

ACRSI Acreage Entry and ACRSI Acreage Import

User Guide

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Prepared by: Jay Johnson Department: IT

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I. ACRSI Acreage Entry Overview

The ACRSI Acreage Entry project allows the Insured to report their non-MPCI ACRSI Pilot crops in EASYwriter Pro

II. User Manual

A. Entering Non-MPCI Acreage Reports

1. Accessing the ACRSI Pilot Crop Entry form

a. MPCI Main Menu Toolbar



A new toolbar option has been added to the MPCI Editor to allow

b. Quick FTF Entry

7 Quick FTF		_	_	_	_		
X FSN Tract FSA Field Cou	ity Unit	WA A	Acres Plant D	ate PP Acres	Unins Acres	Uninsurable Reason	Farm Name
•							•
Add Delete Create Copy Impor	FTF Reorder ACRSI Acreage	e Entry	С	ounty / Crop Tota	s Reported	0.0 Planted: 0.0	PP: 0.0 Unins: 0.0
Latest Acreage Reporting Date: 7/15/2016	Update Zero Acres On Entire Policy	Acres Not	: Yet Certified			Save	and Exit Exit

In the middle of the lower portion of the form, a command button is available to access the ACRSI Acreage Entry form.

c. EASYmapping Entry



In the lower left corner of the EASYmapping form, a command button is available for ACRSI Pilot Crop Entry

- 2. ACRSI Pilot Crop entry
 - a. Adding a Row

round?	Date	Acres	Share	Cropping Practice	Prevented Plant?	Organic Practice	Irrigation Practice	Intended Use	Commodity Type	Commodity	FSA Field	Tract	FSN	County	

- On initial entry of the form, no rows will be displayed
- To add a row to the form, press the + Add button at the top of the form. This will insert a new row
- to be keyed
- The fields where data is required to be entered will have a 9 in them

		County	FSN	Tract	FSA Field	Commodity	Commodity Type	Intended Use	Irrigation Practice	Organic Practice	Prevented Plant?	Cropping Practice	Producer Share	Acres	Plant Date	Valid CLUID Found?
• •	•	• •	θ	0	0	- <none th="" 🔻<="" 🕒=""><th>- <none> 🔻</none></th><th>- <none> 💌</none></th><th>- <none> 🔻</none></th><th><none></none></th><th></th><th>997 - Not Specified 🔹</th><th>0</th><th>0</th><th></th><th></th></none>	- <none> 🔻</none>	- <none> 💌</none>	- <none> 🔻</none>	<none></none>		997 - Not Specified 🔹	0	0		

• As you select commodity being entered, the remaining fields will be filtered to allowable values.

b. Removing a Row

• Check the box at the beginning of the row you wish to remove

A	CRSI	Pilot	CRSI Pilot Crop Entry														
	a Save 🔸 Add 🗕 Remove 🧔 Import -																
I			County	FSN	Tract	FSA Field	Commodity	Commodity Type	Intended Use	Inigation Practice	Organic Practice	Prevented Plant?	Cropping Practice	Producer Share	Acres	Plant Date	Valid CLUID Found?
	•		003 - Big Hom	▼ 23	23	23	0027 - Alfalfa 🛛 🔻	- «None» 🔻	0007 - Grazing 🔹	I - Imigated	OC - Organic Certified		997 - Not Specified 🔹	1.000	333.00	5/2/2016	No

Press the - Remove button at the top of the form to remove the selected rows.

c. Importing Policy FTF

- You can import the existing Farm/Tract/Fields from the policy by pressing the ^{\$1 Import +} button and selecting Policy FTF.
- New rows will be added to the form for each unique FTF combination on the policy.

