# **Keying Specialty Databases - New Breaking**



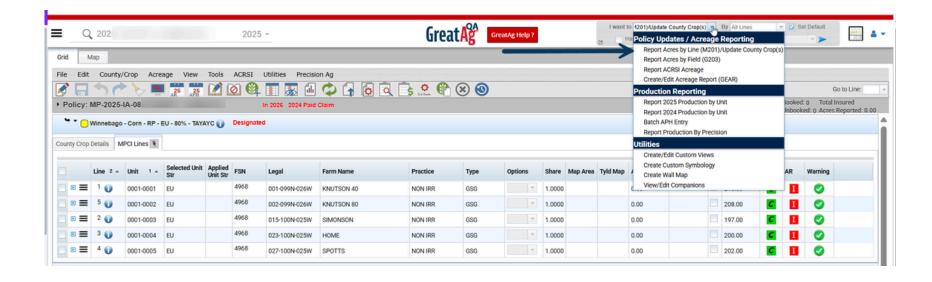
To determine new breaking eligibility, please refer to the New Breaking Workflow Quick Card.



Once in policy maintenance, in the 'I Want To' menu, select 'Report Acres by Line (M201)'.



Add the field to the map using the 'Find FSN' tool through the right click options or by adding CLU from the map.





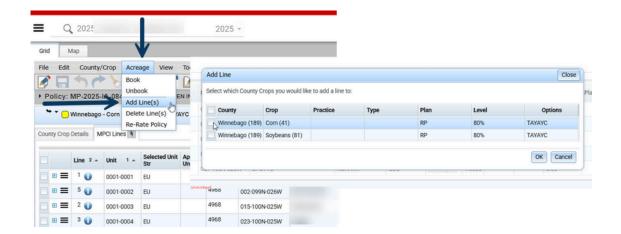
## **Keying Specialty Databases - New Breaking under 5%**

If the new breaking acreage is under 5% total insurable planted acreage in the unit, it is insurable the first year.

If acreage is new breaking and under 5%:

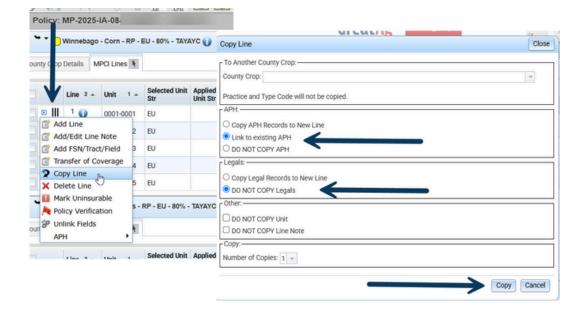


- · If new unit—add a new line.
  - Add a line by clicking on the Acreage menu and select 'Add Line(s)'.
  - A window will appear prompting the user to select which county/crop the added line will apply.





- · If new breaking is on an existing unit,
  - Copy line by clicking on the 3 horizontal bars next to the line that should be copied.
  - Select 'Link to existing APH' to copy the database.
  - Select 'DO NOT COPY Legals' because only the new breaking field should be associated to the new line.
  - Associate the field to the line by using either the 'Select Tool' or the drag and drop function.





## **Keying Specialty Databases - New Breaking under 5%**

If the new breaking acreage is under 5% total insurable planted acreage in the unit, it is insurable the first year.



