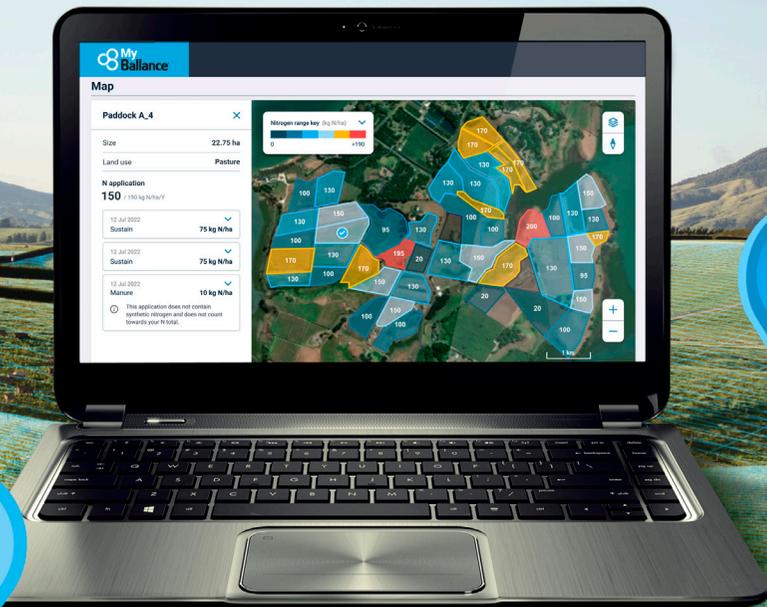




agri-nutrients
Ballance

Together,
Creating the Best
Soil and Food on Earth

Nitrogen reporting is easy with MyBallance



We're here to help you understand
everything you need to know about
completing your nitrogen report

We're here to help with nitrogen reporting

As part of New Zealand's Essential Freshwater policy, farmers and growers may only apply a maximum of 190kg of synthetic nitrogen per hectare per year on any grazed pasture.

All pastoral farmers need to farm within these limits, but currently only dairy farmers need to submit a nitrogen report to their local council each year. Some pastoral land uses (like crops) have different limits, so it's worth taking a look at the handy guide on our website. Go to ballance.co.nz/nitrogen-reporting

At Ballance, we're here to help with tools, technology, and advice to make nitrogen reporting as easy as possible. We've included QR codes at key places in this guide - just scan the code with your phone camera and click the link on your screen to go straight to the website or video.

Key dates



Reporting period for all nitrogen fertiliser use



Nitrogen reporting due

Steps to generate your nitrogen report with MyBallance



1

Set up a farm map



2

Define your land use



3

Record Proof of Application data



4

Generate your report

Here are some options for nitrogen reporting

Use MyBallance

If you've ordered any nitrogen products through Ballance, this is the easiest way to manage and complete your nitrogen report, as some or all of your data will already be in the system.

To use the MyBallance nitrogen reporting tool, you'll need to have a digital farm map. It's easy to generate a map if you don't have one already, refer to pg6.

Use Te Uru Kahika

Te Uru Kahika is the newly established identity for the regional sector's collective efforts and represents 16 regional and unitary councils. The Te Uru Kahika reporting tool does not require a digital farm map, it is a much more manual process that you can use to submit your report. Search Te Uru Kahika: n-cap.teurukahika.govt.nz

Reporting is easy with Fonterra and Open Country

Good news – Fonterra or Open Country customers can now share compliance reporting data between platforms, saving time by only entering information once.

Fonterra data sharing

If you're a Fonterra supplier, you now have access to two-way data sharing between your Fonterra Farm Dairy records and your MyBallance account. Your Farm Dairy Records Nitrogen Use will be auto populated, and your Nutrient Specialist will have greater access to farm management information, giving you tailored advice and recommendations.

You can opt in through your Fonterra Farm Dairy Records, and you only need to do it once.

Open Country data sharing

If you're an Open Country supplier, you can now opt in to one way data sharing. This means that when you have completed your nitrogen report in MyBallance, your data will flow directly into your Open Country account, making reporting easy.

To opt in, get in touch with our Customer Services team on 0800 222 090.

