

Purpose

The purpose of this process is to divide one CLU into two in order to indicate a physical boundary, the enrollment of part of the CLU in CRP, ownership change, or some other program purpose.

Trigger

Perform this procedure when a new physical boundary is added, the enrollment of part of the CLU in CRP, or to divide a CLU for another program purpose.

Prerequisites

- Farm Record exists in MIDAS with at least one CLU

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.

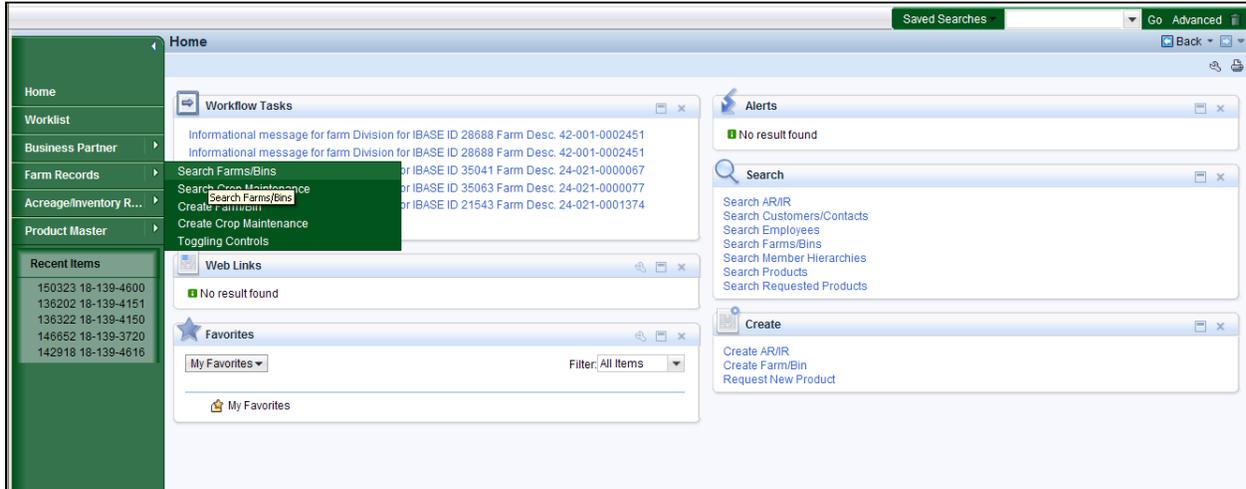
Contact someone		Use this icon to specify to the end-user the need to initiate a communication within the organization due to an event in the procedure.
A reference is available		Use this note to specify that more information is available in another location. You may reference SOPs, another system, or document.



Procedure

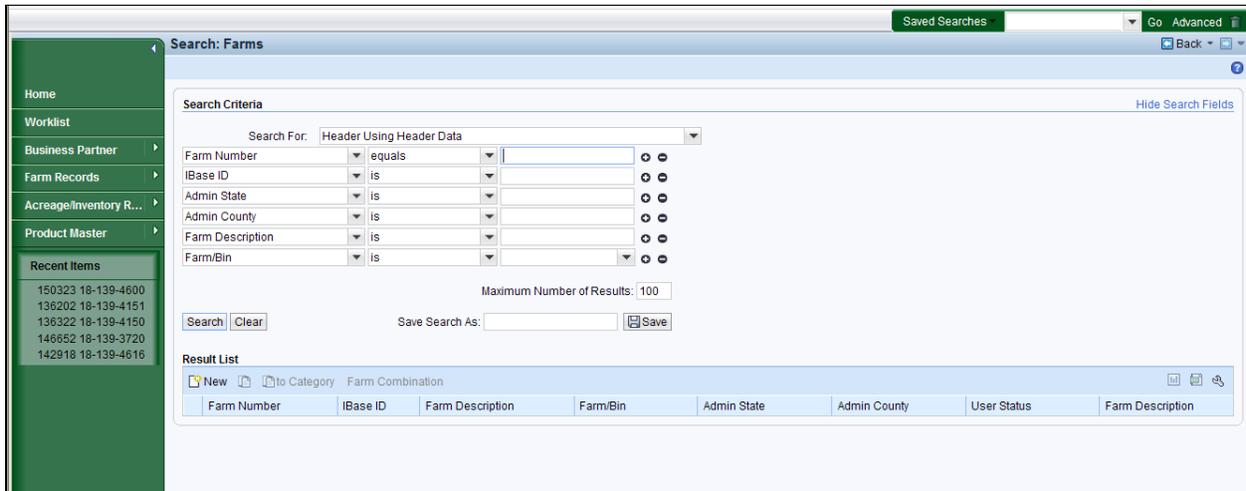
1. Start the transaction from the MIDAS CRM Home Page.

