

Preliminary Acreage Reporting User Guide

EASYwriter Pro®

4/16/2026



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Benefits of Preliminary Acreage Reporting

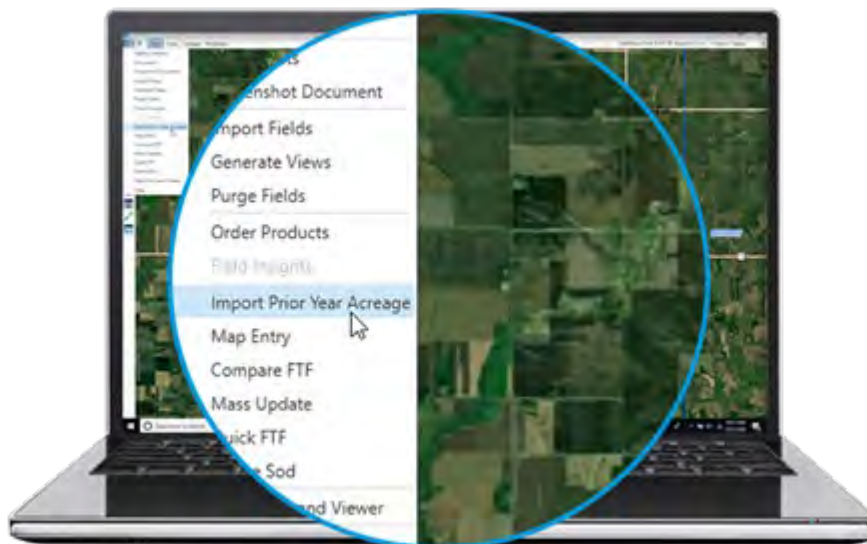
Take your summer back by using EASYwriter Pro®'s Preliminary Acreage Reporting feature to enter preliminary acres early in the crop year. When reporting acres through EASYmapping®, agents can mark acres and planting dates as entered but not yet certified by the policyholder. Once the policyholder verifies the acres as planted, simply check a box to mark them complete.

Conditions of Preliminary Acreage Reporting


- The certification of acres must be done by the Acreage Reporting Date specified in the RMA Actuarial.
- The policy will remain in “Acres Required” status and will not change to “Complete” status until the “Acres Not Yet Certified” checkbox is unchecked.

How it works

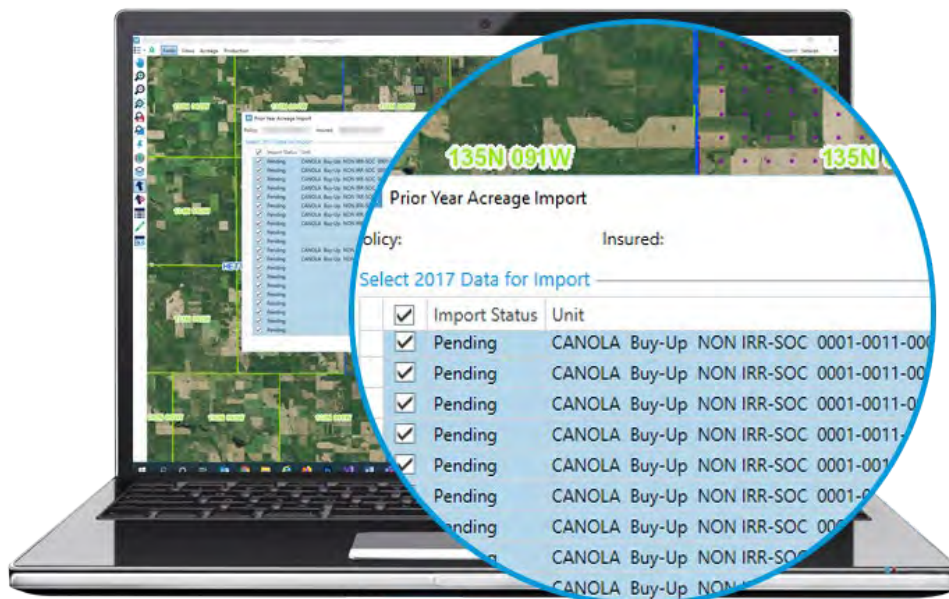
If you are familiar with a policyholder's consistent crop rotation, you can use EASYmapping's Prior Year Acreage Import feature. This tool allows you to choose a crop and select a prior acreage year to emulate. For example, if corn and soybeans are rotated each year, you could emulate acres from two years prior. With a click of a button, the acres are pulled into the current crop year. Another option is to review the prior year's schedule of insurance to determine which crop and acres may be planted for the current crop year.



