

**ASCS**  
**HANDBOOK**

---

**CONSERVATION RESERVE PROGRAM**

---

To access the transmittal page click on the short reference

**For State and County Offices**

SHORT REFERENCE

**1-CRP  
(REVISION 1)**

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Stabilization and Conservation Service  
P.O. Box 2415  
Washington, D.C. 20013



**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Washington, DC 20250

**Conservation Reserve Program  
1-CRP (Revision 1)**

**Amendment 51**

**Approved by:** Deputy Administrator, Farm Programs



**Amendment Transmittal**

**A Reasons for Amendment**

Subparagraph 288 A has been amended to remove the reference to CRP-1's with temporary numbers.

Subparagraph 288 D 3 has been amended to remove the reference to temporary numbers and add language for updating the farm number after a farm reconstitution.

Subparagraph 290 C has been amended to provide instructions and an example for using the "Correct" option only if the farm number was entered in error.

<b>Page Control Chart</b>		
<b>TC</b>	<b>Text</b>	<b>Exhibit</b>
	312.7, 312.8 315, 316	



TABLE OF CONTENTS

Page No.

PART 1	GENERAL PROVISIONS	
SECTION 1	(WITHDRAWN--AMEND. 17)	
1	Conservation Reserve Program Objective	1
2	Source of Authority	1
3	Related Handbooks	2
4-10	(Withdrawn--Amend. 17)	
11-20	(Reserved)	
SECTION 2	(WITHDRAWN--AMEND. 17)	
21, 22	(Withdrawn--Amend. 17)	
23, 24	(Reserved)	
SECTION 3	(WITHDRAWN--AMEND. 17)	
25-32	(Withdrawn--Amend. 17)	
33, 34	(Reserved)	
PART 2	(WITHDRAWN--AMEND. 17)	
SECTION 1	(WITHDRAWN--AMEND. 17)	
35-39	(Withdrawn--Amend. 17)	
40	(Withdrawn--Amend. 9)	
41-49	(Withdrawn--Amend. 17)	
50	(Reserved)	
SECTION 2	(WITHDRAWN--AMEND. 17)	
51-53	(Withdrawn--Amend. 17)	
54, 55	(Reserved)	
SECTION 3	(WITHDRAWN--AMEND. 17)	
56-68	(Withdrawn--Amend. 17)	
69-75	(Reserved)	
PART 3	(WITHDRAWN--AMEND. 17)	
SECTION 1	(WITHDRAWN--AMEND. 17)	
76-78	(Withdrawn--Amend. 17)	
78.5	(Withdrawn--Amend. 17)	
79	(Withdrawn--Amend. 17)	
79.5	(Withdrawn--Amend. 17)	

SECTION 2 (WITHDRAWN--AMEND. 17)

- 80 (Withdrawn--Amend. 17)
- 80.5 (Withdrawn--Amend. 17)
- 81 (Withdrawn--Amend. 17)
- 81.5 (Withdrawn--Amend. 17)
- 82, 83 (Withdrawn--Amend. 17)
- 83.5 (Withdrawn--Amend. 17)
- 84 (Withdrawn--Amend. 17)
- 84.5 (Withdrawn--Amend. 17)
- 85, 86 (Withdrawn--Amend. 17)
- 87-91 (Reserved)

SECTION 3 (WITHDRAWN--AMEND. 17)

- 92 (Withdrawn--Amend. 17)
- 92.5 (Withdrawn--Amend. 17)
- 93-99 (Withdrawn--Amend. 17)
- 99.5 (Withdrawn--Amend. 17)
- 100-105 (Withdrawn--Amend. 17)
- 105.5 (Withdrawn--Amend. 17)

PART 4 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

- 106, 107 (Withdrawn--Amend. 17)
- 108-110 (Reserved)

SECTION 2 (WITHDRAWN--AMEND. 17)

- 111-119 (Withdrawn--Amend. 17)
- 120, 121 (Reserved)
- 122-124 (Withdrawn--Amend. 17)
- 125-140 (Reserved)

PART 5 (WITHDRAWN--AMEND. 17)

- 141-147 (Withdrawn--Amend. 17)
- 148-153 (Reserved)

PART 6 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

154 (Withdrawn--Amend. 17)

SECTION 2 (WITHDRAWN--AMEND. 17)

155-158 (Withdrawn--Amend. 17)

158.5 (Withdrawn--Amend. 17)

159-167 (Withdrawn--Amend. 17)

168-171 (Reserved)

PART 7 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

172, 173 (Withdrawn--Amend. 17)

174-179 (Reserved)

SECTION 2 (WITHDRAWN--AMEND. 17)

180-190 (Withdrawn--Amend. 17)

190.5 (Withdrawn--Amend. 17)

191-193 (Withdrawn--Amend. 17)

194-197 (Reserved)

SECTION 3 (WITHDRAWN--AMEND. 17)

198-200 (Withdrawn--Amend. 17)

200.5 (Withdrawn--Amend. 17)

201 (Withdrawn--Amend. 17)

202 (Withdrawn--Amend. 6)

203-207 (Reserved)

PART 8 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

208-213 (Withdrawn--Amend. 17)

214-217 (Reserved)

SECTION 2 (WITHDRAWN--AMEND. 17)

218 (Withdrawn--Amend. 17)

219 (Withdrawn--Amend. 9)

220, 221 (Reserved)

PART 8.5 LOADING AND MAINTAINING AUTOMATED SRR'S

222 (Withdrawn--Amend. 49)

SECTION 1 (WITHDRAWN--AMEND. 49)

223, 224 (Withdrawn--Amend. 49)

224.5 (Withdrawn--Amend. 41)

225 SRR Reports 13

225.5 (Withdrawn--Amend. 41)

225.6 (Withdrawn--Amend. 49)

226 (Reserved)

SECTION 2 (WITHDRAWN--AMEND. 49)

227 (Withdrawn--Amend. 49)

227.5 (Withdrawn--Amend. 49)

228 (Reserved)

PART 9 (WITHDRAWN--AMEND. 17)

229, 230 (Withdrawn--Amend. 17)

PART 9.5 PROCESSING CRP COUNTY CROPLAND DATA

SECTION 1 (WITHDRAWN--AMEND. 49)

231 (Withdrawn--Amend. 49)

231.5 Total County Cropland Data Preparation Before Signup 31

231.6-231.9 (Withdrawn--Amend. 49)

SECTION 2 (WITHDRAWN--AMEND. 49)

232 (Withdrawn--Amend. 49)

232.5, 232.6 (Withdrawn--Amend. 49)

232.7 Maintaining Total County Cropland Data 31

232.8 Printing County Cropland Data 33

232.9 Printing County Easement Data 34

232.10 (Withdrawn--Amend. 49)



SECTION 4	ADD SIGNUP TO COUNTY SIGNUP DATA FILE	
269	Accessing Screens for Signup Data File	291
270	Adding to the County Signup Data File	292
271	Inquiring About or Correcting the County Signup Data File	293
272, 273	(Withdrawn--Amend. 5)	
274	Printing the County Signup Data File	294
275	(Withdrawn--Amend. 45)	
276-280	(Reserved)	
SECTION 5	INQUIRING ABOUT DATA PREVIOUSLY ENTERED IN THE CRP-1 FILE	
281	Inquiring About CRP-1 in the CRP Contract File	305
282-284	(Reserved)	
SECTION 6	UPDATING CONTRACT FILE FOR SIGNUPS 1 THROUGH 9	
285	Accessing Screens to Update Signups 1 Through 9	309
286	Adding a New Contract	310.3
287	Deleting Contracts	312.5
288	Revising a Contract	312.7
289	Displaying Contract Master	314.6
290	Correcting an Existing Contract	315
291	Canceling Contract With No Payments Due	329
292	Canceling Contract for Noncompliance	329
293	Canceling Contracts for Early Release	330
294	(Reserved)	
295	Converting Contracts	333
295.1	Basic Information for Entering Converted CRP-1's	333
295.2	Accessing Screens for Entering Converted CRP-1's	334
295.3	Entering Basic Data for Converted CRP-1's	334.3
295.4	Entering Practice Data for Converted CRP-1's	334.4
295.5	Entering Crop Data and Verification for Converted CRP-1's	334.6
295.6	Verification and Updating Data for Converted CRP-1's	334.10
295.7	Producing Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas	334.12
296	Canceling Contracts for WRP	334.13
297	Canceling Contracts with Early Termination With 60 Days Notice	334.14
298	(Reserved)	

SECTION 7	UPDATING CONTRACT FILE FOR SIGNUPS 10 AND GREATER	
299	Accessing Screens to Update Signups 10 and Greater	335
300	Adding CRP-1's for Signups 10 through 13	336
300.4	Adding Standard (S) CRP-1's for Signups 15 and Greater	340.26
300.5	Adding Continuous Environmental Priority (EP) CRP-1's for Signups 14 and Greater	340.57
301	Deleting Contracts	341
302	Revising a Contract	341
303	Displaying Contract	341
304	Correcting an Existing Contract	341
305	Canceling Contract With No Payments Due	342
306	Canceling Contract for Noncompliance	342
307	Canceling Contracts for Early Release	342
308	Canceling Contracts for WRP	342
309	Canceling Contracts With Early Termination With 60 Days Notice	342
310-314	(Reserved)	
315, 316	(Withdrawn--Amend. 40)	
316.1-316.6	(Withdrawn--Amend. 40)	
317, 318	(Reserved)	
SECTION 8	REPORTS	
319	Accessing Report Screens	355
320	County List of Active CRP Contracts	356.3
321	For an Individual Contract	356.5
322	For All Contracts on File	356.5
323	List of All Contracts for a Farm	356.6
324	List of Active CRP Contracts Without Producer Data	357
325	List of All Contracts for a Producer	357
326	List of All CRP Contracts	359
327	List of Active CRP Contracts With Crop Bonus	359
328	List of Revised or Converted CRP Contracts With Acres Remaining	360
329	Terminated or Revised CRP Contract Summary	360.5

	<u>Page No.</u>	
330	Other Producer Reports	362
331	CRP Practice Reports	362.7
332	List of Contracts Canceled for WRP	364
333	Other Reports	364
334	Letter and Letter Report for May 1 With Reductions	377
335	Letter and Letter Report for October 1	382
336	Active Contracts Due to Expire on September 30 Report	386
337	Letter and Letter Report for May 1 With No Reductions	388
338-352	(Reserved)	
 SECTION 9 ANNUAL PAYMENT		
353	Annual Payment Activity	389
354	Prepayment Processing	392
355	Entering Producer Data for Special Payment and Reductions	404
355.3	Entering Producers for Special Payment and Reductions	410
355.4	(Reserved)	
355.5	Changing Previously Entered Data on Screen EPCJ7301	413
356	Deleting Producer Selected for Special Payments	414.5
357	Processing Batch Annual Payments	414.9
357.3	Producer With Assignment or Joint Payees	420.14
357.4	(Reserved)	
357.5	Processing Screens for Checkwriting	420.17
358	Performing Special Payment Processing	421
358.3	Producer With Assignment or Joint Payees	432
358.4	(Reserved)	
358.5	Producers With Claim, Receivable, or Other Agency Claim Flags	434.6
358.6	(Reserved)	
358.7	Processing Screens for Checkwriting	434.8
359	Entering Manually Prepared CCC-184's	434.20
359.4	Producers With Assignment or Joint Payee Flags	438
359.5	Producers With Haying, Grazing, or Unauthorized Use Reductions	438
359.6	Processing Screens for Re-Entering Corrected Checkwriting	447
360	Canceling Issued CCC-184's or EFT's for CRP Payments	452
361	Special Authorized Payments	463
362-370	(Reserved)	

	<u>Page No.</u>	
371	Refund Information	483
372	Entering Whole Dollars or Dollars and Cents for Collections	484
373	Entering CRP Annual Rental Payment Refund Data	484
374	Entering Refund Data for Producers Without Records in Producer Payment History File	488
375	Entering Refund Data for Producers With Records in Producer Payment History File for a Contract	494
376	Verifying Refund Amounts Entered	498
377	Recording Miscellaneous Refund Data	501
378	Recording Refunds for Nonautomated Payments	507
379	Canceling or Correcting Refunds	510
380	Interfacing With Accounting	514
381	Recording C/S's With Interest and SIP/PIP Payments With Interest	523
381.5	Selecting Special Data To Be Entered	526
382	Selecting Type of CCC-257 To Be Entered	527
383	Continuing With Entering More Than 1 Remittance	529
384	Continuing Batch Printing	533
385	Changing Producer Payment Limitation	538
386	Payment Reports	542
387	Producers Selected for Special Payments	543
388	List of Contracts With Combined State Producers	545
389	List of CRP Producers Showing 5-CM or 1-PL Designation	547
390	List of State Enhancement Program Contracts	549
391	List of Underpaid Producers	551
392	Resetting Suspense Flags	553
393	Selecting Approved Contracts in State Enhancement Program	554
394	Overpayment Process	558
395	Update/View CRP Annual Payment Authorization	561
396-403	(Reserved)	

## SECTION 9.5 PAYMENT CORRECTIONS

404	Canceling CRP Payments With Incorrect Offsets	571
405	Correcting Producer's CRP XXHAYGRZ and XXCRPRED Reductions	575
406	Re-entering Producer's Original CRP CCC-184 After Cancellation	576
407	Writing Additional EFT's or CCC-184's	579
408	Correcting CRP EFT's	580
409-418	(Reserved)	

SECTION 10	STATE ENHANCEMENT PROGRAM	
419	Coverage	591
420	Preparing Automated CRP-1's for SEP Payments	591
421	Selecting CRP-1's Approved for SEP Payments in the Contract File	593
422	Reports With State Enhancement Program Contracts	593
423	Performing SEP Special Payment Activities	594
424	Printing SEP CCC-184's and Payment Reports	599
425	Continuing SEP Check Batch Printing	600
426	Examples of SEP Reports and CCC-184	600
427	(Withdrawn--Amend. 47)	
428	Update/View Annual Payment Authorization	604
429-442	(Reserved)	
SECTION 11	CUMULATIVE ACREAGE REDUCTION BY FARM	
443	Acreage Reduction by Farm	631
444	Adjusting CRP-15 for Farms With Rotations, Peanuts, or Tobacco	632
445	Agreement for Reduction of Bases, Allotments, and Quotas	634
446	CRP Farms With Peanuts or Tobacco	637
447	County Crop Summary	639
448-464	(Reserved)	
SECTION 12	SPECIAL CORRECTIONS	
465	Special Corrections to CRP-1's	661
466	(Withdrawn--Amend. 16)	
467	Correcting CRP-1's Using Special Corrections	662
468, 469	(Withdrawn--Amend. 16)	
470	Updating CRP Producer's Entity Type to Match Name and Address File	663
471	Reinstating Canceled, Expired, or Terminated Contracts	674
472	(Reserved)	
473	List of CRP Producers With Changed ID	679
474	(Withdrawn--Amend. 28)	
475	Updating CRP-1 With Expired Status	681
476-500	(Reserved)	
SECTION 13	RESETTING FLAGS IN MASTER FILES	
501	Resetting the Flags	711
502-529	(Reserved)	

SECTION 14	AVAILABLE CROPLAND AND EASEMENT DATA	
530	Accessing Available Cropland or Easement Data	741
531	Available Contract and County Cropland Data	743
532	County Easement Data	746.3
533	County Cropland Report	747
534	County Easement Report	748
535	Summary of County Cropland, CRP, Easement, and WRP Data Report	750
536	Preparing Cropland and Easement File for Transmission	752
537	Transmitting County Cropland and Easement Data File	753
538	Available Cropland Minus September 30 Expiration	754
539-552	(Reserved)	
SECTION 15	BACKUP EPC TRANSACTION FILES	
553	Backing Up EPC Transaction Files	771
554	(Withdrawn--Amend. 40)	
555	Backup Transaction Files Using Tape	775
556-574	(Reserved)	
SECTION 16	PURGING OLD CRP CONTRACT RECORDS	
575	Preparing to Purge Old CRP Contract Records	801
576	Initiating the Purge Process	802
577-600	(Reserved)	
SECTION 17	MODIFY OR REVERSE EXPIRATION DATE	
601	Modifying or Reversing CRP-1 Expiration Date	833
602	Modifying CRP-1 to Extend Expiration Date	835
603	Reversing Modified CRP-1 With Extended Expiration Date	841
604	Modifying Contracts With CP11 for 3 Additional Years	846
605	Reversing Modified Contracts With CP11 for 3 Additional Years	847
606-632	(Reserved)	
SECTION 18	START-OF-DAY REMINDER NOTICES	
633	Yearly Reminder Notices for June 1 and October 1	865
634-650	(Reserved)	
SECTION 18.5	BASE HISTORY PRESERVATION	
651	Updating Contracts With Base History Preservation	881
652-664	(Reserved)	

SECTION 19 (WITHDRAWN--AMEND. 16)

665, 666 (Withdrawn--Amend. 16)  
667-687 (Reserved)

SECTION 20 (WITHDRAWN--AMEND. 16)

688-693 (Withdrawn--Amend. 16)

EXHIBITS

- 1 Reports, Forms, Abbreviations, and Redelegations of Authority
- 2 Definitions of Terms Used in This Handbook
- 2.1 Menu and Screen Index
- 2.2-2.4 (Reserved)
- 2.5, 2.6 (Withdrawn--Amend. 17)
- 3-6 (Withdrawn--Amend. 17)
- 6.1 (Withdrawn--Amend. 17)
- 6.2-6.4 (Reserved)
- 6.5 (Withdrawn--Amend. 17)
- 7-9 (Withdrawn--Amend. 17)
- 9.1-9.4 (Reserved)
- 9.5 (Withdrawn--Amend. 17)
- 10, 11 (Withdrawn--Amend. 17)
- 11.1-11.4 (Reserved)
- 11.5 (Withdrawn--Amend. 17)
- 12, 13 (Withdrawn--Amend. 17)
- 13.1 (Withdrawn--Amend. 17)
- 13.2, 13.3 (Reserved)
- 13.4-13.6 (Withdrawn--Amend. 17)
- 14 CRP Signup Periods
- 14.1-14.4 (Reserved)
- 14.5 Exception Messages and Explanation or Solution for Report ID EPCK50-R001
- 14.6 (Reserved)
- 14.7 Annual Rental Payments Disbursed Since 1986
- 14.8 CRP Effective Payment and Prompt Payment Dates
- 15 (Withdrawn--Amend. 17)

PART 1 GENERAL PROVISIONS \* \* \*

SECTION 1 (WITHDRAWN--AMEND. 17)

1 CONSERVATION RESERVE PROGRAM OBJECTIVE

A The purpose of CRP is to help owners and operators of highly erodible cropland, or other eligible cropland that poses a threat to degradation of water quality, conserve and improve the soil and water resources of their farms or ranches.

B CRP is an erosion control program that emphasizes:

- 1 Protecting the nation's natural resource base by removing highly erodible and eroding cropland from production.
- 2 Curbing production of surplus commodities and increasing commodity prices received by farmers.
- 3 Improving water quality by significantly reducing soil erosion.
- 4 Reducing sedimentation in streams and along roadsides.
- 5 Enhancing fish and wildlife habitat.

2 SOURCE OF AUTHORITY

The Food Security Act of 1985, as amended, is the source of authority for CRP.

3 RELATED HANDBOOKS

The following handbooks concern CRP:

A 1-ACP for developing CRP.

\* \* \*

B 1-CM for common management provisions.

C 2-CM for common farm and program provisions.

D 5-CM and 1-PL for common payment limitation provisions.

E 2-CRP for policy on CRP-1's entered into during the tenth and later signup periods.

F 1-FI for making CRP payments.

G 3-FI for handling receipts and deposits.

\* \* \*

H 58-FI \* \* \* for handling claims.

I 115-FI for handling collections.

4-10 (WITHDRAWN--AMEND. 17)

11-20 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 17)

21, 22 (WITHDRAWN--AMEND. 17)

23, 24 (RESERVED)

SECTION 3 (WITHDRAWN--AMEND. 17)

25-32 (WITHDRAWN--AMEND. 17)

33, 34 (RESERVED)

PART 2 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

35-39 (WITHDRAWN--AMEND. 17)

40 (WITHDRAWN--AMEND. 9)

41-49 (WITHDRAWN--AMEND. 17)

50 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 17)

51-53 (WITHDRAWN--AMEND. 17)

54, 55 (RESERVED)

SECTION 3 (WITHDRAWN--AMEND. 17)

56-68 (WITHDRAWN--AMEND. 17)

69-75 (RESERVED)

PART 3 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

76-78 (WITHDRAWN--AMEND. 17)

78.5 (WITHDRAWN--AMEND. 17)

79 (WITHDRAWN--AMEND. 17)

79.5 (WITHDRAWN--AMEND. 17)

SECTION 2 (WITHDRAWN--AMEND. 17)

80 (WITHDRAWN--AMEND. 17)

80.5 (WITHDRAWN--AMEND. 17)

81 (WITHDRAWN--AMEND. 17)

81.5 (WITHDRAWN--AMEND. 17)

82, 83 (WITHDRAWN--AMEND. 17)

83.5 (WITHDRAWN--AMEND. 17)

84 (WITHDRAWN--AMEND. 17)

84.5 (WITHDRAWN--AMEND. 17)

85, 86 (WITHDRAWN--AMEND. 17)

87-91 (RESERVED)

SECTION 3 (WITHDRAWN--AMEND. 17)

92 (WITHDRAWN--AMEND. 17)

92.5 (WITHDRAWN--AMEND. 17)

93-99 (WITHDRAWN--AMEND. 17)

99.5 (WITHDRAWN--AMEND. 17)

100-105 (WITHDRAWN--AMEND. 17)

105.5 (WITHDRAWN--AMEND. 17)

PART 4 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

106, 107 (WITHDRAWN--AMEND. 17)

108-110 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 17)

111-119 (WITHDRAWN--AMEND. 17)

120, 121 (RESERVED)

122-124 (WITHDRAWN--AMEND. 17)

125-140 (RESERVED)

PART 5 (WITHDRAWN--AMEND. 17)

141-147 (WITHDRAWN--AMEND. 17)

148-153 (RESERVED)

PART 6 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

154 (WITHDRAWN--AMEND. 17)

SECTION 2 (WITHDRAWN--AMEND. 17)

155-158 (WITHDRAWN--AMEND. 17)

158.5 (WITHDRAWN--AMEND. 17)

159-167 (WITHDRAWN--AMEND. 17)

168-171 (RESERVED)

PART 7 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

172, 173 (WITHDRAWN--AMEND. 17)

174-179 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 17)

180-190 (WITHDRAWN--AMEND. 17)

190.5 (WITHDRAWN--AMEND. 17)

191-193 (WITHDRAWN--AMEND. 17)

194-197 (RESERVED)

SECTION 3 (WITHDRAWN--AMEND. 17)

198-200 (WITHDRAWN--AMEND. 17)

200.5 (WITHDRAWN--AMEND. 17)

201 (WITHDRAWN--AMEND. 17)

202 (WITHDRAWN--AMEND. 6)

203-207 (RESERVED)

PART 8 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)

208-213 (WITHDRAWN--AMEND. 17)

214-217 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 17)

218 (WITHDRAWN--AMEND. 17)

219 (WITHDRAWN--AMEND. 9)

220-221 (RESERVED)



PART 8.5 LOADING AND MAINTAINING AUTOMATED SRR'S

222 (WITHDRAWN--AMEND. 49)

SECTION 1 (WITHDRAWN--AMEND. 49)

223, 224 (WITHDRAWN--AMEND. 49)

224.5 (WITHDRAWN--AMEND. 41)

225 SRR REPORTS

A On Menu EPEB00, ENTER "2" to print the SRR Posting Report. Screen EPEB0555 will be displayed after printer selection on Screen EZZ50000.

```

*****
* COMMAND                      EPEB00                      E1 *
* CRP Soil Rental Rates Menu
* -----
*
*                               1. Update Soil Rental Rates
*                               2. Print SRR Posting Report
*                               3. Print SRR Detail Report
*
*
*                               20. Return To Application Primary Menu
*                               21. Return To Application Selection Screen
*                               22. Return To Office Selection Screen
*                               23. Return To Primary Selection Menu
*                               24. Sign Off
*
* Cmd3=Previous Menu
*
* Enter option and press "Enter".
*  2
*
*****

```

- 1 Users are provided the opportunity to modify the "As-of" date for the Posting Report on Screen EPEB0550. Only active SRR's effective on the date entered on this screen will be reported.

IOWA	U.S. Department of Agriculture		Prepared:	03-22-2002
BREMER	Farm Service Agency		As of:	03-22-2002
Report ID: EPEB50-R001	Conservation Reserve Program		Page:	1
SOIL/PAYMENT RATE TABLE - FOR CRP BID CAPS				
2002 APPROVED CROPLAND RATES				
COUNTY AVERAGE CROPLAND SRR: \$ 72				
SOIL SURVEY AREA ID NUMBER: 19017				
CROPLAND		CROPLAND		
SOIL RENTAL RATES		SOIL MAP UNIT SYMBOLS		
\$	44	CDE		
\$	52	Ab-C26		
\$	58	BCD		
\$	63	DEF	EFG	FGH 5010 5040

IOWA	U.S. Department of Agriculture		Prepared:	03-22-2002
BREMER	Farm Service Agency		As of:	03-22-2002
Report ID: EPEB50-R002	Conservation Reserve Program		Page:	1
SOIL/PAYMENT RATE TABLE - FOR CRP BID CAPS				
2002 APPROVED MARGINAL PASTURE LAND RATES				
SOIL SURVEY AREA ID NUMBER: 19017				
MARGINAL PASTURE LAND		MARGINAL PASTURE LAND		
SOIL RENTAL RATES		SOIL MAP UNIT SYMBOLS		
\$	66	MPLALL		

- 2 County Offices shall, after adding, changing, and/or deleting any SRR's, print the Posting Report(s) and compare with STC-approved SRR's to ensure accuracy.
- 3 County Offices shall print the Posting Report(s) for actual posting on the County Office bulletin board or display area.



- 2 The "Detail Report" will list all SRR records, including withdrawn SRR's for the date range entered on Screen EPEB0555.

IOWA BREMER Report ID: EPEB55-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program	Prepared: 11-07-2001 Page: 1	
2002 APPROVED CROPLAND RATES - DETAIL REPORT COMBINE ALL SIGNUPS USING ALL SRR DATA			
SOIL SURVEY AREA ID NUMBER: 19017			
CROPLAND SOIL MAP UNIT SYMBOL -----	CROPLAND SOIL RENTAL RATE -----	EFFECTIVE DATE -----	WITHDRAWN DATE -----
Ab-C26	\$ 52	10-01-1998	10-31-1998
BCD	\$ 58	10-01-1998	
CDE	\$ 44	10-01-1998	
DEF	\$ 63	10-01-1998	
EFG	\$ 63	10-01-1998	
FGH	\$ 63	10-01-1998	
5010	\$ 63	10-01-1998	
5040	\$ 63	10-01-1998	

- 3 The "Detail Report" will also list all MPL SRR records, including withdrawn SRR's for the report option selected on Screen EPEB0555.

IOWA BREMER Report ID: EPEB55-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program	Prepared: 11-07-2001 Page: 1	
2002 APPROVED MARGINAL PASTURE LAND RATES - DETAIL REPORT COMBINE ALL SIGNUPS USING ALL SRR DATA			
SOIL SURVEY AREA ID NUMBER: 19017			
MARGINAL PASTURE LAND SOIL MAP UNIT SYMBOL -----	MARGINAL PASTURE LAND SOIL RENTAL RATE -----	EFFECTIVE DATE -----	WITHDRAWN DATE -----
MPLALL	\$66	04-01-2000	

225.5 (WITHDRAWN--AMEND. 41)

225.6 (WITHDRAWN--AMEND. 49)

226 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 49)

227 (WITHDRAWN--AMEND. 49)

227.5 (WITHDRAWN--AMEND. 49)

228 (RESERVED)

PART 9 (WITHDRAWN--AMEND. 17)

229, 230 (WITHDRAWN--AMEND. 17)



\*--PART 9.5 PROCESSING CRP COUNTY CROPLAND DATA--\*

SECTION 1 (WITHDRAWN--AMEND. 49)

231 (WITHDRAWN--AMEND. 49)

231.5 TOTAL COUNTY CROPLAND DATA PREPARATION BEFORE SIGNUP

County Offices shall prepare and transmit the cropland and easement data according to paragraphs 531 through 537.

231.6-231.9 (WITHDRAWN--AMEND. 49)

SECTION 2 (WITHDRAWN--AMEND. 49)

232 (WITHDRAWN--AMEND. 49)

232.5, 232.6 (WITHDRAWN--AMEND. 49)

232.7 MAINTAINING TOTAL COUNTY CROPLAND DATA

A County Offices process total county cropland data using the CRP contract software instructions in paragraphs 531 through 537. See cropland policy in 2-CRP.

B State Offices shall process total county cropland data using the State CRP offer software and these instructions. FSA has agreed to process some NRCS WRP easement data and FSA's CRP data together, through the State and County Offices' System 36 applications.

C County cropland data shall be transmitted to State Offices 1 week before signup is to begin, unless otherwise instructed.

1 Corrections or adjustments identified before the signup shall be made at the County level and retransmitted to the State Office.

2 DAFP approval is required to change the total county cropland acreage.



232.8 PRINTING COUNTY CROPLAND DATA

On Menu EPHA10, ENTER "6", "Print County Cropland Data", and PRESS "Enter". Report EPHA49-R001, County Cropland Data, will be produced. Following is an example of Report EPHA49-R001.

KANSAS		U.S. Department of Agriculture Farm Service Agency					Prepared: 08-28-1998	
Report ID: EPHA49-R001							Page: 1	
COUNTY CROPLAND DATA								
COUNTY CODE	COUNTY NAME	NUMBER OF ACTIVE CONTRACTS	No ACTIVE CONTR EX 9-30 EXPIR	FARM SUMMARY CROPLAND	TOTAL CROPLAND	CROPLAND PERCENTAGE	DATE LAST UPDATE	
CRP ACRES UNDER CONTRACT	CRP ACRES UNDER CONTRACT EXCLUDING 9-30	CRP CP5 & CP16 ACRES	CRP CP5 & CP16 ACRES EXCLUDING 9-30	CRP MARGINAL PASTURE LAND	CRP MARGINAL PASTURE LAND EXCLUDING 9-30	TOTAL WRP ACRES		
001	ALLEN	5	2	166,362.3	166,362.3	24.77%	08-28-1998	
387.2	97.8	0.0	0.0	0.0	0.0	0.0	0.0	
25% CROPLAND:	41,590.6	ACRES AVAILABLE:	41,203.4	ACRES AVAILABLE	EXCLUDING 9-30:		41,492.8	
013	BROWN	13	6	86,014.9	86,014.9	24.04%	08-28-1998	
826.8	442.5	0.0	0.0	0.0	0.0	0.0	0.0	
25% CROPLAND:	21,503.7	ACRES AVAILABLE:	20,676.9	ACRES AVAILABLE	EXCLUDING 9-30:		21,061.2	
State Totals:		18	8	252,377.2	252,377.2			
1,214.0	540.3	0.0	0.0	0.0	0.0	0.0	0.0	

232.9 PRINTING COUNTY EASEMENT DATA

On Menu EPHA10, ENTER "7", "Print County Easement Data", and PRESS "Enter". Report EPHA49-R002, County Easement Data, will be produced. Following is an example of Report EPHA49-R002.

COUNTY		NUMBER OF	No ACTIVE CONTR	FARM SUMMARY	TOTAL	EASEMENT	DATE LAST
CODE	NAME	ACTIVE CONTRACTS	EX 9-30 EXPIR	CROPLAND	CROPLAND	PERCENTAGE	UPDATE
CRP EASEMENT ACRES	CRP EASEMENT ACRES EXCLUDING 9-30	CRP CP5 & CP16 ACRES	CRP CP5 & CP16 ACRES EXCLUDING 9-30				TOTAL WRP ACRES
001	ALLEN	5	2	166,362.3	166,362.3	09.95%	08-28-1998
89.0	89.0	0.0	0.0				0.0
10% CROPLAND:	16,636.2	ACRES AVAILABLE:	16,547.2	ACRES AVAILABLE	EXCLUDING 9-30:		16,547.2
013	BROWN	13	6	86,014.9	86,014.9	10.00%	08-28-1998
0.0	0.0	0.0	0.0				0.0
10% CROPLAND:	8,601.5	ACRES AVAILABLE:	8,601.5	ACRES AVAILABLE	EXCLUDING 9-30:		8,601.5
<b>State Totals:</b>		18	8	252,377.2	252,377.2		
89.0	89.0	0.0	0.0				0.0

232.10 (WITHDRAWN--AMEND. 49)

PART 10 PROCESSING CRP BID DATA BY STATE AND COUNTY OFFICES

SECTION 1 (WITHDRAWN--AMEND. 15)

233, 234 (WITHDRAWN--AMEND. 15)

235 (RESERVED)

236 (WITHDRAWN--AMEND. 5)

237 (WITHDRAWN--AMEND. 8)

238 (WITHDRAWN--AMEND. 4)

239-241 (WITHDRAWN--AMEND. 8)

242-245 (WITHDRAWN--AMEND. 15)

246 (RESERVED)

247 (WITHDRAWN--AMEND. 15)

248 (RESERVED)

249, 250 (WITHDRAWN--AMEND. 15)

251-253 (RESERVED)

SECTION 2 (WITHDRAWN--AMEND. 15)

254-259 (WITHDRAWN--AMEND. 15)

260-263 (RESERVED)



SECTION 3 ACCESSING COUNTY CRP CONTRACT FILE MENUS

264 MASTER CRP CONTRACT FILE

A \* \* \* County Offices SHALL enter all contract data into the master CRP contract file.

B Use the master CRP contract file to match the County Office paper files, form by form, including canceled CRP-1's, with the same information in the computer. For example, if the County has an original CRP-1, a corrected CRP-1, a revised CRP-1, with alpha suffix, and a canceled CRP-1, the same 4 contracts must be recorded in the master CRP contract file.

265 BASIC SCREEN MESSAGES AND COMMANDS

A The following will be displayed on the bottom of screens:

- 1 Warning messages. Review all warning messages and correct data if necessary. To bypass warning messages, PRESS "Enter".
- 2 Instructions.
- 3 Error messages. Error messages must be corrected before continuing to the next screen.

B Use the tab advance, field exit, and arrow keys to move the cursor from 1 input field to another. If the field exit key or space bar is used at the beginning of a field that already contains an entry, the previously entered data will be erased.

\*--C The system attention key may be used on some menus or option selection screens.--\*

D The following command keys are available on the bottom of each screen:

- 1 PRESS "Cmd3" to access the previous menu or screen. New data entered on the current screen will not be saved.
- 2 PRESS "Cmd7" to end the process. Data entered during the session will not be updated or saved.

265.5 (WITHDRAWN--AMEND. 18)

266 LOGON FOR ENTERING CONTRACT DATA INTO THE MASTER CRP  
CONTRACT FILE

- A To access the master CRP contract file software, log on to the computer according to this subparagraph.
- 1 Enter:
    - a User ID.
    - b Password.

\* \* \*
  - 2 PRESS "Enter" to access Menu FAX250.
- B On the Primary Selection Menu FAX250, ENTER "3" and PRESS "Enter". If the office:
- 1 Handles FCIC claims, the Agency Selection Menu FAX092 will be displayed.
    - a ENTER "1" and PRESS "Enter".
    - b The Office Selection Screen FAX09002 will be displayed. See subparagraph 2.
  - 2 Does not handle FCIC claims, the Office Selection Screen FAX09002 will be displayed.
    - a Enter the option number corresponding to the county and PRESS "Enter".
    - b The Application Selection Menu FAX07001 will be displayed.









270 ADDING TO THE COUNTY SIGNUP DATA FILE

A Add to the County signup data file before entering approved contracts for EACH new signup period.

B On Menu EPCA05, ENTER "1" and PRESS "Enter". Screen EPCA1001 will be displayed.

```

* _ _
*****
*          077 MESA          Entry          EPCA1001          *
* CRP CONTRACTS - SIGNUP DATA          Version: AA01 09-23-2001 12:44 Term E1 *
* ----- *
*          Enter data for each signup and pool number. *
*          Signup Number:                24 *
*          Pool Number:                   01 *
*          Highest Rental Rate Accepted:   145.50 *
*          Date range for this signup (MMDDYYYY): 10-01-2001 - 09-30-2002 *
*          Program Year(s) for this signup: 2002 2003 *
*          Is this a continuous signup? (Y or N) Y *
*          Is there another signup or pool to enter? (Y or N) N *
* Enter all data and press ENTER *
*          Cmd3=Previous Menu          Cmd7=End CRP Processing *
*****
-- *

```

1 Enter the following on Screen EPCA1001:

a Signup number of signup period being processed. See Exhibit 14. PRESS "Field Exit".

b Pool number for the signup period being processed or last assigned pool number. PRESS "Field Exit".

\*--c The highest accepted rental rate for the--\* signup and pool being processed. PRESS "Field Exit".

(1) Starting with signup 13, enter the highest standard (S) bid type accepted rental rate amount. The system will NOT validate entered environmental priority (EP) bid type amount.

(2) If approved bids entered in signups 1 through 9 were temporarily split and later recombined because of land being in 2 or more pools, see paragraph 271.

- d Beginning and ending dates for the signup period being processed. See Exhibit 14. PRESS "Field Exit".
- e The program years involved with the signup period being processed. See Exhibit 14. PRESS "Field Exit".
- \*--2 Respond to the question, "Is this a continuous signup?", with a "Y" for "Yes" or an "N" for "No". PRESS "Field Exit".
- 3 Respond to the question, "Is there another signup or pool to enter?", with a "Y" for "Yes" or an "N" for "No".
  - a If answer is "Y", the screen will be redisplayed to enter additional data until "N" is entered.
  - b After all data has been entered, PRESS "Enter". Menu EPCA05 will be redisplayed.
  - c If signup and pool data entered is already on file, PRESS "Cmd 3". Menu EPCA05 will be redisplayed.
  - d PRESS "Cmd 3" to display Menu EPCA00.--\*

271 INQUIRING ABOUT OR CORRECTING THE COUNTY SIGNUP DATA FILE

To inquire about or correct the County signup data file, ENTER "2" on Menu EPCA05 and PRESS "Enter". Screen--\* EPCA1001 will be displayed.

A Enter the following on Screen EPCA1001:

- 1 Signup number for inquiry or correction. PRESS "Field Exit".
- 2 Pool number for inquiry correction. PRESS "Field Exit".

B PRESS "Enter" to access the rest of Screen EPCA1001.

- 1 If bids were temporarily split and later recombined because the land was in 2 or more pools, change the maximum acceptable rental rate to the highest combined rate.
- 2 Make corrections, as needed, and PRESS "Enter". Menu EPCA05 will be redisplayed.



SECTION 5 INQUIRING ABOUT DATA PREVIOUSLY ENTERED IN THE \* \* \* CRP-1 FILE

281 INQUIRING ABOUT CRP-1 IN THE \* \* \* CRP CONTRACT FILE

A To inquire about CRP-1 in the master CRP contract file, ENTER "2" on Menu EPCA00 and PRESS "Enter". Screen EPCD0001 will be displayed.

1 Enter the contract number for CRP-1 to be displayed.

2 PRESS "Enter".

B Screen EPCB1005 displays data about CRP-1.

\* \_ \_

077 MESA				Version: AA01		Inquiry 04-20-87 07:19		EPCB1005	
CRP CONTRACTS - DISPLAY DATA								Term E1	
Contract Number:	3	Signup Number:	1	Pool:	1	Farm Number:	2721	Contract Status:	Active
Program Year:	86	Date Approved:	03-15-86	Farm Cropland:	56.0				
<b>1-Year Modification;2nd</b>		Date Converted	08-18-95	Total Acres Approved:	9.0	Percent of Cropland:	.1607		
Total Annual Payment:	356								
Rental Rate:	39.50	CROP	ACRES REDUCED	YIELD					
Land Class/Sub Class:	5W	ELS	9.0	868					
Soil Loss Tolr:	5								
Erosion Before:	30								
Erosion After:	7								
Wetland Acres:									
Scour Acres:									
PRAC	ACRES	EST C/S	ACT C/S						
CP3	4.0	175	170						
CP10	5.0								
						Effective Date:	08-18-1995		
						Date CRP-1 Ends:	09-30-1997		
Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue									

\_ \_ \*

1 If Screen EPCB1005 is printed by using the print key, printer must be loaded with wide tractor feed paper. These screens print 10 characters per inch and 6 lines per inch.

- 2 PRESS "Enter" to display:
  - a Tobacco data, if available. This information will be displayed on Screen EPCB1006.
  - b Producer data, if tobacco data is not available. This information will be displayed on Screen ECPB2001.
- 3 After reviewing data, PRESS "Enter".  
\*--Menu EPCA00 will be redisplayed.--\*

282-284 (RESERVED)

\*--SECTION 6 UPDATING CONTRACT FILE FOR SIGNUPS 1 THROUGH 9

285 ACCESSING SCREENS TO UPDATE SIGNUPS 1 THROUGH 9--\*

To update CRP-1's approved in signup periods 1 through 9, on Menu EPCA00, ENTER "3", "Update Contract File (1 - 9)", and PRESS "Enter". Screen EPCD0001 will be displayed.

```

*--
*****
*           077 MESA                Update          EPCD0001      *
* CONSERVATION - CRP CONTRACT FILE      Version: AA01 05-17-96 09:17 Term E1 *
* -----*
*      Contract Number:      57 *
*
* 1. Add New Contract                7. Cancel Contract for Non-compliance *
* 2. Delete Contract                 8. Cancel Contract for Early Release *
* 3. Revise Contract                 9. Convert Alternative Perennials *
* 4. Display Contract Master         10. Cancel Contract for WRP *
* 5. Correct Existing Contract       11. Cancel Contract with 60-Days Notice *
* 6. Cancel Contract (No Payments Due) 12. Convert to Alternative Perennials *
*
*      Enter option:      1 *
*
*
* Enter all data and press ENTER. *
*
* Cmd3=Previous Menu      Cmd7=End CRP Processing *
*****

```

--\*

A On Screen EPCD0001, for a new contract, enter the contract number from CRP-1, item 2, or, for an existing CRP-1, enter the contract number of CRP-1 to be updated. PRESS "Field Exit".

- 1 Only 1 user can update a specific CRP-1 at a time.
- 2 The contract number shall:
  - a Be a whole number for ALL new CRP-1's.
  - b Contain an alpha suffix for ALL farms on which a revised CRP-1 has been completed.

- \*--3 If CRP-1 has NOT been signed by COC within 60 workdays after the end of the signup period, enter a temporary CRP-1 number beginning with "9000".--\*  
A temporary CRP-1 number will do anything a regular CRP-1 number will do EXCEPT:
- a Print CRP-15.
  - b Place the CAB reductions in the farm crop auxiliary file to be used by the farm maintenance file.
  - c Pay annual rental payment.
- 4 A report shall be generated for a verification list after all contracts are entered. See paragraph 320.
- 5 If CRP acres need to be INCREASED, use option 5, "Correct Existing Contract", BEFORE using option 3, "Revise Contract", when no payments have been applied to the CRP-1 acres.
- \*--6 If planimentering NEW PHOTOGRAPHS results in a change in ONLY the CRP approved acreage, follow subparagraph 7 a or 7 b.--\*
- 7 If planimentering NEW PHOTOGRAPHS results in a change in the official cropland for the farm, AND the CRP approved acreage is:
- a Affected with an INCREASE in CRP acreage after a payment has been issued, do ALL of the following:
    - (1) REVISE CRP-1 using option 3, on Screen EPCD0001 to identify WHEN acres changed.
    - (2) CORRECT CRP-1 using option 5, on Screen EPCD0001 to include the additional acres AFTER REVISING CRP-1.
    - \*--(3) CHANGE cropland, if applicable, and recompute CAB reductions. See 2-CRP.
  - b Affected with a DECREASE in CRP acreage after a payment has been issued, recompute CAB's, if applicable, and follow paragraphs 288--\* and 291.
  - c NOT affected after a payment has been issued, DO NOT recompute CAB reductions.

- 8 DO NOT REVISE ANY CRP-1's, including those with temporary numbers, until the final CRP acreage has been determined. After CRP-1 has been revised, the CRP acreage MAY BE INCREASED by using option 5. See paragraph 290.
- 9 If it is necessary for CRP-1 to be revised, enter the CRP-1 number of a TERMINATED CRP-1 to recall all previous data and make changes to data fields affected until ALL revised CRP acreages have equaled the original CRP-1 acreage. If revised CRP-1 suffix is DELETED, the CRP acreage that was included on the deleted CRP-1 will be returned to the now terminated CRP-1 as remaining acres. THE ONLY WAY TO TERMINATE CRP-1 IS BY PRESSING "CMD16" DURING THE REVISION PROCESS.
- 10 When Screen EPCD0501, CRP Effective Date, is displayed, enter the effective date to reflect FY in which the CAB reduction is to BEGIN on CRP-15 for this resulting contract. This is most important during September and October because of FY change.
- \*--a The EFFECTIVE DATE CANNOT BE EARLIER THAN THE DATE THE ORIGINAL CRP-1 WAS ENTERED OR REVISED IN THE COMPUTER, except when approved and revised after October 1.
- b In most of these cases, the EFFECTIVE DATE must be SEPTEMBER 30 to process the producer's payment and print a correct FSA-156EZ.--\*
- B Enter the update activity number. Update activity screens all display the same screen number but are labeled "Add", "Revise", "Correct", or "Convert". Each update activity is described in a separate paragraph in this section.



286 ADDING A NEW CONTRACT

On Menu EPCA00, ENTER "3" and PRESS "Enter". Screen EPCD0001 will be displayed. Enter contract number and PRESS "Field Exit". ENTER "1" on Screen EPCD0001 and PRESS "Enter". Screen EPCD1001 will be displayed.

\*--

\*\*\*\*\*
077 Mesa Add EPCD1001
CPR CONTRACTS - BAISC CONTRACT DATA Version: AA01 08-20-92 03:12 Term
\*\*\*\*\*

Contract Number: 57 Sign Number: 6 Pool: Farm Number 508

Program Year: 89 Date Approved: Farm Cropland: 152.4
(MM DD YY)

Total Acres Approved: 25.5
Rental Rate 50.00 Total Annual Payment: 1,275

Land Class/Sub Class 3 Percent Of Cropland Approved: .1673
Soil Loss Toir: 0
Erosion Before 12
Erosion After: 1
Wetland Acres: 11.5
Sour Acres:

Cmd3=Previous Screen Cmd7=End CRP Processing Enter to conti
\*\*\*\*\*

- A Use option 1 to enter all CRP-1's:
1 For signup periods 1 through 9.
2 Transferred in for signup periods 1 through 9.--\*
B On Screen EPCD1001, enter data in the following fields and PRESS "Field Exit" after each entry:
1 "Signup Number". Enter the signup number in which CRP-1 was received.
2 "Pool". Enter the pool number assigned to the county for the signup period CRP-1 was received.
\*--CRP-1's transferred in may need to be changed to match the receiving county pool number.--\*

- 3     "Farm Number".   Enter the farm number from CRP-1,  
item 3.
- 4     "Program Year".   Enter beginning program year from  
CRP-1, item 7.
- \*--5   "Date Approved".   Enter date signed by COC from--\*  
CRP-1, item 19.
- 6     "Farm Cropland".   Enter farm cropland in acres and  
tenths from CRP-2, item 1.
- 7     "Total Acres Approved".   Enter total acres  
approved from CRP-1, item 5.  If COC has not  
signed CRP-1, enter from CRP-2, item 5.
- 8     "Rental Rate".   Enter rental rate from CRP-1,  
item 6.  A message will be displayed for entries  
greater than what is listed on the county signup  
data file.
- 9     "Total Annual Payment".   Enter total annual  
\*--payment from CRP-1, item 18.  If COC has not--\*  
signed CRP-1, enter from CRP-2, item 11.
- 10    "Land Class/Sub Class".   Enter land class and  
subclass from CRP-2, item 12.
- 11    "Soil Loss Tolr".   Enter soil loss tolerance from  
CRP-2, item 13.
- 12    "Erosion Before".   Enter erosion before from  
CRP-2, item 14.  Entry must be in whole numbers.
- 13    "Erosion After".   Enter erosion after from CRP-2,  
item 15.  Entry must be in whole numbers.

\*--14 "Wetland Acres". Enter wetland acres from CRP-2, item 16.

15 "Scour Acres". Enter scour acres from CRP-2, item 17.

C If any of the data elements described in subparagraphs B 10 through B 15 have NOT been--\* provided by SCS, request preliminary information.

1 If the preliminary information is not provided by the transmission deadline date, use the best available source of data.

2 PRESS "Enter" to display Screen EPCD1701.

D On Screen EPCD1701, an entry must be present for the farm crop file.

1 On Screen EPCD1701, enter the 2-digit year for the specific crop history year used when CRP-1  
\*--was REQUESTED.--\*

a Any crop files listed that are in the County Office should have an entry, even if the crop file does not apply to the farm on this CRP-1.

b If no entry is made for tobacco or peanut crop files and the file exists, a message will be displayed and the year will default to the program year entered on Screen EPCD1001.

c If the farm has been reconstituted,  
\*--enter the program year used, from CRP-2, for the ORIGINAL CRP-1.--\*

2 PRESS "Enter". Screen EPCD1801 will be displayed.

- E Screen EPCD1801 will display total CAB's based on entries made on Screen EPCD1701. The computer will calculate and display the total CAB to be used for CRP-1. See subparagraph 290 E 4. The total CAB will NOT be reduced for acres already under previous CRP-1's. If the farm has tobacco or peanut history, the allotment or quota will be included as acres in the total CAB.
- 1 Enter total CAB if different from the calculated total CAB displayed on the screen. For example, when calculating base reductions for CRP-15, for multiple-year existing CRP-1's, the same CAB will be entered for ALL CRP-1's when acres are being updated on Screen EPCD2001.
    - a If the total CAB is changed, Screen EPCD1801 will be redisplayed.
    - b A message will indicate the years specified on Screen EPCD1701.
  - \*--2 For R-1 and R-2 combination farms with continuous cropping, enter, on Screen EPCD1801, the results of the combined years' CAB's.--\*
  - 3 PRESS "Enter". Screen EPCD2001 will be displayed.

- F On Screen EPCD2001, the computer will display the contract number, program year, and farm number.
- 1 The total base reduction entered on Screen EPCD2001 should equal calculated total base reduction needed for CRP-1 being entered. This reduction is calculated using the percent of cropland approved from Screen EPCD1001 times the total CAB entered on Screen EPCD1801.
  - 2 If previous CRP-1's have been filed for a farm, the possibility of the last filed request that took the balance of the cropland or nearly all of the cropland could result in reducing more base acres than are left remaining. In this case, enter:
    - a The remaining available acres not yet reduced for a previous CRP-1.
    - b "0" on the previous Screen EPCD1801 for the total calculated CAB and leave the top portion of Screen EPCD2001 blank, if NO acres \*--are remaining for reduction. After PRESSING "Cmd16" to update, enter correct CAB and base reductions using option 5. See paragraph 290.
    - c If base acres are greater than what is needed for CRP-1 when 100 percent of cropland has been approved, enter the remaining CAB acreage for base protection not to exceed the total cropland for the farm.--\*
  - 3 If reductions being entered are for R-1 and R-2 farms using 2 different years' CAB's, total the crop reductions and enter the total by the correct crops.

4 Enter the following and PRESS "Field Exit" after each applicable entry.

a Acres Reduced. Use CRP-2 to enter data for each crop in acres and tenths. If there are no base, allotment, or quota reductions, leave blank.

(1) Enter actual acres of base, allotment, or quota reduction from item 8 C or 8 G. The entry should be the acres of base, allotment, or quota REDUCTION, NOT the base, allotment, or quota BEFORE reduction or the base, allotment, or quota AFTER reduction.

\*--

\*\*\*\*\*  
077 MESA REVERSE EPCD2001  
CRP CONTRACTS - DISPLAY DATA VERSION AA01 02-20-89 13:05 TERM X5  
\*\*\*\*\*

Contract Number: 21A Program Year: 89 Farm Number 538  
CROP ACRES REDUCED YIELD CROP ACRES REDUCED YIELD  
Wheat 17.0 29 Upland  
Corn ELS  
Oats Rice  
Barley Penuts  
Sorghum Tobacco

PRAC ACRE EST C/S ACT C/S PRAC  
CP1 14.0 1,500 1,497 CP10  
CP2 CP11  
CP3 CP12  
CP4 CP13  
CP5 CP14  
CP6 SL5  
CP7 WP1  
CP8 WP3  
CP9 WL2

Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue

\*\*\*\*\*

- (2) If the error message, "No crop record found", occurs on Screen EPCD2001, Cmd9 will appear. PRESS "Cmd9" to enter the canceled farm number from which crop records should be used for partial reconstitution.
  - (3) If CRP-1 has not been signed by COC, enter estimated acres from item 8 B or 8 F.
- b Yield. Use CRP-2 to enter yield for each crop listed with acres reduced. Enter yield in whole numbers.
- (1) For wheat and feed grains, enter in whole bushels from item 8 D.
  - (2) For cotton and rice, enter in whole pounds from item 8 D or 8 H.
  - (3) For peanuts and tobacco, leave blank.
- c Practices. Use CRP-1 to enter practice data from item 10 or 15 and CRP-1A, item 4 or 9 and PRESS "Field Exit" after every entry.
- (1) If practice data has not yet been received from SCS on the conservation plan, enter the following preliminary information:
    - (a) If there is no entry on CRP-2, item 6, enter practice CP1 or CP2 only.
    - (b) If CRP-2, item 5, equals CRP-2, item 6, enter practice CP3 only.
    - (c) If CRP-2, item 6 is less than CRP-2, item 5, enter both practices CP1 or CP2 and CP3.

- (2) If the applicant is installing cover without cost-sharing, use CP10, CP11, or CP12.
- \*--(3) DO NOT enter data for re-establishing practices because of reasons beyond the producer's control.--\*
- (4) After practice has been completed and paid, correct the practice code if necessary. Obtain updated practice data from the completed ACP-245, column A. Use the correct code for completed practice on CRP-2,  
\*--column 18 A. Update the contract--\* file accordingly.
- d Acres. Use CRP-1 to enter acres if data item 10 or 15 or CRP-1A if data item 4 or 9 has an entry. Enter acres from CRP-1, item 11 or 16 or CRP-1A, item 5 or 10 for totaling CRP acres approved. A message will be displayed if the sum of CP1 through CP5 and CP9  
\*--through CP14 does not equal the acres--\* approved. CP6 through CP8 are not included in the total acres.
- (1) If practice data has not yet been received from SCS on the conservation plan, enter the following preliminary information:
- (a) If there is no entry in CRP-2, item 6, enter the acres in CRP-2, item 5 as practice CP1 or CP2.
- (b) If CRP-2, item 5 equals CRP-2, item 6, enter the acres in CRP-2 item 6 as practice CP3.

- (c) If CRP-2, item 6 is less than CRP-2, item 5:
    - (i) Enter the acres in item 6 as practice CP3.
    - (ii) Enter the acres in item 5 minus the acres in item 6 as CP1 or CP2.
  - (2) If the applicant is installing cover without cost-sharing, enter acreage as CP10, CP11, or CP12.
  - (3) After practice has been completed and paid, update the practice acres, if \*--necessary, on CRP-2 in columns 18 B and 18 F, to the amount of acres--\* actually completed for payment from AC-245, column F. Update the contract file accordingly.
- e Estimated Cost-Share. For each practice entered on CRP-1 or CRP-1A, enter the TOTAL projected cost-sharing, NOT the rate per acre, as follows:
- (1) Multiply the entry in item 12 or 17 times the corresponding entry in item 11 or 16 from CRP-1 or the entry in item 6 or 11 times the corresponding entry in item 5 or 7 from CRP-1A.
  - (2) Leave item 12 or 17 on CRP-1 and item 6 or 11 on CRP-1A blank for practices CP10, CP11, and CP12.
- f Actual Cost-Share. After practice has been completed and paid, enter on CRP-2 in \*--columns 18 D and 18 H, the actual amount--\* paid from AC-245, column G. Update the contract file accordingly.

F See subparagraph 290 K for continuing with producer data. After producer data has been added, the first "Add" display Screen EPCB1005 will be displayed. Review all data displayed before PRESSING "Cmd2" or "Cmd16".

```
*****
077 MESA                                REVISE  EPCBI005
CRP CONTRACTS - DISPLAY DATA           VERSION AA01 02-20-89 13:07 TERM X6
*****
```

```
Contract Number: 21 Signup   Number 8   Pool: 1   Farm Number 538
Program Year 89   Date Appr. 02-20-89   Farm Cropland 152.4
Total Acres Approved 25.5 Percent of Cropland .1673
Total Annual Payment: 1,927
Rental Rate: 75.57 CROP ACRES REDUCED YIELD
Land Class/Sub Class: 3   Wheat 17.9 29
Soil Loss Telr: 0
Erosion Before: 12
Erosion After : 1
Wetland Acres : 11.5
Scour Acres
PRAC ACRES EST C/S ACT C/S
CPI 14.0 1,500
CP14 11.5 1,150
```

```
Cmd=Previous Screen Cmd7=End CRP Processing Enter to Continue
Cmd2=RETURN TO Basic Contract Update
Cmd16=Add Contract to Master
```

```
*****
```

G After updating on Screen EPCH4501:

- 1 If CRP-1 being updated has no crop reductions,
  - \*--Menu EPCA00 will be displayed. This will also occur if CRP-1 has a temporary 9000 number.--\*
- 2 If CRP-1 being updated has crop reductions,
  - Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?", ENTER:
    - a "Y" to print Report EPCH64-R001, Agreement for Reduction of Bases, Allotment, and Quotas and PRESS "Field Exi

- b "N" and PRESS "Enter". Menu EPCA00 will be displayed.
  - (1) For the type of print, ENTER "P" for print or ENTER "S" for screen display.
  - (2) PRESS "Enter".
- 3 If CRP-1 being updated has rotation crops, peanuts, or tobacco listed for reduction, Screen EPCH6301 will be displayed. Correct entries as applicable for the FARM. One crop will be displayed at a time. PRESS:
  - a "Cmd2" to return to the beginning of adjustment screen.
  - b "Cmd5" to complete update of transaction.
- 4 Report EPCH64-R001 will be generated. Menu EPCA00 will be displayed.

## 287 DELETING CONTRACTS

- A This option CANNOT be used to delete TERMINATED or CANCELED CRP-1's. If CRP-1 has erroneously been \*--terminated or canceled and needs to be reinstated, use option 8 on Menu EPCA00. See paragraph 467.--\*
- \* \* \*
- B Delete can only be used on ACTIVE CRP-1's. Also, the contract number that was deleted MAY be used again.