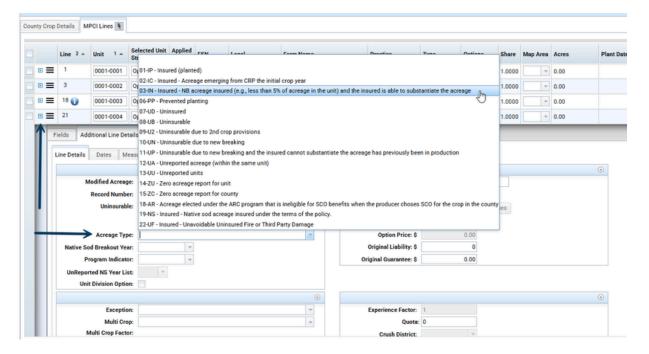
#### Continued:

If acreage is new breaking and under 5%:

- On the new breaking line, drop down the line and enter the Acreage Type.
  - Click on the caret icon to drop down the line.
  - Under the Additional Line Details tab, select Acreage Type as 03-IN.
  - No indicators need to be set on the APH info tab.
  - Not required- it is helpful to set a line note as New Breaking.



Tip: It may be helpful to enter a line note as 'New Breaking'. Line notes print on both the acreage report and production report.





## **Keying Specialty Databases - New Breaking under 5% - Subsequent Year Entry**

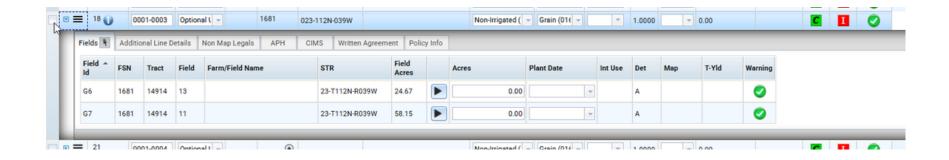
If the new breaking acreage is under 5% total insurable planted acreage in the unit, it is insurable the first year.



#### Continued:

If acreage is new breaking and under 5%:

- The created linked line from the previous year will automatically roll to combine with the original line.
- · Report production on total acreage.
- The field that was new breaking will now be associated to the original line.





## **Keying Specialty Databases - New Breaking over 5%**

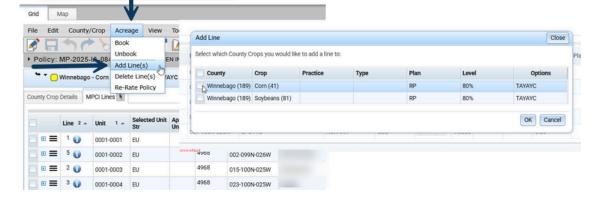
If the new breaking acreage is over 5% total insurable planted acreage in the unit, it is insurable the first year.

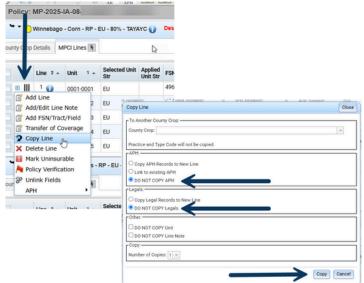
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If acreage is new breaking and over 5%:



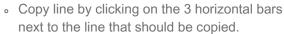
- · If new unit—add a new line.
  - Add a line by clicking on the Acreage menu and select 'Add Line(s)'.
  - A window will appear prompting the user to select which county/crop the added line will apply.





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- Select 'Link to existing APH' to copy the database.
- Select 'DO NOT COPY Legals' because only the native sod field should be associated to the new line.
- Associate the field to the line by using either the 'Select Tool' or the drag and drop function.



### **Keying Specialty Databases - New Breaking over 5%**

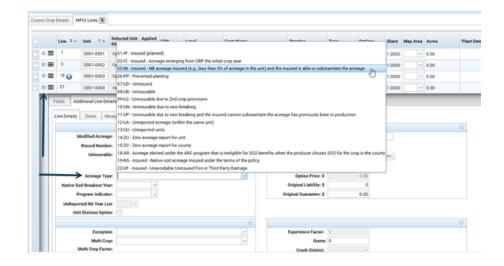
If the new breaking acreage is over 5% total insurable planted acreage in the unit, it is insurable the first year.



