from this lot. You will see a total to the left below the search results. All seed lots selected must have the same certification level.
3. Repeat steps 1 & 2 until you have selected all Seed Lots that will be added to ONE bulk sale.
4. Fill out the bottom form and submit.

Bulk Certificate (Certified Seed)

Seed Source	Field/Seedlot	Company & Crop	Certification & Status	Seed (bu)	Add to Seed Sold	Search & Sort
Seedlot This seed is represented by Sample Mtd# 13994, which you already submitted	Seedlot #825-4440; Cert No. #825-4440; ID: 4480; Source Field(s): Year: 2025; Sample No(s): 13994	SIEGE - HWY Wheat Company, BREESTEL FARM; OrgID: 1827	Status: Certified	Total: 250,000.00 Available: 220,000.00 220,000 bu still available	<input checked="" type="checkbox"/> Add Weight Unknown Weight: 10000	With: SEGE Variate: Bar Field Name: <input type="text"/> ID Name: <input type="text"/> Field ID: <input type="text"/> Year: 2025 Sample Submitted

Components (Fields/Seedlots) Selected

After searching, add records in the table above to appear in this list. Delete by clicking the x.

Bulk Sale Info

Transfer Date:
8/26/2025

Selling Contact:
Diane Dretzel

Who is buying the seed?
 Existing buyer
 Add a new buyer

Select the Buyer:
Joe Producer - Farm City, NE

Select the Buyer Contact (if not listed, use 'Add a new buyer' at left):
Joe Producer

Is this seed for resale?
 Yes
 No

Certification level of sold seeds:
Certified

Is this seed treated?

Yes
 No

Seed treatment:

Are the containers clean?

Yes
 No

Number of Trucks (Unknown enter 1):

1

Test Values (optional)

Certificate #15851 successfully created.

[View This Certificate](#) • [View All Certificates](#)

Seed Bag Labels/Tags

All certified seed sold in bags, or other containers that can be sealed, must have an official certification label properly attached to each bag or container.

Seed labels can be purchased by contacting the NCIA office.

Seed Disposition/Inventory

The Seed Disposition system allows you to track seed from the field through seedlots and sales (pending, bulk, bagged, tagged), as well as year-end tracking of carryover (available) seed.

Seed Disposition/Sales Reports for each crop have a due date that all sales must be completed.

Before sales can be completed and invoiced, Tagging Summaries and Bulk Sale Certificates without weights must be updated.

Tagging Summary

When you purchase labels for your seed, the total weight of these labels are added to the sales disposition system as bagged sales. The tagging summary is used to correct the total pounds sold bagged (tags not used).

1. Click on “Seed Sales” then “View Tags & Complete Sales Report”.
2. Click on “Complete Sales Report”.
3. A menu will show. Complete each questions and click on “Submit”.

The screenshot displays the NCIA's Seed Tracking System interface. At the top, there is a navigation bar with options like 'Home', 'Seed Sales', 'Seed Inventory', 'Seed Disposition', 'Reports', 'Help', and 'Logout'. The main content area is titled 'NCIA's Seed Tracking System' and includes a welcome message and a list of features: 'Field Inspection Applications (view, edit and submit field inspection applications, then review their status at any time)', 'Field Inspections review inspection results during the season, view and print reports on reports', 'Bulk Sale Reports view, print and download as a PDF', and 'Daily Business view, print and download as a PDF'. Below this, there is a 'Questions?' section with a link to 'Contact NCIA at 402-475-1444 or info@ncia.org'. The interface shows a tagging summary for a specific seed lot: 'TagBatch ID: 9958', 'SeedLot ID: 11031', 'Species: HRW Wheat', 'Variety: GOODSTREAK', 'Printed: 5/8/2023', 'Num Tags: 5', 'Container: 1.0 lb', 'Total: 5.0 lbs', and 'Wasted Tags: 0'. There are two buttons: 'Review Tags' and 'Complete Sales Report'. The 'Complete Sales Report' form is open, showing a list of questions to be answered: '1. Date printed' (5/8/2023), '2. Number of Printed Tags' (5), '3. How many printed tags did you use/sell?' (3), '4. How many printed tags were not used/sold?' (2), '5. How many printed tags were wasted?' (0), and '6. What was the cause of the waste?'. A 'Submit' button is at the bottom right of the form.