Home



2. Click **Search Farms/Bins** link Search Farms/Bins

Search: Farms



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

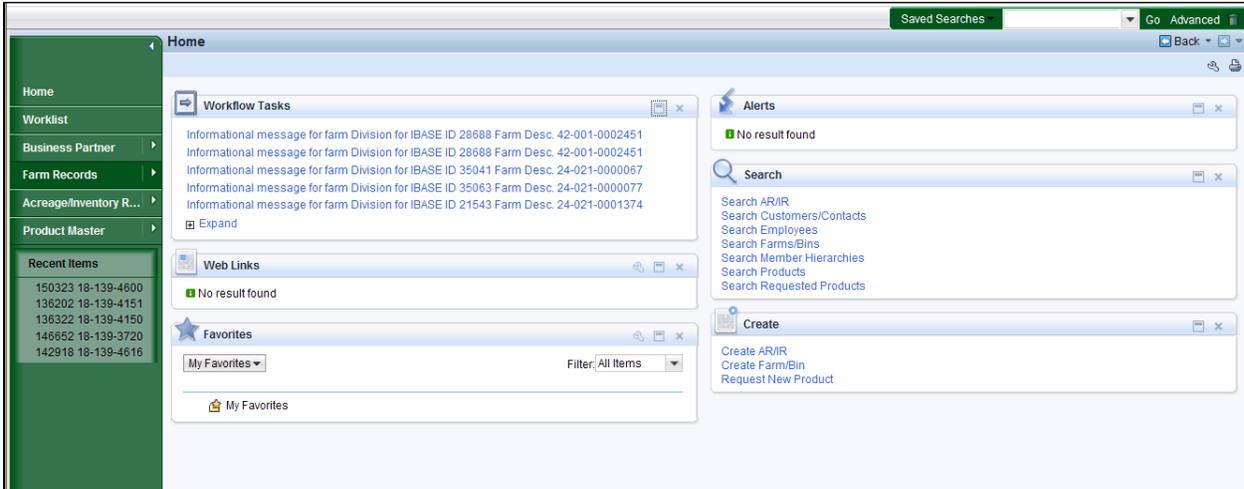
Field	R/O/C	Description
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Field	R/O/C	Description
Ibase ID	R	SAP generated number assigned to each Farm Record Example: 4600

 Users can use any of the search options or a combination of search options in the screen above. For more information on the Farm Records search, see the simulation, "Search for a Farm Record."

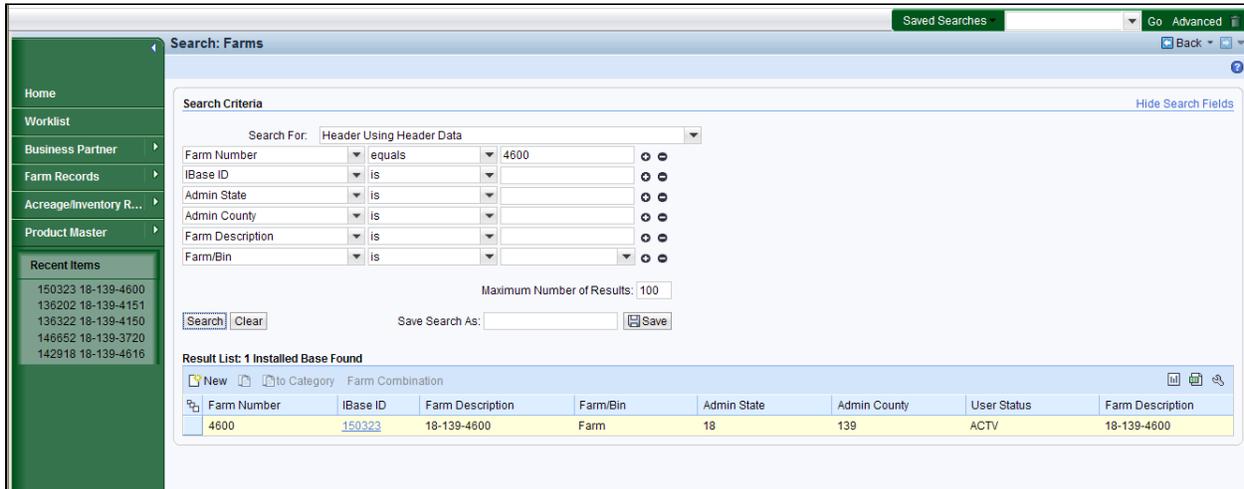
- Click the **Search**  button.

Home



- Click the **Farm Records** secondary navigation button .

Search: Farms



Search: Farms

Search Criteria

Search For: Header Using Header Data

Farm Number	equals	4600
IBase ID	is	150323
Admin State	is	18
Admin County	is	139
Farm Description	is	18-139-4600
Farm/Bin	is	18-139-4616

Maximum Number of Results: 100

Search Clear Save Search As: Save

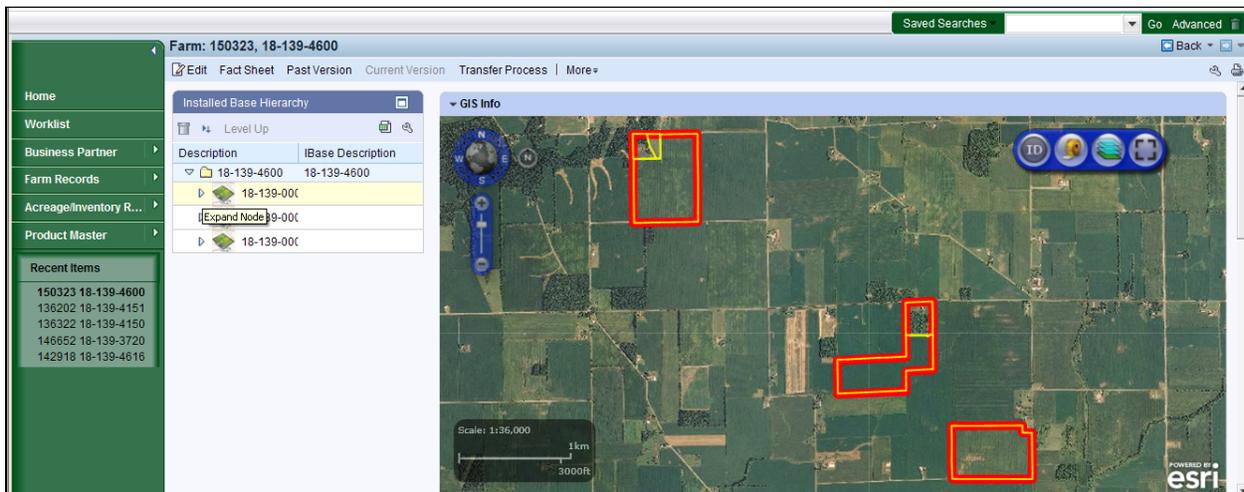
Result List: 1 Installed Base Found

Farm Number	IBase ID	Farm Description	Farm/Bin	Admin State	Admin County	User Status	Farm Description
4600	150323	18-139-4600	Farm	18	139	ACTV	18-139-4600

6. Click the **IBase Id** link to open the Farm Record.

 Please note: MIDAS may display an error message. As a workaround, search for the farm and start the business process again.