0	Producer	Share	and Acre	s will be	filled	in too
0	1 100000	On lar O			mou	

CRS	Pil	ot	Crop Entry																			
Sav	e •	+ /	Add - Rem	ove	e 🎝 Im	port •																
	E	1	County		FSN	Tract	FSA Field	Commodity	Commodity Type		Intended Use		Irrigation Practice		Organic Practice		Prevented Plant?	Cropping Practice	Producer Share	Acres	Plant Date	Valid CLUID Found?
0	E	3 (015 - Chouteau	•	1	1	1	- <none td="" 💌<="" 🔍=""><td>< <none></none></td><td>•</td><td>- «None»</td><td>•</td><td>None></td><td>•</td><td>< <none></none></td><td>٠</td><td></td><td>997 - Not Specified 🔹</td><td>1.000</td><td>27.12</td><td></td><td>Yes</td></none>	< <none></none>	•	- «None»	•	None>	•	< <none></none>	٠		997 - Not Specified 🔹	1.000	27.12		Yes
0	E	3	015 - Chouteau	•	2	2	2	<none:0 td="" 💌<=""><td>< <none></none></td><td>•</td><td>- «None»</td><td>•</td><td>< <none></none></td><td>٠</td><td>< <none></none></td><td>٠</td><td></td><td>997 - Not Specified 💌</td><td>1.000</td><td>28.48</td><td></td><td>Yes</td></none:0>	< <none></none>	•	- «None»	•	< <none></none>	٠	< <none></none>	٠		997 - Not Specified 💌	1.000	28.48		Yes
0	E	3	015 - Chouteau	•	3	3	3	- «None:	< <none></none>	•	- «None»	•	None>	•	< <none></none>	٠		997 - Not Specified 🔹	1.000	65.02		Yes
0	E	3	015 - Chouteau	•	4	4	4	<none td="" 💌<="" 🛛=""><td>· (None)</td><td>•</td><td>- «None»</td><td>•</td><td>None></td><td>٠</td><td>< <none></none></td><td>٠</td><td>(***)</td><td>997 - Not Specified 💌</td><td>1.000</td><td>23.28</td><td></td><td>Yes</td></none>	· (None)	•	- «None»	•	None>	٠	< <none></none>	٠	(***)	997 - Not Specified 💌	1.000	23.28		Yes
0	E	3	015 - Chouteau	•	5	6	6	- «None 🕕 💌	< <none></none>	•	- «None»	•	< <none></none>	•	< <none></none>	•		997 - Not Specified 🔹	1.000	32.60		Yes
0	10	1	015 - Chouteau	•	7	7	7	- «None:	< <none></none>	•	- «None»	•	< (None>	*	< <none></none>	Ŧ	13	997 - Not Specified 💌	1.000	24.79		Yes

- o The commodity information will need to be entered for the row to be valid
- For rows that you do not wish to use, you can check the remove box and press the remove button.

d. Save

 \circ To save the information on the form, press the $\overline{\mathbf{n}}$ Save button at the top of the form.

3. Acreage Reports

• When adding an acreage report, the user is able to specify how many blank ACRSI pages they wish to print.

Add Policy D	ocuments	×
Select Docum Policy MT-942-12 Multi-Peril Judy Insure 00-1234 Les	S4567-16 Crop Insurance d s Clicks Insured	Step 1 of 2
Batch Docum Category: Document:	Acreage Reporting Add Agency Master Agency Master Copy:	
Document Acreage Re	Copies Document Options Acreage Report Date Filter: Entre Policy Start Date: Hold Date:	× E
Preview	Blank Lines: 0 Include FTF ACRSI Blank Pages: 1 < Back Next > Finish	▼ Cancel

 \circ $\,$ To print no ACRSI pages, enter 0 in the ACRSI Blank Pages field.

Insured's M an	lame, Mailing an d other Contact	d/or Street Add Information	Iress	Agency Na	me and Age	nt Contact I	nformation	Crop	Year	State		Policy Nur	nber
ty Name:I	udy Insured			Agency Name: Le	ss Clicks	Insurance		201	16 34	-Montana	МТ	-942-1234	56-16
				Agent Name:	ss Clicks			_					
p Detail													
County	Legal Descriptions	Commodity	Commodity Type	/ Intended Use	Irrigation Type	Organic Practice	Product Planting	Cropping Practice	Producer Share %	Farm-Tra	ct-Field	Reported Acreage	Plant Date
				-4-6			-	E		_			
	-									-			
			-			-		_		-			
					<u> </u>								
	+			_									

 If any non-Insured Acres have been keyed for ACRSI pilot crops, they will automatically print on the Acreage Reports.

