

January 2014

Farm Works Software Solutions: Submitting Data to RCIS

Users can now submit their crop insurance records electronically to RCIS (Rural Community Insurance Services). This is done from within the Farm Works™ Mapping software, by transferring planting and harvest data – select *File / Submit insurance data*.

This document describes the data items that you must assign in the software:

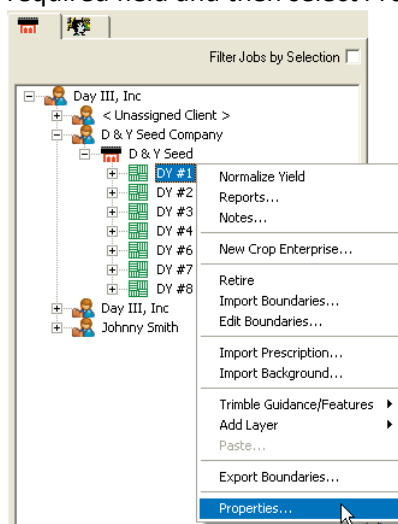
- A County and State to each field
- RMA identities to commodities
- A Practice and a Type

This document also describes how to [submit the insurance data to RCIS](#).

Assigning a County and State to each field

To successfully use the RCIS Submission option, assign a County and State to *each* field:

1. On the *Farm* tab, click + beside the appropriate Client or Farm to expand the tree view, right-click the required field and then select *Properties*:



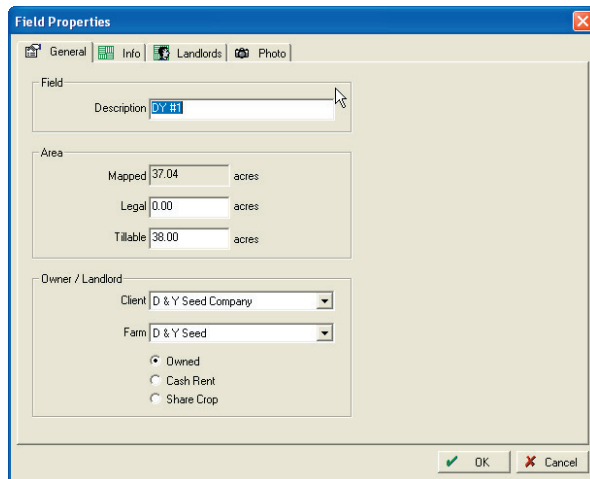
This document is for informational purposes only and is not a legally binding agreement or offer.
Trimble makes no warranties and assumes no obligations or liabilities hereunder.

Farm Works Information Management, A Division of Trimble, P.O. Box 250, Hamilton, IN 46742, USA

© 2014, Trimble Navigation Limited. All rights reserved. Trimble, the Globe & Triangle Logo, and Farm Works Software are trademarks of Trimble Navigation Limited, registered in the United States and in other countries. Farm Works and FM-1000 are trademarks of Trimble Navigation Limited. All other trademarks are the property of their respective owners. OSCAR ID: 29907



2. In the *Field Properties* screen:

The 'Field Properties' dialog box has four tabs: General, Info, Landlords, and Photo. The 'General' tab is active. It contains a 'Field' section with a 'Description' text box containing 'DY #1'. Below this is an 'Area' section with three text boxes: 'Mapped' (37.04 acres), 'Legal' (0.00 acres), and 'Tillable' (38.00 acres). At the bottom is an 'Owner / Landlord' section with a 'Client' dropdown (D & Y Seed Company), a 'Farm' dropdown (D & Y Seed), and three radio buttons: 'Owned' (selected), 'Cash Rent', and 'Share Crop'. 'OK' and 'Cancel' buttons are at the bottom right.

- On the *General* tab, enter the *Tillable acres*. This item represents the number of acres that can typically be tilled for that field. When a new crop is planted, the program will default that crop to being in these acres. This value is not used for Crop Insurance Reporting.
- Select the *Info* tab and then select the *State* and *County* where the field is located.

