



ACRSI Acreage Entry and ACRSI Acreage Import

User Guide

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Prepared by: Jay Johnson
Department: IT

Date: 6/1/2016

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I. ACRSI Acreage Entry Overview

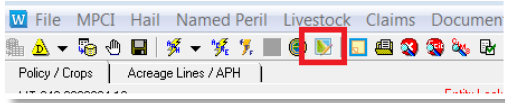
The ACRSI Acreage Entry project allows the Insured to report their non-MPCI ACRSI Pilot crops in EASYwriter Pro

II. User Manual

A. Entering Non-MPCI Acreage Reports

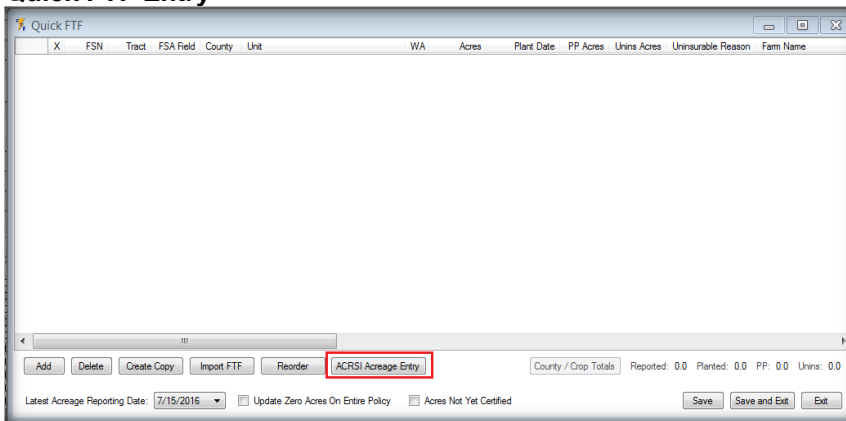
1. Accessing the ACRSI Pilot Crop Entry form

a. MPCI Main Menu Toolbar



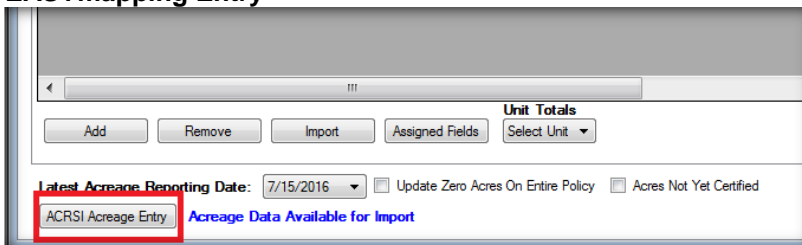
A new toolbar option has been added to the MPCI Editor to allow

b. Quick FTF Entry



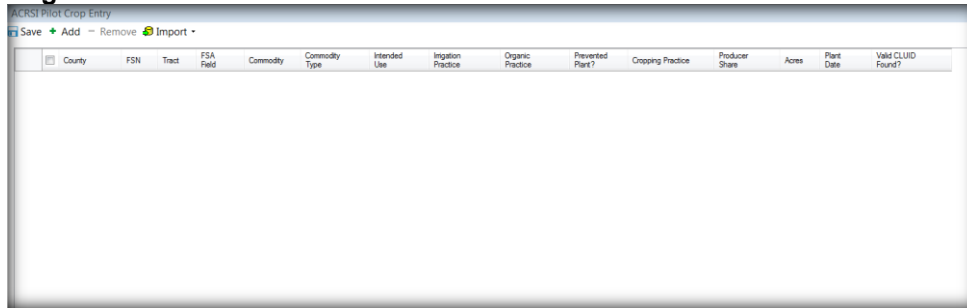
In the middle of the lower portion of the form, a command button is available to access the ACRSI Acreage Entry form.

c. EASYmapping Entry

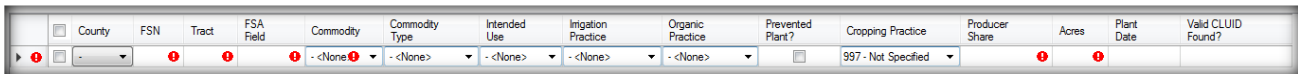


In the lower left corner of the EASYmapping form, a command button is available for ACRSI Pilot Crop Entry

2. ACRSI Pilot Crop entry
a. Adding a Row



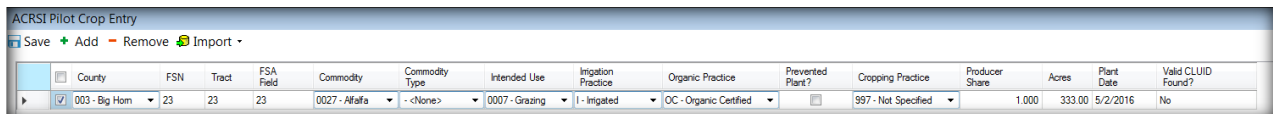
- On initial entry of the form, no rows will be displayed
- To add a row to the form, press the **+ Add** button at the top of the form. This will insert a new row
- to be keyed
- The fields where data is required to be entered will have a **!** in them