#### Continued:

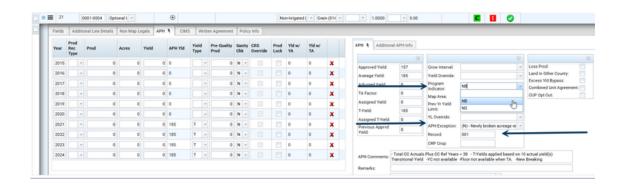
If acreage is new breaking and over 5%:

- On the new breaking line, drop down the line and enter the Acreage Type.
  - Click on the caret icon to drop down the line.
  - Under the Additional Line Details tab, select Acreage Type as 03-IN.
  - Not required- it is helpful to set a line note as New Breaking.





- On the APH Tab, select the drop down for the Program Indicator.
  - Enter 'NB' for the program indicator.
  - The system will automatically put the APH Exception code of (N).
  - The record number will default to 001. This record number can be changed.





## **Keying Specialty Databases - New Breaking over 5%**

If the new breaking acreage is over 5% total insurable planted acreage in the unit, it is insurable the first year.

#### Continued:

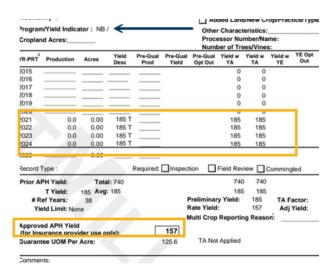


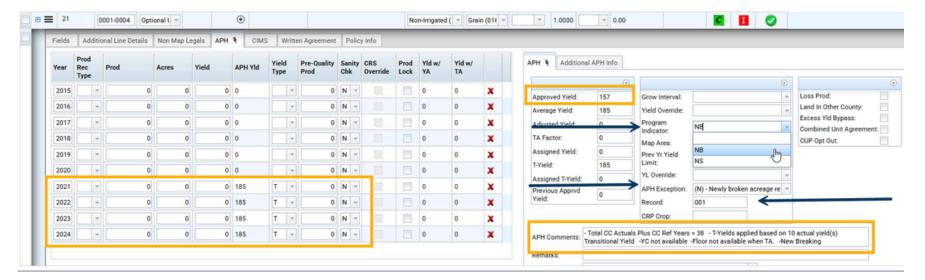
If acreage is new breaking and over 5% of insured planted acres of the unit:

- · All information is now entered.
- Select 'Save' to calculate the NB yield.



In this example, the APH database will still display the variable T-yield for the unit but the new breaking rules are now applying. Reviewing the approved yield in GreatAg or on the APH form will show the correct approved yield for the database. The county T-yield is 185, the insured's approved yield with new breaking applied on this database is a 157.







## Keying Specialty Databases - New Breaking over 5% - Subsequent Year Entry

If the new breaking acreage is over 5% total insurable planted acreage in the unit, it is insurable the first year.



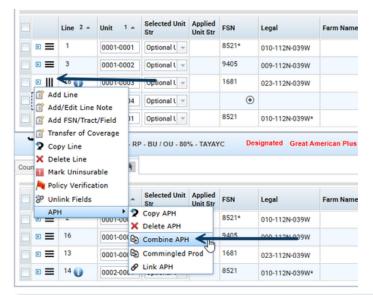
#### Continued:

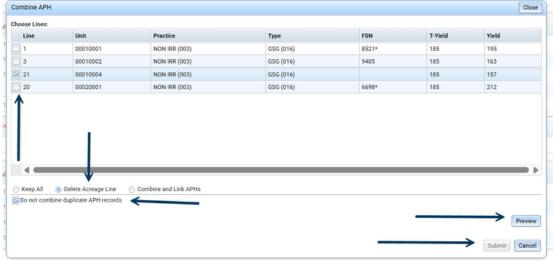
If acreage is new breaking and over 5%:

- The new breaking line created in the previous year must be combined with the original line.
  - Start on original line.
  - Select the stacked bar menu.
  - Select 'APH'.
    - Select 'Combine APH'.