- C Delete should ONLY be used during the initial entering of CRP-1's.
- D Delete a "9000" number, if ALL CRP acreage for the CRP-1 has been determined ineligible.
- E Delete should NOT be used to remove "9000" numbers that now have VALID CRP-1 numbers.
- 1 Correct entered data first. See paragraph 290.
  - 2 Revise to enter new CRP-1 number. See paragraph 288.
- F On Menu EPCA00, ENTER "3" and PRESS "Enter". Screen EPCD0001 will be displayed. Enter the contract number and PRESS "Field Exit". To delete CRP-1, ENTER "2" on Screen EPCD0001 and PRESS "Enter". Screen EPCB1005 will be displayed.
- 1 Verify that this is the correct CRP-1 to be deleted and PRESS "Enter". This will display Screen EPCB2001.
  - 2 Screen EPCB2001 will display producer data. Verify and PRESS "Enter". Screen EPCB1005 will be displayed.
  - 3 If user is sure this is CRP-1 to be deleted, on Screen EPCB1005, PRESS "Cmd24". Screen EPCB1005 will be redisplayed.
  - 4 On redisplayed Screen EPCB1005, PRESS "Cmd24" to \*--confirm delete. Screen FAX46501 will be--\* displayed.
  - 5 Make printer changes if necessary. PRESS "Enter". For EACH deleted CRP-1, the computer will automatically print a copy of CRP-1 being deleted.
  - 6 Screen EPCD4501 will be displayed stating master files are being updated.
  - 7 Computer will display Menu EPCA00.

## 288 REVISING A CONTRACT

On Menu EPCA00, ENTER "3", and PRESS "Enter". Screen EPCD0001 will be displayed. Enter CRP-1 number to be revised and PRESS "Field Exit". ENTER "3" and PRESS "Enter". Screen EPCD0501 will be displayed. Enter the effective date of THIS transaction if before current date displayed. See subparagraph 285 A 9. PRESS "Enter". Screen EPCD1001 will be displayed.

- A Before completing a revision of a current year's CRP-1, \* \* \* County Offices shall ensure the FINAL CRP ACREAGE HAS BEEN DETERMINED and if necessary, update CRP acreage using option 5, "Correct Existing Contract". This must be completed for all changes before making the first annual rental payment.
- B After CRP-1 has been revised, the CRP acreage CANNOT be greater than was on the ORIGINAL CRP-1 BEFORE the revision.
- C Cursor will be in the "Contract Number" field. Change the CRP-1 number displayed.
- D Use this option:
  - 1 To change the CRP-1 number. CRP-1 numbers shall consist of the originally assigned number followed by a single suffix. When suffix "Z" is reached, enter the original number followed by a double alpha suffix; for example, "AA", "BA", and "CA".
  - 2 If a farm with an effective CRP-1 is divided from the administrative county and part of the CRP land is now located in another county or State, assign the next whole number in the receiving county.

- \*--3 To update the farm number on CRP-1 after a reconstitution.--\*
- 4 For all CRP-1's that need to be revised because of sale of CRP land presently under contract. For example:
- a Original CRP-1 number 17, with 90 acres of CRP land and 30 acres wheat base reduced, sold part of CRP land to 2 other producers.
- (1) Original owner retained 45 acres of CRP land with 15 acres wheat base reduction. Revised CRP-1 number will be 17A. Ratio factor is .5000.
  - (2) Revised CRP-1 number 17B sold to Mr. Smith contained 30 acres of CRP land and 10 acres wheat base reduction. Mr. Smith wants to continue CRP-1 as a successor-in-interest. Ratio factor is .3333.
  - (3) Revised CRP-1 number 17C sold to Mr. Jones contained 15 acres of CRP land and 5 acres wheat base reduction. Mr. Jones did not choose to participate in CRP. Ratio factor is .1667.
  - (4) Ratio factor is determined by dividing resulting farms' CRP acreages by the original or active with a suffix CRP acres. This ratio factor is multiplied times EACH base reduced on the original CRP-15.
  - (5) Revised CRP-1 number 17A through 17C now totals the original CRP-1, which is 90 acres of CRP land and 30 acres wheat base reduced.

- b Revised CRP-1 number 17C MUST be recorded. After being revised, use option 7 on Screen EPCD0001 to cancel.
  - c CRP-1 number 17C is recorded because of payment for refund, penalty, or liquidated damages that occurred.
- 5 If land under CRP-1 is assessed a refund, penalty, or liquidated damages:
- a Because of:
    - (1) Removal from cropland status for a housing development.
    - (2) Voluntary withdrawal by the producer.
  - b And use the ratio factor method to prorate base reductions according to CRP acreage and revise according to subparagraph 4.
- 6 If any change occurs in operators or owners including those with zero shares who had signed the original CRP-1. This could occur because of:
- a A farm division.
  - b An operator voluntarily leaving the farm.
  - c A death of 1 of the original CRP-1 signers.
- \*--7 For CRP-1's with a corn bonus, revise in the same manner as any other revision. See subparagraph 4.--\*
- 8 For all CRP-1's that need to be revised because of CRP land being purchased that is presently under CRP-1.

- 9 To display screens at end of the revision process. The first revision screen is Screen EPCB1005. Review all data and PRESS "Enter".

```
*****
077 MESA                                REVISE  EPCBI005
CRP CONTRACTS - DISPLAY DATA           VERSION AA01 02-20-89 13:19 TERM X6
*****
Con. NUMBER: 21A Signup Number 8 Pool: 1  Farm Number 538    CS:ACTIVE
Program Year 89 Date Appr. 02-20-89      Farm Cropland 152.4
```

```
Total Annual Payment: 1,927
Rental Rate:          75.57    CROP ACRES REDUCED  YIELD
Land Class/Sub Class: 3      Wheat          17.9      29
Soil Loss Telr: 0
Erosion Before: 12
Erosion After : 1
Wetland Acres : 11.5
Scour Acres
PRAC    ACRES    EST    C/S    ACT C/S
CPI     14.0     1,500  1,497
CP14    11.5     1,150  1,265
```

Cmd3=Previous Screen                    Cmd7=End CRP Processing    Enter to Cont

Cmd2=Return to Basic Contract update  
Cmd16=Add contract to Master Files

\*\*\*\*\*

- a If tobacco is listed with a base reduction, revision Screen EPCB1006 will be displayed. PRESS "Enter". Screen EPCB2001 will display producer data. PRESS "Enter" to return to revision Screen EPCB1005.
- b If any data displayed is incorrect, PRESS "Cmd2" to make the necessary changes. Screen EPCD1001 will be redisplayed.

- c If all data displayed is correct, PRESS "Cmd16".
  - (1) A message will be displayed indicating files are being updated.
  - (2) Menu EPCA00 will be redisplayed.
- d If Screen EPCB1005 is printed by using the print key, printer must be loaded with wide tractor feed paper. These screens print 10 characters per inch and 6 lines per inch.

\*--E After updating on Screen EPCD4501:

- 1 If CRP-1 being updated has no crop reductions, Menu EPCA00 will be displayed.
- 2 If CRP-1 being updated has crop reductions, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?". ENTER:
  - a "Y" to print Report EPCH64-R001, Agreement for Reduction of Bases, Allotment, and Quotas and PRESS "Field Exit".
  - b "N" and PRESS "Enter". Menu EPCA00 will be displayed.
    - (1) For the type of print, ENTER "P" for print or ENTER "S" for screen display.
    - (2) PRESS "Enter".--\*

- 3 If CRP-1 being updated has rotation crops, peanuts, or tobacco listed for reduction, Screen EPCH6301 will be displayed. Correct entries as applicable for the FARM. One crop will be displayed at a time. PRESS:
  - a "Cmd2" to return to the beginning of adjustment screen.
  - b "Cmd5" to complete update of transaction.
- 4 Report EPCH64-R001 will be generated. Menu EPCA00 will be displayed.
- \*--5 After update and Report EPCH64-R001 has been completed, verify that the correct payment limitation code has been set by the system for the completed revised CRP-1. See paragraph 385.--\*

#### 289 DISPLAYING CONTRACT MASTER

On Menu EPCA00, ENTER "3" and PRESS "Enter". Screen EPCD0001 will be displayed. Enter the CRP-1 number and PRESS "Field Exit". To display all information about a specific CRP-1, ENTER "4" on Screen EPCD0001 and PRESS "Enter".

- A Screen EPCB1005 will display CRP-1 data. PRESS "Enter".
- B Screen EPCB1006 will be displayed if tobacco data is available. PRESS "Enter".
- C Screen EPCB2001 will display producer data. PRESS "Enter". Screen EPCD0001 will be redisplayed.

290 CORRECTING AN EXISTING CONTRACT

On Menu EPCA00, ENTER "3", "Update Contract File (1 - 9)", and PRESS "Enter". Screen EPCD0001 will be displayed. Enter the CRP-1 number and PRESS "Field Exit". To correct an existing CRP-1, on Screen EPCD0001, ENTER "5", "Correct Existing Contract", and PRESS "Enter". Screen EPCD0001 will be redisplayed with correction options.

\*--

```

*****
*                               077 MESA                               Update           EPCD0001           *
* CONSERVATION - CRP CONTRACT FILE                               Version: AA01 01-26-95 08:15 Term E1 *
* -----
*
*      Contract Number:       4 
*
*      Update Activity:       5   1 Add New Contract
*      (Select an option)    2 Delete Contract
*                               3 Revise Contract
*                               4 Display Contract Master
*                               5 Correct Existing Contract
*                               6 Cancel Contract (in Public Interest)
*                               7 Cancel Contract for Non-compliance
*                               8 Cancel Contract for Early Release
*                               9 Convert Contract
*                               10 Cancel Contract for Wetlands Reserve Program
*
*      Type Correction:       1   1 Basic Contract Data
*                               2 Practice/Crop Data
*                               3 Producer Data
*      Enter Type Correction and press ENTER
*
*      Cmd3=Previous Menu           Cmd7=End CRP Processing
*****

```

--\*

A Enter the number for the type of correction being made. For corrections to:

- 1 Basic CRP-1 data, see subparagraph D.
- 2 Practice and crop data, see subparagraph G.
- 3 Producer data, see subparagraph K.

- B Screen EPCD0501 will be displayed. This screen will only be displayed with this option if the CRP-1 number has been previously revised.
- 1 The EFFECTIVE DATE is the date COC signed the revised CRP-1. It also controls the FY when base reductions start or continue and what FY payment is to be issued. This date is very important when revised CRP-1 is being entered in the computer in October because of correct FY for farm crop rollover history purposes.
  - 2 If COC signed revised CRP-1 in September and user does not enter revised CRP-1 until October, make certain that the date entered is in the correct FY for reductions and payment.
  - 3 The date displayed will be the current date. Enter correct date and PRESS "Enter".

\*--C Use the "Correct" option for farm number corrections ONLY if the farm number was entered in error.

EXAMPLE: Producer A has 2 farms, farm numbers 27 and 72. CRP is under farm number 27, but was incorrectly entered under farm number 72. "Correct" the farm number to 27 on the Basic Contract Data Screen.

NOTE: Do NOT use the "Correct" option for modifying the farm number on CRP-1 because of a reconstitution. See paragraph 288 to update farm numbers after a reconstitution.--\*

D To make changes to basic CRP-1 data, ENTER "1" and PRESS "Enter". Screen EPCD1001 will be displayed.

```

*****
*                               077 MESA                               Correct          EPCD0001          *
* CRP CONTRACTS - BASIC CONTRACT DATA                               Version: AA79 10-03-91 13:38 Term X7 *
* -----
*
* Contract Number:      1          Signup Number: 2      Pool: 1          Farm Number:      181 *
*
* Program Year:      86          Date Approved: 06-16-86      Farm Cropland:      148.4 *
*                               (MM DD YY)
*                               Total Acres Approved:      122.2 *
*
* Rental Rate:      44.98          Total Annual Payment:      5,497 *
*
* Land Class/Sub Class      6E          Percent of Cropland Approved:      .8235 *
* Soil Loss Tolr:      5
* Erosion Before:      6
* Erosion After:      4          Contract Status: ACTIVE
* Wetland Acres:
* Scour Acres:
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing          Enter to Continue
*****

```

- 1 On Screen EPCD1001, enter:
  - a The date COC approved the original or revised CRP-1.
  - b Any other corrections to data displayed.



2 PRESS "Enter". Screen EPCD1701 will be displayed. On Screen EPCD1701, an entry must be present for the farm crop file.

```

*****
          077 MESA                      Correct                      EPCD1701
EPCBI005
CRP CONTRACTS - SPECIFIED YEAR          VERSION AA01 06-06-88 12:14      TERM   W4
*****
Contract Number:      29                Program Year: 87                Farm Number  629

```

FILE		SPECIFIED YEAR
Fara Crop File	-AMCFM	87
Burley Tobacco Fara Crop File	-AMMFCM	
Flue-Cured Tobacco Fara Crop File	-AMKFCM	87
Other Tobacco Fatm Crop File	-AMRFCM	
Peanut Farm Crop File	-AMPFCM	

Enter the correct SPECIFIED Year to be used for checking bases,quotas and allotoents.

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue

\*\*\*\*\*

- E On Screen EPCD1701, enter the 2-digit year for the
  - \*--specific history year used when CRP-1 was requested or the history year used for backing out CRP-15 to acres in signups 1 through 4. If the farm has been reconstituted, use the year original CRP-1 was requested.--\*
  - 1 Any files listed that are in the County Office should have an entry, even if the file does not apply to the farm on this CRP-1.
  - 2 If no entry is made for tobacco or peanut files and the file exists, a warning will be displayed and the year will default to the program year on CRP-1.
  - 3 PRESS "Enter". Screen EPCD1801 or Screen EPCC2001 will be displayed.

4 PRESS "Enter". If CAB cannot be calculated because no crop records exist, Screen EPCC2001 will be displayed.

\*--

```

*****
077 MESA                                Correct                                EPCC2001
CONSERVATION - SELECT ALTERNATE FARM    VERSION AA01 08-20-92 03:29          TERM X7
*****
Contract Number:      4                Program Year: 87                    Farm Number  166

```

FARM Crop records are used in this process,  
 No crop recordsexist for this farm.

Please enter the deleted farm number created  
 Through the partial reconstitution for  
 The crop records which which should be used.: 513

OR

Enter "N": if deleted farm does not exist.:

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue

\*\*\*\*\*

- a If the farm number entered on CRP-1 is a new farm number resulting from a deleted, pending reconstitution, according to 2-CM, the CAB for that farm will be with the deleted farm number. If this is the case, enter the deleted farm number from which the CAB--\* calculation can be made.

- b PRESS "Enter". Screen EPCD1801 will be displayed showing calculated CAB before CRP  
\*--from the deleted farm number displayed on--\*  
Screen EPCC2001.

```
*****
077 MESA                                Correct                                EPCD1801
CRP CONTRACTS - CAB VALIDATION          VERSION AA01 06-06-88 12:14          TERM W4
*****
Contract Number:      19                Program Year: 88                Farm Number 562
```

FARM NUMBER 513 WAS USED FOR calculated CAB.  
Calculated CAB BEFORE CRP: 22.00

Enter CAB IF DIFFERENT FROM  
Calculated CAB before CRP:

The Specified years for Calculated CAB before crp were:

FILE		SPECIFIED YEAR
Fara Crop File	-AMCFCM	87
Burley Tobacco Fara Crop File	-AMMFCM	
Flue-Cured Tobacco Fara Crop File	-AMKFCM	87
Other Tobacco Fatm Crop File	-AMRFCM	
Peanut Farm Crop File	-AMPFCM	

If Specified Years are incorrect for new CAB, press Cmd3.

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue

\*\*\*\*\*

- (1) If CAB displayed is correct, PRESS "Enter" to display Screen EPCD2001.
- (2) If CAB displayed is incorrect, enter CAB to be used. PRESS "Enter" to redisplay Screen EPCD1801 with:
  - (a) Selection of crop files listed from Screen EPCD1701. If all entries are correct, PRESS "Enter" to display Screen EPCD2001.
  - (b) Message, "If specified years are incorrect for the new CAB", PRESS "Cmd3" twice to display Screen EPCD1701 for entering new years.
- \*--(3) If deleted farm number is incorrect, PRESS "Cmd3" to display Screen EPCC2001 for entering the correct deleted farm number.--\*

- c If the farm has no crop records because it has no program crops, ENTER "N" and PRESS "Enter".

- F Screen EPCD1801 will display total CAB's based on entries made on Screen EPCD1701. The computer will calculate and display the total CAB to be used for CRP-1. The total CAB will NOT be reduced for acres already under previous CRP-1's. If the farm has tobacco or peanut history, the allotment or quota will be included as acres in the total CAB.

```

*****
077 MESA                                     Correct                               EPCD1801
CRP CONTRACTS - CAB VALIDATION                VERSION AA01 06-06-88 12:15          TERM W4
*****
Contract Number:    29                        Program Year: 87                      Farm Number  629

          Calculated CAB before CRP:          717.90
Enter CAB if different from
          Calculated CAB before CRP:

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue

```

\*\*\*\*\*

- 1 Enter total CAB if different from the calculated total CAB displayed on the screen. For example, when calculating CRP-15 for multiple year existing CRP-1's, the same CAB will be entered for ALL CRP-1's when acres are being updated in the computer on Screen EPCD2001.
  - a If the total CAB is changed, Screen EPCD1801 will be redisplayed.
  - b A message will indicate the years specified on Screen EPCD1701.

- 2 PRESS "Enter". Screen EPCD2001 will be displayed.
  - a The total base reduction entered on Screen EPCD2001 must equal calculated total base reduction needed for this CRP-1. This reduction is calculated using the percent of cropland approved from Screen EPCD1001 times the total CAB entered on Screen EPCD1801 and must equal total base reduction entered on Screen EPCD2001.
  - b If there is a base reduction for corn in the 4th signup on Screen EPCD2001, Screen EPCD2201 will be displayed.

- G To correct practice and crop data, ENTER "2" on Screen EPCD0001 and PRESS "Enter".
  - 1 Screen EPCD1701 will be displayed. Make entries on the screen according to subparagraph E. PRESS "Enter".
  - 2 Screen EPCD1801 will be displayed. Make entries on the screen according to subparagraph F. PRESS "Enter".
  - 3 Screen EPCD2001 will display practice and crop data. To get actual C/S to print on report in paragraph 331, each CRP-1 must be updated with C/S paid from ACP-245, column G.

\* \_ \_

```

*****
077 MESA                                     Correct                               EPCD2001
CRP CONTRACTS - PRACTICE/CROP DATA          VERSION AA01 06-06-88 12:14          TERM   W4
*****
Contract Number:  21                        Program Year:  89                      Farm Number  538
CROP              ACRES REDUCED              YIELD      CROP              ACRES REDUCED              YIELD
WHEAT              17.9                29          Upland
Corn
Oats
Barley
Sorghum
PRAC              ACRES   EST C/S          ACT C/S PRAC              ACRES   EST C/S          ACT C/S
CP1              14.0    1,500              1,497 CP10
CP2
CP3
CP4
CP5
CP6              11.5    1,150              1,265
CP7
CP8
CP9
Cmd3=Previous Screen      Cmd7=End CRP PROCESSING

Enter to Continue
*****

```

- a If Screen EPCD2001 does not contain an \*--entry for a corn reduction for signup 4, Screen EPCD2201 will not be displayed.--\* See subparagraph K.
  - b Correct existing practice and crop data.
  - c PRESS "Enter".
- 4 If CRP-1 contains tobacco data, Screen EPCD2501 will be displayed.

```

*****
                                077 MESA                                Correct                                EPCD2501
CRP CONTRACTS -TOBACCO VALIDATION                                VERSION AA01 06-06-88 12:14                                TERM W4
*****
Contract Number:      29                                Program Year: 87                                Farm Number  629

      CROP                                ACRES REDUCED                                CROP                                ACRES REDUCED
Burley-----                                1.1                                Fllue Cured-----
Virginia Fire Cured                                Fire Cured-----
Dark Air Cured-----                                Virginia Sun Cured-----
Cigar Filler/Binder----                                Cigar Binder (51/52)-----
Maryland-----                                Cigar Filler-----
Acres Reduced must total to Total from previous screen:                                Cigar Wrapper-----                                1.1

Cmd3=Previous Screen                                Cmd7=End CRP Processing                                Enter to Continue

*****

```

- a Enter the acres reduced by type of tobacco. Acres by type must equal total acreage on Screen EPCD2001. See subparagraph 1.
- b PRESS "Enter". If practice data is:
  - (1) Incorrect, Screen EPCD2001 will be redisplayed. Enter the correct data. PRESS "Enter".

## (2) Correct and producer data:

- (a) Has not been added to the CRP-1 file, Screen MCA90015 will be displayed. See subparagraph K 4.
- (b) Has been added to the CRP-1 file, Screen EPCD3501 will be displayed. PRESS "Cmd2". Screen EPCD4001 will be displayed. See subparagraph K 7.

## H On Screen EPCD2201, enter option numbers as follows:

- 1 ENTER "1", if there was no bonus for CRP-1 and PRESS "Enter".
  - a Screen MCA90015 will be displayed if there is no producer data on the contract file.
  - b Screen EPCD3501 will be displayed if producer data is on the contract file.
- 2 ENTER "2", if 1 bonus payment was made for CRP-1 and PRESS "Enter". Screen EPCD2601 will be displayed.
- 3 ENTER "3", if 2 bonus payments were made for CRP-1 and PRESS "Enter". Screen EPCD2601 will be displayed. Enter the acres for first payment and the payment yield. Upon completion of Screen EPCD2601, PRESS "Enter" and Screen EPCD2701 will be displayed for entries for the additional yield payment.
- 4 PRESS "Enter".
  - a Screen MCA90015 will be displayed if there is no producer data on the contract file.
  - b Screen EPCD3501 will be displayed if producer data is on the contract file.

I On Screen EPCD2601, enter only the eligible acres for bonus and PRESS "Field Exit".

```
*****
077 MESA                                     Correct                               EPCD2601
CRP CONTRACTS -CRP-1B ADDENDUM              VERSION AA01 06-06-88 12:17          TERM W4
*****
1. Contract Number: 29                      Signup Number :4                    Farm Number 629
                                           Program Year : 87

2. Commodity Name:                          CORN

3. Acres of Base Reduction for Bonus         50.0

4. Payment Yield:          Blended           80

5. Units for payment (Items 3x4)            4,000.0

6. Year of additional Rental Payment:        87

7. Rental Rate (per Unit):                   2.00

8. Additional Payment (Items 5x7):           8,000

Enter acres and press Enter.
```

Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue

\*\*\*\*\*

- 1 If the corn bonus acreage and the corn acreage reduced are equal, and the acreage for bonus is incorrect, change by doing the following:
  - a Enter the correct acres for corn bonus on Screen EPCD2601 and PRESS "Enter".
  - b On Screen EPCD3501, PRESS "Cmd3" back to Screen EPCD2001.
  - c Change Screen EPCD2001 to the correct acres to be reduced and continue through update Screen EPCB1005 and PRESS "Cmd5".
- 2 Enter the larger of the following:
  - a The 1987 yield.
  - b Ninety-five percent of the 1985 yield.
  - c The yield used for payment must be the one entered on Screen EPCD2001.
- 3 PRESS "Enter". Screen will be redisplayed with calculated data that should match first CRP-1B Addendum. Verify entries and PRESS "Enter".

J If 2 payments were issued because 95 percent of the 1985 yield was larger than the 1987 yield after first payment was made, Screen EPCD2701 will be displayed.

```

*****
077 MESA                                Correct                                EPCD1701
CRP CONTRACTS - ADDITIONAL Yield Payment  VERSION AA01 06-06-88 12:14          TERM W4
*****
1. Contract Number:      29                Signup Number:4                Farm Number: 629
2.Acres of Base Reduction for Bonus:                50.0
3.Calculation of 95 Percent of 1985 Corn Yield for Bonus                85
4.1987 Corn Bonus Yield:                80
5.Additional Bonus Yield (Items 3 -4):                5
^.Additional Units for payment (Items 2 x 5):                250
7.Rental Rate (per Unit):                2.00
8.Additional Bonus Yield Payment (Items 6 x 7):                500
Verify data and press Enter

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue

*****

```

- 1 Acres for base reduction for bonus will be displayed from entry on Screen EPCD2601.
- 2 Enter the yield used for the additional yield payment based on a corrected CRP-1B Addendum, if it is different from what is displayed on the screen. This again will be the difference between the 1985 yield and the original payment made based on the 1987 yield.

(Text continued on next page.)



- 3 PRESS "Enter". Screen EPCD2701 will be redisplayed with calculated additional payment. Verify and PRESS "Enter".
  - a Screen MCA90015 will be displayed if there is no producer data on the contract file.
  - b Screen EPCD3501 will be displayed if producer data is on the contract file.

K To correct producer data, ENTER "3" on Screen EPCD0001 and PRESS "Enter".

- 1 If producer data:
  - a Has not been added to the CRP-1 file, Screen MCA90015 will be displayed. See subparagraph 4.
  - b Has been added to the CRP-1 file, Screen EPCD3501 will be displayed.

\* \_ \_

```
*****
077 MESA                      Correct                      EPC03501
CRP CONTRACTS - PRODUCER DATA  VERSION AA01 08-20-92 04:20  TERM X7
*****
```

```
Contract Number: 4          Farm Number    180          Farm Number: 629
```

Name	Prod Type	ID NO	Type
Ima Farmer	00	XXX XX XXXX	B

NO MORE PRODUCERS

Use Command Keys to initiate processing.

```
Cmd 16 Add More Producers          Cmd2=Next Process
Cmd3=Previous Screen    Cmd7=End CRP Processing    Cmd24Delete Producers  Enter to Continue
```

```
*****
_ _ *
```

- 2 Select at least 1 producer for each CRP-1.
- 3 Each producer who signed CRP-1 must be entered on the producer data screen.

4 To add more producers to the CRP-1 file, PRESS "Cmd16". Screen MCA90015 will be displayed.

\* \_ \_

```

*****
077 MESA MCA90015
Producer Maintenance VERSION AA01 07-22-92 13:08 TERM X7
*****

```

SELECT PRODUCERS OF A FARM

Farm Number: 180		Prod Type	Entity Type	ID#	Type
Select	Name				
S	Ima Farmer	00	01	XXX-XX-XXXX	S
	Ima Farmer	0T	01	XXX-XX-XXXX	S

Place "S" Next to Producer Selected

Cmd7=End Enter (E)nd of Selection. (A)dd, (D)elete E

\*\*\*\*\*

\_ \_ \*

- a ENTER "S" next to each producer being selected.
- b On the bottom line, ENTER:
  - (1) "E" to end selection. PRESS "Enter". Screen EPCD3501 will be displayed.

(2) "A" to add other producers who are on the master name and address file. PRESS "Enter". ENTER "A" on the bottom line. PRESS "Enter". Screen MCA90011 will be displayed.

```
*****
077 MESA                               SELECT                               MCA90011
Producer Maintenance                    VERSION AA01 06-11-87 12:07   TERM X7
*****
                                ADD OTHER PRODUCERS
```

Farm Number: 534

Enter Last Name (Enter Partial Name To do an Inquiry) Ima Farmer

Cmd7=End (E)nd Adm (D)elete Enter - Continue

\*\*\*\*\*

- (a) Enter the producer's last name or the last 4 digits of the producer's ID number.
- (b) PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the name selected.

```

*****
077 MESA SELECTION MACR01-01
COMMON ROUTINE TO SELECT ID NUMBER VERSION AA01 06-11-87 12:08 TERM W3
*****
NO ENTRIES ON FILE WITH LAST NAME OF FARMER
Below are name which begin the same

```

	NAME	ID NUMBER	ID TYPE	INACTIVE
1	Ima Farmer	XXX-XX-XXXX	S	
2	Ima Farmer	XXX-XX-XXXX	S	
3	Ima Farmer	XX XXXXXXXX	E	

Select number for desired Name                    3 (Enter "N" if none of the above or CMD3-End)

\*\*\*\*\*

(c)            PRESS "Enter". Screen  
MCA90010 will be displayed.

```

*****
077 MESA SELECT MCA90010
Producer Maintenance VERSION AA01 06-11-87 12:07 TERM W3
*****
ADD OTHER PRODUCER

```

Farm Number    534                                    Old Farm Number

```

XX-XXXXXXX    E            IMA FARMER
                              ROUTE 1
                              ANYTOWN, KS 99999-9999

```

Is This The Other Producer You Wish To Add? (Y)es Or (N)o    Y

\*\*\*\*\*

(i)            Answer the question  
                 displayed and PRESS  
                 "Enter".

(ii)           Screen MCA90011 will  
                 be redisplayed.

- (d) ENTER "E" after all producers have been added.
- (e) PRESS "Enter". Screen MCA90015 will be displayed.
  - (i) ENTER "S" to select producer.
  - (ii) ENTER "D" on the bottom line to delete producer's name incorrectly entered through the add process. PRESS "Enter".
  - (iii) Screen MCA90006 will be displayed.
  - (iv) ENTER "D" next to producer being deleted.
  - (v) ENTER "E" after all producers to delete have been selected. PRESS "Enter".
  - (vi) Screen MCA90015 will be redisplayed. ENTER "S" to select producer to add.
  - (vii) ENTER "E" after all producers to be added have been selected.
  - (viii) PRESS "Enter". Screen EPCD3501 will be displayed.

\* \* \*



\* \* \*

5 To delete a producer from the CRP-1 file, PRESS "Cmd24" on Screen EPCD3501.

\* \_ \_

```

*****
077 MESA Correct EPCD3501
CRP CONTRACTS - PRODUCER DATA VERSION AA01 07-22-92 12:14 TERM X7
*****
Contract Number: 4 Farm Number 180

```

Select Name	Prod Type	ID No Type
Ima Farmer	oo	XXX-XX-XXXX
Ima Farmer	0T	XXX-XX-XXXX

NO MORE PRODUCERS

Enter "0" to select producers which shall be deleted from the contract.  
Press CMD24 to confirm delete

Cmd24= Delete Producers

```

Cmd3=Previous Screen Cmd7=End CRP Processing
*****

```

\_ \_ \*

- a ENTER "D" next to each producer being deleted.
- b PRESS "Cmd24" to confirm the delete.
- c Screen EPCD3501 will be redisplayed.

6 After all correct data has been entered on Screen EPCD3501, PRESS "Cmd2". Screen EPCD4001 will be displayed.

\* \_ \_

```

*****
077 MESA Correct EPCD4001
CRP CONTRACTS - SHARES VERSION AA01 07-22-92 13:14 TERM X7
*****
Contract Number: 4 Farm Number 180

```

#	Name	Prod Type	Share	ID No
1	IMA FARMER	oo	ALL	XXX XX XXXX

No More Producers

Enter shares for each producer to total 100%.  
Format: .nnnn or "All".

Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue

\*\*\*\*\*

\_ \_ \*

a Enter each producer's share from CRP-1.

(1) All percentages must be 4 digits preceded by a decimal point; for example, ".4000" or "ALL".

(2) If the share data field is left blank, the computer will assign ".0000" for a percentage when CRP-1 is printed.

b PRESS "Enter". Screen EPCB1005 will be displayed. Review all data and PRESS "Enter".

```

*****
077 MESA                Correct                EPCB1065
CRP CONTRACTS - DISPLAY DATAAR          VERSION AA01 02-20-89 13:14      TERM   X3
*****
Contract Number:  21      Signup Number:    8 Pool: 1      Farm Number:    538      Contract Status:  ACTIVE
Program Year:      89      Date Approved: 02-20-89      Farm Cropland: 152.4
Total Acres Approved: 25.5      Percent of Cropland: .10/3

Total Annual Payment      1,927
Rental Rate:              75.57
Land Class/Sub Class:    3
Soil Less Tolr:          0
Erosion Before:          12
Erosion After:           1
Wetland Acres:           11.5
Scour Acres:
PRAC      ACRES      EST C/S      ACT C/S
CPI       14.0      1,5000      1,497
CP14      11.5      1,150      1,265

```

```

Cmd3=Previous Screen  Cmd7=End CRP Processing  Enter to Continue
Cmd2=rRETURN TO Basic Contract Update
Cmd5=Complete Transaction

```

\*\*\*\*\*

- (1) If tobacco is listed with a base reduction, Screen EPCB1006 will be displayed. PRESS "Enter". Screen EPCB2001 will display producer data. PRESS "Enter". Screen EPCB1005 will be redisplayed.
- (2) If any data displayed is incorrect, PRESS "Cmd2" to make the necessary changes. Screen EPCD1001 will be redisplayed to make corrections.
- (3) If all data displayed is correct, PRESS "Cmd5".
  - (a) A message will be displayed indicating files are being updated.
  - \*--(b) Menu EPCA00 will be--\* redisplayed.

- \*--L After updating on Screen EPCD4501:
- 1 If CRP-1 being updated has no crop reductions, no changes made to the farm number or the crops being reduced, Menu EPCA00 will be displayed. This will also occur if CRP-1 has a temporary 9000 number.
  - 2 If CRP-1 being updated has changes to crop reductions, the farm number changes, or both, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?", ENTER:
    - a "Y" to print Report EPCH64-R001, Agreement for Reduction of Bases, Allotment, and Quotas and PRESS "Field Exit".
    - b "N" and PRESS "Enter". Menu EPCA00 will be displayed.
      - (1) For the type of print, ENTER "P" for print or "S" for screen display.
      - (2) PRESS "Enter".
  - 3 If CRP-1 being updated has rotation crops, peanuts, or tobacco listed for reduction, Screen EPCH6301 will be displayed, if changes were made to the farm number or the crops reduced. Correct entries as applicable for the FARM. One crop will be displayed at a time. PRESS:
    - a "Cmd2" to return to the beginning of adjustment screen.
    - b "Cmd5" to complete update of transaction.
  - 4 Report EPCH64-R001 will be generated. Menu EPCA00 will be displayed.--\*

## 291 CANCELING CONTRACT WITH NO PAYMENTS DUE

On Menu EPCA00, ENTER "3", "Update Contract File (1 - 9)", and PRESS "Enter". Screen EPCD0001 will be displayed. Enter CRP-1 number to be canceled and PRESS "Field Exit". On Screen EPCD0001, ENTER "6", "Cancel Contract (in Public Interest)", and PRESS "Enter". Screen EPCD0501 will be displayed. Enter the effective date of this transaction if before the current date is displayed on the screen and PRESS "Enter". Screen EPCB1005 will be displayed.

- A Use this option for all canceled CRP-1's that do not involve refunds, penalties, or liquidated damages, including CRP-1's resulting from land being transferred out of the county to another county or State.
- B To cancel CRP-1, PRESS "Cmd24". PRESS "Cmd24" again to confirm cancellation.
- C Screen EPCD4501 will be displayed with the message, "Updating Master File".
- D Menu EPCA00 will be redisplayed.

## 292 CANCELING CONTRACT FOR NONCOMPLIANCE

On Menu EPCA00, ENTER "3", "Update Contract File (1 - 9)", and PRESS "Enter". Screen EPCD0001 will be displayed. Enter CRP-1 number to be canceled and PRESS "Field Exit". On Screen EPCD0001, ENTER "7", "Cancel Contract for Non-compliance", and PRESS "Enter". Screen EPCD0501 will be displayed. Enter the effective date of this transaction if before the current date is displayed on the screen and PRESS "Enter". Screen EPCB1005 will be displayed.

- A Use this option for all CRP-1's that are canceled because of payments assessed for refunds, penalties, or liquidated damages. Also, use for voluntary withdrawal of acreage by a producer.
- B To cancel CRP-1, PRESS "Cmd24". PRESS "Cmd24" again to confirm cancellation.
- C Screen EPCD4501 will be displayed with the message, "Updating Master File".
- D Menu EPCA00 will be redisplayed.

\*--E The "Effective Date" is the date the termination of CRP-1 is recorded in COC minutes.--\*

## 293 CANCELING CONTRACTS FOR EARLY RELEASE

- \*--A Do NOT use option 8 on Screen EPCD0001 for early termination of CRP-1's that were released with a 60-day notice. See paragraph 297.
- B Use this option AFTER producers have signed CRP-41 for early release, NRCS has verified acreage is eligible, and COC has approved CRP-41 for either of the following:--\*
- 1 Any part of CRP-1 acres released with revised CRP-1 suffix.
  - 2 All CRP-1 acres released under a specific contract. Enter all early release data in the system as soon as possible.
- C On Menu EPCA00, ENTER "3", "Update Contract File (1-9)", and PRESS "Enter". Screen EPCD0001 will be displayed. On Screen EPCD0001, do the following:
- 1 Enter CRP-1 number to be canceled for CRP early release and PRESS "Field Exit".
  - 2 ENTER "8", "Cancel Contract for Early Release", and PRESS "Enter". Screen EPCD0501 will be displayed.
- D On Screen EPCD0501, do the following:
- 1 Enter the date from CRP-41, item 5 as the effective date for early release cancellation.  
\*--PRESS "Enter". This date cannot be later than--\*  
SEPTEMBER 30.
  - 2 If the date entered is greater than the system date, a warning message will be displayed stating, "EFFECTIVE DATE SHOULD NOT BE GREATER THAN CURRENT DATE." If entered date is correct, PRESS "Enter"  
\*--to continue. Screen EPCB1005 will be displayed.
- E On Screen EPCB1005, PRESS "Enter" to verify producer data. If tobacco or peanuts were reduced, Screen EPCB1006 will be displayed for verification, or if not, Screen EPCB2001 will be displayed. PRESS "Enter" after verification. Screen EPCB1005 will be redisplayed. PRESS "Cmd24" to cancel CRP-1. PRESS "Cmd24" again to confirm cancellation.--\*

- F Screen EPCD4501 will be displayed with the message, "Please Wait. Contract Files are being updated". \* \* \*
- \*--1 After update, Screen EPCH6001 will be displayed if CRP-1 had reductions on CRP-15.
- 2 If CRP-1 had no reductions on CRP-15, Menu EPCA00 will be redisplayed.--\*
- G On Screen EPCH6001, answer the question, "Is the CRP-15 report for this farm to be produced?" Answer the question with "Y" or "N". The system will default to "P" for print. PRESS "Enter". Screen FAX46501 will be displayed to change the printer ID, if necessary. PRESS "Enter".
- 1 If "Y" was entered on Screen EPCH6001, Report EPCH64-R001 will be generated and Menu EPCA00 will be redisplayed.
- 2 If "N" was entered on Screen EPCH6001, Menu EPCA00 will be redisplayed.
- \* \* \*
- H On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to exit CRP application. Menu EEA000 will be redisplayed.

294 (RESERVED)



## \*--295 CONVERTING CONTRACTS

All active CRP-1's from signups 1 through 9 containing practices CP1, CP2, or CP10 may be converted by planting hardwood trees under standard type practices CP3A, CP19, or easement or noneasement type practices, CP4A, CP4B, CP5, CP5A, CP16, or CP16A. Conversions are treated like revisions in the computer.

## 295.1 BASIC INFORMATION FOR ENTERING CONVERTED CRP-1's

- A Two sets of screens may need to be accessed for converted acres and remaining nonconverted acres on the same active:
  - 1 Original CRP-1 number.
  - 2 Farm number.
  - 3 Producer.
  
- B If this is the case, access:
  - 1 Option 9, "Converted Contract", FIRST.
  - 2 Option 3, "Revise Contract", SECOND and follow paragraph 288.--\*

295.2 ACCESSING SCREENS FOR ENTERING CONVERTED CRP-1's

\*--A On Menu EEA000, ENTER "3", "CRP Contract File", and--\* PRESS "Enter". Menu EPCA00 will be displayed.

B On Menu EPCA00, ENTER "3", "Update Contract File (1 - 9)", and PRESS "Enter". Screen EPCD0001 will be displayed.

```

*--
*****
*                               077 MESA                               Update           EPCD0001
* CONSERVATION - CRP CONTRACT FILE                               Version: AA01 01-26-95 08:15 Term E1
* -----
*
*      Contract Number:      8
*
*      Update Activity:      9  1 Add New Contract
*      (Select an option)    2 Delete Contract
*                               3 Revise Contract
*                               4 Display Contract Master
*                               5 Correct Existing Contract
*                               6 Cancel Contract (in Public Interest)
*                               7 Cancel Contract for Non-compliance
*                               8 Cancel Contract for Early Release
*                               9 Convert Contract
*                              10 Cancel Contract for Wetlands Reserve Program
*
*      Enter all data and press ENTER
*
*      Cmd3=Previous Menu           Cmd7=End CRP Processing
*****
--*

```

C On Screen EPCD0001, enter the CRP-1 number being converted and PRESS "Field Exit". ENTER "9", "Convert Contract", and PRESS "Enter". Screen EPCD0501 will be displayed.

```

*****
*                               077 MESA                               Convert           EPCD0501
* CONSERVATION - CRP-1 EFFECTIVE DATE                               Version: AA01 05-26-92 08:15 Term E1
* -----
*      Contract Number:      8      Signup Number:      4      Pool:      1      Program Year:      87
*
*
*      Effective Date of this conversion:      05-26-92
*
*      This date is used to control the FY in which base reductions
*      begin on the CRP-15 associated with this resulting contract.
*
*      FY is also used to update Farm Crop Maintenance.
*
*      Enter date this transaction was effective if different from current date.
*
*      Cmd3=Previous Menu           Cmd7=End CRP Processing           Enter to Continue
*****

```

\*--295.3 ENTERING BASIC DATA FOR CONVERTED CRP-1's

A Payment limitation codes, 5-CM or 1-PL, will ONLY need to be changed if the producers are changed in combination with date approved. To change producers on a converted CRP-1, follow paragraph 290 AFTER update has been completed for conversion.

B On CRP-1 Effective Date Screen EPCD0501, ENTER THE DATE COC APPROVED THE CONVERTED CRP-1 in the "Effective Date of this Conversion" data field if before current date displayed on the screen. PRESS "Enter". Screen EPCD1001 will be displayed.

```

*****
*                               077 Mesa                               Convert                               EPCD1001 *
* CRP CONTRACTS - BASIC CONTRACT DATA                               Version: AA01 05-26-92 09:57 Term X7 *
* -----*
* Contract Number: 8A          Signup Number: 4 Pool: 1 Farm Number:          381 *
* Program Year: 87 Date Approved: 05-26-92 Farm Cropland:          73.1 *
*                               (MM DD YY)                               Total Acres Approved:          3.0 *
* Rental Rate: 50.00 *
* Land Class/Sub Class 6E          Percent of Cropland Approved:          .1778 *
* Soil Loss Tolr: 2 *
* Erosion Before: 8 *
* Erosion After: 1          Contract Status: ACTIVE *
* Wetland Acres: *
* Scour Acres: *
* Enter the converted Contract Number. The current contract will be terminated. *
* *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*****

```

C On Convert Basic Contract Data Screen EPCD1001, do the following:

- 1 Enter suffix to contract number.
- 2 Enter date COC approved conversion.
- 3 Enter total acres approved for CRP-1 conversion.
- 4 PRESS "Enter". Screen EPCD1701 will be displayed.

D On Screen EPCD1701, use specified program year defaulted and PRESS "Enter". Screen EPCD1801 will be displayed.

E On Screen EPCD1801, use the defaulted CAB, and PRESS "Enter". Screen EPCD1901 will be displayed.--\*

\*--295.4 ENTERING PRACTICE DATA FOR CONVERTED CRP-1's

A Conversion to a standard CRP-1 or an easement CRP-1 must be completed in SEPARATE transactions in the computer.

1 Selection must be for all standard practices on 1 specific CRP-1, plus any portion of the structural practice that is associated with the standard acres. This also applies to easement practices on easement acres. It may be necessary to split a structural practice between CRP-1's.

2 Structural practices have no validations because of not being originally included in the total CRP acres for signups 1 through 9. Therefore, extra caution should be taken when selecting these practices.

B On Practice Selection Screen EPCD1901, ENTER "S" in front of the practice converted to hardwood trees. Use "Field Exit" or "Arrow" keys to move around on the screen. PRESS "Enter". Screen EPCD2101 will be displayed with practices previously selected.

```

*****
*                               077 Mesa                               Convert       EPCD1901      *
* CRP CONTRACTS - PRACTICE SELECTION                               Version: AB15 01-25-93 12:30 Term X7 *
* -----*
* Contract Number: 1A      Program Year: 86      Farm Number: 181 *
* *
*      Select      Standard Practice      Select      Structural Practice *
* *
*          S          CP3A          CP6 *
*                   CP4B          CP7 *
*                   CP5A          CP8 *
*                   CP16A         SL5 *
*          S          CP19          WP1 *
*                   Easement      WP3 *
*                   Practice      WL2 *
* *
*                   CP4A *
*                   CP5 *
*                   CP16 *
* *
* Place "S" next to Practice(s) to be selected for contract. *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
* *
*****

```

--\*

\*--C On Screen EPCD2101, the second line will display the acres eligible for conversion from acres approved on Screen EPCD1001.

1 On Screen EPCD2101, enter by practice, the number of practice acres, additional estimated C/S's, additional actual C/S's paid, and additional payment years for annual rental payments.

```

*****
*                077 Mesa                Convert                EPCD2101                *
* CRP CONTRACTS - CONVERT PRACTICE DATA   Version: AA01 05-26-92 10:03 Term X7   *
* -----*
* Contract Number:  8A  CS  Program Year: 87                Farm Number:        381   *
*                               Acres Eligible for Conversion: 3.0   *
*
*
* Practice Code      Practice Acres  Estimated Cost-share  Actual Cost-share  Additional Years   *
* CP3A              2.0             200                  100                 5                   *
* CP19              1.0             100                  100                 3                   *
*
*
*
*
* Amount of Reduction per acre CP19: 25.00   *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue   *
*
*****

```

2 Practice CP19 will need the amount of reduction per acre. The amount of payment reduction MUST be at least 50 percent of the annual rental rate.

D PRESS "Enter". Screen EPCR5001 will be displayed.--\*

\*--295.5 ENTERING CROP DATA AND VERIFICATION FOR CONVERTED CRP-1's

A On Screen EPCR5001, the second line will display the total acres approved for this converted CRP-1.

1 On Screen EPCR5001, enter the crops reduced for this CRP-1's prorated portion of the CRP acres converted and nonconverted, if applicable. Prorate according to paragraph 288.

```

*****
*                               077 Mesa                               Convert      EPCR5001      *
* CRP CONTRACTS - CROP DATA                               Version: AA01 05-26-92 10:04 Term X7      *
* -----*
* Contract Number: 8A CS Program Year: 87 Farm Number: 381 *
*                               Total Acres Approved: 3.0 *
* *
* CROP ACRES REDUCED YIELD *
* *
* Wheat *
* Corn 1.2 107 *
* Oats *
* Barley *
* Sorghum *
* Upland *
* ELS *
* Rice *
* Peanuts *
* Tobacco *
* *
* *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
* Corn - Warning: Acres Reduced less than Acres Reduced for Bonus 5.3 *
* *
*****

```

2 If all acres of original CRP-1 are converted, the acreage by crop displayed will be correct. PRESS "Enter".

- a If MULTILENGTH PRACTICES are converted, Screen EPCR5701 will be displayed.
- b If corn bonus is applicable for the converted CRP-1, Screen EPCD2201 will be displayed after Screen EPCR5701 or before Screen EPCR8001.
- c If ALL PRACTICES are for the SAME length, Screen EPCR8001 will be displayed.--\*



\*--C After all crop data has been entered and verified, PRESS "Enter". Screen EPCR5701 may be redisplayed for other crops or Screen EPCR8001 will be displayed, unless corn bonus is applicable.

D Screen EPCD2201 will only be displayed if corn bonus was involved with converted CRP-1.

E On Screen EPCD2201, enter the option that represents the number of bonus payments issued to the producer and PRESS "Enter". Screen EPCD2601 will be displayed.

```

*****
*                               077 Mesa                               Convert          EPCD2201          *
* CRP CONTRACTS - BONUS                               Version: AA01 05-26-92 10:07 Term X7          *
* -----*
* Contract Number:   8A  CS   Program Year: 87                Farm Number:           381          *
*
*                               (Select an Options)                    *
*                               1. No Bonus for this contract          *
*                               2. Bonus - one payment                 *
*                               3. Bonus - two payments                *
*
*
*
*
*
*
*
*
*                               2
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue          *
*****

```

F If no bonus payment was issued, Screen EPCR8001 will be displayed. See paragraph 295.6.--\*

\*--G On Screen EPCD2601, enter acreage for corn bonus applicable for this CRP-1, and PRESS "Enter". Screen EPCD2601 will redisplay to verify entered data.

```

*****
*                               077 Mesa                               Convert                               EPCD2601                               *
* CRP CONTRACTS - CRP-18 ADDENDUM                               Version: AA01 05-26-92 10:08 Term X7                               *
* -----*
* 1. Contract Number:      8A CS      Signup Number: 4      Farm Number:      381      *
*                               Program Year: 87                               *
* *
* 2. Commodity Name:                               CORN                               *
* *
* 3. Acres of Base Reduction for Bonus:      1.2                               *
* *
* 4. Payment Yield:      107                               *
* *
* 5. Units of Payment (Items 3 x 4):      128.4                               *
* *
* 6. Year of Additional Rental Payment:      87                               *
* *
* 7. Rental Rate (per Unit):      2.00                               *
* *
* 8. Additional Payment (Items 5 x 7):      257                               *
* *
* Enter acres and press Enter.
* Warning:  Another CRP-18 for the balance will be needed.      4.1 *
* *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*****

```

- 1 If correct, PRESS "Enter".
- 2 Screen EPCD2701 will be displayed after Screen EPCD2601 when additional yield payments were issued.
- 3 If not correct, make the correction, and PRESS "Enter" again.
- 4 Screen EPCR8001 will be displayed.--\*

\*--295.6 VERIFICATION AND UPDATING DATA FOR CONVERTED CRP-1's

A On Screen EPCR8001, verify all displayed data.

```

*****
*                077 Mesa                Convert      EPCR8001
* CRP CONTRACTS - DISPLAY DATA          Version: AA01 05-26-92 10:08 Term X7
* -----
* Contract Number:  8A  CS      Signup Number:  4      Farm Number:      381
*
* Program Year:  87      Date Approved:  05-26-92      Farm Cropland:      73.1
*                      (MM DD YY)
* Rental Rate:      50.00      Total Acres Approved:      3.0
* Amount of Reduction CP19:  25.00      Percent of Cropland Approved:  .0410
*                      (per acre)
* Years Practice Acres  Ann. CRP Payment
* 1-5      3.0      150
* 6-13     3.0      125      Contract Status: ACTIVE
* 14-15    2.0      100
*
*
* Total Cumulative Annual Rental Payment:      1,950
*
* Cmd3=Previous Screen      Cmd2=Return to Basic Contract Update
* Cmd7=End CRP Processing  Enter to Continue  Cmd16=Add Contract to Master Files
*
*****

```

- 1 If incorrect, PRESS "Cmd2" to return to Basic Contract Update Screen EPCD1001 for corrections.
- 2 If correct, PRESS "Enter" to display producer data.--\*



295.7 PRODUCING REPORT EPCH64-R001, AGREEMENT FOR REDUCTION OF BASES, ALLOTMENTS, AND QUOTAS

- A On Screen EPCH6001, produce report as follows.
- 1 Each time CRP-1 is added, farm number is changed, converted, revised, or CAB reductions are changed, PRINT and keep the latest report as a work copy.
  - 2 ENTER "Y" or "N" to answer the question, "Is the CRP-15 report for this farm to be produced?" Enter the type of print with "P" for printed copy or "S" for screen display.
  - 3 If the farm has rotation CAB's, tobacco, or peanuts, Screen EPCH6301 will be displayed to adjust reductions for the appropriate year.
  - \*--4 PRESS "Enter". Screen FAX46501 will be displayed.
  - 5 On Screen FAX46501, make changes to printer ID--\* if necessary, and PRESS "Enter".
- B Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas will be produced. Menu EPCA00 will be redisplayed.
- C PRESS "Cmd3" or "Cmd7" to redisplay Menu EEA000.

## 296 CANCELING CONTRACTS FOR WRP

On Menu EPCA00, ENTER "3", and PRESS "Enter". Screen EPCD0001 will be displayed. Enter CRP-1 number to be canceled for WRP, and PRESS "Field Exit". ENTER "10", "Cancel Contract for Wetlands Reserve Program", and PRESS "Enter". Screen EPCD0501 will be displayed. Enter effective date of cancellation for entered CRP-1 if before

\*--current date displayed on screen. Cancellation date should be the same date CCC-1255 was recorded. PRESS "Enter".--\*  
Screen EPCB1005 will be displayed.

\* \* \*

- A On Screen EPCB1005, PRESS "Cmd24" to cancel CRP-1. Screen EPCB1005 will be redisplayed. PRESS "Cmd24" again to confirm cancellation.
- B Screen EPCD4501 with the message, "Updating Master File", will be displayed. Screen EPCH6001 will be displayed.
- C On Screen EPCH6001, answer the question, "Is the CRP-15 report for this farm to be produced?" Answer question with "Y" or "N", and PRESS "Enter". System will default to "P" for print.
  - 1 If "Y", Report EPCH64-R001 will be generated.
  - 2 If "N", Menu EPCA00 will be redisplayed.
- D On Menu EPCA00, PRESS "Cmd3" or "Cmd7". Menu EEA000 will be redisplayed.

## 297 CANCELING CONTRACTS WITH EARLY TERMINATION WITH 60 DAYS NOTICE

- A Do NOT use option 11 on Screen EPCD0001 for entering 1995 early release contracts. See paragraph 293.
- B Use this option AFTER the producer has signed CRP-41 for early contract termination with 60 days notice, NRCS has verified acreage is eligible, and COC has approved the request for either of the following:
- 1 Any part of CRP-1 acres released with revised CRP-1 suffix and is over 5 years old.
  - 2 All CRP-1 acres released under a specific contract that is over 5 years old. Enter all early termination release data with 60 days notice in the system as soon as possible.
- C On Menu EPCA00, ENTER "3", and PRESS "Enter". Screen EPCD0001 will be displayed. On Screen EPCD0001, do the following:
- 1 Enter CRP-1 number to be canceled for CRP early termination release and PRESS "Field Exit".
  - 2 ENTER "11", "Cancel Contract with 60-Days Notice", and PRESS "Enter". Screen EPCD0501 will be displayed.
- D On Screen EPCD0501, do \* \* \* the following:
- 1 Enter the date from CRP-41, item 5 as the canceled effective date for early termination release and PRESS "Enter".
  - 2 If the date entered is greater than the system date, a warning message will be displayed stating, "EFFECTIVE DATE SHOULD NOT BE GREATER THAN CURRENT DATE." If entered date is correct, PRESS "Enter" to continue. Screen EPCB1005 will be displayed.
- E On Screen EPCB1005, PRESS "Enter" to verify producer data. If tobacco or peanuts were reduced, Screen EPCB1006 will be displayed for verification, or if not, Screen EPCB2001 will be displayed. PRESS "Enter" after verification. Screen EPCB1005 will be redisplayed. PRESS "Cmd24" to cancel CRP-1. PRESS "Cmd24" again to confirm cancellation.

- \*--F Screen EPCD4501 will be displayed with the message, "Please Wait. Contract Files are being updated".
- 1 After update, Screen EPCH6001 will be displayed if CRP-1 had reductions on CRP-15.
  - 2 If CRP-1 had no reductions on CRP-15, Menu EPCA00 will be redisplayed.
- G On Screen EPCH6001, answer the question, "Is the CRP-15 report for this farm to be produced?" Answer the question with "Y" or "N". The system will default to "P" for print. PRESS "Enter". Screen FAX46501 will be displayed to change the printer ID, if necessary. PRESS "Enter".
- 1 If "Y" was entered on Screen EPCH6001, Report EPCH64-R001 will be generated and Menu EPCA00 will be redisplayed.
  - 2 If "N" was entered on Screen EPCH6001, Menu EPCA00 will be redisplayed.
- H On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to exit CRP application. Menu EEA000 will be redisplayed.--\*

298 (RESERVED)





4 Contain an alpha suffix for all farms on which a revised CRP-1 has been completed, unless it was a temporary 9000 number. If this is the situation:

a Verify that all corrections to the 9000 number series contract have been completed before revising to the good number.

b Enter the next available contract number when revising the 9000 number series.

C For more information about options on Screen EPCR0001, see paragraphs 285 through 297, which apply to all signups.

\*--300 ADDING CRP-1'S FOR SIGNUPS 10 THROUGH 13

A On Menu EPCA00, ENTER "4", and PRESS "Enter". Screen EPCR0001 will be displayed. Enter contract number and PRESS "Field Exit". ENTER "1" and PRESS "Enter". Screen EPCR0001 will be redisplayed.

```

*****
*                077 MESA                Update          EPCR0001          *
* CONSERVATION - CRP CONTRACT FILE      Version: AA01 05-15-1999 09:17 Term E1 *
* -----
* Contract Number:   887
*
* 1. Add New Contract                7. Cancel Contract for Non-compliance *
* 2. Delete Contract                 * 8. Reserved                          *
* 3. Revise Contract                 * 9. Reserved                          *
* 4. Display Contract Master          10. Cancel Contract for WRP           *
* 5. Correct Existing Contract        11. Cancel Contract with 60-Days Notice *
* 6. Cancel Contract (No Payments Due)
*                                     *=Selection currently not available.
*
*      Enter option:   1
*
*      Signup Number:  13
*
*      Enter Offer Tract Number, Offer Type, and Program Year:  _____
*
*      Enter all data and press ENTER.
*
* Cmd3=Previous Menu          Cmd7=End CRP Processing
*****

```

1 On redisplayed Screen EPCR0001, enter signup number. Cursor will advance to "Enter Offer Tract Number, Offer Type, and Program Year" field.--\*



\* \_ \_

```

*****
*                               077 MESA                               Add                               EPCR1001                               *
* CRP CONTRACTS - BASIC CONTRACT DATA                               Version: AA01 05-05-1993 09:57 Term E1 *
* -----
* Contract Number: 887      Type: S      Signup Number: 12      Farm Number: 1381 *
* Program Year: 1993      Date Approved: 05-01-1993      Farm Cropland: 773.1 *
*                               (MM DD YYYY) *
*                               Total Acres Approved: 10.0 *
* Rental Rate: 39.17      CRP Marginal Pasture Land: *
* * * * *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
* * * * *
*****

```

c An Easement (E) CRP-1 for signup 11 by offer tract number and offer type from the offer file.

```

*****
*                               077 MESA                               Add                               EPCR1001                               *
* CRP CONTRACTS - BASIC CONTRACT DATA                               Version: AA01 05-05-1992 09:57 Term E1 *
* -----
* Offer Tract Number: 14707      Offer Type: E *
* Contract Number: 887      Type: E      Signup Number: 11      Farm Number: 1381 *
* Program Year: 1992      Date Approved: 05-01-1992      Farm Cropland: 773.1 *
*                               (MM DD YYYY) *
*                               Total Acres Approved: 10.0 *
* Rental Rate: 39.17      CRP Marginal Pasture Land: *
* * * * *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
* * * * *
*****

```

d A Standard (S) CRP-1 for signup 10 by entering all applicable data from CRP-1 and CRP-2.--\*

\* \_ \_

```

*****
*                               077 MESA                               Add                               EPCR1001                               *
* CRP CONTRACTS - BASIC CONTRACT DATA                               Version: AA01 05-05-1991 09:57 Term E1 *
* -----*
* Contract Number: 887      Type: S      Signup Number: 10      Farm Number: 1381 *
* Program Year: 1991      Date Approved: 05-01-1991      Farm Cropland: 773.1 *
*                               (MM DD YYYY)                               Total Acres Approved: 10.0 *
* Rental Rate: 39.17      CRP Marginal Pasture Land: *
* * * * *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
* * * * *
*****

```

C On Screen EPCR1001, the cursor is displayed in either the "Farm Number" field if all data is pulled from the offer file, or the "Type" field if all data is to be entered. Enter or correct the following data, if necessary, and PRESS "Field Exit" or "Tab" after each data filed entry. Messages will be displayed for entries made that are different from entries in the offer file or county signup data file.