Farm: 150323, 18-139-4600



Farm: 150323, 18-139-4600

Installed Base Hierarchy

Description	IBase Description
18-139-4600	18-139-4600
18-139-000	18-139-000
Expand Node 18-139-000	18-139-000
18-139-000	18-139-000

GIS Info

Scale: 1:35,000

1km

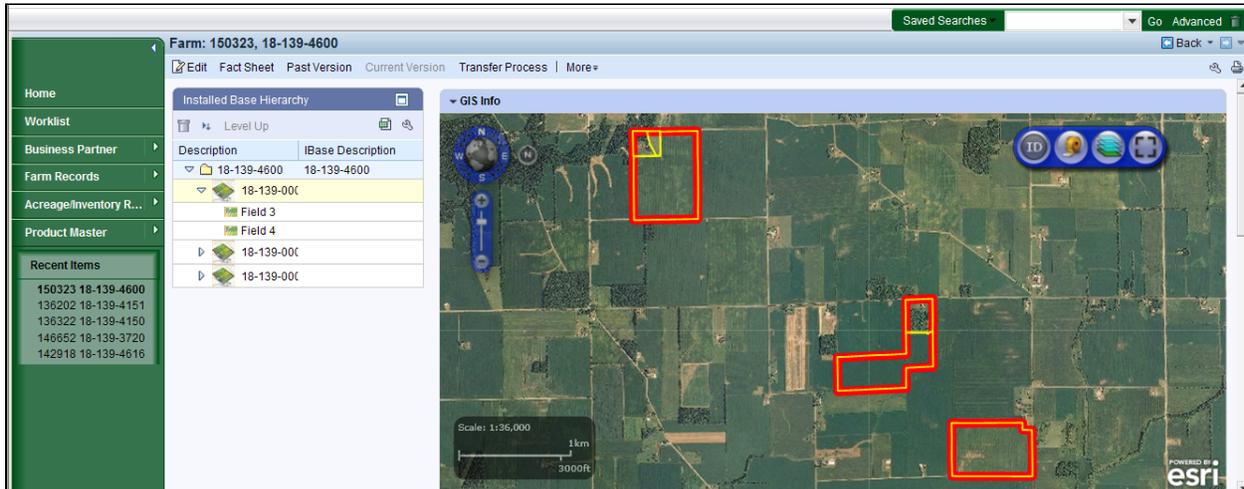
3000ft

POWERED BY esri

7. Click the **expand node** button  next to the tract that contains the CLU to be split.

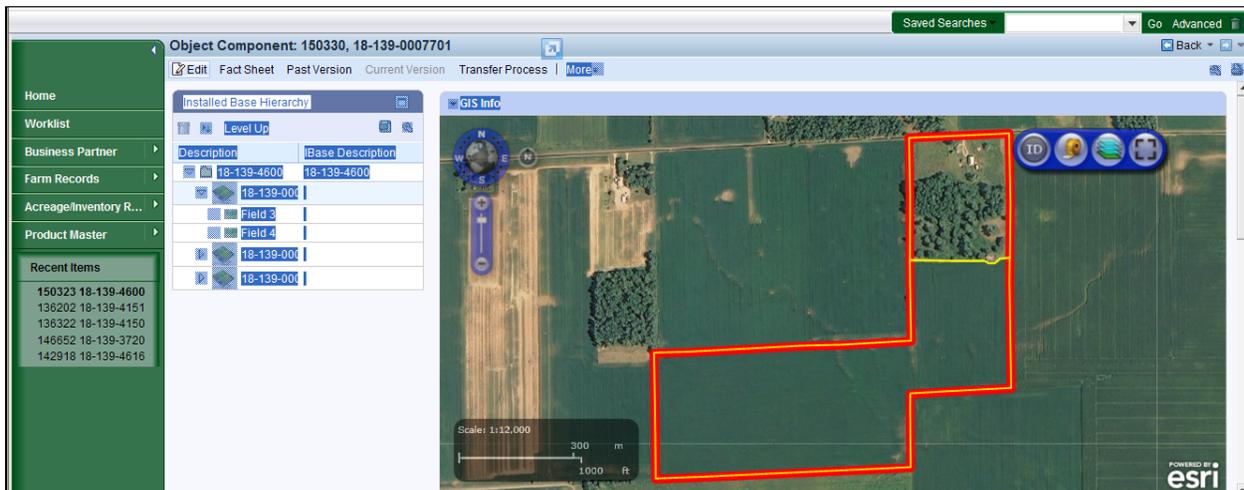
 The expand node button will display the fields in the tract.

Farm: 150323, 18-139-4600



- Click the Tract number to zoom to the tract in the GIS Info assignment block.

