

INSTRUCTIONS FOR PREPARING THE YOUNG, BEGINNING, AND SMALL FARMERS AND RANCHERS DATA FILE AND SUBMISSION OF THE DATA

Note: Please read all instructions carefully before preparing to input young, beginning, and small farmers and ranchers (YBS) data into the *Access* application, *Word* document, or submitting the data to the FCA.

General Instructions

The quantitative YBS farmers and ranchers application has been developed using Microsoft *Access* software. The application allows you to enter YBS data for each institution in your district, edit the data entered, save the data, and print association and district summary reports. The file name that contains the quantitative YBS application is **2012_YBS_Quantitative.mdb**.

Step-by-Step Instructions for Using the Quantitative YBS Application:

1. Set the default directory to the C drive.
2. Launch the **2012_YBS_Quantitative.mdb** file.
3. The Main Menu will appear on your screen. Click on the “Startup button (**ONLY use first time opening database**).” You will receive a submenu.
4. Click on the “**Create Database for Your District**” button. Input your district code. (This code should agree with the list of district codes identified in Appendix A of the Uniform Call Report Instructions manual.) You only need to input your district code information one time. After entering your district code, click on “**OK**.” You will receive the message, “Your table is ready.” Click on “**OK**” and then click on the “**Return to Main Menu**” button.
5. In the Main Menu, click on the “**Input/Edit Data**” button. This action will bring up a submenu that allows you to input and edit data for all institutions or edit data for a specific UNINUM.
6. The input form for the first institution will appear on your screen. The form for data input is set up to show your district institutions in UNINUM order. If you want to enter the data in a different order, you can do so by using the record navigation buttons at the top of the form. The “**Next Record**” button moves you forward to the next record in the database. The “**Previous Record**” button will move you back to the record before the one that is displayed on the screen. The “**Find Record**” button will allow you to search for a specific record.

7. If you choose to use the “**Find Record**” navigation button, you will need to input information (i.e., institution name or UNINUM) in the “**Find What**” field of the “**FIND**” box. Click on the “**Match**” drop-down arrow to change the search criteria. Highlight the “**Any Part of Field**” option. Click on the “**Search Only Current Field**” button. The first instance that matches your criteria should appear on the screen. Once you see the input form for the institution that you want, click the “**Close**” button on the “**FIND**” box.
8. You can use the “**Enter**” key or the “**Tab**” key to move from field to field in the input form.
9. After selecting the input form, you should input the reporting date (i.e., month = 12 and year = 2012). Next, input the YBS data for the selected institution. After entering the information for the institution shown on the screen, you can click on the “**Next Record**” button to bring up the next institution. Continue this procedure until you have input the YBS data for all institutions in your district.
10. Once you have completed inputting the YBS data, you can leave the form by clicking on the “**Exit**” button, which is located in the upper left-hand corner of the input form.
11. You can edit the data for a specific institution by clicking on the “**Edit Data for a Specific UNINUM**” button. Input the UNINUM (i.e., System, District, and Association code without spaces) in the “**Enter Parameter Value**” box. For example, the UNINUM for Hawaii ACA is 725594. Click on “**OK.**” You can begin editing data for the requested institution. After you complete editing the data, close the form by clicking on the “**Exit**” button, which is located in upper left-hand corner of the input form. This action will take you back to the “**Input/Edit Menu.**” Click on the “**Return to Main Menu**” button to return to the Main Menu.
12. You can view the reports for all the institutions and also view the district summary report. Click on the “**View Association Reports**” button to view the report on the screen for each institution in your district. Click on the “**View District Summary Report**” button to view the aggregated data for the district. Click on the “**View Comparison Report**” to look at the new report which compares your data with the prior year. After you finish viewing the report(s), click on the “**Return to Main Menu**” button to return you to the Main Menu.

This report has been included as a means to verify the data that you have entered. The report is a comparison between the current year and the prior year. Any change that is greater than or equal to 25-percent over or under last year’s data will be highlighted in yellow. Please verify these numbers. If they are correct, please include an explanation for the change.

13. You can print reports for (1) all institutions, (2) a district summary, (3) an individual institution or (4) the comparison with last year’s data. If you click on “**Print All Institutions Reports,**” you will receive a report for each institution in your district. If you click on “**Print District Summary Report**” you will receive the report that summarizes the data for all institutions in your district. If you click on “**Print Individual Institution Report**” you will be prompted for information (i.e., UNINUM) regarding the specified institution. When

you click on **Print Comparison Report**, the report showing the data for last year compared to the data you reported for the current will be sent to your default printer.

14. After you have completed inputting, viewing, and editing the data, you should click on the **“Save Completed Reports to File”** button and then click on the **“Save Report”** button. This action saves a rich text formatted version of the YBS report to your C drive.
15. When you click on the **“Save Completed Reports to File”** button and then click on the **“Save Report”** button you will receive a message that tells you the district summary report is being saved to **“C:\FCA_YBS_DIST_SUM.DOC.”** After you receive the message, **“File saved to C:\FCA_YBS_DIST_SUM.doc,”** you should click on the **“OK”** button so that the program will continue. After the district summary report has been saved, the application will begin saving the association level reports. (If you have a large number of institutions in your district, it may take a few seconds for the all institutions level report to be saved.) After you receive the message, **“File saved to C:\FCA_YBS_RPT.doc”**, you should click on the **“OK”** button. Click on the **“Return to Main Menu”** button to return to the Main Menu.

Instructions to Electronically Submit YBS Reports

Please follow the instructions provided in Appendix C of the Uniform Call Report Instructions manual to electronically submit your YBS reports.