

Purpose

Use this procedure to display the work item and adjust the CRP and MPL acres at the tract level and then mark the work item complete.

Trigger

Perform this procedure when a CRP update appears in the workflow.

Prerequisites

- CRP workflow task is present in user's Worklist

Helpful Hints

- "xxxx" within a document represents a variable, which may consist of a name, number, etc.
- In the field description tables, **R** indicates the action is required, **O** indicates the action is optional, and **C** indicates the action is conditional.
- The following notes may be used throughout this work instruction:

Note type	Icon	Description
A general note of information		This is the most commonly used note icon. It is the default icon in the uPerform system for all notes. Use this icon for general information that falls out of the scope of these other icons.
A cautionary note		Use this note to communicate to the end-user of something that MUST be completed or another trigger that should be started and is related to the procedure.
A critical note		Use this note to specify something that MUST NOT be done during the procedure.
Contact someone		Use this icon to specify to the end-



		<p>user the need to initiate a communication within the organization due to an event in the procedure.</p>
<p>A reference is available</p>		<p>Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.</p>



Procedure

1. Start the transaction from the MIDAS CRM Home Page.



Please note: for farms with one tract, the CRP and MPL acres are not directly updated by the I-019 interface. As a workaround, end users will receive a workflow item and will manually perform the same work instructions on a single tract farm as a multi-tract farm.

Additionally, MIDAS allows users to change the tract level CRP Cropland without any regard to the farm level CRP Cropland. As a workaround, users tally CRP Cropland from associated contracts and allocate to the tract level. The user will have to make sure that the tract level acres add up to the farm level acres.

Home

2. Click the Worklist **Worklist** second level navigation option.



Worklist

Due	Subject	Sent Date	Due Date	Priority	Associated Busi...	Process	Sub Process
	Please update the CRP Cropland at the T...	02-06-2...	02-06-2013	5 Me...	Farm 42-001-2192	Farm Records	Approval on CRP Data Update
	Missed Deadline: Please update the CRP Cropland at the Tract level for Farm 2192			5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
	Missed Deadline: Please update the CRP Cropland at the T...			5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-30-2...	01-30-2013	5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
	Missed Deadline: Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-4833	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-14-2...	01-15-2013	5 Me...	Farm 18-139-4833	Farm Records	Approval on CRP Data Update
	Missed Deadline: Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Missed Deadline: Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-14-2...	01-14-2013	5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Missed Deadline: Farm record CRP data...	01-11-2...		5 Me...	Farm 18-139-3683	Farm Records	Approval on CRP Data Update

- Click on the subject of the workflow task "Please update the CRP Cropland at the Tract level for Farm XXXX" to display the task.



This Workflow item is generated when a new CRP contract is approved, contract acres are modified on an existing CRP contract, or if the existing CRP Contract is terminated or expires in the legacy CRP system.

Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

Decision: Yes

Workflow Task

Subject	Please update the CRP Cropland at the Tract level f...	Status	Ready
Sent Date	02-06-2013	Priority	5 Medium
Due Date	02-06-2013		

Description

Dear User,
 CRP data pertaining to farm record 2192 has been updated and requires allocation of the updated acres to the Tract level. Please navigate to this farm record using the link below in Associated Business Objects assignment block and allocate 2.00 and 3.00 acres to the Tract level(s) as appropriate.

Farm Number: 2192

CRP Acres: 2.00

MPL Acres: 3.00

- Scroll down to display the Associated Business Object.



CRP Acres and MPL Acres are individual fields and will require separate updates.



Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

The screenshot shows a workflow task window titled "Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192". The main content area displays "CRP Acres: 2.00" and "MPL Acres: 3.00". Below this, there is a section for "Associated Business Objects" with a table:

Description	Type
Farm Number 2192	Farm Record

There is also an "Attachments" section with a "No result found" message and a "Recipients" section.

- Click the Farm Number link to open the Farm Record requiring an update to the CRP and MPL Acres.