Object Component: 150330, 18-139-0007701

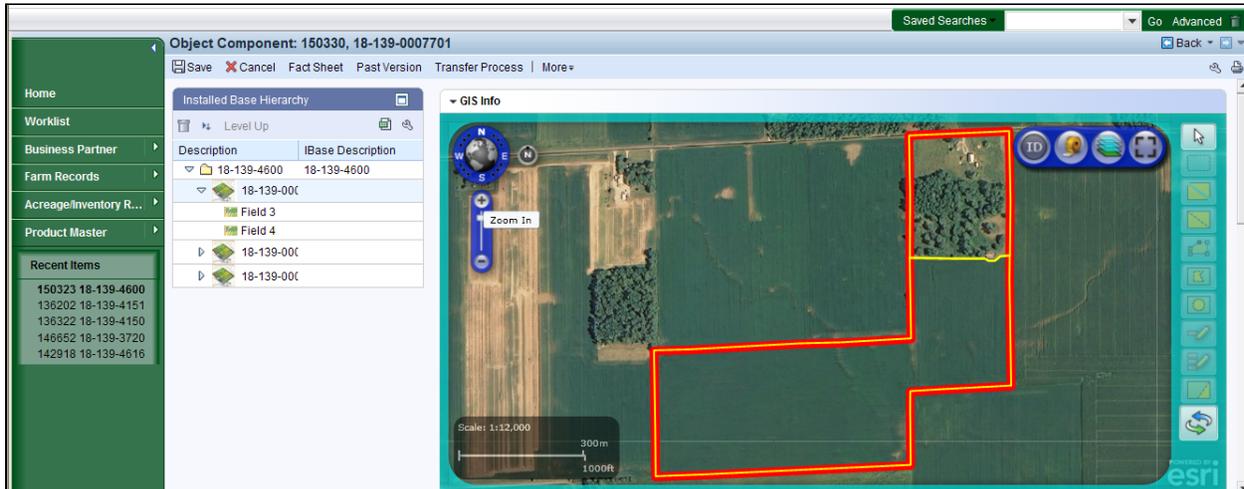


- Click the **Edit**  button to edit the Farm Record.



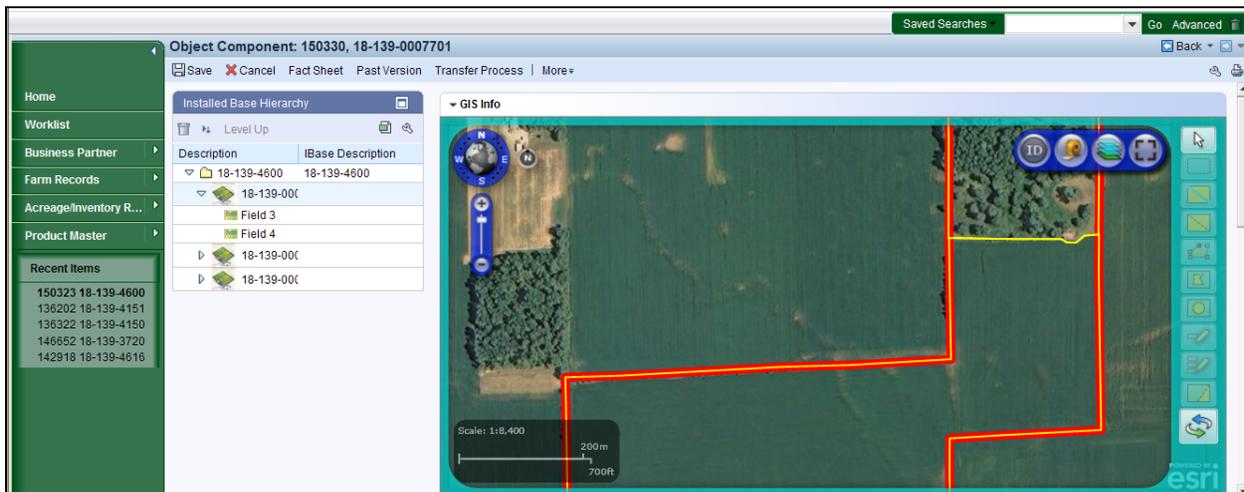
Please note: you will not be able to pan while in edit mode. As a workaround, please use the direction compass options (upper left of GIS window) to navigate within the GIS pane.

Object Component: 150330, 18-139-0007701



10. Click the **Zoom In**  button.

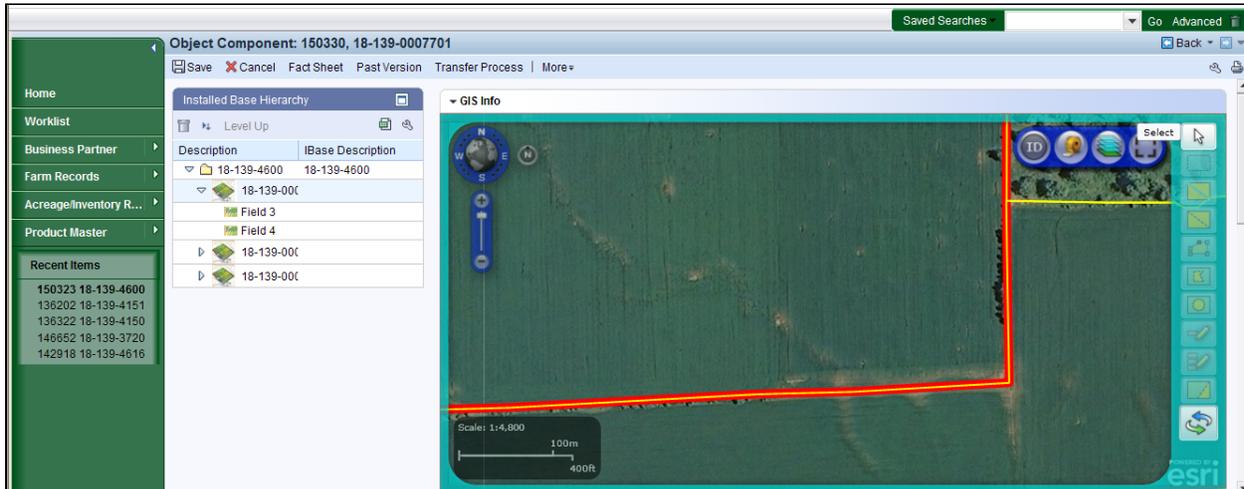
Object Component: 150330, 18-139-0007701



