

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Acreage and Compliance Determinations
2-CP (Revision 16)**

Amendment 30

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 516 C and D have been amended to include updated:

- FSA ACRSI Inquiry Search Screen
- instructions for searching by program year and file status, and for searching using the “Status” option.

Subparagraphs 519 B and C have been amended to include updated:

- FSA ACRSI Inquiry Transmission Search Screen
- instructions for using the program year and transmission status when searching by transmission ID.

Subparagraphs 520 B and C have been amended to include updated:

- FSA ACRSI Inquiry Farm Search Screen
- instructions for using the program year and transmission status when searching by farm number.

Subparagraphs 521 B and C have been amended to include updated:

- FSA ACRSI Inquiry Summary Search Screen
- instructions for using the transmission status when doing a summary search.

Subparagraphs 523 B and C have been amended to include updated:

- FSA ACRSI Search Results Screen
- transmission statuses available for selection.

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Section 3 Using ACRSI Inquiry Service

516 ACRSI Inquiry Service

A Overview

The ACRSI Inquiry Service is provided to National, State and County Offices, along with the ACRSI Help Desk and used to assist users in determining why acreage reporting data that was shared is not available to FSA or the applicable AIP.

This part provides procedure for accessing the FSA ACRSI Inquiry Service web application. The ACRSI Inquiry Service allows users to determine where a transmission file is in the data sharing process and provides messaging about the transmission file status.

B Accessing FSA ACRSI Inquiry

National, State, and County Office employees can enter the ACRSI Inquiry application at https://intranet-apps.fsa.usda.gov/usda_scc_gateway/acrsi-error-console/. The USDA eAuthentication Login Screen will be displayed.

On the USDA Login Screen, CLICK “Login with LincPass (PIV)” or enter user ID and password and CLICK “Login”. After the user successfully completes the eAuthentication login, the FSA ACRSI Inquiry Screen will be displayed.

516 ACRSI Inquiry Service (Continued)

*--C FSA ACRSI Inquiry Search Screen

The following is an example of the FSA ACRSI Inquiry Search Screen.

An official website of the United States Government

United States Department of Agriculture
Farm Service Agency

[Sign off](#)

FSA ACRSI Inquiry

Search by: Transmission Farm Summary Worklist Reports

Program Year

All Program Year
▼

Transmission Number

Status

All Statuses
▼

Search

Reset

About this tool

FSA ACRSI Inquiry allows users to determine where the transmission file is in the data sharing process. Search either by **Transmission Number** or a combination of FSA Administrative **State-County-Farm**. Search results will include the status of the transmission, the step of the process by date and time, along with any necessary error messaging.

FSA ACRSI Inquiry also allows users to obtain a summary of transmission by **States** or by **Counties** for a specified date range. Summary results will include counts of transmissions received by FSA as well as counts of transmissions sent from FSA by states or counties. Inquiry tool also allows users to obtain the details of all transmission sent from and received by FSA for a county within a selected data range. Detailed results will include transmission id, state, county, farm numbers, status of transmission, date and time of transmission as well as any associated error messaging.

In addition, users are able to obtain multiple weekly worklist reports regarding transmissions received by farm, active ACRSI Worklist details, fields imported to CARS, fields deleted by the user, duplicate fields deleted by the system, and transmissions originating with an AIP. Report data is only obtained from the CARS Worklist. Users can view worklist report results onscreen, print .pdf versions, and export results in .csv format which can be opened in Microsoft Excel.

Data sharing process flow steps

<u>CARS Update Process</u>	<u>AIP Upload Process</u>
1. <u>FSA CARS Event and Transformation Service</u>	1. <u>RMA Intake Service</u>
2. <u>RMA Intake Service</u>	2. <u>RMA ACRSI Common Validation Service</u>
3. <u>RMA ACRSI Common Validation Service</u>	3. <u>RMA Clearing House</u>
4. <u>RMA Clearing House</u>	4. <u>FSA ACRSI Pilot Service</u>
	a. <u>ACRSI Worklist</u>
	b. <u>Imported to CARS</u>

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516 ACRSI Inquiry Service (Continued)

D ACRSI Inquiry Search Options

The following table provides the list of search and report options available on the FSA
*--ACRSI Inquiry Search Screen.

