

For: State and County Offices

Reconstitution Tracking and Reports in CRM Farm Records

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Prior to the implementation of MIDAS CRM, the Web Farm Records System (FRS) tracked completed reconstitutions with a reconstitution ID number and provided multiple reconstitution reports to assist users in identifying the history and changes to a farm’s structure.

The initial deployment of MIDAS CRM did not include the reconstitution tracking functionality. MIDAS Release 2.19 enhanced CRM Farm Records to include the ability to track completed reconstitutions with the addition of a reconstitution identification number and reconstitution reports. Reconstitutions completed prior to MIDAS Release 2.19 will not be updated with a reconstitution ID and will not appear in reconstitution reports.

B Purpose

This notice advises State and County Offices of the following:

- information on the additional reconstitution tracking functionality for completed or submitted reconstitutions
- the addition of three new reconstitution reports and functionality to assist users with identifying the history of a farm or tract and summarizing reconstitutions completed in a County Office
- requirements for using the reconstitution reports and tracking functionality
- the MIDAS CRM users that have access to the reconstitution reports
- instructions for running the reconstitution reports.

Disposal Date	Distribution
June 1, 2018	State Offices; State Offices relay to County Offices

2 Reconstitution History

A Reconstitution Identification Number

A reconstitution identification number will be system generated for all tract or farm reconstitutions when:

- a tract reconstitution has been completed
- a farm reconstitution has been submitted for approval.

All reconstitutions completed after MIDAS Release 2.19, including both farm and tract reconstitutions, will be numbered sequentially starting with reconstitution ID #1 through the number of reconstitutions completed by the end of FY. All reconstitution ID numbers will be unique within the administrative State and county for the FY. The reconstitution ID number will revert back to 1 at the beginning of each FY.

Note: The reconstitution identification number will not be generated on reconstitutions completed in CRM Farm Records prior to this software update (MIDAS Release 2.19). As a result, reconstitutions completed in CRM prior to this update will not be listed in the newly created reconstitution reports.

The reconstitution ID number generated for a reconstitution should be entered on FSA-155, Request for Farm Reconstitution in data entry field “**2. Reconstitution No:**”.

Note: The reconstitution ID number will not print on the FSA-156EZ at this time. This functionality is expected to be a future enhancement to the software.

B Reconstitution History Assignment Blocks

New **Reconstitution History** assignment blocks have been added at both the farm and tract levels. The **Reconstitution History** assignment blocks display the reconstitution history for the completed reconstitution(s) for the selected farm or tract. Users have the ability to generate a reconstitution history report from within this assignment block.

Note: The assignment blocks will only display the reconstitution history for reconstitutions completed after the software update. Prior reconstitutions will not be available.

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2 Reconstitution History (Continued)

B Reconstitution History Assignment Blocks (Continued)

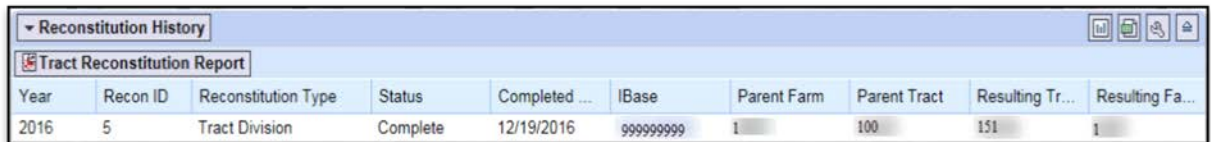
If a selected farm from the CRM farm hierarchy is the result of a farm reconstitution, the reconstitution history will be displayed within the **Reconstitution History** assignment block at the farm level. The assignment block will be blank if no reconstitution history is available or the farm was not a result of a farm reconstitution completed after the software update.



The screenshot shows a software interface with a dropdown menu set to 'Reconstitution History'. Below it is a button labeled 'Farm Reconstitution Report'. A table displays the following data:

Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed ...	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2017	2	Farm Combination	Pending	02/13/2017		999999998	1	100	999999999

If a selected tract from the CRM farm hierarchy is the result of a tract reconstitution, the reconstitution history will be displayed within the **Reconstitution History** assignment block at the tract level. The assignment block will be blank if no reconstitution history is available or the tract was not a result of a tract reconstitution completed after the software update.



The screenshot shows a software interface with a dropdown menu set to 'Reconstitution History'. Below it is a button labeled 'Tract Reconstitution Report'. A table displays the following data:

Year	Recon ID	Reconstitution Type	Status	Completed ...	IBase	Parent Farm	Parent Tract	Resulting Tr...	Resulting Fa...
2016	5	Tract Division	Complete	12/19/2016	999999999	1	100	151	1

Note: Within the **Reconstitution History** assignment blocks a reconstitution history report can be generated by clicking on either the “Farm Reconstitution Report” or “Tract Reconstitution Report” button. More information will be provided on the farm or tract reconstitution history reports in paragraphs 4 and 5.

2 Reconstitution History (Continued)

C Accessing the Reconstitution Reports

The following 3 reconstitution report options have been developed to assist counties and States with tracking and reviewing completed reconstitutions:

- Reconstitution County Summary Report
- Farm Reconstitution History
- Tract Reconstitution History.

The reconstitution reports are available through the Farm Records homepage under the **Reports** assignment block. To access the Farm Records homepage and the reconstitution reports, from the CRM Homepage screen:

- CLICK “Farm Records” in the left navigation menu
- then CLICK the “Reconstitution Reports” option.



2 Reconstitution History (Continued)

C Accessing the Reconstitution Reports (Continued)

Once “Reconstitution Reports” is selected the Search Criteria screen will be displayed. The “Reconstitution County Summary Report” and associated search options are defaulted. A different reconstitution report can be chosen from the “Select Report:” drop down menu.

Reconstitution Reports - County Summary Report [Back]

Search Criteria [Hide Search Fields](#)

Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution Co [01 Reconstitution County Summary Report
02 Farm Reconstitution History
03 Tract Reconstitution History]

Year [] equals []

State [] is [] Any State [] []

County [] is [] Any County [] []

Reconstitution Number [] equals [] [] []

Reconstitution level [] is [] [] []

Date Range [] is between [] and [] [] []

[Search] [Clear All] [Reset to Defaults]

Result List

Reco...	Reconstit...	Status	Submi...	Comp...	Paren...	Paren...	Paren...	Result...	Result...	Resu...
No result found										

Each report provides detailed reconstitution history based on the search criteria entered. Search results will be displayed in the **Result List** assignment block. Options are then available to generate the associated reconstitution report from the Result List in PDF or export the results to an Excel spreadsheet.

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3 Reconstitution County Summary Report

A Overview

The Reconstitution County Summary Report provides the option to identify reconstitutions completed in the selected administrative State and county by searching the following criteria:

- Year (fiscal year)*
- State (administrative)*
- County (administrative)*
- Reconstitution Number
- Reconstitution Level (farm or tract)
- Date Range.

Note: The entered date range must be within the specified FY entered for “Year” and cannot span multiple FY’s.

Note: * Entries are required for **Year**, **State**, and **County** to create a “Reconstitution County Summary Report.” Failure to enter one or more of these entries will result in a “hard stop” message informing users to enter the missing search criteria.

The screenshot shows a web-based search interface titled "Search Criteria". At the top, there is a dropdown menu for "Select Report:" with "Reconstitution County Summary Report" selected. Below this, there are several rows of search criteria, each with a dropdown for the field name, a dropdown for the operator, and a text input field for the value. The criteria are: Year (operator: equals, value: 2017), State (operator: is, value: Any State), County (operator: is, value: Any County), Reconstitution Number (operator: equals, value: empty), Reconstitution level (operator: is, value: empty), and Date Range (operator: is between, value: empty). Each row has a magnifying glass icon and a reset icon. At the bottom, there are three buttons: "Search", "Clear All", and "Reset to Defaults".

Field	Operator	Value
Year	equals	2017
State	is	Any State
County	is	Any County
Reconstitution Number	equals	
Reconstitution level	is	
Date Range	is between	

Regardless of the search criteria entered, the data returned in the **Result List** assignment block will display the following information for a valid search. See the following screen.

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3 Reconstitution County Summary Report (Continued)

A Overview (Continued)

The screenshot shows a search interface with the following fields and values:

- Select Report: Reconstitution County Summary Report
- Year: 2016
- State: Any State
- County: Any County
- Reconstitution Number: (empty)
- Reconstitution level: (empty)
- Date Range: (empty)

Buttons: Search, Clear All, Reset to Defaults

Result List: 13 Reconstitution entries Found

Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Combination	Complete	12/16/2016	12/16/2016	6001	6001	12351	6001	12380	
							12354			
2	Tract Combination	Complete	12/16/2016	12/16/2016	6001	6001	12353	6001	12381	
							12355			
							12356			
							12357			
							12380			
3	Tract Division	Complete	12/19/2016	12/19/2016	6001	6001	12381	6001	12398	
									12399	

See Exhibit 1 for additional instructions for generating the Reconstitution County Summary Report and for a description of the returned data in the **Result List** of each listed reconstitution.

B Reconstitution County Summary Report Results

Reports can be generated from the **Result List** once a valid search has been completed. Users have the following options:

- **Reconstitution Count** – a display showing a summary of the number of reconstitutions completed by type and status based on the search criteria and **Result List**
- **Reconstitution Report** – PDF Reconstitution Status Report listing all reconstitution data available in the **Result List** based on the search criteria
- **Export to Spreadsheet** – an option to export all data listed within the **Result List** to an Excel spreadsheet.