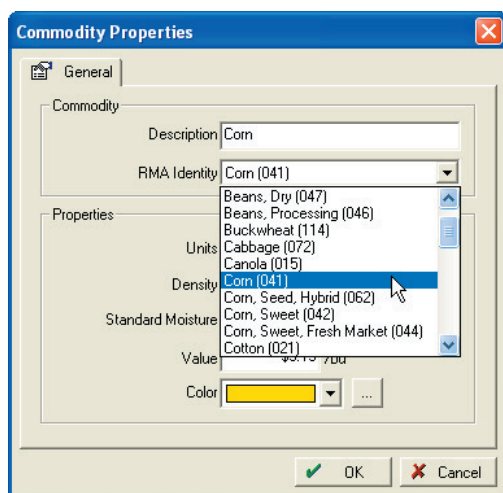
Note: If the *State* and *County* are already displayed, you must still click **OK** to record the information.

- Click **OK** to save changes.

3. Repeat this procedure for each field.

Assigning RMA Identities to Commodities

- Select *Resources / Commodities*. The *Commodities* dialog shows all commodities currently used.
- Select the commodity to which you want to assign an RMA identity and then click *Properties*.
- In the *Commodity Properties* screen, select the correct *RMA Identity* from the drop-down list (if this has not yet been done):

The 'Commodity Properties' dialog box has a 'General' tab. It contains a 'Commodity' section with a 'Description' text box containing 'Corn'. Below this is an 'RMA Identity' dropdown menu showing 'Corn (041)'. A list of other RMA identities is visible: Beans, Dry (047), Beans, Processing (046), Buckwheat (114), Cabbage (072), Canola (015), Corn (041) (highlighted), Corn, Seed, Hybrid (062), Corn, Sweet (042), Corn, Sweet, Fresh Market (044), and Cotton (021). Below the list are fields for 'Units', 'Density', 'Standard Moisture', 'Value', and 'Color' (a yellow color box). 'OK' and 'Cancel' buttons are at the bottom right.

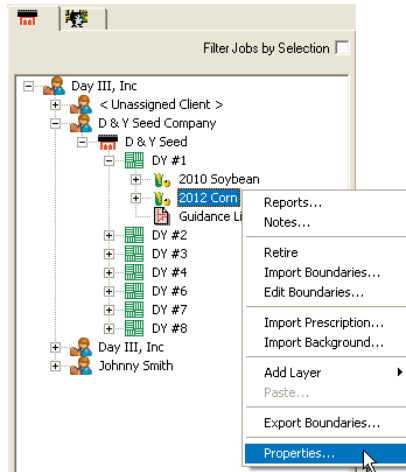
- Click **OK**.

Assigning a Practice and Type

You can assign the *Practice* and *Type* to fields when you submit the data or to the enterprise before data submission.

To assign a *Practice* and *Type* to the enterprise:

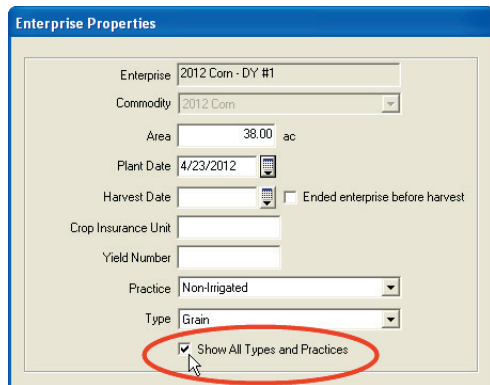
1. In the *Farm* tab, right-click the Crop Enterprise to edit and then select *Properties*:



2. In the *Enterprise Properties* screen, select a *Practice* and *Type* from the drop-down lists:

A screenshot of the 'Enterprise Properties' dialog box. The 'Enterprise' field is set to '2012 Corn - DY #1'. The 'Commodity' dropdown is set to '2012 Corn'. The 'Area' field is '38.00 ac'. The 'Plant Date' is '4/23/2012'. The 'Harvest Date' is empty, and there is a checkbox for 'Ended enterprise before harvest'. The 'Crop Insurance Unit' and 'Yield Number' fields are empty. The 'Practice' dropdown is set to 'Non-Irrigated'. The 'Type' dropdown is set to 'Grain', with a mouse cursor hovering over it. Below these fields is a section titled 'Harvest Info' which contains: 'Landlord' (0 bu), 'Farm' (5396), 'Total' (5396), and 'bu / ac' (142). At the bottom are 'OK' and 'Cancel' buttons.