Logging in

Login and ensure you're registered for MyBallance

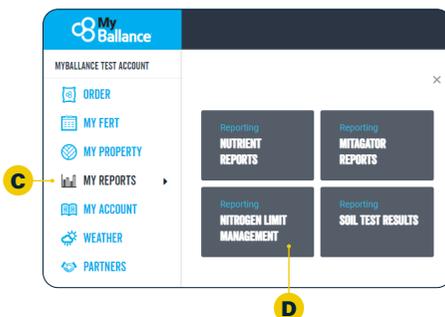
1. Go to the Ballance website www.ballance.co.nz > **MyBallance login** **A**
2. Customer login > **Enter email username and password** **B**
3. If you're not registered, please click **Register** or contact our customer services team for help: **0800 222 090**



Accessing your nitrogen limit management page

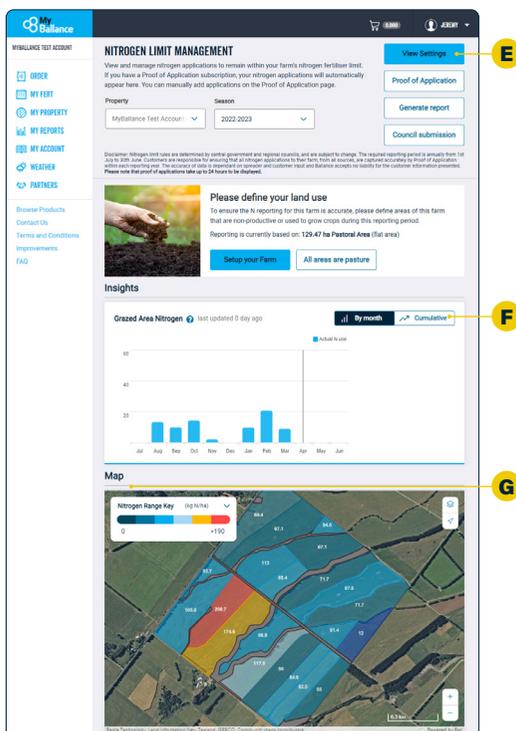
You must have a farm map loaded into MyBalance to access your nitrogen limit management page. If you are new to MyBalance, head to **Step 1** to set up your farm map on pg6.

1. Go to **My reports** **C**
> **Nitrogen limit management** **D**



Nitrogen limit management page walk-through

1. **View settings** **E**
Click here to set up crops and non-productive areas
2. **Grazed area nitrogen average** **F**
A quick view to see the nitrogen average of your grazed area
Tip: You can toggle between a monthly and cumulative view
3. **Farm nitrogen application heat map** **G**
A quick visual summary of the N applications recorded against each farm paddock
Tip: You can click on a paddock to see its nitrogen applications



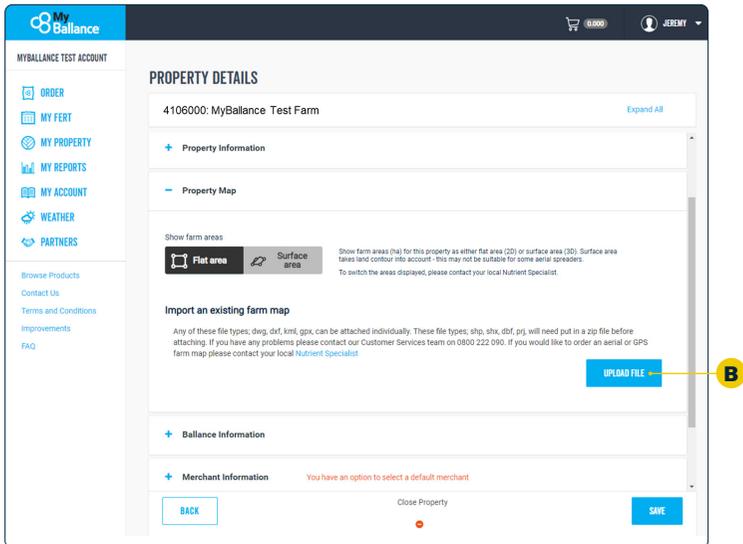
Step 1

Set up a digital farm map

If you haven't got a map set up already when you access your nitrogen limit management page (see pg5), you will receive a prompt to set up a digital farm map in order to submit your report to the council.