Search Option	Action	Result
Transmission ID	<ul style="list-style-type: none"> • Select the program year. • Enter the clearing house transmission ID. • Select the transmission file status. • CLICK “Search”. 	<p>Program year defaults to “All Program Year”. Select the desired program year from the drop-down list.</p> <p>All farm files included in the transmission will be displayed in a table below the search selection.</p> <p>Status defaults to “All Statuses”. Select the status from the drop-down list. The available options are “Complete”, “Failure”, “Processing”, or “Skipped”.</p>
Farm	<ul style="list-style-type: none"> • Select the program year. • Select the applicable administrative State. • Select the administrative county. • Enter the farm number. • Select the file status. • CLICK “Search”. 	<p>Program year defaults to “All Program Year”. Select the desired program year from the drop-down list.</p> <p>All transmissions associated with the selected farm will be displayed in a table below the search selection.</p> <p>Status defaults to “All Statuses”. Select the status from the drop-down list. The available options are “Complete”, “Failure”, “Processing”, or “Skipped”.</p>
Summary	<ul style="list-style-type: none"> • Enter a start date. • Enter an end date (not more than 30 calendar days from the start date). • Enter a State (optional). • Enter a county (optional). • Select the file status. • CLICK “Search”. 	<p>A total count of State and county transmissions files sent by FSA and received from AIP’s during the entered date range will be displayed in a table below the search selection.</p> <p>Status defaults to “All Statuses”. Select the status from the drop-down list. The available options are “Complete”, “Failure”, “Processing”, or “Skipped”.</p>

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516 ACRSI Inquiry Service (Continued)

D ACRSI Inquiry Search Options (Continued)

Search Option	Action	Result
Worklist Reports	<ul style="list-style-type: none"> • Select a worklist report from the drop-down list. • Enter a start date. • Enter an end date (not more than 7 calendar days from the start date). • Enter a State (optional). • Enter a county (optional). • CLICK “View Worklist Report”. 	Depending upon the worklist report selected, a summary county or detailed list of results will be displayed. See paragraph 522 for the available reports selection options.

517, 518 (Withdrawn--Amend. 5)

519 ACRSI Inquiry Search – Transmission

A Overview

The Transmission Search allows the user to enter a transmission number to determine the farms included in the transmission file.

*--B FSA ACRSI Inquiry Transmission Search Screen

The following is an example of the FSA ACRSI Inquiry Transmission Search Screen.

An official website of the United States Government

USDA United States Department of Agriculture
Farm Service Agency

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FSA ACRSI Inquiry

Search by: **Transmission** Farm Summary Worklist Reports

Program Year
All Program Year

Transmission Number

Status
All Statuses

Search Reset

About this tool

FSA ACRSI Inquiry allows users to determine where the transmission file is in the data sharing process. Search either by **Transmission Number** or a combination of FSA Administrative **State-County-Farm**. Search results will include the status of the transmission, the step of the process by date and time, along with any necessary error messaging.

--*

C Action

To search by transmission number:

- CLICK “**Transmission**” from the “Search by” tab
- *--select the program year or leave the default “All Program Year”
- enter the transmission number
- select the status or leave the default “All Statuses”--*
- CLICK “**Search**” to display the search results
- CLICK “**Reset**” to clear the “Transmission Number” field.

520 ACRSI Inquiry Search – Farm

A Overview

The Farm Search allows the user to send a State, county, and farm number to determine the status of the transmissions associated with the farm.

*--B FSA ACRSI Inquiry Farm Search Screen

The following an example of the FSA ACRSI Inquiry Farm Search Screen.

An official website of the United States Government

USDA United States Department of Agriculture
Farm Service Agency

Sign off

FSA ACRSI Inquiry

Search by: Transmission **Farm** Summary Worklist Reports

Program Year
All Program Year

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

State
Select a State

County
Select a County

Farm number

Status
All Statuses

Search Reset

--*

520 ACRSI Inquiry Search – Farm (Continued)

C Action

To search by farm number:

- CLICK “**Farm**” from the “Search by” tab
- *--select the program year or leave the default “All Program Year”--*
- enter a start date
- enter an end date
- select the State from the drop-down list
- select the county for the drop-down list
- enter the farm number
- *--select the status or leave the default “All Statuses”--*
- CLICK “**Search**” to display the search results

Note: “Search” will not be available until all required information is provided.

- CLICK “**Reset**” to clear the data fields.

521 ACRSI Inquiry Search – Summary

A Overview

The Summary Search allows the user to search for ACRSI data transmitted within a *--timeframe of not more than 30 calendar days for a selected State and county. The count of files transmitted by State and county for the selected timeframe will be displayed and the user will be able to view details of the files transmitted, including farm number and transmission number.

B FSA ACRSI Inquiry Summary Search Screen

The following is an example of the FSA ACRSI Inquiry Summary Search Screen.

