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 ☐
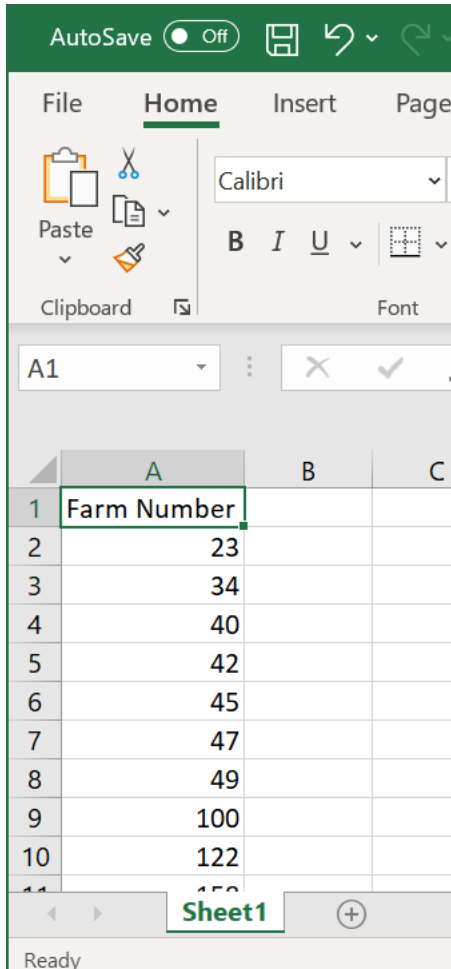ARC County-Default ☐ ARC Individual-Default ☐

File Format: ○ PDF ◉ CSV

◉ Contract Status Report

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

| File | Home | Insert | Page Layout | Formulas | Data | Review |

	A	B	C	D	E	
1	Program Y	State	County	StateCoun	Farm Nu	Cut
2	2020	State	County	StateCoun	2	Copy
3	2020	State	County	StateCoun	3	
4	2020	State	County	StateCoun	4	Paste Options:
5	2020	State	County	StateCoun	4	
6	2020	State	County	StateCoun	4	
7	2020	State	County	StateCoun	4	Paste Special...
8	2020	State	County	StateCoun	4	
9	2020	State	County	StateCoun	10	Insert
10	2020	State	County	StateCoun	12	
11	2020	State	County	StateCoun	15	Delete
12	2020	State	County	StateCoun	18	
13	2020	State	County	StateCoun	24	Clear Contents
14	2020	State	County	StateCoun	28	
15	2020	State	County	StateCoun	28	Format Cells...
16	2020	State	County	StateCoun	29	
17	2020	State	County	StateCoun	29	Column Width...
18	2020	Indiana	Greene	18055	32	Hide
						Unhide

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

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 ☐
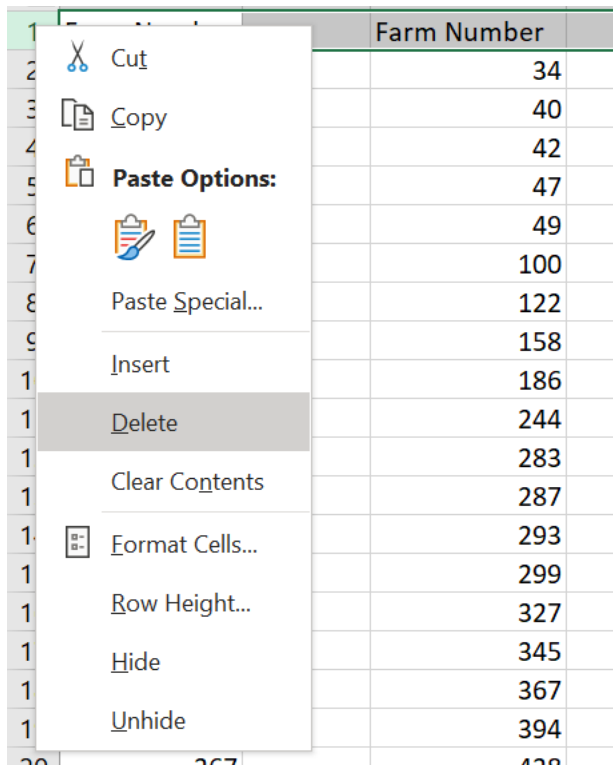ARC County-Default ☐   ARC Individual-Default ☐