- In the 'Combine APH' pop-up window:
  - Choose the new breaking line from the list.
  - Select to 'Delete Acreage Line' which will delete the new breaking line.
  - Select 'Do Not Combine Duplicate APH Records'.
  - Select 'Preview'.
  - A preview of the original line with the combined new breaking line will display for review.
  - Once 'Preview' has been selected, the 'Submit' button will be enabled to complete the combining of the new breaking line with the existing line.







## **Keying Specialty Databases - Native Sod**



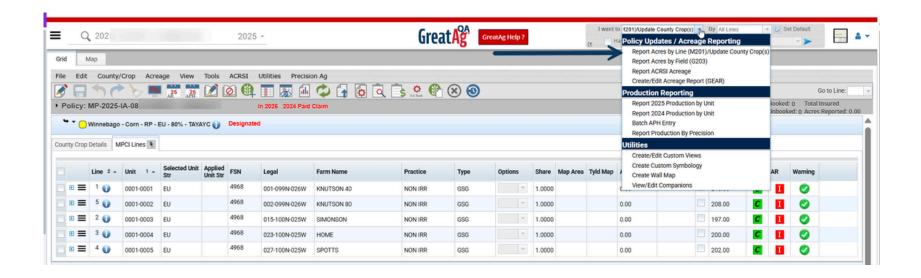
To determine native sod eligibility, please refer to the Native Sod Workflow.



Once in policy maintenance, in the 'I Want To' menu, select 'Report Acres by Line (M201)'.



Add the field to the map using the 'Find FSN' tool through the right click options or by adding CLU from the map.





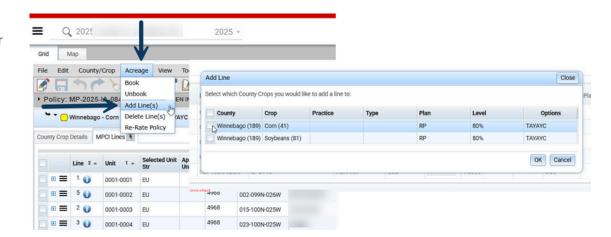
### **Keying Specialty Databases - Native Sod < 5 Acres and under 5%**

If the native sod acreage is less than 5 acres and under 5% insurable planted acres in the unit, it is insurable the first year.

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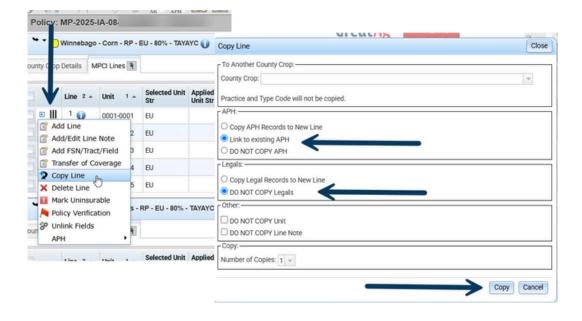
If acreage is native sod and less than 5 acres and under 5%:

- · If new unit—add a new line.
  - Add a line by clicking on the Acreage menu and select 'Add Line(s)'.
  - A window will appear prompting the user to select which county/crop the added line will apply.





- · If native sod is on an existing unit,
  - Copy line by clicking on the 3 horizontal bars next to the line that should be copied.
  - Select 'Link to existing APH' to copy the database.
  - Select 'DO NOT COPY Legals' because only the native sod field should be associated to the new line.
  - Associate the field to the line by using either the 'Select Tool' or the drag and drop function.





### **Keying Specialty Databases - Native Sod < 5 Acres and under 5%**

If the native sod acreage is less than 5 acres and under 5% insurable planted acres in the unit, it is insurable the first year.