- 1 OFFER TRACT NUMBER, OFFER TYPE, AND PROGRAM YEAR will:
  - a Be displayed only if the information was pulled from the offer file.
  - b Not be displayed if the information was not pulled from the offer file.
- 2 CONTRACT NUMBER will be displayed from entry made on Screen EPCR0001.
- 3 TYPE. If the type is incorrect, enter the correct type from CRP-2. Type and signup must be in agreement.--\*

- \*--4 SIGNUP NUMBER will be displayed from the entry made on Screen EPCR0001. If the signup number is incorrect, enter the correct signup number from CRP-2.
  - 5 FARM NUMBER. If the farm number is incorrect, enter the correct farm number from CRP-2.
  - 6 PROGRAM YEAR. If the program year is incorrect, enter the correct program year from CRP-2.
  - 7 DATE APPROVED. Enter date COC approved CRP-1.
  - 8 FARM CROPLAND. Enter farm cropland in acres and tenths from CRP-2.
  - 9 TOTAL ACRES APPROVED. If incorrect acres are approved, enter total acres approved from CRP-1.
  - 10 RENTAL RATE. If the rate is incorrect or blank, enter correct rental rate from CRP-2. Entry must be greater than zero.
  - 11 CRP MARGINAL PASTURE LAND. Enter only if applicable. Entry **not** allowed for signups 10 through 13.
- D After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCR1501 will be displayed.
- 1 On Screen EPCR1501, enter or correct displayed data as necessary. Refer to CRP-2 for correct data. Following are examples of variations of Screen EPCR1501, depending on signup number.--\*

\*--a For signup 13, Environmental Priority (EP) Contract.

```

*****
*                077 MESA                Add                EPCR1501                *
* CRP CONTRACTS - CRP-2 DATA                Version: AA01 05-05-1996 09:57 Term E1 *
* -----*
* Contract Number: 777 EP                Signup Number: 13                Farm Number: 1426 *
* Program Year: 1996                Total Acres Approved: 10.0 *
* * * * *
* Soil Loss Tolerance: 3                Erosion Index Water: 6                Erosion Index Wind: 9 *
* * * * *
* Acres:                Erosion Before:                Erosion After: *
* * * * *
* USLE: 10.0                6                1 *
* WEQ: 10.0                5                1 *
* * * * *
* Percent of Bid Acreage Irrigated Previous Year: .0000 *
* COC Bid Recommendation Code: A *
* * * * *
* Cmd3=Previous Screen                Cmd7=End CRP Processing                Enter to Continue *
* * * * *
*****

```

b For signup 12.

```

*****
*                077 MESA                Add                EPCR1501                *
* CRP CONTRACTS - CRP-2 DATA                Version: AA01 08-15-1992 09:57 Term E1 *
* -----*
* Contract Number: 807 S                Signup Number: 12                Farm Number: 381 *
* Program Year: 1993                Total Acres Approved: 10.0 *
* * * * *
* Wellhead Protection Acres:                Population Served: *
* Hydrologic Unit Area Acres:                Conservation Priority Acres: *
* * * * *
* Soil Loss Tolerance: 3                Erosion Index Water: 6                Erosion Index Wind: 9 *
* * * * *
* Acres:                Erosion Before:                Erosion After: *
* * * * *
* USLE: 10.0                6                1 *
* WEQ: 10.0                5                1 *
* * * * *
* Soil Map Unit Symbol: AVD                Soil Survey Area Identification Number: 08077 *
* Percent of Bid Acreage Irrigated Previous Year: .0000 *
* COC Bid Recommendation Code: A *
* * * * *
* Cmd3=Previous Screen                Cmd7=End CRP Processing                Enter to Continue *
* * * * *
*****

```

--\*



\*--E After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCD1701 will be displayed.

- 1 On Screen EPCD1701, for signups 10 through 13, enter the specified program year that was used for obtaining reductions of CAB's, quotas, or allotments.

```

*****
*              077 MESA                      Add          EPCD1701          *
* CRP CONTRACTS - SPECIFIED YEAR           Version: AA01 05-15-1997 09:57 Term E1 *
* -----*
* Contract Number: 807 S      Program Year: 1997      Farm Number: 381 *
*
*              CROPS                          SPECIFIED YEAR          *
*
* Grains and Cottons                                1996                *
*
* Burley Tobacco Farm Crop File - AMMFCM           1996                *
*
* Flue-Cured Tobacco Farm Crop File - AMKFCM       _____            *
*
* Other Tobacco Farm Crop File - AMRFCM            _____            *
*
* Peanut Farm Crop File - AMPFCM                   1996                *
*
* Enter the correct Specified Year to be used for checking bases, quotas and
* allotments.
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*****

```

- 2 Any files listed that are in the County Office should have an entry, even if the crop does not apply to the farm on CRP-1.
- 3 If no entry is made for tobacco or peanut files and the file exists, a warning will be displayed and the year will default to the program year that was entered on Screen EPCR1001 for signups 10 through 12. Signup 13 will default to 1995 regardless of program year. "Grains and Cottons" field is a mandatory entry.
- 4 PRESS "Enter". Screen EPCC2001 will be displayed, if applicable.--\*

\*--a Screen EPCC2001 will be displayed if tobacco or peanut crop records cannot be found on the farm crop files for farm number entered on CRP-1.

```

*****
*                               077 MESA                               Add                               EPCC2001                               *
* CRP CONTRACTS - SELECT ALTERNATE FARM                               Version: AA01 05-15-1999 08:15 Term E1 *
* -----*
* Contract number: 807 EP Program Year: 1997 Farm number: 381 *
* * * * *
* Farm crop records are used in this process. *
* No crop records exist for this farm. *
* * * * *
* Please enter the deleted farm number created *
* through the partial reconstitution for *
* the crop records which should be used.: _____ *
* * * * *
* or *
* * * * *
* Enter "N" if deleted farm does not exist.: N *
* * * * *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*****

```

b On Screen EPCC2001, if the farm number entered on CRP-1 is a new farm number resulting from a deleted, pending reconstitution, according to 2-CM, the crop for that farm will be with the deleted farm number. In this case, enter the deleted farm number from which the crop calculation can be made and PRESS "Enter".

c If the farm has no crop records because it has no crops, ENTER "N" and PRESS "Enter".

F After all data entered has been verified as correct, PRESS "Enter". Screen EPCD1801 will be displayed.--\*

\* \_ \_

```

*****
*                               077 MESA                               Add                               EPCD1801                               *
* CRP CONTRACTS - CROP VALIDATION                               Version: AA01 05-15-1999 08:15 Term E1 *
* -----
* Contract Number:      807      S      Program Year: 1997      Farm Number:      381 *
*
*                               Calculated Crop before CRP:                               43.90 *
*
*                               Enter Crop if different from                               *
*                               Calculated Crop before CRP:                               36.50 *
*
*                               The Specified years for Calculated Crop before CRP were: *
*                               CROPS                               SPECIFIED YEAR *
*                               Grains and Cottons                               1995 *
*                               Burley Tobacco Farm Crop File - AMMFCM                               1995 *
*                               Flue-Cured Tobacco Farm Crop File - AMKFCM                               1995 *
*                               Other Tobacco Farm Crop File - AMRFCM                               1995 *
*                               Peanut Farm Crop File - AMPFCM                               1995 *
*
* If Specified Years are incorrect for new Crop, press CMD3. *
*
* Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue *
*****

```

- 1 Screen EPCD1801 will display total CAB's based on entries made on Screen EPCD1701. The system will calculate and display the total CAB's to be used for CRP-1. The total CAB displayed will not be reduced for acres already under previous CRP-1's. If the farm has tobacco and peanut history, the quota or allotment will be included as acres in the total CAB displayed.
- 2 Enter total CAB if different from the calculated total CAB displayed. If the total CAB is changed, Screen EPCD1801 will be redisplayed.
- 3 Screen EPCD1801 will be redisplayed with the specified year data that was entered on Screen EPCD1701.

G After all data entered has been verified as correct, PRESS "Enter". Screen EPCR2001 will be displayed.

- 1 On Screen EPCR2001:
  - a Beginning with signup 13, enter the length of CRP-1 **years** and PRESS "Field Exit". All practices selected must be for the same years' length or a message will be displayed.

**Note:** A 10 to 15 year length practice can be selected on a 10 year CRP-1 but a warning will be displayed.--\*

\*--b If practice data is incorrect, PRESS "Tab" to move through previously entered data.

c If practice data is to be entered, ENTER "S" in front of the practice or practices needed.

2 Examples for Screen EPCR2001 variations are:

a A Standard (S) CRP-1 list of practices for signup 13.

```

*****
*                077 MESA                Add                EPCR2001
* CRP CONTRACTS - PRACTICE SELECTION          Version: AA01 07-15-1996 08:15 Term E1
* -----
* Contract Number:  87   S          Program Year:  1996          Farm Number:  31
* Length of Contract - Years:  10
*
*                Enter "ALL" for selection of all practices:  ___
*
*                or
* Select          Practice          Select          Practice          Select          Practice
*
*  S              CP1                -              CP9                -              CP19
*  -              CP2                -              CP10               -
*  -              CP3                -              CP12               -
*  S              CP3A               -              CP13C              -
*  -              CP4B               -              CP13D              -
*  -              CP4D               -              CP15A              -
*  -              CP5A               -              CP16A              -
*  -              CP6                -              CP17A              -
*  -              CP7                -              CP18B              -
*  -              CP8A               -              CP18C              -
*
* Place "S" next to Practice(s) to be selected for contract.
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*
*****

```

b An Environmental Priority (EP) CRP-1 list of practices for signup 13.

```

*****
*                077 MESA                Add                EPCR2001
* CRP CONTRACTS - PRACTICE SELECTION          Version: AA01 07-15-1996 08:15 Term E1
* -----
* Contract Number:  87   EP          Program Year:  1996          Farm Number:  31
* Length of Contract - Years:  15
*
*
* Select          Practice
*
*  S              CP5A
*  -              CP8A
*  -              CP9
*  -              CP13C
*  -              CP13D
*  -              CP16A
*
* Place "S" next to Practice(s) to be selected for contract.
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*
*****

```

--\*

\*--c An Easement (E) or Wellhead Easement (WE) CRP-1 list of practices for signups 10 through 12.

```

*****
*                               077 MESA                               Add                               EPCR2001                               *
* CRP CONTRACTS - PRACTICE SELECTION                               Version: AA01 07-15-1993 08:15 Term E1 *
* -----
* Contract Number: 67 E                               Program Year: 1992                               Farm Number: 31 *
*
*                               Enter "ALL" for selection of all practices: ___ *
*                               or *
* Select Practice Select Practice *
* S CP4 - CP18A *
* - CP4A *
* - CP5 *
* - CP8 *
* - CP13A *
* - CP13B *
* - CP15 *
* S CP16 *
* - CP17 *
* - CP18 *
*
* Place "S" next to Practice(s) to be selected for contract. *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*
*****

```

d A Standard (S) or Wellhead Standard (WS) CRP-1 list of practices for signups 10 through 12.

```

*****
*                               077 MESA                               Add                               EPCR2001                               *
* CRP CONTRACTS - PRACTICE SELECTION                               Version: AA01 07-15-1996 08:15 Term E1 *
* -----
* Contract Number: 87 S                               Program Year: 1992                               Farm Number: 31 *
*
*                               Enter "ALL" for selection of all practices: ___ *
*                               or *
* Select Practice Select Practice Select Practice *
* S CP1 - CP9 - CP19 *
* - CP2 - CP10 *
* - CP3 - CP12 *
* S CP3A - CP13C *
* - CP4B - CP13D *
* - CP4D - CP15A *
* - CP5A - CP16A *
* - CP6 - CP17A *
* - CP7 - CP18B *
* - CP8A - CP18C *
*
* Place "S" next to Practice(s) to be selected for contract. *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*
*****

```

H After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCR2401 will be displayed if any practice selected has a 10-year length for standard or easement practices.

\*--1 Following is an example of Screen EPCR2401 for a Standard (S) CRP-1 with 10-year practice(s).

```

*****
*                077 MESA                Add                EPCR2401                *
* CRP CONTRACTS - PRACTICE DATA                Version: AA01 05-05-1993 08:15 Term E1 *
* -----*
* Contract Number:      807      S      Program Year: 1992      Farm Number:      381 *
*                                     Total Acres Approved:      12.5 *
*
*   Prac   Prac   Estimated   Actual
*   Code   Acres   C/S        C/S
*
*   CP1    5.0    1,250  1,000
*
*
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*
*****

```

2 Following is an example of Screen EPCR2401 for an Easement (E) CRP-1 with multi-length easement years and 10-year length practices.

```

*****
*                077 MESA                Add                EPCR2401                *
* CRP CONTRACTS - PRACTICE DATA                Version: AA01 08-15-1993 08:15 Term E1 *
* -----*
* Contract Number:      808      E      Program Year: 1992      Farm Number:      80 *
*                                     Total Acres Approved:      116.0 *
*
* ES Prac   Estimated   Actual
* YR Code   Acres       C/S        C/S
*
* 15 CP4A   100.0    2,051  1,995
* 30 CP16   16.0     1,000  997
*
*
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*
*****

```

3 On Screen EPCR2401, update data as follows:

- a PRACTICE ACRES. If practice acres are incorrect, enter the correct practice acres and PRESS "Tab" or "Field Exit".--\*





\* \_ \_

```

*****
*                               077 MESA                               Add          EPCR2901          *
* CRP CONTRACTS - PAYMENT SUMMARY          Version: AA01 08-15-1993 08:15 Term E1 *
* -----
* Contract Number: 807  S          Program Year: 1992          Farm Number: 381 *
*                               Total Acres Approved: 10.0 *
*
*                               Annual
*                               CRP Payment          Acres
*
*                               1-10          437          10.0
*                               11-13          187          5.0
*                               14-15          125          2.5
*
*
* Total Cumulative Annual Rental Payment:          5,181
* Total Cumulative Amount of Reduction CP19:          819
*
* Practices are: CP1  CP3A  CP19
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*
*****

```

b Easement (E) CRP-1 for signups 10 through 12.

```

*****
*                               077 MESA                               Add          EPCR2901          *
* CRP CONTRACTS - PAYMENT SUMMARY          Version: AA01 08-15-1992 08:15 Term E1 *
* -----
* Contract Number: 808  E          Program Year: 1992          Farm Number: 1426 *
*                               Total Acres Approved: 116.0 *
*
*                               Annual
*                               CRP Payment          Acres
*
*                               1-10          550          116.0
*                               11-13          275          16.0
*
*
* Total Cumulative Annual Rental Payment:          6,825
*
* Practices are: CP4A  CP16
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*
*****

```

J Verify all displayed data for accuracy. If incorrect, PRESS "Cmd3" back to the screen requiring correct entry. If correct, PRESS "Enter". Screen EPCR3501 will be displayed for all Easement (E) CRP-1's. Otherwise, see subparagraph K 1.--\*

\*--1 Screen EPCR3501 will be displayed for all Easement (E) CRP-1's to enter applicable filing date information.

```

*****
*                               077 MESA                               Correct          EPCR3501          *
* CRP CONTRACTS - EASEMENT FILED                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----*
*
* Contract Number: 257 E          Signup Number: 11          Farm Number:          500 *
* Program Year:      1992
* Rental Rate:       28.00          Total Acres Approved: 10.0 *
*
*
* Has Easement Deed been filed at Courthouse for land under CRP-1? (Y or N): Y *
*
*
* Enter Date 15-Year Easement Deed was recorded: 05-01-1991 *
* (MM-DD-YYYY)
*
*
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*****

```

2 On Screen EPCR3501, the question, "Has Easement Deed been filed at Courthouse for land under CRP-1?", is defaulted to "N". If the question on Screen EPCR3501 is answered "Y", Screen EPCR3501 will redisplay with a field to enter the date the easement deed was recorded. After the date is entered, PRESS "Enter". Screen EPCR5001 will be displayed.

3 If the question is answered "N", Screen EPCR5001 will be displayed.--\*

\*--K The following is an example of Screen EPCR5001.

```

*****
*                               077 MESA                               Add                               EPCR5001                               *
* CRP CONTRACTS - CROP DATA                               Version: AA01 08-15-1993 08:15 Term E1 *
* -----
* Contract Number: 807 S                               Program Year: 1993                               Farm Number: 381 *
*                               Total Acres Approved: 10.0 *
*
*                               CROP                               ACRES REDUCED                               YIELD *
*                               Wheat                               _____                               _____ *
*                               Corn                               _____ 3.0                               _____ 94 *
*                               Oats                               _____ 3.0                               _____ 35 *
*                               Barley                               _____                               _____ *
*                               Sorghum                               _____                               _____ *
*                               Upland                               _____                               _____ *
*                               ELS                               _____                               _____ *
*                               Rice                               _____                               _____ *
*                               Peanuts                               _____                               _____ *
*                               Tobacco                               _____ 1.0                               _____ *
*
* Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue *
*
*****

```

- 1 Screen EPCR5001 displays crop reductions for **each** crop reduced on CRP-15.
  - a Enter or correct displayed data, as applicable, by crop.
  - b PRESS "Tab" to move through the screen.
- 2 PRESS "Enter". If tobacco:
  - a Was not entered as a reduction and no variable length practices are involved, see subparagraph L.
  - b Was entered as a reduction on Screen EPCR5001, Screen EPCD2501 will be displayed to validate the acres to be reduced for each by type of tobacco.--\*

\* \_ \_

```

*****
*                               077 MESA                               Add                               EPCD2501                               *
* CRP CONTRACTS - TOBACCO VALIDATION                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----
* Contract Number: 257 S                               Program Year: 2001                               Farm Number: 500 *
*
*
*
* CROP                               ACRES REDUCED                               CROP                               ACRES REDUCED *
*
* Burley- - - - -                               _____ .5                               Flue Cured - - - - -                               _____ .5 *
* Virginia Fire Cured                               _____                               Fire Cured - - - - -                               _____ *
* Dark Air Cured- - -                               _____                               Virginia Sun Cured -                               _____ *
* Cigar Filler/Binder                               _____                               Cigar Binder (51/52)                               _____ *
* Maryland- - - - -                               _____                               Cigar Filler - - - - -                               _____ *
*                               _____                               Cigar Wrapper- - - - -                               _____ *
*
*
* Acres Reduced must total to Tobacco from previous screen:                               1.0 *
*
*
* Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue *
*
*****

```

- 3 Enter tobacco reduction by specific name to equal the total tobacco reduced and PRESS "Enter".
- 4 For CRP-1's with different practice lengths, Screen EPCR5701 will be displayed and redisplayed for each crop previously entered for reduction on Screen EPCR5001. This is applicable only for signups 10 through 12.
  - a The following is an example of Screen EPCR5701 for signups 10 through 12.

```

*****
*                               077 MESA                               Add                               EPCR5701                               *
* CRP CONTRACTS - CROP DATA                               Version: AA01 08-15-1993 08:15 Term E1 *
* -----
* Contract Number: 807 S                               Program Year: 1993                               Farm Number: 381 *
*                               Total Acres Approved: 12.5 *
*
* Crop: Corn                               Yield: 94 *
*
* Practices                               Years Acres Reduced *
*
* CP1                               10                               _____ 1.5 *
* CP19                               13                               _____ .7 *
* CP3A                               15                               _____ .8 *
*
*
*                               Total Crop Acres Reduced: 3.0 *
*
* Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue *
*
*****

```

\_ \_ \*

- \*--b On Screen EPCR5701, verify that the practices listed and the length are correct according to CRP-1 and CRP-2.
  - c Enter the acres reduced according to the prorated factor of total approved CRP acres divided by **each** specific practice acres. Record these factors on CRP-2 for later verification.
    - (1) Divide the total CRP approved acres by the CRP acres per practice to obtain the prorated factor.
    - (2) Multiply the prorated factor times the displayed "Total Crop Acres Reduced".
  - d Enter the result in the "Acres Reduced" field. The sum of acres reduced by practice **must** equal the total crop acres reduced.
  - e The prorated factor is calculated using the basic principles in subparagraph 288 D 4.
- 5 After verifying entries for accuracy, Screen EPCR5901 will be displayed.--\*

\*--a Following is an example of Screen EPCR5901.

```

*****
*                               077 MESA                               Add          EPCR5901          *
* CRP CONTRACTS - CROP DATA SUMMARY                               Version: AA01 08-15-1992 08:15 Term E1 *
* -----
* Contract Number:   807   S           Program Year: 1993           Farm Number:   381   *
*                               Total Acres Approved: 10.0          *
*
*                               Crop                               *
*                               Reduction                          *
*                               Acres                              *
*
*                               Years                              *
*                               10                               6.0          *
*                               13                               3.0          *
*                               15                               1.5          *
*
*
* Crops are:  Corn, Oats, Tobacco
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*****

```

b On Screen EPCR5901, verify that all displayed data is correct. If incorrect, PRESS "Cmd3" and Screen EPCR5701 will be redisplayed to correct.

L If no crops were reduced for CRP-1, with or without varying length practices, and verification of data is completed on Screen EPCR2901, PRESS "Enter". Screen MCA91001 will be displayed.

```

*****
* Farm Records                077 MESA                               MCA91001          *
* Producer Maintenance                               Version: AA01 08/15/1993 08:15 Term E1 *
* -----
*                               SELECT PRODUCERS OF A FARM
*
* Farm Number      381           Prod Entity   Id #   Type
* Select           Name          Type   Type
*
*  S              Ima Farmer     OT     15     XX-XXX-XXXX T
*  S              Ima Farmer     OP     01     XXX-XX-XXXX S
*  S              Ima Farmer     OW     01     XXX-XX-XXXX S
*
*
*                               Place 'S' Next To Producer Selected
*
* Cmd5=Complete Transaction          Cmd7=End
*****

```

-- \*





\*--0 After producer shares have been entered and verified, PRESS "Enter". Screen EPCR8001 will be displayed.

```

*****
*                               077 MESA                               Add          EPCR8001          *
* CRP CONTRACTS - DISPLAY DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----*
*
* Contract Number: 257      E      Signup Number: 10      Farm Number:      500      *
* Program Year: 1991      Date Approved: 04-01-1991      Farm Cropland:      73.1      *
* 15-Year Easement Filed: 05-01-1991
* Rental Rate: 42.00
*                               Total Acres Approved:      10.0      *
*                               Percent of Cropland Approved: .1368      *
*                               Effective Date: 10-01-1990      *
* Original CRP-1 Start Date: 10-01-1990      Date CRP-1 Ends: 09-30-2000      *
* Years      Practice Acres      Ann. CRP Payment
* 1-10      10.0      420
*                               Contract Status:
*
*
*
* Total Cumulative Annual Rental Payment:      4,200      *
* 15-Year Easement Ends: 05-01-2006
* Cmd3=Previous Screen      Cmd2=Return to Basic Contract Update
* Cmd7=End CRP Processing      Enter to Continue      Cmd16=Add Contract to Files
*
*****

```

- 1 On Screen EPCR8001, verify all data. PRESS "Enter" to display Screen EPCR8501 for verification of CRP-2 data.
- 2 On Screen EPCR8501, verify all CRP-2 data. PRESS "Enter" to display Screen EPCR8502 for verification of crop and practice data.
- 3 On Screen EPCR8502, verify all practice and crop data. PRESS "Enter" to display Screen EPCB2001 for verification of producer data unless tobacco reductions are to be applied.
  - a If CRP-1 contains tobacco reductions, Screen EPCR8503 will be displayed.
  - b Verify tobacco reductions by type. PRESS "Enter" to display Screen EPCB2001 for verification of producer data.
- 4 On Screen EPCB2001, verify all producer data. PRESS "Enter" to redisplay Screen EPCR8001 for final verification.--\*



- \*--2 If the farm associated with CRP-1 being added has crop reductions, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?", ENTER:
- a "Y" to print Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas.
    - (1) For the type of print, "P" will be defaulted. PRESS "Enter". Screen FAX46501 will display default printer number. Make changes as necessary and PRESS "Enter". Report EPCH64-R001 will be generated.
    - (2) For screen display of data, ENTER "S" and PRESS "Enter". Follow screen display commands.
  - b "N" and PRESS "Enter". Menu EPCA00 will be displayed.
- 3 If the farm associated with CRP-1 being updated has peanuts or tobacco listed for reduction, Screen EPCH6301 will be displayed. Correct entries as applicable for the farm. One crop will be displayed at a time. PRESS:
- a "Cmd2" to return to the beginning of adjustment screen.
  - b "Cmd5" to complete update of transaction. Menu EPCA00 will be displayed.--\*

## 300.4 ADDING STANDARD (S) CRP-1'S FOR SIGNUPS 15 AND GREATER

After all CRP-1's have been approved by COC, enter in the system **immediately**. The acreage from the approved CRP-1's needs to be known as soon as possible and will be transmitted to KCAO on the 15th of each month.

- \*--A On Menu EEA000, ENTER "3", and PRESS "Enter". Menu EPCA00 will be displayed. On Menu EPCA00,--\* ENTER "4", and PRESS "Enter". Screen EPCR0001 will be displayed. See subparagraph 300 A for a screen display. Enter contract number and PRESS "Field Exit". ENTER "1" and PRESS "Enter". Screen EPCR0001 will be redisplayed.
- 1 On redisplayed Screen EPCR0001, enter signup number. Cursor will advance to "Enter Offer Tract Number" field.
  - 2 If the offer data is still available in the offer processing file, enter:
    - a Offer tract number and PRESS "Field Exit".
    - b Offer type and PRESS "Field Exit".
    - c Program year in 4-digits and PRESS "Enter". Screen EPCR1001 will be displayed with data that was previously entered in the offer file.
  - 3 If multiyear length practices are involved or if a different program year is needed other than the program year associated with the offer:
    - a Enter the initial offer tract number, offer type, and program year originally associated with the entered offer for data to be pulled from the offer file each time an additional CRP-1 is needed.
    - b Verify or correct all displayed data from the offer file for accuracy by comparing CRP-2 and CRP-1, as applicable, to each screen displayed per CRP-1 being entered.

- \*--4 Follow subparagraphs C and D for entering all CRP-1's associated with farms transferred from another county or State.

**Note:** If maximum rental rate is higher than receiving county's, follow paragraph 271 to change and enter the higher rate.

- 5 If the offer data is not available in the offer file, leave the "Offer Tract Number, Offer Type, and Program Year" fields **blank**. PRESS "Enter". Screen EPCR1001 will be displayed. All data must be actually entered.

- B On Screen EPCR1001 and the following screens, fields displayed requiring entries could vary according to signups.

- 1 Offer type and applicable signups beginning with 15 are for Standard (S) offers only.
- 2 See subparagraph 300 B for examples of Screen EPCR1001.

- C On Screen EPCR1001, the cursor is displayed in either the "Farm Number" field if all data is pulled from the offer file, or the "Type" field if all data is to be manually entered. Enter or correct the following data, if necessary. PRESS "Field Exit" or "Tab" after each data filed entry. Messages will be displayed for entries that are different from entries made in the offer file or county signup data file.

- 1 OFFER TRACT NUMBER, OFFER TYPE, AND PROGRAM YEAR will:
- a Be displayed only if the information was pulled from the offer file.
- b Not be displayed if the information was not pulled from the offer file.--\*

- \*--2 CONTRACT NUMBER will be displayed from entry made on Screen EPCR0001.
- 3 TYPE. If the type is incorrect, enter the correct type from CRP-2. Signup number and type must be in agreement.
- 4 SIGNUP NUMBER will be displayed from the entry made on Screen EPCR0001. If the signup number is incorrect, enter the correct signup number from CRP-2.
- 5 FARM NUMBER. If the farm number is incorrect, enter the correct farm number from CRP-2.
- 6 PROGRAM YEAR. If the program year is incorrect, enter the correct program year from CRP-2.
- 7 DATE APPROVED. Enter date COC approved CRP-1.
- 8 FARM CROPLAND. Enter farm cropland in acres and tenths from CRP-2.
- 9 TOTAL ACRES APPROVED. If total acres approved are incorrect, enter total acres approved from CRP-1.
- 10 RENTAL RATE. If the rate is incorrect or blank, enter correct rental rate from CRP-2. Entry must be greater than zero.
- 11 CRP MARGINAL PASTURE LAND. Entry should be blank since only cropland is allowed on a standard contract.

**Notes:** Signups 15 and 16 may be different than acres approved because of expired WBP contracts.

Entry **must** equal acres approved for signups 18 and up.--\*

\*--D After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCR1501 will be displayed.

**Note:** Screen EPCR1201 will be displayed for signup 16 **only** if the program year is **1998**. Enter the **original CRP-1 start date** and **date CRP-1 ends** from CRP-1. See subparagraph 300.5 E for a display of Screen EPCR1201.

E On Screen EPCR1501 enter data from CRP-2. See subparagraph 300 D for examples of Screen EPCR1501. Screen EPCR1501 varies with signups.

F After all data on Screen EPCR1501 has been verified, corrected, or entered, PRESS "Enter".

1 Screen EPCR1601 will be displayed if applicable with signups 15, 16, 18, or 20.

```

*****
*                               077 MESA                               Add                               EPCR1601                               *
* CRP CONTRACTS - ACTIVE CRP-1(S)                               Version: AA01 05-15-2000 08:15 Term E1 *
*-----*
* Contract Number: 257 S          Signup Number: 20          Farm Number: 500 *
*   Program Year: 2001          Total Acres Approved: 5.0 *
*
*   Acres Under Active CRP-1:  5.0 *
*
*   No.      Active CRP-1 Contracts *
*   1      37A *
*   2      _____ *
*   3      _____ *
*   4      _____ *
*   5      _____ *
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*
*****

```

a If the information was entered in the CRP offer file and was pulled into the contract file, the fields on Screen EPCR1601 will be pre-filled.

b If the information was not entered in the CRP offer file, entries **must** be manually entered. See CRP-2 for data to be entered.--\*



- \*--1 If the information was entered in the CRP offer file and data was pulled into the contract file, the fields on Screen EPCR1701 will be pre-filled.
- 2 If the information was not entered in the CRP offer file, entries **must** be manually entered. See CRP-2 for data to be entered.

H After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCR1705 will be displayed. Screen EPCR1705 varies by signups. For example, Screen EPCR1705 for the 20th signup would be displayed as follows.

```

*****
*                               077 MESA                               Add          EPCR1705          *
* CRP CONTRACTS - RANKING DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
*-----*
* Contract Number: 257 S          Signup Number: 20          Farm Number: 500 *
*   Program Year: 2001          Total Acres Approved: 10.0 *
*
* National Ranking Factors (required):
*
* (N1)  60  (N1)a 50  (N1)b 0  (N1)c 0  (N1)d 0  (N1)e 0  (N1)f 0 *
*
* (N2)  40  (N2)a 0  (N2)b 0  (N2)c 0  (N2)d 0 *
*
* (N3)  35 *
*
* (N4)  25  (N4)a 5  (N4)b 0 *
*
* (N5)  0  (N5)a 0  (N5)b 0  (N5)c 0 *
*
* (N6)  25 *
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*
*****

```

- 1 If the information was entered in the CRP offer file and data was pulled into the contract file, the fields on Screen EPCR1705 will be pre-filled.
- 2 If the information was not entered in the CRP offer file, entries **must** be manually entered. See CRP-2 for data to be entered.

I After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCR1801 will be displayed.--\*

```

*****
*                               077 MESA                               Add          EPCR1801          *
* CRP CONTRACTS - CRP SOILS DATA                               Version: AA01 05-15-2000 09:57 Term E1 *
*-----*
* Contract Number: 257 S      Signup Number: 20      Farm Number:      500 *
*   Program Year: 2001                               Total Acres Approved:    10.0 *
*
*                               Rental Rate: $      42.00 *
*
*
*      Soil      Soil      Soil      Soil
*      Survey Area  Map Unit  Map Unit  Rental
*      ID Number:  Symbols:  Acreage:  Rate:      Total Rent:
*
* Primary:      08077      MCA      10.0      $ 50      $ 500.00
* Secondary:      _____      _____      _____      $ _____      $ _____
* Tertiary:      _____      _____      _____      $ _____      $ _____
* Totals:      _____      _____      10.0      $ _____      $ 500.00
*
* Weighted Avg.
* Soil Rental
*   Rate: $ 50.00
*
*                               Maint.
*                               + Rate: $ 5.00 =
*                               Maximum
*                               Payment Rate
*                               Per Acre: $ 55.00
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*
*****
    
```

- 1 If the information was entered in the CRP offer file and data was pulled into the contract file, the fields on Screen EPCR1801 will be pre-filled.
- 2 If the information was not entered in the CRP offer file, entries **must** be manually entered. See CRP-2 for data to be entered and subparagraph 300.5 E 3.

J After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCD1701 will be displayed. On Screen EPCD1701, beginning with signup 14, enter the specified program year that was used for obtaining reductions for only tobacco and peanut quotas or allotments. See subparagraph 300.5 F for a display of Screen EPCD1701.

\*--**Note:** Screen EPCD1701 will not be displayed for reductions beginning October 1, 2001.--\*

- 1 Any files listed that are in the County Office should have an entry, even if the file does not apply to the farm on CRP-1.
- 2 If no entry is made for tobacco or peanut files and the file exists, a warning will be displayed and a year will be defaulted.

- 3 PRESS "Enter". Screen EPCC2001 will be displayed, if applicable.
  - a Screen EPCC2001 is displayed if crop cannot be calculated because no crop records exist. See subparagraph 300.5 G for a display of Screen EPCC2001.
  - b On Screen EPCC2001, if the farm number entered on CRP-1 is a new farm number resulting from a deleted, pending reconstitution, according to 2-CM, the crop for that farm will be with the deleted farm number. If this is the case, enter the deleted farm number from which the crop calculation can be made and PRESS "Enter".
  - c If the farm has no crop records because it has no crops, ENTER "N" and PRESS "Enter".
- K After all data entered has been verified as correct, PRESS "Enter". Screen EPCD1801 will be displayed. See subparagraph 300.5 H for a display of Screen EPCD1801.

**\*--Note:** Screen EPCD1801 will not be displayed for reductions beginning October 1, 2001.--\*

  - 1 Screen EPCD1801 will display total crops based on entries made on Screen EPCD1701. The system will calculate and display the total crop's to be used for CRP-1. The total crops displayed will not be reduced for acres already under previous CRP-1's.
  - 2 Enter total crop if different from the calculated total crop displayed. If the total crop is changed, Screen EPCD1801 will be redisplayed.
  - 3 Screen EPCD1801 will be redisplayed with the specified years displayed.
- L After all data entered has been verified as correct, PRESS "Enter". Screen EPCR2001 will be displayed.

- \*--1 On Screen EPCR2001:
  - a Enter the length of CRP-1 **years** and PRESS "Field Exit". All practices selected must be for the same number of years or a warning will be displayed.
  - b If practice data is incorrect, PRESS "Tab" to move through previously entered data.
  - c If practice data is to be entered, ENTER "S" in front of the practice or practices needed.
- 2 See subparagraph 300 G for display of Screen EPCR2001. Screen EPCR2001 varies by signups and practice eligibility.
- M After all data has been verified, corrected, or entered, PRESS "Enter". Screen EPCR2401 will be displayed if any practices selected have a 10-year length. See subparagraph 300.5 J for a display of Screen EPCR2401.
  - 1 Update Screen EPCR2401 as follows:
    - a PRACTICE ACRES. If practice acres are incorrect, enter the correct practice acres and PRESS "Tab" or "Field Exit".
    - b ESTIMATED C/S. If estimated C/S is incorrect, enter the correct estimated C/S for **each** needed practice displayed and PRESS "Tab", "Field Exit", or "Enter".
    - c ACTUAL C/S. Enter the actual C/S from AD-245 **after** the practice has been completed and paid. PRESS "Enter".--\*

- N If practices selected on Screen EPCR2001 are for lengths of 10 to 15 years, Screen EPCR2801 will be displayed. See subparagraph 300.5 L for a display of Screen EPCR2801.
- 1 Update Screen EPCR2801 as follows:
    - a PRACTICE ACRES. If practice acres are incorrect, enter the correct practice acres and PRESS "Tab" or "Field Exit".
    - b ESTIMATED C/S. If estimated C/S is incorrect, enter the correct estimated C/S for **each** needed practice displayed and PRESS "Tab", "Field Exit", or "Enter".
    - c ACTUAL C/S. Enter the actual C/S from AD-245 after the practice has been completed and paid.
- O Verify all displayed data on Screen EPCR2401 and/or Screen EPCR2801, as applicable, for accuracy. If incorrect, PRESS "Cmd3" back to the screen requiring correct entry. If correct, PRESS "Enter". Screen EPCR5001 will only be displayed if tobacco and/or peanuts exist in the county. See subparagraph 300.5 M for a display of Screen EPCR5001. If no tobacco or peanut files exist, Screen MCA91001 will be displayed. See subparagraph P.
- \*--Note:** Screen EPCR5001 will not be displayed for reductions beginning October 1, 2001.--\*
- 1 Screen EPCR5001 displays crop reductions for **each** crop reduced on CRP-15. Tobacco and peanuts requires an adjustment of crops **after** each years rollover. See paragraph 444.
 

**Note:** If tobacco is a reduction, Screen EPCD2501 will be displayed for entering types of tobacco reduced.
  - 2 If crop reductions are not applicable, Screen EPCR5001 will not be displayed. Screen MCA91001 will be displayed.
  - 3 On Screen EPCR5001, enter or correct displayed data, as applicable, by crop. PRESS "Tab" to move through the screen. PRESS "Enter". Screen MCA91001 will be displayed.

- \*--P If no crops were reduced for CRP-1 or if verification of data is completed, PRESS "Enter". Screen MCA91001 will be displayed. See subparagraph 300.5 N for a display of Screen MCA91001.
- 1 If a producer needing to be selected for CRP-1 is **not** displayed on Screen MCA91001, PRESS "Cmd7" to return to Screen EPCD3501 and:
    - a Go to another workstation and if applicable, and add producer to name and address file as an "other" producer on the farm.
    - b Continue with CRP by PRESSING "Cmd16" to add producer. Producer will now be displayed on Screen MCA91001.

**Note:** The producer **must** be active on the name and address file and associated with the farm number being entered through the CRP contract file.
  - 2 ENTER "S" in front of **each** producer being selected. All producers identified on CRP-1 must be selected.
  - 3 After all applicable producers have been selected, PRESS "Cmd5" to complete the transaction. Screen EPCD3501 will be displayed. See subparagraph 300.5 O for a display of Screen EPCD3501.
- Q After selecting producer(s), if Screen EPCD3501 displays incorrect producers, do the following:
- 1 At least 1 producer must be selected.
  - 2 If a producer was erroneously selected, PRESS "Cmd24" to delete producer. ENTER "D" in front of producer(s) and PRESS "Cmd24" to confirm delete. Screen EPCD3501 will be redisplayed.--\*

\*--3 If a producer is needed and is not displayed on Screen EPCD3501, PRESS "Cmd16" to add producer(s). Screen MCA91001 will be displayed. Follow subparagraph K.

4 After all producers have been selected, PRESS "Cmd2" to continue with the next process. Screen EPCD4001 will be displayed. See subparagraph 300.5 P for a display of Screen EPCD4001.

R On Screen EPCD4001, enter **each** producer's share from CRP-1.

1 All percentages **must** be 4 digits preceded by a decimal point.

**Example:** ".4000" or "ALL".

2 The percentages must equal 1.0000 before leaving the screen.

S After producer shares have been entered and verified, PRESS "Enter". Screen EPCR8001 will be displayed.

```
*****
*                               077 MESA                               Add          EPCR8001          *
* CRP CONTRACTS - DISPLAY DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----*
* Contract Number: 257      S      Signup Number: 20      Farm Number:      500      *
* Program Year: 2001      Date Approved: 05-01-2000      Farm Cropland:      73.1      *
* Rental Rate: 42.00      Total Acres Approved: 10.0      *
*                               Percent of Cropland Approved: .1368      *
*                               Effective Date: 10-01-2000      *
* Original CRP-1 Start Date: 10-01-2000      Date CRP-1 Ends: 09-30-2010      *
* Years      Practice Acres      Ann. CRP Payment      *
* 1-10      10.0      420      *
*                               Contract Status:      *
*                               *
*                               CRP Marginal Pasture Land:      *
*                               *
* Total Cumulative Annual Rental Payment: 4,200      *
* Cmd3=Previous Screen      Cmd2=Return to Basic Contract Update      *
* Cmd7=End CRP Processing      Enter to Continue      Cmd16=Add Contract to Files      *
*                               *
*****
```

--\*

1 On Screen EPCR8001, verify all data. PRESS "Enter" to display Screen EPCR8501 for verification of entered CRP-2 data.

\*\_\*

```

*****
*                               077 MESA                               Add                               EPCR8501                               *
* CRP CONTRACTS - DISPLAY CRP-2 DATA                               Version: AA01 03-15-2002 08:15 Term E1 *
* -----*
* Contract Number: 257 EP Signup Number: 24 Farm Number: 500 *
* Program Year: 2002 Total Acres Approved: 10.0 *
*
* Forest Service Technical Responsibility: N *
*
* NRCS provided Technical Assistance: Y *
*
* Wellhead Protection Acres: Restored Wetland Acres: *
*
* Soil Loss Tolerance: 3 Erosion Index Water: 5 Erosion Index Wind: 3 *
*
* State/County Code of Physical Location: 08077 *
*
* All Land in Administering County: Y *
*
* HUA Number: 08077123456789 *
*
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*****

```

- - \*

2 On Screen EPCR8501, verify all CRP-2 data. PRESS "Enter" to display Screen EPCR8502 for verification of crop and practice data.

```

*****
*                               077 MESA                               Add                               EPCR8502                               *
* CRP CONTRACTS - PRACTICE CROP DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----*
* Contract Number: 257 S *
* Farm Number: 500 Signup Number: 20 *
* Program Year: 2001 *
* CROP ACRES REDUCED YIELD *
*
* Tobacco 1.0 *
* Prac Prac Estimated Actual *
* Code Acres C/S C/S *
* CP10 10.0 *
*
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*****

```

\*--3 On Screen EPCR8502, verify all practice and crop data. PRESS "Enter" to display Screen EPCR8503 for verification of tobacco data, if applicable.

```
*****
*                               077 MESA                               Add                               EPCR8503                               *
* CRP CONTRACTS - DISPLAY TOBACCO DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
*-----*
* Contract Number: 257 S Signup Number: 20 Farm Number: 500 *
* Program Year: 2001 Total Acres Approved: 10.0 *
*
* CROP ACRES REDUCED CROP ACRES REDUCED *
* Burley- - - - - .5 Flue Cured - - - - .5 *
* Virginia Fire Cured Fire Cured - - - - *
* Dark Air Cured- - Virginia Sun Cured - *
* Cigar Filler/Binder Cigar Binder (51/52) *
* Maryland- - - - - Cigar Filler - - - - *
* Cigar Wrapper- - - *
*
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*
*****
```

4 On Screen EPCR8503, verify all tobacco data, if applicable. PRESS "Enter" to display Screen EPCR8504 for verification of acres under CRP-1 data, if applicable.

```
*****
*                               077 MESA                               Add                               EPCR8504                               *
* CRP CONTRACTS - ACRES UNDER CRP-1                               Version: AA01 05-15-1999 08:15 Term E1 *
*-----*
* Contract Number: 257 S Signup Number: 18 Farm Number: 500 *
* Program Year: 2000 Total Acres Approved: 10.0 *
*
* Acres Under Active CRP-1: 5.0 *
*
* Active CRP-1 Contracts *
* 1 37A 2 3 4 5 *
*
* Acres Under CRP-1 Which Expired 09-30-1998: 5.0 *
*
* Expired CRP-1 Contracts *
* 1 97 2 3 4 5 *
*
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*
*****
```

--\*

\*--5 On Screen EPCR8504, verify acres under CRP-1 data. PRESS "Enter" to display Screen EPCR8505 for verification of land eligibility data.

```
*****
*                               077 MESA                               Add                               EPCR8505                               *
* CRP CONTRACTS - LAND ELIGIBILITY                               Version: AA01 05-15-2000 08:15 Term E1 *
*-----*
* Contract Number: 257 S          Signup Number: 20          Farm Number:          500 *
*   Program Year: 2001          Total Acres Approved:          10.0 *
*
* Enter Acres Offered by Land Eligibility Category *
*   Highly Erodible Land (EI 8 or Greater):          10.0 *
*   National Conservation Priority Area:          10.0 *
*   State CPA - Water Quality: *
*   State CPA - Wildlife: *
*   State CPA - Air Quality: *
*   Cropped Wetland - Wetland Acres: *
*   Cropped Wetland - Associated Acres: *
*   Water Bank Program Acres: *
*   Noncropped Wetland - Associated Acres: *
*   Scour Erosion: *
*   Other Acreage Eligible Under Signup: *
*
*                               Sum of Land Eligibility Acres Entered:          20.0 *
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*
*****
```

6 On Screen EPCR8505, verify all land eligibility data. PRESS "Enter" to display Screen EPCR8506 for verification of ranking data.

```
*****
*                               077 MESA                               Add                               EPCR8506                               *
* CRP CONTRACTS - DISPLAY RANKING DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
*-----*
* Contract Number: 257 S          Signup Number: 20          Farm Number:          500 *
*   Program Year: 2001          Total Acres Approved:          10.0 *
*
* National Ranking Factors (required): *
* (N1) 60 (N1)a 50 (N1)b 0 (N1)c 0 (N1)d 0 (N1)e 0 (N1)f 0 *
* (N2) 40 (N2)a 0 (N2)b 0 (N2)c 0 (N2)d 0 *
* (N3) 35 *
* (N4) 25 (N4)a 5 (N4)b 0 *
* (N5) 0 (N5)a 0 (N5)b 0 (N5)c 0 *
* (N6) 25 *
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*
*****
```

--\*



\*--9 On Screen EPCB2001, verify all producer data. PRESS "Enter" to redisplay Screen EPCR8001 for final verification and update.

```
*****
*                               077 MESA                               Add                               EPCR8001                               *
* CRP CONTRACTS - DISPLAY DATA                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----*
* Contract Number: 257 S Signup Number: 20 Farm Number: 500 *
* Program Year: 2001 Date Approved: 05-01-2000 Farm Cropland: 73.1 *
* Rental Rate: 42.00 Total Acres Approved: 10.0 *
* Percent of Cropland Approved: .1368 *
* Effective Date: 10-01-2000 *
* Original CRP-1 Start Date: 10-01-2000 Date CRP-1 Ends: 09-30-2010 *
* Years Practice Acres Ann. CRP Payment *
* 1-10 10.0 420 *
* Contract Status: *
* CRP Marginal Pasture Land: *
* Total Cumulative Annual Rental Payment: 4,200 *
* Cmd3=Previous Screen Cmd2=Return to Basic Contract Update *
* Cmd7=End CRP Processing Enter to Continue Cmd16=Add Contract to Files *
*****
```

10 On Screen EPCR8001, verify the original CRP-1 start date and the date CRP-1 ends for accuracy, and if data reviewed is found to be:

- a Incorrect, PRESS "Cmd2" to return to basic contract update to make the necessary corrections.
b Correct, PRESS "Cmd16" to add contract to the CRP files. Screen EPCD4501 will be displayed.

```
*****
*                               077 MESA                               Add                               EPCD4501                               *
* CONSERVATION - CRP CONTRACT FILE                               Version: AA01 05-15-2000 08:15 Term E1 *
* -----*
* Please Wait. *
* Contract Files are being updated. *
* All Contract Files will be updated. *
*****
```

--\*

- \*--T After Screen EPCH4501 has updated all contract files, either of the following could occur:
- 1 If the farm associated to CRP-1 being added has no crop reductions on CRP-15, Menu EPCA00 will be displayed. This will also occur if CRP-1 has a temporary 9000 number.
  - 2 If the farm associated to CRP-1 being updated has crop reductions on CRP-15, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?", ENTER:
    - a "Y" to print Report EPCH64-R001, "Agreement for Reduction of Bases, Allotments, and Quotas".
      - (1) For the type of print, "P" will be defaulted. PRESS "Enter". Screen FAX46501 will display default printer number. Make changes if necessary and PRESS "Enter".
      - (2) For screen display of data, ENTER "S" and PRESS "Enter". Follow screen display commands.
    - b "N" and PRESS "Enter". Menu EPCA00 will be displayed.
  - 3 If the farm associated to CRP-1 being updated has peanuts or tobacco listed for reduction, Screen EPCH6301 will be displayed. Correct entries as applicable for the farm. One crop will be displayed at a time. PRESS:
    - a "Cmd2" to return to the beginning of the adjustment screen.
    - b "Cmd5" to complete update of transaction.
  - 4 Report EPCH64-R001 will be generated if specified to be printed on Screen EPCH6001. Menu EPCA00 will be displayed.--\*



300.5 ADDING CONTINUOUS ENVIRONMENTAL PRIORITY (EP) CRP-1's FOR SIGNUPS 14 AND GREATER

After all CRP-1's have been approved by COC, enter in the system **immediately** including both years if applicable. The acreage from the approved CRP-1's needs to be known as soon as possible and will be transmitted to KCAO on the 15th of each month.

- A On Menu EEA000, ENTER "3", and PRESS "Enter". Menu EPCA00 will be displayed. On Menu EPCA00, ENTER "4", and PRESS "Enter". Screen EPCR0001 will be displayed. Enter contract number and PRESS "Field Exit". ENTER "1" and PRESS "Enter". Screen EPCR0001 will be redisplayed.

\*--

```

                                069 ANY COUNTY                Update          EPCR0001
CONSERVATION - CRP CONTRACT FILE      Version: AD27  08-04-2003 08:08 Term E0
-----
Contract Number:    93

1. Add New Contract                7. Cancel Contract for Non-compliance
2. Delete Contract                 * 8. Reserved
3. Revise Contract                 * 9. Reserved
4. Display Contract Master         10. Cancel Contract for WRP

5. Correct Existing Contract       11. Cancel Contract with 60-Days Notice
6. Cancel Contract (No Payments Due)

Enter option:    1
                * = Selection currently not available.

Signup Number:    27

Enter all data and press ENTER.

Cmd3=Previous Menu      Cmd7=End CRP Processing

```

--\*

- 1 On redisplayed Screen EPCR0001, enter signup number. \* \* \*
- \* \* \*
- 2 PRESS "Enter".
- 3 Screen EPCR1001 will be displayed. All applicable data must be entered manually from CRP-2.
- B On Screen EPCR1001 and the following screens, fields displayed requiring entries could vary according to signup being entered.

1 Continuous contract type and applicable signups are:

- a All continuous signups beginning with 14 permit **only** Environmental Priority (EP) contracts.
- b Any Conservation Reserve Enhancement Program (CREP) Agreement, for States with **approved** agreements beginning with signup 17.
- c All Farmable Wetlands Pilot Program (FWP), for **only** the following States: IA, MN, MT, ND, NE, or SD for CRP-1's approved before December 31, 2002, in signups 23 and 24.

2 Following is an example of Screen EPCR1001.

\*--

069 ANY COUNTY		Add	EPCR1001
CRP CONTRACTS - BASIC CONTRACT DATA		Version: AD27	08-04-2003 09:08 Term E0
-----			
Contract Number: <u>  93  </u>	Type: EP	Signup Number: <u>  27  </u>	Farm Number: <u>  754  </u>
Program Year: <u>  2003  </u>	Date Approved: <u>  07-29-2003  </u>	Farm Cropland: <u>  229.4  </u>	
	(MM DD YYYY)	Total Acres Approved: <u>  5.3  </u>	
Rental Rate: <u>  94.00  </u>		CRP Marginal Pasture Land: <u>          </u>	
		Percent of Cropland Approved: <u>  .0231  </u>	
Cmd3=Previous Screen	Cmd7=End CRP Processing	Enter to Continue	

--\*

C On Screen EPCR1001, the cursor is displayed in the "Type" field. Enter the following data and PRESS "Field Exit" or "Tab" after each data filled entry. Messages will be displayed for entries that are different from the county signup data file.

- 1 CONTRACT NUMBER will be displayed from entry made on Screen EPCR0001.
- 2 TYPE. Enter the type from CRP-2. Signup number and type must be in agreement.
- 3 SIGNUP NUMBER will be displayed from the entry made on Screen EPCR0001. If the signup number is incorrect, enter the correct signup number from CRP-2.
- 4 FARM NUMBER. Enter the correct farm number from CRP-2.
- 5 PROGRAM YEAR. Enter the correct program year from CRP-2.
- 6 DATE APPROVED. Enter date COC approved CRP-1.
- 7 FARM CROPLAND. Enter farm cropland in acres and tenths from CRP-2.
- 8 TOTAL ACRES APPROVED. Enter total acres approved from CRP-2 or CRP-1.
- 9 RENTAL RATE. Enter correct rental rate from CRP-2. Entry must be greater than zero.
- 10 CRP MARGINAL PASTURE LAND. Enter only if noncropland for Riparian Buffer, practice CP22.

**Notes:** For signups 14 and 17, the entry may be different than acres approved if there is practices other than CP22.

For signups 19 and up, CRP MPL **must** equal the acres approved.

\*--11 Percent of cropland approved will be automatically calculated and displayed.--\*

D After all data has been entered, PRESS "Enter". Screen EPCR1201 will be displayed.

E Following is an example of Screen EPCR1201.

\*--

```

                                069 ANY COUNTY                Add                EPCR1201
CRP CONTRACTS - ORIGINAL START DATE      Version: AD27  08-04-2003 09:13 Term E0
-----
Contract Number:  93  EP      Signup Number: 27      Farm Number:    754
Program Year:    2003
Rental Rate:     94.00                Total Acres Approved:  5.3

Original CRP-1 Start Date: 08-01-2003                Date CRP-1 Ends: 09-30-2013
                        (MM-DD-YYYY)                        (MM-DD-YYYY)

Length of Contract - Years:  10 Months:  2

Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue

```

--\*

1 On Screen EPCR1201, enter:

- a **Original CRP-1 Start Date**, is the first of the month following the month COC approved CRP-1 or deferred for up to 6 months. Obtain from CRP-1. PRESS "Field Exit".
- b **Date CRP-1 Ends**, is always 09-30-xxxx of the appropriate year and PRESS "Enter". Obtain from CRP-1. Screen EPCR1201 will redisplay with "**Length of Contract' Years: 10 Months: 6**".
- c The update process from Screen EP4501 will:
  - (1) Automatically **flag** the applicable producer(s) in Name and Address file and in special payments for prorated payments.
  - (2) **Calculate** the amount due for the months to be **prorated** and the amount to be paid, if the contract is **not** revised **before** the first payment is due in October.
    - (a) If CRP-1 is revised, the amount due for the payable months must be manually recalculated and selected for special payments.

(b) If no payment is now due original CRP-1 after revision, user must remove producer from special payments.

**Note:** Process Report EPCM10-R001, Producers Selected For Special Payments, according to paragraph 387, to see continuous signup prorations for accuracy.

d PRESS "Enter". Screen EPCR1501 will be displayed.

2 On Screen EPCR1501, enter necessary data from **CRP-2** and PRESS "Enter". Following are examples of variations of Screen EPCR1501, depending on signup number.

\*--a For signups 27 and continuing.

```

                                069 ANY COUNTY                Add                EPCR1501
CRP CONTRACTS - CRP-2 DATA                Version: AD27  08-04-2003 09:17 Term E0
-----
Contract Number:  93  EP  Signup Number: 27                Farm Number:      754
      Program Year: 2003                Total Acres Approved:      5.3

Wellhead Protection Acres: .....

State/County Code of Physical Location: 22069  Enter only if different than
                                                administering office code.

All Land in Administering County? (Y or N): Y

HUC Number: 12345678901234

Is this a Conservation Reserve Enhancement Program contract? (Y or N): N

                Is this a Farmable Wetlands Program contract? (Y or N) N

Cmd3=Previous Screen                Cmd7=End CRP Processing                Enter to Continue

```

**Important:** Only change the displayed "N" to "Y" for the question, "Is this a Conservation Reserve Enhancement Program contract? (Y or N)", if the State Office has a signed approved CREP agreement. The county must also be approved as eligible in the State for the CREP area and the contract being entered is under a CREP contract and not just a continuous contract.--\*

\*--Only change the "Is this a Farmable Wetlands Program contract? (Y or N) to a "Y" if the contract is approved under the Farmable Wetlands Program provisions and both CP27 and CP28 practices are included on the contract.

b For signups 24 and 25.--\*

```

*****
*                               077 MESA                               Add          EPCR1501          *
* CRP CONTRACTS - CRP-2 DATA                               Version: AA01 03-17-2002 09:57 Term E1 *
*-----*
* Contract Number: 777 EP      Signup Number: 24      Farm Number:      165      *
*   Program Year: 2002                               Total Acres Approved: 10.0 *
* * * * *
* Forest Service Technical Responsibility for any Practice Offered? (Y or N): N *
*   NRSC provided Technical Assistance? (Y or N) : Y *
* Wellhead Protection Acres: _____ Restored Wetland Acres: _____ *
* * * * *
* Soil Loss Tolerance: 3      Erosion Index Water: 6      Erosion Index Wind: 9 *
* * * * *
* State/County Code of Physical Location: 08077      Enter only if different than *
* * * * *      administering office code. *
* All Land in Administering County? (Y or N) Y *
* * * * *
* HUA Number: 12345678901234 *
* * * * *
* Is this a Conservation Reserve Enhancement Program contract? (Y or N): N *
* * * * *
*           Is this a Farmable Wetlands Pilot contract? (Y or N): Y *
* * * * *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
* * * * *
*****

```

- (1) The Technical Assistance data field defaults to "Y" that NRCS provided technical assistance.
- (2) If a **private vendor** provided technical assistance, change to "N".

c For signup \* \* \* 23.

```

*****
*                               077 MESA                               Add          EPCR1501          *
* CRP CONTRACTS - CRP-2 DATA                               Version: AA01 05-15-1999 09:57 Term E1 *
* -----
* Contract Number: 777 EP      Signup Number: 23      Farm Number:      65      *
*   Program Year: 2001                               Total Acres Approved: 10.0 *
*
* Forest Service Technical Responsibility for any Practice Offered? (Y or N): N *
*
* Wellhead Protection Acres: _____ Restored Wetland Acres: _____ *
*
* Soil Loss Tolerance: 3      Erosion Index Water: 6      Erosion Index Wind: 9 *
*
* State/County Code of Physical Location: 08077      Enter only if different than *
*                               administering office code. *
* All Land in Administering County? (Y or N) Y *
*
* HUA Number: 12345678901234 *
*
* Is this a Conservation Reserve Enhancement Program contract? (Y or N): N *
*
*                               Is this a Farmable Wetlands Pilot contract? (Y or N): Y *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
*****

```

**Important:** Only change the displayed answer to the question, "Is this a Farmable Wetlands Pilot contract? (Y or N)", to "Y" if your State is IA, MN, MT, ND, NE, or SD and the contract being entered is a farmable wetlands pilot contract and **not** just a continuous contract.

d For signups 21 and 22.

```

*****
*                               077 MESA                               Add          EPCR1501          *
* CRP CONTRACTS - CRP-2 DATA                               Version: AA01 05-15-1999 09:57 Term E1 *
* -----
* Contract Number: 777 EP      Signup Number: 23      Farm Number:      65      *
*   Program Year: 2001                               Total Acres Approved: 10.0 *
*
* Forest Service Technical Responsibility for any Practice Offered? (Y or N): N *
*
* Wellhead Protection Acres: _____ Restored Wetland Acres: _____ *
*
* Soil Loss Tolerance: 3      Erosion Index Water: 6      Erosion Index Wind: 9 *
*
* State/County Code of Physical Location: 08077      Enter only if different than *
*                               administering office code. *
* All Land in Administering County? (Y or N) Y *
*
* HUA Number: 12345678901234 *
*
* Is this a Conservation Reserve Enhancement Program contract? (Y or N): N *
*
*                               Is this a Farmable Wetlands Pilot contract? (Y or N): Y *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
*****

```

e For signups 17 and 19.

```

*****
*                               077 MESA                               Add          EPCR1501          *
* CRP CONTRACTS - CRP-2 DATA                               Version: AA01 05-15-1999 09:57 Term E1 *
* -----*
* Contract Number: 777 EP      Signup Number: 19      Farm Number:      61      *
*   Program Year: 1999                               Total Acres Approved: 10.0 *
* * * * *
* Wellhead Protection Acres: _____ Restored Wetland Acres: _____ *
* *
* Soil Loss Tolerance: 3      Erosion Index Water: 6      Erosion Index Wind: 9      *
* *
* State/County Code of Physical Location: 08077      Enter only if different than *
* *                                     administering office code. *
* * * * *
* HUA Number: 12345678901234 *
* *
* Is this a Conservation Reserve Enhancement Program contract? (Y or N): Y *
* * * * *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
* *
*****

```

**Important:** Only change the displayed answer to the question, "Is this a Conservation Reserve Enhancement Program contract? (Y or N)", to "Y" if your State has a signed approved CREP agreement.