Prior Year Acreage Import:

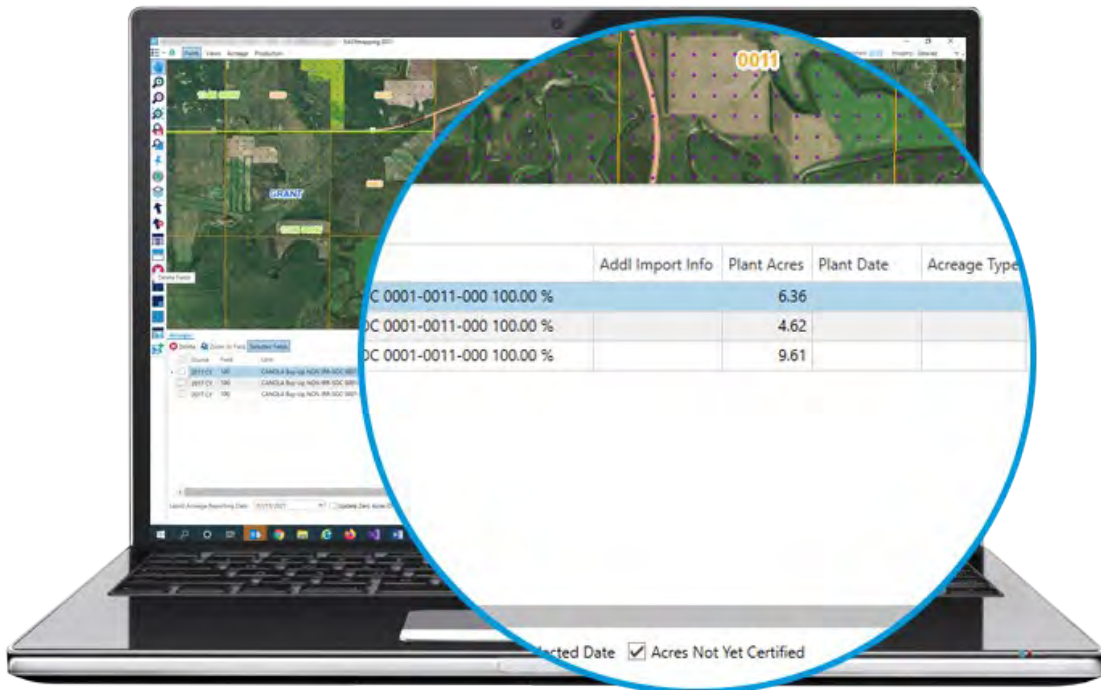
- Log into EASYwriter Pro.
- On the *Dashboard*, select “MPCI SEARCH” to look up and open the policy.
- Select the “Endorse Policy” button.
- Click “EASYmapping”.
- While on the *Fields or Acreage* tab, select the “Hamburger” menu  and choose “Import Prior Year Acreage”.

- “Import Prior Year Acreage” can be launched from either tab however, you must remain in that tab throughout the process.
- The *Prior Year Acreage Import* screen will open and list all years that EASYwriter Pro has acreage data for.
 - If no data is available the screen will show, “There are no prior year imports available”.
 - If you would like to import acreage for units that are not currently APH complete, select the “Production Not Reported” checkbox. Please note, this checkbox will only appear if the policy is in Production Required status.
- Select the “Data Year” row that you would like to import acreage data from.
- Click “Next” to load all the acres from the selected year.
- **Screen details:**
 - The checkbox column will default as checked. Any line checked, when “Finish” is clicked will import into the current year acreage.



- If the system can determine, with certainty, that a 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 typically occurs when the unit from the year of import does not align with the current year. In some cases, differences may be related to one or more of the factors outlined below:
 - Unit Number
 - Share Percent
 - Farm Serial Number, Tract or FSA Field (FTF)
 - Unit Number no longer exists
 - The APH is not complete on the unit and the “Production Not Reported” checkbox was not selected in the previous screen.