How to load an existing farm map

1. Log in to MyBalance
2. Open **My property** > **Property details** **A**
3. Select the relevant property (if you have multiple properties)
4. Select **Upload file** **B** under the Property Map section



If you haven't got a farm map set up already, you have 4 options to choose from:

1

Load an existing digital map

If you have a farm map, you can load your farm shape file directly into MyBallance. Simply log into MyBallance and select **My property** from the home screen > **Property details** > **Upload file**.

Contact the customer services team if you need help to upload your map: digimap@ballance.co.nz

2

Create a digital map through another provider

Scan the QR codes to go directly to the farm mapping page.



GPS IT
- NZ Wide
gpsit.co.nz



Agri-cultural Consulting
Services - South Island
agconsulting.co.nz



VizLink
- NZ Wide
vizlink.nz



Volly Solutions
- Central North Island
vollysolutions.com

3

Request a digital map from your spreader

If your spreader is using a farm map you can request for it to be sent to us: digimap@ballance.co.nz

4

Create your own digital map

From the MyBallance home screen select **My property**. From here you can draw a new farm map, or view an existing map.

Contact the customer services team if you need help: **0800 222 090**
> Select 1 for **Customer services** > Select 1 for **Mapping support**.

Step 2

Define your land use

Nitrogen limits vary depending on the land use where the nitrogen is applied. Once your map is uploaded, you will then need to define land use across your farm (pasture, grazed crops, harvested crops, and non-productive area). If your land use is not set up, your nitrogen applications may be accounted for incorrectly.

See our website for more information on how to define these areas.

Go to **balance.co.nz** and search “n cap”.

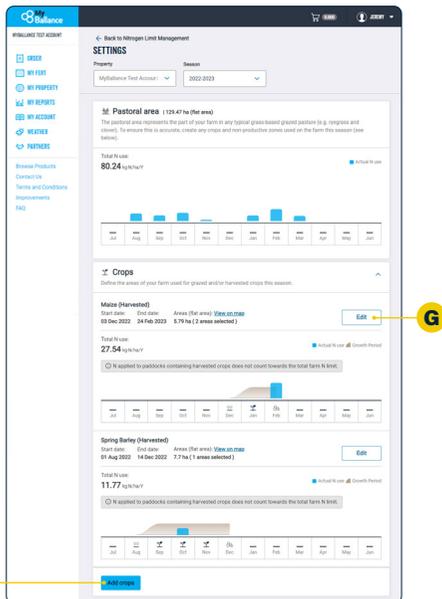
1. Go to **Settings** **A** at the top of the **Nitrogen limit management page**.

This will showcase what areas are being used for - pastoral vs grazed crops vs harvested crops vs non-productive



Tip: All paddocks will be assumed pastoral unless identified otherwise.

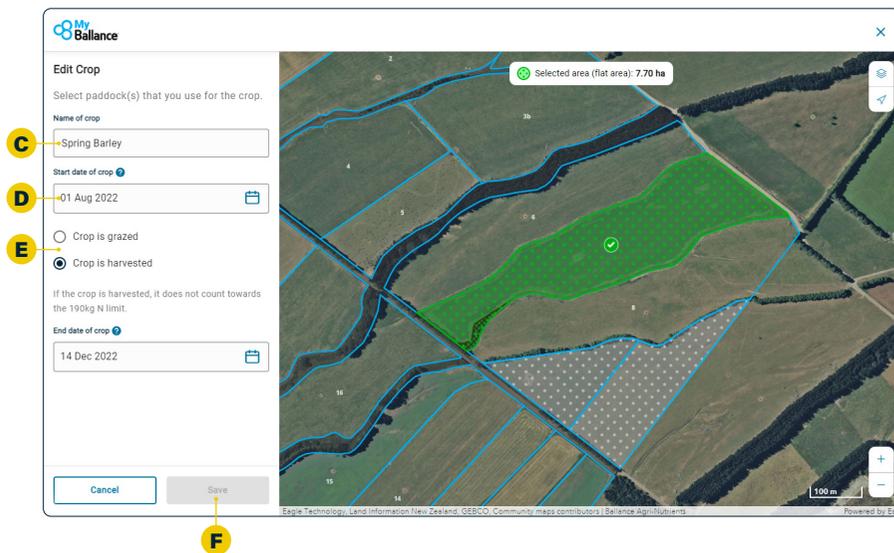
2. It's easy to change a paddock from a pastoral paddock to a crop: Select **Add crop** **B**



3. > Enter the name of crop **C**
- > Enter **Start** and **End date** of crop **D**
- > Define whether it is **Grazed** or **Harvested** **E**
- > Click on the map to select the paddocks for this crop
- > Click **Save** **F**

Tip: For silage cut paddocks, create these as a 'harvest crop' for the period the paddocks were shut-off from stock.