Your county must also be approved as eligible in your State for the CREP area.

The contract being entered is under a CREP contract not just a continuous contract.

f For signup 14.

```

*****
*                               077 MESA                               Add                               EPCR1501                               *
* CRP CONTRACTS - CRP-2 DATA                               Version: AA01 05-15-1999 09:57 Term E1 *
* -----*
* Contract Number: 777 EP Signup Number: 14 Farm Number: 61 *
* Program Year: 1997 Total Acres Approved: 10.0 *
*
* Wellhead Protection Acres: _____ *
*
* Soil Loss Tolerance: 3 Erosion Index Water: 6 Erosion Index Wind: 9 *
*
* Acres: Erosion Before: Erosion After: *
*
* USLE: 10.0 6 1 *
* WEQ: 10.0 5 1 *
*
*
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
*
*****

```

F After all data has been entered on Screen EPCR1501, PRESS "Enter".

1 Screen EPCD1701 will be displayed if CRP-1 is associated with signup 14 and up and if tobacco or peanut files exist for the county. See subparagraph G for entering data.

2 Screen EPCR1801 will be displayed if CRP-1 being entered is for signup 17 or greater. Following is an example of Screen EPCR1801:

\*--

069 ANY COUNTY		Add	EPCR1801	
CRP CONTRACT - CRP SOILS DATA		Version: AD27	08-04-2003	10:28 Term E0
-----				
Contract Number:	93 EP	Signup Number:	27	Farm Number: 754
Program Year:	2003	Total Acres Approved:	5.3	
			Rental Rate:	\$ 94.00
Soil Survey Area ID Number:	Soil Map Unit Symbols:	Soil Map Unit Acreage:	Soil Rental Rate:	Total Rent:
Primary: 22069	ABC	5.3	\$ 94	\$ 498.20
Secondary:			\$	\$
Tertiary:			\$	\$
Totals:		5.3		\$ 498.20
Weighted Avg.			Maximum	
Soil Rental Rate:	Incent. Rate:	Maint. Rate:	Payment Rate	
\$ 94.00	x Rate: 1.20	+ Rate: \$ 5.00	= Per Acre: \$ 117.80	
Cmd3=Previous Screen		Cmd7=End CRP Processing		Enter to Continue

--\*

- 3 On Screen EPCR1801, enter the following from the **CRP-2**:
- a **Rental Rate** will be displayed from Screen EPCR1001. The rental rate will be equal to or less than the maximum payment rate per acre. The cursor will default to this field. PRESS "Tab".
  - Note:** When only 1 CRP-2 is accepted and multiple CRP-1's are needed, enter the following data for all CRP-1's so the maximum payment rate per acre will be the same.
  - b **Soil Survey Area ID Number.** Enter ID number where soil is located and PRESS "Field Exit".
  - c **Soil Map Unit Symbols.** Enter up to 3 soil map unit symbols in alpha and/or numeric characters. \* \* \* PRESS "Field Exit".

d **Soil Map Unit Acreage.** Enter in acres and tenths. The total must equal acres for enrollment unless 3 soils are entered. PRESS "Field Exit".

\* \* \*

e **Soil Rental Rate.** Enter in whole dollars. \* \* \* PRESS "Field Exit".

**Note:** When only 1 soil is entered, the "Soil Rental Rate" must be entered in the "Weighted Average Soil Rental Rate" field.

f **Total Rent.** Enter in dollars and cents. For each soil listed, it must equal the soil map unit acreage multiplied times the soil rental rate. \* \* \* PRESS "Field Exit".

g **Weighted Average Soil Rental Rate.** Enter in dollars and cents. Field reflects the total rent divided by the soil map unit acreage. \* \* \* PRESS "Field Exit".

h **Incentive Rate,** if applicable, is a 2 decimal percentage ranging from 1.00 through 1.20 for regular continuous signup CRP-1's. A percentage greater than 1.20 is not allowed. PRESS "Field Exit".

(1) 1.00 equals no incentive.

(2) 1.10 equals a 10 percent incentive.

(3) 1.20 equals a 20 percent incentive.

**Note:** FWP will default to 1.20.

**Exception:** For CREP contracts, a percentage ranging from 1.00 - 2.25 is allowed. A warning message will be displayed if the percentage entered is 1.70 or greater.

i **Maintenance Rate.** If applicable, enter in dollars and cents. Entry cannot be greater than \$10. See 2-CRP, subparagraph 100 C for information about maintenance rates for continuous signup practices. PRESS "Field Exit".

**Note:** Each State CREP agreement uniquely addresses maintenance rates, if applicable, for county CREP contracts.

j **Maximum Payment Rate Per Acre.** Enter in dollars and cents. The maximum payment rate per acre will be equal to or greater than the rental rate.

G After all data has been entered, PRESS "Enter". Screen EPCD1701 will be displayed.

\*--**Note:** Screen EPCD1701 will not be displayed for reductions beginning October 1, 2001.--\*

1 On Screen EPCD1701, beginning with signup 14, enter the specified program year that was used for obtaining reductions for **only** tobacco and peanut quotas or allotments.

```

*****
*                               077 MESA                               Add                               EPCD1701                               *
* CRP CONTRACTS - SPECIFIED YEAR                               Version: AA01 05-15-1999 09:57 Term E1 *
* -----
* Contract Number:      807      S      Program Year:      1998      Farm Number:      381      *
*                               CROPS                               SPECIFIED YEAR                               *
*                               *                               *                               *
*      Burley Tobacco Farm Crop File      - AMMFCM                               1997                               *
*      Flue-Cured Tobacco Farm Crop File  - AMKFCM                               _____                               *
*      Other Tobacco Farm Crop File       - AMRFCM                               _____                               *
*      Peanut Farm Crop File               - AMPFCM                               1997                               *
*
* Enter the correct Specified Year to be used for checking quotas and
* allotments.
*
*                               *                               *                               *
* Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue                               *
*****

```

- \*--2 Any files listed that are in the County Office should have an entry, even if the file does not apply to the farm on CRP-1.
- 3 If no entry is made for tobacco and peanut files and the file exists, a warning will be displayed and the year will be defaulted.
- 4 PRESS "Enter". Screen EPCC2001 or Screen EPCD1801 will be displayed. See subparagraph K for a description of Screen EPCD1801.
  - a Screen EPCC2001 will be displayed if crop cannot be calculated because no crop records exist.

```

*****
*                               077 MESA                               Add                               EPCC2001                               *
* CRP CONTRACTS - SELECT ALTERNATE FARM                               Version: AA01 05-15-1999 08:15 Term E1 *
* -----*
* Contract number:      807   EP                               Program Year: 1999                               Farm number:      381   *
*
*
*                               Farm crop records are used in this process.                               *
*                               No crop records exist for this farm.                               *
*
*                               Please enter the deleted farm number created                               *
*                               through the partial reconstitution for                               *
*                               the crop records which should be used.:   _____                               *
*
*                               or                               *
*                               Enter "N" if deleted farm does not exist.:   N                               *
*
*                               Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue                               *
*****

```

- b On Screen EPCC2001, if the farm number entered on CRP-1 is a new farm number resulting from a deleted, pending reconstitution, according to 2-CM, the crop for that farm will be with the deleted farm number. If this is the case, enter the deleted farm number from which the crop calculation is made.
- c If the farm has no crop records because it has no crops, ENTER "N" and PRESS "Enter".--\*

H After all data entered has been verified as correct, PRESS "Enter". Screen EPCD1801 will be displayed.

\*--Note: Screen EPCD1801 will not be displayed for reductions beginning October 1, 2001.--\*

```

*****
*                               077 MESA                               Add      EPCD1801      *
* CRP CONTRACTS - CROP VALIDATION      Version: AA01 05-15-1999 08:15 Term E1 *
*-----*
* Contract Number: 807 S      Program Year: 1999      Farm Number: 381 *
*
*                               Calculated Crop before CRP:          43.90      *
*                               Enter Crop if different from          *
*                               Calculated Crop before CRP:          36.50      *
*
*
*
*
*                               Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue      *
*****

```

1 Screen EPCD1801 will display, in acres and tenths, the total peanut and tobacco allotment or quota for the farm based on entries made on Screen EPCD1701. The total acres displayed **will not** be reduced for acres already under previous CRP-1's.

**Note:** Screen EPCD1801 **will not** display if there is an entry in the "CRP Marginal Pasture Land" field on Screen EPCR1001. Marginal pasture land is not considered cropland and reductions do not apply.

2 Enter total peanut and tobacco allotment or quota, in acres and tenths, if different from the calculated total acres displayed. If changed, Screen EPCD1801 will be redisplayed.

3 Screen EPCD1801 will be redisplayed with the specified year data that was entered on Screen EPCD1701.

\*--I After all data entered has been verified as correct, PRESS "Enter". Screen EPCR2001 will be displayed.

1 On Screen EPCR2001:

- a The length of contract will be displayed with the result from the calculations of original CRP-1 start date and date CRP-1 ends on Screen EPCR1201.
- b Practice data is to be entered by entering a "S" in front of the practice or practices needed.
- c If practice data is incorrect, PRESS "Tab" to move through previously entered data.
- d If the question, "Is this a Conservation Reserve Enhancement Program contract?", on Screen EPCR1501 was answered "Y":
  - (1) All practices on the CRP contract file will be displayed for selection as applicable.
  - (2) If the contract being entered is **not** a CREP contract, only the practices applicable to the particular signup will be displayed.--\*

\*--2 Examples for Screen EPCR2001 variations are:

a A CREP CRP-1 list of practices for signup 17.

```

*****
*                               077 MESA                               Add                               EPCR2001                               *
* CRP CONTRACTS - PRACTICE SELECTION                               Version: AA01 05-15-1997 08:15 Term E1 *
* -----
* Contract Number: 480 S Program Year: 1999 Farm Number: 13 *
* Length of Contract - Years: 14 Months: 02 *
*
* Enter "ALL" for selection of all practices: ___ *
*                               or *
* Select Practice Select Practice Select Practice *
* - CP1 - CP9 - CP21 *
* - CP2 - CP10 - CP22 *
* - CP3 - CP11 - CP23 *
* - CP3A - CP12 - CP24 *
* - CP4B - CP15A - CP25 *
* - CP4D - CP16A *
* - CP5A - CP17A *
* - CP6 - CP18B *
* - CP7 - CP18C *
* - CP8A - CP19 *
*
* Place "S" next to Practice(s) to be selected for contract. *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
* Warning: Length of Contract is 10 years, practice length can be 10-15. *
*****

```

b A continuous CRP-1 list of practices for signup 17.

```

*****
*                               077 MESA                               Add                               EPCR2001                               *
* CRP CONTRACTS - PRACTICE SELECTION                               Version: AA01 05-15-1997 08:15 Term E1 *
* -----
* Contract Number: 480 S Program Year: 1999 Farm Number: 13 *
* Length of Contract - Years: 14 Months: 02 *
*
* Enter "ALL" for selection of all practices: ___ *
*                               or *
* Select Practice Select Practice *
* - CP1 - CP15A *
* - CP2 - CP16A *
* - CP3 - CP17A *
* - CP3A - CP18B *
* - CP4B - CP18C *
* - CP4D - CP21 *
* - CP5A - CP22 *
* - CP8A - CP24 *
* - CP9 *
* - CP10 *
*
* Place "S" next to Practice(s) to be selected for contract. *
* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue *
* Warning: Length of Contract is 10 years, practice length can be 10-15. *
*****

```

--\*



\*--K If any practice except CP19 is selected on Screen EPCR2001 for CREP, Screen EPCR2601 will be displayed.

```

*****
*                               077 MESA                               Add          EPCR2601          *
* CRP CONTRACTS - PRACTICE DATA          Version: AA01 05-05-1999 08:15 Term E1 *
* -----
* Contract Number:      807      EP          Program Year:  1998          Farm Number:    381 *
* Length of Contract - Years: 10      Months:  2          Total Acres Approved:  5.0 *
*
*   Prac      Prac      Estimated      Actual
*   Code      Acres      C/S          C/S
*
*   CP22      5.0        1588         1000
*
*
*
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*
*****

```

L If practices selected on Screen EPCR2001 have between 10 and 15 year lengths for a continuous CRP-1 or if CP19 was selected for a CREP CRP-1, Screen EPCR2801 will be displayed.

```

*****
*                               077 MESA                               Add          EPCR2801          *
* CRP CONTRACTS - PRACTICE DATA          Version: AA01 05-05-1996 08:15 Term E1 *
* -----
* Contract Number:      807      EP          Program Year:  1998          Farm Number:    381 *
* Length of Contract - Years: 14      Months: 02
* Practice Code: CP22
*                               Total Acres Approved:  5.0 *
*
*
*           Years      Practice      Estimated      Actual
*           Years      Acres      Cost-share    Cost-share
*
*           10         5.0        1588         1000
*
*
*
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*
* CP22 - Warning: Eligible for incentive. Incentive Rate is 1.00. See EPCR1801.
*****

```

Note: The only changes to the screens displayed in subparagraphs I through J that are noticeable to the County Office are minor heading and spacing changes.--\*







\*--P On Screen EPCD4001, enter share from CRP-1 for each producer(s). All percentages must be 4 digits preceded by a decimal point.

Example: ".4000" or "ALL".

The percentages must equal 1.0000 before leaving the screen.

```

*****
*                               077 MESA                               Add          EPCD4001          *
* CRP CONTRACTS - SHARES                               Version: AA01 05-15-1999 08:15 Term E1 *
*-----*
* Contract Number      807  EP                               Farm Number      381          *
* #      Name                               Prod      Share      ID No          *
*                               Type                               *
* 1      IMA FARMER                               OO      ALL      XXX XX XXXX          *
*
*
*                               No More Producers                               *
*
* Enter shares for each producer to total 100%.                               *
* Format: .nnnn or "ALL".                               *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue          *
*****

```

Q After producer shares have been entered, PRESS "Enter". Screen EPCR8001 will be displayed.

1 For a continuous CRP-1.

```

*****
*                               077 MESA                               Add          EPCR8001          *
* CRP CONTRACTS - DISPLAY DATA                               Version: AA01 08-15-1992 08:15 Term E1 *
*-----*
* Contract Number:    807  EP      Signup Number: 17      Farm Number:    381          *
* Program Year:    1998      Date Approved: 07-01-1998      Farm Cropland:    73.1          *
*
* Rental Rate:    50.00                               Total Acres Approved:    5.0          *
*                               Percent of Cropland Approved:    .0684          *
*                               Effective Date: 08-01-1998          *
* Original CRP-1 Start Date: 08-01-1998      Date CRP-1 Ends: 09-30-2008          *
* Years      Practice Acres      Ann. CRP Payment          *
* 1-02 Mo      5.0      41          *
* 1-10      5.0      250          *
*                               Contract Status:          *
*
*                               CRP Marginal Pasture Land:          *
*
* Total Cumulative Annual Rental Payment:    2,541          *
*
* Cmd3=Previous Screen      Cmd2=Return to Basic Contract Update          *
* Cmd7=End CRP Processing      Enter to Continue      Cmd16=Add Contract to Files          *
*****

```

--\*

2 For a continuous CREP CRP-1.

```

*****
*                               077 MESA                               Add          EPCR8001          *
* CRP CONTRACTS - DISPLAY DATA                               Version: AA01 08-15-1992 08:15 Term E1 *
* -----*
*
* Contract Number: 807 EP Signup Number: 17 Farm Number: 381 *
* Program Year: 1998 Date Approved: 07-01-1998 Farm Cropland: 73.1 *
*
* Rental Rate: 50.00 Total Acres Approved: 5.0 *
* Percent of Cropland Approved: .0684 *
* Effective Date: 08-01-1998 *
* Original CRP-1 Start Date: 08-01-1998 Date CRP-1 Ends: 09-30-2008 *
* Years Practice Acres Ann. CRP Payment *
* 1-02 Mo 5.0 41 *
* 1-10 5.0 250 Contract Status: *
*
* CRP Marginal Pasture Land: *
*
* Conservation Reserve Enhancement Program *
* Total Cumulative Annual Rental Payment: 2,541 *
*
* Cmd3=Previous Screen Cmd2=Return to Basic Contract Update *
* Cmd7=End CRP Processing Enter to Continue Cmd16=Add Contract to Files *
*
*****

```

3 For a continuous FWP CRP-1.

```

*****
*                               077 MESA                               Add          EPCR8001          *
* CRP CONTRACTS - DISPLAY DATA                               Version: AA01 08-15-1992 08:15 Term E1 *
* -----*
*
* Contract Number: 807 EP Signup Number: 17 Farm Number: 381 *
* Program Year: 1998 Date Approved: 07-01-1998 Farm Cropland: 73.1 *
*
* Rental Rate: 50.00 Total Acres Approved: 5.0 *
* Percent of Cropland Approved: .0684 *
* Effective Date: 08-01-1998 *
* Original CRP-1 Start Date: 08-01-1998 Date CRP-1 Ends: 09-30-2008 *
* Years Practice Acres Ann. CRP Payment *
* 1-02 Mo 5.0 41 *
* 1-10 5.0 250 Contract Status: *
*
* CRP Marginal Pasture Land: *
*
* Farmable Wetlands Pilot *
* Total Cumulative Annual Rental Payment: 2,541 *
*
* Cmd3=Previous Screen Cmd2=Return to Basic Contract Update *
* Cmd7=End CRP Processing Enter to Continue Cmd16=Add Contract to Files *
*
*****

```

a On Screen EPCR8001, verify all data. PRESS "Enter" to display Screen EPCR8501 for verification of CRP-2 data. See subparagraph 300.4 S 1 for a display of Screen EPCR8501.--\*

- b On Screen EPCR8501, verify all CRP-2 data. PRESS "Enter" to display Screen EPCR8502 for verification of crop and practice data. See subparagraph 300.4 S 2 for a display of Screen EPCR8502.
- c On Screen EPCR8502, verify all crop and practice data. PRESS "Enter" to display Screen EPCR8503 for verification of tobacco data, if applicable. See subparagraph 300.4 S 3 for a display of Screen EPCR8503.
- d On Screen EPCR8503, verify all tobacco data, if applicable. PRESS "Enter" to display Screen EPCR8507 for verification of soils data. See subparagraph 300.4 S 7 for a display of Screen EPCR8507.
- e On Screen EPCR8507, verify all soils data. PRESS "Enter" to display Screen EPCB2001 for verification of producer data. See subparagraph 300.4 S 8 for a display of Screen EPCB2001.
- f On Screen EPCB2001, verify all producer data. PRESS "Enter" to display Screen EPCR8001 for final verification.
- g On Screen EPCR8001, verify the original CRP-1 start date and the date CRP-1 ends for accuracy. If data reviewed is found to be:
  - (1) Incorrect, PRESS "Cmd2" to return to basic contract update to make the necessary corrections.
  - (2) Correct, PRESS "Cmd16" to add CRP-1 to the CRP Contract Files. Screen EPCD4501 will be displayed.--\*

- \*--R After Screen EPCD4501 has updated all contract files, either of the following could occur:
- 1 If the farm associated to CRP-1 being added has no crop reductions on CRP-15, Menu EPCA00 will be displayed. This will also occur if CRP-1 has a temporary 9000 number.
  - 2 If the farm associated to CRP-1 being updated has crop reductions on CRP-15, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?" (Y or N), ENTER:
    - a "Y" to print Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas.
      - (1) For the type of print, "P" will be defaulted, PRESS "Enter". Screen FAX46501 will display default printer number. Make changes as necessary and PRESS "Enter".
      - (2) For screen display of data, ENTER "S" and PRESS "Enter". Follow screen display commands.
    - b "N" and PRESS "Enter". Menu EPCA00 will be displayed.
  - 3 If the farm associated to CRP-1 being updated has peanuts or tobacco listed for reduction, Screen EPCH6301 will be displayed. Correct entries as applicable for the farm. One crop will be displayed at the time. PRESS:
    - a "Cmd2" to return to the beginning of adjustment screen.
    - b "Cmd5" to complete update of transaction.--\*



## 301 DELETING CONTRACTS

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow subparagraph 287 F for deleting a contract.

## 302 REVISING A CONTRACT

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow paragraph 288 for revising a contract.

## 303 DISPLAYING CONTRACT

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. **Effective date** has been added to the display. Follow paragraph 289 for displaying a contract.

## 304 CORRECTING AN EXISTING CONTRACT

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow paragraph 290 for correcting an existing contract.

\*--305 CANCELING CONTRACT WITH NO PAYMENTS DUE

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow paragraph 291 for canceling a contract with **no payments due**.

306 CANCELING CONTRACT FOR NONCOMPLIANCE

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow paragraph 292 for canceling a contract for noncompliance.

307 CANCELING CONTRACTS FOR EARLY RELEASE

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Option 8 is no longer accessible beginning March 20, 1996, because of the Federal Agriculture Improvement and Reform Act of 1996, signed April 4, 1996, that changed the early release to 60 days notice. Follow paragraph 297 for canceling a contract with 60-days notice.

308 CANCELING CONTRACTS FOR WRP

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow paragraph 296 for canceling a contract for WRP.

309 CANCELING CONTRACTS WITH EARLY TERMINATION WITH 60 DAYS NOTICE

On Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow subparagraph 297 B for canceling a contract with 60-days notice.--\*

310-314 (RESERVED)

315, 316 (WITHDRAWN--AMEND. 40)

316.1-316.6 (WITHDRAWN--AMEND. 40)

317, 318 (RESERVED)









- 3 The report will display a summary for each specified year requested plus a total summary of all years requested.
- C ENTER "4" to list active CRP-1's by all signups, and PRESS "Enter".
- 1 Report EPCE05-R004, County List of Active CRP Contracts By Signup Number, will be generated.
- 2 A report will be printed for EACH signup with active CRP-1's.
- 3 The reports will display:
- a The signup number, contract number, farm number, program year, rental rate, acres  
\*--accepted, annual payment, producers with shares, total number of CRP contracts, total acres accepted, total annual payments, and total producers with shares.
- b A summary for signup numbers xx through xx with the total number of CRP contracts, total acres accepted, total annual payments, and total producers with shares. The last--\* signup summary will have accumulated data from all signups printed.
- D ENTER "5" to list active CRP contracts by bid type and PRESS "Enter". Screen EPCE8501, CRP Contracts - Type Selection, will be displayed.
- 1 ENTER "All" for selection of all types, or ENTER "S" next to the type or types to be selected for the report.
- 2 This report will ONLY print data from entered signups 10 and greater.
- 3 If there is no signup data present for the type or types selected, the following message will be displayed on Screen EPCE8501, "No Active CRP Contracts at this time for selected contract type(s).
- E After each of the reports print on Screen EPCE0501, Menu EPCE00 will be \* \* \* displayed.
- 1 PRESS "Cmd3" to \* \* \* display Menu EPCA00.
- 2 On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to \* \* \* display Menu EEA000.

## 321 FOR AN INDIVIDUAL CONTRACT

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For an individual contract, ENTER "2" on \*--Menu EPCE00. Screen FAX46501 will be displayed for modifying "Print" options, if necessary.--\*

- A PRESS "Enter" to display Screen EPCE1001.
  - 1 Enter the CRP-1 number for CRP-1 to be printed, \* \* \* and PRESS "Enter".
  - 2 This screen will be redisplayed until all requests have been completed.
- B PRESS "Cmd3" to display Menu EPCE00. Report EPCE10-R001, Detail Print of Individual Contract, will be printed \* \* \* for each CRP-1 number entered.
- C This option displays contract status for each CRP-1, including active, canceled, canceled-L.D. (paid refund, penalty, or liquidated damages), canceled for WRP, canceled with 60-calendar-days notice, or terminated CRP-1's.
- D Report EPCE10-R001 also indicates CRP-1 yearend date and date CRP-1 was converted, if applicable.
- E PRESS "Cmd3" to display Menu EPCA00.
- F PRESS "Cmd7" to display Menu EEA000.

## 322 FOR ALL CONTRACTS ON FILE

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For all contracts on file, ENTER "3" on \*--Menu EPCE00. Screen FAX46501 will be displayed for modifying "Print" options, if necessary.--\*

- A PRESS "Enter". Report EPCE20-R001, Detail Print of All Contracts, will be printed \* \* \*.
- B This option displays contract status for each CRP-1, including active, canceled, canceled-L.D. (paid refund, penalty, or liquidated damages), canceled for WRP, canceled with 60-calendar-days notice, or terminated CRP-1's.
- C Report EPCE20-R001 also indicates CRP-1 yearend date and date CRP-1 was converted, if applicable.
- D Menu EPCE00 will be displayed.
  - 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

## 323 LIST OF ALL CONTRACTS FOR A FARM

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For list of all contracts for a farm, ENTER "4" on Menu EPCE00. Screen FAX46501 will be displayed for modifying "Print" options, if necessary.

A PRESS "Enter". Screen EPCE1501 will be displayed.

1 Enter the farm number for CRP-1's to be printed,  
\* \* \* and PRESS "Enter".

2 This screen will be redisplayed until all requests  
have been completed.

B PRESS "Cmd3" to redisplay Menu EPCE00. Report  
EPCE15-R001, List of CRP Contracts for Farm Number  
"xxxx" will be printed for each farm number entered.

\*--**Note:** Report EPCE15-R001 will reflect total acres on  
CRP-1 without regard to variable length  
practice expiration dates.

**Example:** CRP-1 was approved for 20.0 acres.  
There was a 10.0-acre CP10 practice  
that expired September 30, 2000, and  
a 10.0-acre CP3A practice that is  
still active and is due to expire on  
September 30, 2005. Report  
EPCE15-R001 is processed on August 1,  
2002. Even though 10.0 acres has  
expired and already been returned to  
the farm, Report EPCE15-R001 reflects  
20.0 total acres for this CRP-1.--\*

C PRESS "Cmd3" to display Menu EPCA00.

D PRESS "Cmd7" to display Menu EEA000.

## 324 LIST OF ACTIVE CRP CONTRACTS WITHOUT PRODUCER DATA

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For list of active CRP contracts without \*--producer data, ENTER "5" on Menu EPCE00. Screen FAX46501 will be displayed for modifying "Print" options, if necessary.--\*

- A PRESS "Enter" for Report EPCE25-R001, County List of Active CRP Contracts Without Producers, will be printed \* \* \*.
- B Menu EPCE00 will be displayed.
- C Run this report after each added final bid signup.
- D PRESS "Cmd3" to display Menu EPCA00.
- E PRESS "Cmd7" to display Menu EEA000.

## 325 LIST OF ALL CONTRACTS FOR A PRODUCER

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For a list of all CRP contracts for a producer, ENTER "6" on Menu EPCE00 and PRESS "Enter". \*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter". Screen EPCE3001--\* will be displayed.

- A Enter 1 of the following:
  - 1 Producer's ID number and ID type.
  - 2 Last name or enter partial name to do an inquiry.
  - 3 Last 4 positions of ID number.
- B The question, "Will you want to make another Producer Selection?" will be displayed. The system will default to "N".
  - 1 If yes, ENTER "Y" and PRESS "Enter". Screen FAX270-01 will be displayed. Enter number of producer being selected.
    - a PRESS "Enter". Screen EPCE3001 will be redisplayed.

- b The question, "Is this the Producer for whom you wish to list contracts?", will be displayed.
  - (1) If yes, Screen EPCE3001 will be redisplayed for additional producer entries.
  - (2) If no, Screen EPCE3001 will be redisplayed with originally entered producer data.
  - (3) Screen EPCE3001 will be redisplayed until "Y" is changed to "N". PRESS "Enter" to print \* \* \* Report EPCE30-R001, List of Share and Annual Payment Data on CRP Contracts for Producer.
  
- 2 If no, PRESS "Enter". Screen FAX270-01 will be displayed. Enter number of producer being selected.
  - a PRESS "Enter". Screen EPCE3001 will be redisplayed.
  - b The question, "Is this the Producer for whom you wish to list contracts?", will be displayed.
    - (1) ENTER "Y" and PRESS "Enter" to print \* \* \* Report EPCE30-R001.
    - (2) ENTER "N" and PRESS "Enter". Screen EPCE3001 will be redisplayed.
  
- C This option also has contract status for each CRP-1, including active, converted, canceled, canceled-L.D. (paid refund, penalty, or liquidated damages), canceled WRP, canceled with 60-calendar-days notice, or terminated CRP-1's.
  
- D Menu EPCE00 will be displayed.
  - 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

## 326 LIST OF ALL CRP CONTRACTS

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For a list of all CRP contracts, ENTER "7" on Menu EPCE00.

- \*--A PRESS "Enter". Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter". Menu EPCE06 will be displayed.--\*
- 1 ENTER "1" for report of all CRP-1's by contract number. PRESS "Enter". Report EPCE06-R001, List of All CRP Contracts, will be printed \* \* \*.
  - 2 ENTER "2" for report of all CRP-1's by farm number. PRESS "Enter". Report EPCE06-R002, List of All CRP Contracts, will be printed \* \* \*.
- B These options also have contract status for each CRP-1, including active, converted, canceled, canceled-L.D. (paid refund, penalty, or liquidated damages), canceled-WRP, canceled with 60-calendar-days notice, or terminated CRP-1's.
- C Menu EPCE00 will be displayed.
- 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

## 327 LIST OF ACTIVE CRP CONTRACTS WITH CROP BONUS

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For list of active CRP contracts with \*--crop bonus, ENTER "8" on Menu EPCE00. Screen FAX46501 will be displayed for modifying "Print" options, if necessary.--\*

- A If County Office needs to know total amount of payments made for crop bonus, this report must be kept. Each time CRP-1 is revised because of sale and payment of refund, penalty, or liquidated damages, the amount will be the total of the adjusted crop bonuses that are still active in the county.
- B PRESS "Enter" for Report EPCE40-R001, County List of Active CRP Contracts With Crop Bonus by Contract Number, will be printed \* \* \*.
- C Menu EPCE00 will be displayed.
- 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

328 LIST OF REVISED OR CONVERTED CRP CONTRACTS WITH ACRES  
REMAINING

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For a list of revised or converted CRP contracts with acres remaining, ENTER "9" on Menu EPCE00.  
\*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary.--\*

- A PRESS "Enter". Report EPCE45-R001, County List of Revised/Converted CRP Contracts With Acres Approved Remaining and/or Bonus Acres Remaining, will be printed  
\* \* \*.
- B Eliminate the remaining acreage according to paragraph 288. On Screen EPCD0001 or EPCR0001, enter the CRP-1 number listed on Report EPCE45-R001 and ENTER "3", "Revise Contract".
- C Menu EPCE00 will be displayed.
  - 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

## 329 TERMINATED OR REVISED CRP CONTRACT SUMMARY

On Menu EPCA00, ENTER "5" and PRESS "Enter". Menu EPCE00 will be displayed. For a summary of terminated or revised CRP-1's, ENTER "10" on Menu EPCE00 and PRESS "Enter".

\*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter".--\*

A Screen EPCE5001 will be displayed.

- 1 Enter individual CRP-1 number, range, or "ALL".  
PRESS "Field Exit".
- 2 ENTER "S" by type of report needed to reflect 1 of the following and PRESS "Field Exit":
  - a First terminated CRP-1 with resulting CRP-1(s).
  - b ALL terminated CRP-1(s) for number(s) entered with resulting CRP-1(s).
- 3 Answer the question, "Is there another CRP contract to enter?" If "Y" is entered,
  - a Screen EPCE5001 will be redisplayed until all requests have been entered.
  - b When last CRP-1 is entered, change "Y" to "N" and PRESS "Enter".
- 4 If "N" is entered, Menu EPCE00 will be displayed.

B PRESS "Enter". Report EPCE50-R001, Acres Approved and Annual Payment Summary of Terminated/Converted CRP Contracts, will be printed \* \* \*.



\* - -

COLORADO MESA Report ID: EPCE50-R001		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program				Prepared: 09-07-2000 Page: 1	
Acres Approved and Annual Payment Summary of Terminated/Revised CRP Contracts							
CONTRACT NUMBER	EFFECTIVE DATE	REVISION DATE	INACTIVE STATUS	FARM NUMBER	RENTAL RATE	ACRES APPROVED	ANNUAL PAYMENT
Terminated/Revised Contract							
8	05-17-1987	06-07-1988	TERMINATED	381	60.00	10.8	648
Resulting Contracts							
8A	06-07-1988		EXPIRED	381	60.00	5.0	300
8B	06-07-1988	06-07-1988	CANCEL-WRP	381	60.00	3.8	228
8C	06-07-1988	07-06-1992	CANCEL-L.D.	381	60.00	2.0	120
Total Acres Approved for all Resulting:						10.8	
Total Annual Payments for all Resulting:							640
Acres Approved Remaining on Revised Contract:						.0	
Difference between Revised Annual Payment and Total Annual Payments for all Resulting:							0

C This option also has contract status for each CRP-1, including active, converted, canceled, canceled-L.D. (paid refund, penalty, or liquidated damages), canceled-WRP, canceled for early release, canceled with 60-calendar-days notice, terminated, or expired --\* CRP-1's.

\* \* \*

D Menu EPCE00 will be \* \* \*displayed.

1 PRESS "Cmd3" to \* \* \*display Menu EPCA00.

2 PRESS "Cmd7" to \* \* \*display Menu EEA000.



- 2 On Menu EPCE60, ENTER "2" and PRESS "Enter".
  - a Screen EPCE6201, CRP Contracts - Producer Reports, will be displayed.
    - (1) On Screen EPCE6201, enter the farm number. PRESS "Field Exit".
    - (2) If "ALL" is entered, PRESS "Enter".
    - (3) The computer will default to "N". See subparagraph b.
  - b The question, "Is there another Farm Number to enter?", will be displayed. If "Y":
    - (1) Screen EPCE6201 will be redisplayed for additional farm number entries.
    - (2) When the last farm number requested is entered, change "Y" to "N".
  - c PRESS "Enter" for Report EPCE66-R002, Alphabetical List of Producers on CRP Contracts by Farm Number.
  - d This report includes producer name, ID number and type, producer type, contract number, and payment share for ONLY active CRP-1's.
  - e After report is printed \* \* \*, Menu EPCE00 will be redisplayed.
  - f PRESS "Cmd3" to redisplay Menu EPCA00.
  - g PRESS "Cmd7" to redisplay Menu EEA000.

- 3 On Menu EPCE60, ENTER "3" and PRESS "Enter" for Report EPCE66-R003, Alphabetical List of All Producers on CRP Contracts With Shares.
- a This report includes producer name, ID number and type, producer type, farm number, contract number, and payment share for ONLY active CRP-1's.
  - b After report is printed \* \* \*, Menu EPCE00 will be displayed.
    - (1) PRESS "Cmd3" to display Menu EPCA00.
    - (2) PRESS "Cmd7" to display Menu EEA000.
- 4 On Menu EPCE60, ENTER "4" and PRESS "Enter".
- a Screen EPCE6201, CRP Contracts - Producer Reports, will be displayed.
    - (1) On Screen EPCE6201, enter the farm number. PRESS "Field Exit".
    - (2) If "ALL" is entered, PRESS "Enter".
    - (3) The computer will default to "N". See subparagraph b.
  - b The question, "Is there another Farm Number to enter?", will be displayed. If "Y":
    - (1) Screen EPCE6201 will be redisplayed for additional farm number entries.
    - (2) When the last farm number requested is entered, change "Y" to "N".
  - c PRESS "Enter" for Report EPCE66-R004, Alphabetical List of Producers on CRP Contracts by Farm Number With Shares.
  - d This report includes producer name, ID number and type, producer type, contract number, and payment share for ONLY active CRP-1's.



- B This menu permits the user to select the following options to produce reports. Reports will not include CRP-1's with temporary contract numbers.
- 1 On Menu EPCE70, ENTER "1" and PRESS "Enter".
    - a Screen EPCE8801, CRP Contracts - Program Year Selection, will be displayed. On Screen EPCE8801, ENTER "S" next to program year(s) selected for report and PRESS "Enter".  
\*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter". Screen EPCE7301, CRP--\* Contracts - Practice Selection, will be displayed.
    - b On Screen EPCE7301, ENTER "ALL" or "S" next to the practice or practices to be selected for the report and PRESS "Enter".
    - c Report EPCE73-R001, County Practice Summary For Program Years XX, XX, and XX will be produced.
    - d This report includes practice, number of farms, acres, estimated cost-share, and actual cost-share with summary for each program year selected and a total summary for all program years selected.
    - e After report is printed \* \* \*, Menu EPCE00 will be redisplayed.
      - (1) PRESS "Cmd3" to redisplay Menu EPCA00.
      - (2) PRESS "Cmd7" to redisplay Menu EEA000.

- 2 On Menu EPCE70, ENTER "2" and PRESS "Enter".
- a Screen EPCE8801, CRP Contracts - Program Year Selection, will be displayed. On Screen EPCE8801, ENTER "S" next to program years selected for report, and PRESS "Enter".
- \*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter". Screen EPCE7301, CRP--\* Contracts - Practice Selection, will be displayed.
- b On Screen EPCE7301, ENTER "ALL" or "S" next to the practice or practices to be selected for the report.
- c PRESS "Enter" for Report EPCE73-R002, County Practice Summary With Farms For Program Years XX, XX, and XX.
- d This report includes farm number, practice, number of farms, acres, estimated C/S, and actual C/S with summary for each program year selected and a total summary for all program years selected.
- e After report is printed \* \* \*, Menu EPCE00 will be redisplayed.
- (1) PRESS "Cmd3" to redisplay Menu EPCA00.
- (2) PRESS "Cmd7" to redisplay Menu EEA000.

- 3 On Menu EPCE70, ENTER "3" and PRESS "Enter".
- a CRP Contracts - Signup Selection Screen EPCE8701 will be displayed. On Screen EPCE8701, ENTER "S" next to signup(s) selected for the report, and PRESS "Enter".  
\*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter". CRP Contracts - Practice--\* Selection Screen EPCE7301 will be displayed.
  - b On Screen EPCE7301, ENTER "ALL" or "S" next to the practice or practices to be selected for the report.
  - c PRESS "Enter" to produce Report EPCE73-R003, County Practice Summary For Signups XX, XX, and XX.
  - d This report includes practice, number of farms, acres, estimated C/S, and actual C/S with summary for each signup selected and a total summary for all signups selected.
  - e After report is printed \* \* \*, Menu EPCE00 will be redisplayed.
    - (1) PRESS "Cmd3" to redisplay Menu EPCA00.
    - (2) PRESS "Cmd7" to redisplay Menu EEA000.

- 4 On Menu EPCE70, ENTER "4" and PRESS "Enter".
- a CRP Contracts - Signup Selection Screen EPCE8701 will be displayed. On Screen EPCE8701, ENTER "S" next to signup(s) selected for the report, and PRESS "Enter".  
\*--Screen FAX46501 will be displayed for modifying "Print" options, if necessary. PRESS "Enter". CRP Contracts - Practice--\* Selection Screen EPCE7301 will be displayed.
- b On Screen EPCE7301, ENTER "ALL" or "S" next to the practice or practices to be selected for the report.
- c PRESS "Enter" to produce Report EPCE73-R004, County Practice Summary With Farms For Signups XX, XX, and XX.
- d This report includes farm number, practice, number of farms, acres, estimated C/S, and actual C/S with summary for each signup selected and a total summary for all signups selected.
- e After report is printed \* \* \*, Menu EPCE00 will be displayed.
- (1) PRESS "Cmd3" to display Menu EPCA00.
- (2) PRESS "Cmd7" to display Menu EEA000.

332 LIST OF CONTRACTS CANCELED FOR WRP

On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. For list of contracts canceled for WRP, on Menu EPCE00, ENTER "13", "List of Contracts Cancelled for Wetlands Reserve Program".

- A PRESS "Enter". Report EPCE35-R001, List of Contracts Cancelled for Wetlands Reserve Program, will be printed \* \* \*.
- B Menu EPCE00 will be redisplayed.
- C Process this report after all WRP applicable forms have been filed, COC has approved termination, and CRP-1's have been canceled because of WRP approval.
- D PRESS "Cmd3" to display Menu EPCA00.
- E PRESS "Cmd7" to display Menu EEA000.

333 OTHER REPORTS

- A On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00, ENTER "14", "Other Reports", and PRESS "Enter". Menu EPCE01 will be displayed.
- B Menu EPCE01 permits the user to select any of the following options to produce reports.

\* \_ \_

```

*****
*                                     EPCE01                                     E1 *
* CRP CONTRACTS - OTHER REPORTS SELECTION MENU                               *
* -----*
*
* 1. Active Converted Contract Data                                     11. List of Contracts Cancelled
* 2. Active Converted Contract Practice Data                          with 60-Days Notice
* 3. Active Converted Contracts by Type                               12. List of Contracts in
* 4. Original Converted Contracts                                    Conservation Reserve
* 5. Active Converted Contracts                                     Enhancement Program
*   with Alternative Perennials                                     13. List of Contracts
* 6. Original Converted Contracts                                    with Filed Easements
*   with Alternative Perennials                                     14. List of Contracts with Filed
* 7. List of Contracts Cancelled                                    Easement in Effect
*   for Early Release                                             15. List of Active Contracts
* 8. List of Active Contracts with                                    With CP11 or CP11 Contracts
*   1-Year Modification by Signup                                  Modified for 3
* 9. Active Contracts                                              Additional Years
*   with History Preservation                                       16. List of Active Farmable
* 10. List of Contracts That Expired                                Wetlands Pilot Contracts
*
* Enter the option number and press ENTER.                          Action   _
*
*
* Cmd3=Previous Menu          Cmd7=End CRP Processing
*****

```

--\*

- 1 On Menu EPCE01, ENTER "1" and PRESS "Enter" for Report EPCE75-R001, Active Converted Contract Data.
  - a This report includes the contract number and type, number of acres converted, practice begin date, resulting practices, practice acres, easement year end, lifespan year end, additional C/S paid, contract year end, and total number of active converted contracts.
  - b \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - c Report EPCE75-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - e On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 2 On Menu EPCE01, ENTER "2" and PRESS "Enter" for Report EPCE76-R001, Active Converted Contract Practice Data.
  - a This report includes the totals for standard and easement, grand totals of the number of contracts by practice, total acres of each converted practice, total additional estimated C/S amount, total additional actual C/S amount, total number of farms impacted, and total number of contracts.
  - b \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - c Report EPCE76-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be displayed. PRESS "Cmd3" to redisplay Menu EPCE00.

- e On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 3 On Menu EPCE01, ENTER "3" and PRESS "Enter" for Report EPCE77-R001, Active Converted Contracts by Type.
- a This report includes the converted contract number, type, farm number, producer, practice, acres, rental payment, total number of farms impacted, total converted standard contracts, and total converted easement contracts.
  - b \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - c Report EPCE77-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - e On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 4 On Menu EPCE01, ENTER "4" and PRESS "Enter" for Report EPCE78-R001, Original Converted Contracts.
- a This report includes the converted contract number, type, inactive status, farm number, producer, practice, acres, rental payment, total number of farms impacted, total converted standard contracts, and total converted easement contracts.
  - b \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - c Report EPCE78-R001 will be printed \* \* \*.

- d Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - e On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 5 On Menu EPCE01, ENTER "5" and PRESS "Enter" for Report EPCE79-R001, Active Converted Contracts with Alternative Perennials.
- a This report includes the converted contract number, type, date converted, farm number, producer, CRP-1 acres, crop, crop acres reduced, CCC-505 year for expiration, total number of farms impacted, and total active converted contracts with alternative perennials.
  - b \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - c Report EPCE79-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - e On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 6 On Menu EPCE01, ENTER "6" and PRESS "Enter" for Report EPCE74-R001, Original Converted Contracts with Alternative Perennials.
- a This report includes the converted contract number, type, date converted, inactive status, farm number, producer, CRP-1 acres, crop, crop acres reduced, CCC-505 year for expiration, total number of farms impacted, and total original converted contracts with alternative perennials.

- b When CRP-1 expires or is withdrawn by the producer **after** CRP-1 has been approved for alternative perennials conversion, print this report for the program technician working with farm maintenance files. See 3-CM for correcting process.
  - c \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - d Report EPCE74-R001 will be printed \* \* \*.
  - e Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - f On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - g On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 7 On Menu EPCE01, ENTER "7" and PRESS "Enter" for Report EPCE36-R001, List of Contracts Cancelled for Early Release.
- a Following is information about Report EPCE36-R001:
    - (1) Includes contract number, farm number, program year, date canceled, signup number, rental rate, acres accepted for release, and annual payments for those acres.
    - (2) Summarizes all CRP contracts that have been released by year and gives a summary total.
  - b \* \* \* Screen FAX46501 will be displayed for changes to the printer ID if necessary. PRESS "Enter".
  - c Report EPCE36-R001 will be printed \* \* \*.

\* \_ \_

COLORADO		U.S. Department of Agriculture				Prepared: 06-02-1996	
MESA		Farm Service Agency					
Report ID: EPCE36-R001		Conservation Reserve Program				Page: 1	
List of Contracts Cancelled for Early Release							
-----	-----	-----	-----	-----	-----	-----	-----
CONTRACT NUMBER	FARM NUMBER	PROGRAM YEAR	DATE CANCELLED	SIGNUP NUMBER	RENTAL RATE	ACRES ACCEPTED	ANNUAL PAYMENT
-----	-----	-----	-----	-----	-----	-----	-----
CRP Contracts Cancelled for Early Release 1995							
117 E	181	1987	06-22-1995	03	44.98	122.2	5,490.00
371 B	180	1988	06-22-1995	04	35.00	279.6	9,786.00
Summary of CRP Contracts Cancelled for Early Release 1995							
Total Number of CRP Contracts:					2		
Total CRP Acres:					401.8		
Total Annual Payments:					15,276.00		
No Cancelled CRP Contracts for Early Release 1996							

-- \*

- d Menu EPCE01 will be \* \* \* displayed. PRESS "Cmd3" to redisplay Menu EPCE00.
- e On Menu EPCE00, PRESS "Cmd3" to \* \* \* display Menu EPCA00.
- f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to \* \* \* display Menu EEA000 to exit application.

8 On Menu EPCE01, ENTER "8" and PRESS "Enter" to print Report EPCE90-R001, Active Contracts with Modification by Signup for XXXX.

a This report includes a summary by signup, contract and type, farm number, program year, CRP-1 acres, rental rate, CP19 acres, CP19 reduction, additional annual rental payment, total cumulative rental payment, practice code, practice acres, and number of producers with shares.

b \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS "Enter". Screen EPCE9001 will be displayed.

```

*****
*                               077 MESA                               Report                               EPCE9001                               *
* CRP CONTRACTS - MODIFICATION REPORT                               Version: AA01 08-20-2001 14:15 Term E1 *
* -----*
*
*
*
*
* Enter year for which the modified contract report will be produced: 2001 *
*
*
* Example: Enter 2001 for active contracts which were modified for 2001. *
*
*
*
*
*
*
*
*
*
*
* Cmd3=Previous Menu                               Cmd7=End CRP Processing                               Enter to Continue                               *
*****

```

c On Screen EPCE9001, "Enter year for which the modified contract report will be produced: 2001", will be displayed depending on system date. If a different year is needed, type over displayed year and PRESS "Enter".

d Report EPCE90-R001 will be printed \* \* \*.

e Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.

f On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.

g On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to  
\* \* \*display Menu EEA000 to exit application.

h Following is an example of  
Report EPCE90-R001:

\* - -

COLORADO		U.S. Department of Agriculture										Prepared: 08-20-2001			
MESA		Farm Service Agency										Page: 1			
Report ID: EPCE90-R001		Conservation Reserve Program													
Active Contracts with Modification by Signup for 2001															
SIGN -UP & TYPE	CONTRACT NUMBER	FARM NUMBER	PGM YR	CRP-1 ACRES	RENTAL RATE	CP19 ACRES	CP19 REDUCTION	ADDITIONAL RENTAL	ANNUAL PAYMENT	TOTAL RENTAL	COMULATIVE PAYMENT	PRAC- TICE	PRAC. ACRES	PROD. W/SHR	
11	500	S	13	1992	10.0	35.00			350		3,850	CP1	10.0	2	
11	601	S	599	1992	40.0	34.00	20.0	25.00	860	860	15,860	CP3A	20.0	3	
												CP19	20.0		
Practice Totals:															
CP1			10.0			CP4D		CP9			CP15		CP18A		
CP2						CP5		CP10			CP15A		CP18B		
CP3						CP5A		CP12			CP16		CP18C		
CP3A			20.0			CP6		CP13A			CP16A		CP19	20.0	
CP4						CP7		CP13B			CP17		CP20		
CP4A						CP8		CP13C			CP17A				
CP4B						CP8A		CP13D			CP18				
TOTAL NUMBER OF CONTRACTS MODIFIED:									2						
TOTAL NUMBER OF FARMS IMPACTED:									2						
TOTAL CRP-1 ACRES:									50.0						
TOTAL CP19 ACRES:									20.0						
AVERAGE CP19 REDUCTION:									25.00						
TOTAL ADDITIONAL ANNUAL RENTAL PAYMENTS MODIFIED:									1210						
TOTAL NUMBER OF PRODUCERS WITH SHARES:									5						

- - \*

- 9 On Menu EPCE01, ENTER "9" and PRESS "Enter" to print Report EPCE95-R001, Active Contracts with History Preservation.
  - a This report includes a 5-year summary by contract number and type, farm number, acres approved, and crop. It lists each crop with the amount of acres and gives the sum for each crop, including the total number of contracts affected.
  - b \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS "Enter".
  - c Report EPCE95-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be redisplayed. PRESS "Cmd3" to display Menu EPCE00.
  - e On Menu EPCE00, PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
  - g Following is an example of Report EPCE95-R001:

\* - -

NEBRASKA		U.S. Department of Agriculture										Prepared: 10-02-2001	
MESA		Farm Service Agency										Page: 1	
Report ID: EPCE95-R001		Conservation Reserve Program											
Active Contracts with History Preservation													
Contract Number	Farm Type	Farm Number	Acres Approved	Grain									
				Wheat	Corn	Oats	Barley	Sorghum	Upland	ELS	Rice	Peanuts	Tobacco
<u>History Preservation Period 1996 through 2000</u>													
1A		181	61.1									10.6	
3		185	30.0										5.3
Totals:			91.1									10.6	5.3
<u>Summary 1996 - 2000</u>													
			91.1									10.6	5.3
Number of Contracts:			2										

- - \*

\*--10 On Menu EPCE01, ENTER "10" and PRESS "Enter".  
 Screen FAX46501 will be displayed for changing the  
 printer ID if necessary. PRESS "Enter". Screen  
 EPCE9901 will be displayed.

```

*****
*                               077 MESA                               Report      EPCE9901      *
* CRP CONTRACTS - EXPIRED REPORT      Version: AA01  04-05-96  14:15  Term E1 *
* -----*
*
*
*
*
* Enter expiration year for which the expired report will be produced:  1996 *
*
* Example: Enter 1996 for contracts which expired as of September 30, 1996. *
*
*
*
*
*
*
*
*
*
*
* Cmd3=Previous Menu      Cmd7=End CRP Processing      Enter to Continue *
*****

```

a On Screen EPCE9901, the expiration year for report will be defaulted to system year. If report is to be produced for prior year, type over displayed year. PRESS "Enter". Report EPCE99-R001, List of Contracts That Expired on September 30, of year selected will be generated.--\*

\* \_ \_

COLORADO		U.S. Department of Agriculture					Prepared:		10-02-2000		
MESA		Farm Service Agency									
Report ID: EPCE99-R001		Conservation Reserve Program					Page:		1		
List Of Contracts That Expired on September 30, 2000											
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
CONTRACT NUMBER	FARM NUMBER	PROGRAM YEAR	SIGNUP NUMBER	RENTAL RATE	ACRES EXPIRED	ANNUAL PAYMENT	NUMBER OF PRODUCERS	EASEMENT LENGTH	EASEMENT FILED DATE	EASEMENT ENDS	-
-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----	-----
1	181	1991	10	44.98	122.2	5,497.00	1				
** 4	180	1991	10	35.00	279.6	9,786.00	1	30-YEAR	05-17-1991	05-17-2021	
Total CRP Contracts Expired:							2				
Total CRP Acres Expired:							401.8				
Total Annual Payments:							15,283.00				
Total Number of Producers:							2				
** = Needs to be expired. Use opt 8, "Special Corrections", then opt 5, "Update Contract With Expired Status".											

- b This report includes contract number, farm number, program year, signup number, rental rate, acres expired, annual payment, number of producers on CRP-1, easement length, easement file date, easement ends date,--\* and a summary of totals.
- c Menu EPCE01 will be redisplayed. PRESS "Cmd3" to \* \* \*display Menu EPCE00.
- d On Menu EPCE00, PRESS "Cmd3" to \* \* \*display Menu EPCA00.
- e On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to \* \* \*display Menu EEA000 to exit application.

- 11 On Menu EPCE01, ENTER "11" and PRESS "Enter" to print Report EPCE37-R001, List of Contracts Cancelled with 60-Days Notice.
- a This report includes a multiyear summary by contract number, farm number, program year, date cancelled, signup number, rental rate, acres accepted, and annual payment, including the total number of contracts affected.
  - b \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS "Enter".
  - c Report EPCE37-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - e Menu EPCE00 will be displayed. PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.

g Following is an example of Report EPCE37-R001:

\* - -

COLORADO		U.S. Dept. of Agriculture				Prepared: 10-01-2000	
MESA		Farm Service Agency					
Report ID: EPCE37-R001		Conservation Reserve Program				Page: 1	
List of Contracts Cancelled with 60-Days Notice							
CONTRACT NUMBER	FARM NUMBER	PROGRAM YEAR	DATE CANCELLED	SIGNUP NUMBER	RENTAL RATE	ACRES ACCEPTED	ANNUAL PAYMENT
<b>CRP Contracts Cancelled with 60-Days Notice 1996</b>							
1	181	1986	04-24-1996	02	44.98	122.2	5,497.00
4	180	1987	05-04-1996	03	35.00	279.6	9,786.00
<b>Summary of CRP Contracts Cancelled 4with 60-Days Notice 1996</b>							
Total Number of CRP Contracts:					2		
Total CRP Acres:					401.8		
Total Annual Payments:					15,283.00		
<b>No Cancelled CRP Contracts with 60-Days Notice 1997</b>							
<b>No Cancelled CRP Contracts with 60-Days Notice 1998</b>							
<b>No Cancelled CRP Contracts with 60-Days Notice 1999</b>							
<b>No Cancelled CRP Contracts with 60-Days Notice 2000</b>							

- - \*

- 12 On Menu EPCE01, ENTER "12" and PRESS "Enter".  
\* \* \*
- a \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS \*--"Enter". Menu EPCE84 will be displayed.--\*
- b On Menu EPCE84, Select option "1" or "2" and PRESS "Enter".
- (1) If option "1" is entered Screen EPCE8601 will be displayed for selection of signup number(s) for Report: EPCE92-R001, "List of Contracts in Conservation Reserve Enhancement Program, Signups XX and XX".
- (2) If option "2" is entered Screen EPCE8602 will be displayed for selection of program year(s) for Report: EPCE92-R002, "List of Contracts in the Conservation Reserve Enhancement Program, Program Years XXXX, and XXXX".
- c Report EPCE92-R001 will be printed \* \* \*.
- d Menu EPCE84 will be displayed. PRESS "Cmd3" to display Menu EPCE01.
- e Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
- f Menu EPCE00 will be displayed. PRESS "Cmd3" to display Menu EPCA00.
- f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.

- 13 On Menu EPCE01, ENTER "13" and PRESS "Enter" to print Report EPCE48-R001, "Contracts With Filed Easements".
- a This report includes contract number and type, status of contract, farm number, program year, signup number, total contract acres, rental rate, easement length, easement filed date, year the contract expires, and the year the easement ends.
  - b \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS "Enter".
  - c Report EPCE48-R001 will be printed \* \* \*.
  - d Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - e Menu EPCE00 will be displayed. PRESS "Cmd3" to display Menu EPCA00.
  - f On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.
- 14 On Menu EPCE01, ENTER "14" and PRESS "Enter" to print Report EPCE49-R001, "Contracts With Filed Easement in Effect for Year XXXX".
- a This report lists all expired contracts that have an easement still in effect. The report also:
    - (1) Includes contract number and type, farm number, program year, signup number, contract acres, practice type, easement length, easement filed date, contract year the contract expired, and the date easement expires.

- (2) Is to be used by County Offices to monitor the need for producer notification after easement expiration and the existence of a practice lifespan separate from contract period.
- b \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS "Enter".
- c Screen EPCE4901 will be displayed for entering:
- (1) "ALL" for all years starting with 1996 or
- (2) The specific year to be reported. A message will indicate the current fiscal year is XXXX which began October 1, XXXX and ends September 30, XXXX.
- (3) The answer to the question, "Is there another year to enter? (Y or N)":
- (a) If there is another year to be entered, ENTER "Y" and PRESS "Enter". Screen EPCE4901 will be redisplayed until changed to "N".
- (b) If there is no other year to be entered, ENTER "N" and PRESS "Enter". Menu EPCE01 will be displayed.
- d Report EPCE49-R001 will be printed \* \* \*.
- e Menu EPCE01 will be displayed. PRESS "Cmd3" to redisplay Menu EPCE00.