- If the “Unit” column is blank, and the field should be linked to an existing unit, one can be selected from the dropdown box.
 - The “Reported Acres” column displays the acres reported on the field and can be edited, if needed.
- The “Field Acres” column displays the field acreage and is not editable. During Preliminary Acreage Reporting, plant dates can be left blank. However, to save time, they can be keyed directly on this screen. Keyed plant dates will fill for all lines within the same unit. All checked lines should be reviewed.
- Click “Finish” to import the prior year acreage into the current year.
- Acreage lines will be populated in the *Fields* or *Acreage* tabs in the *Acreages* grid.
 - Fields will be colored with the applicable crop color.
 - The “Source Column” in the *Acreages* grid will display showing the Crop Year that the data was imported from.
 - The acreage grid lines can be edited, as needed.
- The “Acres Not Yet Certified” box will automatically be checked to allow you to print a Preliminary Acreage Report for your insured to review.



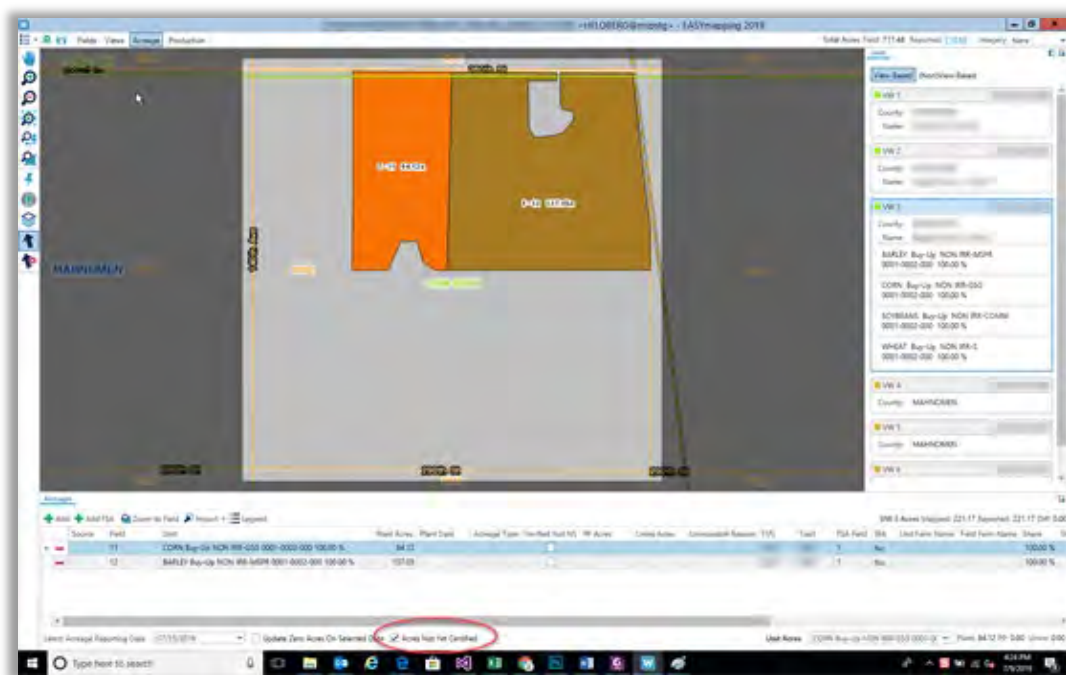
- Instructions should be given to the policyholder to review and verify the crop’s acreage amounts and plant dates.
 - This report will be signed by the policyholder and returned to the Agency’s office for processing.
 - This is a great opportunity to utilize our [EASYSign](#) functionality.
- Once the acres and plant dates are finalized and keyed, the “Acres Not Yet Certified” box can be unchecked.
- Click “Save” or “Save and Close” once acreage entry is complete.