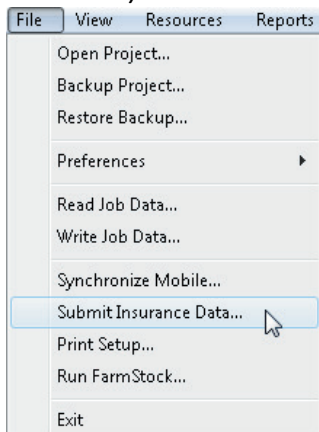
The *Practice* and *Type* lists are limited to the appropriate choices for the field, based on the *State* and *County* selected in the *Field Properties* screen. If the correct *Practice* and *Type* are not listed, select the *Show All Types and Practices* checkbox to show all items for selection:

The screenshot shows the 'Enterprise Properties' dialog box. It contains several input fields: 'Enterprise' (2012 Corn - DY #1), 'Commodity' (2012 Corn), 'Area' (38.00 ac), 'Plant Date' (4/23/2012), 'Harvest Date' (empty), 'Crop Insurance Unit' (empty), 'Yield Number' (empty), 'Practice' (Non-Irrigated), and 'Type' (Grain). At the bottom, there is a checkbox labeled 'Show All Types and Practices' which is checked and highlighted with a red circle.

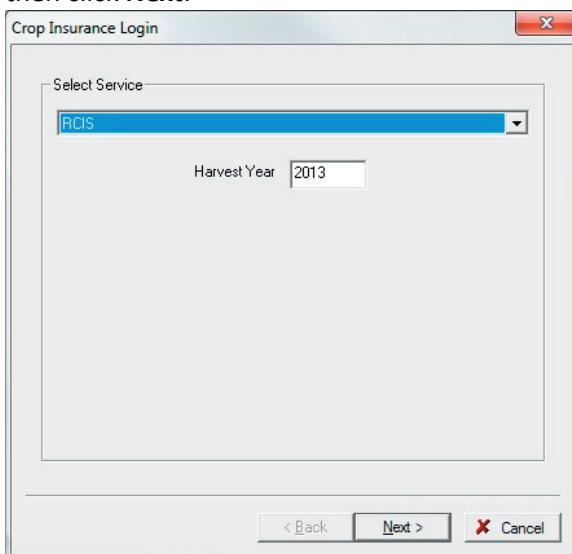
3. Click **OK**.

Submitting data to RCIS

1. Select *File / Submit Insurance Data*:



2. In the *Crop Insurance* screen, select *RCIS* from the drop-down list, enter the correct *Harvest Year* and then click **Next**:

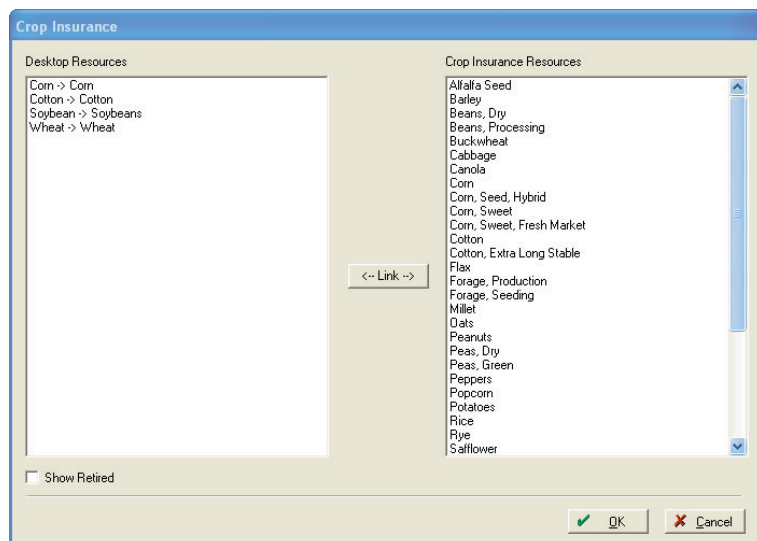
The screenshot shows the 'Crop Insurance Login' dialog box. It has a 'Select Service' drop-down list with 'RCIS' selected. Below it, the 'Harvest Year' is set to 2013. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