The screenshot shows the result list interface with the following options highlighted by red circles:

- Reconstitution Counts
- Reconstitution Report
- Export to Spreadsheet (represented by a spreadsheet icon)

Re...	Reconstituti...	St...	Submit...	Com...	Pare...	Par...	Par...	Resulti...	Resulti...	Resulting IBase
1	Tract Combi...	Co...	12/16/...	12/16/...	...	6001	12351	6001	12380	

See Exhibit 1 for instructions and examples of each report option.

4 Farm Reconstitution History Report

A Overview

The “Farm Reconstitution History Report” option provides users the ability to identify the reconstitution(s) associated with a specific farm or IBase within the selected administrative State and county. Entry is required for a farm or IBase along with an administrative State and county. The search criteria for the Farm Reconstitution History Report are as follows:

- State (administrative)*
- County (administrative)*
- Farm Number*
- IBase*
- Year.

Note: Entering an FY is optional and will limit the search for reconstitutions associated with the entered farm to the specified year. If the reconstitutions did not occur within the specified year, the results will be blank.

Note: *Entries are required for State and County. An entry is also required for either Farm Number or IBase, but not for both. Failure to enter one or more of these entries will result in a “hard stop” message informing users to enter the missing search criteria.

Search Criteria		Hide Search Fields
* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.		
Select Report:	Farm Reconstitution Histc	
State	is	Any State
County	is	Any County
Farm Number	equals	4664
IBase	equals	
Year	equals	
<input type="button" value="Search"/> <input type="button" value="Clear All"/> <input type="button" value="Reset to Defaults"/>		

Regardless of the search criteria entered, the data returned in the **Result List** will display reconstitution(s) of the farm or IBase entered. If the farm or IBase entered was involved in multiple farm reconstitutions (the farm was the result of a reconstitution and was also involved in a subsequent reconstitution) all will be displayed. See the following screen.

4 Farm Reconstitution History Report (Continued)

A Overview (Continued)

The screenshot shows a web interface for searching farm reconstitution history. It includes a 'Search Criteria' section with a 'Select Report' dropdown set to 'Farm Reconstitution History'. Below this are several search fields: State (is Any State), County (is Any County), Farm Number (equals 4599), IBase (equals), and Year (equals). There are 'Search', 'Clear All', and 'Reset to Defaults' buttons. Below the search criteria, it says 'Result List: 2 Reconstitution entries Found'. A table titled 'Farm Reconstitution Report' displays the results.

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IB...	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2017	15	Farm Division	Complete	01/11/2017	01/11/2017		4599	4828	4829

The following will not be displayed in the **Result List** or Farm Reconstitution Report:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

Note: To access the full reconstitution history for the above scenarios the user can do any of the following:

- search by the parent farm number or IBase for farm divisions
- search by a resulting farm or IBase for farm combinations
- click on the applicable hyperlinked IBase number (parent IBase for farm divisions, resulting IBase for farm combinations) to go to the farm level **Reconstitution History** assignment block and access the Farm Reconstitution Report
- search the Reconstitution County Summary Report for the specific reconstitution ID number.

See Exhibit 2 for additional instructions for generating the Farm Reconstitution History Report and for a description of the returned data in the **Result List** of each listed reconstitution.

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4 Farm Reconstitution History Report (Continued)

B Farm Reconstitution History Report Results

Reports can be generated from the **Result List** once a valid search has been completed. Users have the following options:

- **Farm Reconstitution Report** – PDF Reconstitution Status Report listing all reconstitution data available in the **Result List** based on the search criteria
- **Export to Spreadsheet** – an option to export all data listed within the **Result List** to an Excel spreadsheet.

Search Criteria Hide Search Fields

* Specifying values for multiple fields will narrow the search results while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Farm Reconstitution History

State is Any State

County is Any County

Farm Number equals 4599

IBase equals

Year equals

Search Clear All Reset to Defaults

Result List: 2 Reconstitution entries Found

Farm Reconstitution Report

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IB...	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2017	15	Farm Division	Complete	01/11/2017	01/11/2017		4599	4828	
										4829	

See Exhibit 2 for instructions and examples of each report option.

4 Farm Reconstitution History Report (Continued)

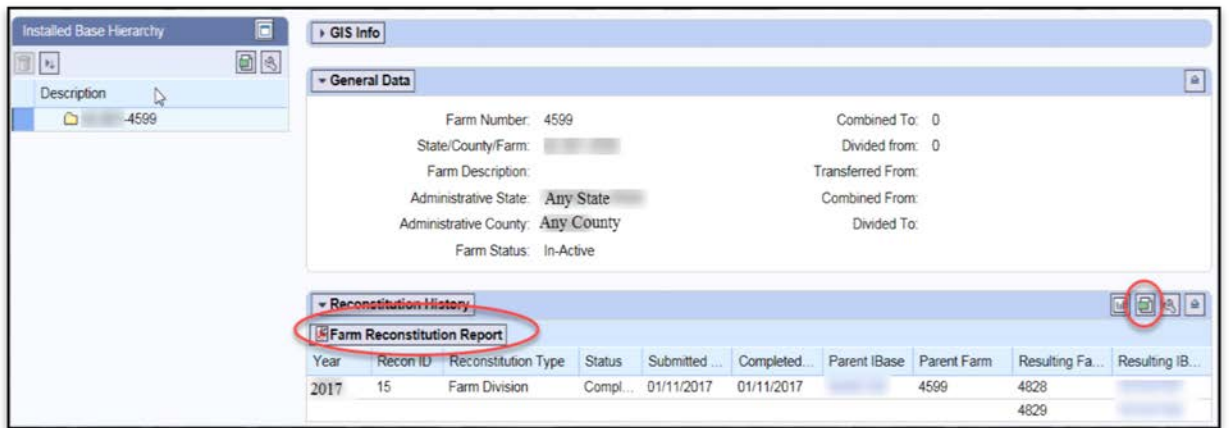
C Farm Reconstitution History Reports from the Reconstitution History Assignment Block

The Farm Reconstitution History Report can also be accessed from within the specific farm record data under the **Reconstitution History** assignment block at the farm level.

Users can access the **Reconstitution History** assignment block by either:

- clicking on the hyperlinked IBase from within the Farm Reconstitution History search **Result List** to go to the associated farm record data at the farm level
- searching for the associated farm through the regular Farm Records search options.

Both the Farm Reconstitution Report and the Excel spreadsheet can be created from within the **Reconstitution History** assignment block.



5 Tract Reconstitution History Report

A Overview

The “Tract Reconstitution History Report” option provides users the ability to identify the reconstitution(s) associated with a specific tract within the selected administrative State and county. Entry is required for a tract number along with an administrative State and county. The search criteria for the Tract Reconstitution History Report are as follows:

- State (Administrative)*
- County (Administrative)*
- Tract*
- Year.

Note: Entering an FY is optional and will limit the search for reconstitutions associated with the entered tract to the specified year. If the reconstitutions did not occur within the specified year, the results will be blank.

Note: *Entries are required for State, County, and Tract. Failure to enter one or more of these entries will result in a “hard stop” message informing users to enter the missing search criteria.

The screenshot shows a web form titled "Search Criteria" with a "Hide Search Fields" link in the top right. Below the title is a note: "*Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results." The form includes a "Select Report:" dropdown menu set to "Tract Reconstitution History". Below this are four rows of search criteria, each with a field name, a relationship dropdown, a value dropdown, and two circular icons (one with a plus sign, one with a minus sign). The rows are: State (relationship: is, value: Any State), County (relationship: is, value: Any County), Tract Number (relationship: equals, value: empty), and Year (relationship: equals, value: empty). At the bottom of the form are three buttons: "Search", "Clear All", and "Reset to Defaults".

Regardless of the search criteria entered, the data returned in the **Result List** will display reconstitution(s) for the tract entered. If the tract entered was involved in multiple tract reconstitutions (the tract was the result of a reconstitution and was also involved in a subsequent reconstitution) all will be displayed. See the following screen.

5 Tract Reconstitution History Report (Continued)

A Overview (Continued)

Search Criteria Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State is Any State

County is Any County

Tract Number equals 10785

Year equals

Search **Clear All** **Reset to Defaults**

Result List: 4 Reconstitution entries Found

Tract Reconstitution Report

State	County	Year	Recon ID	Reconstitution T...	Completed...	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	3	Tract Combina...	12/20/2016		1994	10784 10783	10785	1994
Any State	Any County	2016	4	Tract Division	12/20/2016		1994	10785	10786 10787	1994

The following will not be displayed in the **Result List** or “Tract Reconstitution Report:”

- for tract divisions, when searching for a child tract the associated child tracts that were also the result of the identified reconstitution will not be displayed
- for tract combinations, when searching for a parent tract the associated parent tracts also involved with the reconstitution will not be displayed.

Note: To access the full reconstitution history for the above scenarios the user can do any of the following:

- search by the parent tract number for tract divisions
- search by a child tract number for tract combinations
- search the Reconstitution County Summary Report for the specific reconstitution ID number.

See Exhibit 3 for additional instructions for generating the Tract Reconstitution History Report and for a description of the returned data in the **Result List** of each listed reconstitution.

5 Tract Reconstitution History Report (Continued)

B Tract Reconstitution History Report Results

Reports can be generated from the **Result List** once a valid search has been completed. Users have the following options:

- **Tract Reconstitution Report** – PDF Reconstitution Status Report listing all reconstitution data available in the **Result List** based on the search criteria
- **Export to Spreadsheet** – an option to export all data listed within the **Result List** to an Excel spreadsheet.

Search Criteria Hide Search Fields



* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State is Any State
County is Any County
Tract Number equals 10785
Year equals

Search Clear All Reset to Defaults

Result List: 4 reconstitution entries Found

Tract Reconstitution Report  

State	County	Year	Recon ID	Reconstitution T...	Completed...	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	3	Tract Combina...	12/20/2016		1994	10784	10785	1994
								10783		
Any State	Any County	2016	4	Tract Division	12/20/2016		1994	10785	10786	1994
									10787	

See Exhibit 3 for instructions and examples for each report option.

