

RIRS – RMA Information Reporting System

User Tutorial

Questions not answered in this document? Please contact us at
rma.applicationssupport@rma.usda.gov

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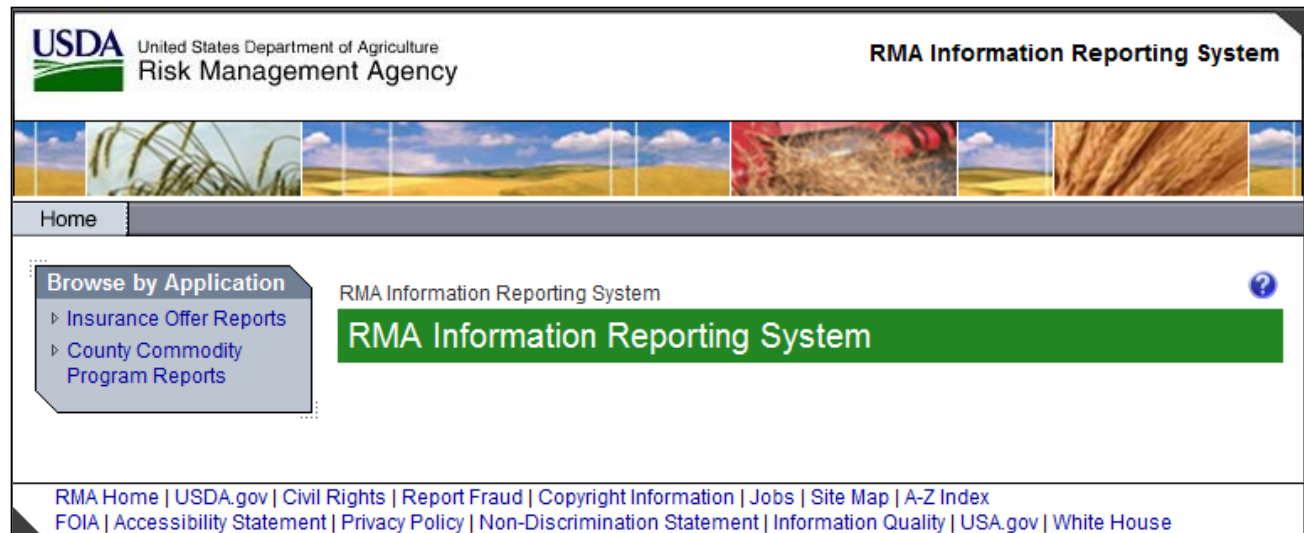
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Introduction

- ▶ This tutorial provides general guidance on the features of the RMA Information Reporting System (RIRS).
- ▶ After completing this tutorial, you will be able to:
 - Select a specific report from the left navigation panel
 - Navigate via breadcrumb trail
 - Display/expand and hide/collapse the selection criteria
 - Select your criteria and change the order of selection criteria
 - Export reports to Excel, Word, or PDF format
 - Generate reports, cancel reports, and preview reports
 - Select the fields to display, or deselect the fields you do not want to display (for Price reports)
 - View the Status displaying the number of records that meet the selection criteria (for Price reports)

RIRS homepage

The RIRS Homepage allows you to select a report to view from the left navigation panel. Click a bullet to expand the list of available reports.



The screenshot shows the RIRS homepage with the following elements:

- Header:** USDA United States Department of Agriculture Risk Management Agency on the left, and RMA Information Reporting System on the right.
- Image Strip:** A horizontal strip of five agricultural images: a field of tall grass, a yellow field under a blue sky, a red tractor, a green field, and a close-up of a wooden surface.
- Navigation:** A "Home" button in a grey bar.
- Left Panel:** A "Browse by Application" section with a blue header and two bullet points: "Insurance Offer Reports" and "County Commodity Program Reports".
- Main Content:** A green banner with the text "RMA Information Reporting System" and a blue question mark icon.
- Footer:** A row of links: RMA Home | USDA.gov | Civil Rights | Report Fraud | Copyright Information | Jobs | Site Map | A-Z Index | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USA.gov | White House.