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

b. Removing a Row

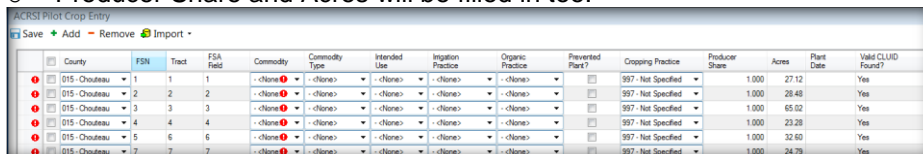
- Check the box at the beginning of the row you wish to remove



- 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 **Import** button and selecting Policy FTF.
- New rows will be added to the form for each unique FTF combination on the policy.
- Producer Share and Acres will be filled in too.



- 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

- To save the information on the form, press the **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.

- To print no ACRSI pages, enter 0 in the ACRSI Blank Pages field.

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

Insured's Name, Mailing and/or Street Address and other Contact Information										Agency Name and Agent Contact Information		Crop Year	State	Policy Number
Entity Name: Judy Insured c/o: _____										Agency Name: Less Clicks Insurance Agent Name: Less Clicks		2016	30-Montana	MT-942-1234567-16

County	Legal Descriptions	Commodity	Commodity Type	Intended Use	Irrigation Type	Organic Practice	Product Planting	Cropping Practice	Producer Share %	Farm-Tract-Field	Reported Acreage	Plant Date
005-Blaine		PRNPT						Not Specified	1.000	1-1-1	36.05	5/5/2016
005-Blaine		ALFAL						Not Specified	1.000	2-2-2	108.07	5/5/2016
005-Blaine		ALFAL						Not Specified	1.000	3-3-3	11.13	5/5/2016
005-Blaine		GRASS						Not Specified	1.000	3-2-1	0.86	5/5/2016
005-Blaine		GRASS						Not Specified	1.000	1-2-3	2.32	5/5/2016
005-Blaine		FALOW						Not Specified	1.000	4-5-6	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 MPCSI insurance crops.

Schedule Of Insurance & Production Report															QBE NAU				
Multiple Peril Crop Insurance															Created By: _____				
Created: 05/11/2016																			
Producer Information: Judy Insured 123 Happy Lane BILLINGS, MT 59101 P: 555.555.5552 F: _____ E: _____ Tax ID: ****.***.*** SBI: _____ Entity Type: _____ USDA Customer: _____					Program Year: 2016 State: 30-Montana County: 005 - Blaine					Agency/Agent Agency Code: 00-1234 Less Clicks Insurance 101 Insurance Ave Ramsey, MN 55555 P: 555.555.5555 F: 555. E: nauitqa@naucountry.com URL: _____					Policy #: MT-942-0000000-16 Print Date: 5/11/2016 NAU Country Insurance Company Northern Branch Office 400 45TH STREET S SUITE 421 FARGO, ND 58103 P: (555)555 5555 F: (555)555 5555. CSR: MSP				
Farm Number	Tract Number	CLU/Field	Irrigation Practice	Crop/Commodity	Variety Type	Int Use	Act Use	C/C Status	Reporting Unit	Reported Quantity	Determined Quantity	Crop Land	Planting Date	Planting Period	End Date	Producer Share	Share Name	NAU Unit	
1	1	12		FALOW				I	A	1.01		N	05/05/2016			1.000			
Photo Number/Legal Description 000-030N-022E															2016 Cropland:108.07		2016 Farmland:121.71		
1				ALFAL				I	A	108.07		Y	05/05/2016			1.000			
11				ALFAL				I	A	11.13		N	05/05/2016			1.000			
13				CRP				I	A	1.50		N	05/05/2016			1.000			
Photo Number/Legal Description 000-000N-022E															2016 Cropland:108.07		2016 Farmland:121.71		
12	3			GRASS				I	A	0.86		N	05/05/2016			1.000			
1				PRNPT				I	A	36.05		Y	05/05/2016			1.000			
4				GRASS				I	A	2.32		N	05/05/2016			1.000			
Photo Number/Legal Description 035-036N-022E															2016 Cropland:36.95		2016 Farmland:39.23		
Farm Number Summary																			
FSA Program Year	Crop/Commodity	Variety/Type	Irrigation Practice	Intended Use	Reported Quantity	Determined Quantity	Prevented Reported Quantity	Prevented Determined Quantity	Experimental Reported Quantity	Experimental Determined Quantity	Volunteer Reported Quantity	Volunteer Determined Quantity							
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.