5 Tract Reconstitution History Report (Continued)

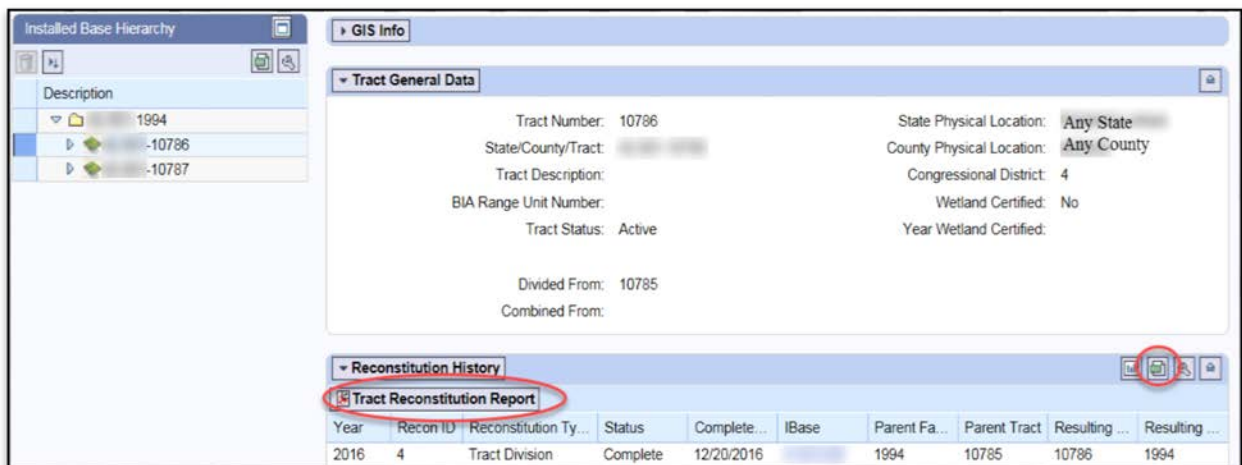
C Tract Reconstitution History Reports from the Reconstitution History Assignment Block

The Tract Reconstitution History Report can also be accessed from within the specific farm record data under the **Reconstitution History** assignment block at the tract level.

Users can access the **Reconstitution History** assignment block by doing any of the following:

- clicking on the hyperlinked IBase from within the tract reconstitution history search Result List to go to the associated farm record data and then clicking on the specific tract in the hierarchy
- clicking on the hyperlinked tract number, if the tract number is still active on an active farm, will take the user directly to the selected tract level in associated farm record
- searching for the associated farm through the regular Farm Records search options; once the farm is accessed, click on the specific tract in the hierarchy to go to the tract level data.

Both the Tract Reconstitution Report and the Excel spreadsheet can be created from within the **Reconstitution History** assignment block.



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6 Action

A Access

All CRM Farm Records readers and editors have access to the reconstitution reports. This includes all authorized NRCS MIDAS CRM users.

B State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- for CRM Farm Records questions, contact Billie Jo Smith at either of the following:
 - e-mail to billiejo.smith@ne.usda.gov
 - telephone at 402-437-5279.

C County Office Action

County Offices shall:

- review the contents and instructions provided in this notice
- for all future reconstitutions completed, record the reconstitution identification number generated on the FSA-155
- use the reports to research the reconstitution history of a farm or tract, as needed
- use the reports to review reconstitutions with COC, as needed.

County Reconstitution Summary Report Instructions

A Overview

The “County Reconstitution Summary Report” option allows users to identify all reconstitutions that have been completed in the selected administrative county for the entered FY. The search criteria can also be narrowed to:

- a specific date range within the FY
- to a certain type of reconstitution
- or even further to a single reconstitution identification number.

The search functionality follows similar logic to all other searches completed in MIDAS CRM.

The Year, State, and County are required entries for the County Reconstitution Summary Report. All other search criteria are optional.

The following instructions provide the options for the County Reconstitution Summary Report and examples of the results depending on the search criteria.

B Searching by Year

The Year is a required entry representing the FY in which the reconstitutions were completed. The **Year** will be defaulted to the current FY, but a prior year can be entered.

Note: Reconstitutions completed prior to implementing Release 2.19 that includes the reconstitution ID number and reconstitution reports in CRM Farm Records, will not be returned if a search is completed for that timeframe.

Entering only the **Year** with the associated State and county will return all reconstitutions completed during that FY.

Search Criteria

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year	▼	equals	▼	2017	⊕ ⊖
State	▼	is	▼	Any State	⊕ ⊖
County	▼	is	▼	Any County	⊕ ⊖
Reconstitution Number	▼	equals	▼		⊕ ⊖
Reconstitution level	▼	is	▼		⊕ ⊖
Date Range	▼	is between	▼		⊕ ⊖

and

County Reconstitution Summary Report Instructions (Continued)

C Searching by Reconstitution Number

The **Reconstitution Number** is an optional search criterion that if entered will limit the search results to only the associated reconstitution completed under that reconstitution identification number. When entering a specific reconstitution number, the Year, State, and County are still required entries.

Adding a **Reconstitution Number** to the search criteria will narrow the results from all reconstitutions completed for the selected Year, State, and County to the individual reconstitution history associated with the entered number.

Search Criteria Hide Search Fields

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year: 2017
 State: Any State
 County: Any County
 Reconstitution Number: 18
 Reconstitution level: is
 Date Range: is between

Search **Clear All** **Reset to Defaults**

Result List: 5 Reconstitution entries Found

Recon...	Reconstitution Type	Status	Submitted D...	Complete...	Parent IBa...	Parent F...	Parent T...	Resulting F...	Resulting Tr...	Resulting IBase
18	Farm Division	Compl...	01/11/2017	01/11/2017	999999900	4830	10788	4833	10788	999999991
							10789		10789	
							10792	4834	10792	999999990
							10793		10793	
							10794		10794	

Users can add additional search lines to the search criteria to enter additional reconstitution numbers to be returned in the **Result List**.

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Reconstitution County Summary Report

Year: 2017
 State: Any State
 County: Any County
 Reconstitution Number: 18
 Reconstitution Number: 16
 Reconstitution level: is
 Date Range: is between

Search **Clear All** **Reset to Defaults**

Result List: 10 Reconstitution entries Found

Recon...	Reconstitution Type	Status	Submitted D...	Complete...	Parent IBa...	Parent F...	Parent T...	Resulting F...	Resulting Tr...	Resulting IBase
16	Farm Combination	Compl...	01/11/2017	01/11/2017	999999900	4828	10788	4830	10788	999999991
							10789		10789	
					999999901	4829	10792		10792	
							10793		10793	
							10794		10794	
18	Farm Division	Compl...	01/11/2017	01/11/2017	999999991	4830	10788	4833	10788	999999992
							10789		10789	
							10792	4834	10792	999999993
							10793		10793	
							10794		10794	

County Reconstitution Summary Report Instructions (Continued)

D Searching by Reconstitution Level

The **Reconstitution Level** is an optional search criterion that if entered will limit the search results to only the associated reconstitutions completed for the selected level. The two reconstitution levels include:

- farm
- tract.

When entering a specific reconstitution level, the **Year**, **State**, and **County** are still required entries. The following is an example of searching for only farm reconstitutions.

Search Criteria Hide Search Fields

Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report:

Year: equals

State: is

County: is

Reconstitution Number: equals

Reconstitution level: is

Date Range: is between and

Result List: 34 Reconstitution entries Found

Recon...	Reconstitution Type	Status	Submitted D...	Complete...	Parent IBa...	Parent F...	Parent T...	Resulting F...	Resulting Tr...	Resulting IBase
5	Farm Combination	Pending	12/20/2016		4664	10631	4818	10631		
6	Farm Combination	Pending	12/21/2016		4664	10631	4819	10631		
7	Farm Combination	Compl...	12/21/2016	12/21/2016	4664	10631	4820	10631		
8	Farm Combination	Pending	12/21/2016		4630	10602	4821	10602		
9	Farm Division	Compl...	12/29/2016	12/29/2016	4794	10745	4822	10745		
10	Farm Division	Disapp...	01/09/2017	01/09/2017	4623	8963	4825	8963		

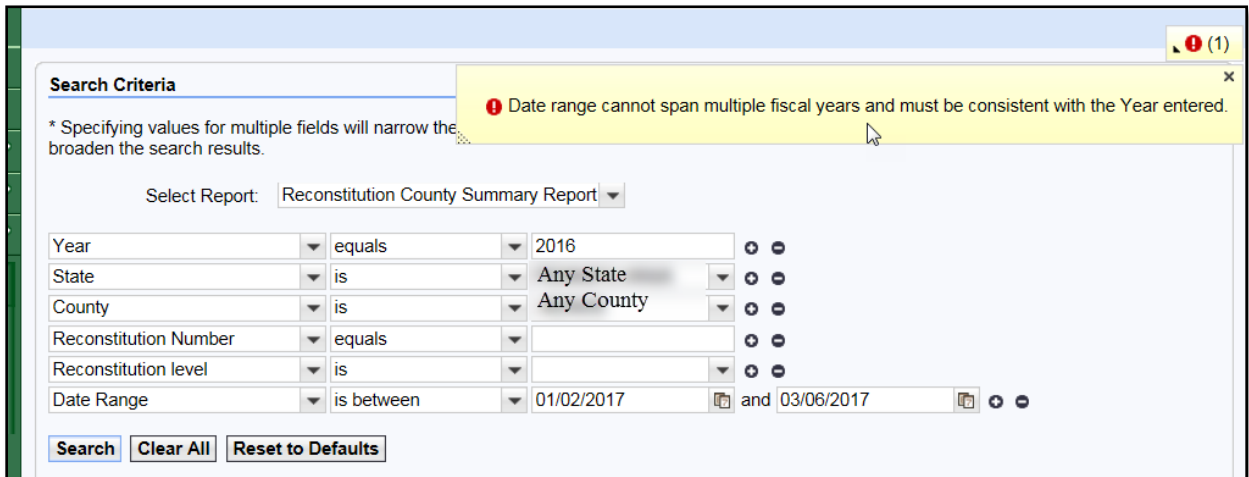
County Reconstitution Summary Report Instructions (Continued)

E Searching by Date Range

The **Date Range** is an optional search criterion. If a start and end date are entered, the results will be limited to only the reconstitutions completed in the entered timeframe. When entering a date range, the **Year**, **State**, and **County** are still required entries. Additionally, the date range cannot span multiple FY's and the entered date range must be within the FY entered in the **Year** data field.