- When all numbers on review button 5 are correct, update the status of each lot. Click on the orange box under "Status & Comments" and update to "Review Complete".
- When all sales are completed and the status is updated, the NCIA office will review and invoice for sales fees and royalties.
- There is help information at the top of each page.

Seed Disposition Control Panel

Use this system to define the amount of seed grown on each of your Fields, every SeedLot that was create the seed grown, as well as any SeedLots you purchased from other producers.

Instructions: Press buttons 1-4 below, in order, to open a page where you can review/update the amount of seed in each condition. Seed on these pages "moves" from left to right. Click on pencil icons or buttons to make edits. After each page, click the "Seed Disposition" breadcrumb in the menu above to return to this page.

When you have updated all numbers and corrected any existing discrepancies marked (in red) on pages 1-4, click button 5 to review final totals, specify the amount of available seed, etc., and confirm your review of each seedlot. You can also ask staff for help if changes are required you are not authorized to make.

If you would like to focus only on discrepancies/incomplete records, check the "Problems Only" checkbox below before opening other pages.

- Review** 1. **Fields = SeedLots:** Review seed moving from Fields to SeedLots with **Fields** as the base of the view (SeedLots with no source fields will not be shown).
- Review** 2. **Fields = SeedLots:** Review seed moving from Fields to SeedLots with **SeedLots** as the base of the view (Fields with no recorded seed transferred from them will not be shown).
- Review** 3. **SeedLots = SeedLots:** Review seed moving from SeedLots to SeedLots with the **supplying SeedLot** as the base of the view.
- Review** 4. **SeedLots = SeedLots:** Review seed moving from SeedLots to SeedLots with the **receiving SeedLots** as the base of the view.
- Review** 5. **Main Disposition:** The Final Step. Review the final status of all SeedLots being reviewed.
- Excel** 6. **Main Disposition Data Download:** Get the same disposition data from #5 exported to Excel. Leave Search blank for all records.

Search & Sort

Species:

Variety:

harvest year:

Completed Lots Going Back to Year:

Problems Only: show only records that require correction/completion

Hide SeedLots that are a result of Bulk Seed Sales

Home > Seed Disposition Control Panel > Fields Supplying SeedLots

This page displays every Field you grew this year, and any SeedLots that resulted from those fields. If any of the Receiving SeedLots were created from multiple Fields, you will find all the Field names in the Multiple Sources column on the right; the letter (A, B, C) in the Combo column acts as a quick reference to show you all the SeedLots that were created from that group of Fields.

Instructions: Update any Field "Seed (Actual)" that are incorrect, and add any amounts in the Moved column that are missing, so that every total in the Moved column is marked with ✔ OK. To update any un-editable numbers, contact staff (try the Help/Feedback menu). Click on any ⚠ Discrepancy to see more information about the problem and how to fix it. Click on any 🔗 SeedLot Name in the Receiving SeedLots column to open a new tab showing the reverse perspective: that SeedLot and all of its supplying Fields.

Supplying Fields					Moved		Receiving Seedlots				
Field	ID	Crop	Variety	Seed	Seed Moved	Field = Seedlot	SeedLot (Jump To)	ID	Seed	Combo	Multiple Sources
Any (2025)	9297	HRW Wheat	SIEGE	insert (lbs)	0 lbs	⚠ n/a					
ABC (2025)	9299	HRW Wheat	SIEGE	250,000 lbs	250,000 lbs	✔ OK	🔗	44400	250,000 lbs		
1234 (2025)	9302	Intermediate Wheatgrass	BEEFMAKER	10,000 lbs	0 lbs	⚠ n/a					
1 (2025)	9304	HRW Wheat	SIEGE	insert (lbs)	0 lbs	⚠ n/a					

This page displays every SeedLot that supplied seed to another (child) SeedLot, due to a bulk/pending sale, etc. If any of the Receiving SeedLots were created from multiple Supplying SeedLots, you will find all the Supplying names in the Multiple Sources column on the right; the letter (A, B, C) in the Combo column acts as a quick reference to show you all the Receiving SeedLots that were created from that group of Supplying SeedLots.