#### Continued:



If acreage is native sod and less than 5 acres and under 5%:

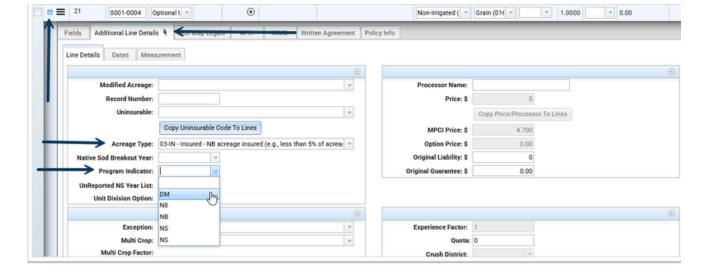
- On the native sod line, drop down the line and enter the Acreage Type and Program Indicator.
  - Click on the caret icon to drop down the line.
  - Under the Additional Line Details tab, select Acreage Type Code 03-IN.
  - Under the Additional Line Details tab, select Program Indicator as DM; de minimis.
  - Not required- it is helpful to set a line note as Native sod.



Tip: It may be helpful to enter a line note as 'Native Sod'. Line notes print on both the acreage report and production report.



Reminder: If more than one field comprises the total native sod acres for the unit, a separate line needs to be created for each field to report the native sod acres correctly.





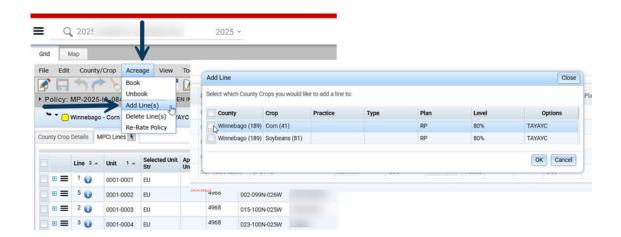
### **Keying Specialty Databases - Native Sod < 5 Acres and over 5%**

If the native sod acreage is less than 5 acres and over 5% insurable planted acres in the unit, it is insurable the first year.



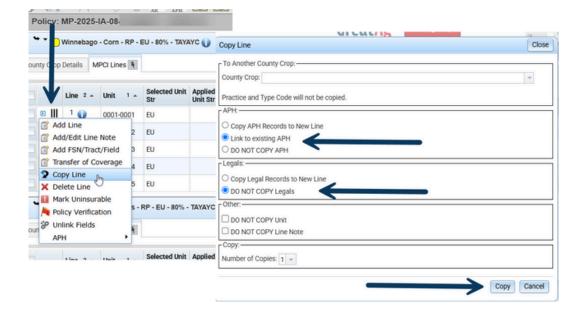
If acreage is native sod and less than 5 acres and over 5%:

- . If new unit—add a new line.
  - Add a line by clicking on the Acreage menu and select 'Add Line(s)'.
  - A window will appear prompting the user to select which county/crop the added line will apply.





- · If native sod is on an existing unit,
  - Copy line by clicking on the 3 horizontal bars next to the line that should be copied.
  - Select 'Link to existing APH' to copy the database.
  - Select 'DO NOT COPY Legals' because only the native sod field should be associated to the new line.
  - Associate the field to the line by using either the 'Select Tool' or the drag and drop function.





### **Keying Specialty Databases - Native Sod < 5 Acres and over 5%**

If the native sod acreage is less than 5 acres and over 5% insurable planted acres in the unit, it is insurable the first year.



If acreage is native sod and less than 5 acres and over 5%:

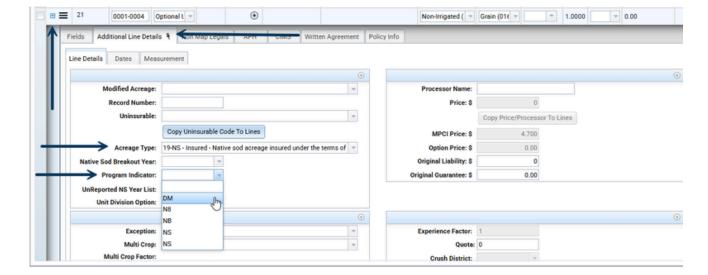
- On the native sod line, drop down the line and enter the Acreage Type and Program Indicator.
  - Click on the caret icon to drop down the line.
  - Under the Additional Line Details tab, select Acreage Type Code 19-NS.
  - Under the Additional Line Details tab, select Program Indicator as DM; de minimis.
  - Not required- it is helpful to set a line note as Native sod.