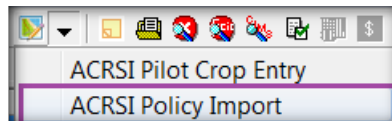
MPCI Policies / ACRSI Import Listing									
Office	Underwriter	Agency Code	Agency Name	Policy Number	County	Insured Name	File Create Date	Imported to Policy Date	Imported By
NAU-WI	JSMITH	18-1234	Less Clicks Insurance	IN-942-5555555-16	GIBSON	Jundy Insured	6/1/2016 9:44:14 AM	6/1/2016 10:51:21 AM	JSMITH

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

2. MPCl 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.



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

Unit	FSN	Tract	FSA Field	State	County	Commodity	Type	Intended Use	Original Reported Acreage	Final Reported Acreage	Original Planted Date	Final Planted Date
555	2222	1	17	Illinois	053 - Ford	0041 - Com. Field	0964 - Dent. Yellow	0016 - Grain	6.15	6.15	4/28/2016	4/28/2016
333	3333	1	17	Illinois	053 - Ford	0081 - Soybeans	0300 - Commodity	0016 - Grain	5.85	5.85	4/28/2016	4/28/2016

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

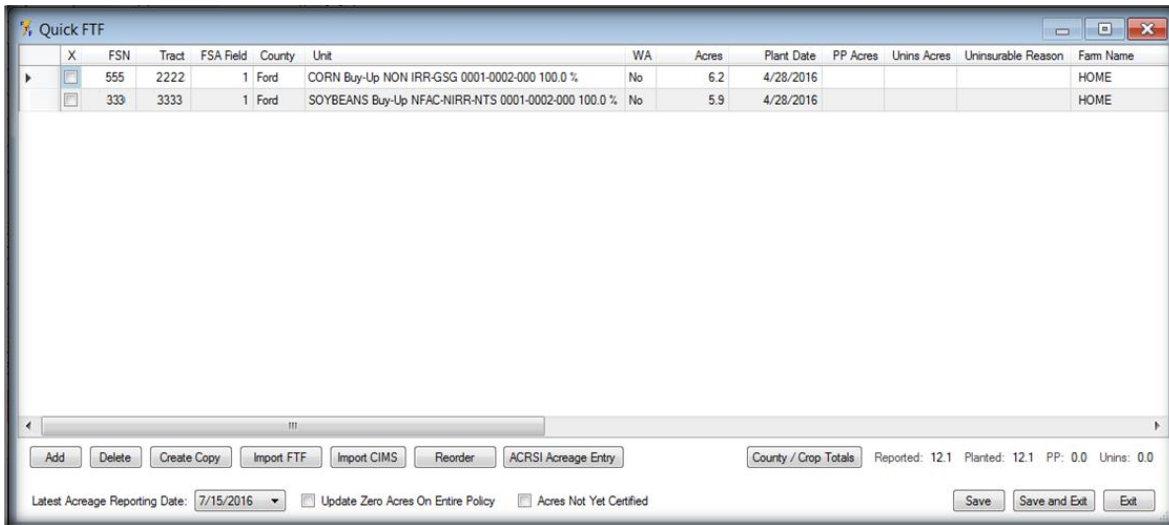
- **County Dropdown** – The window will default to the county that is determined to contain the Farm/Tract/Field on the ACRSI acreage line that is the selected row from the ACRSI Acreage Import form.
- **Units by Location** - When the unit selection window is displayed, it will default to list the “Units 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.

