

Together, Creating the Best Soil and Food on Earth

30

kgN/ha

Nitrogen reporting is easy with MyBallance

22.75 h

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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 nitrogen fertiliser use reporting due 30 JUNE Steps to generate your nitrogen report with MyBallance (30) 18 **Record Proof Define your** Generate Set up a farm map land use of Application your report data

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.

Disclaimer: This document has been developed using the latest information available at the time of publication. As new information comes out, some things may change.

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 MyBallance to access your nitrogen limit management page. If you are new to MyBallance, head to **Step 1** to set up your farm map on pg6.

MY PROPERTY

MY REPORTS

🔅 WEATHER

C



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



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SOIL TEST RESULTS

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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 MyBallance
- 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

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	MYBALLANCE TEST ACCOUNT		
A –	ORDER MY FERT MY FERT MY PROPERTY MMY RUPORTS MY ACCOUNT WEATHER PARTNERS	My Property PROPERTY DETAILS My Property MY BLOCKS	My Property

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MYBALLANCE TEST ACCOUNT	
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MY PROPERTY	+ Property Information
MY ACCOUNT	 Property Map
PARTNERS Browse Products	Show farm areas The area Surface Surface Solve farm areas (b) for the property as either fait area (20) or surface area (20) for surface area (20)
Contact Us Terms and Conditions Improvements FAQ	Import an existing farm map Any of these file types; dwg, dx, tim; gay, can be attached individually. These file types; shg, shg, dd, pd, will need put in a zig file before attaching. If you have any problems please contact car Customer Services team on 0800 222 090. If you would like to order an aerial or GPS farm map please contact your local Nutrient Specialist
	+ Ballance Information
	+ Merchant Information You have an option to select a default merchant
	BACK Close Property SME

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

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

Create a digital map through another provider

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



GPS IT NZ Wide qpsit.co.nz



Agri-cultural Consulting Services - South Island





agconsulting.co.nz



VizLink - NZ Wide vizlink.nz



Volly Solutions - Central North Island

vollysolutions.com

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

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 **ballance.co.nz** and search **"n cap"**.

 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

B

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MYBALLANCE TEST ACCOUNT	NITROGEN LIMIT MANAGEMENT
(@) ORDER	View and manage nitrogen applications to remain within your farm's nitrogen fertiliser limit.
MY FERT	appear here. You can manually add applications on the Proof of Application page.
MY PROPERTY	Property Season Generate report
MY REPORTS	MyBallance Test Account - V 2022-2023 V
MY ACCOUNT	Council submission
🔅 WEATHER	Discialmer: Nitrogen limit rules are determined by central government and regional councils, and are subject to change. The required reporting period is annually from 1st July to JOD: June Clustement are responsible for ensuring that all infragen applications to their fam, from all sources, are ceptured accusately by Proof of Application within each reporting version in excurancy data is descentation operade and outprover incur and Balance accests no liability for usuation ensemble.
PARTNERS	Please note that proof of applications take up to 24 hours to be displayed.

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

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

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PARTNERS	below).											
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- **3.** > Enter the name of crop \bigcirc
 - > 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 MyBallance



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.



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

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

Automatic

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

- 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

- From your MyBallance side panel go to > My fert > Proof of application > select Other nutrients
- 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.

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.

IVEALLANCE TEST ACCOUNT		
	NITROGEN LIMIT MANAGEMENT	View Settings
ORDER	View and manage nitrogen applications to remain within your farm's nitrogen fertiliser li If you have a Proof of Application subscription, your nitrogen applications will automation	mit. cally Proof of Application
MY FERT	appear here. You can manually add applications on the Proof of Application page.	
MY PROPERTY	Property Season	Generate report
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CAL MENTHER	July to 30% June. Customers are responsible for ensuring that all infregen applications to their fairs, from all source within each reporting year. The accuracy of data is dependent on spreader and customer input and Balance accepts Please note that proof of applications take up to 24 hours to be displayed.	s, are captured accurately by Proof of Application no liability for the customer information presented.
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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	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. <u>Manage proof of application</u> to make any updates or changes before submitting.					
Completed	NZBN number (13 digits) 942905555123 You can find your New Zealand Business Number (NZBN) on the Companies Register or NZBN register					
\bigcirc	Dairy company Dairy supply number Fonterra 55554 Image: State of 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					

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

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**

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Land use	Dalla	nce and Super Air	ir Property	
Total area			129.47 he	
Total pastoral us	e land		129.47 ha	
Annual fora	ge crops		0 ha	
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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.

- After you have placed your orders go to
 > My fert A > Request Spreading B
- Find the order you want to spread
 Click on the 3x dots on the side
 Click Request Spreading
- 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



Ballance					eee H	I ase
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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:

Non-compatible spreader:

Additional details	This spreader does not support proof of application (POA). ① To see a record of this fertiliser application in MyBallance please use our manual proof of
Select your spreader	application process to record your spread or select a spreader who supports proof of application.
Freight and Bulk Transport Ltd Supports POA / subscription required	
State This spreader supports Proof of Application (POA) via Precision. You will receive proof of application information in MyBallance once the job is complete.	

- 5. 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**
- 6. 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
- 8. Click Submit request

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		QA@onlineasm.com			
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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.



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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