11. Click the **Zoom In**  button again to zoom in further.

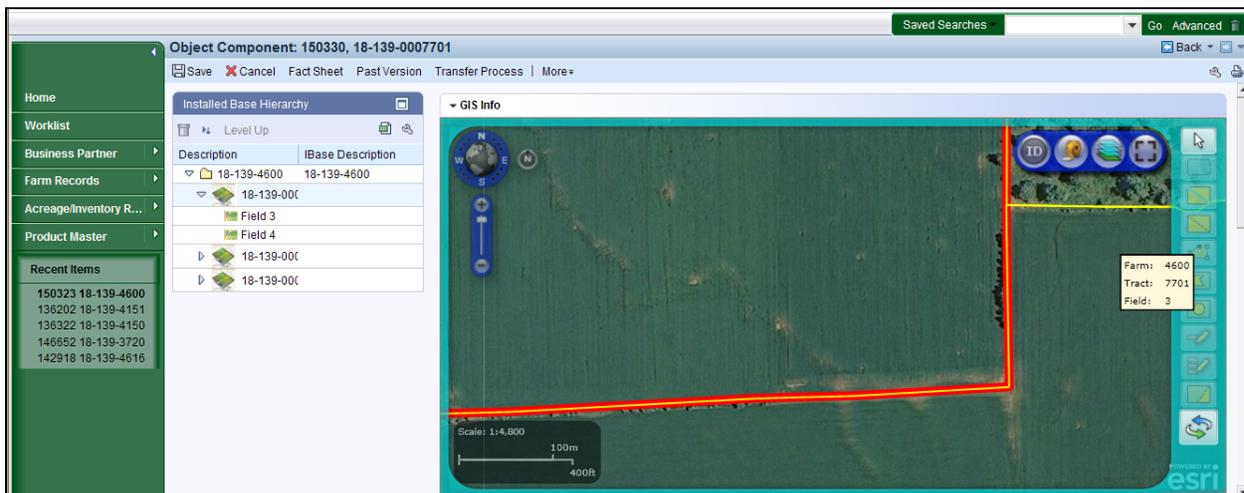
 In order to activate the Edit CLU toolbar, the zoom must be at least 1:4800.

Object Component: 150330, 18-139-0007701



12. Click the **Select**  button to select the CLU to be split.

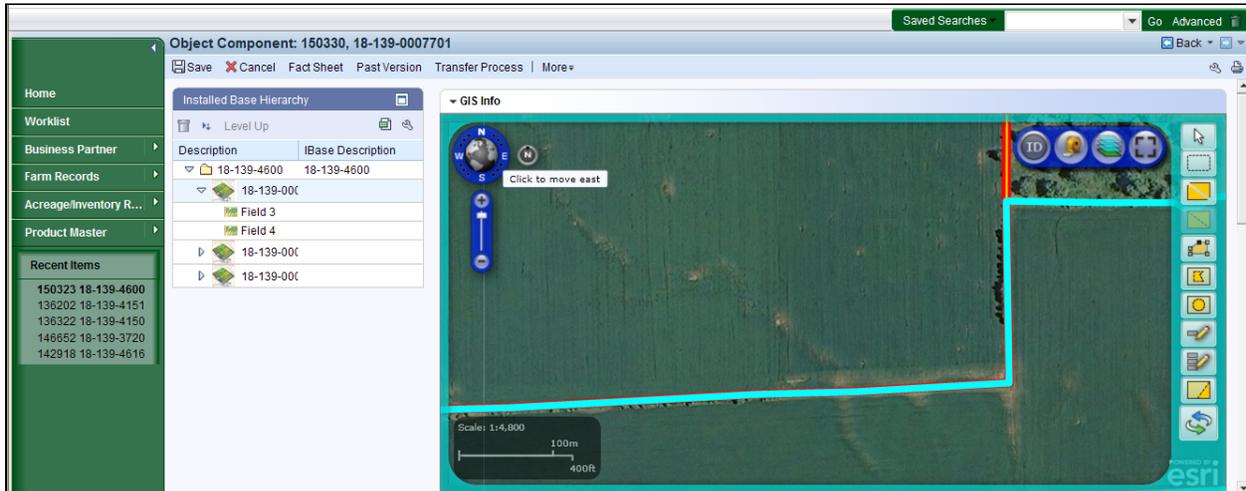
Object Component: 150330, 18-139-0007701



13. After clicking the **Select** button, click the CLU to be split.

 After selection, the CLU boundary line will change from red to aquamarine.