- f Menu EPCE00 will be displayed. PRESS "Cmd3" to redisplay Menu EPCA00.
  - g On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to redisplay Menu EEA000 to exit application.
- 15 On Menu EPCE01, ENTER "15" and PRESS "Enter" for Report EPCE33-R001, List of Active Contracts with CP11 or CP11 Contracts Modified for 3 Additional Years.
- a This report lists all active contracts that could be eligible to be modified for an additional 3 years with CP11. It also displays the **original** rental rate and payment amount with the **adjusted** rental rate and payment amount after modification. See paragraph 604 or 605.
  - b This report includes the contract number, farm number, program year, signup number, contract acres, rental rate, CRP-1 annual payment, producer's name, producer ID, and type.
  - c \* \* \* Screen FAX46501 will be displayed for changing the printer ID if necessary. PRESS "Enter".
  - d Report EPCE33-R001 will be printed \* \* \*.
  - e Menu EPCE01 will be displayed. PRESS "Cmd3" to redisplay Menu EPCE00.
  - f Menu EPCE00 will be displayed. PRESS "Cmd3" to redisplay Menu EPCA00.
  - g On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to redisplay Menu EEA000 to exit application.

- \*--16 On Menu EPCE01, ENTER "16", and PRESS "Enter" to print "List of Contracts in Farmable Wetlands Pilot Program". Screen FAX46501 will be displayed.--\*
- a On Screen FAX46501, change the printer ID, if necessary.
  - b The report will be printed \* \* \*.
  - c PRESS "Enter". Menu EPCE83 will be displayed.
  - d On Menu EPCE83, Select option "1" or "2", and PRESS "Enter".
    - (1) If option "1" is entered, Screen EPCE8603 will be displayed for selection of signup number(s) for Report: EPCE93-R001, "List of Contracts in Farmable Wetlands Pilot Program, Signup XX".
    - (2) If option "2" is entered, Screen EPCE8604 will be displayed for selection of program year(s) for Report: EPCE93-R002, "List of Contracts in Farmable Wetlands Pilot Program, Program Year XXXX".
  - e Menu EPCE83 will be displayed. PRESS "Cmd3" to display Menu EPCE01.
  - f Menu EPCE01 will be displayed. PRESS "Cmd3" to display Menu EPCE00.
  - g Menu EPCE00 will be displayed. PRESS "Cmd3" to display Menu EPCA00.
  - h On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to display Menu EEA000 to exit application.



\*--334 LETTER AND LETTER REPORT FOR MAY 1 WITH REDUCTIONS--\*

A On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00:

- 1 ENTER "15", "Letters and Letter Reports".
- 2 "P" will be displayed as default for printing the letters and reports.
- 3 PRESS "Enter" to display Menu EPCE02.

```

*--
*****
*                                     EPCE02                                     E1 *
* CRP CONTRACTS - LETTERS/REPORTS MENU                                     *
* ----- *
* *
* 1. Notification of Pending Acreage Expiration Letter-Reductions *
* 2. Notification of Pending Acreage Expiration Letter Report *
* 3. Notification of Contract Expiration Letter *
* 4. Notification of Contract Expiration Letter Report *
* 5. Active Contracts Due to Expire on September 30 Report *
* 6. Notification of Pending Acreage Expiration Letter-No Reductions *
* *
* *
*                                     Enter expiration year *
*                                     1999 *
* *
* Enter the option number and press ENTER *
*                                     1 *
* *
* *
* Cmd3=Previous Menu      Cmd7=End CRP Processing *
*****
--*

```

B On Menu EPCE02, the system will default the expiration year \* \* \* based on the system date. If CRP-1 needs a different year than displayed, **type over** the displayed year.

- 1 ENTER "1", to generate the first letter on the first workday in MAY of EACH YEAR for all affected \*--participants on CRP-1's with reductions and PRESS "Enter".
- 2 On Menu EPCE02, process options 1 and 6 **before** generating report in option 2.--\*
- 3 Screen EPCE2101 will be displayed.

C On Screen EPCE2101, enter CRP-1 number or ENTER "ALL" for affected contracts that have not been modified or cancelled for early termination or release.

1 "ALL" cannot be used again after applicable letters have been printed.

2 Screen EPCE2701 will ONLY be displayed if "ALL" was NOT entered.

077 MESA		Select		EPCE2701	
CRP CONTRACTS - PEND EXPIR REDUCTIONS			Version: AA01 05-01-2000 08:15 Term E1		
Contract Number	1	Farm Number	181	Expiration Year	2000
Enter "ALL" for selection of all producers to be notified:				<u>ALL</u>	
or				Date Letter	
(S)elect	Name	ID No	Type	Issued	
1 - IMA FARMER		XXX XX XXXX	S	2000-05-03	
<u>NO MORE PRODUCERS</u>			<u>NO MORE CONTRACTS</u>		
Cmd2=Return to first contract			Cmd5=Complete transaction		
Cmd3=Previous Screen		Cmd7=End CRP Processing		Enter to Continue	

D On Screen EPCE2701, ENTER "ALL" for all producers or "S" for selected producers. ENTER "S" when REISSUING a letter for a specific participant after "ALL" contracts have been processed on Screen EPCE2101.

1 If the message displayed is "MORE CONTRACTS", PRESS "Enter" to continue to select the next producer.

2 If the message displayed is "NO MORE PRODUCERS" "NO MORE CONTRACTS", PRESS "Cmd5" to complete the transaction. Screen MAEC2G05 will be displayed.

E Software will interface with mailing operations screens. Follow 5-AS, Part 10 for screen \*--instructions. Mail producer letter(s). File copy of letter(s) in applicable CRP contract folder.--\*



H On Menu EPCE02, the system will default to the expiration year based on the system date. The date changes on **May 1** of each year. If CRP-1 needs a different year than displayed, **type over** the displayed year.

```

* --
*****
*                                     EPCE02                                     E1 *
* CRP CONTRACTS - LETTERS/REPORTS MENU                                     *
* -----*
*
*      1. Notification of Pending Acreage Expiration Letter-Reductions      *
*      2. Notification of Pending Acreage Expiration Letter Report          *
*      3. Notification of Contract Expiration Letter                       *
*      4. Notification of Contract Expiration Letter Report                *
*      5. Active Contracts Due to Expire on September 30 Report            *
*      6. Notification of Pending Acreage Expiration Letter-No Reductions  *
*
*
*                                     Enter expiration year           2002   *
*
*      Enter the option number and press ENTER                2           *
*
*
* Cmd3=Previous Menu      Cmd7=End CRP Processing
*****

```

- 1 ENTER "2", to generate Report EPCE22-R001, Notification of Pending Acreage Expiration Letter for Expiration Year XXXX and PRESS "Enter". Screen FAX46501 will be displayed.
- 2 On Screen FAX46501, make changes to printer ID if necessary and PRESS "Enter". Report EPCE22-R001 will be produced for verification of letters issued. **Retain this report.--\***

\*--3 File Report EPCE22-R001 according to 25-AS.--\*  
Following is an example of Report EPCE22-R001:

COLORADO		U.S. Department of Agriculture				Prepared: 05-03-1999	
MESA		Farm Service Agency					
Report ID: EPCE22-R001		Conservation Reserve Program				Page: 1	
Notification of Pending Acreage Expiration Letter for Expiration Year 1999							
-----							
Contract Number	Type	Status	Farm Number	Acres Approved	Producer	Producer ID and Type	Notification-Pending Acreage Expiration Letter Dated
-----							
101A	CS		181	61.1	IMA FARMER	XXX XX XXXX S	* NO LETTER ISSUED *
103	CS		185	30.0	IMA FARMER	XXX XX XXXX S	N 1999-05-03
N - Letter with no reductions was issued.							
Report may not be complete if letter options 1 and 6 were not selected prior to printing.							

4 Menu EPCE02 will be redisplayed.

335 LETTER AND LETTER REPORT FOR OCTOBER 1

A On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00:

- 1 ENTER "15", "Letters and Letter Reports".
- 2 "P" will be displayed as default for printing the letters and reports.
- 3 PRESS "Enter" to display Menu EPCE02.

```

*__
*****
*                                     EPCE02                                     E1 *
* CRP CONTRACTS - LETTERS/REPORTS MENU                                     *
* ----- *
* *
* 1. Notification of Pending Acreage Expiration Letter-Reductions *
* 2. Notification of Pending Acreage Expiration Letter Report *
* 3. Notification of Contract Expiration Letter *
* 4. Notification of Contract Expiration Letter Report *
* 5. Active Contracts Due to Expire on September 30 Report *
* 6. Notification of Pending Acreage Expiration Letter-No Reductions *
* *
* *
*                                     Enter expiration year          1999 *
* *
* Enter the option number and press ENTER          3 *
* *
* *
* Cmd3=Previous Menu      Cmd7=End CRP Processing *
*****
--*

```

B On Menu EPCE02, the system will default the expiration year \* \* \* based on the system date. If CRP-1 needs a different year than displayed, **type over** the displayed year.

- 1 ENTER "3", to generate the second letter on the first workday in OCTOBER of EACH YEAR for all affected participants on CRP-1's that expired on September 30 and PRESS "Enter".
- 2 Screen EPCE2301 will be displayed.

C On Screen EPCE2301, enter CRP-1 number or ENTER "ALL" for affected contracts that have not been modified or cancelled for early termination or release.

1 "ALL" cannot be used again after applicable letters have been printed.

2 Screen EPCE2701 will ONLY be displayed if "ALL" was NOT entered.

077 MESA		Select	EPCE2701	CRP
CONTRACTS - EXPIRATION NOTIFICATION		Version: AA01	10-01-2000	08:15 Term E1
-----				
Contract Number	1	Farm Number	181	Expiration Year 2000
Enter "ALL" for selection of all producers to be notified:			<u>ALL</u>	
or				Date Letter
(S)elect	Name	ID No	Type	Issued
1 _	IMA FARMER	XXX XX XXXX	S	2000-10-01
<u>NO MORE PRODUCERS</u>		<u>NO MORE CONTRACTS</u>		
Cmd2=Return to first contract		CMD5=Complete transaction		
Cmd3=Previous Screen		Cmd7=End CRP Processing		

D On Screen EPCE2701, ENTER "ALL" for all producers or "S" for selected producers. ENTER "S" when REISSUING a letter for a specific participant after "ALL" contracts have been processed on Screen EPCE2301.

1 If the message displayed is "MORE CONTRACTS", PRESS "Enter" to continue to select the next producer.

2 If the message displayed is "NO MORE PRODUCERS" "NO MORE CONTRACTS", PRESS "Cmd5" to complete the transaction. Screen MAEC2G05 will be displayed.

E Software will interface with mailing operations screens. Follow 5-AS, Part 10 for screen instructions.

\*--Mail producer letter(s). File copy of letter(s) in applicable CRP contract folder.--\*



H On Menu EPCE02, the system will default to the expiration year based on the system date. The date changes on **October 1** of each year. If CRP-1 needs a different year than displayed, **type over** the displayed year.

```

* --
*****
*                                     EPCE02                                     E1 *
* CRP CONTRACTS - LETTERS/REPORTS MENU                                     *
* -----*
*
*      1. Notification of Pending Acreage Expiration Letter-Reductions      *
*      2. Notification of Pending Acreage Expiration Letter Report          *
*      3. Notification of Contract Expiration Letter                       *
*      4. Notification of Contract Expiration Letter Report                *
*      5. Active Contracts Due to Expire on September 30 Report            *
*      6. Notification of Pending Acreage Expiration Letter-No Reductions  *
*
*
*                                     Enter expiration year                2002 *
*
*      Enter the option number and press ENTER                            4 *
*
*
* Cmd3=Previous Menu      Cmd7=End CRP Processing
*****

```

- 1 ENTER "4" to generate Report EPCE22-R002, Notification of Contract Expiration Letter for Expiration Year XXXX, and PRESS "Enter". Screen FAX46501 will be displayed.
- 2 On Screen FAX46501, make changes to printer ID if necessary and PRESS "Enter". Report EPCE22-R002 will be produced for verification of letters issued. **Retain this report.--\***

3 Following is an example of Report EPCE22-R002:

\* \_ \_

COLORADO		U.S. Department of Agriculture				Prepared: 10-02-2001	
MESA		Farm Service Agency					
Report ID: EPCE22-R002		Conservation Reserve Program				Page: 1	
Notification of Contract Expiration Letter for Expiration Year 2001							
Contract Number	Type	Status	Farm Number	Acres Approved	Producer	Producer ID and Type	Notification of Contract Expiration Letter Dated
101A	CS	Expired	181	61.1	IMA FARMER	XXX XX XXXX S	*** NO LETTER ISSUED ***
103	CS	Expired	185	30.0	IMA FARMER	XXX XX XXXX S	2001-10-02

\_ \_ \*

4 Menu EPCE02 will be redisplayed.

336 ACTIVE CONTRACTS DUE TO EXPIRE ON SEPTEMBER 30 REPORT

A On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00:

1 ENTER "15", "Letters and Letter Reports".

2 PRESS "Enter" to display Menu EPCE02.

\* \_ \_

```

*****
*                                     EPCE02                                     E1 *
* CRP CONTRACTS - LETTERS/REPORTS MENU                                     *
* -----*
* 1. Notification of Pending Acreage Expiration Letter-Reductions          *
* 2. Notification of Pending Acreage Expiration Letter Report              *
* 3. Notification of Contract Expiration Letter                            *
* 4. Notification of Contract Expiration Letter Report                     *
* 5. Active Contracts Due to Expire on September 30 Report                 *
* 6. Notification of Pending Acreage Expiration Letter-No Reductions       *
*                                                                            *
*                                     Enter expiration year                 2001 *
*                                                                            *
*                                     Enter the option number and press ENTER 5 *
*                                                                            *
*                                                                            *
* Cmd3=Previous Menu      Cmd7=End CRP Processing                          *
*****

```

\_ \_ \*

B On Menu EPCE02, the system will default to expiration year based on May 1 of the system year. If the report is needed for a different year than displayed, type over the displayed year. **The applicable years for this report are 1995 through 2014.**

1 ENTER "5" to generate Report EPCE22-R003, Active Contracts Due to Expire September 30 for Expiration Year XXXX, and PRESS "Enter".

a Menu EPCE02 will redisplay with statement to enter type of print desired. System will default to "P" to print report. PRESS "Enter". Screen FAX46501 will be displayed.

b ENTER "S" if user wants to display the report.

2 On Screen FAX46501, make changes to printer ID if necessary and PRESS "Enter". Report EPCE22-R003 will be produced.

\*--3 File Report EPCE22-R003 according to 25-AS.--\* Following is an example of Report EPCE22-R003:

COLORADO		U.S. Department of Agriculture			Prepared: 10-03-1998
MESA		Farm Service Agency			
Report ID: EPCE22-R003		Conservation Reserve Program			Page: 1
Active Contracts Due to Expire September 30 for Expiration Year 1999					
-----					
Contract Number Type	Farm Number	Acres Approved	Producer	Producer ID and Type	
-----					
101A CS	181	61.1	IMA FARMER	XXX XX XXXX S	
103 CS	185	30.0	IMA FARMER	XXX XX XXXX S	
Total Number of CRP Contracts:				2	
Total Acres Approved:				91.1	
Total Producers:				2	

4 Use this report to notify all applicable producers with contracts due to expire September 30 of year in which a regular scheduled signup is to be held.

\*--Signup procedure will be announced. If notified, file copy of notification in applicable CRP contract folder.--\*

5 Menu EPCE02 will be redisplayed.

\*--337 LETTER AND LETTER REPORT FOR MAY 1 WITH NO REDUCTIONS

A On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00:

- 1 ENTER "15", "Letters and Letter Reports".
- 2 "P" will be displayed as default for printing the letters and reports.
- 3 PRESS "Enter" to display Menu EPCE02.

```

*****
*                                     EPCE02                                     E1 *
* CRP CONTRACTS - LETTERS/REPORTS MENU                                     *
* ----- *
* *
* 1. Notification of Pending Acreage Expiration Letter-Reductions *
* 2. Notification of Pending Acreage Expiration Letter Report *
* 3. Notification of Contract Expiration Letter *
* 4. Notification of Contract Expiration Letter Report *
* 5. Active Contracts Due to Expire on September 30 Report *
* 6. Notification of Pending Acreage Expiration Letter-No Reductions *
* *
* *
*                                     Enter expiration year *
*                                     1999 *
* *
* Enter the option number and press ENTER *
*                                     6 *
* *
* *
* Cmd3=Previous Menu Cmd7=End CRP Processing *
*****

```

B On Menu EPCE02, the system will default the expiration year based on the system date. If CRP-1 needs a different year than displayed, **type over** the displayed year.

- 1 ENTER "6", to generate the first letter on the first workday in MAY of EACH YEAR for all affected participants on CRP-1's with no reductions and PRESS "Enter".
- 2 On Menu EPCE02, process options 6 and 1 **before** generating report in option 2.
- 3 Screen EPCE2101 will be displayed.--\*





## SECTION 9 ANNUAL PAYMENT

## 353 ANNUAL PAYMENT ACTIVITY

All CRP annual rental payments issued after October 1, 1989, will be made or entered using the CRP payment software.

A BEFORE PROCESSING PREPAYMENTS AND ANNUAL RENTAL PAYMENTS, County Offices SHALL:

- 1 Verify that an Indian or Indians, represented by BIA, have an ID type "T" and an entity type "15", so that the CRP software will automatically issue the payment to BIA. See 1-PL.
- 2 BEFORE completing subparagraph D, verify that the payment limitation flag is correct for each producer on CRP-1.
  - a This is essential for all revised CRP-1's during the payment year.
  - b Generate Report EPCM30-R001 according to paragraph 389.
- 3 ENTER "1", "Prepayment Process", on Screen EPCJ0001 for ALL CRP-1's.

B The suspense flags will remain set on the producer records being processed in payments, if the job is CANCELED AT THE SYSTEM CONSOLE. When the message, "One or more producers are being processed by a payment activity", is displayed, telephone the Application Support Branch, Customer Services and Acceptance Certification Division, KC-ITSTO. "One

\*--C All payments will be in whole dollars. If a receivable or claim is involved, dollars and cents could be applicable.

D If a receivable or claim is applicable, use accounting software, Menu AAA000, option 8, "Common Receivable Function", or option 3, "Debts & Claims Function". Follow instructions in 67-FI for receivables and 64-FI for claims to obtain the principal and interest amounts due to date.

- 1 Print Calculate Repayment Screen AOK81204 for the amount of principal due to satisfy receivable and PRESS "Cmd7".
- 2 Print Calculate Payment Screen AYK92020 for the amount of principal due to satisfy claim and PRESS "Cmd7".
- 3 Pay the amount of the receivable or claim using the CRP special payment options according to paragraph 355 and subparagraph 358 C.
- 4 Process the CRP payment due the producer using the CRP payment software. The receivable or claim will be processed using the "O" batch check printing option.
- 5 Settle the receivable or claim in full if payment is sufficient, or pay interest to date and balance toward principal using the accounting software after the CRP payment has been issued. Remove the receivable or claim flag in the name and address file IF full amount of receivable or claim has--\* been paid.

\* - -

```

*****
*                                     EPCA00                                     E1 *
* CONSERVATION - CRP CONTRACT FILE MENU                                     *
* ----- *
* Main Activity Selection *
* *
* 1. County Signup Data File          7. Acreage Reduction by Farm *
* 2. Inquiry                          8. Special Corrections *
* 3. Update Contract File (1 - 9)    9. Reset Flags in Master Files *
* 4. Update Contract File (10 & Up) 10. Available Cropland and Easement Data *
* 5. Reports/Letters                 11. Backup Transaction Files *
* 6. Payment Activities              12. Purge CRP Contracts *
* *                                  13. Modify or Reverse Modification *
* *                                  14. Peanuts or Tobacco History Preservation *
* * *
*                                     Enter the option number and press ENTER.      Action  _ *
* * *
* Cmd3=Previous Menu                  Cmd7=End CRP Processing *
*****

```

E On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed. Each option on Screen EPCJ0001 is described in a separate paragraph in this section.

```

*****
*                               077 MESA                               Payments          EPCJ0001 *
* CRP CONTRACTS - ANNUAL PYMT ACTIVITIES          Version: AA01 10-02-2001 08:15 Term E1 *
* ----- *
* 1. Prepayment Process *
* 2. Select Producers for Special Payment and/or Reduction Processing *
* 3. Compute and Issue Annual Payments - Batch *
* 4. Perform Special Payment Processing *
* 5. Continue Batch Printing *
* 6. Change Producer Payment Limitation Provision *
* 7. Payment Reports *
* 8. Reset Suspense Flags *
* 9. Select Contracts in State Enhancement Program (SEP) *
* 10. Overpayment Process *
* 11. Update/View Annual Payment Authorization          Select an option      1 *
* * *
* Enter FY for which installment payments are being made          2001 *
* * *
* Enter 'ALL' for all contracts on file. *
* Leave blank for individual contracts or a range of contracts.          ALL *
* * *
* Cmd3=Previous Menu          Cmd7=End CRP Processing          Enter to Continue *
*****

```

- - \*

## 354 PREPAYMENT PROCESSING

The prepayment process SHALL be performed BEFORE any CRP annual rental payments are processed. All exceptions listed on Report EPCK50-R001 shall be corrected. After corrections have been made, generate the reports in the prepayment process AGAIN by entering "ALL" just before October 1, to ensure that the reports are correct.

A On Screen EPCJ0001, ENTER "1", "Prepayment Process", and PRESS "Enter".

1 As of **each** June 1, the FY for which installment payments are being made will be displayed.

a The earliest year that can be entered is the current year minus 2, beginning with the 1994 subsidiary file rollover, which determines the current year.

b The CRP payment validation reports will not process properly because several files, such as the payment limitation file and the FSA-578 compliance file CANNOT be updated for more than current year minus 1.

2 The cursor will be in the "enter ALL or leave blank" field.

\* \* \*

B ENTER "ALL" to process all CRP-1's in the file.

1 This process may be executed as many times as necessary, and cover as many CRP-1's as needed. PRESS "Enter".

- 2 On Screen EPCJ0001, the first time "ALL" is entered all reports will be printed. Screen EPCJ0701 will **not** be displayed. Message screen \*--will be displayed. See subparagraph 5. Screen FAX46501 will be displayed. See subparagraph 5 b.--\*
- 3 On Screen EPCJ0001 if "ALL", "leave blank for an individual or range of contracts", Screen EPCJ0701 will be displayed **each** time **after** the first all contracts for the installment year have been processed, for selecting report(s) as needed.

```

* _ _
*****
*                               077 MESA                               Entry                               EPCJ0701                               *
* CRP PREPAYMENT REPORTS SELECTION                               VERSION: AA01   06-01-2001   09:53   Term E1*
* -----*
*                               *
*   Enter "ALL" to print All of the Prepayment Reports:  ___   *
*                               *
*                               or                               *
*                               *
*   Select                               Prepayment Report                               *
*   _   Multiple County Producers Report - EPCK20                               *
*   S   Farms Not Certified for CRP-1 (578 Compliance) Report - EPCJ20                               *
*   S   Exception Report - EPCK50                               *
*   _   Preliminary Payment Limitation Report - EPCK52                               *
*   _   Calculated Payments Report - EPCK54                               *
*   *
* Place "S" next to report(s) to be printed.                               *
*   *
* Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue *
*****

```

--\*

- 4 On Screen EPCJ0701, enter "ALL" for all reports to be printed \* \* \* or place an "S" in front of the specific report(s) needed. PRESS "Enter". Message screen will be displayed.





- (2) On the release command screen, search under the "Proc" heading for EPC000AA and the jobname that starts with the 2-digit ID of the workstation used, followed by the user's ID entered when the reports were selected. Five spool jobs will be displayed with PT1FILE under the "Printer" heading.
- (a) The 5 reports will always be displayed in the same order EACH time the prepayment option is processed for "ALL".
- (b) Reports are processed as follows:
- (i) EPCK20-R001, Multicounty Producers.
  - (ii) EPCJ20-R001, Farms Not Certified.
  - (iii) EPCK50-R001, Exceptions.
  - (iv) EPCK52-R001, Preliminary Payment Limitations.
  - (v) EPCK54-R001, Calculated Payments.
- (c) If ONLY certain reports are needed for printing, see \*--subparagraph 4 or release--\* only the displayed corresponding Spool Number ID's. Ensure that the correct reports selected are printed BEFORE canceling the remaining reports displayed.
- (3) Enter the corresponding spool number ID and PRESS "Enter". PRESS "Cmd7" when all print jobs needed have been released.
- (4) PRESS "Cmd1" to return to Screen EPCJ0001.



- b ENTER "Y" and PRESS "Enter" to answer the question, "Is there another CRP contract number to enter?".
  - (1) The system will default to "N" if left blank.
  - (2) Screen EPCJ1001 will keep redisplaying for entering the next CRP-1 number.
- c Continue entering CRP-1 numbers until the last CRP-1 number to be processed is entered.
  - (1) PRESS "Field Exit" twice.
  - (2) Change the answer to the question in subparagraph b to "N", and PRESS "Enter".
- 3 If a range of CRP-1 numbers is needed, enter the:
  - a Beginning CRP-1 number and PRESS "Field Exit".
  - b Ending CRP-1 number requested and PRESS \*--"Enter". See subparagraph B for printing--\* the reports.

- E Screen EPCJ1001 will display the message, "Please wait. The prepayment validations are being produced." Screen FAX46501 will be displayed. Make necessary printer changes and PRESS "Enter". Validations are made using the name and address file, FSA-578 compliance summary file, permitted and combined entity files, eligibility file, and the payment limitation file.
  
- 1 Screen EPCK2001 will be displayed with the message, "Please wait. The multiple county producers report is being produced."

IOWA MONTGOMERY Report ID: EPCK20-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program	Prepared: 06-01-1999 Page: 1
Multiple County Producers Report for CRP Producers and Members for Fiscal Year 1999/Payment Year 2000		
All Contracts Prepayment Report		
-----		
PRODUCER ID and TYPE	PRODUCER NAME	CONTROL COUNTY
STATE		COUNTY
-----		
XX XXXXXXXX E	IMA FARMER	C
		IOWA CARROLL IOWA MONTGOMERY
Total Number of Multiple County Producers: 1		
Producers shown on this report do not necessarily have a CRP Contract in another county.		

- a Report EPCK20-R001, Multiple County Producers Report for CRP Producers and Members for Fiscal Year XXXX/Payment Year XXXX, identifies producers and members that have farming interest in other counties, States, and control counties. See 1-PL and 2-PL for control county responsibilities.
  
- b The validation for this report uses the multiple-county producer file.

2 Screen FAX46501 will be displayed. Make necessary printer changes and PRESS "Enter". Screen EPCJ2001 will be displayed with the message, "Please Wait. The farm compliance report is being produced."

\* \_ \_

IOWA MONTGOMERY Report ID: EPCJ20-R001		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program			Prepared: 06-01-1999 Page: 1	
Farms not Certified for Total CRP-1 Practice Acres on FSA-578 for Fiscal Year 1999/Payment Year 2000 All Contracts Prepayment Report						
FARM UMBER	CONTRACT NUMBER	TOTAL CRP-1 PRAC ACRES	TOTAL CRP ACRES CERTIFIED	ADJUSTMENT NEEDED	PRODUCER ID and TYPE	PRODUCER NAME
7	241A	127.0	No 578 CRP record for payment year		XXX XX XXXX S	IMA FARMER
648	60A 118A 184	299.3	277.1	22.2	XX XXXXXXXX E XX XXXXXXXX E XX XXXXXXXX E	IMA FARMER IMA FARMER IMA FARMER
1536	235	212.3	No 578 CRP record for payment year		XXX XX XXXX S	IMA FARMER
2005	138A	32.9	359.4	326.5-	XXX XX XXXX S	IMA FARMER
Only one producer is printed per contract listed.						

- a Report EPCJ20-R001, Farms not Certified for Total CRP-1 Practice Acres on FSA-578 for--\* Fiscal Year XXXX/Payment Year XXXX, identifies farms that are certified with practice acres more than CRP-1 or less than CRP-1, not certified at all, or has been reported, but certification has not been flagged as certified in the system.
- b The validation for this report uses the farm compliance summary file for the associated payment year.

3 Screen FAX46501 will be displayed. Make necessary printer changes and PRESS "Enter". Screen EPCK5001 will be displayed with the message, "Please wait. The exception report is being produced".

\* - -

IOWA MONTGOMERY		U.S. Department of Agriculture Farm Service Agency			Prepared: 06-01-1999
Report ID: EPCK50-R001		Conservation Reserve Program			Page: 1
Prepayment Exception Report for Fiscal Year 1999/Payment Year 2000 All Contracts					
NUMBER	MEMBER ID	MEMBER NAME	EXCEPTION	PRODUCER ID	PRODUCER REASON FOR
56C	FARM NUMBER	2041	1 No 578 record for CRP for farm on Farm Compliance File		
	XX XXXXXXXX E	IMA FARMER	1 Producer is not on the Eligibility File IM: Producer payment NOT flagged for Direct Deposit Warning: Entity is not on the Permitted Entity File		
60A	FARM NUMBER	1648	1 578 for CRP is not certified on Farm Compliance Summary		
	XXX XX XXXX S	IMA FARMER	1 Invalid eligibility flags		
118A	FARM NUMBER	648	1 Total CRP-1 Prac Acres exceeds Total CRP Acres Certified		
	XX XXXXXXXX E	IMA FARMER	1 Invalid actively engaged status for ST 19 CNTY 137 IM: Claim Due flag is on in Name & Address IM: Assigned Payment flag is on in Name & Address		
138A	FARM NUMBER	2005	1 Total CRP-1 Prac Acres less than Total CRP Acres Certified		
	XX XXXXXXXX S	IMA FARMER	1 Invalid AD-1026 for ST 19 CNTY 137		

1 - Payment cannot be made until exception is resolved.  
2 - Special Payment is required unless exception is resolved.

- - \*

a Report EPCK50-R001, Prepayment Exception Report for Fiscal Year XXXX/Payment Year XXXX, identifies, by CRP-1, producers for whom:

- (1) Payments CANNOT be made through the batch or special payment process, until the problems identified are corrected. See Exhibit 14.5 for an explanation or solution to exception report messages.
- (2) The special payment process is required, unless the number 2 exception is resolved.

b "IM:" messages and warnings will be printed on the report.

4 Screen FAX46501 will be displayed. Make necessary printer changes and PRESS "Enter". Screen EPCK5201 will be displayed with the message, "Please wait. The preliminary payment limitation report is being produced".

\* \_ \_

IOWA		U.S. Department of Agriculture				Prepared: 06-01-1999	
MONTGOMERY		Farm Service Agency					
Report ID:	EPCK52-R001	Conservation Reserve Program				Page:	1
Preliminary Payment Limitation Report for Fiscal Year 1999/Payment Year 2000							
All Contracts Prepayment Report							
-----							
PRODUCER ID & TYPE	PRODUCER NAME	ENTITY ID & TYPE	FARM NUMBER	CONTRACT NUMBER	PERMITTED PAYMENT	MULTI -CTY	LIMITATION
-----							
XX XXXXXXX	E IMA FARMER		1973	199	14,559.00	Y	34,000
			1973	200	12,391.00		
			1973	201	4,192.00		
			1973	202A	522.00		
			1973	203A	1,875.00		
			1973	225A	1,651.00		
			1973	228A	1,400.00		
			1973	229	1,260.00		
			1973	230	3,560.00		
			1973	248	1,065.00		
			1973	249	923.00		
			1973	253	1,422.00		
				TOTAL:	44,820.00		
XXX XX XXXX	E IMA FARMER		802	34A	4,995.00	Y	0
				TOTAL:	4,995.00		
<p>Y = Producer is a multi county producer.                  C = Producer is not a multi county producer but is combined with a producer in another county or a multi county producer.</p> <p>This report does not reflect limitation based on all payments due all members of combined entities. Producers listed may not be eligible to receive all payments due to payment limitation or Exception Report. Limitation could be zero due to the producer NOT being actively engaged.</p>							

\_ \_ \*

a Report EPCK52-R001, Preliminary Payment Limitation Report for Fiscal Year XXXX/ Payment Year XXXX, identifies producers and members that WILL exceed the payment limitation if payment is made.

- (1) These producers must be checked for correctness BEFORE payments are processed.
- (2) Pay producers in contract order the way they are listed on the report UNLESS an inherited CRP-1 is involved. If an inherited CRP-1 is on the list, see paragraph 355.
- (3) If "Permitted Payment" column displays an amount for a single  
\*--producer or entity that is greater than \$50,000, the amount MUST be reduced. An amount greater than \$50,000 will be issued using special payment activities, option 4, "Access Special Authorized Payment", on Screen EPCJ0501. Follow procedure according to paragraph 361 to issue these types of payments.--\*



- (4) If not correct, the amount listed under the "Limitation" column will be used as the maximum limitation amount when processing the producer's CCC-184 \* \* \*.
  - (5) If the amount listed under the "Limitation" column is INCORRECT, see 1-CM for the correction process.
- b When an individual CRP-1 or a range of CRP-1's are processed, ONLY those processed CRP-1's will be used in the payment limitation calculation.
- c ALL CRP-1's must be selected for processing if a true payment limitation report is to be generated.
- d Multiple-county producers are identified in the "Multi-Cty" column.
- e The producer will automatically be limited in the payment process. The limitation used could be any of the following:
- (1) \$50,000, which will not be printed.
  - (2) A limitation reduced because of multiple-county producer.
  - (3) 1-PL limitation could be reduced because of a reduced permitted share or partial active engagement.
  - (4) If a producer has CRP-1's under BOTH 5-CM AND 1-PL, and:
    - (a) Is multicounty or has a record on the payment limitation file, the payment limitation amount will be used.
    - (b) Is NOT multicounty and has no records on the payment limitation file, \$50,000 will be used.

f The validation for this report uses the data already accumulated.

5 Screen FAX46501 will be displayed. Make necessary printer changes and PRESS "Enter". Screen EPCK5401 will be displayed with the message, "Please wait. The prepayment calculated payment report is being produced".

\* \_ \_

IOWA		U.S. Department of Agriculture				Prepared: 06-01-2001		
MONTGOMERY		Farm Service Agency				Page: 1		
Report ID: EPCK54-R001		Conservation Reserve Program						
Calculated Payments for All Producers on CRP Contract for Fiscal Year 2002/Payment Year 2001 All Contracts Prepayment Report								
CONTRACT NUMBER	FARM NUMBER	PRODUCER ID MEMBER ID	PRODUCER NAME MEMBER NAME	AMOUNT OF CRP CONTRACT	PERMITTED SHARE	5-CM	PERMITTED AMOUNT	CROPLND FACTOR
77	479	XX XXXXXXXX E	IMA FARMER	265.00	ALL Y			
77	479	XX XXX XXXX T	IMA FARMER	198.75	.7500		199	
77	479	XX XXX XXXX T	IMA FARMER	66.25	.2500		66	
Members Total:				265.00	1.0000		265.00	
77	479	XXX XX XXXX S	IMA FARMER	265.00	ALL Y		265.00	
78	507	XXX XX XXXX S	IMA FARMER	1,330.00	ALL Y		1,330.00	R
79	529	XXX XX XXXX S	IMA FARMER	2,130.00	V ALL Y		2,130.00	
80	539	XXX XX XXXX S	IMA FARMER	2,850.00	ALL Y		2,565.00	.9000

Y - Producer is under 5-CM payment limitation rules.  
V - Amount after reduced value and/or prorated reduction.  
W - Producer has a Cancelled CRP-1 for WRP.  
E - Producer has a Cancelled CRP-1 for Early Release.  
6 - Producer has a Cancelled CRP-1 with 60-Days Notice.  
R - There is an Unauthorized Uses and/or Haying/Grazing reduction.  
Z - This is a zero valued original CRP-1 that is NOT payable.

\* - There is a difference in the sum of the members' permitted shares and the joint operation permitted share.

This is a Projection of CRP annual payments for the contracts selected if all producers were to be paid.

Payment limitations HAVE NOT been applied.

\_ \_ \*

a Report EPCK54-R001, Calculated Payments for All Producers on CRP Contract for Fiscal Year XXXX/Payment Year XXXX, lists the following:

- (1) Calculated CRP-1 amount, by CRP-1.
- (2) Permitted shares.
- (3) 5-CM or 1-PL payment limitation designation.
- (4) Calculated amount of payment after permitted shares and partial active engagement status have been applied.
- (5) Cropland factor for partially actively engaged producers.

- b If multiple county producers are involved, the same procedures must be followed.
- c Combined entities MUST have the KCMO account number present before payment can be processed. Turnaround time is 4 weeks.
- d Members of joint operations that are flagged \*--1-PL can be affected by an actively engaged status, which will impact the member's--\* permitted payment on Report EPCK54-R001.
- e Report EPCK54-R001:
  - (1) SHALL be used to verify that all revised CRP-1's have the correct amount printed under the "Permitted Amount of CRP Contract" column. To find which CRP-1's have been revised since previous year's payments, generate the report according to paragraph 391 and enter FY that will end September 30 of the current year.
  - (2) Will ONLY be produced during prepayment processing.
  - (3) Will NOT be available in batch or special payment processing.
  - (4) Includes individual members of joint operations and rounding and summing the members to calculate the payment for the joint operation.
  - (5) Is also used to verify the amount needed to be paid to the producer when a manual payment is being typed, including the correct members' shares for a joint operation.
  - (6) Will NOT display a producer once a payment has been made to that producer.
- f The validation for Report EPCK54-R001 uses data already accumulated and stored in the file.



B Selecting producers for special payment and reduction processing may be necessary because of 1 of the following:

- 1 Haying or grazing reductions.
- 2 Share between previous owner, new owner, and operator, including terminated and newly revised CRP-1's.
- \*--3 FSA-325 is on file. To display the necessary payment screens, set the "Other Agency Claim" flag to "Y" in the "Name and Address" file to pay person or persons on FSA-325 using deceased ID.--\*  
The deceased name will print in the "FOR" block.
- 4 Unauthorized uses; such as, harvesting a crop, grazing, haying, not seeding timely, or not controlling weeds.
- 5 Inherited CRP-1's.
- 6 CRP-1's VALUED at a reduced amount or "0" because of \$50,000 of original contracts or payment limitation.
  - a The contract file requires that the acres times the rental rate, not "0", be entered for CRP-1.
  - b Payments are issued in CRP-1 number order.
  - c Following are examples:
    - (1) Example 1. Producer has CRP-1 numbers 1, 25, and 75 that total \$55,000.
      - \*--(a) The system will issue payables for \$50,000 maximum and reduce CRP-1 No. 75 because of reaching payment--\* limitation.

- (b) If CRP-1 No. 25 was originally MISSED in sequence and now assigned to the last CRP-1 approved for this producer in signup 11, the system will pay all of CRP-1 numbers 1 and 25 and reduce CRP-1 No. 75 by \$5,000 because of payment limitations.
- (c) CRP-1 No. 25 should have been reduced because it is only valued at \$5,000. CRP-1 No. 25 must be selected for special processing, so CRP-1 numbers 1 and 75 will be paid in full. After CRP-1 numbers 1 and 75 have been paid, unselect CRP-1 No. 25 and the system will limit the payment.
- (2) Example 2. Example 1's producer was approved for another CRP-1 valued at "0", was paid for cost-shares only, and used a missed number in sequence. THIS CRP-1 MUST BE SELECTED FOR SPECIAL PROCESSING EACH YEAR SO IT IS SKIPPED FROM PAYMENT UNTIL IT EXPIRES.
- (3) Example 3. If the CRP-1 in example 2 is sold to a producer who currently has no other CRP-1's, it will still need to be selected for special processing so it will be SKIPPED from payment because this CRP-1 will always have a "0" value.
- C The CRP software will automatically select producers for special processing, based on how some of the flags in subparagraph B were set.
- D Producers, who have a terminated CRP-1 and are due a payment, MUST be selected using option 2 on
- \*--Screen EPCJ0001 and be active producers on the farm producer file, before being paid by the CRP payment--\*
- system. For example, if producer Jones, who was selected on terminated CRP-1, is now active on suffix "A" CRP-1 and is to receive part of Smith's suffix "B" CRP-1 that totals more than the active total on suffix "A" CRP-1, pay producer Jones on the terminated CRP-1.

- E If existing CRP-1's PLUS inherited CRP-1's exceed \*--\$50,000, follow procedure in paragraph 361 and process payment through special payment activities using option 4, "Access Special Authorized Payment", on Screen EPCJ0501.
- F Division of shares because of selling CRP land SHALL be computed in CALENDAR DAYS. CRP payments shall be paid according to the division of shares as agreed to by the participants. If there is no agreement, then payment will be based on the earlier of the date the deed was recorded on the land records or acquired right of occupancy if foreclosure is involved.--\*
- G Following is an example of paying within-county producers after revising CRP-1 because of selling the land.
- 1 Original CRP-1 No. 10 for \$1,000 was approved for John Doe and Joe Smith with each receiving a 50 percent share or \$500 each.
  - 2 Mr. Doe sells the farm to Mr. Smith 3 months after CRP-1 was approved on 10-01-90. Mr. Doe is entitled to 90 calendar days of payment, from 10-1-90 through 12-29-90, for his original 50 percent share or \$125.
  - 3 Terminated CRP-1 No. 10 must be selected for special payment, and Mr. Doe must be selected for special payment for his 90-calendar-day share or \$125.

- 4 Mr. Smith succeeds to the remaining 9 months, from 12-30-90 through 9-30-91, or 275 days, of Mr. Doe's 50 percent share of CRP-1 No. 10 or \$375, and all of Mr. Smith's original 50 percent share or \$500.
- 5 Mr. Smith's revised CRP-1 No. 10A must be selected for special payment, and Mr. Smith selected for special payment.
  - a THIS WILL KEEP CRP-1 NO. 10A FROM BEING PROCESSED THROUGH BATCH PAYMENT AND RECEIVING THE TOTAL PAYMENT OF \$1,000.
  - b Pay Mr. Smith for 275 days or \$375, plus his \$500 share or \$875, which is the total due him from CRP-1 No. 10A.

6 CRP-1 No. 10A has a value of \$1,000 of which Mr. Smith is only entitled to \$875 for this specific year.

H Following is an example for paying a producer who transferred to another county or State during the contract payment year.

1 The transferring County Office will pay the producer for the TERMINATED CRP-1.

a Do NOT delete the farm record until AFTER the CRP payment has been made.

b If the producer, who has a canceled CRP-1, is entitled to a payment, CRP-1 must be reinstated.

(1) To reinstate CRP-1, on Menu EPCA00, ENTER "8", "Special Corrections", long enough to make active so that \*--the payment can be issued. The producer must be:

(a) Active in the name and address file.

(b) Associated to a farm for eligibility purposes.

(2) After the payment has been issued,--\* recancel using Screen EPCD0001, option 6.

(3) If the Prepayment Exception Report EPCK50-R001 is NOT produced, the producer can be paid using special processing, option 1. See paragraph 358.

2 If the transferring farm will be owned and operated by the same producer in the receiving county, the receiving County Office shall pay the producer for the active CRP-1.

3 BEFORE paying the producer in subparagraph 1 or 2:

- a Ensure that producer shares are prorated properly between all parties involved with the terminated and active CRP-1's.
- b The receiving County Office shall compute the total amount due for CRP-1 for ALL producers sharing in the annual payment.

(1) The payment shall be prorated  
 \*--according to shares as agreed to by the participants, the actual number of days owned by each participant, or date of acquired right of occupancy if foreclosure is involved.

(a) The transferring County Office shall pay using 1 of the following dates:

- (i) Date as agreed to by the participants and predecessor does not have farming interest administered in the receiving County Office.
- (ii) Date the deed was recorded.
- (iii) The effective date of the CRP-1 sale.
- (iv) Date of acquired right of occupancy if foreclosure is involved.--\*

(b) The receiving County Office shall pay using 1 of the following dates:

- \*--(i) Date as agreed to by the participants.--\*

- \*--(ii) Date the deed was recorded until the payment is due.--\*
- (iii) The effective date of the CRP-1 sale.
- (iv) The effective date of the land sale.
- \*--(v) Date of acquired right of occupancy until the payment is due, if involved in foreclosure.--\*

(2) The transferring County Office shall be notified in writing through the State Office of the amount due the producer or producers on the terminated CRP-1, unless the producer is the same. See subparagraph 2.

- c The transferring County Office shall pay the producers on the terminated CRP-1, unless the producer is the same.
- d The receiving County Office shall pay the producer or producers on active CRP-1.
- e Ensure that all producers involved do NOT exceed payment limitations or total amount of original CRP-1, unless because of rounding.

355.3 ENTERING PRODUCERS FOR SPECIAL PAYMENT AND REDUCTIONS

\*--A On Menu EPCA00, ENTER "6", "Payment Activities", and--\* PRESS "Enter". Screen EPCJ0001 will be displayed.

```
*****
*                               077 MESA                               Payments          EPCJ0001          *
* CRP CONTRACTS - ANNUAL PYMT ACTIVITIES          Version: AA01 10-02-2000 08:15 Term E1 *
* -----*
* 1. Prepayment Process *
* 2. Select Producers for Special Payment and/or Reduction Processing *
* 3. Compute and Issue Annual Payments - Batch *
* 4. Perform Special Payment Processing *
* 5. Continue Batch Printing *
* 6. Change Producer Payment Limitation Provision *
* 7. Payment Reports *
* 8. Reset Suspense Flags *
* 9. Select Contracts in State Enhancement Program (SEP) *
* 10. Overpayment Process *
* 11. Update/View Annual Payment Authorization          Select an option          2 *
*                               Enter FY for which special payments/reductions are being made          2000 *
* * * * *
* Cmd3=Previous Menu          Cmd7=End CRP Processing          Enter to Continue *
*****
```

B On Screen EPCJ0001, ENTER "2", "Select Producers for Special Payment and/or Reduction Processing", and PRESS "Enter".

- 1 Screen EPCJ0001 will be redisplayed with the message, "Enter FY for which special payments/reductions are being made". The year will default to current payment year, if after January 1. EXAMPLE: If previous payment year is needed, ENTER "2000" over displayed year of "2001" and PRESS "Enter".
2 Starting with September 1994, the system will hold current year minus 2 data file records for processing special payments and reductions.
3 This option will prevent the producers selected from being processed in the batch payment process, EXCEPT when prorated, haying, grazing, unauthorized uses are entered and no entries are flagged with "Y".
4 Screen EPCJ1501 will be displayed.





D On Screen EPCJ7301, enter data in the following fields, if applicable. If incorrect data is discovered for CRP-1 number or producer, leave all data fields as displayed on Screen EPCJ7301 and PRESS "Enter". SINCE NO DATA WAS SELECTED ON SCREEN EPCJ7301, PRODUCER WAS NOT SELECTED FOR PROCESSING.

1 All data entered for reduced value reduction, inherited CRP-1 over PL, and zero valued original CRP-1's will remain selected year to year until either changed or CRP-1 expires.

```

*****
*                               077 MESA                               Payments          EPCJ7301          *
* CRP CONTRACTS - SPECIAL PYMT REDUCTIONS      Version: AA01 09-01-1997 08:17 Term El*
* -----*
* Contract Number      1      Farm Number      181      FY      1998      Payment Year      199      *
* Producer Name      IMA FARMER                               ID      XXX XX XXXX      S      *
* CRP-1 Share Amount      5,497.00
*
* Reduced Value Reduction:
* Prorated Reduction:      4,000.55
*
*                               Reduction:Amount
*
* Unauthorized Uses Reduction:      57.00
* Haying/Grazing Reduction:      440.00
*
* Deceased Person (Y or N):      N      Cancel CRP-1 for Early Rel. (Y or N):      N
* Inherited CRP-1 over PL (Y or N):      N      Cancel CRP-1 w/ 60-Day Not. (Y or N):      N
* Zero Valued Original CRP-1 (Y or N):      N      Commercial Use-Forest Refuse (Y or N):      N
* Cancelled CRP-1 for WRP (Y or N):      N
* Miscellaneous (Y or N):      N
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*****

```

\*

2 Enter REDUCED VALUE REDUCTION in dollars and cents. This is the difference between the total CRP-1 share amount and the amount to be paid the producer before payment limitation is applied or because of the amount of original CRP-1's exceeding \$50,000. Reduced value CRP-1's and zero value CRP-1's are in 2-CRP, Exhibit 22.

3 Enter PRORATED REDUCTION in dollars and cents. This is the difference between the total CRP-1 share amount and the amount to be paid a specific producer for the number of days, less than a full payment year, for 1 of the following:

- a Ownership change.
- b Canceled for WRP easement.
- c EWRP easement has been filed.
- d Canceled CRP-1 for early release has been approved.

- \*--e Canceled CRP-1 for early termination when 60-calendar-days notice has been approved.
- f Commercial use of forest refuse for pruning, thinning, or timber improvement on CRP-37 that has been approved by COC.--\*
- 4 Enter UNAUTHORIZED USES REDUCTION in whole dollars. This will be the actual amount of unauthorized uses reduction.
- 5 Enter HAYING/GRAZING REDUCTION in whole dollars. This will be the actual amount of haying, grazing, or both reductions.
- a For subparagraphs 3 and 4, if payment is being issued for payment years 1989 through 1993, Screen EPCJ7301 will display the message, "Will this amount be reduced for Haying/Grazing or Unauthorized Uses, Y or N?" Answer the question and continue.
- b The reason for the amount will be displayed for verification on Report EPCM10-R001. See paragraph 387 for processing the report.
- c The amounts to be paid will be sent to checkwriting in whole dollars except where noted and NO CCC-184 \* \* \* WILL BE PRINTED BEGINNING WITH PAYMENT YEAR 1994. CCC-1099-G's will be processed from the data within the accounting checkwriting files.
- IMPORTANT: If prorated amount, haying, grazing, or unauthorized uses are the only reductions from the producer's share with all subparagraph D 5 set to "N's", the payment will be processed through "B" batch processing, not "O" batch.
- (1) If the amounts entered in subparagraphs 4 and 5 are found to be incorrect before or during the \*--special payment view processing displayed on Screen EPCL1001, the correction MUST be made using option 2 on Screen EPCJ0001 BEFORE continuing with the special payment process; otherwise, the amount entered will be reduced from the "Amount to be paid" field.--\*



- 6 ENTER "Y" or "N" for the following:
- a DECEASED PERSON.
  - b INHERITED CRP-1 OVER PL. If "Y" is entered, \*--payment will be issued using special payment activities, option 4, "Access Special Authorized Payment", on Screen EPCJ0501, according to paragraph 361.--\*
  - c ZERO VALUED ORIGINAL CRP-1. CRP-1 with this condition will never have monetary worth no matter where it resides. It does, however, carry CAB reductions and cost-share value.
  - d CANCELED CRP-1 FOR WRP. ENTER "Y" for CRP-1's canceled that have WRP or EWRP easements filed. The canceled acreage has been approved by COC.
  - e MISCELLANEOUS. ENTER "Y" if CRP-1 cannot be classified in any other field on the screen. **IMPORTANT:** If screen has no entries or is left blank, no selection has been made for the producer.
  - f CANCELED CRP-1 WITH 60-CALENDAR-DAYS NOTICE. If "Y" is entered, CRP-1 has been canceled with 60-calendar-days notice.
    - (1) The canceled acreage has been entered as prorated for payment processing and the CAB reductions, if applicable, have been returned to the farm.
    - (2) If a 60-calendar-day cancel has occurred with only a prorated amount being entered and **"Y" has not been entered** for this condition, the producer will be considered overpaid and will be displayed on Report EPCJ44-R001.
    - (3) The reasons in this subparagraph will be displayed on Report EPCK50-R001 as "exception 1 or 2" messages, and will also be displayed on Report EPCM10-R001.

\*--(4) Some of these CRP-1's will need to be corrected before payment can be issued correctly.

h COMMERCIAL USE OF FOREST REFUSE. If "Y" is entered, CRP-1 producer has an approved CRP-37 requesting to make commercial use of forest refuse from pruning, thinning, or timber improvement. The amount of the prorated reduction will be affected acres times the annual rental rate not to exceed 100 percent of the annual rental payment.--\*

7 After all entries have been entered in applicable data fields, PRESS "Enter". Screen EPCJ7301 will be redisplayed with the message, "Press Enter to verify".

```

*--
*****
*                               077 MESA                               Payments          EPCJ7301          *
* CRP CONTRACTS - SPECIAL PYMT REDUCTIONS   Version: AA01 09-01-1997 08:17 Term E1 *
* -----*
* Contract Number      1      Farm Number      181      FY      1998      Payment Year      1994 *
* Producer Name      IMA FARMER                               ID      XXX XX XXXX      S *
* CRP-1 Share Amount      5,497.55 *
*
* Reduced Value Reduction:      _____      Value of CRP-1:      5,497.55 *
* Prorated Reduction:      4,000.55      Amount to be paid:      1,497.00 *
*
*                               Reduction:      Amount      Paid      Balance *
*
* Unauthorized Uses Reduction:      57.00      .00      57.00 *
* Haying/Grazing Reduction:      440.00      .00      440.00 *
*
* Deceased Person (Y or N):      N      Cancel CRP-1 for Early Rel. (Y or N):      N *
* Inherited CRP-1 over PL (Y or N):      N      Cancel CRP-1 w/ 60-Day Not. (Y or N):      N *
* Zero Valued Original CRP-1 (Y or N):      N      Commercial Use-Forest Refuse (Y or N):      N *
* Canceled CRP-1 WRP (Y or N):      N *
* Miscellaneous (Y or N):      N      Press Enter to verify *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
*****
--*

```

E On redisplayed Screen EPCJ7301, verify that entered data is correct, including the "Amount to be Paid" field.

1 Screen EPCJ7301 will be redisplayed for verification EACH time a change to previously entered data is made.









E On Screen EPCJ7301, enter correct data where necessary and PRESS "Enter".

\* \_ \_

```

*****
*                               077 MESA                               Payments      EPCJ7301      *
* CRP CONTRACTS - SPECIAL PYMT REDUCTIONS      Version: AA01 10-02-2000 08:17 Term E1 *
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
* Contract Number      1      Farm Number      181      FY      2001      Payment Year      2000      *
* Producer Name IMA FARMER                                     ID XXX XX XXXX S      *
* CRP-1 Share Amount      5,497.00      *
*
* Reduced Value Reduction:      _____      Value of CRP-1:      5,497.00      *
* Prorated Reduction:      4,000.00      Amount to be Paid:      1,497.00      *
*
*                               Reduction:      Amount      Paid      Balance      *
*
* Unauthorized Uses Reduction:      .00      .00      .00      *
* Haying/Grazing Reduction:      497.00      .00      497.00      *
*
* Deceased Person (Y or N):      N      Cancel CRP-1 for Early Rel.(Y or N):      N      *
* Inherited CRP-1 over PL (Y or N):      N      Cancel CRP-1 w/ 60-day Not.(Y or N):      N      *
* Zero Valued CRP-1 (Y or N):      N      Commercial Use-Forest Refuse(Y or N):      N      *
* Cancelled CRP-1 WRP (Y or N):      N      *
* Miscellaneous (Y or N):      N      Press Enter to verify      *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue      *
*****

```

\_ \_ \*

- 1 Screen EPCJ7301 will be redisplayed with the message, "Press Enter to verify". When verification has been completed, PRESS "Enter" to update. Screen EPCJ7501 will be displayed.
- 2 If more than one CRP-1 number is being corrected when the last CRP-1 number is being entered, change "Y" to "N" on Screen EPCJ1501. PRESS "Enter".
  - a Screens EPCJ7001 and EPCJ7301 will be redisplayed. On Screens EPCJ7001 and EPCJ7301, make necessary changes, where applicable, and PRESS "Enter". Screen EPCJ7301 will be redisplayed for verification. PRESS "Enter" and Screen EPCJ7501 will be redisplayed with the message, "Please Wait. Master Files are being updated."
  - b The same screens will be redisplayed until all requests needed have been changed. Screen EPCJ0001 will be redisplayed.



2 PRESS "Enter". Screen EPCJ7001 will be displayed.

\* \_ \_

```

*****
*                               077 MESA                               Payments          EPCJ7001          *
* CRP CONTRACTS - SELECT PRODUCERS                               Version: AA01 10-02-2000 08:16 Term E1 *
* -----
* Contract Number 1      Farm Number 181      FY 2001      Payment Year 2000 *
*
* Enter "ALL" for selection of all producers on the contract      _____ *
* or *
* (S)elect Name                                           ID No      Type *
*
* 1  S  IMA FARMER                                           XXX XX XXXX  S *
*
*
*
* NO MORE PRODUCERS *
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
*****

```

-- \*

B On Screen EPCJ7001, verify that the specific producers to be deleted are displayed with an "S" and PRESS "Enter". Screen EPCJ7301 will be displayed.

\* \_ \_

```

*****
*                               077 MESA                               Payments          EPCJ7301          *
* CRP CONTRACTS - SPECIAL PYMT REDUCTIONS                       Version: AA01 10-02-2000 10:17 Term E1 *
* -----
* Contract Number 1      Farm Number 181      FY 2001      Payment Year 2000 *
* Producer Name IMA FARMER                                           ID XXX XX XXXX  S *
* CRP-1 Share Amount 5,497.00 *
*
* Reduced Value Reduction: _____ Value of CRP-1: 5,497.00 *
* Prorated Reduction: 4,000.00 Amount to be Paid: 1,497.00 *
*
* Reduction: Amount Paid Balance *
*
* Unauthorized Uses Reduction: .00 .00 .00 *
* Haying/Grazing Reduction: 497.00 .00 497.00 *
*
* Deceased Person (Y or N): N Cancel CRP-1 for Early Rel.(Y or N): N *
* Inherited CRP-1 over PL (Y or N): N Cancel CRP-1 w/ 60-day Not.(Y or N): N *
* Zero Valued CRP-1 (Y or N): N Commercial Use-Forest Refuse(Y or N): N *
* Cancelled CRP-1 WRP (Y or N): N *
* Miscellaneous (Y or N): N *
*
* Cmd24=Delete *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
*****

```

-- \*

C On Screen EPCJ7301, verify that all data is to be deleted for the producer and CRP-1 displayed. After verification, PRESS "Cmd24" to delete all data for selected producer.

\* \_ \_

```

*****
*                               077 MESA                               Payments      EPCJ7301      *
* CRP CONTRACTS - SPECIAL PYMT REDUCTIONS      Version: AA01 10-02-2000 10:17 Term E1 *
*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
* Contract Number      1      Farm Number      181      FY      2001      Payment Year      2000 *
* Producer Name      IMA FARMER      ID      XX XX XXXX      S *
* CRP-1 Share Amount      5,497.00 *
*
* Reduced Value Reduction:      Value of CRP-1:      5,497.00 *
* Prorated Reduction:      4,000.00      Amount to be Paid:      1,497.00 *
*
*                               Reduction:      Amount      Paid      Balance *
*
* Unauthorized Uses Reduction:      .00      .00      .00 *
* Haying/Grazing Reduction:      497.00      .00      497.00 *
*
* Deceased Person (Y or N):      N      Cancel CRP-1 for Early Rel.(Y or N):      N *
* Inherited CRP-1 over PL (Y or N):      N      Cancel CRP-1 w/ 60-day Not.(Y or N):      N *
* Zero Valued CRP-1 (Y or N):      N      Commercial Use-Forest Refuse(Y or N):      N *
* Cancelled CRP-1 WRP (Y or N):      N      Press CMD24 to confirm delete *
* Miscellaneous (Y or N):      N *
*
*                               Cmd24=Delete *
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue *
*****

```

\_ \_ \*

D Screen EPCJ7301 will be redisplayed with the message, "Press CMD24 to confirm delete".

