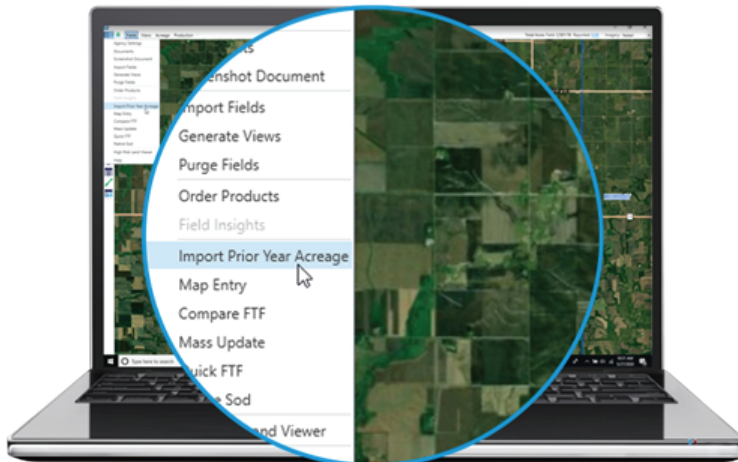


# EASYmapping®: Prior Year Acreage Import

## EASYmapping®: Prior Year Acreage Import

Does your planting pattern reflect what you did three years ago? If so, our EASYmapping® system will save you time by allowing you to select a prior year to emulate. With a push of a button to solidify your acreage selection, your preliminary acreage report is ready for review and signature.

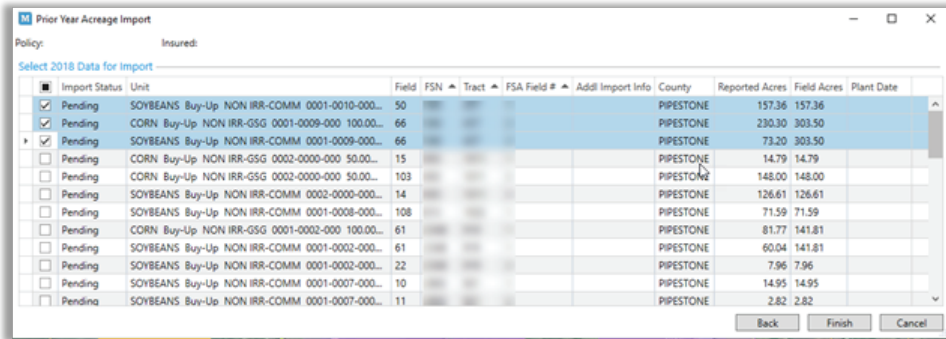
- Log into EASYwriter Pro®.
- On the Dashboard, select the “MPCI SEARCH”.
- Lookup your policy.
- Select the “Endorse Policy” button.
- Click on “EASYmapping”.
- On the *Fields tab*, select the “Hamburger” menu item and choose “Import Prior Year Acreage”.
  - o You can also launch this option in the *Acreage tab*, however where ever you decide to open this feature, you will need to finish in that same area.



- The *Prior Year Acreage Import* screen will open.
  - o It will display your Policy and Insured at the top of the window.
  - o The years available to import will include all years that we have data for in our EASYwriter Pro system. If no past years are available the screen will state, “There are no prior year imports available.”.
    - **Data Year** represents the years that have acreage data available.
    - **Percent Imported** displays the percent of acreage that was imported into the current year.
    - **Last Import Date and Last Imported By** shows the last date data was imported into the current year for the specified Data Year and by whom.

- If you would like to import Acreage for units that currently do not have the APH complete, select the "Production Not Reported" checkbox. Please note, this checkbox will only appear when the policy is in Production Required status.
- Select the Data Year row to import acreage data from.
- Click "Next".
- The screen will load all the field acreages from the selected year.
- Screen details:
  - The **Checkbox** column will default as being checked. Any line checked, when "Finish" is clicked will import into the current year acreage.
  - **Import Status** displays the status of the imported acres.
  - If the system can determine with 100% certainty that the field belongs to a certain unit, it will populate the unit assignment into the **Unit** column.
    - On occasion, the *Unit* column may be blank. This is due to the unit being changed from the year of import to the current year. It could be due to one of the following items below not matching with the current year:
      - Unit Number.
      - Share Percent.
      - Farm Serial Number, Tract, and FSA Field (FTF).
      - Unit Number no longer exists.
      - The APH is not complete on the unit and you did not select the "Production Not Reported" checkbox in the previous screen.
      - Note: if your policy was part of a recon, you can reference the NAU Field ID "Field" column to match the units. This number will not change in a recon situation. However, the *Field* column number will change if a field is split or edited in any way.
    - If the *Unit* column is blank, and the field **should be** linked to an existing unit, you can select the unit from the dropdown box.
  - **Field** is the NAU Field ID referenced above. This is an internal number for reference. This may display as "Not Listed" if a field has been changed.
  - The **FSN, Tract,** and **FSA Field #** details the location of the field.

- **Add Import Info** displays special/detailed information if needed.
- **County** displays the field's County.
- **Reported Acres** displays the acres reported on the field. This field can be updated, if needed.
- **Field Acres** displays the Field Acreage.
- **Plant Date** can be populated on this screen to save time. The plant date will prefill for any "like" units.



- All checked lines should be reviewed.
- Click "Finish" to import the prior year acreage into the current year system.
- Your Acreage lines will be populated on your *Field* or *Acreage* tab in the *Acreage Grid*.
  - Fields will be colored with the applicable crop color.
  - The "Source Column" in the *Acreage Grid* will display showing the Crop Year that the data was imported from.
  - The Acreage Grid lines can be edited, if needed.
- The *Acres Not Yet Certified* box will automatically be checked to allow you to print a Preliminary Acreage Report for your insureds to review.
  - If the data is final and approved, the *Acres Not Yet Certified* box can be unchecked.
- Click "Save" or "Save and Close" once acreage entry is complete.