Farm: 169246, 42-001-2192

The screenshot shows the "Farm: 169246, 42-001-2192" record. The "Land Data" section contains the following information:

Farmland Acres:	11.78	Wetland Reserve Prog Acres:	0.00
Cropland Acres:	8.11	Farmed Wetland Program Acres:	0.00
DCP Cropland Acres:	8.11	Effective DCP Cropland Acres:	8.11
CRP Cropland Acres:	0.00	Double Cropped Acres:	0.00
WBP Acres:	0.00	Sugarcane Base Acres:	0.00
GRP Acres:	0.00	CRP MPL Acres:	0.00
State Conservation Acres:	0.00	Waterbank Prog. Acre:	0.00
Other Conservation Acres:	0.00	HEL Determination:	No
EWP Program Acres:	0.00	FAV/WR History:	No
DCP Ag Related Activity Acres:	0.00		

The "Base Acres" section contains a table with the following data:

Crop Name	Crop Year	Base acres	CCC-505 CRP...	PTPP Redu. A...	Direct Yield	CC Yield
WHEAT	2012	0.60	0.00	0.00	28.0000	28.0000

- Click the Edit button to edit the Farm Record.



Farm: 169246, 42-001-2192

The screenshot displays the 'Land Data' section with the following values:

Farmland Acres:	11.78	Wetland Reserve Prog Acres:	0.00
Cropland Acres:	8.11	Farmed Wetland Program Acres:	0.00
DCP Cropland Acres:	8.11	Effective DCP Cropland Acres:	8.11
CRP Cropland Acres:	0.00	Double Cropped Acres:	0.00
WBP Acres:	0.00	Sugarcane Base Acres:	0.00
GRP Acres:	0.00	CRP MPL Acres:	0.00
State Conservation Acres:	0.00	Waterbank Prog. Acres:	0.00
Other Conservation Acres:	0.00	HEL Determination:	No
EWP Program Acres:	0.00	FAV/WR History:	No
DCP Ag Related Activity Acres:	0.00		

The 'Base Acres' section shows a table with the following data:

Crop Name	Crop Year	Base acres	CCC-505 CRP...	PTPP Redu. A...	Direct Yield	CC Yield
WHEAT	2012	0.60	0.00	0.00	28.0000	28.0000

7. Scroll up to display the IBase hierarchy.



All edits to the CRP and MPL acres will be done at the tract level in MIDAS.

Farm: 169246, 42-001-2192

The screenshot displays the 'Installed Base Hierarchy' section with the following data:

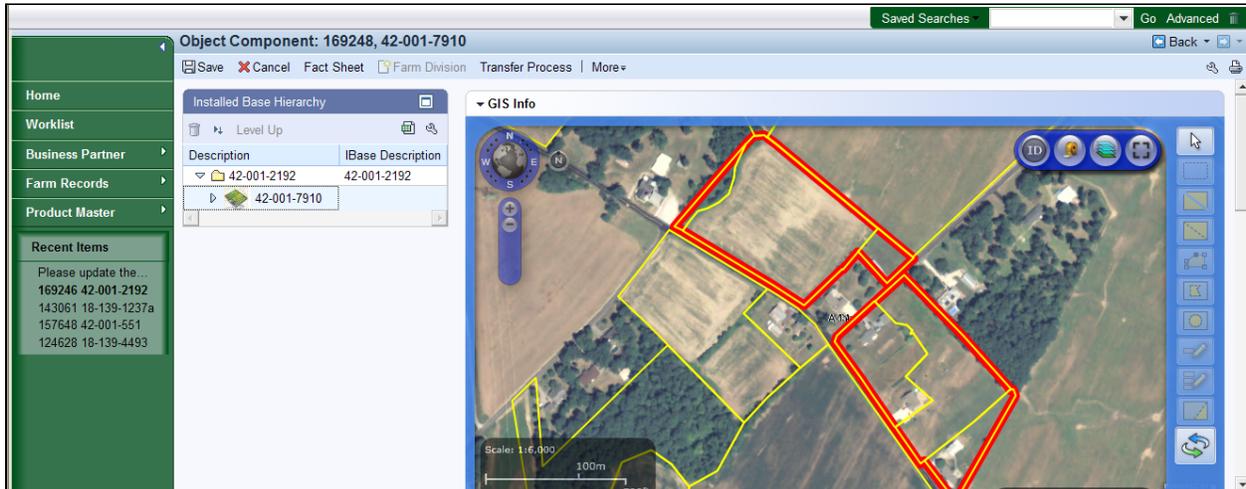
Description	IBase Description
42-001-2192	42-001-2192
42-001-7910	42-001-7910