Non-Insured A	Acres for AC	RSI Acreag	e		_	_	_					A	QBE	NAU
Insured's Na and	me, Mailing and other Contact I	d/or Street Add nformation	iress	Agency Na	me and Age	nt Contact I	nformation		Crop Y	'ear	State		Policy Nun	nber
Entity Name: Judy	Insued			Agency Name: Les	ss Clicks Insu	rance		_	2016	6	30-Montana		MT-942-123456	7-16
Crop Detail				rigent Hume.								I		
County	Legal Descriptions	Commodity	Commodi Type	ty Intended Use	Irrigation Type	Organic Practice	Product Planting	Crop Prac	oping ctice	Produce Share %	Farm-Tra	act-Field	Reported Acreage	Plant Date
005-Blaine		PRNPT						Not S	pecified	1.000) 1-1-1		36.05	5/5/2016
005-Blaine		ALFAL						Not S	pecified	1.000	2-2-2	2	108.07	5/5/2016
005-Blaine		ALFAL						Not S	pecified	1.000	3-3-3	3	11.13	5/5/2016
005-Blaine		GRASS				<u> </u>		Not S	pecified	1.000	3-2-	1	0.86	5/5/2016
005-Blaine		GRASS						Not S	pecified	1.000	1-2-	3	2.32	5/5/2016
005-Blaine		FALOW						Not S	pecified	1.000	4-5-6	5	1.01	5/5/2016

4. Schedule of Insurance

• For each Schedule of Insurance, a NAU version of the 578 will print at the end. It will print all of the non-Insured acres along with all MPCI insurance crops.

Sched	ule Of Insura	nce & Prod	uction Report									ЪΓ		
Multiple	Peril Crop Insu	irance			c	reated By:					をし	ВE	INAU	
						Created: 05	11/2016							
Producer Inf	formation:			Program	n Year:	2016	Agency	/Agent		Policy #: 1	MT-942-000.00	00-16		- 1
Judy Insured				State: 3	30-Montan	а	Agency (Code: 00-1234		Print Date:	5/11/2016			遭
123 Happy Lar	ne			005 - Blai	ine		Less Cl	icks Insurance		NAU Country In	nsurance Com	ipany		
BILLINGS, MT	59101						101 Insi Rameau	Jrance Ave		400 45TH STR	EET S SUITE	421		-
P: 555.555.555	52							, 1111 00000		FARGO, ND 58	8103			- 2
E:							P: 555.55	55.555.5		P: (555)555.55	55.			- 9
Tax ID: ***-**-	Entity	у Туре:					F: 555.	amountry cor	~	CSR: MSP	555.			- 2
SBI:							URL:	al@madcountry.cos						
USDA Custom	er:													_
County 005 - Bi	laice													
Farm Tract	CLU/ Irrigation	Crop/	Varí Int	Act	C/C	Reporting	Reported	Determined Crop	Planting Pl	anting End	Producer S	hare	NAU	
Number Number	Field Practice	Commodity	Type Use	Use	Status	Unit	Quantity	Quantity Land	Date Pe	eriod Date	Share N	ame	Unit	
	12	FALOW				^ (1.01	N	05/05/2016	2016 Eag	1.000			
Photo Number/Legal	Description 000-030N-	-022E						2010 Gropiand: 108.07		2010 Pan	midnu: 121.71			
	1	ALFAL			·	A	108.07	Y	05/05/2016		1.000			
	11	ALFAL			·	A	11.13	N	05/05/2016		1.000			
	13	CRP			· ·	А	1.50	N	05/05/2016		1.000			
Photo Number/Legal	Description 000-000N-	-022E						2016 Cropland:108.07		2016 Fan	miand:121.71			
12	3	GRASS			· .	A	0.86	N	05/05/2016		1.000			
	1	PRNPT			·	A	36.05	Y	05/05/2016		1.000			
	4	GRASS				A	2.32	N	05/05/2016		1.000			
Photo Number/Legal	Description 035-036N-	-022E						2016 Cropland:36.05		2016 Fan	mland:39.23			
Farm Number	Summary	Variatul	Irrigation	Intended	Ranos	e.d	Determined	Prevented	Prevented	Experimental	Experimental	Volunteer	Volunteer	
Year	Commodity	Type	Practice	Use	Quanti	by .	Quantity	Reported	Determined	Reported	Determined	Reported	Determined	
2016	PRNPT				36.05		0.00	0.00						
2016	ALFAL				119.20		0.00	0.00						
2016	GRASS				3.18		0.00	0.00						
2016	FALOW				1.01		0.00	0.00						
2016	CRP				1.50		0.00	0.00						

B. ACRSI Acreage Import

1. ACRSI Import Listing

This is a new inbox report that allows the user to view their policies that have ACRSI acreage data reported to FSA that has been sent through the RMA Clearinghouse. The report allows the user to filter by various fields and display only those policies that have either imported or not imported into EWP.