File Format: ☐ PDF   ☉ CSV

☉ Contract Status Report

File	Home	Insert	Page Layout	Formulas	Data

Calibri · 11 · A^ A^

B I U · · · A ·

Clipboard · Font ·

E1 · × ✓ fx Farm Number

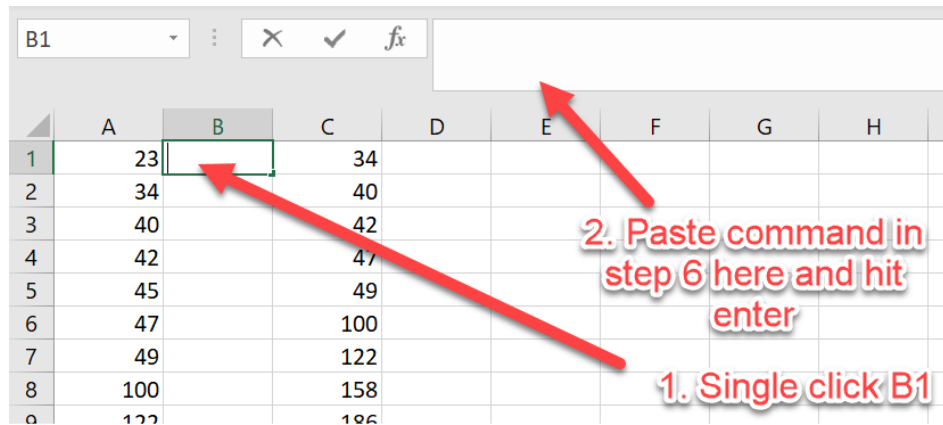|	A	B	C	D	E	F
1	Program Y	State	County	StateCoun	Farm Num	Contract S
2	2021	State	County	StateCoun	34	Approved
3	2021	State	County	StateCoun	40	Approved
4	2021	State	County	StateCoun	42	Approved
5	2021	State	County	StateCoun	47	Enrolled
6	2021	State	County	StateCoun	49	Approved
7	2021	State	County	StateCoun	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).**

C1 · × ✓ fx Farm Number

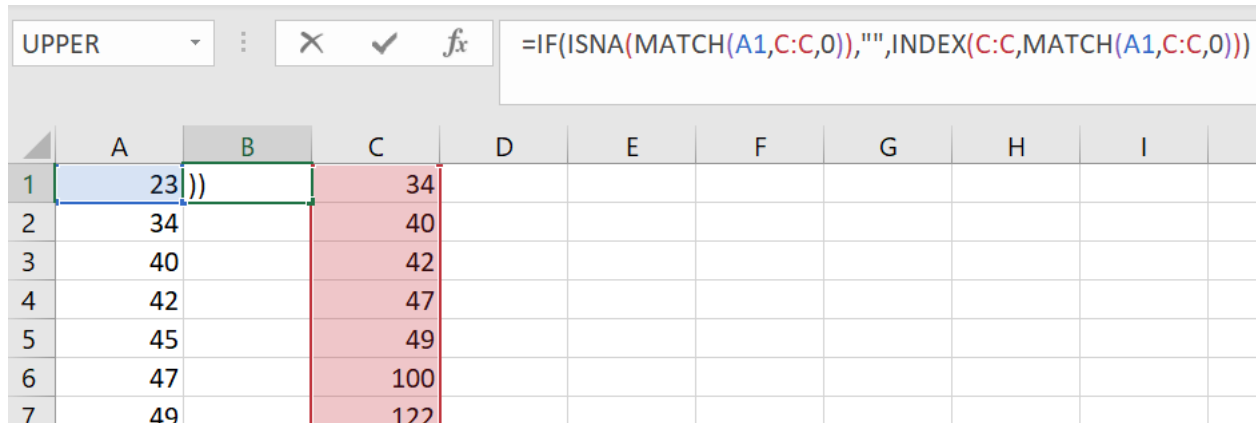|	A	B	C	D
1	Farm Number		Farm Number	
2	23		34	
3	34		40	
4	40		42	
5	42		47	
6	45		49	
7	47		100	
8	49		122	
9	100		158	
10	122		186	
11	158		244	
12	186		283	
13	244		287	

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.

			Farm Number
1			
2	Cut		34
3	Copy		40
4			42
5	Paste Options:		47
6			49
7			100
8	Paste Special...		122
9			158
1	Insert		186
1	Delete		244
1			283
1	Clear Contents		287
1	Format Cells...		293
1			299
1	Row Height...		327
1	Hide		345
1			367
1	Unhide		394

6. 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.

B1

	A	B	C	D	E	F	G	H
1	23		34					
2	34		40					
3	40		42					
4	42		47					
5	45		49					
6	47		100					
7	49		122					
8	100		158					
9	122		186					

2. Paste command in step 6 here and hit enter

1. Single click B1

RESULT:

UPPER fx =IF(ISNA(MATCH(A1,C:C,0)),"",INDEX(C:C,MATCH(A1,C:C,0)))

	A	B	C	D	E	F	G	H	I
1	23))		34						
2	34		40						
3	40		42						
4	42		47						
5	45		49						
6	47		100						
7	49		122						

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.

	A	B	C	D	E	F
119	2881					
120	2882					
121	2884					
122	2885					
123	2887					
124	2890					
125	2892					
126	2893					
127	2894					
128	2895					
129	2914					
130	2921					
131	2924					
132	2925					
133	2926					
134	2927					
135	2928					
136	2929					
137	2931					
138	2960					
139	2963					
140	2978					
141	3002					
142	3003					
143	3005					
144	3007					
145	3020					
146	3027					
147	3062					
148	3068					
149	3071					
150	3072					
151	3078					
152	3080					
153	3083					
154						
155						

B1 fx =IF(ISNA(MATCH(A1,C:C

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.