3. Once the *Ready to export XML file* message appears, click **Finish**.
4. In the *Save As* dialog, select a location to save the file to and then enter a name.

5. Click **Save** to complete the procedure.
6. If necessary complete the linker screens (see below). Once the procedure is complete, your file will be ready to email or mail to RCIS.

Linking crops

If you have crops within the software that do not have the same name as is used in the Crop Insurance, you are prompted to link the crop listed in the software to the description in the *Crop Insurance Resources* list. To do this, select the crop in the *Desktop Resources* list, select the matching crop in the *Crop Insurance Resources* list, click **Link** and then click **OK**:



Changing Practices and Types

The *Crop Insurance Policies* screen lists all the fields within the selected harvest year that have a county and state assigned to the field, a crop commodity with an RMA identity, and a crop enterprise with a Practice and Type assigned:

Location	Commodity	Practice	Type	Acres	Plant Date	Total Harvest	Harvest Date	Share %
IN - DeKalb Wheat								
Home #5		Organic (Certified) Irr.	No Type Specified	60.00	11/16/2011	2,280.00	5/31/2012	100.00
Smith #1		Organic (Certified) Non-Irr.	No Type Specified	135.00	11/15/2011	5,400.00	6/2/2012	50.00
Smith #2		Organic (Certified) Irr.	No Type Specified	90.00	11/10/2011	3,150.00	5/29/2012	100.00
Total				285.00				
IN - DeKalb Corn								
DY #1		Non-Irrigated	Grain	38.00	5/15/2012	5,396.00	11/15/2012	100.00
Home #1		Irrigated	Grain	150.00	5/1/2012	0.00		100.00
DY #2		Irrigated	Grain	120.00	5/18/2012	16,800.00	11/2/2012	50.00
DY #4		Non-Irrigated	Grain	135.00	5/2/2012	22,410.00	11/13/2012	100.00
DY #7		Irrigated	Grain	110.00	5/8/2012	16,775.00	11/13/2012	100.00
Home #7		Non-Irrigated	No Type Specified	82.00	4/27/2012	0.00		100.00
Total				635.00				
IN - DeKalb Soybeans								
Home #3		Irrigated	No Type Specified	60.00	5/18/2012	0.00		100.00

You can assign or change *Practices* and *Types* on individual fields.

If you want to assign the same *Practice* and *Type* to all of the fields with a selected Commodity, State, or County:

1. Select *Fill / Fill All Values*.
2. In the *Crop Insurance* screen, select the *Show All Types and Practices* checkbox to show all types and practices, not just the ones associated with the state and county:

3. Select the required *Practice* and *Type* from the drop-down lists and then click **OK**.

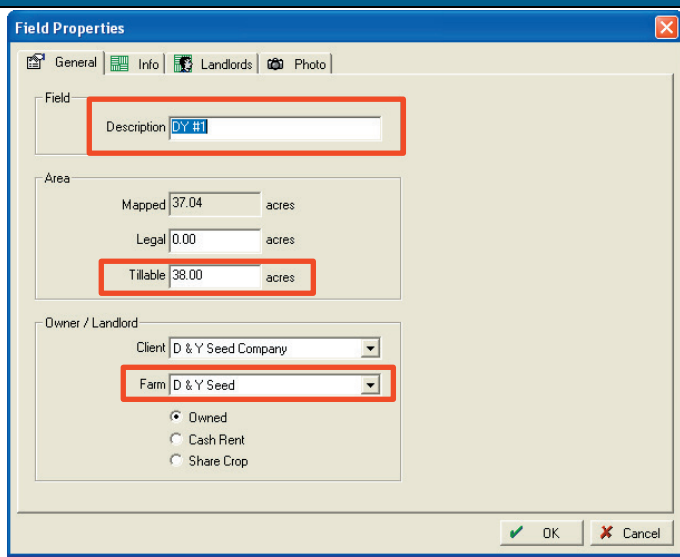
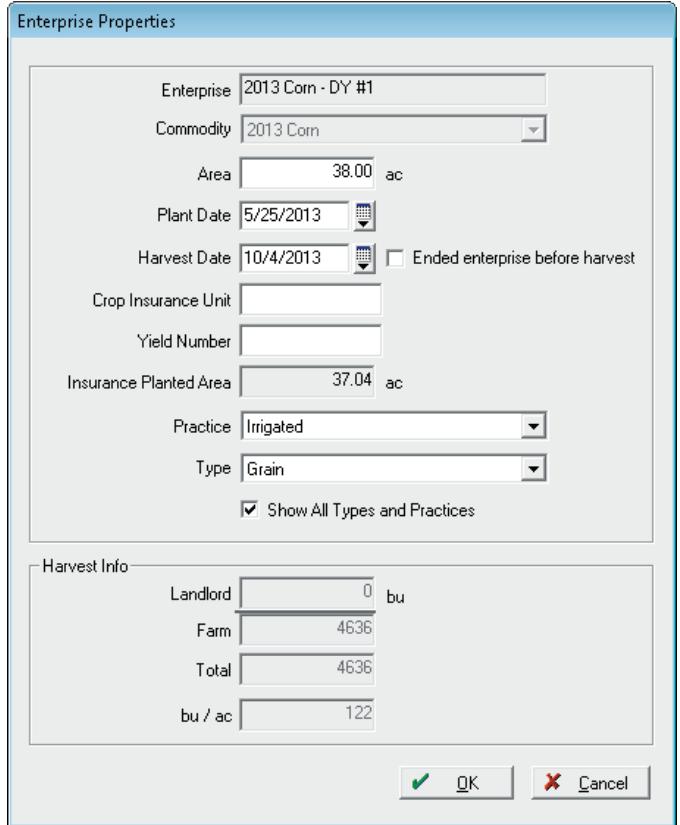
Filtering listed fields

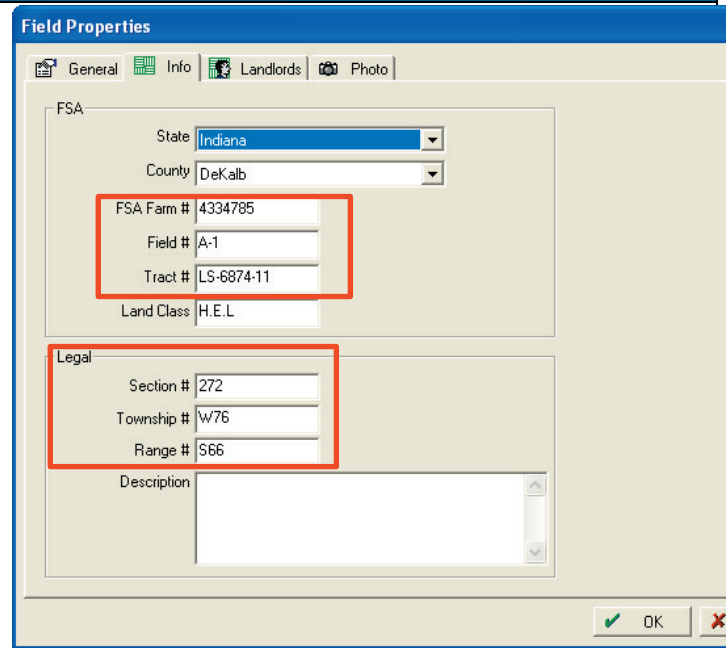
1. Use the *All Operations*, *All Commodities*, or *All Counties* drop-down boxes to filter the listed fields.
2. The fields that are marked with a check sign contain the information that will be submitted to RCIS.
3. Click **OK** to complete the submission process.