	🕵 Filter Entry			×	
	ACRSI Import Listin	J			
	Report Filters (optional)	Press <enter> on a filter to v</enter>	riew a list of values		
	Branch/Office (*) = Underwriter (*) = Agency (*) = Policy Number (7 digit) = Imported to EWP (Y/N) =		<u>Finish</u>	ar <u>C</u> ancel	
IPCI Policies / ACRSI	Import Listing				
ffice Underwriter Agenr AU-WI JSMITH 18-12	cy Code Agency Name 234 Less Clicks Insurance	Policy Number IN-942-5555555-16	County Insured Name GIBSON Jundy Insured	6/1/	File Create Date Imported to Policy Date Imported By 2016 9:44:14 AM 6/1/2016 10:51:21 AM JSMITH

Once the report is displayed, the user can double click on a policy to enter the MPCI Policy Editor. From here, the user can access the area to import ACRSI acreage information.

2. MPCI Policy Editor

To import ACRSI Acreage Data, you will need to endorse out the policy.

Next, select the "ACRSI Policy Import" option from the ACRSI Toolbar menu icon.

	👻 🗖 🚇 🔇 🧟 🍇 🗟 🎹 🛐	•						
ACRSI Pilot Crop Entry								
ACRSI Policy Import								

When selected, the "ACRSI Policy Import" form will be displayed

3. ACRSI Policy Import Form

This form will display the ACRSI Acreage Data that has been sent from FSA through the RMA ACRSI Clearinghouse.

To associate the ACRSI data to the policy, follow the below steps

CRSI Policy Import												
import Destination: 💿 Quick FTF 💿 Map Entry												
Unit	FSN	Tract	FSA Field	State	County	Commodity	Туре	Intended Use	Original Reported Acreage	Final Reported Acreage	Original Planted Date	Final Date
-	555	2222	1	17 - Illinois	053 - Ford	0041 - Com, Field	0964 - Dent, Yellow	0016 - Grain	6.15	6.15	4/28/2016	4/28/
	333	3333	1	17 - Illinois	053 - Ford	0081 - Soybeans	0300 - Commodity	0016 - Grain	5.85	5.85	4/28/2016	4/28/
							m					
										Im	port	Cancel

4. Select an Import Destination

- Quick FTF Will open the Quick FTF window after the ACRSI Acreage data has been imported
- Map Entry Will open the Map Entry window after the ACRSI Acreage data has been imported

5. Associating to a Unit

- Select the row you wish to associate acres to a unit.
- Double-click or press the blue triangle in the "Unit" column for the selected row.

6. Unit Selection

- County Dropdown The window will default to the county that is determined to contain the Farm/Tract/Field on the ACRSI acreage line that is the selected row from the ACRSI Acreage Import form.
- Units by Location When the unit selection window is displayed, it will default to list the "Units by Location". The units displayed will be filtered down to any units, regardless of crop, that are determined to contain any location with the Farm/Tract/Field on the ACRSI acreage line that is the selected row from the ACRSI Acreage Import form.
- All Units When selected, will display all units, regardless of crop, associated to the policy.
- Select the unit you wish to associate the acres to and press the "OK" button.
- The cancel button can be used to exit the Unit Selection form without saving any changes.

Quick	FTF - Unit Selection							
County:	Ford	• •	Jnits by Location	🔘 All Ur	nits			
County	Coverage	Unit #	Practice / Type	Share	Share Name	Legals		
Ford	CORN 05 ARP 90% Buy-Up	0001-0002-000	NON IRR-GSG	100%		023N-009E-018		
Ford	SOYBEANS 02 RP 85% Buy-Up	0001-0002-000	NFAC-NIRR-NTS	100%		023N-009E-018		
							ОК	Cancel

7. Importing to Quick FTF

ACRSI Policy Import										
Import Destination: Quick FTF Map Entry 										
Unit	FSN	Tract	FSA Field	State	County	Commodity	Туре	Intended Use	Original Reported Acreage	
CORN Buy-Up NON IRR-GSG 0001-0002-000 100.0 %	555	2222	1	17 - Illinois	053 - Ford	0041 - Com, Field	0964 - Dent, Yellow	0016 - Grain		
SOYBEANS Buy-Up NFAC-NIRR-NTS 0001-0002-000 100.0 1/2	333	3333	1	17 - Illinois	053 - Ford	0081 - Soybeans	0300 - Commodity	0016 - Grain		
<	m								4	
		_	_						r	
								Import	Cancel	

- To import the acreage information into the Quick FTF form, select the "Quick FTF" radio button.
- When ready, press the "Import" button.
- The ACRSI Policy Import form will close and the Quick FTF form will be displayed with the imported ACRSI acreage information.