Object Component: 150330, 18-139-0007701

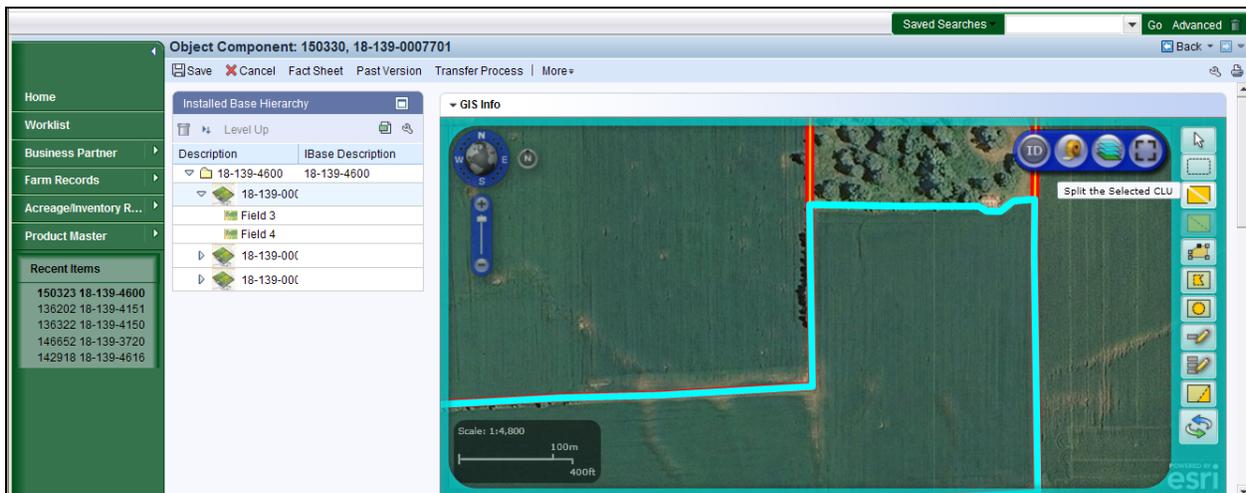


14.



Use the **compass** buttons to adjust the view in the necessary direction.

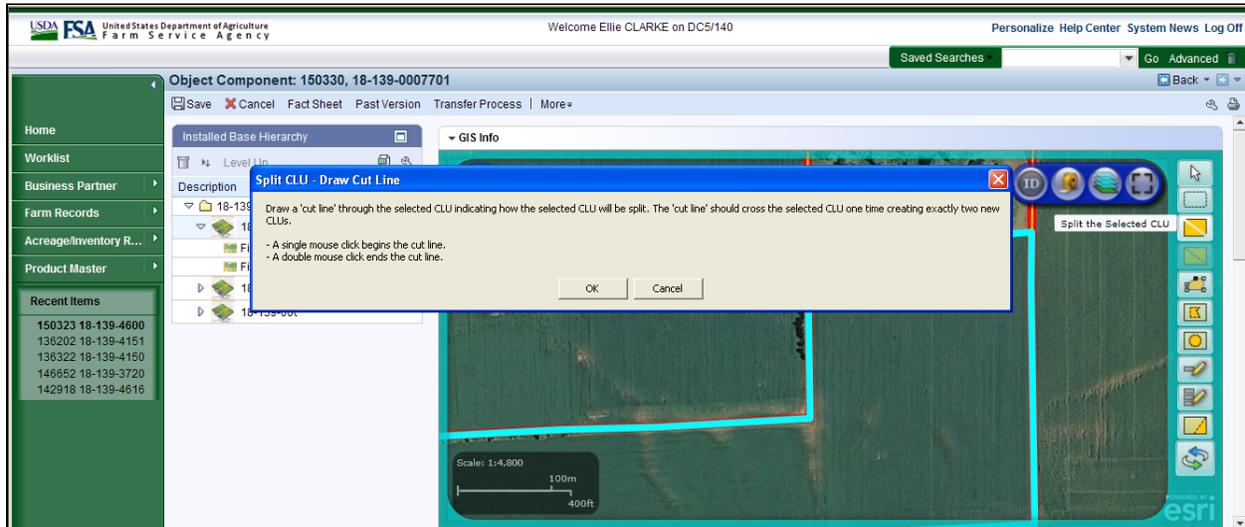
Object Component: 150330, 18-139-0007701



15.

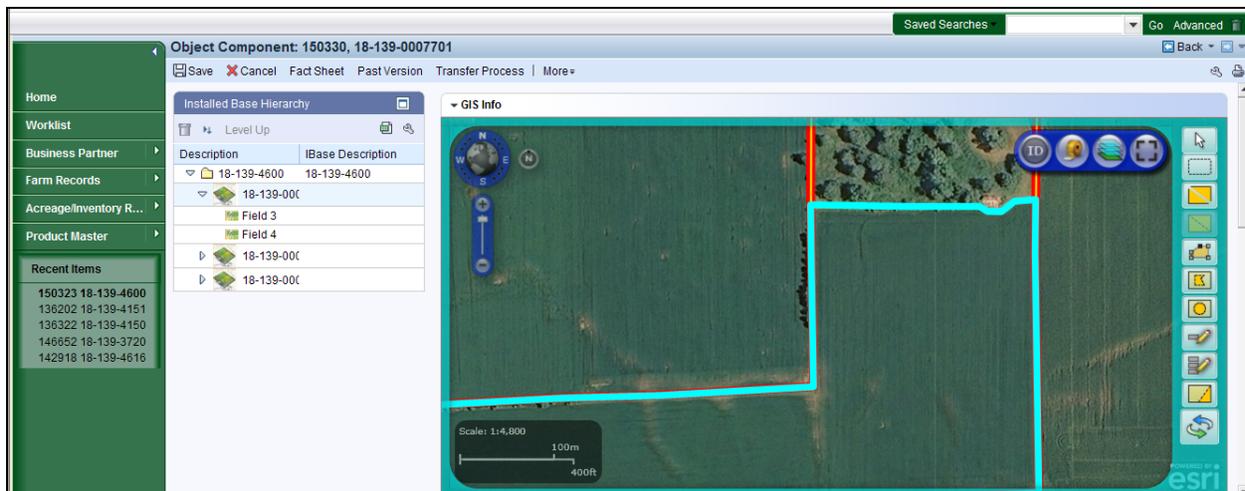
Click the **Split CLU**  button to activate the split CLU tool.