- 1 If data is not to be deleted, make necessary corrections according to paragraph 355.5 or PRESS "Enter" to continue update. Screen EPCJ7501 will be displayed.



357 PROCESSING BATCH ANNUAL PAYMENTS

A Before processing batch annual payments, ensure that:

- 1 The instructions in paragraphs 354 and 470 have been completed.
- 2 All producers requiring special processing have been selected according to paragraph 355.

\*--B On Menu EPCA00, ENTER "6", "Payment Activities", and--\*  
PRESS "Enter". Screen EPCJ0001 will be displayed.

```

*****
*                               077 MESA                               Payments      EPCJ0001      *
* CRP CONTRACTS - ANNUAL PYMT ACTIVITIES      Version: AA01 10-02-2000 08:15 Term E1 *
* -----*
* 1. Prepayment Process *
* 2. Select Producers for Special Payment and/or Reduction Processing *
* 3. Compute and Issue Annual Payments - Batch *
* 4. Perform Special Payment Processing *
* 5. Continue Batch Printing *
* 6. Change Producer Payment Limitation Provision *
* 7. Payment Reports *
* 8. Reset Suspense Flags *
* 9. Select Contracts in State Enhancement Program (SEP) *
* 10. Overpayment Process *
* 11. Update/View Annual Payment Authorization      Select an option  11 *
*                               Enter FY for annual installment payment year      2000 *
* * * * *
* Cmd3=Previous Menu      Cmd7=End CRP Processing      Enter to Continue *
*****

```

\*--C Each year before annual rental payments can be issued, the CRP annual rental payment authorization file will be downloaded to the Service Centers to update the CRP Table file. The downloaded file will be processed through the first start-of-day, but can also be processed through CRP payment activities through Screen EPCJ0001, option 11. See subparagraph C 2.

1 The completion of only the first start-of-day process for that day will automatically update the CRP Table with the CRP annual payment authorization data from the downloaded file, generate Report EPCJ99-R001 for the headquarter county ONLY, and queue the transmission receipt for file SscccEP1.

**Example:** TX115EP1.

a Report EPCJ99-R001 should be used to verify the percentage of cash amount displayed on Screen EPCJ0301 during the batch payment process for ALL counties serviced by the headquarter county.

**Note:** This report will NOT be generated through Screen EPCJ0001, option 11. It will be generated ONLY during the first start-of-day at the system printer.--\*

\*--b Following is an example of Report EPCJ99-R001 generated ONLY during the first start-of-day AFTER receipt of the T.EP.TM1 file.

COLORADO MESA Report ID: EPCJ99-R001	U.S. Dept. Of Agriculture Farm Service Agency  Conservation Reserve Program  Annual Rental Payments Authorization Data Payment Year 2000/Fiscal Year 2001	Prepared: 10-02-2000  Page: 1
-----		
Percentage of Cash Payments	100.00	
Date Annual Rental Payments Authorized	10-02-2000	
Date Prompt Payment Starts	11-01-2000	
	Reviewed _____	
	Date _____	

- c CED shall ensure that 2 Service Center employees review and verify that the downloaded values are correct by comparing the printed report with Screen EPCJ0301.
- d Maintain a file, by program year, of the reports printed with the signatures of the reviewing employees and date of the reviews.--\*

\*--2 Update annual authorization data on Screen EPCJ0001 using option 11.

- a On Screen EPCJ0001, ENTER "11", "Update/View Annual Payment Authorization", and PRESS "Enter". Screen EPCJ0001 will be redisplayed with the message, "Enter FY for annual installment payment year". The year will be defaulted to the current year. If the FY needed is different than the one displayed, enter the appropriate year over the displayed year. PRESS "Enter".
- b On Screen EPCJ0001, if the downloaded T.EP.TM1 file is not available for update, the following message will be displayed, "There is no record for the entered installment year on the CRP Table File. If the FY for installment payments is valid, please call the Help Desk."
- c If the downloaded file is present for update, Screen EPCJ9901 will be displayed as follows.

```

*****
*              077 MESA                      Info          EPCJ9901          *
* CRP - ANNUAL AUTHORIZATION DATA          Version: AA01  10-02-2000  08:15  Term E1 *
* -----*
*
*          Annual Installment Payment Year          2000          *
*
*          Percentage of Cash Payments          100.00          *
*
*          Date Annual Rental Payments Authorized    10-02-2000          *
*          Date Prompt Payment Starts          11-01-2000          *
*
*          CRP Table File has been updated with transmitted data for selected year.
*          Press PRINT and press RESET to print this screen.
*          Sign and date screen print and then file according to instructions.
*          Do Daytime Transmission to send file receipt to KCAO.
*
*          Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*****

```

--\*

- \*--d Verify that the following is correct before continuing:
- (1) Annual installment payment year.
  - (2) Percentage of cash payments displays "100.00".
  - (3) Date annual rental payments are authorized.
  - (4) Date prompt payment starts is 30 calendar days from the date payment is authorized. Include the authorization date in the count.
- e If entries are correct, PRESS "Print" and "Reset" to print the screen. PRESS "Enter".
- f A message will be displayed indicating the SscccEP1 file has been queued for transmission. ENTER "0" and PRESS "Enter" to return to Screen EPCJ0001.
- Note:** SSccc will be for the headquarter county only.
- 3 Review the annual authorization data on the CRP Table file using Screen EPCJ0001, option 11.
- a On Screen EPCJ0001, ENTER "11", "Update/View Annual Payment Authorization", and PRESS "Enter". Screen EPCJ0001 will be redisplayed with the message, "Enter FY for annual installment payment year". The year will be defaulted to the current year. If the FY needed is different than the one displayed, enter the appropriate year over the displayed year. PRESS "Enter".--\*

\*--b Screen EPCJ9901 will be displayed as follows.

```

*****
*              077 MESA                      Info          EPCJ9901          *
* CRP-ANNUAL AUTHORIZATION DATA          Version: AA01   10-02-2000 11:39  Term E1 *
* -----*
*
* Annual Installment Payment Year                2000          *
*
* Percentage of Cash Payments                    100.00        *
*
* Date Annual Rental Payments Authorized         10-02-2000    *
*
* Date Prompt Payment Starts                     11-01-2000    *
*
*
* If necessary, press PRINT and press RESET to print this screen.
* Sign and date screen print and then file according to instructions.
*
*
* Cmd 3= Previous Screen          Cmd 7=End CRP Processing          Enter to Continue
*****

```

--\*

D On Screen EPCJ0001, ENTER "3", "Compute and Issue Annual Payments - Batch", and PRESS "Enter". As of October 1 of each year, the system will display the next FY for which installment payments are being made.

- 1 ENTER "ALL" for paying all CRP-1's on file.
- 2 Leave BLANK for an individual CRP-1 or a range of CRP-1's.
- 3 CRP-1's that failed the first validation because of errors and have been corrected may be rerun using batch processing.
- 4 PRESS "Enter" to display Screen EPCJ0301.

E Screen EPCJ0301 will display the percent of payment to \*--be made by CCC-184 or EFT. See Exhibit 14.7 for distribution of payments and Exhibit 14.8 for authorization and prompt payment dates.

```

*****
*                               077 MESA                               Info           EPCJ0301          *
* CRP CONTRACTS - ANNUAL PYMT BATCH           Version: AA01 10-02-2000 08:15   Term E1      *
* -----*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
*                               2000           Annual Rental Payments                               *
*                               FY in which payments are being made           2001                               *
*                               Percentage of Cash Payments           100.00                               *
*                               *-----*-----*-----*-----*-----*-----*-----*-----*-----*
*                               Press PRINT and press RESET to print this screen.
*
* If Enter is pressed, payments will be created using this percentage.
*
* Cmd3=Previous Screen           Cmd7=End CRP Processing           Enter to Continue
*****

```

--\*

- 1 On Screen EPCJ0301, PRESS "Print" and "Reset" to print the screen.

- 2 Verify that printed Screen EPCJ0301 and printed \*--Screen EPCJ9901 have the same percentages.
- 3 If the printed Screen EPCJ0301 and printed Screen EPCJ9901 have the same percentages, PRESS "Enter" to continue. The payments will be made using the percentages shown.
- 4 Screen EPCJ0901 will be displayed ONLY if the date is 30 calendar days AFTER the authorization date.

```

*****
*                077 MESA                                EPCJ0901                *
* CRP CONTRACTS - DATE AUTHORIZED                      Version: AA01 11-12-2000 08:15 Term E1 *
* -----
*      2000 Annual Rental Payments          FY in which payments are being made 2001
*
*
*          Date Annual Rental Payments Authorized          10-02-2000
*
*
*          Date Prompt Payment Starts                      11-01-2000
*
*
* If all CRP Annual Rental Payments being paid at this time are due payment on
* same date and that date is after the Date Annual Rental Payments Authorized,
* press Cmd20 to enter the Date Payment Due. The Date Prompt Payment Starts
* will be 30 days after the date in Date Payment Due.
*
*
* If the Date Payment Due varies for the payments to be processed, one of the
* Special Payment Processing options must be used.
*
* Cmd3=Previous Screen   Cmd7=End CRP Processing   Cmd20=Change   Enter to Continue
*
*
*****

```

F Screen EPCJ0901 will display the date annual payments are authorized for the FY previously selected on Screen EPCJ0001 and the date prompt payment starts.

**Note:** The prompt payment start date is important as prompt payment interest is automatically calculated and issued during payment processing, if applicable. A prompt payment interest disbursement WILL NOT be issued for amounts less than \$1. Prompt payment interest will not be calculated for over 360 calendar days according to 61-FI.

- 1 If no changes are needed, PRESS "Enter".--\*





- b On the release command screen, search under the "Proc" heading for EPC000 and the jobname that starts with the 2-digit ID of the workstation used, followed by the user's ID entered when the reports were selected. Four to 5 spool jobs will be displayed with PT1FILE under the "Printer" heading.
  - c Enter the corresponding spool number ID and PRESS "Enter". PRESS "Cmd7" when all print jobs have been released.
    - (1) In subparagraph (2), if user only wants to print 1 report, enter the corresponding spool number ID and PRESS "Enter".
    - (2) After this report has been released to print and the user determines that it is the correct report wanted, cancel the remaining spool print jobs.
- 2 ENTER "N" and PRESS "Enter" to print the reports.
- a Screen EPCJ1001 will be displayed. See \*--subparagraph 354 D for completion--\* instructions.

b Screen FAX46501 will be displayed for EACH report produced in the payment process unless print was deferred.

\* - -

```

*****
* Common Functions      08-COLORADO          Print          FAX46501      *
* Modify Print Options Screen          Version: AA01 10-02-2000 09:42 Term X7 *
* -----
*                               Printer ID          P3              *
*                               Form No.            0001          *
*                               Number of Copies     1              *
*                               Hold after print?    (Y or N)  N        *
*
*                               Enter=Continue      Cmd4=Previous Screen  Cmd7=End
*
*****

```

H Screen EPCJ1001 will be displayed ONLY for an individual or a range of contracts with the message, "Enter CRP Contract Number".

```

*****
*                               077 MESA          Payments          EPCJ1001      *
* CRP CONTRACTS - SPECIAL PYMT PROCESS          Version: AA01 10-02-2000 13:08 Term E1 *
* -----
*                               2000      Annual Rental Payments
*                               FY in which payments are being made          2001
*
*                               Enter CRP Contract Number          64B      thru
*
*                               Is there another CRP Contract to enter? (Y or N)  Y
*
*                               Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*****

```

- - \*

1 If only one CRP-1 number is needed, enter the CRP-1 number and PRESS "Enter".

- 2 If more than one CRP-1 number is needed:
  - a Enter the first CRP-1 number requested, and PRESS "Field Exit" twice.
  - b ENTER "Y" to answer the question, "Is there another CRP Contract to enter?". PRESS "Enter". Screen EPCJ1001 will keep redisplaying for entering the next CRP-1 number.
  - c Continue entering CRP-1 numbers until the last CRP-1 number to be processed is entered.
    - (1) PRESS "Field Exit" twice.
    - (2) Change the answer to the question in subparagraph b to "N", and PRESS "Enter".
- 3 If a range of CRP-1 numbers is needed, enter the beginning CRP-1 number, and PRESS "Field Exit". Enter the ending CRP-1 number requested, and PRESS "Enter".
  - a Only 1 range of CRP-1 numbers may be entered.
  - b Individual CRP-1 numbers within the range selected cannot be accessed until the range of numbers has been processed.



- 3 Report EPCK52-R001, Preliminary Payment Limitation Report for Fiscal Year XXXX/Payment Year XXXX, will be generated. This report displays the same messages as in prepayment process, if not corrected.

\*--

COLORADO MESA Report ID: EPCK52-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program	Prepared: 10-02-2000 Page: 1				
Preliminary Payment Limitation Report for Fiscal Year 2001/Payment Year 2000						
Selected Contracts Payment Report						
-----						
PRODUCER ID & TYPE	PRODUCER NAME	ENTITY ID & TYPE	FARM NUMBER	CONTRACT NUMBER	PERMITTED PAYMENT -CTY	MULTI LIMITATION
-----						
There are no producers exceeding Payment Limitations.						

- 4 Report EPCK63-R001, Producer Payment Limitation Report for Fiscal Year XXXX/Payment Year XXXX, will be generated. This report displays limits after the payment limitation has been applied.

COLORADO MESA Report ID: EPCK63-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program	Prepared: 10-02-2000 Page: 1					
Producer Payment Limitation Report for Fiscal Year 2001/Payment Year 2000							
Selected Contracts Payments							
-----							
PRODUCER ID and TYPE	PRODUCER NAME	MULTI -CTY	LIMITATION	PERMITTED SHARE	JOINT PRODUCER OPERATION CROPLAND CROPLAND CALCULATED FACTOR FACTOR	5-CM/ LIMITATION	1-PL
-----							
XXX XX XXXX S	IMA FARMER		50,000	N/A	N/A N/A	50,000	5-CM
Y = Producer is a multi county producer. C = Producer is not a multi county producer but is combined with a producer in another county or a multi county producer.							

--\*

- 5 Report EPCK68-R001, CRP Nonpayment Report, will be generated. This report displays other messages that could occur in addition to messages that are on the exception Report EPCK50-R001 for not  
\*--issuing CCC-184's or EFT's.

COLORADO MESA Report ID: EPCK68-R001		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program Fiscal Year 2001/Payment Year 2000 Selected Contracts -- Batch Payments CRP Nonpayment Report			Prepared: 10-02-2000 Page: 1
-----					
CONTRACT NUMBER	FARM NUMBER	PRODUCER NAME	PRODUCER ID AND TYPE	ENTITY TYPE	AMOUNT TO BE PAID
-----					
All CRP producers are payable.					

--\*

- 6 Report EPCK68-R002, CRP "A" - Assignments and Joint Payees Report, will be generated. This report displays the:
  - a Producers who had assignments and joint payee CCC-184's \* \* \* printed.
  - b Amount paid, as applicable.

\*--

COLORADO MESA Report ID: EPCK68-R002		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program Fiscal Year 2001/Payment Year 2000 Selected Contracts -- Batch Payments CRP "A" - Assignments and Joint Payees Report			Prepared: 10-02-2000 Page: 1
-----					
CONTRACT NUMBER	FARM NUMBER	PRODUCER NAME	PRODUCER ID AND TYPE	ENTITY TYPE	AMOUNT TO BE PAID
-----					
64B	462	IMA FARMER	XXX XX XXXX S		3,731.00
Final page of report "A" for Assignments and Joint Payees					

--\*





L On Batch Check Printing Control Screen MGCRXE01, the system will place the payment records created according to the types of batches.

```

* --
*****
* MGCRXE          077 Mesa          ENTRY          MGCRXE01          *
* 2001 Conservation Reserve Payments          Version: AA01 10-02-2000 09:13 Term X7 *
* -----
*                               BATCH CHECK PRINTING CONTROL                               *
* *
* Warning Record count does not accurately reflect check or payable record          *
* count especially when 'A', 'O' or 'M' batches are processed.                      *
* *
* 419 Check or Payable work records to be processed                               *
* 0 Have been processed                                                            *
* 419 Records remain to be processed                                               *
* *
* Enter (Y)es to start or continue a Batch Print Processing.                      *
* Enter (N)o to suspend the Batch Print Processing                               *
* *
* Only one "Y" entry will be accepted. One "N" entry will suspend all batches.    *
* *
* - 414 "B" (regular payments) work records to be processed                       *
* - 4 "A" (assignments/joint payees) work records to be processed                 *
* Y 1 "O" (claims/receivables) work records to be processed                       *
* - 0 "M" (manual payments) work records to be processed                         *
* *
*                               Enter-Continue                                    *
* *
*****
--*

```

- 1 Select only 1 batch at a time to be printed.
  - a Use the "Tab" or "Arrow" keys to move the cursor.
  - b To remove an incorrect entry, use the space bar.
- 2 Print all of the selected batch before selecting another batch.
- 3 Special processing for producers with adjustments to their payments should be processed through "O" batch first.
- 4 No other payments can be processed from the same terminal UNTIL all existing batches have been printed. Also, options 1, 3, and 4 on Screen EPCJ0001 CANNOT be accessed for use.

- 5 ENTER "Y" and PRESS "Enter" to start or continue the batch printing process.
- a "B" batch will process 200 records at a time. Screen MGCRXE01 will redisplay after each \*--batch of 200 CCC-184's or EFT's are printed.
  - b "A" batch will process 100 records at a time.
  - c "O" batch will process 50 records at a time.
  - d "M" batch will process 1 record at a time--\* and will be displayed ONLY for manually entered CCC-184's \* \* \*.
  - e The processing of all eligible producer payments that have been calculated with no exceptions on Report EPCK50-R001 or the CRP Nonpayment Report will be printed.
  - f Screen information messages will be displayed.
    - (1) If producer has assignment or joint payment, see paragraph 357.3.
    - (2) If producer does not have assignment or joint payment, see paragraph 357.5.
- \*--**Note:** Once payment has been completed using batch processing and then canceled, the payable will need to be processed using special payments. See paragraph 358.--\*
- 6 ENTER "N" to suspend the batch print processing. Report EPCK80-R001, CRP Annual Rental Payments, will NOT be generated. See paragraph 384 to continue batch printing.

\*--M Screen ANKINT05 will be displayed if an interest payment is due the producer. Place an "X" by the reason the payment is late.

```

*****
* Accounting          077 MESA                      Interest          ANKINT05          *
* Interest Penalty Screen                               Version: AA01 10-02-2000 08:15 Term E1 *
* -----
*
* Prompt payment interest will be calculated for late payments being
* issued. Select the reason code below which most closely explains the
* delay. Note: If there are multiple late payments, the selected reason
* code will be used for all payments.
*
* Please Select a Late Payment Reason with an 'X'.
*
*   - High Number of Payments Being Processed During Payment Cycle
*   - Delay in Receipt of Required Documentation
*   X Local Office Mislplacing/Mishandling of Documentation
*   - Computer System Failure
*
* Enter=Continue
*****

```

- 1 If CCC-184's, see paragraph 357.5.
- 2 If EFT's, see subparagraph N.

N Screen ABK53005 will be displayed. Printer selection, number of copies, and mailing format are displayed for printing Producer's Disbursement Transaction Statements.

```

*****
* Accounting          077 MESA                      Print          ABK53005          *
* Printer Selection Screen                               Version: AA01 10-02-2000 08:15 Term E1 *
* -----
*
* Producer's Transaction Statement Print Options
*
* The transaction statement requires 8 1/2 by 11 paper.
*
* Please align the printer (when necessary).
*
* Enter printer ID (P1, P2, etc.) To be used: P3
*
* Enter number of copies to print: 1
*
* Do you want postal bar codes printed above the
* Address block on the statement? (Y or N): N
*
* Enter=Continue
*****

```

--\*



A Enter printer ID and PRESS "Enter". Report  
\*--AZK910-R001, Assignment/Joint Payment Status, will be  
printed.

COLORADO	USDA-FSA	Prepared: 10-02-2000
MESA	Assignment/Joint Payment Status	
Report ID: AZK910-R001		
<hr/>		
Producer ID XXX XX XXXX S		Option: Payment
Producer Name IMA FARMER		
	<u>Assignment CCC-36</u>	<u>Number A002</u>
<u>Applicable Programs:</u>		
Consv Reserve	Year	2000
	Date Filed	08-15-2000
	Assignment Amount	43,495.00
	Cumulative Paid	3,731.00
	Outstanding Balance	39,764.00
Assignee ID XXX XX XXXX	Type	F
Assignee Name ANYWHERE STATE BANK		
<u>Payment Information:</u>		
Program Code 99CRP	Payment Amount	3,731.00
Reference Number 0064B		

--\*

\*--B Assignment/Joint Payment Screen AZKPRTCK will be displayed.

C On Screen AZKPRTCK, do the following:--\*

1 Enter either of the following:

a "1", "Printing was satisfactory".

b "2", "Printing was unsatisfactory, print again".

\*--

```

*****
* Accounting          077 Mesa                      Print          AZKPRTCK          *
* Assignment/Joint Payment Screen          Version: AA01 10-02-2000 09:16 Term X7 *
* -----*
*
*
*
*
*           When the Assignment/Joint Payment Status report(s) is finished
*           printing, check to ensure that the printing was satisfactory.
*
*
*           After inspecting the status report(s), please select:  1
*
*                   1. Printing was satisfactory, OR
*                   2. Printing was unsatisfactory, print again
*
*
*
*
* Enter=Continue
*
*****

```

2 PRESS "Enter".

a If CCC-184, Check Printer Number Screen ANK00201 will be displayed.

b If EFT, see subparagraph 357.5 G.--\*

357.5 PROCESSING SCREENS FOR CHECKWRITING

Check Printer Number Screen ANK00201 will be displayed.

```

* _ _
*****
* Accounting          077 Mesa          Print          ANK00201          *
* Check Printer Number Screen          Version: AA01 10-02-2000 09:17 Term X7 *
* -----*
*
* Enter Print Options:
*
* Printer Number to be used to print checks P3
* (P1, P2, etc.)
*
* Check Form to be used to print checks 1
* (Continuous Tractor Feed = 1)
* (Manual Sheet Feed = 2)
*
*
* Enter=Continue
*
*****
* _ _ *

```

A On Screen ANK00201:

- 1 Enter the printer number to be used to print checks.
- 2 Verify that the entered number for the type of check form to be used to print checks is correct.
  - a If correct, PRESS "Enter".
  - b If incorrect, correct and PRESS "Enter".

B Check Printing Screen ANK40501 will be displayed.

```

*--
*****
* Accounting          077 Mesa          Print          ANK40501          *
* Check Printing Screen          Version: AA01 10-02-2000 09:17 Term X7 *
* -----*
*
* Total number of checks to be printed: 401 on printer P3 *
*
* Verify/Enter check number range. *
*
*
*
* Beginning check number          79650445 *
* Ending check number          79651000 (last check in box) *
*
*
*
* Enter=Continue          Cmd4=Previous Screen          Help=Help Text *
*
*****
--*

```

- 1 On Screen ANK40501, verify that printer for printing CCC-184's \* \* \* and beginning number are correct.
  - a If the beginning number has been used previously for a manual CCC-184 \* \* \*, correct the beginning number BEFORE pressing "Enter".
  - b After verifying the number displayed, PRESS "Enter". Screen ANK40510 will be displayed.

c If the number of CCC-184's \* \* \* to be printed are more than the ending number balance, Screen ANK40501 will redisplay for entering new beginning and ending numbers from a new box.

```

* _ _
*****
* Accounting          077 Mesa          Print          ANK40501      *
* Check Printing Screen          Version: AA01 10-02-2000 09:17 Term X7 *
* -----*
* Total number of checks to be printed: 401 *
* Verify/Enter check number range. *
* *
* Beginning check number          79650445 *
* Ending check number          79651000 (last check in box) *
* The above check number range does not contain enough checks to print. *
* If the check number range is correct, enter an additional range below. *
* Beginning check number          45455001 (first check in second box) *
* Ending check number          45455500 (last check in second box) *
* Enter=Continue          Cmd4=Previous Screen          Help=Help Text *
*****
_ _ *

```

2 After entering the check numbers for the new box on redisplayed Screen ANK40501, PRESS "Enter". Screen ANK40510 will be displayed.



D Information screen messages will be displayed and checks will begin to print. After CCC-184 \* \* \* has been printed, Screen ANK41092 will be displayed.

\*--

08-077-1	98CRP	79650455	10-02-2000	\$*****3,731.00
Three Thousand Seven Hundred Thirty-One Dollars				
Ima Farmer 0064B D335000010	ANYWHERE STATE BANK ROUTE 1 ANYTOWN		KS 99999-9999	

--\*

E On Verify Check Printing Screen ANK41092, do the following:

```

*--
*****
* Accounting          077 Mesa          Print          ANK41092          *
* Verify Check Printing Screen          Version: AA01 10-02-2000 09:19 Term X7 *
* -----*
*
* "CHECKS" spool file is built. Checks will start printing as soon
* as the printer is ready. If printer is available, but checks are not
* printing, check for messages at the console controlling the printer.
*
* When printing is completed, inspect checks carefully. Ensure
* that the check numbers printed by the computer match the pre-
* printed check numbers, and that alignment was satisfactory.
*
* 1 = Printing was satisfactory
* 2 = Unsuccessful printing, print checks again
*
* Enter option and press "Enter". 1
* Help=Help Text
*****
--*

```

1 Enter either of the following:

- a "1", "Printing was satisfactory".
- b "2", "Unsuccessful printing, print checks again".

2 PRESS "Enter".

- \*--a If printing was satisfactory, Screen ABK53005 will be displayed. See subparagraph G.--\*
- b If printing was unsuccessful, Screen ANK41501 will be displayed.



\*--G On Screen ABK53005, enter printer ID if different than displayed and number of copies to be printed. PRESS "Enter".

```

*****
* Accounting          077 MESA                      Print          ABK53005      *
* Printer Selection Screen                               Version: AA01 10-02-2000 08:15 Term E1 *
* -----*
*
*           Producer's Transaction Statement Print Options
*
*           The transaction statement requires 8 1/2 by 11 paper.
*
*           Please align the printer (when necessary).
*
*
*           Enter printer ID (P1, P2, etc.) To be used:  P3
*
*           Enter number of copies to print:  1
*
*           Do you want postal bar codes printed above the
*           Address block on the statement? (Y or N):  N
*
*
*           Enter=Continue
*
*****

```

--\*

\*--1 The Producer's Disbursement Transaction Statement is printed in the same order CCC-184's or EFT's were printed. The report shows CCC-184 serial number, direct deposit number, amount, payee, and transaction number.

United States Department of Agriculture		Farm Service Agency		KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145	
Date 10-02-2000 Time 10:28 Statement Type A Original	Program Application	98CRP Conservation Reserve	Phone 308-235-2822		
			CRP Payment Year 2000	PAGE 1	
Name:		IMA FARMER ROUTE 1 ANYTOWN, KS		99999-9999	
RETAIN FOR TAX PURPOSES		Producer ID XXX XX XXXX S	Disbursement Statement		
--- --					
<u>Transaction Information</u>					
<u>Reference Number(s)</u>			<u>Amount</u>	<u>STAT</u>	<u>Payment Description</u>
Contract 0525B	Transaction D335000012		12,650.00		CONSERVATION RESERVE ANNUAL-CCC FUNDED
			12,650.00		Total Payments (Transactions)
<u>Disbursement Information</u>					
<u>Issue</u>	<u>ACH/</u>	<u>ASGN/</u>	<u>RECVBL/</u>	<u>Amount</u>	<u>Payee Name/CCC Debt Repaid</u>
<u>Date</u>	<u>Check</u>	<u>JPYMT</u>	<u>Claim</u>		
10-02-2000	79650455	A012		650.00	ANYWHERE STATE BANK
	D0020386			12,000.00	IMA FARMER
					Funds to be deposited in:
					ANYWHERE STATE BANK
				12,650.00	Total Disbursements
				12,650.00	Total Program Payment Earned
Funds should be available within three working days of issue date.					
Approval: Signed _____ (Authorized Representative of CCC)					
*** End of Report ***					

2 The transaction number on the Producer's Disbursement Transaction Statement is used in the cancellation process, if necessary. The number of CCC-184's or EFT's listed on the report will be the total number of CCC-184's or EFT's that--\* will be canceled, IF the cancellation process is used.

3 To refund over collections deposited on CCC-257's, see 3-FI to correct CCC-257's already prepared or deposited and to make the applicable refunds from the already deposited CCC-257.

\*--4 The original copy of the Producer's Disbursement Transaction Statement MUST be filed with FSA-695 for future reference. Also, use this report for posting CCC-184 or EFT numbers to FSA-695. See 2-CRP.

5 A copy of the Producer's Disbursement Transaction Statement will be mailed to the producer.

6 The following is an example of the Producer's Disbursement Transaction Statement with more than one CCC-184 printed.

United States Department of Agriculture	Farm Service Agency	KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145
Date 10-02-2000 Time 10:28 Statement Type O Original	Program 98CRP Application Conservation Reserve	Phone 308-235-2822
		CRP Payment Year 2000 PAGE 1
Name: IMA FARMER ROUTE 1 ANYTOWN, KS	99999-9999	
RETAIN FOR TAX PURPOSES	Producer ID XXX XX XXXX S	Disbursement Statement
---		---
<u>Transaction Information</u>		
<u>Reference Number(s)</u>	<u>Amount</u>	<u>STAT</u> <u>Payment Description</u>
Contract 0525B Transaction E327600001	12,650.00	CONSERVATION RESERVE ANNUAL-CCC FUNDED
	12,650.00	Total Payments (Transactions)
<u>Disbursement Information</u>		
<u>Issue</u> <u>ACH/</u> <u>ASGN/</u> <u>RECVBL/</u>	<u>Amount</u>	<u>Payee Name/CCC Debt Repaid</u>
<u>Date</u> <u>Check</u> <u>JPYMT</u> <u>Claim</u>		
10-02-2000 79650455 79650457	650.00	COMMODITY CREDIT CORPORATION
	10,500.00	IMA FARMER
	500.00	1998 Haying/Grazing Reduction
	1,000.00	1998 Unauthorized Uses Reductions
	12,650.00	Total Disbursements
	12,650.00	Total Program Payment Earned
Approval: Signed _____		
(Authorized Representative of CCC)		
*** End of Report ***		

---\*

\*--7 The following is an example of the Producer's Disbursement Transaction Statement that is generated if prompt payment interest is due the producer.

United States Department of Agriculture	Farm Service Agency	KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145
Date 10-02-2000 Time 10:28 Statement Type A Original	Program INTPEN Application Conservation Reserve	Phone 308-235-2822
		CRP Payment Year 2000 PAGE 1
Name:	IMA FARMER ROUTE 1 ANYTOWN, KS	99999-9999
RETAIN FOR TAX PURPOSES	Producer ID XXX XX XXXX S	Disbursement Statement
--- --		
<u>Transaction Information</u>		
Reference Number(s)	Amount	STAT Payment Description
NONE	189.42	INTPEN
	189.42	Total Payments (Transactions)
<u>Disbursement Information</u>		
Issue	ACH/	ASGN/
Date	Check	JPYMT
12-15-2000	D0020387	
	Amount	Payee Name/CCC Debt Repaid
	189.42	IMA FARMER
		Funds to be deposited in:
		ANYWHERE STATE BANK
	189.42	Total Disbursements
	189.42	Total Program Payment Earned
<u>Special Data</u>		
PR1265000/DL74/RT7250/CP/HV/		
Funds should be available within three working days of issue date.		
Approval: Signed	_____	
	(Authorized Representative of CCC)	
*** End of Report ***		

--\*



- 2 PRESS "Enter". If printing was satisfactory,  
 \*--Screen FAX46501 will be displayed for printer  
 changes, if necessary. PRESS "Enter".  
 Report EPCK80-R001 will be generated.  
 Screen EPCJ0001 will be displayed.

COLORADO		U.S. Department of Agriculture					Prepared: 10-02-2001	
MESA		Farm Service Agency					Page: 1	
Report ID: EPCK80-R001		Conservation Reserve Program						
		CRP ANNUAL RENTAL PAYMENTS						
		Fiscal Year 2002/Payment Year 2001						
		Selected Contracts						
		Payment Report						
-----								
PRODUCER NAME	PRODUCER ID	SHARE	AMOUNT OF	PERMITTED	CALCULATED	AMOUNT	AMOUNT	TRANSACTION
MEMBER NAME	MEMBER ID	CRP-1	CRP-1	SHARE	AMOUNT	LIMITED BY	PAID	CTL NUM
-----								
CONTRACT	64B FARM 462							
IMA FARMER	XXX XX XXXX S	All	3,731.00		3,731.00		3,731.00	X727500001
							TOTAL AMOUNT PAID	3,731.00

--\*

\* \* \*

- 3 File the report. It will be the only report in CRP that will have the total amount of CCC-184's or EFT's written. User will need to add all printed reports together to get grand total paid for one FY cycle.
- I Reports will be produced with batch payment and special payment processing. Batch payment reports may be printed later by using the option to defer printing. See subparagraph 357 G for instructions on printing the reports.







\*--2 Screen EPCJ0901 will be displayed if the date is 30 calendar days AFTER authorization date.

```

*****
*                               077 MESA                               EPCJ0901   *
* CRP CONTRACTS - DATE AUTHORIZED          Version: AA01 11-12-2000 08:15 Term E1 *
* -----*
*      2000 Annual Rental Payments          FY in which payments are being made 2001 *
*
*
*      Date Annual Rental Payments Authorized          10-02-2000 *
*
*
*      Date Prompt Payment Starts          11-01-2000 *
*
* If all CRP Annual Rental Payments being paid at this time are due payment on *
* same date and that date is after the Date Annual Rental Payments Authorized, *
* press Cmd20 to enter the Date Payment Due. The Date Prompt Payment Starts *
* will be 30 days after the date in Date Payment Due. *
*
* Does the Date Payment Due vary for the payments to be processed (Y or N)? N *
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing      Cmd20=Change      Enter to Continue *
*
*****

```

- a If the date payment is due is different than the date annual rental payments are authorized, do the following if all producers being paid have:
  - (1) Same date payment due, but different than displayed on Screen EPCJ0901, PRESS "Cmd20".
  - (2) Different date payment due, ENTER "Y" and PRESS "Enter".
- b If "Y" is entered, Screen EPCJ1001 will be displayed.--\*

3 Screen EPCJ1001 will be displayed. On Screen EPCJ1001:

```

*****
*                077 MESA                Payments          EPCJ1001          *
* CRP CONTRACTS - SPECIAL PYMT PROCESS    Version: AA01 10-02-2000 13:08 Term E1 *
*-----*
*                2000    Annual Rental Payments                *
*                FY in which payments are being made                2001    *
*                Enter CRP Contract Number                25B    thru    *
*                *
*                Is there another CRP Contract to enter? (Y or N)    N    *
*                *
* Cmd3=Previous Screen                Cmd7=End CRP Processing                Enter to Continue    *
*****

```

a Make entries according to \*--subparagraph 354 D.--\*

b PRESS "Enter" to display Screen EPCJ7101.

D On Screen EPCJ7101:

```

*****
*                077 MESA                Payments          EPCJ7101          *
* CRP CONTRACTS - SPECIAL PYMT PROCESS    Version: AA01 10-02-2000 09:38 Term X7 *
*-----*
* Contract Number    25B                Farm Number    2158                *
* Enter "ALL" for selection of all producers to be paid:    *
* or *
* (S)elect Name                ID No                Type                *
* 1 S    IMA FARMER                XXX XX XXXX                S                *
* 2 S    IMA FARMER                XXX XX XXXX                S                *
* 3 S    IMA FARMER                XX XXXXXXXX                E                *
* *
* NO MORE PRODUCERS                MORE CONTRACTS                *
* Cmd2=Return to first contract                Cmd5=Complete transaction                *
* Cmd3=Previous Screen                Cmd7=End CRP Processing                Enter to Continue    *
*****

```

1 ENTER "ALL" for selecting all producers to be paid on CRP-1.



- b Because of haying and grazing or unauthorized use DEDUCTIONS, the remaining payment amount displayed WILL include the amounts for each deduction to be reduced UNTIL the payment is processed.
- c Reductions will be displayed for verification. If amounts displayed are incorrect, PRESS "Cmd2" and make necessary corrections following paragraph 355.3.

\*--2 The "Date Prompt Payment Starts" data field will be displayed if the question, "Does the Date Payment Due vary for the payments to be processed (Y or N)?", is answered "Y" on Screen EPCJ0901.

```

*****
*                               077 MESA                               Payments          EPCL1001          *
* CRP CONTRACTS - SPECIAL PAYMENTS          Version: AA01 11-06-2000 09:44 Term X7 *
* -----
*                               SELECT PAYMENT CHARACTERISTICS                               *
* Contract No. 25B          Farm No. 2158          PY/CN 1999          Payment for 2000 *
* Producer ID          XXX XX XXXX S          IMA FARMER *
*                               Remaining Payment Amount          3,959.00 *
*                               Date Prompt Payment Starts 11-18-2000 *
*                               Unauthorized Uses Reduction          959.00 *
*                               Haying/Grazing Reduction          1,000.00 *
*                               Press ENTER to verify current payment. *
*                               Cmd2=Skip this Payment          Cmd7=End CRP Processing *
*                               Enter to Continue *
*****

```

a Enter the last day a producer can earn payment before prompt payment interest starts accruing in the "Date Prompt Payment Starts" data field.

**Example:** Robert Foxworth did not certify his CRP acreage until October 20, 2000. The payment due date would be October 10, 2000, the day he met **all** requirements for earning payment.

The date prompt payment interest starts would be December 18, 2000, the last day Mr. Foxworth can earn payment without prompt payment interest being applied.

b Press "ENTER" to verify current payment.--\*















G On Batch Check Printing Control Screen MGCRXE01, the system will display the check or payable records to be processed according to the types of batches.

\* \_ \_

```

*****
* MGCRXE          077 MESA          ENTRY          MGCRXE01          *
* 2001 Conservation Reserve Payments          Version: AA01 10-02-2000 09:13 Term X7 *
* -----
*                               BATCH CHECK PRINTING CONTROL                               *
*                               *
* Warning Record count does not accurately reflect check or payable record          *
* count especially when 'A', 'O' or 'M' batches are processed.          *
*                               *
*           2 Check or Payable work records to be processed          *
*           0 Have been processed          *
*           2 Records remain to be processed          *
*                               *
* Enter (Y)es to start or continue a Batch Print Processing.          *
* Enter (N)o to suspend the Batch Print Processing          *
*                               *
* Only one "Y" entry will be accepted. One "N" entry will suspend all batches.          *
*                               *
* _           0 "B" (regular payments) work records to be processed          *
* Y         1 "A" (assignments/joint payees) work records to be processed          *
* _           1 "O" (claims/receivables) work records to be processed          *
* _           0 "M" (manual payments) work records to be processed          *
*                               *
*                               Enter-Continue          *
*                               *
*****

```

--\*

- 1 Select only 1 batch at a time to be printed.
  - a Use the "Tab" or "Arrow" keys to move the cursor.
  - b To remove an incorrect entry, use the space bar.
- 2 Print all of the selected batch before selecting another batch.
- 3 Special processing for producers with adjustments to their payments should be processed through "O" batch first.
- 4 If producer has assignment and an unauthorized use penalty, the payment record will be displayed only under the "O" batch for processing.
- 5 If the bankruptcy flag is "Y" in the name and address file, 100 percent of the producer's payment will be paid to producer regardless of other reduction or deduction flags set to "Y". The software has been programmed to ignore all other flags.

- 6 No other payments can be processed from the same terminal UNTIL all existing batches have been printed. Also, options 1, 3, and 4 on Screen EPCJ0001 CANNOT be accessed for use.
- 7 ENTER "Y" and PRESS "Enter" to start or continue the batch printing process.
- a "B" batch will process 200 records at a time.
- (1) If more than 200 records were created, the system will write 200 \*--CCC-184's or EFT's through batch--\* processing.
- (2) After the first 200 documents have been printed successfully, Screen MGCRXE01 will be redisplayed to continue with the remaining documents until all remaining records have been processed in that specific batch.
- b "A" batch will process 100 records at a time.
- \*--c "O" batch will process 50 records at a time.
- d "M" batch will process 1 record at a time--\* and will be displayed ONLY for manually entered CCC-184's \* \* \*.
- e The processing of all eligible producer payments that have been calculated with no exceptions on Report EPCK50-R001 or the CRP Nonpayment Report will be printed.
- f Screen information messages will be displayed.
- (1) If producer has assignment or joint payment, see paragraph 358.3.
- (2) If producer has claim or receivable flag, see paragraph 358.5.
- (3) If producer does not have assignment or joint payment, see paragraph 358.7.



A Enter printer ID and PRESS "Enter". Report \*--AZK910-R001, Assignment/Joint Payment Status, will be printed.

COLORADO	USDA-FSA	Prepared: 10-02-2000
MESA	Assignment/Joint Payment Status	
Report ID: AZK910-R001		
<hr/>		
Producer ID XXX XX XXXX S		Option: Payment
Producer Name IMA FARMER		
	<u>Assignment CCC-36</u>	<u>Number A002</u>
<u>Applicable Programs:</u>		
Consv Reserve	Year	2000
	Date Filed	08-15-2000
	Assignment Amount	43,495.00
	Cumulative Paid	3,731.00
	Outstanding Balance	39,764.00
Assignee ID XX XXXX Type X		
Assignee Name ANYWHERE STATE BANK		
<u>Payment Information:</u>		
Program Code 99CRP	Payment Amount	3,731.00
Reference Number 0064B		

B Assignment/Joint Payment Screen AZKPRTCK will be--\* displayed.



D PRESS "Enter".

1 If no deductions are required, Check Printer Number Screen ANK00201 will be displayed. See paragraph 358.7.

2 If deductions are required, Screen ABK10001 will be displayed.

\* \_ \_

```

*****
* Accounting          077 MESA                      Deductions      ABK10001      *
* Interim Payment Process Screen                    Version: AA01 10-02-2000 13:18 Term X7 *
* -----*
* Producer/Non-producer ID:  XXX XX XXXX S          IMA FARMER      *
* Reference Number:         0125B                  Program Code:   97CRP      *
*                                     Payable amount: $3,959.00 *
*                                     Amount remaining to be disbursed $2,000.00 *
*
* Enter amount due FSA/CCC Claim                    _____ *
* or Enter amount due FSA/CCC Receivables           _____ *
* or Enter amount due Other Payees                  959.00 *
*
*
* Are there additional payments to be entered?  N (Y)es or (N)o *
* Enter=Continue *
*****

```

\_ \_ \*

\*--358.5 PRODUCERS WITH CLAIM, RECEIVABLE, OR OTHER AGENCY CLAIM FLAGS

If producer has been flagged for a deduction to annual rental payment because of a claim, receivable, or other agency claim, Screen ABK10001 will be displayed.

```

*****
* Accounting                077 MESA                Deductions      ABK10001      *
* Interim Payment Process Screen                Version: AA01 10-02-2000 13:18 Term X7 *
* -----
*
* Producer/Non-producer ID:  XXX XX XXXX S          IMA FARMER
* Reference Number:         0125B                  Program Code:   97CRP
*                                     Payable amount:    $3,959.00
*
*                                     Amount remaining to be disbursed    $2,000.00
*
*                                     Enter amount due FSA/CCC Claim
*                                     or Enter amount due FSA/CCC Receivables
*                                     or Enter amount due Other Payees
*                                     959.00
*
*
* Are there additional payments to be entered?  N (Y)es or (N)o
*
* Enter=Continue
*****

```

A If a deduction to the annual rental payment for a claim, receivable, or other agency claim flag is set--\* to "Y" for the producer, Screen ABK10001 will be displayed for entering the amount of deductions.

B If the claim flag, receivable flag, or both flags are set to "Y" for the producer, the amount can be entered only in the applicable field. Screen ABK10001 WILL NOT be redisplayed for entering payee name and address. The system automatically assumes the payee is CCC.

\*--C If the other payee or other agency claim flag is set--\* to "Y" for the producer, enter the amount to be deducted in the "other payee" field. Screen ABK10001 will be redisplayed for entering the payee's name and address.

D On Interim Payment Process Screen ABK10001 for deductions:

```

*--
*****
* Accounting                077 MESA                Deductions                ABK10001                *
* Interim Payment Process Screen                Version: AA01 10-02-2000 13:18 Term X7 *
* -----
*
* Producer/Non-producer ID:  XXX XX XXXX S                IMA FARMER                *
* Reference Number:          0125B                Program Code:                97CRP                *
*                               Payable amount:                $3,959.00                *
*
*                               Amount remaining to be disbursed                $3,959.00                *
*
*                               Enter amount due FSA/CCC Claim                _____                *
*                               or Enter amount due FSA/CCC Receivables                _____                *
*                               or Enter amount due Other Payees                959.00                *
*
*
* Are there additional payments to be entered?  N (Y)es or (N)o                *
*
* Enter=Continue                *
* Verify the amount entered is correct. If not, reenter correct amount now.                *
*****

```

--\*

- 1 Leave ALL data fields BLANK if 100 percent of the payment is to be paid to the producer displayed and answer the question with "N". See subparagraph 3 b (1).
- 2 Enter the amount of deduction applicable for the producer's CCC-184 \* \* \* in the correct data field according to the flags set; claims first, receivables second, etc.
- 3 Answer the question, "Are there additional payments to be entered? (Y)es or No)", with either of the following:
  - a If "Y" is entered, Screen ABK10001 will be redisplayed for:



(1) Verifying the deduction amount entered.  
PRESS "Enter".

```

* --
*****
* Accounting          077 MESA                      Deductions      ABK10001      *
* Interim Payment Process Screen                    Version: AA01 10-02-2000 13:18 Term X7 *
* -----
*
* Producer/Non-producer ID:  XXX XX XXXX S          IMA FARMER      *
* Reference Number:          0125B                  Program Code:   97CRP      *
*                                     Payable amount: $3,959.00 *
*
*                                     Amount remaining to be disbursed $3,959.00 *
*
* Enter amount due FSA/CCC Claim                    _____ *
* or Enter amount due FSA/CCC Receivables           _____ *
* or Enter amount due Other Payees                  959.00 *
*
* Payee name      COMMODITY CREDIT CORPORATION *
* Address         Route           P O Box *
*                Street *
*                City           State   Zip *
*
* Enter=Continue *
*****

```

--\*

(2) Entering the payee's name and address only if amount was entered in "other payee" data field. If CCC-184 \* \* \* was written for CCC, write the name, "Commodity Credit Corporation". PRESS "Enter".

(3) Entering another payment deduction for the same producer with a new amount remaining to be disbursed displayed.

b If "N" is entered, Screen ABK10001 will be redisplayed for verifying the deduction amount entered, if applicable. PRESS "Enter". See subparagraph E.

\* \* \*

E Payment processing messages will be displayed. Screen ANK00201 will be displayed.

358.7 PROCESSING SCREENS FOR CHECKWRITING

Check Printer Number Screen ANK00201 will be displayed.

\*--

```

*****
* Accounting          077 MESA                      Print          ANK00201      *
* Check Printer Number Screen                      Version: AA01 10-02-2000 09:17 Term X7 *
* -----*
*
* Enter Print Options:
*
* Printer Number to be used to print checks  P3
*                      (P1, P2, etc.)
*
* Check Form to be used to print checks  1
*                      (Continuous Tractor Feed = 1)
*                      (Manual Sheet Feed = 2)
*
*
* Enter=Continue
*
*****

```

--\*

A On Screen ANK00201:

- 1 Enter the printer number to be used to print CCC-184's \* \* \*.
- 2 Verify that the entered number for the type of check form to be used to print checks is correct.
  - a If correct, PRESS "Enter".
  - b If incorrect, correct and PRESS "Enter".

B Check Printing Screen ANK40501 will be displayed.

\* \_ \_

```

*****
* Accounting          077 MESA                      Print          ANK40501          *
* Check Printing Screen                               Version: AA01 10-02-2000 09:17 Term X7 *
* -----*
*
* Total number of checks to be printed:           2   on printer P3
*
*
* Verify/Enter check number range.
*
* Beginning check number           79650445
* Ending check number             79651000 (last check in box)
*
*
*
*
* Enter=Continue          Cmd4=Previous Screen          Help=Help Text
*
*****

```

--\*

- 1 On Screen ANK40501, verify that printer for printing CCC-184's \* \* \* and beginning number are correct.
  - a If the beginning number has been used previously for a manual CCC-184 \* \* \*, correct the beginning number BEFORE pressing "Enter".
  - b After verifying the number displayed, PRESS "Enter". Screen ANK40510 will be displayed.

c If the number of CCC-184's \* \* \* to be printed are more than the ending number balance, Screen ANK40501 will be redisplayed for entering new beginning and ending numbers from a new box.

```

* _ _
*****
* Accounting          077 MESA                      Print          ANK40501      *
* Check Printing Screen          Version: AA01 10-02-2000 09:17 Term X7 *
* -----*
* Total number of checks to be printed:          2    on printer P3      *
*
* Verify/Enter check number range.
*
* Beginning check number          79650445
* Ending check number          79651000 (last check in box)
*
* The above check number range does not contain enough checks to print.
* If the check number range is correct, enter an additional range below.
*
* Beginning check number          45455001 (first check in second box)
* Ending check number          45455500 (last check in second box)
*
* Enter=Continue          Cmd4=Previous Screen          Help=Help Text
*
*****
--*

```

2 After entering the check numbers for the new box on the redisplayed Screen ANK40501, PRESS "Enter". Screen ANK40510 will be displayed.



D Information screen messages will be displayed and printing will begin. After CCC-184's \* \* \* have been printed, Screen ANK41092 will be displayed.

\*--

08-077-1	97CRP	79650456	10-02-2000	\$*****959.00
Nine Hundred Fifty-Nine Dollars				
COMMODITY CREDIT CORPORATION				
Ima Farmer				
0025B				
X735000010				

08-077-1	97CRP	79650457	10-02-2000	\$*****3,000.00
0025B				
X735000010				
	IMA FARMER			
	ROUTE 1			
	ANYTOWN	KS	99999-9999	

--\*

E On Verify Check Printing Screen ANK41092, do the following:

\*--

```

*****
* Accounting          077 MESA                      Print          ANK41092      *
* Verify Check Printing Screen                      Version: AA01 10-02-2000 09:19 Term X7 *
* -----*
*
* "CHECKS" spool file is built. Checks will start printing as soon
* as the printer is ready. If printer is available, but checks are not
* printing, check for messages at the console controlling the printer.
*
*
* When printing is completed, inspect checks carefully. Ensure
* that the check numbers printed by the computer match the pre-
* printed check numbers, and that alignment was satisfactory.
*
*
* 1 = Printing was satisfactory
* 2 = Unsuccessful printing, print checks again
*
* Enter option and press "Enter". 1
* Help=Help Text
*
*****

```

--\*

- 1 Enter either of the following:
  - a "1", "Printing was satisfactory".
  - b "2", "Unsuccessful printing, print checks again".
- 2 PRESS "Enter".
  - a If printing was satisfactory,
    - \*--Screen ABK53005 will be displayed.--\*
  - b If printing was unsuccessful, Screen ANK41501 will be displayed.





\*--2 The transaction number on the disbursement statement is used in the cancellation process, if necessary. The number of CCC-184's or EFT's listed on the report will be the total number of CCC-184's or EFT's that will be canceled, IF the cancellation process is used.

United States Department of Agriculture	Farm Service Agency	KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145
Date 10-02-2000 Time 10:28 Statement Type B Original	Program 98CRP Application Conservation Reserve	Phone 308-235-2822 CRP Payment Year 2000 PAGE 1
Name: IMA FARMER ROUTE 1 ANYTOWN, KS	99999-9999	
RETAIN FOR TAX PURPOSES	Producer ID XXX XX XXXX S	Disbursement Statement
--- --		
<u>Transaction Information</u>		
<u>Reference Number(s)</u>	<u>Amount</u>	<u>STAT</u> <u>Payment Description</u>
Contract 0525B      Transaction D335000012	12,650.00	CONSERVATION RESERVE ANNUAL-CCC FUNDED
	12,650.00	Total Payments (Transactions)
<u>Disbursement Information</u>		
<u>Issue</u> <u>ACH/</u> <u>ASGN/</u> <u>RECVBL/</u>	<u>Amount</u>	<u>Payee Name/CCC Debt Repaid</u>
<u>Date</u> <u>Check</u> <u>JPYMT</u> <u>Claim</u>		
10-02-2000      79650455	12,650.00	IMA FARMER
	12,650.00	Total Disbursements
	12,650.00	Total Program Payment Earned
Approval: Signed _____ (Authorized Representative of CCC)		
*** End of Report ***		

3 To refund over collections deposited on CCC-257's, see 3-FI to correct CCC-257's already prepared or deposited and to make the applicable refunds from the already deposited CCC-257.

- 4 One copy of the Producer's Disbursement Transaction Statement MUST be filed with FSA-695 for future reference. Also, use this transaction statement report for posting CCC-184 or EFT numbers to FSA-695.
- 5 A copy of the Producer's Disbursement Transaction Statement will be mailed to the producer.
- 6 The following is an example of a Producer's Disbursement Transaction Statement with more than 1 type of disbursement referenced.

United States Department of Agriculture	Farm Service Agency	KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145			
Date 10-02-2000 Time 10:28 Statement Type A Original	Program 98CRP Application Conservation Reserve	Phone 308-235-2822			
		CRP Payment Year 2000      PAGE 1			
Name:	IMA FARMER ROUTE 1 ANYTOWN, KS	99999-9999			
RETAIN FOR TAX PURPOSES	Producer ID   XXX XX XXXX   S	Disbursement Statement			
-- --					
<u>Transaction Information</u>					
<u>Reference Number(s)</u>	<u>Transaction</u>	<u>Amount</u> STAT			
Contract   0525B	D335000012	12,650.00			
		12,650.00			
		<u>Payment Description</u>			
		CONSERVATION RESERVE ANNUAL-CCC FUNDED			
		Total Payments (Transactions)			
<u>Disbursement Information</u>					
<u>Issue</u>	<u>ACH/</u>	<u>ASGN/</u>	<u>RECVBL/</u>		
<u>Date</u>	<u>Check</u>	<u>JPYMT</u>	<u>Claim</u>	<u>Amount</u>	<u>Payee Name/CCC Debt Repaid</u>
10-02-2000	79650455	A012		650.00	ANYWHERE STATE BANK
	D0020386			12,000.00	IMA FARMER
				12,650.00	Funds to be deposited in:
				12,650.00	ANYWHERE STATE BANK
					Total Disbursements
					Total Program Payment Earned
Funds should be available within three working days of issue date.					
Approval: Signed _____					
(Authorized Representative of CCC)					
*** End of Report ***					

-- \*



COLORADO		U.S. Department of Agriculture					Prepared: 10-02-2000			
MESA		Farm Service Agency								
Report ID: EPCK80-R001		Conservation Reserve Program					Page: 1			
		CRP ANNUAL RENTAL PAYMENTS								
		Fiscal Year 2001/Payment Year 2000								
		Selected Contracts								
		Special Payment Report								
-----										
PRODUCER NAME	PRODUCER ID	SHARE	AMOUNT OF	PERMITTED	CALCULATED	AMOUNT	AMOUNT	AMOUNT	TRANSACTION	
MEMBER NAME	MEMBER ID	CRP-1	CRP-1	SHARE	AMOUNT	LIMITED BY	PAID	CTL NUM		
-----										
CONTRACT 25B	FARM 2158									
IMA FARMER	XXX XX XXXX S	All	3,959.00		3,959.00		3,959.00	X727500002		
							TOTAL AMOUNT PAID	3,959.00		

b If printing was unsuccessful, Screen ABKPRTID will be redisplayed. See subparagraph G.

\* \* \*

3 File the report. It will be the only report in CRP that will have the total amount of CCC-184's or EFT's written. User will need to add all printed reports together to get grand total paid for one FY cycle.



D On the top of Screen EPCJ1001, the year for the annual payment and FY in which installment payments are being made for payment limitation purposes will be displayed.

- 1 If the displayed years do not match years needed for manual payment, PRESS "Cmd3" to return to Screen EPCJ0501 and re-enter correct data.
- 2 Screen EPCJ1001 will be displayed with the message, "Enter CRP Contract Number". Do 1 of the following:

```

* --
*****
*          077 MESA                      Payments          EPCJ1001          *
* CRP CONTRACTS - SPECIAL PYMT PROCESS      Version: AA01 10-02-93 13:08 Term X7 *
* -----
*          1993      Annual Rental Payments
*
*          FY in which payments are being made          1994
*
*          Enter CRP Contract Number          59B      thru          _____
*
*
*
*
*
*
*          Is there another CRP Contract to enter? (Y or N)      N
*
*
*
*
*          Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*****
-- *

```

- a If only one CRP-1 number is needed, enter the CRP-1 number and PRESS "Enter".
- b If more than one CRP-1 number is needed:
  - (1) Enter the first CRP-1 number requested, and PRESS "Field Exit" twice.

(2) ENTER "Y" to answer the question, "Is there another CRP contract number to enter?". The system will default to "N" if left blank. PRESS "Enter". Screen EPCJ1001 will keep redisplaying to enter more CRP-1 numbers.

(3) Continue entering CRP-1 numbers until the last CRP-1 number to be processed is entered.

(a) PRESS "Field Exit" twice.

(b) Change the answer to the question in subparagraph (2) to "N", and PRESS "Enter".

c If a range of CRP-1 numbers is needed, enter the:

(1) Beginning CRP-1 number and PRESS "Field Exit".

(2) Ending CRP-1 number requested and PRESS "Enter".

3 Screen EPCJ7101 will be displayed.

\*--

```

*****
*              077 MESA                      Payments          EPCJ7101          *
* CRP CONTRACTS - SPECIAL PYMT PROCESS      Version: AA01 10-02-93 13:09 Term X7 *
* -----*
* Contract Number   59B                      Farm Number       791          *
*
* Enter "ALL" for selection of all producers to be paid:          ALL          *
* or                                                           *
* (S)elect Name                      ID No           Type          *
*
*   1  _  IMA FARMER                      XX XXXXXXXX      E          *
*
*
*
* NO MORE PRODUCERS                      MORE CONTRACTS          *
*
* Cmd2=Return to first contract    Cmd5=Complete transaction *
*
* Cmd3=Previous Screen              Cmd7=End CRP Processing   Enter to Continue      *
*****

```

--\*

- 4 On Screen EPCJ7101:
- a ENTER "ALL" if all producers on the CRP-1 number displayed are to have a payment recorded. PRESS "Enter" to display the next requested CRP-1.
  - b ENTER "S" if ONLY selected producers on the CRP-1 number displayed are to have a payment recorded. \* \* \*
  - \*--c "Enter to continue" is only displayed if the message, "MORE CONTRACTS", is displayed. PRESS "Enter" to display the next CRP-1 requested.--\*
  - d PRESS "Cmd5" to complete the transaction, if either of the following applies:
    - (1) The message, "NO MORE PRODUCERS", is displayed for CRP-1 having a payment recorded, and no more CRP-1's are to be processed at this time.
    - (2) If the messages, "NO MORE PRODUCERS" for CRP-1 having a payment recorded and "NO MORE CONTRACTS" are displayed.
  - e Use the command keys as follows:
    - \*--(1) PRESS "Cmd2" to return to the first contract selected, if more than two CRP-1's are selected, to make changes, if necessary.
    - (2) PRESS "Cmd3" to return to previous screen.--\*
    - (3) PRESS "Cmd5" to end the producer selection process. Restart the process for those CRP-1's selected but no producers were selected to be paid.
    - (4) If "Cmd7" is pressed, all CRP-1's and producer selections entered will be lost.