Submitted data

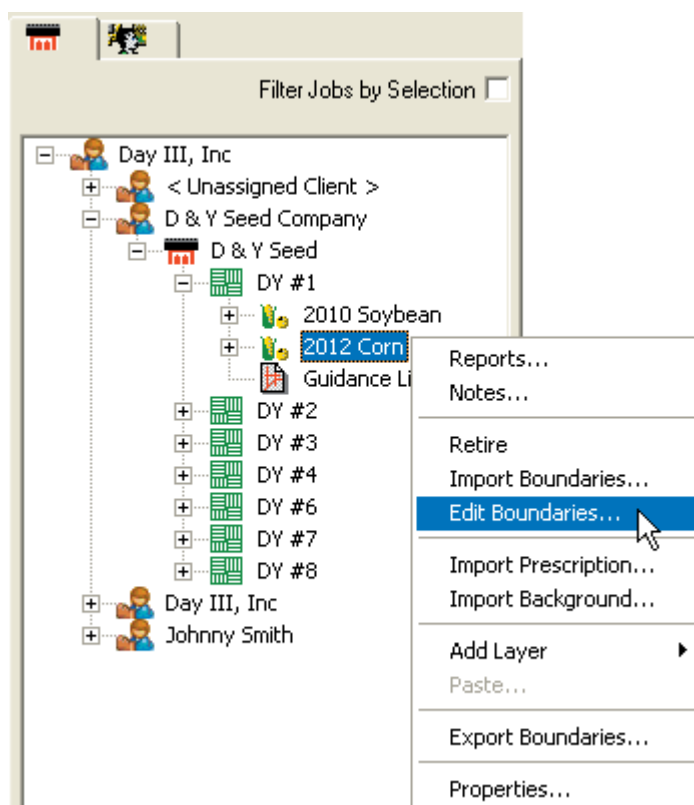
Once the *Submit Insurance Data* process is completed, RCIS will have the following information for each selected field:

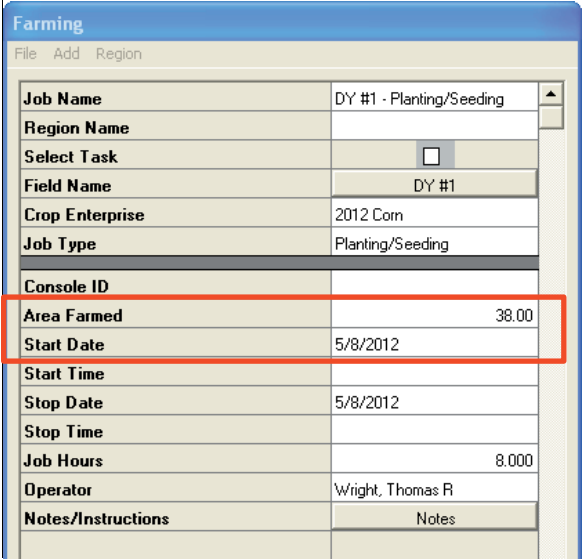
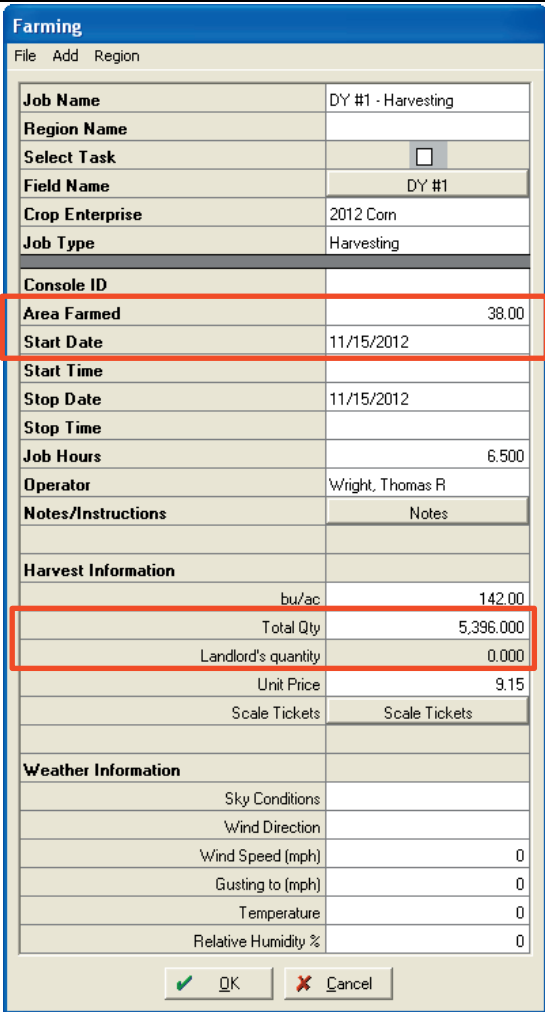
Field	Required?	Description	
Crop Year	Yes	Enterprise year for the particular crop assigned to the field.	
State	Yes	State set up in the <i>Field Properties</i> screen.	
County	Yes	County set up in the <i>Field Properties</i> screen.	