Users can enter the start and end dates of the **Date Range** by either selecting the dates from the calendar option or manually entering dates in MM/DD/YYYY format.

If a date range entered spans either multiple FY's or is not within the **Year** specified the following "hard stop" message will be displayed directing users to modify the search criteria accordingly.



County Reconstitution Summary Report Instructions (Continued)

F Result List

Once the search criteria have been entered the user can click “Search” to display the results. All reconstitutions meeting the search criteria will be returned in the **Result List** assignment block.

Result List: 50 Reconstitution entries Found										
Reconstitution Counts		Reconstitution Report								
Recon ID	Reconstitution Type	Status	Submitted ...	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Division	Complete	12/16/2016	12/16/2016		4384	10354	4384	10781	
									10782	
2	Tract Division	Complete	12/20/2016	12/20/2016		1994	8310	1994	10783	
									10784	
3	Tract Combination	Complete	12/20/2016	12/20/2016		1994	10783	1994	10785	
									10784	
4	Tract Division	Complete	12/20/2016	12/20/2016		1994	10785	1994	10786	
									10787	
5	Farm Combination	Pending	12/20/2016			4664	10631	4818	10631	
						4667	10632		10632	

The following are the attributes and descriptions of the reconstitution data displayed in the **Result List**.

Result	Description
Recon ID	The reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval or after a tract reconstitution has been completed.
Reconstitution Type	The type of reconstitution submitted or completed: <ul style="list-style-type: none"> • tract combination • tract division • farm combination • farm division.
Status	Current status of the reconstitution. The status is dependent on the type of reconstitution completed. <ul style="list-style-type: none"> • Tract reconstitutions will be displayed as “Completed.” • Farm reconstitutions will be displayed as one of the following: <ul style="list-style-type: none"> • “Pending” if the reconstitution has been submitted but not approved • “Completed” if the reconstitution has been approved • “Disapproved” if the reconstitution has been disapproved.

County Reconstitution Summary Report Instructions (Continued)

F Result List (Continued)

Result	Description
Submitted Date	<p>The submitted date is dependent on the type of reconstitution completed.</p> <ul style="list-style-type: none"> • Tract reconstitutions will display the date the reconstitution was completed. • Farm reconstitutions will display the date the reconstitution was submitted for approval.
Completed Date	<p>The completed date is dependent on the type of reconstitution completed.</p> <ul style="list-style-type: none"> • Tract reconstitution will display the date the reconstitution was completed. The submitted date and the completed date should always be the same for tract reconstitutions. • Farm reconstitutions will display the date the reconstitution was approved by the approving official from the worklist.
Parent IBase	<p>The IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.</p>
Parent Farm	<p>Parent farm number associated with the reconstitution.</p>
Parent Tract	<p>Parent tract number associated with the reconstitution. Parent tract number will be hyperlinked if a farm reconstitution was completed and the tract was not involved in a tract reconstitution and is still active on the resulting farm. Clicking on the hyperlinked tract number will result in navigating to the associated farm record at the tract level.</p> <p>Note: The parent tract number will be displayed even if a tract reconstitution was not completed</p>
Resulting Farm	<p>Resulting farm number associated with the reconstitution.</p> <p>Note: The resulting farm number will match the parent farm number if a tract reconstitution was completed and not a farm reconstitution.</p>

County Reconstitution Summary Report Instructions (Continued)

F Result List (Continued)

Result	Description
Resulting Tract	<p>Resulting tract number associated with the reconstitution. The resulting tract number will be hyperlinked if the tract is still active and has not been involved with a subsequent reconstitution. Clicking on the hyperlinked tract number will result in navigating to the associated farm record at the tract level.</p> <p>Note: The resulting tract number will match the Parent Tract number if a farm reconstitution was completed and not a tract reconstitution.</p>
Resulting IBase	<p>The IBase number associated with the resulting farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records.</p> <p>Note: The resulting IBase will match the parent IBase if a tract reconstitution was completed and not a farm reconstitution.</p>

Reports can be generated from the **Result List**. See subparagraph I for the options available for generating the reports or output files.

G No Results

If there have been no reconstitutions completed within the specified timeframe or matching other specified search criteria, the **Result List** assignment block will display “0 Reconstitution Entries Found.”

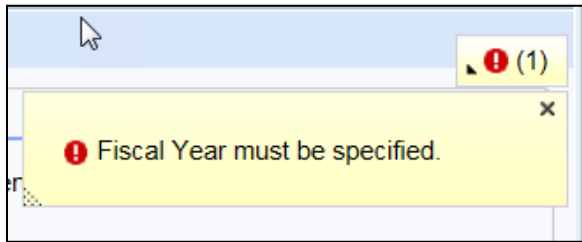
The screenshot shows a web-based search interface. At the top, it says "Search Criteria" with a "Hide Search Fields" link. Below this is a note: "* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results." There is a "Select Report:" dropdown menu set to "Reconstitution County Summ:". Below this are several search criteria rows, each with a dropdown for the field name, a dropdown for the operator, and a text input field. The criteria include: Year (operator: equals, value: 2017), State (operator: is), County (operator: is), Reconstitution Number (operator: equals), and Reconstitution level (operator: is). At the bottom of the search area are three buttons: "Search", "Clear All", and "Reset to Defaults". Below the search area, the text "Result List: 0 Reconstitution entries Found" is displayed and circled in red. At the very bottom, there is a table header with columns: "R...", "Reconstit...", "St...", "Sub...", "Co...", "Par...", "Pa...", "Pa...", "Resu...", "Resu...", and "Resulting IBase". Below the table header, it says "No result found" with a small green square icon.

County Reconstitution Summary Report Instructions (Continued)

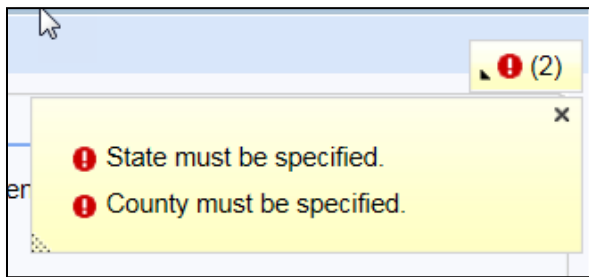
H Messages

The following “hard stop” messages will be displayed if the required search criteria, **Year**, **State**, or **County**, are not entered:

Message when no **Year** has been entered:



Message when the State and/or County has not been selected:

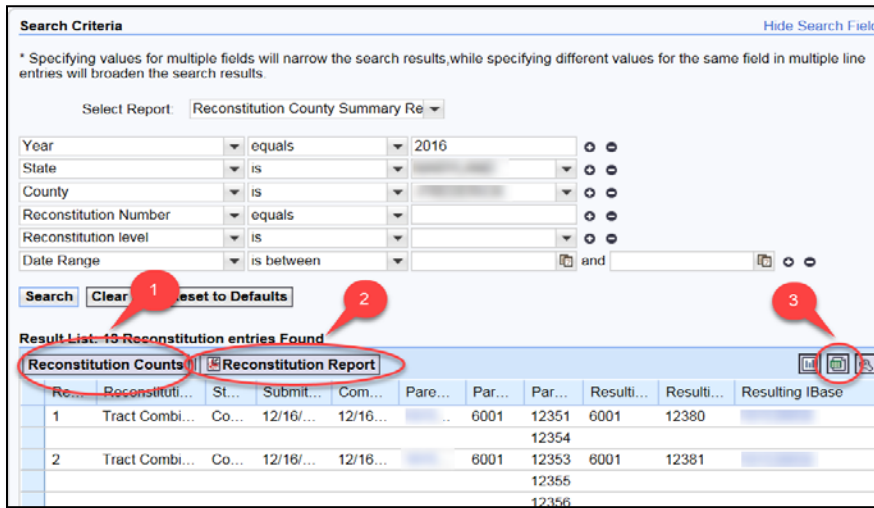


County Reconstitution Summary Report Instructions (Continued)

I Generating Output Reports

The following report options are available after initiating a valid search from the “Reconstitution County Summary Report” option:

- Reconstitution Counts
- Reconstitution Report
- Export to Spreadsheet.



J Reconstitution Counts

Clicking the “**Reconstitution Counts**” button will generate a summary report displaying the total number of reconstitutions by reconstitution type and an overall total based on the search criteria and **Result List** display. The summary also displays the number of reconstitutions by completion status.

Counts by Reconstitution Type			
Reconstitution Type	Completed	Pending	Disapproved
Tract Combination	3	0	0
Tract Division	2	0	0
Total	5	0	0

Note: The option to print this summary window currently is not available. This same information is also provided within the “Reconstitution Reports” option.