- 5 Validations and reports will be produced. Screen FAX46501 will be displayed. Change printer ID, if necessary, and PRESS "Enter". The following reports will be produced:
  - a Report EPCK50-R001, Special Payments Exception Report.
  - b Report EPCK52-R001, Preliminary Payment Limitation Report.
  - c Report EPCK63-R001, Producer Payment Limitation Report.
- 6 Screen EPCL1001 will be displayed to record manually prepared payment data for each producer selected.

#### 359.4 PRODUCERS WITH ASSIGNMENT OR JOINT PAYEE FLAGS

If a producer has been paid MANUALLY with a typewritten CCC-184 \* \* \* and has an assignment or joint payee on file, the user will need to update the accounting software accordingly. There is NO interface with the assignment or joint payee file when entering a manual payment.

#### 359.5 PRODUCERS WITH HAYING, GRAZING, OR UNAUTHORIZED USE \*--REDUCTIONS--\*

A On Screen EPCL1001, the cursor will be displayed in the "Remaining Payment Amount" field. Ensure that the correct producer data is displayed at the top of the screen BEFORE proceeding.

- 1 The remaining payment amount can be any of the following:
  - a All of the producer's share with none paid.
  - b The remaining amount of producer's share if part has been previously paid.







- \*--b If remaining payment amount is incorrect, correct amount and PRESS "Enter". Screen EPCL1001 will be redisplayed to verify different entered payment amount.
  - c If remaining payment amount is correct, PRESS "Enter".
- 6 If more than 1 producer is to be paid on a single CRP-1, "Cmd3=Previous Screen" will be displayed on verification screen for use.
- 7 Use the command keys as follows:
  - a PRESS "Cmd2" to skip recording a payment for the producer displayed.
  - b PRESS "Cmd3" to return to the previous screen.
  - c PRESS "Cmd7" to end the payment process. All payment records entered will be lost.
- 8 Screen EPCK6401 will display with the message, "Payment limitation is being applied".
  - a Payment limitation will be calculated and reported on Reports EPCK63-R001 and on EPCK80-R001 under "exceeded limit by" column.
  - b The system will NOT bring the payment into compliance with payment limitation.
  - c With the use of Report EPCK52-R001 the USER WILL BE RESPONSIBLE for keeping producer within payment limitation. If by accident payment limitation is exceeded, screen messages will be displayed.--\*

9 The following 2 reports will be produced:

a Report EPCK68-R001, CRP Nonpayment Report.

\*--

COLORADO MESA Report ID: EPCK68-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program Fiscal Year 2001/Payment Year 2000 Selected Contracts -- Manual Payments CRP Nonpayment Report	Prepared: 10-02-2000 Page: 1			
-----					
CONTRACT NUMBER	FARM NUMBER	PRODUCER NAME	PRODUCER ID AND TYPE	ENTITY TYPE	AMOUNT TO BE PAID
-----					
All CRP producers are payable.					

b Report EPCK68-R004, CRP "M" - Manually Recorded Payments Report.

COLORADO MESA Report ID: EPCK68-R004	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program Fiscal Year 2001/Payment Year 2000 Selected Contracts -- Manual Payments CRP "M" - Manually Recorded Payments Report	Prepared: 10-02-2000 Page: 1			
-----					
CONTRACT NUMBER	FARM NUMBER	PRODUCER NAME	PRODUCER ID AND TYPE	ENTITY TYPE	AMOUNT TO BE PAID
-----					
59B	791	IMA FARMER	XX XXXXXXXX	Partnership	3,578.00
Final page of report "M" for Manually Recorded Payments					

--\*



C If an amount is entered in the "claim" or "receivable" data field, Screen ABK10001 WILL NOT be redisplayed for entering payee name. The system automatically assumes the payee is CCC.

D If an amount is entered in the "other payees" data field, Screen ABK10001 will be redisplayed for entering the payee's name and address.

E On Interim Payment Process Screen ABK10001 for deductions:

\*--

```

*****
* Accounting          077 MESA                      Deductions      ABK10001      *
* Interim Payment Process Screen                Version: AA01 10-02-2000 13:18 Term X7 *
*-----*
*
* Producer/Non-producer ID:  XX XXXXXXX E          IMA FARMER                      *
* Reference Number:         0059B                  Program Code:    99CRP                      *
*                                     Payable amount:    $3,578.00                      *
*
*                               Manual Amount remaining to be disbursed    $3,578.00                      *
*
*                               Enter amount due FSA/CCC Claim                _____                      *
*                               or Enter amount due FSA/CCC Receivables        _____                      *
*                               or Enter amount due Other Payees                578.00                      *
*
*
*
*
* Are there additional payments to be entered?  N (Y)es or (N)o          *
*
* Enter=Continue
* Verify the amount entered is correct. If not, reenter correct amount now.
*****

```

--\*

- 1 Leave ALL data fields BLANK if 100 percent of the payment was disbursed to the producer displayed and answer the question with "N". See subparagraph 3 b (1).
- 2 Enter the amount of deduction written on the manual CCC-184 \* \* \* for the producer in the correct data field.
- 3 Answer the question, "Are there additional payments to be entered? (Y)es or No)", with either of the following:
  - a If "Y" is entered, Screen ABK10001 will be redisplayed for:

- (1) Verifying the deduction amount entered.  
PRESS "Enter".

```

* --
*****
* Accounting          077 MESA                      Deductions      ABK10001      *
* Interim Payment Process Screen                    Version: AA01 10-02-2000 13:18 Term X7 *
* -----
*
* Producer/Non-producer ID:  XXX XXXXXXXX E          IMA FARMER
* Reference Number:          0059B                    Program Code:   99CRP
*                                     Payable amount:  $3,578.00
*
* Manual Amount remaining to be disbursed           $3,578.00
*
* Enter amount due FSA/CCC Claim                    _____
* or Enter amount due FSA/CCC Receivables           _____
* or Enter amount due Other Payees                  578.00
*
* Payee name      COMMODITY CREDIT CORPORATION
* Address         Route          P O Box
*                Street
*                City                State   Zip
*
* Enter=Continue
*****

```

- (2) Entering the payee's name and address written on the canceled CCC-184 for correction only if amount was entered in "other payees" data field. If CCC-184 was written for CCC, write the name, "Commodity Credit Corporation". PRESS "Enter".
- (3) Entering another payment deduction for the same producer with a new correction amount remaining to be--\* disbursed displayed.

- b If "N" is entered, Screen ABK10001 will be redisplayed for:
- (1) Verifying the deduction amount entered, if applicable.
    - (a) If CCC-184 \* \* \* was written for a claim or receivable, PRESS "Enter".
    - (b) If no deductions are needed, PRESS "Enter". See subparagraph F.
  - (2) Entering the payee's name and address \*--written on the original prepared CCC-184 only if amount was entered in "other payee" data field. If CCC-184 was written for CCC, write the--\* name, "Commodity Credit Corporation". PRESS "Enter".
- F Payment processing messages will be displayed. Screen ANK30010 will be displayed.



\*--359.6 PROCESSING SCREENS FOR RE-ENTERING CORRECTED CHECKWRITING

Verify Check Data Screen ANK30010 will be displayed.

```

*****
* Accounting          077 MESA                      Verify          ANK30010      *
* Verify Check Data Screen                          Version: AA01 10-02-2000 13:20 Term X7 *
* -----
*
*                               MANUAL CHECK DATA
* Producer/Non-producer ID XX XXXXXXX E  IMA FARMER
* Other Payee (Assignee) ID
*
*           Program Code 99CRP                      Amount          3578.00
*           Check Number 79650458                  Issue Date      10022000
*
*
* Reference Number: Contract Number 0059B
*
*
*
*
* Enter=Continue
*
*****

```

--\*

A On Screen ANK30010:

- 1 Enter the check number in the data field that corresponds with the data displayed on the top of the screen.
- 2 Verify data entered. Screen ANK30010 will \*--redisplay for EACH re-entered CCC-184 for CRP-1 number selected until all have been entered. PRESS "Enter".

B Screen ABK53005 will be displayed.--\*

\*--C On Screen ABK53005, enter printer ID if different than displayed and number of copies to be printed. PRESS "Enter".

```

*****
* Accounting          077 MESA                      Print          ABK53005      *
* Printer Selection Screen                               Version: AA01 10-02-2000 08:15 Term E1 *
* -----*
*
*           Producer's Transaction Statement Print Options
*
*           The transaction statement requires 8 1/2 by 11 paper.
*
*           Please align the printer (when necessary).
*
*
*           Enter printer ID (P1, P2, etc.) To be used:  P3
*
*           Enter number of copies to print:  1
*
*           Do you want postal bar codes printed above the
*           Address block on the statement? (Y or N):  N
*
*
*           Enter=Continue
*
*****

```

--\*

\*--1 The Producer's Disbursement Transaction Statement is printed in the same order as CCC-184's were entered. The transaction statement shows processing mode, transaction number, CCC-184 number and amount, and payee.

United States Department of Agriculture		Farm Service Agency		MESA COUNTY FSA OFFICE GRAND JUNCTION, CO 69145	
Date 10-02-2000 Time 10:28 Statement Type M Manual	Program Application	99CRP Conservation Reserve	Phone 970-235-9133		
			CRP Payment Year 2000	PAGE 1	
Name:		IMA FARMER ROUTE 1 ANYTOWN, KS		99999-9999	
RETAIN FOR TAX PURPOSES		Producer ID XX XXXXXXX E	Disbursement Statement		
-- --					
<u>Transaction Information</u>					
<u>Reference Number(s)</u>			<u>Amount</u>	<u>STAT</u>	<u>Payment Description</u>
Contract 0059B	Transaction E327600001		3,578.00		CONSERVATION RESERVE ANNUAL-CCC FUNDED
			3,578.00		Total Payments (Transactions)
<u>Disbursement Information</u>					
<u>Issue</u>	<u>ACH/</u>	<u>ASGN/</u>	<u>RECVBL/</u>	<u>Amount</u>	<u>Payee Name/CCC Debt Repaid</u>
Date	Check	JPYMT	Claim		
10-02-2000	79650455	A012		578.00	ANYWHERE STATE BANK
	79650457			2,000.00	IMA FARMER
				500.00	1998 Haying/Grazing Reduction
				500.00	1998 Unauthorized Uses Reductions
				3,578.00	Total Disbursements
				3,578.00	Total Program Payment Earned
*** End of Report ***					

2 PRESS "Enter". Screen ABK53010 will be--\* displayed.



\*--

COLORADO		U.S. Department of Agriculture				Prepared: 10-02-2001			
MESA		Farm Service Agency							
Report ID: EPCK80-R001		Conservation Reserve Program				Page: 1			
		CRP ANNUAL RENTAL PAYMENTS							
		Fiscal Year 2002/Payment Year 2001							
		Selected Contracts							
		Manual Payments Report							
-----									
PRODUCER NAME	PRODUCER ID	SHRAMOUNT OF	PERMITTED	ENTERED	EXCEEDED	AMOUNT	TRANSACTION		
MEMBER NAME	MEMBER ID	CRP-1	CRP-1	SHARE	AMOUNT	LIMIT BY	PAID	CTL NUM	
-----									
CONTRACT 59B	FARM 791								
IMA FARMER	XX XXXXXXX E	All	3,577.00	1.0000			3,578.00	X727500002	
IMA FARMER	XXX XX XXXX S			.5000	1,789.00		1,789.00		
IMA FARMER	XXX XX XXXX S			.5000	1,789.00		1,789.00		
		Members Total:			3,578.00				
					TOTAL AMOUNT PAID 3,578.00				

--\*

\* \* \*

- 3 File the report. User will need to add all printed reports, generated through any of the payment functions, together to get grand total paid for one FY cycle.

## \*--360 CANCELING ISSUED CCC-184'S OR EFT'S FOR CRP PAYMENTS

A If CCC-184 has been mutilated, lost, stolen, destroyed, or expired, cancel and reissue CCC-184 using the ACCOUNTING CHECKWRITING software. Use 1-FI.

B THIS CANCEL OPTION SHOULD ONLY BE USED WHEN ALL COPIES OF CCC-184'S ARE PHYSICALLY LOCATED IN THE COUNTY OFFICE OR EFT'S HAVE NOT BEEN QUEUED.

**Note:** If interest penalty payment was issued for CRP payable and payable is canceled, cancel interest penalty payable through accounting software.--\*

C If cancel is needed after offset was deducted for producer with multiple payments and part has been mailed and deposit has not been completed, do the following:

1 Cancel the transaction number, which consists of a 2-digit workstation number, a 3-digit Julian date, \*--and a 5-digit number for CCC-184's or EFT's--\* written for producers on a given date.

2 Re-enter ONLY the correct CCC-184's \* \* \* using special payment processing, option 2, "Enter manual check".

\*--3 Issue the remaining CCC-184's or EFT's for the--\* correct amounts using option 1, "Access CRP payment", ONLY if payment has not been deposited.

4 DO NOT cancel using this option if partial payment has been deposited on CCC-257. Correct according to subparagraph D.

D If an offset was deducted from producer's payment and the amount deposited was found to be an over collection, AFTER all of the producer's annual rental payment has been disbursed through CRP, issue the REFUND amount to the producer using the ACCOUNTING CASH RECEIPTS software option for modifying or deleting an already deposited CCC-257. Use 3-FI for the following:

1 Deleting the original deposited program "PGM" code and program amount, NOT the remittance "RMT" and remittance amount, IF THE REMITTANCE AMOUNT WAS ENTERED CORRECTLY. ONE-HUNDRED PERCENT OF THE INDIVIDUAL PRODUCER'S CHECK AMOUNT IS RECORDED ONLY 1 TIME FOR ALL PROGRAM CODES THAT WERE BEING PAID BACK WITH THE PRODUCER'S CHECK, on the already prepared CCC-257. Producer's check number should be listed only on CCC-257 once, not multiple times for different amounts.

- a Remittance and remittance amounts represent the total number of checks and the total monetary value of the check the producer has given the County Office to be deposited.
- b For example, producer's check number 1234 for \$1,515 is deposited for program codes \*--"98CRP" at \$600 and "CRPINT" at \$101.50 for 1998, "98CRP" at \$600 and "CRPINT" at \$48.50 and "98CRLIDA" at \$15 for 1999, and "98CRPCS" at \$140 and "CRPINT" at \$10 listed on--\* CCC-257.
- c Use the application software that originally placed the entries on CCC-257 to modify. For example:
  - (1) CRP annual rental payments and associated entries were sent from CRP. To correct, use cancel refund and resend the modified amounts through refund back to CCC-257.
  - (2) CRP cost-shares, hay/graze, and unauthorized uses were sent from accounting. To correct, use modify or delete for incorrect "PGM" code and re-enter the correct "PGM" code and amount through accounting, including "REFREP" code for partial or 100 percent producer refunds. The code must be tied to the check that has been deposited and cashed by the bank.
- d Even though more than 1 program code is included with the remittance, there should be only 1 remittance listed on CCC-257.
- e After entering the remittance the first time, the system will subtract each grouped entry until 100 percent of the remittance has been accounted for UNLESS, by error, the producer wrote the check for more, or included liquidated damages that were not applicable.

- (1) The difference should be refunded to the producer by the CCC-257 software as a "REFREP CCC-184".
  - (2) The system will:
    - (a) Automatically interface with checkwriting after "Y" is noted that there is an overpayment.
    - (b) Make CCC-184 payable to the LAST producer's ID for which credit has been given, with program code "REFREP".
    - (c) Post the "REFREP" "PGM" code on CCC-257 accordingly.
- 2 To pay back 100 percent of the amount over collected from the producer. Write CCC-184 or \*--EFT on a producer-by-producer basis in the--\* CHECKWRITING SOFTWARE using the producer's ID and the program code "REFREP".
- a This action is required because the CRP producer history file will indicate that the producer has been paid in full or given 100 percent credit for total amount that was to be received.
  - b At this point, the CRP file is correct, because the overpayment is on CCC-257. CRP history file indicates producer has been paid in full through CRP.

- \*--3 Re-entering the corrected amount with the same or corrected program code for the same producer's ID. This could be 100 percent of the over collection with the program code to be entered as "REFREP" or the same program code that was previously entered but for a lesser amount. If re-entering the program record for a lesser amount than was originally recorded, the system will display a difference. Answer the question for a refund with "Y". The amount will be refunded from the ORIGINAL amount deposited while keeping CCC-257 in balance.
- E Use the item or check number remaining on CCC-257 for the producer when re-entering information in subparagraph D 3 because the bank has already cashed the producer's check, or once the County Office has prepared CCC-257, it is considered already cashed and deposited.
- 1 The CCC-257 software will automatically call the checkwriting software when the question for overpayment amount to be refunded is answered with "Y".
  - 2 The process in subparagraph 1 keeps CCC-257 in balance. Cash receipt's software will update the originally prepared CCC-257 by entering a second "PGM" code as "REFREP" with the amount refunded. Therefore, CCC-257 will have the same total amount as it did when it was originally prepared.--\*



\*--F On Menu EPCA00, ENTER "6", "Payment Activities", and--\*  
PRESS "Enter". Screen EPCJ0001 will be displayed.

```

*****
*                               077 MESA                               Payments          EPCJ0001          *
* CRP CONTRACTS - ANNUAL PYMT ACTIVITIES          Version: AA01 10-02-2000 08:15 Term E1 *
* -----
*      1. Prepayment Process
*      2. Select Producers for Special Payment and/or Reduction Processing
*      3. Compute and Issue Annual Payments - Batch
*      4. Perform Special Payment Processing
*      5. Continue Batch Printing
*      6. Change Producer Payment Limitation Provision
*      7. Payment Reports
*      8. Reset Suspense Flags
*      9. Select Contracts in State Enhancement Program (SEP)
*     10. Overpayment Process
*     11. Update/View Annual Payment Authorization          Select an option          4
*
*
* Cmd3=Previous Menu          Cmd7=End CRP Processing          Enter to Continue
*****

```

G On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter". Screen EPCJ0501 will be displayed.

H On Screen EPCJ0501, ENTER "3", "Cancel issued CRP payment - automated".

```

*****
*                               077 MESA                               Payments          EPCJ0501          *
* CRP - SPECIAL PYMT ACTIVITIES          Version: AA01 10-02-2000 09:37 Term X7 *
* -----
*      1. Access CRP payments
*      2. Record manual payment
*      3. Cancel issued CRP payment - automated
*      4. Access Special Authorized Payment
*      5. Refund
*      6. Cancel Refund
*
*      Select an option
*
*      Enter FY for which installment payments are being made          2000
*      (Options 1, 2, 3 and 4 only)
*
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue
*****

```





- a If the entry is not "X" on Screen MGCRVE01, the error message, "Invalid Code, must be 'X' or blank. Please re-enter", will be displayed. Correct the entry.
- b If any CCC-184 \* \* \* or transaction number has been canceled previously, CCC-184 \* \* \* or transaction number will NOT be redisplayed. If the selection is:
- (1) Correct, with NO MORE PRODUCERS, PRESS "Enter" and follow instructions in subparagraph d.
  - (2) Incorrect, make corrections. Move the cursor directly over the incorrect entry by using the arrow keys and PRESS "Field Exit" or "space bar".
- c If the message, "MORE PRODUCERS" is displayed on Screen MGCRVE01, ENTER "X" next to CCC-184 \* \* \* or transaction number for the producers selected and PRESS "Enter".
- (1) If selections are to be made on more than 1 screen, PRESS "Enter". This will KEEP the producers selected on more than 1 screen for display on Screen MGCRVE01.
  - (2) If the roll up and roll down keys are used, the producer's data will NOT be kept for display on Screen MGCRVE01.



(2) ENTER "N" and PRESS "Enter". Screen EPCL2001 will be redisplayed. The system will redisplay either of the following, depending on whether the user entered "Y" or "N" to the question, "Is there another Contract to enter?".

(a) If "Y" was entered on Screen EPCL2001, Screen EPCL2001 will be displayed to enter another CRP-1 number.

(b) If "N" was entered on Screen EPCL2001, Screen EPCJ0501 will be displayed.

4 On Screen ANK52010:

\* \_ \_

```

*****
* Accounting          077 MESA                      Cancel          ANK52010          *
* Check Available Screen                               Version: AB44 12-09-2000 09:37 Term E1 *
* -----
*
* Producer/Non-Producer ID XX XXXXXXXX E IMA FARMER *
*
* Program Code 99CRP                               Amount          3035.00          *
* Check Number 65796704                             Issue Date       10-02-2000          *
*
* Reference: Contract Number 0219 *
*
* Is the check to be canceled available? (Y or N) Y *
*
*
*
* Enter=Continue *
*****

```

--\*

a Answer the question, "Is the check to be canceled available? (Y or N)". Enter:

(1) "Y", if ORIGINAL of CCC-184 \* \* \* or transaction number being canceled is available, in hand.

(2) "N", if ORIGINAL of CCC-184 \* \* \* or transaction number being canceled is NOT available, not in hand.

\*--b PRESS "Enter" to continue. If payable--\* being canceled:

(1) Has NOT been purged from the system:

(a) Informational screen messages will be displayed updating the accounting records.

\*--(b) Following is an example of a canceled Producer's Disbursement Transaction Statement.

United States Department of Agriculture	Farm Service Agency	KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145
Date 10-11-2000 Time 10:28 Statement Type R Correction	Program 98CRP Application Conservation Reserve	Phone 308-235-2822
		CRP Payment Year 2000 PAGE 1
Name: IMA FARMER ROUTE 1 ANYTOWN, KS	99999-9999	
RETAIN FOR TAX PURPOSES	Producer ID XXX XX XXXX S	Disbursement Statement
-- --		-- --
<u>Transaction Information</u>		
<u>Reference Number(s)</u>	<u>Amount</u>	<u>STAT</u> <u>Payment Description</u>
Contract 0525B Transaction D335000012	12,650.00	CAN CONSERVATION RESERVE ANNUAL-CCC FUNDED
	0.00	Total Payments (Transactions)
<u>Disbursement Information</u>		
<u>Issue</u> <u>ACH/</u> <u>ASGN/</u> <u>RECVBL/</u>	<u>Amount</u>	<u>Payee Name/CCC Debt Repaid</u>
<u>Date</u> <u>Check</u> <u>JPYMT</u> <u>Claim</u>		
10-02-2000 D0020400	10,500.00	IMA FARMER
	10,500.00	Total Disbursements
<u>Correction Information</u>		
<u>Issue</u> <u>ACH/Check</u> <u>Offset</u>	<u>Amount</u>	<u>Producer/Payee Name/Other</u>
<u>Date</u> <u>Cancel</u> <u>RECIBL</u>		
10-02-2000	500.00	1998 Haying/Grazing Reduction
	1,000.00	1998 Unauthorized Uses Reduction
10-11-2000 79650455 01012	650.00	COMMODITY CREDIT CORPORATION
	10,500.00	RECIBL Principal Due
	12,650.00	Original Payable Amount
	0.00	Corrected Payable Amount
	10,500.00	Amount Due CCC
*** End of Report ***		

--\*

(c) Screen EPCJ0501 will be redisplayed.

\*--

```

*****
*                               077 MESA                               Payments      EPCJ0501      *
* CRP - SPECIAL PYMT ACTIVITIES      Version: AA01 10-02-2000 09:37 Term X7 *
*-----*
*
*      1. Access CRP payments
*      2. Record manual payment
*      3. Cancel issued CRP payment - automated
*      4. Access Special Authorized Payment
*      5. Refund
*      6. Cancel Refund
*
*      Select an option
*
*      Enter FY for which installment payments are being made
*      (Options 1, 2, 3, and 4 only)
*
*
*      Cmd3=Previous Screen      Cmd7=End CRP Processing      Enter to Continue
*****

```

--\*

(2) Has BEEN purged from the system, a receivable will be created. Screen ANK52020 will be displayed.

\*--

```

*****
* Accounting      077 MESA      Cancel      ANK52020      *
* Amount Due Screen      Version: AC74 10-21-2000 09:37 Term E1 *
*-----*
*
*      3035.00 is still outstanding from IMA FARMER
*
*      This payment has been purged from the Accounting Payment History.
*      Producer/Non-producer ID XX XXXXXXXX E      Program Code 99CRP
*      Reference Contract Number 0219
*
*      Enter a Basis of Debt Code 10341 See Handbook 67-FI Exhibits 6 & 7
*
*      Enter interest start date and program code if interest is due.
*      Interest Start Date _____ Interest Program Code _____
*      Enter charge(s) program code and amount if due.
*      Charge Program Code 1 _____ Amount Due _____
*      Charge Program Code 2 _____ Amount Due _____
*                               Interest Due _____
*      Establish a Receivable for Total Amount Due 3035.00
*
*      Do you want an initial notification letter printed? (Y/N) N
*
*      Enter-Continue      Cmd2=Re-enter Data      Help=Help Text
*****

```

--\*

- 5 On Screen ANK52020:
  - a Enter the "Basis of Debt Code", if reason is other than canceled payment.
  - b Press "Enter".
- 6 For more detailed instructions on receivables, see 67-FI.

### 361 SPECIAL AUTHORIZED PAYMENTS

Follow this paragraph to issue payments that cannot be timely issued using normal payment processing because multi-county producer records are not timely updated in ALL counties and INHERITED contracts. This option may also be used to issue payments that are in arrears by more than 2 years and cannot be accessed using normal payment processing. EFT is the preferred method of disbursement and must be used for producers who have elected EFT as their payment method.

- A Before using the "Access Special Authorized Payment" option to process a payable, a statement that states the reason the payment could not be issued using normal payment processing must be prepared and signed by the Program Technician and CED. DD shall review, initial, and date each statement.
- B Statements prepared for payments issued because of multi-county producer records not being updated or for any other reason using "Access Special Authorized Payments" shall be retained in a folder under the contract file according to 25-AS. Each statement shall be kept for 18 months from the date the producer was entitled to the payment.

**Example:** Producer is entitled to a payment on October 30, 2000. The statement shall be retained until April 30, 2002.

- \*--C On Menu EPCA00, ENTER "6", "Payment Activities", and--\* PRESS "Enter".
- D Screen EPCJ0001 will be displayed. ENTER "4", "Perform Special Payment Processing", and PRESS "Enter".



## 371 REFUND INFORMATION

- \*--A All unearned CRP annual rental payment amounts received by any producer can be refunded using the refund software. Also, producers who never received a direct rental payment, but have purchased a farm containing a CRP-approved contract and now wants to withdraw, can be entered in the CRP refund software for nonautomated. Entries must be entered by EACH FY payment being repaid.
- B Liquidated damages, if applicable, must be entered with the FY annual rental payment refund that caused the damages to be applied. If liquidated damages are being paid for CRP-1's that have not received an annual rental payment, record the payment using accounting software.
- C Do NOT enter C/S's, C/S interest, incentive payments, and applicable interest refunds in the CRP AUTOMATED--\* and nonautomated refund software. THESE CODES MUST BE ENTERED IN THE ACCOUNTING SOFTWARE.
- D Enter the following refunds, according to paragraph 373, by CRP-1 number and FY:
- 1 CRP annual rental payment.
  - 2 CRP annual rental payment interest.
  - 3 CRP annual rental payment liquidated damages for FY incurred, if applicable. \* \* \*
- \* \* \*

## 372 ENTERING WHOLE DOLLARS OR DOLLARS AND CENTS FOR COLLECTIONS

A The following payments shall be refunded in whole dollars:

- \*--1 CRP annual rental payments coded XXCRP.
- 2 CRP Signing, Practice, Wetland Restoration, and Riparian Buffer Incentives. Payment codes are XXCRPSGNI, XXCRPPRI, XXCRPWRI, and XXCRPRBI.
- 3 C/S payment code XXCRPCS.

**Note:** Also Haying and Grazing reductions.--\*

B The following payments shall be collected in dollars and cents:

- 1 All interest incurred for codes CRPINT and CRPINTA.
- 2 All liquidated damages incurred for code XXCRLIDA.

\*--**Note:** Also Unauthorized Uses reductions.--\*

\* \* \*

## 373 ENTERING CRP ANNUAL RENTAL PAYMENT REFUND DATA

Enter ALL of the CRP annual rental payment refunds and related CRP refunds in subparagraph 371 D according to this paragraph.

A Follow paragraph 266 to access the CRP contract file.

B On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.

\* - -

```

*****
*                               017 CHASE                               Payments           EPCJ0001          *
* CRP CONTRACTS - ANNUAL PYMT ACTIVITIES      Version: AA01 03-09-2002 08:24 Term C1 *
* -----
*      1. Prepayment Process
*      2. Select Producers for Special Payment and/or Reduction Processing
*      3. Compute and Issue Annual Payments - Batch
*      4. Perform Special Payment Processing
*      5. Continue Batch Printing
*      6. Change Producer Payment Limitation Provision
*      7. Payment Reports
*      8. Reset Suspense Flags
*      9. Select Contracts in State Enhancement Program (SEP)
*     10. Overpayment Process
*     11. Update/View Annual Payment Authorization      Select an option      4
*
*
*
*
* Cmd3=Previous Menu           Cmd7=End CRP Processing           Enter to Continue
*****

```

C On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter". Screen EPCJ0501 will be displayed.

```

*****
*                               017 CHASE                               Payments           EPCJ0501          *
* CRP - SPECIAL PYMT ACTIVITIES      Version: AA01 03-09-2002 08:24 Term C1 *
* -----
*      1. Access CRP payments
*      2. Record manual payment
*      3. Cancel issued CRP payment - automated
*      4. Access Special Authorized Payment
*      5. Refund
*      6. Cancel Refund
*
*      Select an option
*
*      Enter FY for which installment payments are being made
*      (Options 1, 2, and 3 only)
*
*
*
* Cmd3=Previous Screen           Cmd7=End CRP Processing           Enter to Continue
*****

```

- - \*

\* \* \*

- D On Screen EPCJ0501, ENTER "5", "Refund", and PRESS "Enter". Use this option for automated AND nonautomated refunds.
- E On Screen EPCL2001, the message, "Enter CRP Contract Number", will be displayed. Enter the CRP-1 number needed and PRESS "Field Exit".
- \*--F If the answer to the question, "Is this a manually prepared CCC-257?", is:
- 1 "Y", Screen MGCRVS03 will be displayed for entry of "Date of Remittance" and PRESS "Enter". Screen AGK00520 will be displayed for entry of "Schedule Number" and "Deposit Date" and PRESS "Enter" to continue with the refund process.
  - 2 "N", Screen MGCLAC-02 or MGCRVS01 will be displayed, as appropriate, to continue with the refund process.--\*
- G If the answer to the question, "Is there another CRP Contract to enter?", is:
- 1 "Y", Screen EPCL2001 will be redisplayed after entering the first CRP-1 number.
  - 2 "N", Screen EPCJ0501 will be displayed after entering the last CRP-1 number.
- H If only one CRP-1 number is needed to enter a CRP annual payment refund, enter the CRP-1 number and PRESS "Enter". Follow subparagraph J.
- I If more than one CRP-1 number is needed to enter refunds of CRP annual payments:
- 1 Enter the first CRP-1 number for refund, and PRESS "Field Exit".

- \*--2 The question, "Is there another CRP Contract to enter?", will be displayed. ENTER:
  - a "Y" and PRESS "Enter". Screen EPCL2001 will be redisplayed after all data for the first CRP-1 has been processed.
  - b Each additional CRP-1 number needed.
- 3 After entering the CRP-1 number for the last refund to be processed, PRESS "Field Exit". The question, "Is there another CRP Contract to enter?" will be displayed. ENTER "N" and PRESS "Enter".
- J On Screen MGCLA0-01, the message, "Conservation Reserve Program Checkwriting Interface System - Building Payment System Control Files", will be displayed. Continue with paragraph:
  - 1 374 for CRP-1's without records in the producer payment history file.
  - 2 375 for CRP-1's with records in the producer payment history file.--\*

(Text continued on next page.)

\*--374 ENTERING REFUND DATA FOR PRODUCERS WITHOUT RECORDS IN PRODUCER PAYMENT HISTORY FILE

A Screen MGCLAC-02 will be displayed if a producer does NOT have a payment record in the producer payment history file for either of the following reasons:

- 1 The producer is associated with a new CRP-1 and an annual rental payment has never been issued to the producer.
2 The person refunding the payment may be a different person than the producer that was originally paid.

B Screen MGCLAC-02 will be displayed with the following:

```
*****
* MGRVVS 017 CHASE MESSAGE MGCLAC - 02 *
* 2002 CONSERVATION RESERVE PAYMENTS Version: AB39 03-09-2002 08:25 Term C1 *
* -----
* PAYMENT CALCULATION CONTROL PROCESSING
* Contract No.: 115B
*
* No active payments.
* Is Refund for a Non-Automated Payment? (Y)es (N)o
*
*
* Cmd7-End Enter-continue Y
*
*****
```

--\*

- 1 "Contract No."
2 The message, "No active payments."



2 "Producer Id Number & Type:".

a Enter the 9-digit producer ID number and 1-letter ID type.

\*--b PRESS "Enter". Screen MGCRVS05 will be displayed.

D Screen MGCRVS05 will be displayed with the CRP-1 number and the producer's ID, type, and name.

```

*****
* MGCRVS          017 CHASE          SELECT          MGCRVS05          *
* 2002 CONSERVATION RESERVE PAYMENTS          Version: AB39 03-09-2002 08:27 TERM C1 *
* -----
*                               NON-AUTOMATED PAYMENT REFUND DATA
*
* WARNING: Handle claim collection through Accounting Software.
* Contract: 0115B          Producer ID.: XXX XX XXXXX S
* Producer name: IMA FARMER
* Program Yr...: 1997          Fiscal Yr: 1998          Orig. Payment Date: 10211997
*
* Check: X          Certificate: _          (Indicate Check or Certificate with an X)
*
* Refund principal amount:          550.00
*
*
* Interest amount. . . . :          13.50
* Liquidated damages . . . :          111.33
*
*
* Cmd7-End          Enter-Continue
*
*****

```

1 On Screen MGCRVS05, enter the following and PRESS "Field Exit" after each entry:--\*

a PROGRAM YEAR. Enter the program year from CRP-1.

- \*--b FISCAL YEAR. Enter the FY payable that was issued or SUPPOSED TO HAVE BEEN ISSUED for payment limitation purposes.
- c ORIGINAL PAYMENT DATE. Enter the date the original payable was issued even if successor-in-interest has occurred.
- d CHECK. ENTER "X" if the original payment was issued with CCC-184 or EFT for FY being entered. See Exhibit 14.7.
- e REFUND PRINCIPAL AMOUNT. Enter ONLY the principal amount being refunded in whole dollars.
- f INTEREST AMOUNT. Enter the interest amount for ONLY this installment payment in dollars and cents.
- g LIQUIDATED DAMAGES. Enter the amount of liquidated damages in dollars and cents, if applicable, on the most current payment year refund. PRESS "Enter".--\*

\* \* \*

\* \* \*

\* \_ \_

```

*****
* MGCRVS          017 CHASE          SELECT          MGCRVS05          *
* 2002 CONSERVATION RESERVE PAYMENTS          Version: AB39 03-09-2002 08:27 TERM C1 *
* -----
*                               NON-AUTOMATED PAYMENT REFUND DATA          *
*                               *          *          *          *          *          *
* WARNING: Handle claim collection through Accounting Software.          *
* Contract: 0115B          Producer ID.: XXX XX XXXX S          *
* Producer name: IMA FARMER          *
* Program Yr...: 1997          Fiscal Yr: 1998          Orig. Payment Date: 10211997          *
* Check: X          Certificate: _          (Indicate Check or Certificate with an X)          *
* Refund principal amount:          550.00          *
*                               *          *          *          *          *          *
* Interest amount. . . . :          13.50          *
* Liquidated damages . . :          111.33          *
*                               *          *          *          *          *          *
*                               *          *          *          *          *          *
* Cmd7-End          Enter-Continue          *
* If Selection is correct, PRESS 'Enter' to verify.          *
*                               *          *          *          *          *          *
*****

```

2 Screen MGCRVS05 will be redisplayed with the--\* message, "If Selection is correct, PRESS 'Enter' to verify." PRESS "Enter".







- \*--2 The "Payable Amount" column is the cumulative amount of all CRP annual payments made in a FY to that producer for the selected CRP-1. Each time CRP-1 is recalled by selecting option 5 on Screen EPCJ0501, the "Payable Amount" column will have been adjusted to reflect the principal amount earned by the producer AFTER deductions for prior refunds.
- 3 If there are MORE PRODUCERS on the selected CRP-1 than are displayed on the first Screen MGCRVS01,--\* ENTER "X" next to EACH producer selected for refund processing by FY displayed.
- a If FY is not displayed, the refund may be for a nonautomated payment refund. See paragraph 378.
- b If applicable, PRESS "Enter" to display the next screen of producers for selection.
- \*--4 If the message, "END OF LIST", is displayed:
- a PRESS "Enter" and all producers selected will be displayed on Screen MGCRVS02.
- b Using the roll up and down keys will NOT keep the producers for display on Screen MGCRVS02.
- c The "END OF LIST" message will display on Screen MGCRVS01 when all producers on--\* CRP-1 have been displayed.







- 2 To process a PARTIAL refund:
- a Enter refund principal amount by entering the amount directly over the displayed amount and PRESS "Field Exit".
  - b PRESS "Enter". The message, "If selection is correct, PRESS 'Enter' to verify", will be displayed.
  - c PRESS "Enter". Applicable accounting records for the partial refund will be created.  
\*--Screen MGCRVS03 will be displayed. See paragraph 377.
- 3 To correct entries made on Screen MGCRVS02:--\*
- a If the entered refund amounts exceed the displayed amounts, the message, "Refund Amount cannot be greater than prior payments, Please reenter", will be displayed. Correct as follows:
    - (1) Enter corrected amount and PRESS "Field Exit".
    - (2) PRESS "Enter". The message, "If selection is correct, PRESS 'Enter' to verify", will be displayed.
    - \*--(3) PRESS "Enter". Screen MGCRVS03--\* will be displayed.
  - b If the amount entered is INCORRECT, after verifying the data entered:
    - (1) Do NOT PRESS "Enter".



- 2 Producer's ID.
- 3 Producer's name, not payee's name.
- 4 Program year code.
- 5 Fiscal year.
- \*--6 Refund amount applied to principal.

B To record miscellaneous refund data, enter:

```

*****
* MGCRRVS          017 CHASE          SELECT          MGCRRVS03          *
* 2002 CONSERVATION RESERVE PAYMENTS          Version: AA01 03-17-2002 13:44 TERM E1 *
* -----
*                                RECORD MISCELLANEOUS REFUND DATA
*
* Contract: 0222          Producer ID.: XXX XX XXXX S
* Producer name: IMA FARMER
* WARNING: Handle claim collection through Accounting Software.
* Program Yr. Code: 1996 CRP          Fiscal Year: 2001
*
* Refund amount applied to principal: 2683.00
*
*
* Interest amount. . . . : 17.77
* Liquidated damages . . : 211.49
*
*
*                                END OF LIST
* Cmd7-End          Enter-Continue
* If Selection is correct, PRESS 'Enter' to verify.
*
*****

```

- 1 Interest amounts that apply only to the specific FY principal amount being recorded on Screen MGCRRVS03.--\*

- 2      Liquidated damage amounts for the selected CRP-1 and producer as follows:
- a      BEFORE CRP-1 is approved, damages MUST be entered using the accounting software.
  - b      AFTER CRP-1 is approved, damages may be recorded with rental payment and interest in the "Liquidated damages" field or entered or corrected using accounting software.
- \* \* \*
- 3      \* \* \* PRESS "Enter". The message, "If Selection is correct, PRESS 'Enter' to verify", will be displayed.
- a      PRESS "Enter". Screen MGCLAC-03 will display the following:
    - (1)      The contract number.
    - (2)      The question, "Are there nonautomated payment refunds?" Do either of the following:
      - (a)      ENTER "Y" and PRESS "Enter".  
          \*--Screen MGCRVS05 will be--\*  
          displayed. Continue with subparagraph 374 D.
      - (b)      ENTER "N" and PRESS "Enter".  
          The message, "Accounting control is processing data. Please Wait." will be displayed. Screen AGK00500 will be displayed. Continue with paragraph 380.

b PRESS "Enter". Screen AGK00500 will be displayed. Continue with paragraph 380.

\* \* \*

c PRESS "Enter". Screen MGCLA0-01 will display with the message, "Building Payment System Control Files". The following messages will be displayed:

- (1) "CRP Refund Processing. Control Has Been Released to the Accounting System".
- (2) "Updating Payment System Control".
- (3) "Conservation Reserve Program. Check Writing Interface System Updating Payment System Control Files".

d PRESS "Enter". Screen EPCL2001 or Screen EPCJ0501 will be displayed.

4 Refund amounts are automatically recorded in the producer payment history file.

5 If refund is NOT for the full amount, the adjusted principal amount will be displayed the next time the producer is recalled for refund.

6 If refund is for the full amount, the next time the producer is selected for a refund, the message, "No active payments", will be displayed. PRESS "Enter". Screen EPCL2001 or Screen EPCJ0501 will be displayed.

\*--7 On Screen MGRVVS03, PRESS "Cmd7"---\*  
Screen EPCJ0501 will be displayed WITHOUT UPDATING the information that was entered on the screen.











\*--2 When Screen MGCRVT01 is displayed, ENTER "X"--\* next to the refund needing to be canceled by FY displayed. PRESS "Enter". The message, "If Selection is correct, PRESS 'Enter' to verify." will be displayed.

a If the selection is correct, PRESS "Enter".  
\*--Screen MGCRVT02 will be displayed.--\*

b If selection is incorrect, use the shift roll up and down keys to remove the message and correct the error.

\*--3 On Screen MGCRVT02, review the data.

```

*****
* MGCRVT          017 CHASE                SELECT          MGCRVT02          *
* 2002 CONSERVATION RESERVE PROGRAM        Version: AA01 03-17-2002 13:43 TERM E1 *
* -----
*                               RECORD MISCELLANEOUS REFUND CANCELLATION DATA
*                               *
* Contract No. - 0222                Producer ID. : XXX XX XXXX S
*                               *
* Producer name: IMA FARMER
*                               *
* Program Yr.: 2001                Fiscal Year: 2002
*                               *
* Principal Refund Amt.:           2683.00
*                               *
* Interest amount. . . . :         225.45
* Liquidated damages . . :         75.50
*                               *
*                               *
*                               *
* Cmd7-End      Cmd2-Skip This Refund Cancellation      Enter-Continue
* If Selection is correct, PRESS 'Enter' to verify.
*
*****

```

a Verify that the correct refund has been selected for cancellation.--\*

b If data is correct, PRESS "Enter". The system will pass the record to accounting for deletion from CCC-257 \* \* \*.

\*--**Notes:** The producer's check number will still be on CCC-257 where it was originally deposited.

If doing subparagraph 4, just reference the original check number, then select the payment or payments on Screen MGCRVS01.--\*

- 4 The final step in the correction process is to rerecord the refund using option 5, "Refund", on Screen EPCJ0501. If the refund was canceled from a pending CCC-257, the refund may be rerecorded using the original CCC-257 number.
- 5 If CCC-257 has been prepared, follow instructions in:
- a Subparagraph 4 for CRP.
- b 3-FI, paragraph 68 for accounting.
- 6 Screen MGCLA0-01 will display the message, "Accounting control is through processing data. Thank You!" Screen EPCJ0501 will be displayed.







B On Screen AGK01500, enter the check or money order number and PRESS "Enter". Screen AGK01500 will be redisplayed. On Screen AGK01500:

\* \_ \_

```

*****
* Accounting          017 CHASE                      Entry          AGK01500          *
* Remittance Data Entry Screen                      Version:  AB39  03-09-2002  08:39  Term C1  *
* -----*
* Schedule Number 0420          Schedule Type MANUAL          Schedule Date 02-18-2002          *
* -----*
* | Program Data Accepted From          Conservation          For          $78.78          |
* | On Program Code 92CRP          Contract# 0157          Repaid 03-09-2002          |
* | By IMA FARMER          ID Number XXXXXXXXX          Type S          |
* -----*
*
*                               Enter Remittance Information
*
* Check/Item Number  123456MO
*
* Amount                               78.78
* Payment Made By    IMA FARMER
*
* If this is a money order, enter the applicable fee  10.00
*
* Enter=Continue          Cmd2=Restart Remittance Entry          Help=Help Text
*
*****

```

- 1 In the "Amount" field, enter the TOTAL AMOUNT of remittance for the check or money order number entered to be applied to ALL CRP refund program codes, including C/S and interest.--\*
- 2 In the "Payment Made By" field, the producer's name will be displayed. If a joint check is entered, enter BOTH names on this line the FIRST time this screen is displayed, if payment for refund is being credited for BOTH producers' ID's separately.
- 3 If the "Check/Item Number" field is for a money order, enter the money order fee.

4 PRESS "Enter". Screen AGK01510 will be displayed.

\* \_ \_

```

*****
* Accounting          017 CHASE                      Entry          AGK01510      *
* Remittance Data Entry Screen                      Version:  AB39  03-09-2002  08:39  Term C1  *
* -----
* Schedule Number 0420          Schedule Type MANUAL          Schedule Date 02-18-2002  *
*
* | Program Data Accepted From          Conservation          For          $78.78 | *
* | On Program Code 92CRP              Contract# 0157          Repaid 02-18-2002 | *
* | By IMA FARMER                      ID Number  XXXXXXXXXX  Type S          | *
* -----
*                               Collection Transaction Summary *
*
* Check/Item Number 123456MO          Check/Item Amount          $78.78 *
*                               Payment Made By  IMA FARMER *
*
* After recording the above program data, this collection has: *
*   1 Remittance record for a total amount of          $88.78 *
*   02 Program Data records for a total amount of          $78.78 *
*                               Yielding an overpayment of          $10.00 *
*
* Is this an overpayment that needs to be refunded?          N (Y/N) *
*
* Enter=Continue      Cmd2=Return To Remittance Entry      Help=Help Text *
*
*****

```

--\*

C On Screen AGK01510, ENTER "Y" or "N" to the question, "Is this an overpayment that needs to be refunded?" ENTER "N", UNTIL all refund amounts for CRP and any other C/S programs included have been finalized. If:

1 "N" is entered, the system will display the NEXT refund that was recorded in the CRP software. PRESS "Enter".

a Screen AGK01500 will redisplay for re-entering the SAME or NEXT check or money order number. PRESS "Enter".

- b Screen AGK01500 will redisplay for entering  
 \*--the check number again. PRESS "Enter".  
 Screen AGK1505 will be displayed each time the  
 CHECK NUMBER matches a remittance deposited on  
 the SAME CCC-257.

```

*****
* Accounting          017 CHASE                      Entry          AGK01505      *
* Multiple Producer Remittance Screen              Version:  AB39  03-17-2002  08:40  Term C1  *
* -----
* Schedule Number 0420          Schedule Type MANUAL          Schedule Date 02-18-2002
*
* | Program Data Accepted From          Conservation          For          $78.78 |
* | On Program Code 92CRP                Contract# 0157          Repaid 02-18-2002 |
* | By IMA FARMER                        ID Number  XXXXXXXXXX  Type S      |
* -----
* Multiple Producer Remittance Display          Check/Item Number 00001010
*
* These Remittances entered with a matching check/item number:
* Seq#  Payment Made By          Amount
* 001   IMA FARMER                $88.78
* 002   IMA FARMER                $55.00
*
*
* Enter corresponding Seq#  001  (Leave Seq# blank to enter a separate Remittance)
*
* Enter=Continue          Cmd2=Return To Remittance Entry          Help=Help Text
*
*****

```

- c Screen AGK01505 will be displayed:
  - (1) When the second program code being refunded is recorded in the CRP software. Also, enter the SEQUENCE NUMBER in front of the producer whose check is being deposited and PRESS "Enter".--\*
  - (2) Using the SAME check or money order number as entered for a previous record on Screen AGK01500.

\* \* \*

- d Continue with subparagraph D.

- 2 "Y" is entered, the system will issue a CCC-184 payment coded REFREP to the producer or producers displayed on the screen as the remitter. PRESS "Enter".
  - \*--a Checkwriting Screen ABK10001 will display for setoffs. ENTER "Y" or "N" and PRESS "Enter".
    - b Screen ANK40510 will display with the--\* number of CCC-184's to be issued and the message, "Do you want an alignment check printed?" ENTER "Y" or "N". Continue with checkwriting.
- D Screen AGK01505 displays EACH time, with current or manual CCC-257's, the SAME check or money order number entered for multiple remittances.
  - 1 Enter the sequence number by the producer who paid the remittance and for whom credit is to be given.
  - 2 PRESS "Enter". Screen AGK01510 will be displayed.

E Screen AGK01510 displays the following collection transaction summary:

```

*--
*****
* Accounting                017 CHASE                Entry                AGK01510                *
* Remittance Data Entry Screen                Version: AB77 03-09-2002 09:13 Term C1 *
*-----*
* Schedule Number 0541                Schedule Type CURRENT                Schedule Date CURRENT                *
*-----*
* | Program Data Accepted From                Cash Receipts                For                $13.72                | *
* | On Program Code CRPINT                Contract# 00155B                Repaid 03-09-2002                | *
* | By IMA FARMER                ID Number XXXXXXXXX                Type S                | *
*-----*
*                               Collection Transaction Summary                *
* Check/Item Number 00001010                Check/Item Amount                $533.15                *
*                               Payment Made By IMA FARMER                *
* After recording the above program data, this collection has:                *
*   1 Remittance record for a total amount of                $533.15                *
*   05 Program Data records for a total amount of                $408.82                *
*                               Yielding an overpayment of                $124.33                *
* Is this an overpayment that needs to be refunded?                N (Y/N)                *
* Enter=Continue Cmd2=Return To Remittance Entry Help=Help Text                *
*****

```

--\*

- 1 Check or money order number.
- 2 Total check or money order amount.
- 3 Payment made by.
- 4 After recording the program data in subparagraphs 1 through 3, this collection has:
  - a One remittance record for a total of \$533.15.

b Five program data records for a total of \$408.82. The total records must match the number of different coded refunds. The refunds total 5 program data records, as follows:

- \*--(1) One for 98CRP.
- (2) One for CRPINT.
- (3) One for 98CRLIDA.
- (4) One for 98CRPCS.
- (5) One for CRPINT.

c An overpayment of \$124.33.

```

*****
* Accounting                017 CHASE                Entry                AGK01510      *
* Remittance Data Entry Screen                Version: AB77 03-09-2002 09:13 Term C1 *
* -----
* Schedule Number 0541                Schedule Type CURRENT                Schedule Date CURRENT                *
*
* | Program Data Accepted From                Cash Receipts                For                $13.72 | *
* | On Program Code CRPINT                Contract# 00155B                Repaid 03-09-2002 | *
* | By IMA FARMER                ID Number XXXXXXXXX                Type S                | *
* -----
* Collection Transaction Summary                *
*
* Check/Item Number 00001010                Check/Item Amount                $533.15                *
* Payment Made By XXX XX XXXX                *
*
* After recording the above program data, this collection has:                *
* 1 Remittance record for a total amount of                $533.15                *
* 05 Program Data records for a total amount of                $408.82                *
* Yielding an overpayment of                $124.33                *
*
* Is this an overpayment that needs to be refunded?                Y (Y/N)                *
* Enter=Continue Cmd2=Return To Remittance Entry Help=Help Text                *
*****

```

--\*

5 "Yielding an overpayment of" field. Following are examples of reasons why an amount is displayed in this field.

a Another annual rental payment has been entered in CRP and the payment still needs to be accounted for in the accounting process.

b C/S's and interest need to be recorded in the accounting software.

(1) If all annual rental payment refunds have been accounted for, the system will display the message, "Accounting control is through processing data. Thank You".

(2) Enter C/S data in accounting software. Screen EPCJ0501 will be displayed.

\*--381 RECORDING C/S'S WITH INTEREST AND SIP/PIP PAYMENTS WITH INTEREST

Record C/S's with interest and SIP/PIP payments with interest in the accounting software according to this paragraph.

A On Accounting Main Menu AAA000, ENTER "2", "Cash Receipts Function", and PRESS "Enter". Cash Receipts Main Menu AGK000 will be displayed.

```
*****
* COMMAND                      AGK000                      C1 *
* Accounting - Cash Receipts Main Menu                      *
* -----*
* 1. Enter Payment/Refund for Schedule of Deposit (CCC-257) *
* 2. Modify or Delete Schedule of Deposit (CCC-257) Information *
* 3. Prepare Schedule of Deposit (CCC-257) *
* 4. Perform Concentration Banking Functions *
* 5. Print Reports and Forms *
* 6. Inquiry of Cash Receipts History File *
* 7. Check for Out of Balance/Pending CCC-257's Prior to Queuing *
* 8. Purge Cash Receipts History File & Build Archive Tape *
* 9. Move Schedule of Deposit (CCC-257) Data *
* *
* *
* 23. Return To Primary Selection Menu *
* *
* Cmd3=Previous Menu *
* *
* Enter option and Press "Enter". *
* 1 *
* *
*****
```

--\*

\*--B On Menu AGK000, ENTER "1", "Enter Payment/Refund for Schedule of Deposit (CCC-257)", and PRESS "Enter". Screen AGK01000 will be displayed.

```

*****
* Accounting          017 CHASE                      Entry          AGK01000      *
* Program Data Entry Screen                          Version:  AB77  03-09-2002  09:01  Term C1  *
* -----*
*
*                               Enter Program Information
*
* Program Code  97CRPCS                      Repayment/Loan Date  03-09-2002
* ID Number  XXXXXXXX  ID Type  S                Facility Code      
* Name  _____
*                               Farm Loan
*
* Borrower Case Number State    County                   Collection Code   
*
*
*
*
* Enter=Continue      Cmd7=End      Help=Help Text
*
*****

```

--\*

- 1 On Screen AGK01000:
  - a Enter the program code.
  - b Enter the repayment date.
  - c Enter the ID number and ID type.
  - d PRESS "Enter". Screen AGK01005 will display with producer's name from the entered ID number.

\*--2 On Screen AGK01005, do the following:

```

*****
* Accounting          017 CHASE                      Entry          AGK01005      *
* Program Data Entry Screen                          Version:  AB77  03-09-2002  09:01  Term C1  *
* -----
*
*                               Enter Program Information
*
* Program Code  97CRPCS                      Repayment/Loan Date  03-09-2002  *
* ID Number  XXXXXXXXX  ID Type  S          Facility Code  00
* Name  SHERMAN MILLS
*                               Farm Loan
*
* Borrower Case Number State      County          Collection Code
*
*
* Amounts:
*   Principal          _____  $44.00
*
*                               Special Data (Y or N)  N
*
*                               Total          $44.00
*
* Enter=Continue  Cmd2=Return To Program/Producer Entry  Cmd7=End  Help=Help Text
* If data is correct press "Enter"
*****

```

- a Enter the principal amount.
- b ENTER "Y" or "N" in the "Special Data" field and PRESS "Enter". If:
  - (1) "Y" is entered, Screen AGK01200 will be displayed.
  - (2) "N" is entered, Screen AGK00500 will be displayed.
- c Screen AGK01005 will be redisplayed with the message, "If data is correct press "Enter"". PRESS "Enter".--\*

\*--381.5 SELECTING SPECIAL DATA TO BE ENTERED

A On Screen AGK01200, enter the appropriate CRP-1 number, such as \*/CN0155B/\*, for the C/S's and interest being refunded.

```

*****
* Accounting          017 CHASE          Entry          AGK01200          *
* Free Form Special Data Screen          Version: AB77 03-09-2002 09:18 Term C1 *
* -----*
*
* | Program Data Accepted From          Cash Receipts          For          $13.72 | *
* | On Program Code CRPINT              ID Number XXXXXXXXX          Repaid 03-09-2002 | *
* | By IMA FARMER                        Type S | *
* -----*
*
*              Enter Free Form Special Data
*
*              --- See 3-FI for proper format ---
*
* */CN0155B/*
*
* -----*
*
*              (Use the "/" or "\" to separate items)
*
*
* Enter=Continue          Cmd7=End
* Confirm Special Data as correct. Press "Enter" to continue.
*****

```

B PRESS "Enter". Screen AGK01200 will be redisplayed with the message, "Confirm Special Data as correct. Press "Enter" to continue." PRESS "Enter". Screen AGK00500 will be displayed.--\*





383 CONTINUING WITH ENTERING MORE THAN 1 REMITTANCE

A If more than 1 remittance is received for the total refunds being collected, use up ALL of the first check  
 \*--or money order number amount before entering the second check.

```

*****
* Accounting          017 CHASE                      Entry          AGK01510      *
* Remittance Data Entry Screen                      Version:  AB39  03-17-2002  08:39  Term C1  *
* -----*
* Schedule Number 0541          Schedule Type CURRENT          Schedule Date CURRENT      *
* -----*
* | Program Data Accepted From          Conservation          For          $78.78 | *
* | On Program Code 97CRP              Contract# 0005B          Repaid 03-17-2002 | *
* | By IMA FARMER                      ID Number XXXXXXXXXX   Type S          | *
* -----*
*                               Collection Transaction Summary      *
*                               -----*
* Check/Item Number 00003599          Check/Item Amount          $200.00      *
*                               Payment Made By  IMA FARMER      *
*                               -----*
* After recording the above program data, this collection has:      *
*   1 Remittance record for a total amount of          $200.00      *
*   02 Program Data records for a total amount of          $78.78      *
*                               Yielding an overpayment of          $121.22      *
*                               -----*
* Is this an overpayment that needs to be refunded?          N (Y/N) *
*                               -----*
* Enter=Continue          Cmd2=Return To Remittance Entry          Help=Help Text      *
*                               -----*
*****

```

--\*

- B If Screen AGK01510 displays the messages, "Yielding an underpayment of" and "Additional Remittances are required to complete this transaction", PRESS "Enter".
- \*--Screen AGK01500 will be displayed for entering the second check and amount.

```

*****
* Accounting              017 CHASE                      Entry          AGK01510      *
* Remittance Data Entry Screen          Version: AB77 03-09-2002 09:13 Term C1 *
* -----*
* Schedule Number 0541          Schedule Type CURRENT          Schedule Date CURRENT *
* -----*
* | Program Data Accepted From          Cash Receipts          For          $13.72 | *
* | On Program Code CRPINT              Repaid 03-09-2002      | *
* | By IMA FARMER                      ID Number XXXXXXXXXX  Type S        | *
* -----*
*                               Collection Transaction Summary *
*                               *
* Check/Item Number 00003599          Check/Item Amount          $533.15 *
*                               Payment Made By IMA FARMER *
*                               *
* After recording the above program data, this collection has: *
* 1 Remittance record for a total amount of          $533.15 *
* 05 Program Data records for a total amount of          $633.15 *
*                               Yielding an underpayment of          $100.00 *
*                               *
* Additional Remittances are required to complete this transaction. *
*                               *
* Enter=Continue          Cmd2=Return To Remittance Entry          Help=Help Text *
*                               *
*****

```

**Note:** When additional remittances are required, PRESS "Enter". Do NOT PRESS "Cmd2".--\*

\* \_ \_

```

*****
* Accounting          017 CHASE                      Entry          AGK01500      *
* Remittance Data Entry Screen                      Version:  AB39  03-09-2002  08:39  Term C1  *
* -----
* Schedule Number 0541          Schedule Type CURRENT          Schedule Date 02-18-2002      *
* -----
* | Program Data Accepted From          Conservation          For          $78.78 | *
* | On Program Code 92CRP                Contract# 0157          Repaid 03-09-2002 | *
* | By IMA FARMER                        ID Number  XXXXXXXXXX          Type S          | *
* -----
*
* Enter Remittance Information
*
* Check/Item Number  3600
*
* Amount              100.00
* Payment Made By    IMA FARMER
*
* If this is a money order, enter the applicable fee _____
*
* Enter=Continue      Cmd2=Restart Remittance Entry      Help=Help Text
*
*****

```

--\*

C On Screen AGK01500, enter the second check or money order number and total amount of that remittance.