Using the left navigation panel

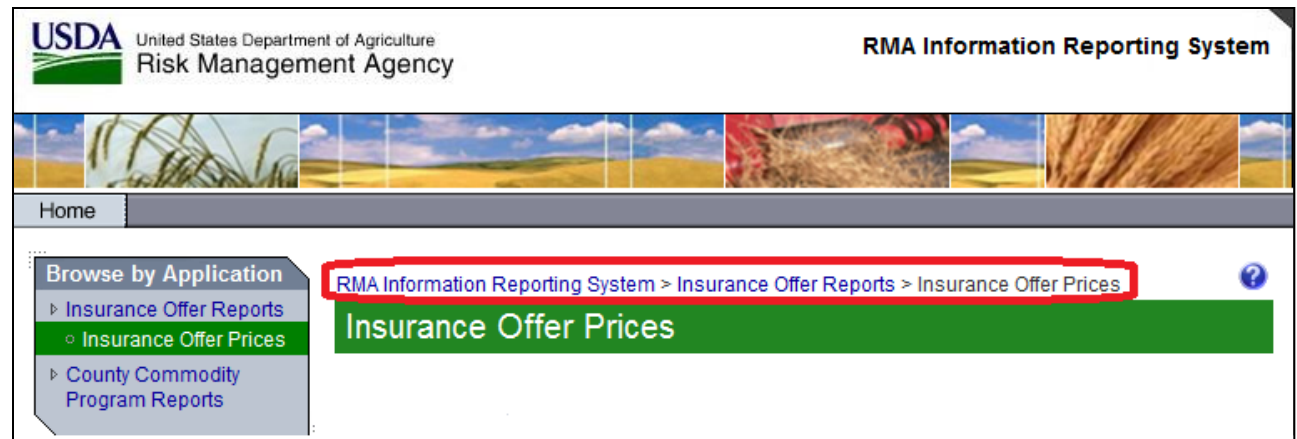
The left navigation panel lists the available reports to view. Click a report name to choose the criteria you want to display.



The screenshot displays the RMA Information Reporting System interface. At the top left is the USDA logo and text: "United States Department of Agriculture Risk Management Agency". At the top right is the text "RMA Information Reporting System". Below the header is a banner image showing various agricultural scenes. A navigation bar contains a "Home" button. The left navigation panel, titled "Browse by Application", lists several categories: "Insurance Offer Reports", "County Commodity Program Reports" (which is highlighted in green), "Listing by Commodity and Insurance Plan", "Listing by State/County", "Count by Commodity and Insurance Plan", and "Count by State". The main content area shows the breadcrumb "RMA Information Reporting System > County Commodity Program Reports" and a large green header for "County Commodity Program Reports". At the bottom, a footer contains links for "RMA Home", "USDA.gov", "Civil Rights", "Report Fraud", "Copyright Information", "Jobs", "Site Map", "A-Z Index", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "USA.gov", and "White House".

Using the Breadcrumb trail

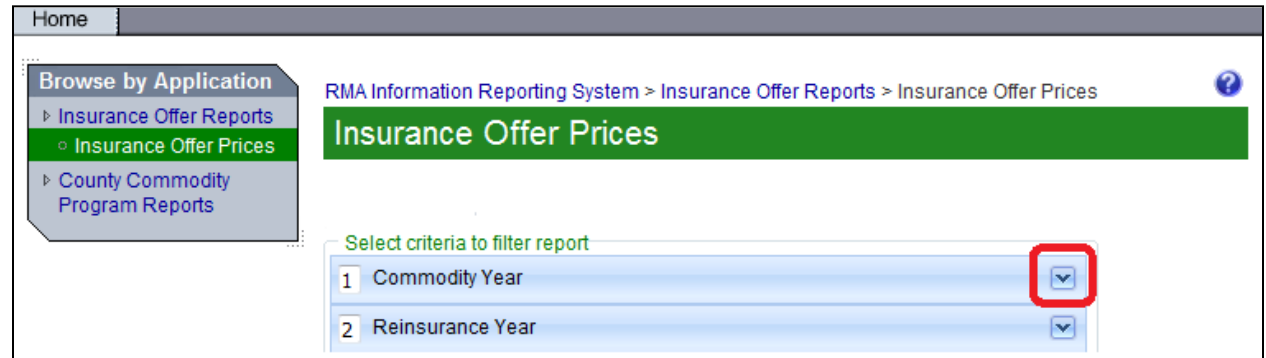
The **Breadcrumb Trail**, outlined in red, provides links to each previous page you navigated through to get to the current page. You can click a link displayed in the **Breadcrumb** to navigate to a page within the application.