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.
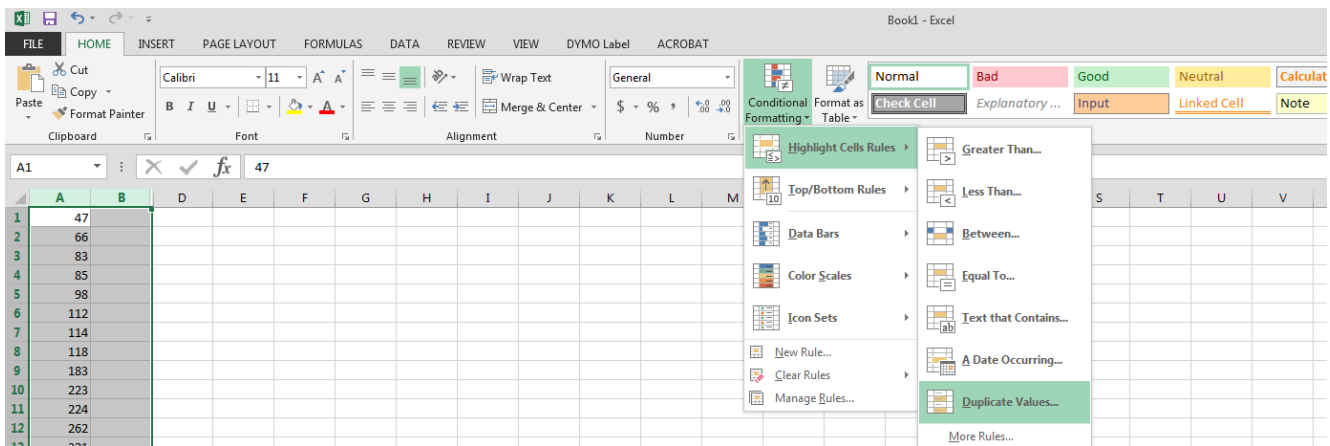
10. **Optional: To color code, follow steps 16-19.**
    Highlight columns A and B by clicking the letter A and dragging over to B.
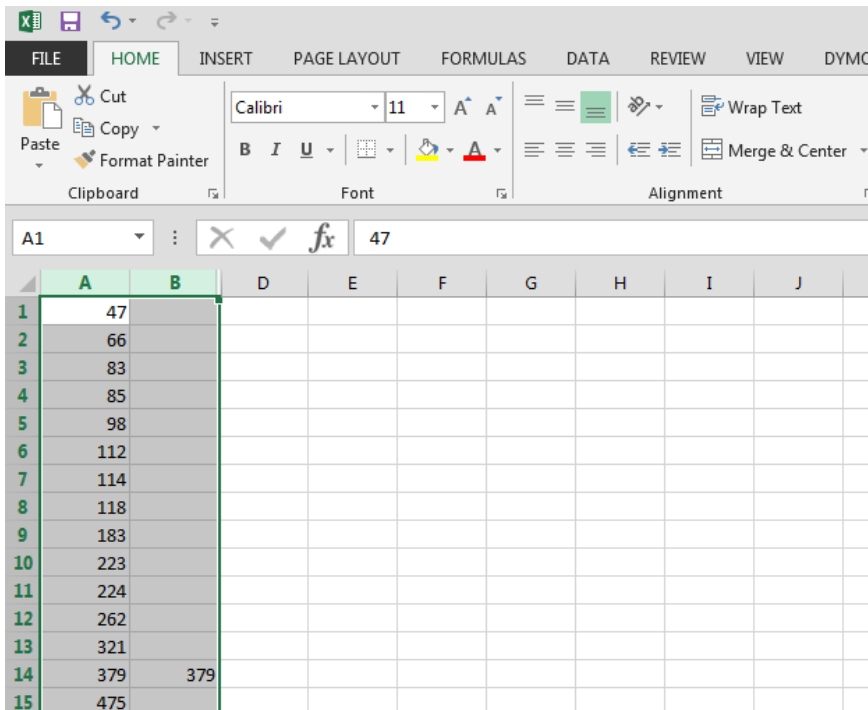
11. Click 'Conditional formatting' then 'Highlighted cell rules' then 'Duplicate values'.

12. The following box will appear, change the first drop down box to 'Unique', click OK.
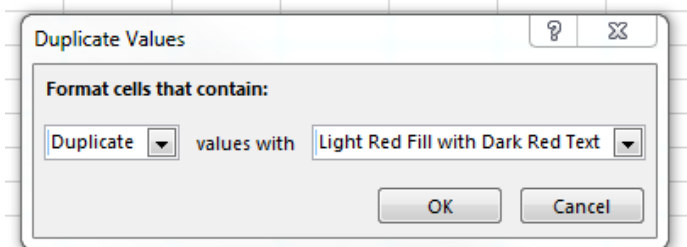
13. Farms that were approved in prior year and are not enrolled in current year will be highlighted red.
    Farms approved in prior year and enrolled in current year will be white.

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.