An official website of the United States Government

USDA United States Department of Agriculture
Farm Service Agency

Sign off

FSA ACRSI Inquiry

Search by: Transmission Farm **Summary** Worklist Reports

Start Date (mm/dd/yyyy)

End Date (mm/dd/yyyy)

State

Select a State

County

Select a County

Status

Search Reset

--*

521 ACRSI Inquiry Search – Summary (Continued)

C Action

To search by date range:

- CLICK “**Summary**” from the “Search by” tab
- enter a start date
- enter an end date
- select the State from the drop-down list
- select the county for the drop-down list
- start date and end date must be within 30 calendar days

Note: The error message, “Invalid date(s) for search. Date range cannot be more than 30 Days”, will be displayed if the date range entered is invalid.

•*--select the status or leave the default “All Statuses”--*

- CLICK “**Search**” to display the search results

Note: “Search” will not be available until all required information is provided.

- CLICK “**Reset**” to clear the data fields.

***--522 ACRSI Inquiry Search – Worklist Reports**

A Overview

The Worklist Reports Search allows the user to select a Worklist Report, enter search criteria and view the report results. The Worklist Reports results are obtained from the ACRSI Pilot Service – ACRSI Worklist maintained in CARS. State and County Offices shall use these reports as a management tool to access the information processed through ACRSI and to assist with settling data discrepancies with producers. The available Worklist Reports are as follows:

- Farms Received
- Active Work List
- User Imported
- Fields Deleted
- Farms Deleted
- Originating with AIP
- Error Details by Farm.

B Worklist Reports Descriptions

The following table provides the worklist reports and the description of the results that will be obtained when the report is run.

Report	Description
Farms Received	Provides a report of all farms with ACRSI files transmitted between the selected dates and for the selected State/county, if applicable.
Active Work List	<p>Provides a report of farm/tract/fields placed on the ACRSI Worklist in CARS for the selected dates and for the selected State/County, if applicable.</p> <p>The following data is provided on the report:</p> <ul style="list-style-type: none"> • State • County • Farm Number • Acreage Submission Identifier (Transmission ID) • Tract • Field • Subfield • Crop • Crop Type • Intended Use • Irrigation Practice • Core Product ID • Organic Practice • Cropping Practice Code (RMA) • Planted Date • Secondary Status (CARS Supplemental Status) • Reported Quantity (Acres).

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523 ACRSI Inquiry Transmission and Farm Search Results (Continued)

*--B FSA ACRSI Search Results Screen

The following is an example of the FSA ACRSI Search Results Screen.

Page 1 of 1

Status	Step	Message	ID	State	County	Farm	Program Year	Originator ID	Date
Complete	FSA ACRSI Pilot Service - Worklist	Successfully submitted from Pilot		Alabama	Baldwin		2023	AEF	07/25/2024 12:53:23
Complete	FSA ACRSI Pilot Service - Worklist	Successfully submitted from Pilot		Alabama	Baldwin		2023	AEF	07/25/2024 12:53:22
Complete	FSA ACRSI Pilot Service - Worklist	Successfully submitted from Pilot		Alabama	Baldwin		2023	AEF	07/25/2024 12:53:22
Complete	FSA ACRSI Pilot Service - Worklist	Successfully submitted from Pilot		Alabama	Baldwin		2023	AEF	07/25/2024 12:53:23

Print Summary Report Current View Export Summary Report

C Filtering ACRSI Inquiry Transmission and Farm Search Results

Users have the option to filter the FSA ACRSI Inquiry search results when searching by transmission or by farm to a specific transmission status by selecting from the drop-down options. The available transmission statuses are:

- All Statuses
- Complete
- Failure
- Processing--*
- Skipped.

In addition, users can sort data by clicking on the search results headers.

Example: Clicking on the “Date” header will place data in ascending or descending order by date.

Use the right scroll bar to display more data. The current display is limited to 30 line items. Click the “Load More” button to view the next 60 line items.

Note: Skipped indicates there are no approved ACRSI crops or no joint agency producers on the report; therefore, the report was not transmitted.

--523 ACRSI Inquiry Transmission and Farm Search Results (Continued)*D Process Flow Steps for ACRSI Transmissions**

The **Step** in the search results is the process flow step where the transmission file is currently being validated.

The data sharing process flow steps for acreage reports accepted through the FSA reporting channel are as follows:

CARS Update Process Flow Steps:

- FSA CARS Event and Transformation Service
- RMA Intake Service
- RMA ACRSI Common Validation Service
- RMA Clearing House.

The data sharing process flow steps for acreage reports accepted through the AIP reporting channel are as follows:

AIP Upload Process Flow Steps:

- RMA Intake Service
- RMA ACRSI Common Validation Service
- RMA Clearing House
- FSA ACRSI Pilot Service
- ACRSI Worklist
- Imported to CARS.--*