NB: Land use changes may take 24 hours to be fully updated in MyBalance



4. If you want to change anything after saving, you can click **Edit** to update the crop details **G**

NB: To delete a crop, you need to click **“View on map”**



Scan the QR code to watch a video on how to define your land use

Step 3

Proof of Application

Once your digital farm map is in your MyBallance account and you have specified your land use, you can now record Proof of Application (POA) data for all nitrogen you have applied. POA data includes automatic data from supported tracking software, as well as any data that you have manually recorded by paddock to show where you have applied nitrogen.

Proof of Application: - MyBallance Test Account

List view Map key

Proof of Applications

Date From: 26/Apr/22 Date To: 26/Apr/22

Proof of Application	Sustain 1000kg S/T
0204802054	01/09/2022
Ref. No: 609	1.014 kg
17, 4, 5	100 kg/ha
	16.14 Ha
Ordered Quantity (t)	1.000
Spread Rate (kg/ha)	100
Nitrogen (kg/ha)	45.9

Proof of Application	Dave Green
0204802052	25/08/2022
Ref. No: 697	4.995 (t)
17, 15, 16	280 kg/ha
	18.78 Ha

Proof of Application	Autumn
0204802053	23/08/2022
Ref. No: 718	7.607 (t)
17, 19b, 18, 19a	320 kg/ha
	23.77 Ha

100m

Powered by Soti

CLOSE

There are two ways to record your POA data in your MyBallance account:

Automatic

If you have submitted a spread request via MyBallance, using a spreader that supports POA, the record of your application will automatically upload to your account in MyBallance once the spreader has set your job to complete.

If it's not there, contact your spreader to confirm the job is fully complete in their systems, and allowed to be shared with Ballance. TracMap contractors have to opt-in to sharing data and mark the job as complete for it to be available.

Manual

If you don't have POA reporting automatically, you will need to input this using the manual POA function in MyBallance. Scan the QR code to watch our how to video:



How to submit your manual Proof of Application

For nutrients purchased through Ballance

1. From your MyBallance homepage menu go to **My fert** **A** > **Proof of application** **B**
2. Select the relevant property
3. You can either look at data received back from spreaders, or you can manage POA yourself by selecting a dispatched Ballance order and application. Select **Ballance order** or **Ballance product**
4. Select the relevant order
5. Select **Paddocks** on the map, and then enter a **Spread rate** or **Tonnage** and click **Next**
6. Select the **Date** the product was spread
7. Click **Confirm** – this will provide a manual POA number for your reference

Tip: We recommend keeping on top of your Manual POAs as applications happen during the season, so it's easier to remember where they occurred.



For nutrients purchased elsewhere

1. From your MyBallance side panel go to > **My fert** > **Proof of application** > select **Other nutrients**
2. **Add new product** > Input product name, nutrient concentration and cost per tonne (optional)
3. Continue to **Select paddocks**
4. Input **Spread Rate** or **Tonnage**, verify the nutrients applied, then select **Next**
5. Select the **Date** the product was spread
6. Click **Confirm** and take note of your POA number. You can cross check against your POA reference to tick off what has been done and what is still left to do

*Manual POA may take 24 hours to be shown the nitrogen limit management section of MyBallance - if unsure, check to see if they are showing up in your Farm Nitrogen Application Heat Map (pg5).

How to receive imported Proof of Application

If you haven't used **Request Spreading** in MyBallance, but your spreader uses TracMap, then contact our digital support team and we can help to get this data into MyBallance. If your data is held with Precision and you didn't use **Request Spreading**, you'll need to use Manual POA this season.

Step 4

Submit your Nitrogen Report

Your nitrogen limit management overview

This is where you can review your nitrogen applications over the season and view your nitrogen range, to ensure you're under the nitrogen cap limits. The dashboard shows insights on application per month and your farm nitrogen application heat map shows how you're tracking against the limit.