The screenshot displays the RMA Information Reporting System interface. At the top left is the USDA logo and the text "United States Department of Agriculture Risk Management Agency". At the top right is the text "RMA Information Reporting System". Below the header is a decorative banner with agricultural images. A "Home" button is visible. On the left, a "Browse by Application" menu lists "Insurance Offer Reports", "Insurance Offer Prices", and "County Commodity Program Reports". The "Insurance Offer Prices" item is highlighted in green. To the right of the menu, a breadcrumb trail is shown: "RMA Information Reporting System > Insurance Offer Reports > Insurance Offer Prices". This trail is highlighted with a red border. Below the breadcrumb trail is a green bar with the text "Insurance Offer Prices". A help icon (?) is located to the right of the breadcrumb trail.

Display / Hide criteria selections

Click the **Down** arrow (highlighted in red) to display / expand the selection criteria.



Home

Browse by Application

- Insurance Offer Reports
- Insurance Offer Prices
- County Commodity Program Reports

RMA Information Reporting System > Insurance Offer Reports > Insurance Offer Prices

Insurance Offer Prices

Select criteria to filter report

1	Commodity Year	▼
2	Reinsurance Year	▼

Click the **Up** arrow (highlighted in red) to hide / collapse the selection criteria.



Home

Browse by Application

- Insurance Offer Reports
- Insurance Offer Prices
- County Commodity Program Reports

RMA Information Reporting System > Insurance Offer Reports > Insurance Offer Prices

Insurance Offer Prices

Select criteria to filter report

1	Commodity Year	▲
	<input type="checkbox"/> 2010 <input type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012	
2	Reinsurance Year	▲
	<input type="checkbox"/> 2011 <input checked="" type="checkbox"/> 2012	

Selecting your criteria

To filter the number of records to include on the report, select one or more items from the dropdowns by clicking the box next to the criterion.

If you change a selection, the cascading criteria collapse while the system refreshes the available selections.