County Reconstitution Summary Report Instructions (Continued)

K Reconstitution Report

Clicking the “**Reconstitution Report**” button will generate a report of all data, except the Parent and Resulting IBase, from the **Result List** in Adobe Acrobat PDF based on the search criteria. The report header will display the administrative State and county, the selection criteria entered to create the report, and the date prepared.

Note: If only a **Year** was selected in the search criteria, the system will automatically display the Date Range for the entire FY and the **Reconstitution Level** will include both farm and tract reconstitutions.

At the bottom of the report all reconstitutions listed will be summarized in the “Reconstitution Summary” section. This is the same information displayed when the “**Reconstitution Counts**” button is selected in subparagraph H.

Any State Any County		 United States Department of Agriculture Farm Service Agency		Prepared : 02/24/17 Page : 1 of 1					
Reconstitution Status Report									
Selection Criteria: Year: 2016 Reconstitution Level: Farm and Tract Date Range: 10/01/2015 - 09/30/2016									
Reconstitution Detail									
Number	Reconstitution Type	Status	Reconstitution Date	Completed Date	Parent			Resulting	
					Farm	Tract	Farm	Tract	
1	Tract Combination	Complete	12/16/2016	12/16/2016	6001	12351 12354	6001	12380	
2	Tract Combination	Complete	12/16/2016	12/16/2016	6001	12353 12355 12356 12357	6001	12381	
3	Tract Division	Complete	12/19/2016	12/19/2016	6001	12380 12381	6001	12381	
4	Tract Combination	Complete	12/19/2016	12/19/2016	6001	12398 12399	6001	12398	12401
5	Tract Division	Complete	12/19/2016	12/19/2016	6001	12401	6001	12404	12405
Reconstitution Summary									
Reconstitution Type	Completed	Pending	Disapproved						
Tract Combination	3	0	0						
Tract Division	2	0	0						
Total	5	0	0						

County Reconstitution Summary Report Instructions (Continued)

L Export to Spreadsheet

Clicking the “**Export to Spreadsheet**” icon will generate an Excel spreadsheet of all data in the Result List based on the search criteria.

Once the data is exported to an Excel spreadsheet, normal Excel functions to save, print, sort, filter, or summarize the data in the worksheet apply.

Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Parent Tract	Resulting Farm	Resulting Tract	Resulting IBase
1	Tract Combination	Complete	12/16/2016	12/16/2016		6001	12351 12354	6001	12380	
2	Tract Combination	Complete	12/16/2016	12/16/2016		6001	12353 12355 12356 12357 12380	6001	12381	
3	Tract Division	Complete	12/19/2016	12/19/2016		6001	12381	6001	12398 12399	
4	Tract Combination	Complete	12/19/2016	12/19/2016		6001	12398 12399	6001	12401	
5	Tract Division	Complete	12/19/2016	12/19/2016		6001	12401	6001	12404 12405	

All data displayed in the **Result Lists** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.

Farm Reconstitution History Report Instructions

A Overview

The “Farm Reconstitution History Report” option allows users to identify the prior and/or subsequent reconstitution history for a specified farm or IBase. The **State**, **County**, and either **Farm Number** or **IBase** are required entries. Adding a specific year will narrow the search results to only reconstitutions associated with the specified farm that have occurred in that FY.

The following instructions provide the options for the Farm Reconstitution History Report and examples of the results.

Note: Reconstitutions completed prior to implementing the reconstitution ID number and reconstitution reports in CRM will not be returned if a search is completed for that timeframe.

B Searching by Farm Number or IBase

The following are required entries to search for associated farm reconstitutions and generate reports:

- **Farm Number** or **IBase**
- **State**
- **County**.

The **State** and **County** should default to the user’s administrative county, but these entries can be changed as needed.

Entering the **State**, **County**, and **Farm** or **IBase** number will return all reconstitutions associated with the specified farm including any disapproved, completed, or pending reconstitutions.

Search Criteria [Hide Search Fields](#)

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Farm Reconstitution History

State	is	Any State	o o
County	is	Any County	o o
Farm Number	equals	4623	o o
IBase	equals		o o
Year	equals		o o

Result List: 4 Reconstitution entries Found

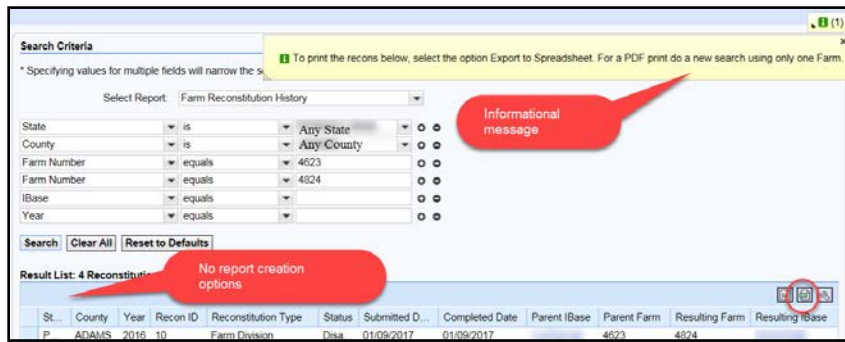
Farm Reconstitution Report												
State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase	
P...	ADAMS	2016	10	Farm Division	Disa...	01/09/2017	01/09/2017	999999910	4623	4824	999999915	
										4825	999999916	
P...	ADAMS	2016	11	Farm Division	Co...	01/10/2017	01/10/2017	999999910	4623	4826	999999917	
										4827	999999918	

Farm Reconstitution History Report Instructions (Continued)

B Searching by Farm Number or IBase (Continued)

Users can add additional search lines to the search criteria to identify reconstitutions for additional farms or IBase in the **Result List**.

Note: If multiple farm or IBase numbers are entered in the search criteria, the **Result List** will display all results, but users will not be able to create a Farm Reconstitution History Report for multiple farms. The “Export to Spreadsheet” option is still available to export all results from the list. The “Farm Reconstitution Report” button will not be displayed and users will receive the informational message on the following screen.



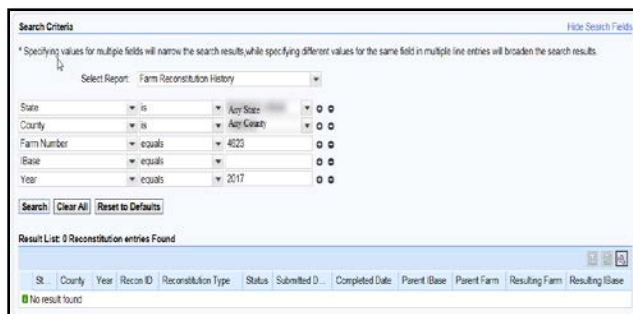
To generate the Farm Reconstitution PDF report, users will need to refine the search criteria and limit the farm or IBase to only one entry.

C Searching by Year

The **Year** is an optional search criteria that if entered will limit the search results to only reconstitutions completed on the specified farm in the entered FY. When entering a **Year**, the following data fields are still required to be completed:

- **Farm or IBase**
- **State**
- **County**.

If no reconstitutions were completed for the farm or IBase in the specified **Year** the **Result List** will remain blank and the header will display “0 Reconstitutions Entries Found.”



Farm Reconstitution History Report Instructions (Continued)

D Result List

Once the search criteria have been entered the user can click “Search” to display the results. All reconstitutions meeting the search criteria will be returned in the **Result List** assignment block.

Result List: 4 Reconstitution entries Found

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2016	10	Farm Division	Disa...	01/09/2017	01/09/2017	99999910	4623	4824	99999915
										4825	99999916
Any State	Any County	2016	11	Farm Division	Co...	01/10/2017	01/10/2017	99999910	4623	4826	99999917
										4827	99999918

Note: Depending on the entered search criteria, the following will not be displayed in the **Result List**:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

The following are the attributes and descriptions of the reconstitution data displayed in the **Result List**.

Results	Description
State	The administrative State of the entered farm or IBase.
County	The administrative county of the entered farm or IBase.
Year	FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval through the CRM worklist tasks to the County Office approving official.
Reconstitution Type	The type of farm reconstitution submitted or completed: <ul style="list-style-type: none"> • farm combination • farm division.

Farm Reconstitution History Report Instructions (Continued)

D Result List (Continued)

Results	Description
Status	<p>Current status of the farm reconstitution. The status is dependent on the type of reconstitution completed:</p> <p>Farm reconstitutions will be displayed as one of the following:</p> <ul style="list-style-type: none"> • “Pending” if the reconstitution has been submitted but not approved • “Completed” if the reconstitution has been approved • “Disapproved” if the reconstitution has been disapproved.
Submitted Date	The submitted date will display the date the reconstitution was submitted for approval.
Completed Date	The completed date will display the date the reconstitution was approved by the approving official from the worklist.
Parent IBase	The IBase associated with the parent farm number. The IBase is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records.
Parent Farm	The parent farm number(s) associated with the reconstitution.
Resulting Farm	<p>The resulting farm number(s) associated with the reconstitution.</p> <p>Note: The resulting farm number(s) will be displayed even if a farm reconstitution was disapproved or still in a pending status.</p>
Resulting IBase	<p>The IBase number associated with the resulting farm number(s). The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records.</p> <p>Note: The resulting IBase will be displayed even if a farm reconstitution was disapproved or in a pending status.</p>

Farm Reconstitution History Report Instructions (Continued)

E Navigating to the Associated Farm and Reconstitution History Assignment Block

Both the Parent IBase and Resulting IBase numbers are hyperlinked. Clicking on an IBase number will result in the navigation to the associated farm record.