Blue or orange = tracking under the 190kg N limits on grazed areas **A**

Red = tracking over the 190kg N limits on grazed areas **B**

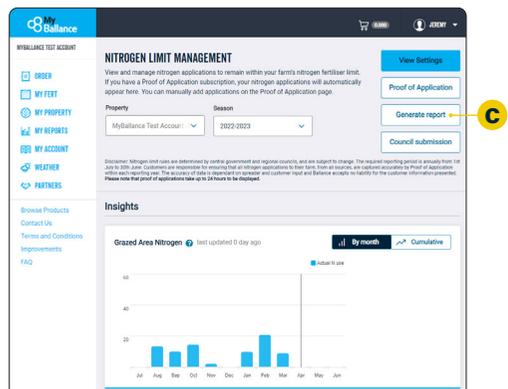
Tip: If your grazed paddock was a crop, this is permitted under the regulations, as long as your average grazed area n application is less than 190.



Generate your report

From the Nitrogen Limit Management Page click **Generate report** **C** (top right button).

This button automatically generates a PDF nitrogen report to review and download for your own records. This report includes information on the reporting period, property details, land use definitions, and a list of names and dates of all nitrogen products that have been applied.



Once you're happy with everything set up, you can submit to council.
Click **Council submission** and run through this final checklist:

Proof of Application Status

Completed

Submitting to your council

You have provided proof of application for 185.75 tonnes of product containing nitrogen between 1 July 2021 and 31 June 2022. [Manage proof of application](#) to make any updates or changes before submitting.

NZBN number (13 digits)

You can find your New Zealand Business Number (NZBN) on the [Companies Register](#) or [NZBN register](#)

Dairy company **Dairy supply number**

I consent to Ballance Agri-Nutrients Limited collecting and disclosing on my behalf the nitrogen data for MyBallance Test Account to the relevant regional council (including any unitary authority for the purposes of complying with section 36 of the Resource Management (National Environment Standards for Freshwater) Regulations 2020

I have read the [terms and conditions](#)

Submit

1. Ensure your Proof of application status is complete (green ring) D

NB: If the ring is not green, please check your Proof of Application report (see pg10) and ensure everything is completed

Exception: Product may have been delivered by Ballance, but not yet applied. In this case, the form can be submitted without a complete ring

3. Please input your Dairy company and Dairy supply number and your NZBN if you have one

4. Consent to T&Cs and Ballance sharing data E

5. Click Submit F

Nitrogen management

Nitrogen fertiliser usage report

Reporting period: July 2022 - June 2023
Customer number: 12334567
Property number: 1234567

Customer details MyBallance Test Account Ph: 0800 222077 Mob: _____ Email: customerservice.mount@ballance.co.nz	Property details MyBallance Test Account 161 Hewletts Road, Mount Maunganui, 3116, Bay of Plenty	Additional details
--	--	---------------------------

Land use

Name	Ballance and Super Air Property	
Totals	125.47 ha	
Total pastoral use land	125.47 ha	
Annual forage crops	0 ha	
All other pastoral land	125.47 ha	
Other land (agroforestry)	13.49 ha	

Nitrogen use

Pastoral use land	89 kg N/ha/year
Annual forage crops	0 kg N/ha/year
All other pastoral land	89 kg N/ha/year
Other land (agroforestry)	19 kg N/ha/year

Nitrogen applications

Product code	Product name	Nitrogen %	Application dates
10710	Sustan 1000kg (5T)	45.9%	01/09/2022, 28/01/2023, 15/02/2023, 01/03/2023, 08/03/2023, 16/09/2022, 24/11/2022
10334	DAP, D, Ammonium Phosphate	17.6%	25/08/2022, 08/02/2023
10384	Mach 50A	20.5%	15/08/2022, 08/02/2023
12839	Cropseed 150 1000kg (5T)	13.2%	11/10/2022
11765	Cropseed Broom Boost 1000kg (5T)	16%	05/10/2022
10707	Sustan	45.9%	19/08/2022, 23/08/2022

ballance.co.nz | 0800 222 090 | customerservice.mount@ballance.co.nz Page 1 of 1

NB: It is your responsibility to submit your nitrogen report. Ballance staff cannot do this for you.