Field	Required?	Description	
Field Name	Yes	Field name for each field.	
Acres	No	This item represents the number of acres that can typically be tilled for the field. When a new crop is planted, the program will default that crop to these acres. This value is not used for Crop Insurance Reporting.	
Farm Name	Yes	The name of the farm each field is assigned to.	
Insurance Planted Area	Yes	This value is calculated by taking the total area from the Planting layer and removing any overlapping areas.	
Practice	Yes	Practice for this enterprise selected in the <i>Enterprise Properties</i> screen.	
Type	Yes	Type for this enterprise selected in the <i>Enterprise Properties</i> screen.	

Field	Required?	Description	
FSA Farm	Yes	FSA Farm Number entered in the <i>Field Properties</i> screen.	
FSA Field	Yes	FSA Field Number entered in the <i>Field Properties</i> screen.	
FSA Tract	Yes	FSA Tract Number entered in the <i>Field Properties</i> screen.	
Legal Section	Yes	Legal Section Number entered in the <i>Field Properties</i> screen.	
Legal Township	Yes	Legal Township Number entered in the <i>Field Properties</i> screen.	
Legal Range	Yes	Legal Range Number entered in the <i>Field Properties</i> screen.	

RCIS will receive the enterprise boundary for the crop. To verify the enterprise boundary, right-click the Enterprise and then select *Edit Boundaries*:



Field	Required?	Description	
Planting Date (Start Date)	Yes	Date crop was planted. This date comes from any Planting or Seeding farming operations entered into the program for the particular field and enterprise. Note: If there is more than one Plant Date each plant date and the planted acres are included.	
Planting Acres (Area Farmed)	Yes	The acres actually planted. This information comes from any Planting or Seeding farming operations entered into the program for the particular field and enterprise. Note: Verify that the Planting Acres or Area Farmed on the planting operation are correct before submitting the data to RCIS. Make changes as necessary as these are the acres RCIS will look for.	
Harvest Date (Start Date)	Yes	This date comes from any Harvest farming operations entered into the program for the particular field and enterprise. Note: If there is more than one Harvest Date, each harvest date and the planted acres are included.	
Harvest Acres (Area Farmed)	Yes	Acres Harvested. This information comes from the Harvest farming operations entered into the program for this field and enterprise. Note: Verify that the Planting Acres or Area Farmed on the planting operation are correct before submitting the data to RCIS. Make changes as necessary as these are the acres RCIS looks for.	
Quantity (Total Quantity)	Yes	Total of harvest for this field. This information comes from the Harvest farming operations entered into the program for the particular field and enterprise.	
Harvest Share (Landlord Quantity)	Yes	The amount of harvest share if there is a landlord share for this field. The share amount is set up in the Landlord tab of the Field Properties screen.	