Instructions: Add any amounts in the Moved column that are missing, so that every total in the Moved column is marked with OK. To update any un-editable numbers, contact staff (try the Help/Feedback menu). Click on any Disc to see more information about the problem and how to fix it. Click on any SeedLot Name in the Receiving SeedLots column to open a new tab showing the reverse perspective: that Receiving SeedLot and all of its Supplying SeedLots.

Supplying Seedlots					Moved	Receiving Seedlots					
SeedLot Name	ID	Crop	Variety	Seed	Seed Moved SeedLot = SeedLot	SeedLot Name	ID	Sale	Seed	Combo	Multiple Sources
44400	44400	HRW Wheat	SIEGE	250,000 lbs	20,000 lbs OK						
					10,000 lbs	44401	44401	15851	10,000 lbs		
					5,000 lbs	44403	44403	15852	5,000 lbs		
					5,000 lbs	44405	44405	15853	5,000 lbs		

This page displays every SeedLot that needs your review. In the SeedLot Info (left) column you can see whether the source of the seed was Fields, SeedLots or None. The Amount of Seed Moved (center) column displays the amount of seed by disposition type. The Status & Comments (right) column displays comments and allows you to update the SeedLot's status.

Your goal on this page is to fix any errors in the left column, have every center row display All Seed Sold/Used or [amount] bu/lb Available, and have every button in the right column display Review Complete.

Instructions:

1. Scroll down the page; if any center columns say Review/Fix problems at left first, click the View [...] Problems button in the left-most column to open in a new tab a page where you can update values to bring the SeedLot into balance. (This will be handled if you follow the instructions on the main page first to review pages 1-4.)
2. In the Amount of Seed Moved column (center), find any [amount] bu/lb Overdrawn rows and update the Planted and Non-Seed values until you see [amount] bu/lb Available, or click the button and select the status 'I need help from Staff'.
3. Verify the seed amounts in each seedlot, then click the Review Needed button and changing the status to Review Complete, or select I need help from staff if there are values you are unable to update.

Number of records: 1

SeedLot Info	Amount of Seed Moved	Status & Comments																				
(Id 44400) SIEGE/HRW Wheat Seed Month: 12 Status: Certified Year: 2025 Source Type: Fields Source Fields: ABC View Fields	+ 230,000 lbs Available <table border="1"> <thead> <tr> <th>Date Closed</th> <th>Beginning Balance (lbs)</th> <th>Cleanout</th> <th>Sold Pending</th> <th>Sold Bulk</th> <th>Sold Bagged</th> <th>Other SeedLots</th> <th>Planted (Own Use)</th> <th>Non-Seed (Grain)</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>(Open)</td> <td>250,000</td> <td>/ 0</td> <td>0</td> <td>20,000</td> <td>0</td> <td>0</td> <td>/ 0</td> <td>/ 0</td> <td>230,000</td> </tr> </tbody> </table>	Date Closed	Beginning Balance (lbs)	Cleanout	Sold Pending	Sold Bulk	Sold Bagged	Other SeedLots	Planted (Own Use)	Non-Seed (Grain)	Available	(Open)	250,000	/ 0	0	20,000	0	0	/ 0	/ 0	230,000	Review needed
Date Closed	Beginning Balance (lbs)	Cleanout	Sold Pending	Sold Bulk	Sold Bagged	Other SeedLots	Planted (Own Use)	Non-Seed (Grain)	Available													
(Open)	250,000	/ 0	0	20,000	0	0	/ 0	/ 0	230,000													

Invoicing

Invoices generated by the NSTS for field inspections, lab tests, sales reports, royalties can be viewed online.

1. Click on "Invoices"
2. Click on "View"

Invoice ID	Acct Sys	Invoice Date	Amounts	
1505061	NCA	01/07/2025	Due \$78.00	View
1505056	NCA	01/02/2025	Due \$43.00	View
1505057	NCA	01/02/2025	Due \$73.00	View
1504993	NCA	12/03/2024	Due \$606.53	View