Split CLU - Draw Cut Line



- Click the **OK**  button to confirm the process of clicking once to begin the line and double-clicking to stop drawing.

Object Component: 150330, 18-139-0007701

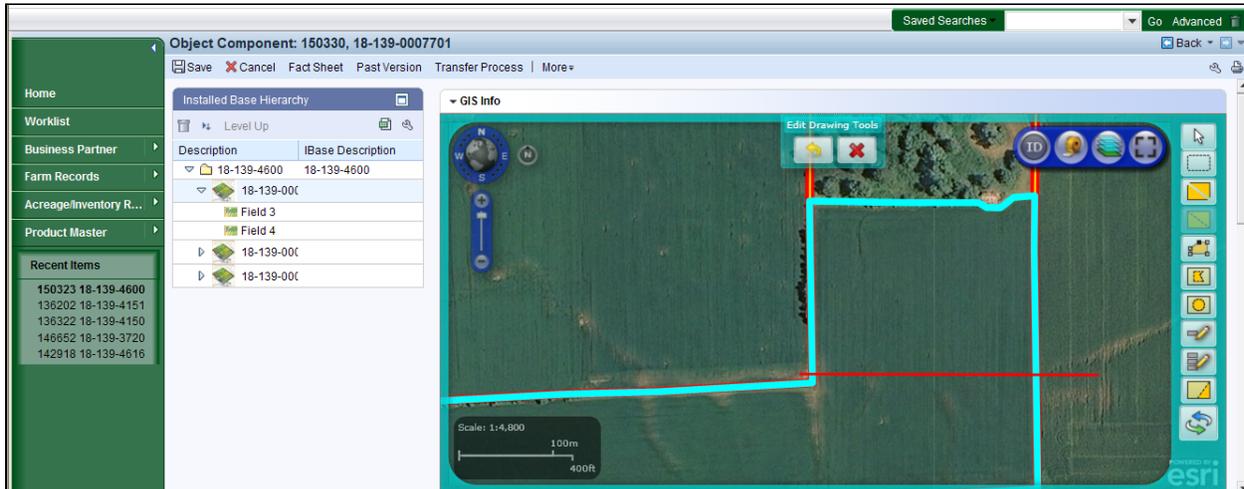


- Click outside of the CLU where the split line should begin.



Start the line outside of the CLU boundary and drag it across the CLU to draw the new boundary.

Object Component: 150330, 18-139-0007701

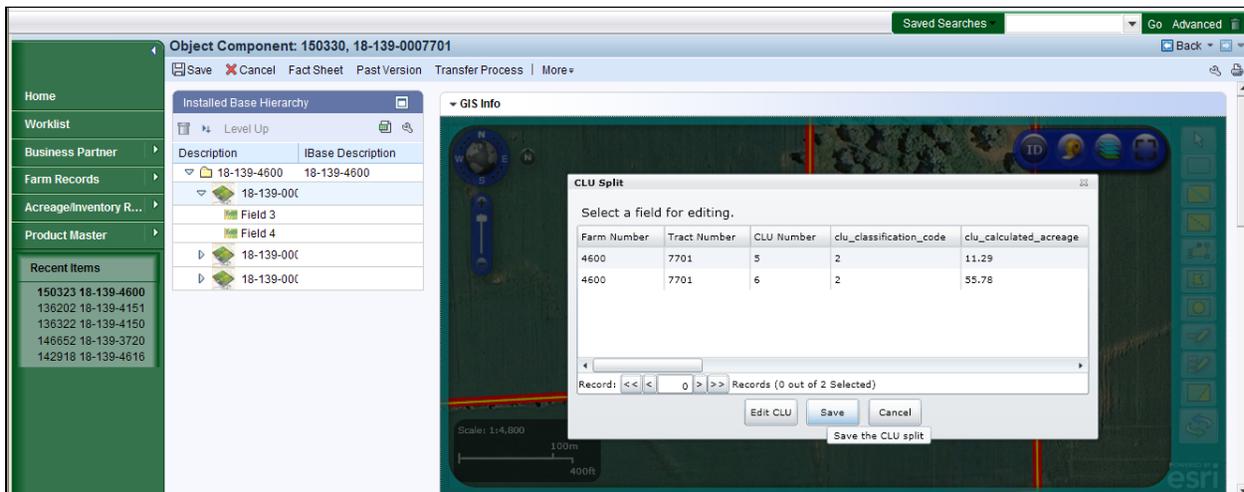


18. Double-click to stop the split CLU tool.



The line must cross the CLU boundary or the split will not complete and an error message will be generated.

