

RMA Summary of Business How to Create a Custom Report

1. Open the RMA Summary of Business website located at <http://prodwebnlb.rma.usda.gov/apps/SummaryofBusiness/>
2. Click on **Report Generator**.
3. On the left side, click the appropriate boxes based on the level of detail that you would like included in the report.

Need: Commodity Year, Commodity, and State

Optional: County, Delivery Type, Insurance Plan, Coverage Level Percent
4. Click **Get Report**.
5. You can view the file on the screen and/or export to Excel. To export to Excel, click **Export to Excel**. You will see a pop-up box that says "Do you want to open or save data ____.xlsx from prodwebnlb.rma.usda.gov?" Click **Open** and an Excel file will open on your computer. Click the Enable Editing button at the top (if you see this on your version of Excel). To save the file to your computer, click on File, Save As, and select the location.
6. If you want to go back and run a different report, you can use the back button at the top of your internet browser.
7. For a list of commodity, state, county, insurance plan, and delivery type codes, click on **Code Listings** on the main Summary of Business page (<http://prodwebnlb.rma.usda.gov/apps/SummaryofBusiness/CodeListings>). Once you open this page, click on each one that you would like to see and a file will open.

Note: Throughout the current crop year, RMA will add additional information to the database so keep this in mind if you are looking at insurance data for the current crop year (i.e. the data may not be final).