Example for reviewing the prior year Schedule of Insurance and completing in EASYmapping Acreage:

- Log into EASYwriter Pro for the current crop year and navigate to the applicable policyholder.
- With the policy endorsed, click “EASYmapping”.
- Select the “Acreage” tab at the top of the window.
- In this example the policyholder had the following acres reported on soybean and wheat last year:

Line	Unit Number	USC	County	Crop	Plan	Coverage Type	Practice	Type	Validation Date	APH Completed	Acres Completed	Acreage Type	Acres	Plant Date	Share %
15	0001-0003-000	BU		BARLEY	YP	Buy-up	NON IRR	MSPR	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
5	0001-0002-000	BU		CORN	RP	Buy-up	NON IRR	GSG	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
6	0001-0003-000	BU		CORN	RP	Buy-up	NON IRR	GSG	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
7	0001-0001-000	BU		DRY BEANS	YP	Buy-up	NON IRR	PNAV	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
4	0001-0001-000	BU		OATS	APH	Buy-up	NON IRR	S	06/24/2019	02/21/2019	06/20/2019	001	89.24	05/15/2019	1.00
11	0001-0001-000	EU		SOYBEANS	RP	Buy-up	NON IRR	COMM	06/24/2019	03/13/2019	06/20/2019	001	52.38	06/02/2019	1.00
12	0001-0002-000	EU		SOYBEANS	RP	Buy-up	NON IRR	COMM	06/24/2019	03/13/2019	06/20/2019	001	84.12	06/04/2019	1.00
13	0001-0003-000	EU		SOYBEANS	RP	Buy-up	NON IRR	COMM	06/24/2019	03/13/2019	06/20/2019	001	170.09	06/03/2019	1.00
8	0001-0001-000	BU		SUNFLOWERS	YP	Buy-up	NON IRR	OIL	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
9	0001-0050-000	BU		SUNFLOWERS	YP	Buy-up	NON IRR	OIL	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
10	0001-0051-000	BU		SUNFLOWERS	YP	Buy-up	NON IRR	OIL	06/24/2019	02/21/2019	06/20/2019	001	0.00		1.00
1	0001-0001-000	EU		WHEAT	RP	Buy-up	NON IRR	S	06/24/2019	02/21/2019	06/20/2019	001	50.78	05/14/2019	1.00
2	0001-0002-000	EU		WHEAT	RP	Buy-up	NON IRR	S	06/24/2019	02/21/2019	06/20/2019	001	137.05	05/11/2019	1.00
3	0001-0003-000	EU		WHEAT	RP	Buy-up	NON IRR	S	06/24/2019	02/21/2019	06/20/2019	001	127.00	05/12/2019	1.00

- If you think that the policyholder will rotate those acres to corn and barley for the current crop year, you can select the new crop for the appropriate field in *EASYmapping Acreage*.



- Once the new estimated acres and crops are entered, the EASYmapping Production and Acreage Report can be printed and sent to the policyholder.
 - Instruction should be given to the policyholder to review and verify the crop's acreage amounts and plant dates.
 - This report will be signed by the policyholder and returned to the agency's office for processing.
 - This is a great opportunity to utilize our [EASYsign](#) functionality.
- Once the acres and plant dates are finalized and keyed, the "Acres Not Yet Certified" box can be unchecked.

Tracking policies with the status "Acres Not Yet Certified"

In EASYwriter Pro, the Missing Acreage report allows you to review a list of policies that are marked as "Acres Not Yet Certified" and do not have a policy status of "Complete". Under the *Report Center*, the Missing Acreage report has a filter option titled "Is Preliminary Acreage". Select the "Yes" option. This option will give you a listing of policies that are marked as "Acres Not Yet Certified".

The screenshot shows a "Report Parameters" dialog box with the following fields and options:

- Branch = [dropdown] [text box] [magnifying glass]
- Underwriter = [dropdown] [text box] [magnifying glass]
- Master Agency Code = [dropdown] [text box] [magnifying glass]
- Agency Code = [dropdown] [text box] [magnifying glass]
- Agent = [dropdown] [text box] [magnifying glass]
- State = [dropdown] [text box] [magnifying glass]
- County = [dropdown] [text box] [magnifying glass]
- Crop = [dropdown] [text box] [magnifying glass]
- Insured = [dropdown] [text box] [magnifying glass]
- Policy = [dropdown] [text box] [magnifying glass]
- Premium Due Date = [dropdown] [calendar icon] [15]
- Acreage Report Date = [dropdown] [calendar icon] [15]
- Received? Yes No Not Applicable
- Is Preliminary Acreage? Yes No Not Applicable

Buttons at the bottom: Clear, OK, Cancel.

Resources

When working on Acreage Reporting on the NAU Country mobile app, you can also utilize Preliminary Acreage Reporting functionality by using the mobile Acres Not Yet Certified option. To learn more, please reference the [NAU Country Preliminary Acreage Reporting - Acres Not Yet Certified User Guide](#).