Object Component: 150330, 18-139-0007701

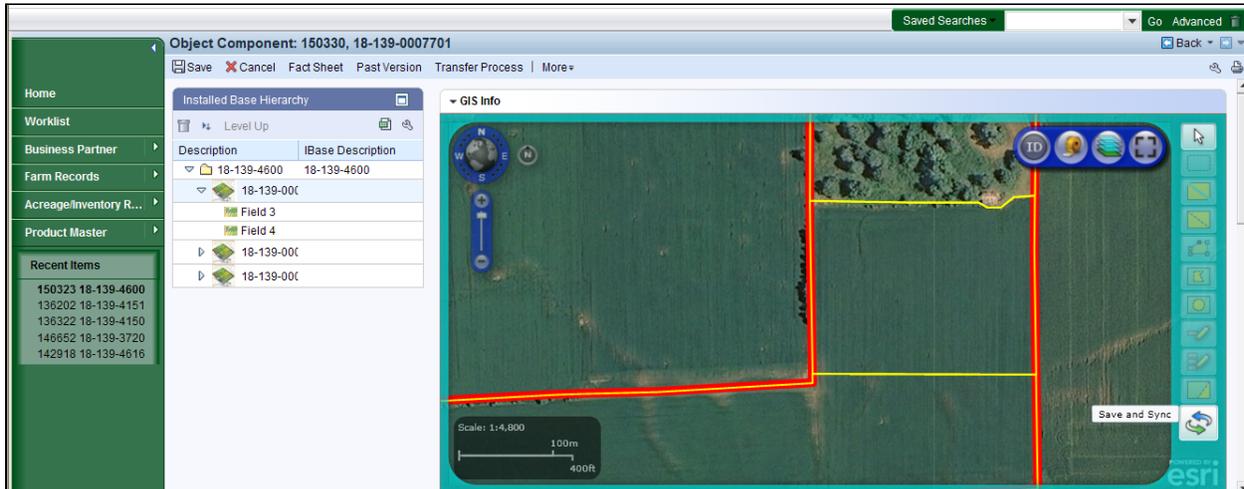


19. Click the **Save**  button.



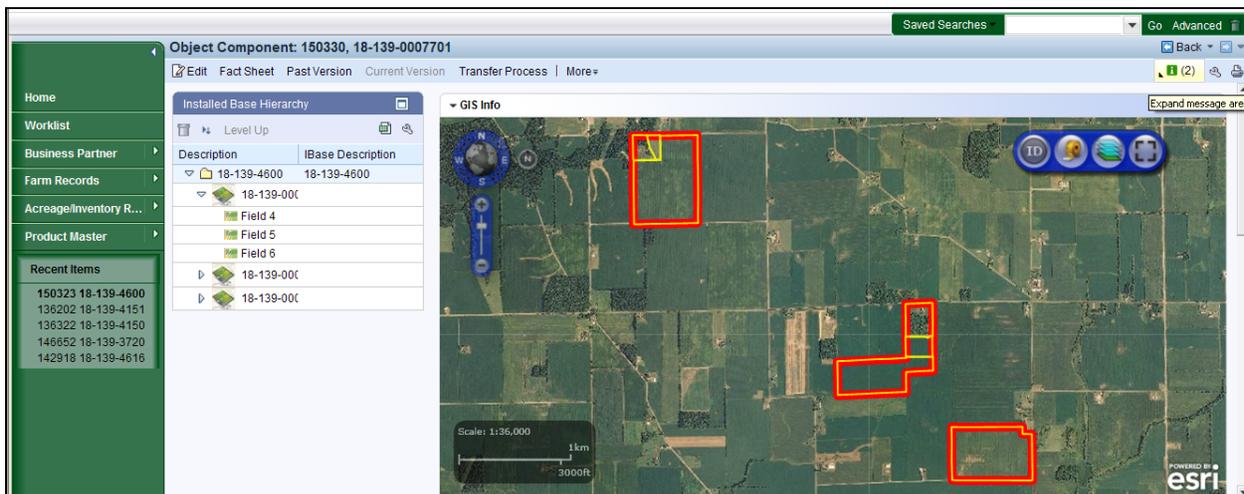
The pop-up will display what the new split CLU numbers will be and their acreages. Clicking Save will finalize the process.

Object Component: 150330, 18-139-0007701



20.  Click the **Save and Sync** button.

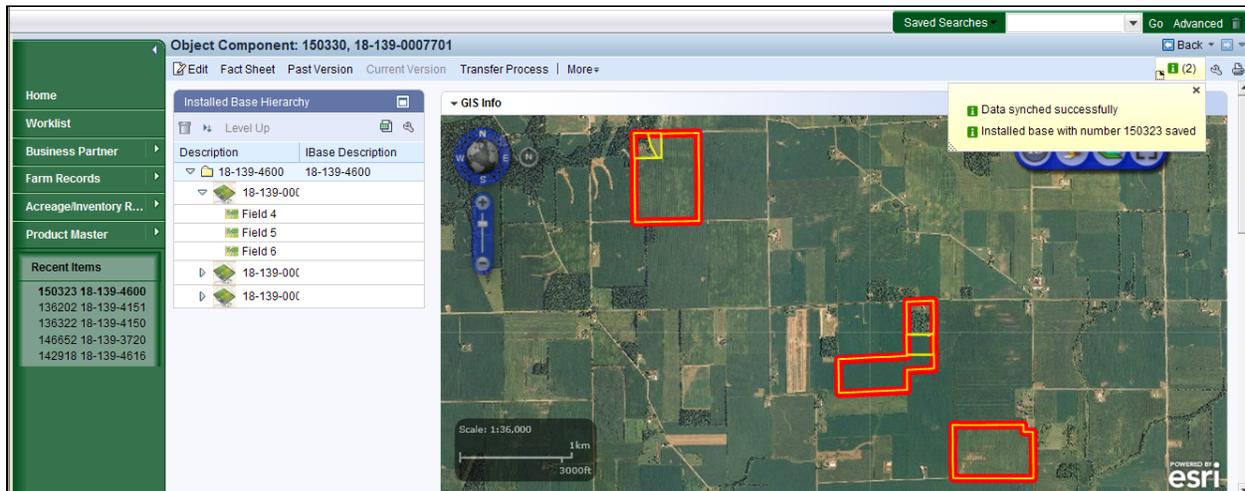
Object Component: 150330, 18-139-0007701



21. Click the **Expand message area**  button.

-  Notice that the original Field 3 has been split into Fields 5 and 6.
-  Please note: the hierarchy may not immediately update after splitting the CLU. As a workaround, navigate away from the farm. Search for the farm. The desired results display.

Object Component: 150330, 18-139-0007701



22. Click the Home button **Home** to return to the main screen.



The new CLU numbers are now reflected in the Ibase hierarchy.



Result

You have successfully split a CLU.



Next Steps

You have %s.