Scan the QR code to watch a video about how to submit your nitrogen report

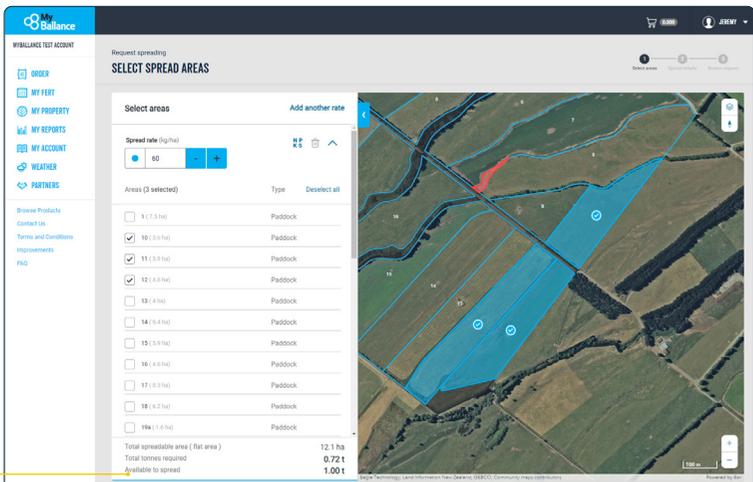
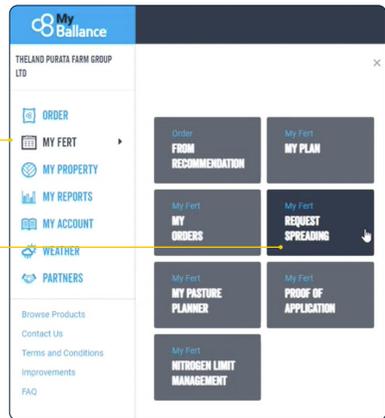
Helpful tips

Request spreading

You can make nitrogen reporting easier by using **Request Spreading** throughout the year, ideally every time you place an order. Just ensure your spreader has data sharing enabled.

If you haven't used **Request Spreading** during the season, you'll need to use manual Proof of Application this season, see pg10. It's a great idea to familiarise yourself with the **Request Spreading** steps now, to save time next season.

1. After you have placed your orders go to > **My fert** **A** > **Request Spreading** **B**
2. Find the order you want to spread > Click on the 3x dots on the side > Click **Request Spreading**
3. Select **Blocks** or **Paddocks** and **Set spread rate** **C** for how much they require
Tip: You can specify multiple spread rates in a single request
4. Click **Continue**



Next, you'll be asked to **Select your spreader** **D**. You'll see some spreaders support Proof of Application (POA) back into MyBallance, which means the data will automatically flow back to MyBallance once the job is logged as complete by the spreader.

NB: You need to ensure you have an active annual subscription with TracMap or Precision. If you don't have a subscription the data may not be returned to Ballance.

If your spreader does support Proof of Application but it is showing up that they don't in the system, contact your nutrient specialist or customer services on **0800 222 090**.

Compatible spreader:

Additional details

Select your spreader

Freight and Bulk Transport Ltd Supports POA / subscription required

This spreader supports Proof of Application (POA) via Precision.
You will receive proof of application information in MyBallance once the job is complete.

Non-compatible spreader:

This spreader does not support proof of application (POA).
To see a record of this fertiliser application in MyBallance please use our manual proof of application process to record your spread or select a spreader who supports proof of application.

- The **Spread date** **E** and **Tonnes to pick up** **F** will also show here. You can select people you would like the spread details to be sent to **G**
- Add any notes** e.g. please ensure sign on, or add contact's cell mobile number etc
- A summary of your spread request will be generated indicating the rates, areas and tonnage that make up your request. A PDF copy of this page will be provided to your spreader when you click submit
- Click **Submit request**

D points to the 'Select your spreader' dropdown.

E points to the 'Spread date' field.

F points to the 'Tonnes to pick up from store' field.

G points to the 'Email confirmation' section.

If your spreader supports Proof of Application, then this will automatically flow back to MyBallance.

This can take some time depending on the spreader.

As Ballance does not control this process, please contact your spreader if you have not received a requested POA.

Want to know more?

You can find further information on industry websites, including DairyNZ, Dairy Women's Network, and Ministry for the Environment.

Scan these handy QR codes to find out more.



DairyNZ



We're here to help

To help make the process as easy as possible, we've dedicated extra support in our customer services team to help you with any questions along the way.

Contact our customer services team on **0800 222 090**.

Dial 1 for Customer Services, then:

- > **Dial 1** for **Mapping support**
- > **Dial 2** for **Nitrogen reporting**



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