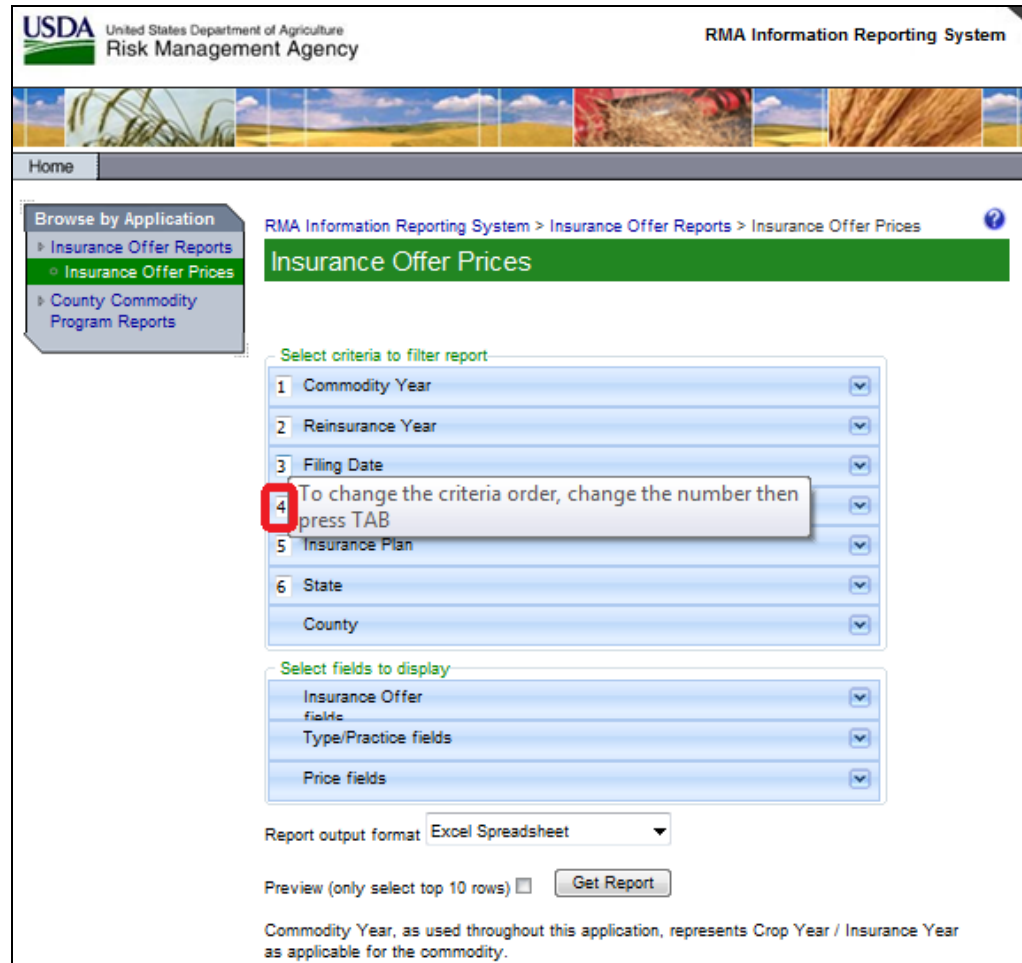
The screenshot displays the 'RMA Information Reporting System' interface. At the top, it shows the USDA logo and 'United States Department of Agriculture Risk Management Agency'. The page title is 'RMA Information Reporting System' and the current path is 'Insurance Offer Reports > Insurance Offer Prices'. A breadcrumb trail shows 'Home > Insurance Offer Reports > Insurance Offer Prices'. A sidebar menu on the left has 'Insurance Offer Prices' selected. The main content area is titled 'Insurance Offer Prices' and contains a section 'Select criteria to filter report:' with five numbered criteria:

- 1 Commodity Year: 2010 2011 2012
- 2 Reinsurance Year: 2011 2012
- 3 Filing Date: 2011-04-30 2011-06-30
- 4 Commodity: A list of commodity codes with checkboxes. 'Apiculture (1191)' and 'Forage Production (0033)' are selected.
- 5 Insurance Plan: A list of insurance plan codes with checkboxes. 'Rainfall Index (13)' and 'Vegetation Index (14)' are selected.
- 6 State: A dropdown menu with 'County' selected below it.

Changing your selection criteria order

Changing the order of your selection criteria allows you to decide how to filter the information you want to see.

Type numbers in the order you want the criteria to display and press the **Tab** key or click outside the box to trigger the reordering action. Instructions display on the screen when you hover the mouse over the numbers.



USDA United States Department of Agriculture Risk Management Agency RMA Information Reporting System

Home

Browse by Application

- Insurance Offer Reports
- Insurance Offer Prices
- County Commodity Program Reports

RMA Information Reporting System > Insurance Offer Reports > Insurance Offer Prices

Insurance Offer Prices

Select criteria to filter report

- Commodity Year
- Reinsurance Year
- Filing Date
- To change the criteria order, change the number then press TAB
- Insurance Plan
- State
- County

Select fields to display

- Insurance Offer fields
- Type/Practice fields
- Price fields

Report output format: Excel Spreadsheet

Preview (only select top 10 rows)

Commodity Year, as used throughout this application, represents Crop Year / Insurance Year as applicable for the commodity.

Selecting fields to display

Some reports allow you to select specific fields to display on the report you want to view.

The check boxes are pre-selected for all available fields. To remove a field from the report, click the box to deselect it.

The Type/Practice fields are static and available for all reports.

The Insurance Offer fields and Prices fields are dynamic; that is, they change based on the selection criteria and display only the available fields.