Tip: It may be helpful to enter a line note as 'Native Sod'. Line notes print on both the acreage report and production report.



Reminder: If more than one field comprises the total native sod acres for the unit, a separate line needs to be created for each field to report the native sod acres correctly.





## Keying Specialty Databases - Native Sod under 5 acres - Subsequent Year Entry

If the native sod acreage is under 5 acres, and if the total insurable planted acreage is under or over 5% of the unit, see below for subsequent year entry.



If acreage is native sod and under 5 acres, no matter if the total insurable planted acreage is under or over 5% of the unit:

- The linked line created the previous year will automatically roll to the next year and combine with the original line.
- The associated native sod field will also attach to the original line.
- The agent is responsible for keeping track of the de minimis (DM) acres of native sod.
- If NS acres exceed the 5 acre threshold at any time, the fields must be broken out and given NS penalties for the year DM is exceeded and subsequent years as applicable.



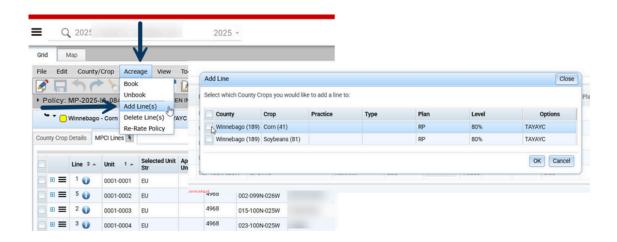
#### **Keying Specialty Databases - Native Sod > 5 Acres**

If the native sod acreage is greater than 5 acres the native sod ground is insurable the first year regardless of % of insurable planted acres.



If acreage is native sod and greater than 5 acres:

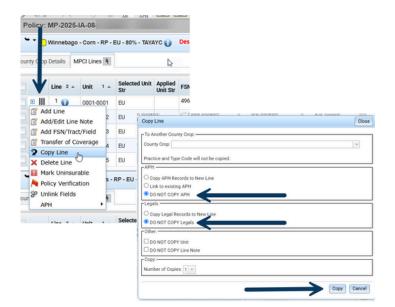
- · If new unit—add a new line.
  - Add a line by clicking on the Acreage menu and select 'Add Line(s)'.
  - A window will appear prompting the user to select which county/crop the added line will apply.



If native sod is on an existing unit:



- Copy line by clicking on the 3 horizontal bars next to the line that should be copied.
- Select 'Do Not Copy APH'.
- Select 'DO NOT COPY Legals' because only the native sod field should be associated to the new line.
- Associate the field to the line by using either the 'Select Tool' or the drag and drop function.





## **Keying Specialty Databases - Native Sod > 5 Acres**

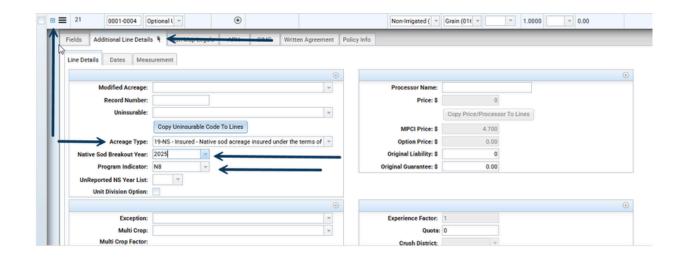
If the native sod acreage is greater than 5 acres the native sod ground is insurable the first year regardless of % of insurable planted acres.