% (Quick F	TF		_	_		_	_	_	_	_		• ×
	X	FSN	Tract	FSA Field	County	Unit	WA	Acres	Plant Date	PP Acres	Unins Acres	Uninsurable Reason	Farm Name
		555	2222	1	Ford	CORN Buy-Up NON IRR-GSG 0001-0002-000 100.0 %	No	6.2	4/28/2016				HOME
	m	333	3333	1	Ford	SOYBEANS Buy-Up NFAC-NIRR-NTS 0001-0002-000 100.0 %	No	5.9	4/28/2016				HOME
-		_			111					_			4
	Add	Delete	Create	Сору	Import FT	F Import CIMS Reorder ACRSI Acreage Entry]		County / Crop	Totals R	eported: 12.1	Planted: 12.1 PP:	0.0 Unins: 0.0
Lat	Latest Acreage Reporting Date: 7/15/2016 🔹 🗌 Update Zero Acres On Entire Policy 🔄 Acres Not Yet Certified Save Save and Ext												

- When ready to finalize the importing of the ACRSI information, press either the "Save" or "Save and Exit" command button.
- If you wish to cancel what you have done and not import any information, you may press the "Exit" button and no ACRSI acreage information will be added to the policy.

8. Importing to Map Entry

A	ACRSI Policy Import										
	Import Destination: 🔘 Quick FTF 💿 Map Entry										
	Unit	FSN	Tract	FSA Field	State	County	Commodity	Туре	Intended Use	Original Reported Acreage	
	CORN Buy-Up NON IRR-GSG 0001-0002-000 100.0 %	555	2222	1	17 - Illinois	053 - Ford	0041 - Com, Field	0964 - Dent, Yellow	0016 - Grain		
	SOYBEANS Buy-Up NFAC-NIRR-NTS 0001-0002-000 100.0 %	333	3333	1	17 - Illinois	053 - Ford	0081 - Soybeans	0300 - Commodity	0016 - Grain		
	۲									4	
								[Import	Cancel	

- To import the acreage information into the Map Entry form, select the "Map Entry" radio button.
- When ready, press the "Import" button.
- The ACRSI Policy Import form will close and the Map Entry form will be displayed with the imported ACRSI acreage information.

Map Entry EASYmapping				
	3	Map Book V	iews	
	Map Book County	Twp/Range	Sec Additional	Views Photo ID
F- 6 5.9a	□ □ VW 1 FORD	023N009E	18	
6.2a 017	CORN Buy-Up NON	IRR-GSG 0001-0002-000 100	0 % * HOME **	
	SOYBEANS Buy-Up	NFAC-NIRR-NTS 0001-0002-0	000 100.0 % ** HOME	
FORD				
V PORD				
®_				
A				
	•	III		4
010				Prev Next
		Mapped Acres: 17	2.5 Reported Acres:	12.1 Difference: 160.4
Production				
X Source Field Unit	TO 0004 0000 000 400 0 *	Plant Acres Plant Date	PP Acres Unins Acre	s Uninsurable Reason FSI
ACRST 6 SUTBEANS BUY-UP NEAL-NIRR-N	TS 0001-0002-000 100.0 %	5.9 4/28/2016		555
ACRSI 24 CORN BUY-UP NON IRR-GSG 000	1-0002-000 100.0 %	6.2 4/28/2016		333
	Unit Totals			P
Add Remove Import Assigned Fields	CORN Buy-Up NON IRR-GSG	i 0001-0002-0 🔻 Plant Acre	es: 6.2 PP Acres:	0.0 Unins Acres: 0.0
Latest Acreage Reporting Date: 7/15/2016 - Update Zero A	cres On Entire Policy 🔲 Acres N	lot Yet Certified	Save	ve and Close Close
ACRSI Acreage Entry Acreage Data Available for Import				

- When ready to finalize the importing of the ACRSI information, press either the "Save" or "Save and Exit" command button.
- If you wish to cancel what you have done and not import any information, you may press the "Exit" button and no ACRSI acreage information will be added to the policy.

9. Committing the Policy

To save all of the imported ACRSI information, you must commit the endorsement on the policy. If the endorsement is cancelled, none of the imported information