Result List: 4 Reconstitution entries Found

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted D...	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2016	10	Farm Division	Disa...	01/09/2017	01/09/2017	99999910	4623	4824	99999915
										4825	99999916
Any State	Any County	2016	11	Farm Division	Co...	01/10/2017	01/10/2017	99999910	4623	4826	99999917
										4827	99999918

Note: A red callout bubble points to the Parent IBase and Resulting IBase columns with the text "Hyperlinked IBase Number".

Farm: -4623

Fact Sheet | Farm Division - GIS | Tract Division | Transfer Process | More

Installed Base Hierarchy

- Description
- 4623

GIS Info

General Data

Farm Number: 4623 Combined To: 0
 State/County/Farm: -4623 Divided from: 2816
 Farm Description: Transferred From:
 Administrative State: Combined From:
 Administrative County: Divided To:
 Farm Status: In-Active

Reconstitution History

Farm Reconstitution Report

Year	Reco...	Reconstitution ...	Status	Submitt...	Comple...	Parent I...	Parent F...	Resulting ...	Resulting ...
2016	10	Farm Division	Disa...	01/09/2...	01/09/2...	4623	4624	4824	4825
								4826	4827
2016	11	Farm Division	Com...	01/10/2...	01/10/2...	4623	4826	4827	

Land Data

Farmland Acres: 0.00 EWP Program Acres: 0.00
 Cropland Acres: 0.00 DCP Ag Related Activity Acres: 0.00

The **Reconstitution History** assignment block will display information associated with the reconstitutions similar to the search **Result List**. Additionally, the ability to generate the farm reconstitution history reports or export the data to an Excel spreadsheet is available.

Farm Reconstitution History Report Instructions (Continued)

E Navigating to the Associated Farm and Reconstitution History Assignment Block (Continued)

The following attributes and descriptions will be displayed in the farm level **Reconstitution History** assignment block.

Results	Description
Year	The FY when the associated reconstitutions occurred.
Recon ID	The reconstitution identification number generated by the system after a farm reconstitution has been submitted for approval.
Reconstitution Type	The type of farm reconstitution submitted or completed: <ul style="list-style-type: none"> • farm combination • farm division.
Status	Current status of the farm reconstitution. The status is dependent on the type of reconstitution completed. Farm reconstitutions will be displayed as one of the following: <ul style="list-style-type: none"> • “Pending” if the reconstitution has been submitted but not approved • “Completed” if the reconstitution has been approved • “Disapproved” if the reconstitution has been disapproved.
Submitted Date	The submitted date will display the date the reconstitution was submitted for approval.
Completed Date	The completed date will display the date the reconstitution was approved by the approving official from the worklist.
Parent IBase	The IBase number associated with the parent farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.
Parent Farm	The parent farm number(s) associated with the reconstitution.
Resulting Farm	The resulting farm number(s) associated with the reconstitution. Note: The resulting farm number(s) will be displayed even if a farm reconstitution was disapproved or still in a pending status.
Resulting IBase	The IBase number associated with the resulting farm number. The IBase number is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record. Note: The resulting IBase will be displayed even if a farm reconstitution was disapproved or in a pending status.

Farm Reconstitution History Report Instructions (Continued)

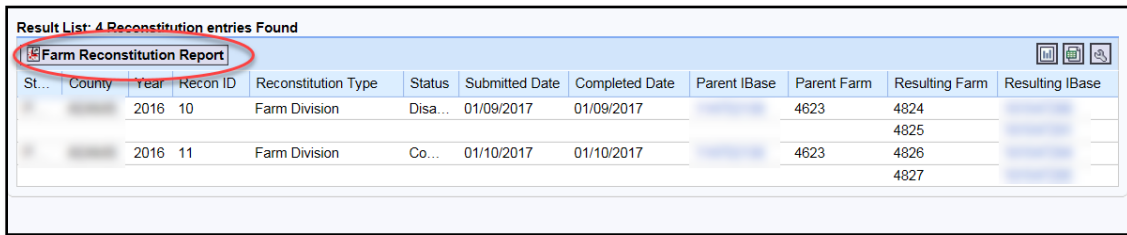
F Generating Reports

Reports can be generated from the **Result List** or from the farm level **Reconstitution History** assignment block within the associated farm record.

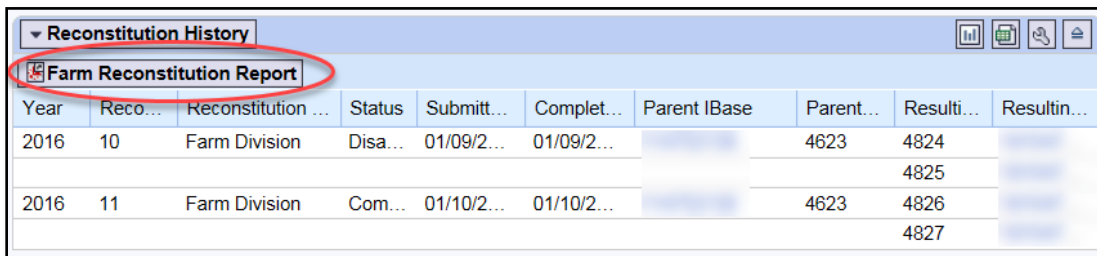
Generating the Farm Reconstitution Report:

Access “The Farm Reconstitution Report” option to generate an Adobe Acrobat PDF document of the selected farm reconstitution history through either the **Result List** or within the **Reconstitution History** assignment block by clicking on the “Farm Reconstitution Report” button.

Example generating the report from the **Result List**.



Example generating the report from the **Reconstitution History** assignment block.



Farm Reconstitution History Report Instructions (Continued)

F Generating Reports (Continued)

Exporting the Reconstitution History to an Excel Spreadsheet:

The Result List display or the Reconstitution History assignment block display can be exported to an Excel spreadsheet using the "Export to Excel" icon in either location.

Example exporting from the Result List.

Result List: 4 Reconstitution entries Found

Farm Reconstitution Report

St...	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
		2016	10	Farm Division	Disa...	01/09/2017	01/09/2017		4623	4824	
										4825	
		2016	11	Farm Division	Co...	01/10/2017	01/10/2017		4623	4826	
										4827	

Example exporting from the Reconstitution History assignment block.

Reconstitution History

Farm Reconstitution Report

Year	Reco...	Reconstitution ...	Status	Submitt...	Comple...	Parent IBase	Parent...	Resulti...	Resultin...
2016	10	Farm Division	Disa...	01/09/2...	01/09/2...		4623	4824	
								4825	
2016	11	Farm Division	Com...	01/10/2...	01/10/2...		4623	4826	
								4827	

Farm Reconstitution History Report Instructions (Continued)

G Report Examples

The following is an example of a Farm Reconstitution History Report in Adobe Acrobat format.

The screenshot shows a report titled "Reconstitution History of a Farm" from the USDA. It includes a header with "Any State Any County" (callout 1), the USDA logo, and "Prepared : 03/02/17 Page : 1 of 1" (callout 6). The main content area shows farm details: "Farm Number: 4623", "Description:" (callout 2), "Current status: Inactive", and "Operator: Producer A" (callout 3). There are three sections: "Originating Reconstitution" (callout 3) with a table showing "No reconstitution found"; "Terminating Reconstitution" (callout 4) with a table listing two farm divisions in 2016; and "DCP Crop Data" (callout 5) with a table for crop information.

The report returns the following information:

	Item	Description
1	State	Administrative State Name
	County	Administrative County Name
2	Farm Number	Selected Farm Number
	Description	Farm Description listed in the General Data assignment block for the selected Farm Number
	Current Status	Farm Status for the selected Farm Number

Farm Reconstitution History Report Instructions (Continued)

G Report Examples (Continued)

	Item	Description
	Operator	Operator name associated with the selected farm number.
3	Originating Reconstitution	<p>If the selected farm number was the result of a farm reconstitution, the parent farm number(s) that the selected farm was created from will be listed with the associated reconstitution data:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed • Number – reconstitution ID number assigned to the reconstitutions • Reconstitution Type – type of farm reconstitution completed • Status – status of the reconstitution • Submitted Date – date the reconstitution was submitted for workflow approval • Completed Date – date the reconstitution was acted on through the worklist workflows by the approving official • Parent Farm(s) – the parent farm number(s) that the selected farm was created from • Resulting Farm(s) – resulting farm(s) created through this reconstitution.

Farm Reconstitution History Report Instructions (Continued)

G Report Examples (Continued)

	Item	Description
4	Terminating Reconstitution	<p>If the selected farm number was a parent farm involved in the farm reconstitution, the farms that resulted in the termination or inactivation of the parent farm(s) and the following information will be displayed:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed • Number – reconstitution ID number assigned to the reconstitution • Reconstitution Type – type of farm reconstitution completed • Status – status of the reconstitution • Submitted Date – date the reconstitution was submitted for workflow approval • Completed Date – date the reconstitution was acted on through the worklist workflows by the approving official • Parent Farm(s) – parent farm number(s) associated with the reconstitution • Resulting Farms(s) – the resulting farm number(s) involved in the reconstitution.
5	DCP Crop Data	<p>The farm level crop data and CCC-505 CRP reduction acres will be displayed in the report for the selected farm. This data is populated directly from the farm level Crop Election Data and Crop Data assignment blocks. The following data will be displayed if applicable:</p> <ul style="list-style-type: none"> • Crop Name • Base Acres • CCC-505 CRP Reduction Acres • CTAP Yield • PLC Yield • HIP.

Farm Reconstitution History Report Instructions (Continued)

G Report Examples (Continued)

	Item	Description
6	Prepared	The date the report was generated by clicking on the “Farm Reconstitution History” button from either the Result List after a search is completed or the farm level Reconstitution History assignment block.
	Page	The current page number and the total number of pages in the generated report.