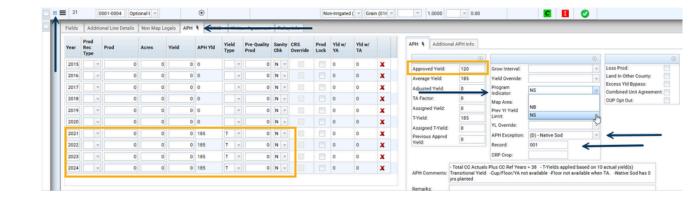
#### Continued:



If acreage is native sod and greater than 5 acres:

- On the native sod line, drop down the line using the caret icon and go to the 'Additional Line Details' tab.
  - Select 'Native Sod Breakout Year' from the drop down.
  - Depending on the year selected, the program indicator will update accordingly.
    - NS = 2018 or prior
    - N8 = 2019 and forward
- On the 'APH Tab,' enter the Program Indicator.
  - Under the APH tab, select Program Indicator as 'NS'.
  - The APH Exception will display as Native Sod.
  - The Record Number will default to '001'; note that this record number can be changed.







### **Keying Specialty Databases - Native Sod > 5 Acres**

If the native sod acreage is greater than 5 acres the native sod ground is insurable the first year regardless of % of insurable planted acres.

#### Continued:

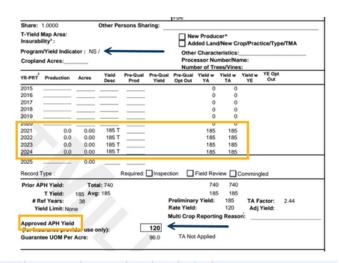


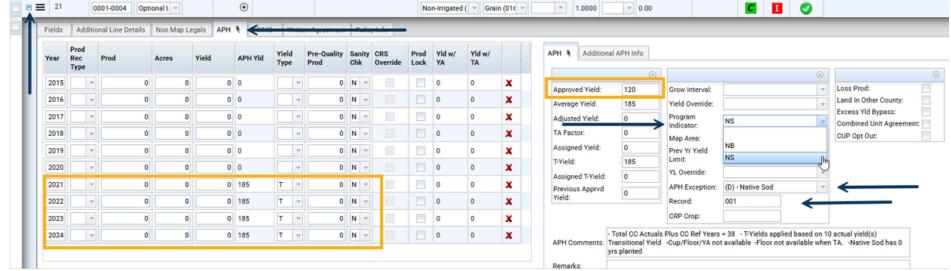
If acreage is native sod and greater than 5 acres:

- · All information is now entered.
- Select 'Save' to calculate the NS yield.



In this example, the APH database will still display the variable T-yield for the unit but the native sod rules are now applying. Reviewing the approved yield in GreatAg or on the APH form will show the correct approved yield for the database. The county T-yield is 185, the insured's approved yield with native sod on this database is a 120.







### **Keying Specialty Databases - Native Sod > 5 Acres - Subsequent Year**

If the native sod acreage is greater than 5 acres the native sod ground is insurable the first year regardless of % of insurable planted acres.



#### NS - 2018 or prior

- · Will receive native sod yield for 4 years of planting.
- Native sod yield is 65% of the applicable T-yield.

#### N8 - 2019 and forward

- Will receive native sod yield for the first 4 years a crop is insured (up to 10 years).
- Native sod yield is 65% of the applicable T-yield.



- If native sod still applies, all databases will remain with approved yields calculated as required with reported production for the applicable planted years.
- Approved and rate yields remain 65% of the applicable T-yield on native sod databases.
- If same native sod acreage is reported on same crop, the existing native sod line created in previous year can be used.
- If native sod acreage is reported to a new crop, create lines using steps listed earlier in this guide.
- Once native sod penalties no longer apply, combine databases as needed with existing databases, if applicable.
- If no existing non-native sod databases, approved and rate yields will be calculated using normal APH procedures.