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

7. Importing to Quick FTF

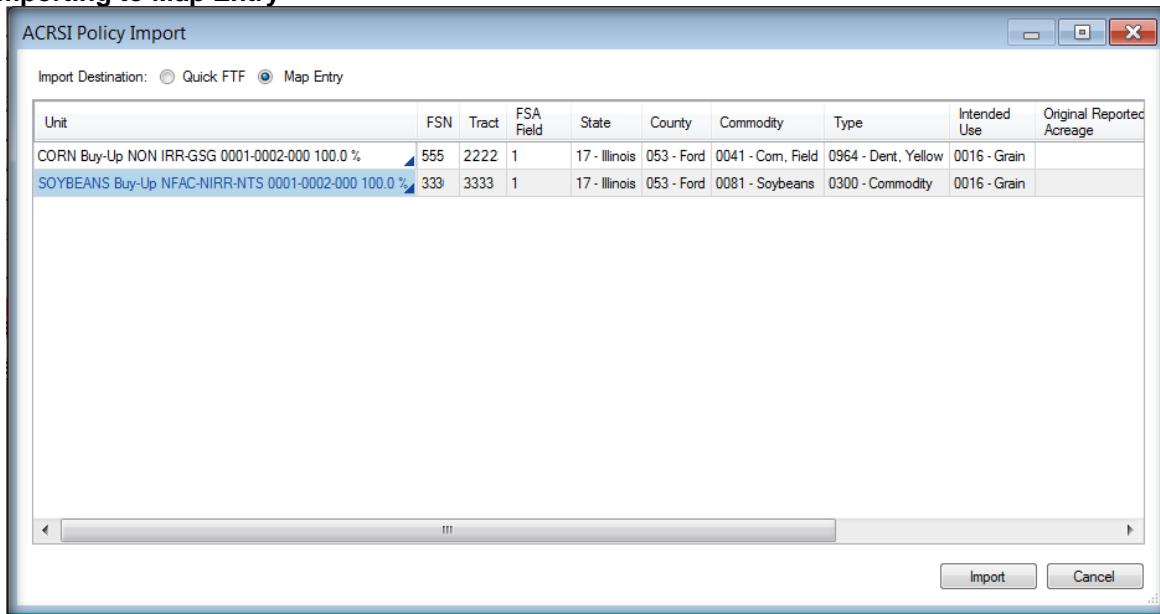
Unit	FSN	Tract	FSA Field	State	County	Commodity	Type	Intended Use	Original Reported Acreage
CORN Buy-Up NON IRR-GSG 0001-0002-000 100.0 %	555	2222	1	17 - Illinois	053 - Ford	0041 - Com, Field	0964 - Dent, Yellow	0016 - Grain	
SOYBEANS Buy-Up NFAC-NIRR-NTS 0001-0002-000 100.0 %	339	3333	1	17 - Illinois	053 - Ford	0081 - Soybeans	0300 - Commodity	0016 - Grain	

- 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.

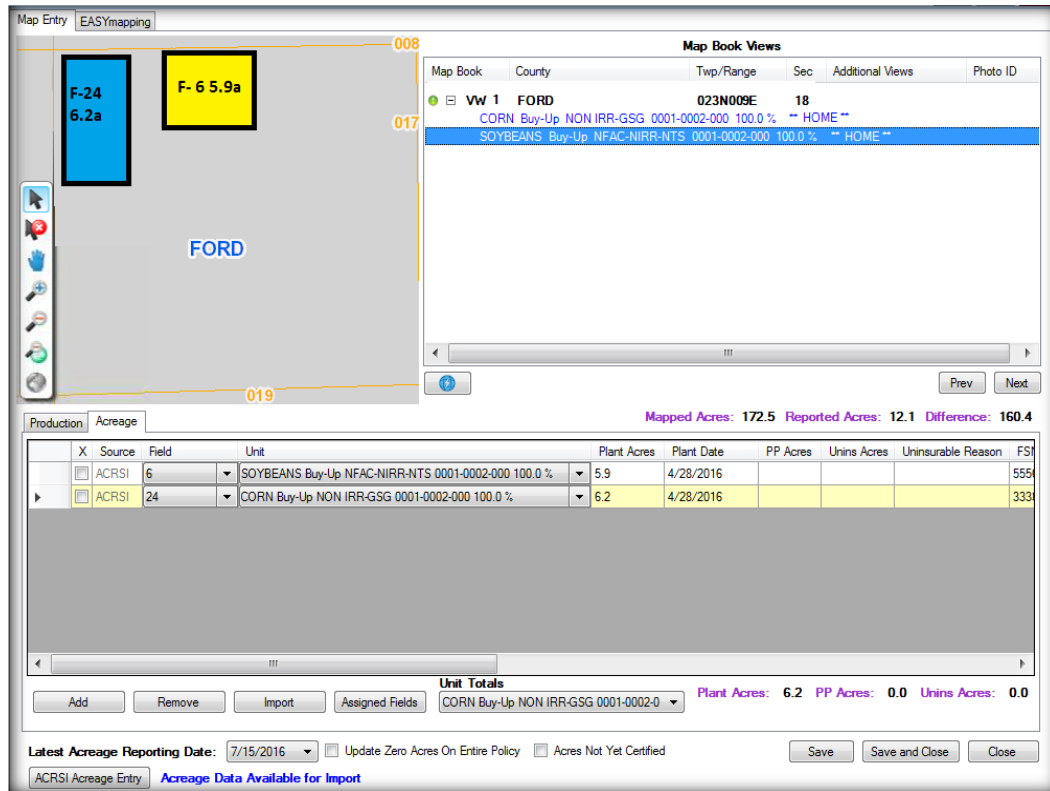


- When ready to finalize the importing of the ACRSI information, press either the “Save” or “Save and Exit” command button.
- If you wish to cancel what you have done and not import any information, you may press the “Exit” button and no ACRSI acreage information will be added to the policy.

8. Importing to Map Entry



- 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.



- 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