Select fields to display

Insurance Offer fields

<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Reinsurance Year	<input checked="" type="checkbox"/>	Commodity Year
<input checked="" type="checkbox"/>	Filing Date	<input checked="" type="checkbox"/>	Commodity Code
<input checked="" type="checkbox"/>	Commodity Name	<input checked="" type="checkbox"/>	Insurance Plan Code
<input checked="" type="checkbox"/>	Insurance Plan Name	<input checked="" type="checkbox"/>	Insurance Plan Abbreviation
<input checked="" type="checkbox"/>	State Abbreviation	<input checked="" type="checkbox"/>	State Code
<input checked="" type="checkbox"/>	State Name	<input checked="" type="checkbox"/>	County Code
<input checked="" type="checkbox"/>	County Name	<input checked="" type="checkbox"/>	Sales Closing Date
<input checked="" type="checkbox"/>	UOM		

Type/Practice fields

<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	Type Code	<input checked="" type="checkbox"/>	Practice Code
<input checked="" type="checkbox"/>	Type Name	<input checked="" type="checkbox"/>	Practice Name
<input checked="" type="checkbox"/>	Commodity Type Code	<input checked="" type="checkbox"/>	Irrigation Practice Code
<input checked="" type="checkbox"/>	Commodity Type Name	<input checked="" type="checkbox"/>	Irrigation Practice Name
<input checked="" type="checkbox"/>	Class Code	<input checked="" type="checkbox"/>	Cropping Practice Code
<input checked="" type="checkbox"/>	Class Name	<input checked="" type="checkbox"/>	Cropping Practice Name
<input checked="" type="checkbox"/>	Sub Class Code	<input checked="" type="checkbox"/>	Organic Practice Code
<input checked="" type="checkbox"/>	Sub Class Name	<input checked="" type="checkbox"/>	Organic Practice Name
<input checked="" type="checkbox"/>	Intended Use Code	<input checked="" type="checkbox"/>	Interval Code
<input checked="" type="checkbox"/>	Intended Use Name	<input checked="" type="checkbox"/>	Interval Name

Price fields

Report output format: Excel Spreadsheet

Preview (only select top 10 rows)

Selecting fields to display - continued

For Price reports, the system displays only those Price fields that are applicable to the criteria selected.

This screen shot shows a list of the Price fields that may be available, depending on the commodity selected.

<input checked="" type="checkbox"/> Class Code	<input checked="" type="checkbox"/> Class Name
<input checked="" type="checkbox"/> Sub Class Code	<input checked="" type="checkbox"/> Sub Class Name
<input checked="" type="checkbox"/> Intended Use Code	<input checked="" type="checkbox"/> Intended Use Name
<input checked="" type="checkbox"/> Practice Code	<input checked="" type="checkbox"/> Practice Name
<input checked="" type="checkbox"/> Irrigation Practice Code	<input checked="" type="checkbox"/> Irrigation Practice Name
<input checked="" type="checkbox"/> Cropping Practice Code	<input checked="" type="checkbox"/> Cropping Practice Name
<input checked="" type="checkbox"/> Organic Practice Code	<input checked="" type="checkbox"/> Organic Practice Name
<input checked="" type="checkbox"/> Interval Code	<input checked="" type="checkbox"/> Interval Name