The 'GIS Info' section shows a map of the farm with a red outline highlighting a specific tract. The map includes a scale of 1:2,400 and a 100m scale bar.

8. Click on the tract number to display the tract level data.

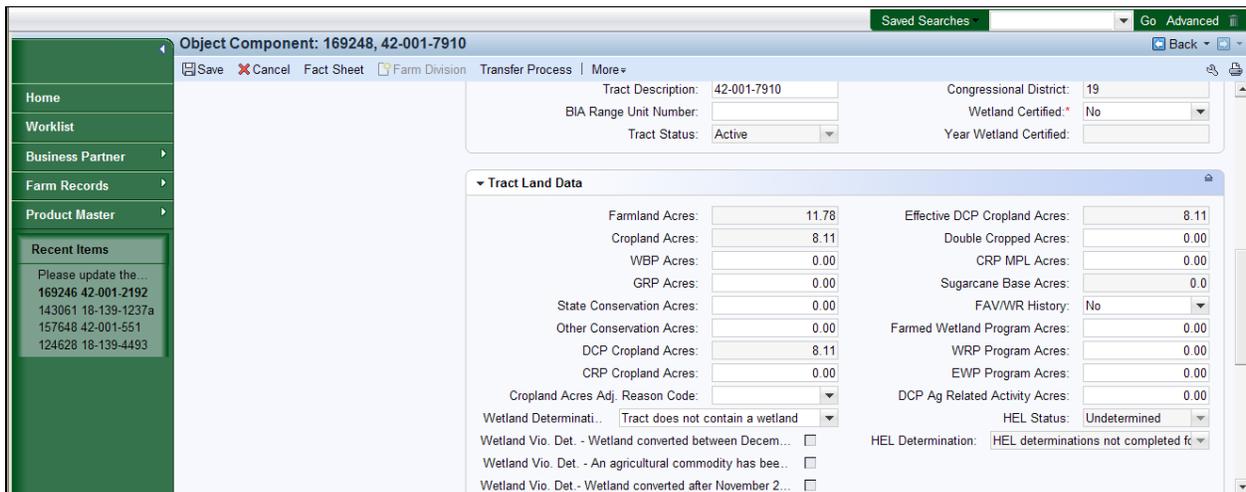


Object Component: 169248, 42-001-7910



9. Scroll down to display the Tract Land Data assignment block.

Object Component: 169248, 42-001-7910



10. As required, complete/review the following fields:

Field	R/O/C	Description
CRP Cropland Acres:	R	Land that is enrolled in the Conservation Reserve Program that was cropland prior to CRP enrollment and continues to be cropland Example: 2



Field	R/O/C	Description
CRP MPL Acres:	R	<p>Conservation Reserve Program Marginal Pasture Land is land enrolled in the Conservation Reserve Program that is not cropland, but is eligible for CRP enrollment due to its proximity to a body of water. By rule, it can't have been considered cropland at the time it was enrolled or after</p> <p>Example: 3</p>

Object Component: 169248, 42-001-7910

11. Click the Save  button.



Object Component: 169248, 42-001-7910

Object Component: 169248, 42-001-7910

Tract Description: 42-001-7910 Congressional District: 19
 BIA Range Unit Number: Wetland Certified: No
 Tract Status: Active Year Wetland Certified:

Tract Land Data

Farmland Acres:	11.78	Effective DCP Cropland Acres:	6.11
Cropland Acres:	8.11	Double Cropped Acres:	0.00
WBP Acres:	0.00	CRP MPL Acres:	3.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	0.00	FAV/WR History:	No
Other Conservation Acres:	0.00	Farmed Wetland Program Acres:	0.00
DCP Cropland Acres:	8.11	WRP Program Acres:	0.00
CRP Cropland Acres:	2.00	EWP Program Acres:	0.00
Cropland Acres Adj. Reason Code:		DCP Ag Related Activity Acres:	0.00
Wetland Determinati... Tract does not contain a wetland		HEL Status:	Undetermined
Wetland Vio. Det. - Wetland converted between Decem...	<input type="checkbox"/>	HEL Determination:	HEL determinations not completed fc
Wetland Vio. Det. - An agricultural commodity has bee...	<input type="checkbox"/>		
Wetland Vio. Det. - Wetland converted after November 2...	<input type="checkbox"/>		

12. Click the Expand message area button to display the notification.

Object Component: 169248, 42-001-7910

Object Component: 169248, 42-001-7910

Tract Description: 42-001-7910
 BIA Range Unit Number:
 Tract Status: Active

Tract Land Data

Farmland Acres:	11.78	Effective DCP Cropland Acres:	6.11
Cropland Acres:	8.11	Double Cropped Acres:	0.00
WBP Acres:	0.00	CRP MPL Acres:	3.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	0.00	FAV/WR History:	No
Other Conservation Acres:	0.00	Farmed Wetland Program Acres:	0.00
DCP Cropland Acres:	8.11	WRP Program Acres:	0.00
CRP Cropland Acres:	2.00	EWP Program Acres:	0.00
Cropland Acres Adj. Reason Code:		DCP Ag Related Activity Acres:	0.00
Wetland Determinati... Tract does not contain a wetland		HEL Status:	Undetermined
Wetland Vio. Det. - Wetland converted between Decem...	<input type="checkbox"/>	HEL Determination:	HEL determinations not completed fc
Wetland Vio. Det. - An agricultural commodity has bee...	<input type="checkbox"/>		
Wetland Vio. Det. - Wetland converted after November 2...	<input type="checkbox"/>		

Installed base with number 169246 saved

13. Click the Show Page History (Back) menu dropdown in the upper right hand corner.



Object Component: 169248, 42-001-7910

Object Component: 169248, 42-001-7910

Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

Search: Farms
Object Component: 143156, 18-139-0001891

Tract Land Data

Farmland Acres:	11.78	Effective DCP Cropland Acres:	6.11
Cropland Acres:	8.11	Double Cropped Acres:	0.00
WBP Acres:	0.00	CRP MPL Acres:	3.00
GRP Acres:	0.00	Sugarcane Base Acres:	0.0
State Conservation Acres:	0.00	FAV/WR History:	No
Other Conservation Acres:	0.00	Farmed Wetland Program Acres:	0.00
DCP Cropland Acres:	8.11	WRP Program Acres:	0.00
CRP Cropland Acres:	2.00	EWP Program Acres:	0.00
Cropland Acres Adj. Reason Code:		DCP Ag Related Activity Acres:	0.00
Wetland Determinati... Tract does not contain a wetland		HEL Status:	Undetermined
Wetland Vio. Det. - Wetland converted between Decem...	<input type="checkbox"/>	HEL Determination:	HEL determinations not completed fo
Wetland Vio. Det. - An agricultural commodity has bee...	<input type="checkbox"/>		
Wetland Vio. Det. - Wetland converted after November 2...	<input type="checkbox"/>		

14. Select the Workflow Task from the dropdown menu to return to the Workflow item.



The Show Page History (Back) menu dropdown will display a list of the last 5 screens in order from most recent to least.

Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

Back

CRP Acres: 2.00
MPL Acres: 3.00

Associated Business Objects

Description	Type
Farm Number 2192	Farm Record

Attachments New | Add Note

No result found

Recipients

15. Scroll up to display the Execute Decision button.



Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

Workflow Task: Please update the CRP Cropland at the Tract level for Farm 2192

Decision: Yes

Apply and execute the selected decision

Subject	Status
Please update the CRP Cropland at the Tract level f...	Ready

Sent Date: 02-06-2013
Priority: 5 Medium
Due Date: 02-06-2013

Description

Dear User,
CRP data pertaining to farm record 2192 has been updated and requires allocation of the updated acres to the Tract level. Please navigate to this farm record using the link below in Associated Business Objects assignment block and allocate 2.00 and 3.00 acres to the Tract level(s) as appropriate.

Farm Number: 2192
CRP Acres: 2.00
MPL Acres: 3.00

16. Click the Execute Decision button to indicate the task is complete.



The system will verify that the CRP and MPL Acres on the tract match the number in the workflow task before allowing it to be marked complete.

Worklist

Worklist

Alerts | Personalize Alerts

No result found

Workflow Tasks | Personalize Workflow Tasks

Due	Subject	Sent Date	Due Date	Priority	Associated Busi...	Process	Sub Process
●	Missed Deadline: Please update the CRP...	01-30-2...		5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
●	Missed Deadline: Please update the CRP...	01-30-2...		5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
●	Please update the CRP Cropland at the T...	01-30-2...	01-30-2013	5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
●	Missed Deadline: Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-4833	Farm Records	Approval on CRP Data Update
●	Please update the CRP Cropland at the T...	01-14-2...	01-15-2013	5 Me...	Farm 18-139-4833	Farm Records	Approval on CRP Data Update
●	Missed Deadline: Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
●	Missed Deadline: Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
●	Please update the CRP Cropland at the T...	01-14-2...	01-14-2013	5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
●	Missed Deadline: Farm record CRP data...	01-11-2...		5 Me...	Farm 18-139-3683	Farm Records	Approval on CRP Data Update
●	Farm record CRP data 29,50 and 29,50 a...	01-11-2...	01-11-2013	5 Me...	Farm 18-139-4614	Farm Records	Approval on CRP Data Update

Expand message area

Expand

Back 1 2 Forward

17. Click the Expand message area button to display the notification message.



Worklist

Worklist

Alerts | Personalize Alerts

No result found

Decision successfully executed and work item completed

Workflow Tasks | Personalize Workflow Tasks

Due	Subject	Sent Date	Due Date	Priority	Associated Busi...	Process	Sub Process
	Missed Deadline:Please update the CRP...	01-30-2...		5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
	Missed Deadline:Please update the CRP...	01-30-2...		5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-30-2...	01-30-2013	5 Me...	Farm 18-139-650	Farm Records	Approval on CRP Data Update
	Missed Deadline:Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-4833	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-14-2...	01-15-2013	5 Me...	Farm 18-139-4833	Farm Records	Approval on CRP Data Update
	Missed Deadline:Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Missed Deadline:Please update the CRP...	01-14-2...		5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Please update the CRP Cropland at the T...	01-14-2...	01-14-2013	5 Me...	Farm 18-139-491	Farm Records	Approval on CRP Data Update
	Missed Deadline:Farm record CRP data...	01-11-2...		5 Me...	Farm 18-139-3683	Farm Records	Approval on CRP Data Update
	Farm record CRP data 29,50 and 29,50 a...	01-11-2...	01-11-2013	5 Me...	Farm 18-139-4614	Farm Records	Approval on CRP Data Update

Expand

Back 1 2 Forward

18. When the system displays the notification, "Decision successfully executed and work item completed." You have completed the transaction.



When the system displays the notification, "Decision successfully executed and work item completed." You have completed the transaction.



Result

You have successfully updated the CRP acres at the tract level and completed the Workflow Task.



Next Steps

You have %s.