Note: Depending on the entered search criteria, the following will not be displayed in the Farm Reconstitution Report:

- for farm divisions, when searching for a child farm or IBase, the associated child farms that were also the result of the identified reconstitution will not be displayed
- for farm combinations, when searching for a parent farm or IBase, the associated parent farms also involved with the reconstitution will not be displayed.

The PDF Reconstitution History of a Farm report can be saved or printed, as needed.

The following is an example of the **Result List** exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

State	County	Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
Any State	Any County	2016	10	Farm Division	Disapproved	01/09/2017	01/09/2017	99999910	4623	4824	99999920
Any State	Any County	2016	11	Farm Division	Complete	01/10/2017	01/10/2017	99999910	4623	4826	99999922

All data displayed in the **Result List** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.

Farm Reconstitution History Report Instructions (Continued)

G Report Examples (Continued)

The following is an example of the farm level **Reconstitution History** assignment block exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

Year	Recon ID	Reconstitution Type	Status	Submitted Date	Completed Date	Parent IBase	Parent Farm	Resulting Farm	Resulting IBase
2016	10	Farm Division	Disapproved	01/09/2017	01/09/2017	99999910	4623	4824	99999920
								4825	99999921
2016	11	Farm Division	Complete	01/10/2017	01/10/2017	99999910	4623	4826	99999922
								4827	99999923

All data displayed in the assignment block will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.

Tract Reconstitution History Report Instructions

A Overview

The “Tract Reconstitution History Report” option allows users to identify the prior and/or subsequent reconstitution history for a specified **Tract Number**. The **State**, **County**, and **Tract Number** are required entries. Adding a specific year will narrow the search results to only reconstitutions associated with the specified tract that have occurred in that FY.

The following instructions provide the options for the Tract Reconstitution History Report and examples of the results.

Note: Reconstitutions completed prior to implementing the reconstitution ID number and reconstitution reports in CRM will not be returned if a search is completed for that timeframe.

B Searching by Tract

The **Tract Number** is a required entry to search for associated tract reconstitutions and generate reports. The **State** and **County** are also required entries. The **State** and **County** should default to the user’s administrative county, but can be changed if needed.

Entering the **State**, **County**, and **Tract Number** will return all reconstitutions completed for the entered tract.

Search Criteria [Hide Search Fields](#)

* Specifying values for multiple fields will narrow the search results, while specifying different values for the same field in multiple line entries will broaden the search results.

Select Report: Tract Reconstitution History

State is Any State ○ ○




County is Any County ○ ○

Tract Number equals 10786 ○ ○

Year equals ○ ○

Search **Clear All** **Reset to Defaults**

Result List: 1 Reconstitution entry Found

Tract Reconstitution Report   

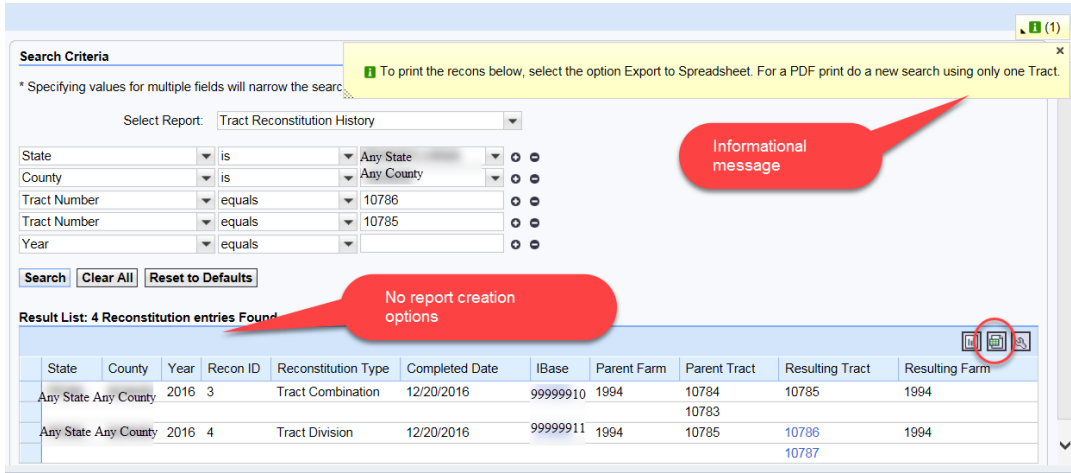
State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

User can add additional search lines to the search criteria to identify reconstitutions for additional tracts in the **Result List**.

Tract Reconstitution History Report Instructions (Continued)

B Searching by Tract (Continued)

Note: If multiple tracts are entered in the search criteria, the Result List will display all results, but users will not be able to create a Tract Reconstitution History Report for multiple tracts. The “Export to Spreadsheet” option is still available to export all results from the list. The “Tract Reconstitution Report” button will not be displayed and users will receive the informational message on the following screen.

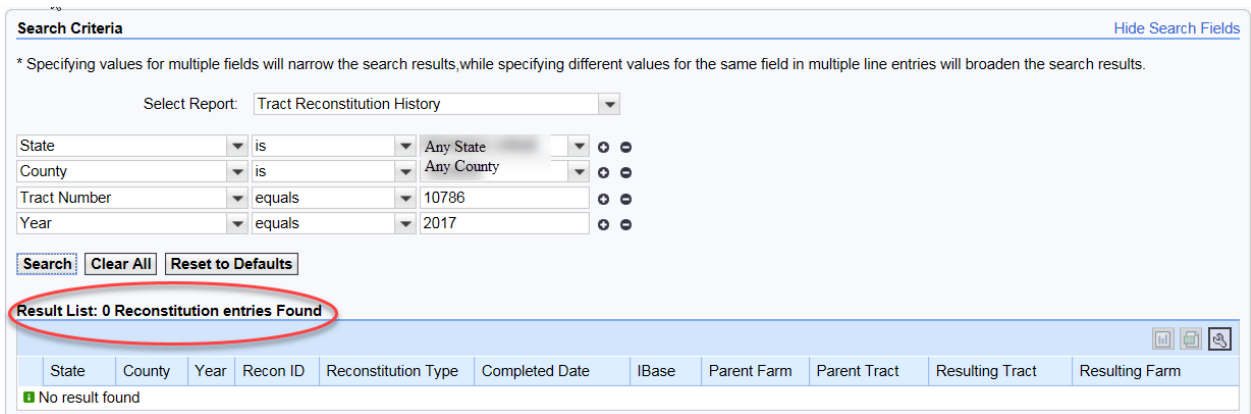


To generate the tract reconstitution PDF report, users will need to refine the search criteria and limit the **Tract Number** to only one entry.

C Searching by Year

The **Year** is an optional search criterion that if entered will limit the search results to only reconstitutions that occurred on the specified tract in the entered FY. When entering a **Year**, the **State**, **County**, and **Tract Number** are still required entries.

If no reconstitutions were completed for the tract in the specified **Year**, the **Result List** will remain blank and the header will display “0 Reconstitutions Entries Found.”



Tract Reconstitution History Report Instructions (Continued)

D Result List

Once the search criteria have been entered the user can click “Search” to display the results. All reconstitutions meeting the search criteria will be returned in the **Result List** assignment block.

Note: Depending on the entered search criteria, the following will not be displayed in the **Result List**:

- for tract divisions, when searching for a child tract the associated child tracts that were also the result of the identified reconstitution will not be displayed
- for tract combinations, when searching for a parent tract the associated parent tracts also involved with the reconstitution will not be displayed.

The screenshot shows a software window titled "Tract Reconstitution Report" with a search results table. The table has the following data:

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

The following are the attributes and descriptions of the reconstitution data displayed in the **Result List**.

Result	Description
State	The administrative state of the entered tract number.
County	The administrative county of the entered tract number.
Year	The FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a tract reconstitution has been submitted or completed.
Reconstitution Type	The type of tract reconstitution submitted or completed: <ul style="list-style-type: none"> • tract division • tract combination.
Completed Date	The completed date will display the date the reconstitution was completed in CRM Farm Records by the user.

Tract Reconstitution History Report Instructions (Continued)

D Result List (Continued)

Result	Description
Parent IBase	The IBase associated with the parent farm number. The IBase is hyperlinked. Clicking on the IBase will result in navigating to the associated farm record.
Parent Farm	The parent farm number associated with the reconstitution.
Parent Tract	The parent tract number associated with the reconstitutions. This may or may not be the same tract number entered in the search criteria.
Resulting Tract	The resulting tract number associated with the reconstitution. This may or may not be the same tract number entered in the search criteria.
Resulting Farm	The resulting farm number associated with the reconstitution. Note: For tract reconstitutions, the resulting farm number will always be displayed and be the same as the parent farm number listed.

Tract Reconstitution History Report Instructions (Continued)

E Navigating to the Associated Farm Records and Reconstitution History Assignment Block

The **Parent IBase** for the associated farm is hyperlinked. Clicking on an IBase number will result in navigating to the associated farm record. Tracts listed that are still active tracts are also hyperlinked. Clicking on a hyperlinked tract will result in navigating to the associated farm record at the selected tract level.

Result List: 1 Reconstitution entry Found

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Below is an example of clicking on a hyperlinked tract number from the **Result List**.