Prices fields	
<input checked="" type="checkbox"/>	
<input type="checkbox"/> Catastrophic Price	<input checked="" type="checkbox"/> Projected Price
<input type="checkbox"/> Established Price	<input type="checkbox"/> Harvest Price
<input type="checkbox"/> Additional Price	<input type="checkbox"/> Price Volatility Factor
<input type="checkbox"/> Catastrophic Dollar Amount	<input type="checkbox"/> Contract Price Code
<input type="checkbox"/> Minimum Dollar Amount	<input type="checkbox"/> Maximum Contract Price
<input type="checkbox"/> Maximum Dollar Amount	<input type="checkbox"/> Maximum Contract Price Factor
<input type="checkbox"/> Reference Maximum Dollar Amount	<input type="checkbox"/> Additional Value Price
<input type="checkbox"/> Age Low Count	<input type="checkbox"/> Maximum Additional Value Price
<input type="checkbox"/> Age High Count	<input type="checkbox"/> Allowable Cost Price
<input type="checkbox"/> Certified Seed Price	<input type="checkbox"/> County Base Value
<input type="checkbox"/> Density Low Quantity	<input type="checkbox"/> Density High Quantity
<input type="checkbox"/> Expected County Landing Adjustment Factor	<input type="checkbox"/> Expected Revenue Factor
<input type="checkbox"/> Fixed Coverage Amount	<input type="checkbox"/> Growth Stage Code
<input type="checkbox"/> Growth Stage Factor	<input type="checkbox"/> Harvest Revenue Option Factor
<input type="checkbox"/> Hybrid Seed Option Price	<input type="checkbox"/> Season Average Price
<input type="checkbox"/> Minimum Acre Percent	<input type="checkbox"/> Maximum Acre Percent
<input type="checkbox"/> Maximum Over Price Election	<input checked="" type="checkbox"/> Maximum Protection Per Acre
<input type="checkbox"/> Sucrose Factor	<input type="checkbox"/> Survival Percent

Selecting fields and viewing status

For Price reports, the system displays a status box showing how many records meet the selection criteria. The record count decreases as you filter what you want to view.

Note: In the example at far top right, the record count is 4.

The screenshot shows a multi-level selection interface. At the top, 'Insurance Plan' is selected. Below it, 'Group Risk Plan (04)' is checked. Under 'States', 'Kansas (20)' is checked. Under 'Counties', the following table is shown:

State	County
<input type="checkbox"/>	Kansas Mitchell (123)
<input type="checkbox"/>	Kansas Morris (127)
<input type="checkbox"/>	Kansas Morton (129)
<input type="checkbox"/>	Kansas Nemaha (131)
<input type="checkbox"/>	Kansas Neosho (133)
<input type="checkbox"/>	Kansas Ness (135)
<input checked="" type="checkbox"/>	Kansas Norton (137)
<input type="checkbox"/>	Kansas Osage (139)
<input type="checkbox"/>	Kansas Osborne (141)
<input type="checkbox"/>	Kansas Ottawa (143)

At the bottom, 'Select fields to display' is set to 'Insurance Offer fields' and 'Type Practices fields'.

Status: 4
Selected items is estimated to generate 4 records. Actual records displayed in the report might be less depending on the output fields selection. Press Get Report button below to generate report.



Generating and previewing reports

Click the preferred output format for the report.

Excel is the pre-populated default report format for Price reports. Other reports default to .PDF format.

If you want to look at the report before exporting it, select **Preview** to see the top 10 rows.

Click **Get Report** to open or save the entire report.

Select fields to display

Insurance Offer fields	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Reinsurance Year	<input checked="" type="checkbox"/> Commodity Year
<input checked="" type="checkbox"/> Filing Date	<input checked="" type="checkbox"/> Commodity Code
<input checked="" type="checkbox"/> Commodity Name	<input checked="" type="checkbox"/> Insurance Plan Code
<input type="checkbox"/> Insurance Plan Name	<input type="checkbox"/> Insurance Plan Abbreviation
<input checked="" type="checkbox"/> State Abbreviation	<input checked="" type="checkbox"/> State Code
<input type="checkbox"/> State Name	<input checked="" type="checkbox"/> County Code
<input type="checkbox"/> County Name	<input checked="" type="checkbox"/> Sales Closing Date
<input checked="" type="checkbox"/> UOM	

Type/Practice fields	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Type Code	<input checked="" type="checkbox"/> Practice Code
<input type="checkbox"/> Type Name	<input type="checkbox"/> Practice Name
<input checked="" type="checkbox"/> Commodity Type Code	<input checked="" type="checkbox"/> Irrigation Practice Code
<input checked="" type="checkbox"/> Commodity Type Name	<input checked="" type="checkbox"/> Irrigation Practice Name
<input type="checkbox"/> Class Code	<input type="checkbox"/> Cropping Practice Code
<input type="checkbox"/> Class Name	<input type="checkbox"/> Cropping Practice Name
<input type="checkbox"/> Sub Class Code	<input type="checkbox"/> Organic Practice Code
<input type="checkbox"/> Sub Class Name	<input type="checkbox"/> Organic Practice Name
<input type="checkbox"/> Intended Use Code	<input type="checkbox"/> Interval Code
<input type="checkbox"/> Intended Use Name	<input type="checkbox"/> Interval Name

