Identify Farms Approved in Prior Year and Not Enrolled in Current Year

1.	Run ARCPLC "All Approved Farms" report for prior year(ex: 2020). Use the CSV option.
	Select Report by Status Note:Select at least one or more statuses to run the reports below.
	Contract Status: Initiated 🗌 Enrolled 🗌 Approved 🗹 Cancelled 🗌
	Programs: PLC ☑ ARC-County ☑ ARC-Individual ☑ PLC-Default □ ARC County-Default □ ARC Individual-Default □
	File Format: O PDF
	Contract Status Report

2. Open the report, select "COLUMN E", and right click and COPY the contents of column E.

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3. Open a new excel spreadsheet and click inside cell A1. Click Ctrl + V to paste the selection into Column A.

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4. Next, run the ARCPLC "All Farms Enrolled AND Approved" report for current year (ex: 2021). Use the CSV option.

Select Report by Status Note:Select at least one or more statuses to run the reports below.
Contract Status: Initiated 🗌 Enrolled 🗹 Approved 🗹 Cancelled 🗌
Programs: PLC ☑ ARC-County ☑ ARC-Individual ☑ PLC-Default □ ARC County-Default □ ARC Individual-Default □
File Format: O PDF
Contract Status Report

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3	2021	State	County	StateCoun	40	Approved	
4	2021	State	County	StateCoun	42	Approved	
5	2021	State	County	StateCoun	47	Enrolled	
6	2021	State	County	StateCoun	49	Approved	
7	2021	State	County	StateCoun	100	Approved	
8	2021	State	County	StateCoun	122	Approved	
9	2021	State	County	StateCoun	158	Approved	
10	2021	State	County	StateCoun	186	Approved	
11	2021	State	County	StateCoun	244	Approved	
12	2021	State	County	StateCoun	283	Approved	
13	2021	State	County	StateCoun	287	Approved	
14	2021	State	County	StateCoun	293	Approved	
15	2021	State	County	StateCoun	299	Approved	
16	2021	State	County	StateCoun	327	Approved	
17	2021	State	County	StateCoun	345	Approved	
18	2021	State	County	StateCoun	367	Approved	
19	2021	State	County	StateCoun	394	Approved	
20	2021	State	County	StateCoun	438	Approved	

5. Click in the C1 cell and then click Ctrl + V to paste. (Note: Column B is left blank for future steps).

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7	47			100			
8	49			122			
9	100			158			
10	122			186			
11	158			244			
12	186			283			
13	244			287			

Next select ROW 1, RIGHT CLICK and DELETE to remove the header row. Your first farm number for both years should be in row 1 now.

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20	267	400	

Copy and paste the formula below into cell B1.
 =IF(ISNA(MATCH(A1,C:C,0)),"",INDEX(C:C,MATCH(A1,C:C,0)))
 (Note: When clicking in cell B1, DO NOT DOUBLE CLICK) Click ENTER after pasting formula.



RESULT:

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4	42		47							
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6	47		100							
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7. Click in B1 again, put your cursor over the bottom right corner of cell B1 a skinny black cross will appear, click there and drag down Column B to the bottom of the data in Column A.

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8. Data will appear after unclicking the mouse. All farms enrolled in both years will be listed in Column B. Blank cells in Column B indicate farms not enrolled for the current year.

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9. To make the data easier to view, Column C can be hidden. Click on the C at the top to highlight the column, right click and select hide.

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10. Optional: To color code, follow steps 16-19.

Highlight columns A and B by clicking the letter A and dragging over to B.

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11. Click 'Conditional formatting' then 'Highlighted cell rules' then 'Duplicate values'.

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12. The following box will appear, change the first drop down box to 'Unique', click OK.

Duplicate Values	8 23								
Format cells that contain:									
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13. Farms that were approved in prior year and are not enrolled in current year will be highlighted red. Farms approved in prior year and enrolled in current year will be white.

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User tips for convenience:

• As farms are enrolled, the newly enrolled farm numbers can be added to column C, which will remove the highlighted status from that number in column A

*Keep in mind ARCPLC reports are not live time.