Tract: -10786

Buttons: Edit, Fact Sheet, Farm Division - GIS, Tract Division, Transfer Process, More

Installed Base Hierarchy

- 1994
 - 10786
 - 10787

GIS Info

Tract General Data

Tract Number: 10786
State/County/Tract: -10786
Tract Description:
BIA Range Unit Number:
Tract Status: Active
Divided From: 10785
Combined From:

State Physical Location: Any State
County Physical Location: Any County
Congressional District: 4
Wetland Certified: No
Year Wetland Certified:

Reconstitution History

Year	Reco...	Reconstitution ...	Status	Comple...	IBase	Parent F...	Parent T...	Resultin...	Resultin...
2016	4	Tract Division	Complete	12/20/2016		1994	10785	10786	1994

Tract Land Data

Tract Reconstitution History Report Instructions (Continued)

E Navigating to the Associated Farm Records and Reconstitution History Assignment Block (Continued)

The **Reconstitution History** assignment block will display information associated with the reconstitutions similar to the search **Result List**. Additionally, the ability to generate the tract reconstitution history reports or export the data to an Excel spreadsheet is available.

The following attributes and descriptions will be displayed in the tract level Reconstitution History assignment block.

Reconstitution History									
Tract Reconstitution Report									
Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

Result	Description
Year	The FY when the associated reconstitution occurred.
Recon ID	The reconstitution identification number generated by the system after a tract reconstitution was completed.
Reconstitution Type	The type of farm reconstitution submitted or completed: <ul style="list-style-type: none"> • tract division • tract combination.
Status	Status of “Completed” will be displayed for all tract reconstitutions.
Completed Date	The date the reconstitution was completed.
Parent IBase	The IBase associated with the parent farm number. The IBase is hyperlinked. Clicking on the IBase will result in navigating to the associated farm records at the farm level.
Parent Farm	The parent farm number associated with the reconstitution.
Parent Tract	The parent tract number(s) associated with the reconstitution.
Resulting Tract	The resulting tract number(s) associated with the reconstitution.
Resulting Farm	The resulting farm number associated with the reconstitution. Note: The resulting farm number will be displayed even if a prior or subsequent farm reconstitution was not completed and the farm number did not change.

Tract Reconstitution History Report Instructions (Continued)

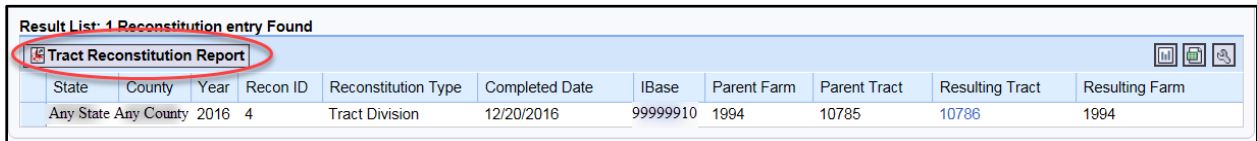
F Generating Reports

Reports can be generated from the **Result List** or from the tract level **Reconstitution History** assignment block within the associated farm record.

Generating the Tract Reconstitution Report:

Access the “Tract Reconstitution Report” option to generate an Adobe Acrobat PDF report of the associated tract reconstitution history through either the **Result List** or within the **Reconstitution History** assignment block by clicking on the “Tract Reconstitution Report” button.

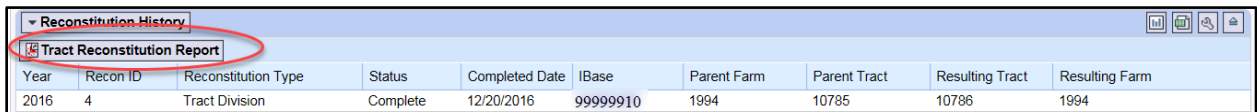
Example of generating the report from the **Result List**.



Result List: 1 Reconstitution entry Found

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Example of generating the report from the **Reconstitution History** assignment block.



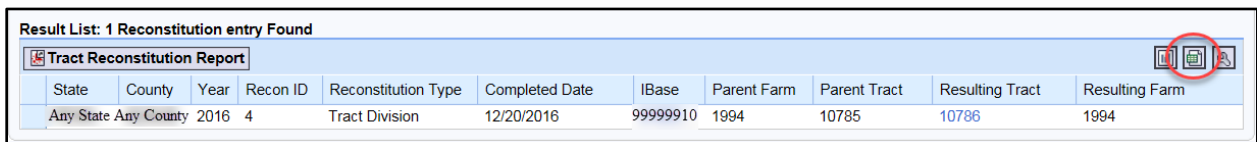
Reconstitution History

Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

Exporting the Reconstitution History to an Excel Spreadsheet:

The **Result List** display or the **Reconstitution History** assignment block display can be exported to an Excel spreadsheet using the “Export to Excel” icon in either location.

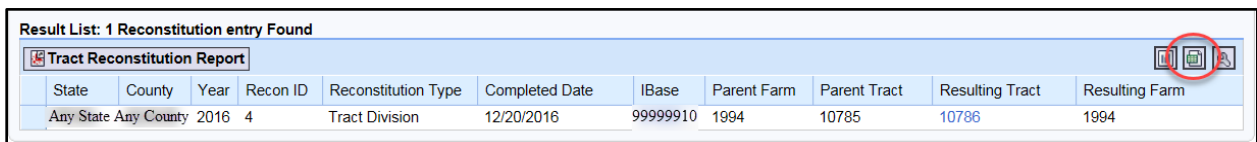
Example of exporting from the **Result List**.



Result List: 1 Reconstitution entry Found

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Example of exporting from the **Reconstitution History** assignment block.



Result List: 1 Reconstitution entry Found

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

Tract Reconstitution History Report Instructions (Continued)

G Report Displays and Examples


The following is an example of a Tract Reconstitution History Report in Adobe Acrobat format.

Note: Depending on the entered search criteria, the following will not be displayed in the Tract Reconstitution Report:

- for tract divisions, when searching for a child tract the associated child tracts that were also the result of the identified reconstitution will not be displayed
- for tract combinations, when searching for a parent tract the associated parent tracts also involved with the reconstitution will not be displayed.

Any State 1

Any County



United States Department of Agriculture
Farm Service Agency

Reconstitution History of a Tract

Prepared : 03/02/17 6

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Tract Number: **10786**

Description:

Current status: **Active** 2

Originating Reconstitution 3

Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
2016	4	Tract Division	12/20/2016	1994	10785	10786

Terminating Reconstitution 4

Year	Number	Reconstitution Type	Completed Date	Farm Number	Parent Tract(s)	Resulting Tract(s)
N/A						

DCP Crop Data 5

Crop Name	Base Acres	CCC-505 CRP Reduction Acres	CTAP Yield	PLC Yield
Wheat	9.30	0.00	0	35
Corn	32.70	0.00	0	84
Soybeans	10.62	0.00	0	20

The report returns the following information.

	Item	Description
1	State	Administrative State Name
	County	Administrative County Name
2	Tract Number	Selected Tract Number
	Description	Tract description listed in the General Data assignment block for the selected Tract Number.

Tract Reconstitution History Report Instructions (Continued)

G Report Displays and Examples (Continued)

	Section	Description
	Current Status	Tract status for the selected tract number.
3	Originating Reconstitution	<p>If the selected tract number was the result of a tract reconstitution, the parent tract number that the selected farm was created from will be listed with the associated reconstitution data:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed in • Number – reconstitution ID number assigned to the reconstitutions • Reconstitution Type – type of tract reconstitution completed • Completed Date – date the reconstitution was completed in the system by the user • Farm Number – the farm number associated with the tract(s) involved in the specific reconstitution • Parent Tract(s) – the parent tract number(s) involved in the originating reconstitution • Resulting Tract(s) – resulting tract(s) created through the reconstitutions.

Tract Reconstitution History Report Instructions (Continued)

G Report Displays and Examples (Continued)

	Item	Description
4	Terminating Reconstitution	<p>If the selected tract number was a parent tract involved in a tract reconstitution, the tracts that resulted in the termination or inactivation of the parent tract(s) and the following information will be displayed:</p> <ul style="list-style-type: none"> • Year – FY the reconstitution was completed • Number – reconstitution ID number assigned to the reconstitution • Reconstitution Type – type of tract reconstitution completed • Completed Date – date the reconstitution was completed in the system by the user • Farm Number – the farm number associated with the tract(s) involved in the specific reconstitution • Parent Tract(s) – the parent tract number(s) involved in the originating reconstitution • Resulting Tract(s) – resulting tracts created through the reconstitutions.
5	DCP Crop Data	<p>The tract level crop data and CCC-505 CRP reduction acres will be displayed for the tract that the report was generated for. This data is populated directly from the tract level tract crop data and tract CCC-505 CRP reduction data assignment blocks. The following data will be displayed if applicable:</p> <ul style="list-style-type: none"> • Crop Name • Base Acres • CCC-505 CRP Reduction Acres • CTAP Yield • PLC Yield.
6	Prepared	<p>The date the report was generated by clicking on the Tract Reconstitution History button from either the Result List after a search or the tract level Reconstitution History assignment block.</p>
	Page	<p>The current page number and the total number of pages in the generated report.</p>

Tract Reconstitution History Report Instructions (Continued)

G Report Displays and Examples (Continued)

The PDF Reconstitution History of a Tract report can be saved or printed, as needed.

The following is an example of the **Result List** exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

State	County	Year	Recon ID	Reconstitution Type	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
Any State	Any County	2016	4	Tract Division	12/20/2016	99999910	1994	10785	10786	1994

All data displayed in the **Result List** will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.

The following is an example of the tract level **Reconstitution History** assignment block exported to an Excel spreadsheet using the “Export to Spreadsheet” icon.

Year	Recon ID	Reconstitution Type	Status	Completed Date	IBase	Parent Farm	Parent Tract	Resulting Tract	Resulting Farm
2016	4	Tract Division	Complete	12/20/2016	99999910	1994	10785	10786	1994

All data displayed in the assignment block will be populated in the Excel spreadsheet. Normal Excel functionality to summarize, sort, filter, save, or print the exported data can be used.