Price fields	
<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/> Catastrophic Price	<input checked="" type="checkbox"/> Established Price
<input checked="" type="checkbox"/> Filing Status Description	

Report output format: Excel Spreadsheet
Formatted Print (PDF)
Excel Spreadsheet
Word Document

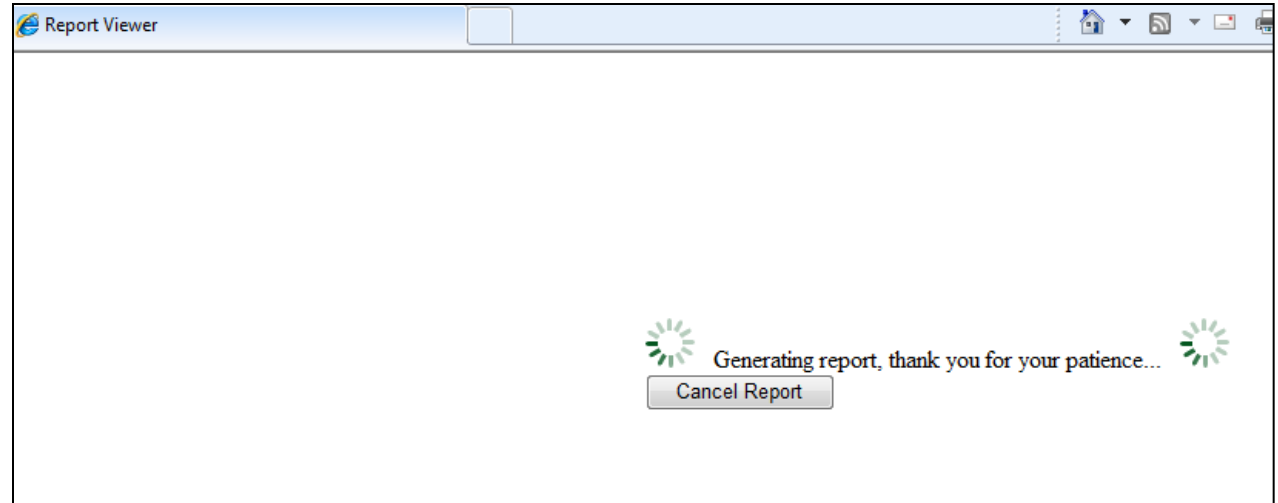
Preview (only select): Excel Spreadsheet report

Commodity Year, as used throughout this application, represents Crop Year / Insurance Year as applicable for the commodity.



Canceling reports

When the
Generating report
screen displays,
you may click the
Cancel Report
button to stop the
report from
processing.



Appendix – Report Descriptions

Report Name	Report Description	Selection Criteria
Insurance Offer Prices	Displays the selected price types that are available for the selected criteria and chosen fields for the insurance offer	Commodity Year, Reinsurance Year, Filing Date, Commodity, Insurance Plan, State and County. Choose fields: Insurance Offer fields, Type/Practice fields, and Price fields
Listing by Commodity and Insurance Plan	Displays a list of commodities and insurance plans by commodity/reinsurance year	Commodity/Reinsurance Year, Commodities
Listing by State/County	Displays the number of insured counties and commodities for a commodity/reinsurance year by state and county	Commodity/Reinsurance Year, States, Counties
Count by Commodity and Insurance Plan	Displays the number of insured counties by commodity and insurance plan for a commodity/reinsurance year	Commodity/Reinsurance Year, Commodities, Insurance Plans
Count by State	Displays the number of counties and the number of county commodity programs for the selected commodity/reinsurance year(s) and state(s)	Commodity/Reinsurance Year, States

End of Tutorial for the
RMA Information Reporting System

Questions?

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