1 The system will sum the totals and display as 02 remittances with total money collected.

2 The following screen is an example:

\* \_ \_

```

*****
* Accounting          017 CHASE                      Entry          AGK01510      *
* Remittance Data Entry Screen                      Version:  AB77  03-09-2002  09:13  Term C1  *
* -----
* Schedule Number 0541          Schedule Type CURRENT          Schedule Date CURRENT      *
* -----
* | Program Data Accepted From          Cash Receipts          For          $13.72 | *
* | On Program Code CRPINT                Contract# 0157          Repaid 03-09-2002 | *
* | By IMA FARMER                        ID Number  XXXXXXXXXX          Type S          | *
* -----
*
* Collection Transaction Summary
*
* Check/Item Number  00003600          Check/Item Amount          $100.00
*                               Payment Made By    IMA FARMER
*
* After recording the above program data, this collection has:
*   2 Remittance record for a total amount of          $633.15
*   05 Program Data records for a total amount of          $633.15
*                               $ .00
*
* Enter=Continue      Cmd2=Return To Remittance Entry      Help=Help Text
*
*****

```

--\*

D      When all recorded refunds have totaled the amount  
 \*--submitted, PRESS "Enter".    Menu AGK000 will be  
       displayed.

```

*****
* COMMAND                                AGK000                                C1 *
* Accounting - Cash Receipts Main Menu                                         *
* -----*
*
* 1. Enter Payment/Refund for Schedule of Deposit (CCC-257)                    *
* 2. Modify or Delete Schedule of Deposit (CCC-257) Information                *
* 3. Prepare Schedule of Deposit (CCC-257)                                     *
* 4. Perform Concentration Banking Functions                                   *
* 5. Print Reports and Forms                                                  *
* 6. Inquiry of Cash Receipts History File                                    *
* 7. Check for Out of Balance/Pending CCC-257's Prior to Queuing             *
* 8. Purge Cash Receipts History File & Build Archive Tape                   *
* 9. Move Schedule of Deposit (CCC-257) Date                                  *
*
*
* 23. Return To Primary Selection Menu                                         *
*
* Cmd3=Previous Menu                                                         *
*
* Enter option and Press "Enter".                                           *
*   3                                                                           *
*
*****
  
```

--\*









\*--E After the Producer's Disbursement Statements have been printed, Report EPCK80-R001, CRP Annual Rental Payments, will be generated.

COLORADO MESA Report ID: EPCK80-R001		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program CRP ANNUAL RENTAL PAYMENTS Fiscal Year 2002/Payment Year 2001 Selected Contracts Special Payment Report				Prepared: 10-02-2001 Page: 1	
-----	-----	-----	-----	-----	-----	-----	-----
PRODUCER NAME MEMBER NAME	PRODUCER ID MEMBER ID	SHR CRP-1	AMOUNT OF PERMITTED CRP-1	ENTERED SHARE AMOUNT	AMOUNT LIMITED BY	TRANSACTION PAID	CTL NUM
-----	-----	-----	-----	-----	-----	-----	-----
CONTRACT	79 FARM 462						
IMA FARMER	XXX XX XXXX S	All	2,130.00	2,070.00		2,070.00	X727500003
IMA FARMER	XXX XX XXXX S	All	2,130.00	60.00			
COMMODITY CREDIT CORPORATI						60.00	X727500003
				TOTAL AMOUNT PAID		2,130.00	

--\*

1 Inspect the report to ensure that it is legible.

\* \* \*

2 This will be the ONLY record of payments. Keep the original report in the permanent payment record file.

\* \* \*





- \*--(c) PRESS "ENTER" to continue, if the screen indicates there are "MORE PRODUCERS" to be displayed.
  - (d) PRESS "Cmd5" to update the completed transaction.
  - (e) Screen EPCJ8201 will be redisplayed. This screen will keep redisplaying until "Y" is changed to "N".
  - (f) See subparagraph (2).
- (2) ENTER "N" and PRESS "Enter".  
Screen EPCJ8401 will be displayed.  
The cursor will be in the first producer data field that is subject to change.
- (a) ENTER "O" for an old or 5-CM limitation.
  - (b) ENTER "N" for a new or 1-PL limitation.
  - (c) PRESS "ENTER" to continue, if the screen indicates there are "MORE PRODUCERS" to be displayed.
  - (d) PRESS "Cmd5" to update the completed transaction.
  - (e) Screen EPCJ0001 will be redisplayed.--\*

- \*--B Each time CRP-1 is added, corrected, or revised in the contract file, the system will set the flag for payment limitation for each NEW producer added to CRP-1 based on the CRP-1 approval date. The approval date is the date CRP-1 or the latest revised CRP-1 was signed by COC.
- 1 If the CRP-1 approval date changes because of revisions, the payment limitation for producers already on CRP-1 will NOT be changed by the system.
  - 2 County Offices shall do either of the following:
    - a If the producers added are to be under 5-CM procedure with CRP-1 approval date on or after August 1, 1988, correct the entry from 1-PL to 5-CM. See subparagraph A 2.
    - b If the producers added are to be under 1-PL procedure with a CRP-1 approval date on or after August 1, 1988, do nothing.
- C If the payment limitation designations are changed for some producers, produce the prepayment reports for ALL CRP-1's in the contract file after completing the verification of Report EPCM30-R001, according to paragraph 389.--\*

386 PAYMENT REPORTS

To access payment report screens, on Menu EPCA00, ENTER "6", \*--"Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.

A On Screen EPCJ0001, ENTER "7", "Payment Reports", and PRESS "Enter". Menu EPCM00 will be displayed.

```

*****
*                               EPCM00                               E1 *
* CRP CONTRACTS - PAYMENT REPORTS SELECTION MENU                    *
* -----*
*
*      1. Producers Selected for Special Payment and/or Reductions    *
*      2. List of Contracts with Combined State Producers            *
*      3. List of CRP Producers Showing 5-CM/1-PL Designation        *
*      4. List of State Enhancement Program (SEP) Contracts          *
*      5. List of Producers Under Paid                                *
*
*
*      Enter the option number and type of print and press ENTER      Action  _
*
*
*
*
* Cmd3=Previous Menu          Cmd7=End CRP Processing
*****

```

--\*

B Each option on Menu EPCM00 is described in a separate paragraph. See paragraphs 387 through 391.

## 387 PRODUCERS SELECTED FOR SPECIAL PAYMENTS

Follow this paragraph to print a report of producers selected for special payments.

- \*--A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
  
- B On Screen EPCJ0001, ENTER "7", "Payment Reports", and PRESS "Enter". Menu EPCM00 will be displayed.
  
- C On Menu EPCM00, ENTER "1", "Producers Selected for Special Payments", and PRESS "Enter".
  - 1 Menu EPCM00 will be redisplayed with the message, "Enter installment year for report". Enter the year and PRESS "Enter".--\*
  
  - 2 Screen FAX46501 will be displayed. Make printer changes if necessary. PRESS "Enter".
  
  - 3 Screen EPCM1001 will be displayed with the message, "Please wait. Producers Selected for Special Payments Report is being processed".
  
- \*--4 Menu EPCM00 will be displayed.--\*

D Report EPCM10-R001 will be generated. The report will include the following:

\* --

COLORADO		U.S. Department of Agriculture		Prepared: 09-13-2001	
MESA		Farm Service Agency			
Report ID: EPCM10-R001		Conservation Reserve Program		Page: 1	
Special Payment and Reduction Report for Fiscal Year 2002/Payment Year 2001					
-----					
CONTRACT STATUS					
NUMBER					
-----					
501	S	Farm 2158			
	XXX XX XXXX S	IMA FARMER	CRP-1 Share Amount		6,959.00
		Prorated Reduction	3,000.00 Amount to be Paid	3,959.00	
		Unauthorized Uses Reduction	1,000.00 Paid	.00 Balance	1,000.00
		Haying/Grazing Reduction	959.00 Paid	.00 Balance	959.00
502	CS	Farm180			
	XXX XX XXXX S	IMA FARMER			
		Inherited CRP-1 over payment limitation Validation Errors			
503	EP	Farm185			
	XXX XX XXXX S	IMA FARMER	CRP-1 Share Amount		1,050.00
		Prorated Reduction	50.00 Amount to be Paid		1,000.00
		Continuous Signup Prorated Payment Deceased Person			
504	CS Terminated	Farm180			
	XXX XX XXXX S	IMA FARMER	CRP-1 Share Amount		9,786.00
		Unauthorized Uses Reduction	9,786.00 Paid	.00 Balance	9,786.00
		Miscellaneous			
514A	CS	Farm185			
	XXX XX XXXX S	IMA FARMER			
		Zero Valued Original CRP-1			
515	CS	Farm1794			
	XXX XX XXXX S	IMA FARMER	CRP-1 Share Amount		2,025.00
		State Enhancement Producer			

--\*

- 1 Contract number.
- 2 CRP-1 status.
- 3 Farm number.
- 4 Producer's ID and type.
- 5 Producer's name.

E On Report EPCM10-R001, there could be an asterisk between the farm number and the producer ID and type.

- 1 If the producer was selected for special payment, and had no exceptions on Prepayment Exception Report EPCK50-R001, no asterisk will be displayed.



- 2 If the producer was selected and had exceptions, or was not selected but had exceptions on Report EPCK50-R001, an asterisk and the message, "Producer has validation errors on the exception report", will be displayed.
- 3 After number 1 or 2 exceptions on Report EPCK50-R001 are corrected, rerun the prepayment reports for those corrected CRP-1's.
- 4 On Menu EPCM00, ENTER "1" to reprint Report EPCM10-R001. It will no longer reflect producers for that CRP-1, if producers were not selected previously.

388 LIST OF CONTRACTS WITH COMBINED STATE PRODUCERS

Follow this paragraph to print Report EPCM20-R001, List of Contracts with Combined State Producers Subject to 1-PL.

- \*--A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "7", "Payment Reports", and PRESS "Enter". Menu EPCM00 will be displayed.
- C On Menu EPCM00, ENTER "2", "List of Contracts with Combined State Producers", and PRESS "Enter".
  - 1 Menu EPCM00 will be redisplayed with the message, "Enter installment year for report". Enter the year and PRESS "Enter".--\*
  - 2 Screen FAX46501 will be displayed. Make printer changes if necessary, and PRESS "Enter".

- 3 Screen EPCM2001 will be displayed with the message, "Please wait. List of Contracts With Combined State Producers is being processed".
- 4 Menu EPCM00 will be redisplayed.

D Report EPCM20-R001 will be generated. The report will include the following:

\* \_ \_

COLORADO		U.S. Department of Agriculture			Prepared: 07-19-2001	
MESA		Farm Service Agency			Page: 1	
Report ID: EPCM20-R001		Conservation Reserve Program				
List of Contracts with Combined State Producers Subject to 1-PL for Fiscal Year 2002/Payment Year 2001						
-----	-----	-----	-----	-----	-----	-----
CONTRACT NUMBER	STATUS	FARM	PRODUCER ID AND TYPE	PRODUCER NAME	ENTITY TYPE	ENTITY DESCRIPTION
264E	CS	3562	61 XXXXXXX E	State of Maryland	09	State Owned
			61 XXXXXXX E	Frederick County	11	County Owned
			61 XXXXXXX E	Frederick City	12	City Owned
Contact Control County to determine if producer should be paid.						

\_ \_ \*

- 1 Contract number.
- 2 CRP-1 status.
- 3 Farm number.
- 4 Producer's ID and type.

- 5 Producer's name.
- 6 Entity type.
- 7 Entity description.

E Counties that had CRP-1's affected by combined State producers shall apply the payment limitation according to 1-PL.

389 LIST OF CRP PRODUCERS SHOWING 5-CM OR 1-PL DESIGNATION

Follow this paragraph to print a list of CRP producers with 5-CM or 1-PL payment limitation designation. This report MUST be generated and verified BEFORE processing the prepayment reports.

- \*--A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "7", "Payment Reports", and PRESS "Enter". Menu EPCM00 will be displayed.
- C On Menu EPCM00, ENTER "3", "List of CRP Producers Showing 5-CM/1-PL Designation", and PRESS "Enter".
  - 1 Menu EPCM00 will be redisplayed with the message "Enter installment year for report". Enter the year and PRESS "Enter".--\*
  - 2 Screen FAX46501 will be displayed. Make printer changes if necessary. PRESS "Enter".
  - 3 Screen EPCM3001 will be displayed with the message, "Please wait. List of CRP Producers Showing 5-CM or 1-PL designation is being processed".
- \*--4 Menu EPCM00 will be displayed.--\*

D Report EPCM30-R001 will be generated. The report will include the following:

\*--

COLORADO		U.S. Department of Agriculture			Prepared: 07-19-1989
MESA		Farm Service Agency			Page: 1
Report ID: EPCM30-R001		Conservation Reserve Program			
List of CRP Producers Showing 5-CM/1-PL Designation for Fiscal Year 1990/Payment Year 1989					
CONTRACT NUMBER	STATUS	FARM	PRODUCER ID AND TYPE	5-CM/1-PL DESIGNATION	PRODUCER NAME
1		181	XXX XX XXXX S	5-CM	IMA FARMER
2	TERMINATED	180	XXX XX XXXX S	5-CM	IMA FARMER
2A		180	XXX XX XXXX S	5-CM	IMA FARMER
2B		190	XXX XX XXXX S XX XXXXXXXX E	1-PL 1-PL	IMA FARMER IMA FARMER
3		185	XXX XX XXXX S	5-CM	IMA FARMER
4		180	XXX XX XXXX S	5-CM	IMA FARMER
5		1794	XXX XX XXXX S	5-CM	IMA FARMER

--\*

- 1 Contract number.
- 2 CRP-1 status.
- 3 Farm number.
- 4 Producer's ID and type.
- 5 Applicable 5-CM or 1-PL payment limitation designation. If INCORRECT code is displayed, correct according to paragraph 385.
- 6 Producer's name.

## 390 LIST OF STATE ENHANCEMENT PROGRAM CONTRACTS

The offices in paragraph 419 shall follow this paragraph to print a list of SEP CRP-1's.

- \*--A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "7", "Payment Reports", and PRESS "Enter". Menu EPCM00 will be displayed.
- C On Menu EPCM00, ENTER "4", "List of State Enhancement Program Contracts", and PRESS "Enter".
  - 1 Menu EPCM00 will be redisplayed with the message, "Enter installment year for report". Enter the year and PRESS "Enter".--\*
  - 2 Screen FAX46501 will be displayed. Make printer changes if necessary. PRESS "Enter".
  - 3 Screen EPCM4001 will be displayed with the message, "Please wait. List of State Enhancement Program Contracts is being processed".
- \*--4 Menu EPCM00 will be displayed.--\*

D Report EPCM40-R001 will be generated. The report will include the following:

\*--

VIRGINIA PRINCE EDWARD		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program			Prepared: 07-19-2001	
Contracts in State Enhancement Program for Fiscal Year 2002/Payment Year 2001						
CONTRACT NUMBER	FARM NUMBER	PRODUCER NAME	PRODUCER ID AND TYPE	STATE AGENCY NAME	STATE AGENCY ID AND TYPE	
1A	1019	IMA FARMER	XXX XX XXXX S	BANK OF ANYWHERE-SEP	51 1471111 E	
2A	1397	IMA FARMER	XXX XX XXXX S	BANK OF ANYWHERE -SEP	51 1471111 E	
5A *	661	IMA FARMER	XXX XX XXXX S	BANK OF ANYWHERE -SEP	51 1471111 E	
6A	905	IMA FARMER	XXX XX XXXX S	BANK OF ANYWHERE -SEP	51 1471111 E	
* - Contract has been terminated						

--\*

- 1 Contract number.
- 2 An asterisk, indicating CRP-1 has been terminated, may be displayed by the CRP-1 number.
- 3 Farm number.
- 4 Producer's name.
- 5 Producer's ID and type.
- 6 State agency name.
- 7 State agency ID and type.

E If CRP-1 is removed from SEP:

- 1 The producers will NOT print on Report EPCM10-R001, Special Payment Report.
- 2 The CRP-1 number will NOT print on Report EPCM40-R001.

391 LIST OF UNDERPAID PRODUCERS

Follow this paragraph to print a list of CRP-1's with producers who were underpaid for a specific FY.

- \*--A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "7", "Payment Reports", and PRESS "Enter". Menu EPCM00 will be displayed.
- C On Menu EPCM00, ENTER "5", "List of Producers Under Paid", and PRESS "Enter".
- 1 Menu EPCM00 will be redisplayed with the message, "Enter installment year for report". Enter the year and PRESS "Enter".--\*
  - 2 Screen FAX46501 will be displayed if print is selected. Make printer changes if necessary and PRESS "Enter". Screen EPCM5001 will be displayed.
  - 3 On Screen EPCM5001, enter a FY that is not before 1990, in which payments were issued for producing this report, and PRESS "Enter". For example, enter FY 1995 for 1994 installment payments.
  - 4 Report EPCM50-R001 will be generated. See subparagraph D.
  - 5 Use this report to verify that payments were made in full after completing ALL or a majority of payments each year so CRP-1's do not get missed for payment.
  - 6 Menu EPCM00 will be redisplayed.

D The report will include the following:

\* \_ \_

COLORADO		U.S. Department of Agriculture			Prepared: 10-22-2001	
MESA		Farm Service Agency				
Report ID: EPCM50-R001		Conservation Reserve Program			Page: 1	
List of Producers Under Paid for FY 2002/Payment Year 2001						
-----	-----	-----	-----	-----	-----	-----
CONTRACT NUMBER	FARM NUMBER	PRODUCER ID	TYPE	PRODUCER NAME	AMOUNT TO BE PAID	HISTORY NET PAYMENTS
-----	-----	-----	-----	-----	-----	-----
313	185	XXX XX XXXX	S	IMA FARMER	1,000.00	750.00
435	180	XXX XX XXXX	S	IMA FARMER	786.00	700.00

\_ \_ \*

- 1 Contract number.
- 2 Farm number.
- 3 Producer's ID and type.
- 4 Producer's name.
- 5 Amount to be paid. The amount to be paid is from CRP-1 share or the reduced share from Screen EPCJ7301 that was previously entered in special payments.
- 6 History net payment. The history net payment is the amount on the producer payment history file for the specific installment payment year being processed. This could also be affected by reductions for:
  - a Payment limitations.
  - b Permitted shares.
  - c Cropland factor.

## 392        RESETTING SUSPENSE FLAGS

Reset suspense flags according to this paragraph.

- \*--A     On Menu EPCA00, ENTER "6", "Payment Activities", and--\*  
          PRESS "Enter". Screen EPCJ0001 will be displayed.
  
- B        On Screen EPCJ0001, ENTER "8", "Reset Suspense Flags",  
          and PRESS "Enter".
  - 1        When "X" is displayed at the bottom of the screen,  
          the system is resetting the suspense flags.
  - 2        When "X" is no longer displayed, the suspense  
          flags were reset.
  - 3        Use option 8 when:
    - a        A job does not complete normally.
      - (1)        The suspense flags will remain set on  
            the producer records being processed  
            by that TERMINAL, if the job was  
            CANCELED AT THE SYSTEM CONSOLE.
      - (2)        Other workstations will not be able  
            to process those CRP-1's until  
            option 8 is run ON THE WORKSTATION  
            WHERE THE SYSTEM CONSOLE WAS USED TO  
            CANCEL THE JOB.
      - (3)        Option 8 must be used BEFORE  
            attempting to process any other  
            option on Menu EPCA00, including  
            prepayments on another CRP-1.

- b The job was canceled at the system console. When the message, "No contracts and/or producers are eligible for payment", is \*--displayed, call the National Help Desk--\* following State Office procedure.

C Screen EPCJ0001 will be redisplayed.

393 SELECTING APPROVED CONTRACTS IN STATE ENHANCEMENT PROGRAM

Only the offices in paragraph 419 shall select approved SEP CRP-1's according to this paragraph.

\*--A On Menu EPCA00, ENTER "6", "Payment Activities", and--\*  
PRESS "Enter". Screen EPCJ0001 will be displayed.

B On Screen EPCJ0001, ENTER "9", "Select Contracts in State Enhancement Program", and PRESS "Enter".  
Screen EPCJ1201 will be displayed.

1 On Screen EPCJ1201, the message, "Enter CRP Contract Number", will be displayed. Enter the CRP-1 number needed and PRESS "Enter".

a If only one CRP-1 number is needed to enter a CRP annual rental payment for SEP, enter that CRP-1 number and PRESS "Enter". Follow subparagraph 2.

b If more than one CRP-1 number is needed to enter a CRP annual rental payment for SEP:

(1) Enter the first CRP-1 number and PRESS "Field Exit".



- \*--2 On Screen EPCJ8501, the question, "Is this contract in State Enhancement Program?" will be displayed.
- a Enter either of the following:
    - (1) "Y" to select SEP CRP-1.
    - (2) "N" to return to Screen EPCJ1201.
  - b The cursor will be in the first producer data field.
  - c The message, "Identify participating producer(s) with "S"." will be displayed. Use arrow keys or the tab key to process through the screen, if necessary.
    - (1) At least 1 producer must be selected with "S".
    - (2) Producers selected with "S" will automatically be flagged for special payments.
    - (3) If more than 1 producer is displayed, ENTER "S" next to ONLY those producers participating in SEP.
  - d The message, "Select State Agency for payment with "X"." will be displayed.
    - (1) ENTER "X" next to the State Agency receiving the SEP payment.
    - (2) Only one "X" may be entered.--\*

- 3 PRESS "Enter". Screen EPCJ1201 or Screen EPCJ0001 will be redisplayed.
- C CRP-1's selected through Screen EPCJ0001, option 9, will continue to have the selected producers flagged for special payment UNTIL they are removed by the County Office.
- D To remove CRP-1 from SEP:
- 1 On Screen EPCJ1201, enter the CRP-1 number. See subparagraph B.
  - 2 Screen EPCJ8501 will display the question, "Is this contract in State Enhancement Program?". ENTER "N" and PRESS "Enter".
    - a If CRP-1 is removed from SEP, the producers will not print on Report EPCM10-R001, Special Payment Report.
    - b See paragraph 387.
  - 3 Screen EPCJ0001 will be redisplayed.

## \*--394 OVERPAYMENT PROCESS

Use the overpayment process option AFTER processing all annual rental payments EACH year but not later than December, so corrections can be made before the end of the calendar year for IRS reporting.

- A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "10", "Overpayment Process", and PRESS "Enter". Screen EPCJ0001 will be redisplayed with FY for processing the overpayment report.
  - 1 FY displayed will be for the most current payment year.
  - 2 The earliest past payment year that can be entered for processing is current year minus 2. Current year is determined by subsidiary file year.
- C On Screen EPCJ0001, ENTER "ALL" for all active producers on file, and PRESS "Enter". Screen FAX46501 will be displayed.
- D On Screen FAX46501, correct printer ID, if necessary, and PRESS "Enter".
  - 1 After calculations have been completed, Report EPCJ44-R001 will be produced and Screen EPCJ0001 will be redisplayed.
  - 2 The number of CRP-1's and entity types with members determines how long it takes the report to calculate before printing.--\*

\*--E Following is an example of Report EPCJ44-R001:

COLORADO		U. S. Department of Agriculture							Prepared: 10-23-2001	
MESA		Farm Service Agency							Page: 1	
Report ID: EPCJ44-R001		Conservation Reserve Program								
CRP Overpayment Report for Fiscal Year 2002/Payment Year 2001										
All Producers										
PRODUCER NAME	JOINT OPERATION		ID AND TYPE		ID AND TYPE					
CONTRACT	STATUS	FARM	MULTI	5-CM/	PLM	CALC SHARE	PERMITTED AMT	AMT DUE FOR	AEPH18	OVER AMT DUE
		NUMBER	-CTY	1-PL	AMOUNT	OF CRP-1	OF CONTRACT	CONTRACT	AMOUNT	FOR CNTR/ OVER PYMT LIMIT FOR ID
IMA FARMER		181		5-CM	50,000.00	1,490.00	1,490.00	1,490.00	5,500.00	4,010.00
Total Payment to Producer									5,500.00	
IMA FARMER		185		1-PL	50,000.00	1,117.00	1,117.00	.00	1,117.00	1,117.00
Total Payment to Producer									1,117.00	

Y = Producer is a Multi County Producer.  
 C = Producer is not a multi county producer but is combined with a producer in another county or a multi county producer.

F The following are report column explanations.

- 1 CALCULATED SHARE OF CRP-1 AMOUNT could be affected by the amount that was entered on the special payment and reduction Screen EPCJ7301 as a starting figure instead of the amount on CRP-1. Some other reasons could be because of the following:
  - a Multicounty or any other producer's CCC-184's that were written manually because other county eligibility flags were not updated in a timely manner.
  - b Improper rounding of payment amounts for manual CCC-184's because the Calculated Payments Report EPCK54-R001, which was produced during the prepayment process, was not used.--\*

- \*--c Changes to CRP-1 that affect the payment since the original CCC-184 was issued. This is especially critical for a revised CRP-1 between October 1 and December 31 of the payment year, because the CORRECT EFFECTIVE DATE of 09-30-XX was not used.
- d Incorrect payment year. For example, all CRP-1's need an EFFECTIVE DATE BETWEEN OCTOBER 1, 1994, THROUGH SEPTEMBER 30, 1995, TO RECEIVE A PAYMENT ON OCTOBER 2, 1995, FY 1996. For any effective date entered after October 1, 1995, the system assumes no payments are due until October 2, 1996, FY 1997.
- 2 "AEPH18 AMOUNT" is taken from the CRP history file after the total payment has been posted or entered in the system.
- 3 OVER AMOUNT DUE FOR CONTRACT will be listed ABOVE the total line and OVER PAYMENT LIMITATION FOR ID will be listed UNDER the total line. On the report in subparagraph E, \$5,500 was paid but only \$1,490 was the calculated share of CRP-1 permitted for payment; therefore, producer's CRP-1 share amount was overpaid by \$4,010.
- 4 Verify all entries that are displayed on the report for accuracy. If amounts listed are overpayments, promptly follow 7-CP, 58-FI, 67-FI, and this handbook, where applicable, for corrections.--\*

## \*--395 UPDATE/VIEW CRP ANNUAL PAYMENT AUTHORIZATION

Each year before annual rental payments can be issued, the CRP annual rental payment authorization file will be downloaded to the County Offices to update the CRP Table File. The downloaded file will be processed through start-of-day, but can be processed through CRP Payment Activities using option 11 on Screen EPCJ0001. Reference subparagraph 357 C 2 for additional instructions concerning use of this option.

Access the "Update/View Annual Payment Authorization" option according to this paragraph.

- A On Menu EPCA00, ENTER "6", Payment Activities, and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "11", "Update/View Annual Payment Authorization", and PRESS "Enter".
- C Screen EPCJ0001 will be redisplayed with the statement "Enter FY for annual installment payment year". The applicable year will be displayed. Enter the payment year **only** if accessing previous year's data, and PRESS "Enter".
- D Screen EPCJ9901 will be displayed with the following information:
  - 1 Annual Installment Payment Year.
  - 2 Percentage of Cash Payments.
  - 3 Date Annual Rental Payments Authorized.
  - 4 Date Prompt Payment Starts.--\*

\*--5 Information will be displayed with the following or subparagraph 6:

- a CRP Table File has been updated with transmitted data for selected year.
- b PRESS "Print", and PRESS "Reset" to print Screen EPCJ9901.
- c Sign and date screen print copy and file according to subparagraph 357 C 2.
- d Do a Daytime Transmission to send file receipt to KCAO.

6 Information will be displayed with the following **if** the update was processed previously either through start-of-day or option 11.

**Note: If the download file was processed through start-of-day, Report EPCJ99-R001 was printed during start-of-day processing. Sign and date the report according to instructions in subparagraph 357 C 2.**

- a If necessary, PRESS "Print", and PRESS "Reset" to print Screen EPCJ9901.
- b Sign and date screen print copy and file according to subparagraph 357 C 2.

E PRESS "Enter". Screen EPCJ0001 will be redisplayed.--\*

396-403 (RESERVED)

## \*--SECTION 9.5 CORRECTIONS TO PAYMENTS

## 404 CANCELING CRP PAYMENTS WITH INCORRECT OFFSETS

To cancel an incorrect CRP payment, with or without interest penalty payment:

**Note: If Interest Penalty Payments need to be canceled, cancel through accounting.**

- A On Menu FAX250, enter the appropriate County Office option 3 or 4, and PRESS "Enter". Menu FAX07001 will be displayed.
- B On Menu FAX07001, ENTER "5", "Conservation", and PRESS "Enter". Menu EEA000 will be displayed.
- C On Menu EEA000, ENTER "3", "CRP Contract File Menu", and PRESS "Enter". Menu EPCA00 will be displayed.
- D On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- E On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter". Screen EPCJ0501 will be displayed.
- F On Screen EPCJ0501, ENTER "3", "Cancel Issued CRP Payment". Enter FY for which installment payments are being made; for example, "2001", and PRESS "Enter". Screen EPCL2001 will be displayed.
- G On Screen EPCL2001, enter the CRP contract number, and PRESS "Field Exit". Answer the question, "Is there another CRP contract to enter? (Y or N)". The system will default to "N". PRESS "Enter". Screen MGCRVE01 will be displayed.
- H On Screen MGCRVE01, ENTER "X" in the SEL column to select the control number or payable for cancellation processing, and PRESS "Enter". Screen MGCRVE01 will be redisplayed.--\*

\*--I On redisplayed Screen MGCRVE01, the message, "If selection is correct, PRESS 'Enter' to verify", will be displayed. If displayed data is:

- 1 Incorrect, make correct selection.
- 2 Correct, PRESS "Enter" to continue.
- 3 Complete **only** the applicable actions under a, b, or c in this subparagraph.
  - a Screen ANK52010 will be displayed if **CCC-184** was issued.
    - (1) Verify that all data displayed is for the correct producer and amount.
    - (2) Screen print Screen ANK52010 for later use.
    - (3) Enter "**Y**" to answer the question, "Is the check to be canceled available?". PRESS "Enter". Screen ABK53005 will be displayed.
      - (a) If Screen ANK52020 is displayed, PRESS "Cmd 6", "Show Checks". Screen ANK52025 will be displayed. PRESS "Cmd 2" to return to Screen ANK52010.

**Note:** Use this CCC-184 information for paragraph 406.
      - (b) If "**N**" is entered, amount will be set up as a **receivable**. If this occurred, write a substitute check in Accounting on the above CCC-184 number to CCC and use this CCC-184 to pay off the receivable using the receivable software.--\*

- \*--(4) On Screen ABK53005, enter or change the printer number, number of copies, if necessary, and if bar code shall be printed on the Producer's Disbursement Statement.

**Note:** A bar code can **only** be printed if a laser printer will be used.

- (5) PRESS "Enter". The Producer's Disbursement Statement will be printed and Screen ABK53010 will be displayed.
- (6) On Screen ABK53010, ENTER "1" or "2" to indicate successful printing, and PRESS "Enter". Screen EPCJ0501 will be displayed.
- b Screen ANK52040 will be displayed if **EFT** is still on file and **has not been queued** for transmission. PRESS "Enter".
- (1) The statement, "This payable is now deleted from the direct deposit pending file", will be displayed. PRESS "Enter".
- (2) Screen ABK53005 will be displayed to print Producer's Transaction Statement. Change printer number, if necessary, and PRESS "Enter".
- (3) The Producer's Transaction Statement will be printed. On Screen ABK53010, ENTER "1" or "2" to indicate if printing was successful or not, and PRESS "Enter".
- (4) Screen EPCJ0501 will be displayed.--\*

- \*--c Screen ANK52020 will be displayed if **EFT** has been **queued and transmitted**. On Screen ANK52020, PRESS "Enter". Screen ANK52020 will be redisplayed.
- (1) On redisplayed Screen ANK52020, ENTER "N" to answer the question, "Do you want an initial notification letter?", and PRESS "Enter". Screen AQKPRT01 will be displayed.
  - (2) On Screen AQKPRT01, enter the printer ID to be used to print the Receivable Establishment Verification Report. PRESS "Enter". The report will be produced and Screen AQKCFM01 will be displayed.
  - (3) On Screen AQKCFM01, enter if printing was satisfactory or not and PRESS "Enter". Screen ABK53005 will be displayed.
  - (4) On Screen ABK53005, enter or change the printer number, number of copies, if necessary, and if bar code shall be printed on the Producer's Disbursement Statement. PRESS "Enter". Producer's Disbursement Statement will be printed. Screen ABK53010 will be displayed.
  - (5) On Screen ABK53010, ENTER "1" or "2" to indicate if printing was successful or not and PRESS "Enter". A Producer's Transaction Statement will be printed reflecting cancellation of the payment with an R Correction type.--\*

## \*--405 CORRECTING PRODUCER'S CRP XXHAYGRZ AND XXCRPRED REDUCTIONS

To correct the wrong amount previously entered in the payment limitation "**reduced value**" field, or yearly "**prorated**", "**unauthorized use**", and "**hay/graze**" fields causing an incorrect underpaid EFT or CCC-184 for the producer, follow the steps and enter **only** the responses as indicated below.

- A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "2", "Select Producers for Special Payment and/or Reduction Processing", and PRESS "Enter". Screen EPCJ0001 will be redisplayed.
- C On redisplayed Screen EPCJ0001, enter FY for which special payments or reductions are being made; for example, "2001". PRESS "Enter". Screen EPCJ1501 will be displayed.
- D On Screen EPCJ1501, complete the following:
- 1 Enter CRP Contract Number and PRESS "Field Exit".
  - 2 Answer the question, "Is there another CRP contract to enter? (Y or N)". The system will be defaulted to "N". PRESS "Enter". Screen EPCJ7001 will be displayed.
- E On Screen EPCJ7001, do 1 of the following:
- 1 ENTER "ALL" for selection of all producers on the contract or PRESS "Field Exit". Screen EPCJ7301 will be displayed.
  - 2 Enter "S" in front of producer's name from the displayed list and PRESS "Enter". Screen EPCJ7301 will be displayed.
- F On Screen EPCJ7301, adjust the **incorrect** reduction amount, and PRESS "Enter". Screen EPCJ7301 will be redisplayed.
- G On redisplayed Screen EPCJ7301, verify that correct data is displayed, and PRESS "Enter". Screen EPCJ7501 will be displayed with files being updated. After the update, Screen EPCJ0001 will be displayed.--\*

\*--406 RE-ENTERING PRODUCER'S ORIGINAL CRP CCC-184 AFTER CANCELLATION

**Note:** If this paragraph does not apply, see paragraph 408 or 409.

To record original CCC-184's and the corrected adjustment amounts when the producer has cashed the original CCC-184, enter **only** the responses as indicated below.

- A On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter". Screen EPCJ0501 will be displayed.
- B On Screen EPCJ0501, ENTER "2", "Record Manual Payment". Enter FY for which installment payments are being made; for example, "2001" for payments made in October 2001. PRESS "Enter". Screen EPCJ1001 will be displayed.
- C On Screen EPCJ1001, complete the following:
- 1 Enter CRP Contract Number, and PRESS "Field Exit".
  - 2 Answer the question, "Is there another CRP Contract to enter? (Y or N)". The system will be defaulted to "N". PRESS "Enter". Screen EPCJ7101 will be displayed.
- D On Screen EPCJ7101, do 1 of the following:
- 1 ENTER "ALL" for selection of all producers on the contract, and PRESS "Field Exit".
  - 2 ENTER "S" in front of producer's name from the list displayed, and PRESS "Cmd5" to complete transaction.
- E Several reports will process after action in subparagraph D is completed followed by the display of Screen FAX46501. On Screen FAX46501, make necessary printer changes, and PRESS "Enter". Reports EPCK50-R001, EPCK52-R001, and EPCK63-R001 will be printed. Screen EPCL1001 will be displayed.

**Note:** If no amount is displayed on Screen EPCL1001, review the printed reports.--\*

\*--F On Screen EPCL1001, complete the following:

**Type over** the displayed "Remaining Amount" data with the following, and PRESS "Field Exit":

- 1 Sum of producer's **original** CCC-184 payment, any additional offsets added, and any **new and adjusted reduction** amounts.

**Example:** Producer was due \$1000. A reduction of \$300 for 98HAYGRZ was reduced. The producer appealed the \$300 amount and got it reduced to \$150. Producer actually received CCC-184 in the amount of \$700.

- a Use the Producer Transaction Statement to get the original date, CCC-184 number, and the amount paid to the producer.

- b On Screen EPCL1001, **type over** the \$1000 displayed with **\$850**. This is the original CCC-184 amount of \$700 the producer has **already** received, plus \$150, the new reduction amount.

**Note:** See subparagraph I 3.

- 2 Enter the manual CCC-184 date. Use the date **printed on the original CCC-184** that the producer has cashed from his transaction statement.

- 3 ENTER **"Y"** to the question, "Verify Unauthorized Uses and/or Haying/Grazing Reduction, **amount(s) displayed**, was deducted?".

**Note:** This amount will be deducted by the system from the amount entered in subparagraph 1 a.

- a PRESS "Enter" if correct.

- b PRESS "Cmd2" if incorrect and make necessary corrections, then start over again.--\*

- \*--G After "Enter" is pressed on Screen EPCL1001, Reports EPCK68-R001 and EPCK68-R004 will be printed. A message screen will be displayed with the statement, "Payment records have been created. Do you wish to continue?" ENTER "Y", and PRESS "Enter". Screen MGCRXE01 will be displayed.
- H On Screen MGCRXE01, PRESS "Tab". ENTER "Y" in front of "M" for manual payment work records to be processed. PRESS "Enter". Screen ABK10001 will be displayed.
- I On Screen ABK10001, review the amount listed in the "Manual Amount remaining to be disbursed" line. HAYGRZ and/or unauthorized uses amount should already be **minus** the new reduction entered with the producer's original payment.
- 1 This amount will be credited to the producer if no other checks were previously added at the beginning of the payment process on Screen EPCL1001.
  - 2 If correct, ENTER "N" to the question, "Are there additional payments to be entered?". PRESS "Enter". Screen ABK10001 will be redisplayed.
  - 3 If multiple CCC-184's were canceled that were written to CCC, or for an assignment or for a joint payment, the amounts for these would need to be added to the \$750 total in subparagraph F 1 a. Answer the question with a "Y" until the last original CCC-184 has been re-entered. The remaining amount could be zero or the producer's already cashed CCC-184. Enter "N" and PRESS "Enter".
- J On redisplayed Screen ABK10001, verify that all data is correct, and PRESS "Enter". Screen ANK30010 will be displayed with all previously entered data. Follow paragraph 359.6 to complete the process.--\*

\*--407 WRITING ADDITIONAL EFT'S OR CCC-184'S

Follow 1-CRP, paragraph 358 to issue the producer's additional EFT or CCC-184 after adjustment, if necessary.

**Note:** When Screen EPCL1001 is displayed after accessing the CRP payment, screen should only display the additional amount needed that was not previously paid. This amount usually earns prompt payment interest.--\*

## \*--408 CORRECTING CRP Electronic Funds Transfers

- A If EFT **has not been queued** and transmitted:
- 1 Cancel payment through CRP application. A Producer's Transaction Statement will be generated reflecting the cancellation of payment coded R Correction.
  - 2 Make payment again **after correcting the reduction amount**, according to paragraph 358.
- B If EFT **has been queued** and transmitted:
- 1 Cancel payment through CRP application. A **receivable** will be created.
  - 2 If the producer was underpaid, **after correcting the reduction amount**, and refiguring the amounts to be entered according to subparagraph 407 F 1, make the additional payment through CRP special payment processing following 1-CRP, paragraph 358 and the instructions below:
    - a Two payable records will be issued. The first payment generated will be CCC-184 to CCC to pay off the receivable created when the original payment was canceled **plus** the corrected reduction amount, if applicable. **Sum receivable amount and corrected reduction, if any, for entry on Screen EPCL1001, and PRESS "Field Exit". PRESS "Enter".**
      - (1) The first payment issued to CCC will be used to satisfy the receivable. ENTER "1" on Screen EPCJ0501 in "Special Payment Processing". Screen EPCJ0901 will be displayed. Reference subparagraph 358 C for an example of Screen EPCJ0901.--\*

\*--(2) On Screen EPCJ0901, **change the date payment due to be less than 30 calendar days** from the system date so prompt payment interest will **not** be paid on the producer's original payment.

**Example:** Date Annual Rental Payments Authorized reflects October 2, 2001. Payment is to be issued on November 30, 2001. PRESS "Cmd20" to change the "payment due date" to reflect a date between November 1, 2001, and November 30, 2001, and the system date.

- (3) After Contract Number has been entered on Screen EPCJ1001 and correct producer has been selected on Screen EPCJ7101, Screen EPCL1001 will be displayed.
- (a) After verifying that CCC-184's have been loaded in the printer, **type over the amount displayed** in the "Remaining Payment Amount" on Screen EPCL1001 to be the **sum** of the receivable amount identified on the canceled - Correction Producer's Transaction Statement in "Amount Due CCC" when the contract was canceled **plus** the corrected reduction(s) amount, if any. PRESS "Enter".
- (b) Reference subparagraph 358 F for an example of Screen EPCL1001.--\*

\*--(4) Also **enter** the amount of receivable on Screen ABK10001. Reference subparagraph 358.3 D for an example of Screen ABK10001. Respond with a "N" to question, "Are there additional payments to be entered?".

(5) Use CCC-184 written to CCC to repay the receivable using the receivable software.

**Note:** If the corrected payment amount is not enough to satisfy the entire established receivable, send initial notification letter for **balance due** after applying the collection through the receivable software.

b The second payment generated will be the additional amount due the producer. This payment will be issued according to paragraph 358. **Do not make any changes to Screen EPCJ0901, unless you do not need to pay interest.** The remaining amount to be paid will be automatically displayed on Screen EPCL1001 and prompt payment interest will be paid for the additional payment only, if applicable.

C If this was the only receivable the producer had, change the "receivable" flag in Name and Address records from "Y" to "N".--\*

409-418 (RESERVED)

## \*--SECTION 10 STATE ENHANCEMENT PROGRAM

## 419 COVERAGE

SEP activities apply to Missouri, Montana, North Dakota, and South Dakota State and County Offices.

## 420 PREPARING AUTOMATED CRP-1'S FOR SEP PAYMENTS

Prepare automated CRP-1's for SEP payments according to this paragraph. County Offices shall:

- A NOT change the OFFICIAL PAPER COPY of CRP-1 to add the State agency. REVISE or CORRECT ONLY the AUTOMATED CRP data in the CRP contract file according to subparagraphs D through F.
- B Enter, in the name and address file, the State agency's name, address, and ID number that the State Office provided.
  - 1 The ID number used for SEP shall be:
    - a Different than any other ID number used by the State agency.
    - b "E" for ID type.
    - c "99" for entity type.
    - d "B" for name type.
  - 2 The name of the State agency shall be:
    - a Followed by "-SEP" in the "Name for Mail" field. For example, "Bank of North Dakota-SEP".
    - b Printed on CCC-184 in the payee field.--\*

## C Ensure that:

- 1 A completed AD-1026 is on file BEFORE issuing FY SEP payment. AD-1026 must be received from:
  - a EACH participating SEP producer.
  - b The State agency.
- 2 EACH participating SEP producer and the State agency are eligible for the period covered by CRP-1D Addendum.

D Correct the SHARES on revised automated CRP-1's  
\*--according to paragraph 290 IF a CRP annual rental--\*  
payment WAS ISSUED in a previous FY for SEP.

- 1 The producers shall receive the same percentage of payment on CRP-1 BEFORE CRP-1D Addendum was signed. This is used for producer payment limitation purposes.
- 2 The State agency for SEP:
  - a Shall receive ZERO percent of the payment.
  - b Is exempt for payment limitation purposes.

## E Revise automated CRP-1's according to paragraph 288 to add the State agency IF a CRP annual rental payment WAS ISSUED in a previous FY:

- 1 BEFORE CRP-1D Addendum was signed and approved. The revision of the automated CRP-1 will cause the computer copy of the individual CRP-1 to carry a suffix GREATER than the PAPER copy of CRP-1. See subparagraphs D 1 and D 2.

\*--2 And the State agency has NOT been added in CRP contract file.

a The revision of the automated CRP-1 will cause the computer copy of the individual CRP-1 to carry a suffix GREATER than the PAPER copy of CRP-1.

b On Screen EPCD0501, use the date that CRP-1D Addendum was approved by COC as the effective date. See subparagraphs D 1 and D 2.

F Correct existing automated CRP-1's according to paragraph 290 to add the State agency to program year 1990 CRP-1's that have NOT received CRP annual rental payments. See subparagraphs D 1 and D 2.

421 SELECTING CRP-1'S APPROVED FOR SEP PAYMENTS IN THE CONTRACT FILE

Select CRP-1's approved for SEP payments according to paragraph 393.

422 REPORTS WITH STATE ENHANCEMENT PROGRAM CONTRACTS

If CRP-1 is revised AFTER it has been selected for SEP:

A Report EPCM10-R001, Special Payment Report, will carry forward the original participating producers IF the same producers are on the subsequent revised CRP-1. See paragraph 387 for processing this report.--\*

B Report EPCM40-R001, Contracts in State Enhancement Program, will continue to indicate the terminated SEP CRP-1 until the SEP flag is removed.

1 If the flag is not removed:

a An asterisk will be displayed beside the terminated CRP-1.

b The message, "Contract has been terminated", will be displayed.

2 See paragraph 390 for processing this report.

3 Use the report to verify that ALL active SEP participants have been selected for payment.

C Participating producers MUST be reselected for SEP.

D Those producers not selected will receive payments through batch processing, UNLESS selected for special payments through another process.

\*--423 PERFORMING SEP SPECIAL PAYMENT ACTIVITIES--\*

A If SEP producer is a multiple-county producer or is nearing \$50,000, pay the:

1 State agency first through special payments. Payment limitation will be applied by the system to the producer's share being paid to the State agency.

2 Producer's remaining CRP-1's.

B On Screen EPCJ0501, ENTER "1", "Access CRP payments".

```

* --
*****
*                               077 MESA                               Payments           EPCJ0501           *
* CRP - SPECIAL PYMT ACTIVITIES                               Version: AA01 10-02-2001 09:37 Term X7 *
* -----*
*
*      1. Access CRP payments                                     *
*      2. Record manual payment                                 *
*      3. Cancel issued CRP payment - automated                *
*      4. Access Special Authorized Payment                    *
*      5. Refund                                                *
*      6. Cancel Refund                                         *
*
*      Select an option                                         1 *
*
*      Enter FY for which installment payments are being made 2001 *
*      (Options 1, 2, 3, and 4 only)                            *
*
*
*
* Cmd3=Previous Screen           Cmd7=End CRP Processing           Enter to Continue           *
*****
* -- *

```

- 1 The cursor will move to the data field with the message, "Enter FY for which installment payments are being made".
- 2 Enter the calendar year applicable, for FY entry, for the installment payment being issued and PRESS "Enter".



- 3 If a range of CRP-1 numbers are needed, enter the beginning CRP-1 number and PRESS "Field Exit". Enter the ending CRP-1 number and PRESS "Enter".
  - a Only 1 range of CRP-1 numbers may be entered.
  - b Individual CRP-1 numbers within the range selected cannot be accessed until the range of numbers has been processed.
  - c PRESS "Enter" on Screen EPCJ1001 to display Screen EPCJ7101.

\*--D On Screen EPCJ7101:

```

*****
*                               013 BURKE                               Payments          EPCJ7101          *
* CRP CONTRACTS - SPECIAL PYMT PROCESS          Version: AA01 10-29-93 11:36 Term X7 *
* -----*
* Contract Number 114C                               Farm Number      1905          *
* Enter "ALL" for selection of all producers to be paid:          ALL          *
* or                                                                                                         *
* (S)elect Name                               ID No           Type          *
* * 1 _ IMA FARMER                               XXX XX XXXX     S          *
*                                                                                                         *
*                                                                                                         *
*                                                                                                         *
* NO MORE PRODUCERS                               MORE CONTRACTS *
* * - Payment will be issued to State Agency. *
* Cmd2=Return to first contract  Cmd5=Complete transaction *
*                                                                                                         *
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*****

```

--\*

- 1 ENTER "ALL" to select ALL SEP participants to be paid on CRP-1. PRESS "Enter" to display producers on the next requested CRP-1.
- 2 ENTER "S" for SELECTED SEP participants to be paid on CRP-1.
  - a If all producers displayed are not in SEP, ENTER "S" by ONLY the SEP producers. If other displayed producers have not been selected for any reduction in payment, those producers will be paid through batch processing.
  - b PRESS "Enter" to display producers on the next requested CRP-1.





2 ENTER "N" to suspend print processing.  
 Report EPCK80-R001, CRP Annual Rental Payments, will  
 not be printed at this time.

425 CONTINUING SEP CHECK BATCH PRINTING

Follow this paragraph to continue CCC-184 batch printing.

- \*--A On Menu EPCA00, ENTER "6", "Payment Activities", and--\*  
 PRESS "Enter". Screen EPCJ0001 will be displayed.
- B On Screen EPCJ0001, ENTER "5", "Continue Batch Printing",  
 and PRESS "Enter". Screen MGCRXE01 will be displayed.
- C Continue following subparagraph 358 F through  
 paragraph 358.7, as applicable.

426 EXAMPLES OF SEP REPORTS AND CCC-184

The following are examples for SEP payment participants.

A This is an example of Report EPCK63-R001 for a SEP  
 participant.

NORTH DAKOTA		U.S. Department of Agriculture					Prepared: 10-29-93		
BURKE		Consolidated Farm Service Agency					Page: 1		
Report ID: EPCK63-R001		Conservation Reserve Program							
Producer Payment Limitation Report for Fiscal Year 1994/Payment Year 1993 Selected Contracts Special Payments									
-----									
PRODUCER	PRODUCER NAME	MULTI	LIMITATION	PERMITTED	PRODUCER	JOINT		5-CM/	
ID and TYPE		-CTY		SHARE	CROPLAND	OPERATION	CROPLAND CALCULATED	LIMITATION	1-PL
					FACTOR	FACTOR			
-----									
XXX XX XXXX S	IMA FARMER	Y	25,000	N/A	N/A	N/A	25,000	SEP/5-CM	
Y = Producer is a multi county producer. C = Producer is not a multi county producer but is combined with a producer in another county or a multi county producer.									

\*--B This is an example of CCC-184 for a SEP participant.

10/29/93 87CRAN	38-013-0 0114C	71754022 45 6004321 E \$*****7,162.00
	X730200002	
IMA FARMER	BANK OF ANYWHERE-SEP STATE OF ANYWHERE ROUTE 1 ANYTOWN,	KS 99999
DATE: 10/29/93	PROGRAM: 87CRAN	ST & CTY: 38-013-0
PRODUCER: IMA FARMER		REFERENCE: 0114C
		PAYEE: BANK OF ANYWHERE
X730200002	AMOUNT PAID	\$7,162.00

--\*

\*--C This is an example of a producer's disbursement transaction statement for a SEP participant.

North Dakota	USDA-ASCS	Prepared: 10/29/93
Burke	Producer's Disbursement	
Report ID: ABK500-R001	Transaction Statement	Page: 1
<hr/>		
Producer ID XX XXXXXXXX E	Program Code 87CRAN	
	CRP Payment Year 93	
Name: IMA PRODUCER		
ROUTE 1		
ANYTOWN, KS	99999-9999	
<u>Reference Number(s)</u>	Issue Date 10/29/93	
Contract 0114C	Transaction X730200002	
Farm 1905		
<u>Check No.</u> <u>ASGN/JPYMT No.</u>	<u>Amount</u>	<u>Payee Name and Address</u>
XXXXXXXX	7,162.00	BANK OF ANYWHERE-SEP STATE OF ANYWHERE ROUTE 1 ANYTOWN, KS 99999
	7,162.00	Total of Payments Disbursed
	7,162.00	Total Program Payment Earned
*** End of Report ***		

--\*

D This is an example of Report EPCK80-R001 for a SEP participant:

North Dakota Burke Report ID: EPCK80-R001	U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program CRP ANNUAL RENTAL PAYMENTS 1993 Payment Year Selected Contracts Special Payment Report	Prepared: 10-29-1993 Page: 1
---	--	---------------------------------

  

PRODUCER NAME MEMBER NAME	PRODUCER ID MEMBER ID	SHR IDCRP-1	AMOUNT OF CRP-1	PERMITTED SHARE	ENTERED AMOUNT	AMOUNT LIMIT BY	AMOUNT PAID	TRANSACTION
-----								
--								
CONTRACT 114C FARM 1905								
IMA PRODUCER	XXX XX XXXX S	All	7,162.00		7,162.00			
BANK OF ANYWHERE-SEP	XX XXXXXXXX E						7,162.00	X730200002
					TOTAL AMOUNT PAID		7,162.00	

427 (WITHDRAWN--AMEND. 47)

\*--428 UPDATE/VIEW ANNUAL PAYMENT AUTHORIZATION

Use this option when the CRP Table File is transmitted during the day to check and see if it has been received. If the CRP Table File has not been received, Screen EPCJ0001 will display the message, "There is no record for the entered installment year on the CRP Table File. If the FY for installment payments is valid, please call the Help Desk."

- A On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.
B On Screen EPCJ0001, ENTER "11", "Update/View Annual Payment Authorization", and PRESS "Enter". Screen EPCJ0001 will be redisplayed. Enter FY for annual installment payment year, such as 2001, and PRESS "Enter". Screen EPCJ9901 will be displayed.

\*\*\*\*\*
\* 077 MESA Info EPCJ9901 \*
\* CRP - ANNUAL AUTHORIZATION DATA Version: AA01 10-02-2001 08:15 Term E1 \*
\* ----- \*
\* Annual Installment Payment Year 2001 \*
\* Percentage of Cash Payments 100.00 \*
\* Date Annual Rental Payments Authorized 10-02-2001 \*
\* Date Prompt Payment Starts 11-01-2001 \*
\* CRP Table File has been updated with transmitted data for selected year. \*
\* Press PRINT and press RESET to print this screen. \*
\* Sign and date screen print and then file according to instructions. \*
\* Do Daytime Transmission to send file receipt to KCAO. \*
\* Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue \*
\*\*\*\*\*

Note: Screen EPCJ9901 should display with matching dates as in the authorizing payment CRP notice that is issued late each September authorizing County Offices to issue CRP annual rental payments.--\*

429-442 (RESERVED)



## 444 ADJUSTING CRP-15 FOR FARMS WITH ROTATIONS, PEANUTS, OR TOBACCO

On Menu EPCA00, ENTER "7", "Acreage Reduction by Farm", and PRESS "Enter". Screen EPCH0001 will be displayed. ENTER "1", "Adjust CRP-15 for Farms With Rotation Crops, Peanuts, or Tobacco", and PRESS "Enter".

- A Screen EPCH0001 will be redisplayed with the message, "Enter Farm Number". Enter the farm number for which acreage reductions need to be adjusted and PRESS "Enter".
- 1 If the farm number entered is a farm with no rotation crops reduced for CRP, and the farm has no peanuts or tobacco reductions, Screen EPCH6302 will be displayed with the message, "No adjustment to CRP-15 allowed for this farm". PRESS "Enter" and Screen EPCH0001 will be displayed.
  - 2 If the farm number entered is a farm that has no crop records, Screen EPCC2001 will be displayed.
    - a When the farm number resulting from a \*--deleted partial reconstitution is entered, the deleted crop records associated with that deleted farm will be used to determine whether the farm has rotation crops, peanuts, or tobacco. PRESS "Enter".
    - b ENTER "N" and PRESS "Enter" to adjust ONLY peanut or tobacco farm. Peanuts and tobacco may need to be adjusted EVERY year after rollover.--\*

- 3 If the farm number entered is a farm that has acreage that may be adjusted, Screen EPCH6301 will display individual crops and a cumulative acreage reduction for the farm for the 10-year contract period.
- a Screen EPCH6301 will only display 1 crop at a time for adjustment. Make adjustments as necessary from CRP-15. If the message, "There are more crops to adjust", is displayed, PRESS "Enter" for adjustment of entry for next crop.
- b When all applicable crops have been entered for adjustment, the message, "There are no more crops to adjust", will be displayed. PRESS:
- (1) "Cmd2" to return to the beginning of the adjustment crop screens. Changes made may be viewed but have not been updated in the CRP-15 file.
- (2) "Cmd5" to complete transaction of entries. Updating the CRP-15 file will ONLY occur when command 5 is used.
- c Screen EPCH0001 will be displayed.
- d A canceled or terminated CRP-1 for the farm could cause the reduction field to be protected. For example, 1986 CRP-1 was canceled. Screen EPCH6301 will display 1986 with "0" reduction. This entry cannot be changed on the screen. Next entry will be listed for 1987, 1988, etc.

- e All adjustments for the farm will be recalculated every time CRP-1 is ADDED or CHANGED for the FARM that affects the acres reduced or the program year.
- (1) Adjustments must be re-entered and totaled for all CRP-1's for the farm.
  - (2) For example, farm has two CRP-1's. One 1986 CRP-1 and one 1987 CRP-1. Both CRP-1's have rotation bases; therefore, when Screen EPCH6301 is displayed, the CRP-15's will need to be added together to get total base reductions applicable for all CRP-1's on that farm.

B The cumulative reduction for a farm will be automatically passed to farm maintenance. Since no validations will be performed for crop rotation adjustments, it is ESSENTIAL that these entries are CORRECT.

445 AGREEMENT FOR REDUCTION OF BASES, ALLOTMENTS, AND QUOTAS

On Menu EPCA00, ENTER "7", "Acreage Reduction by Farm", and PRESS "Enter". Screen EPCH0001 will be displayed. ENTER "2" and PRESS "Enter". \* \* \*

\* \* \*

- A Screen EPCH6201 will display the message, "Enter Farm Number or ALL".
- 1 If CRP-15 is needed for only 1 farm, enter the farm number and PRESS "Enter".
  - 2 If CRP-15's are needed for ALL farms in the contract file, ENTER "ALL" and PRESS "Enter".
  - 3 If CRP-15's are needed for more than 1 farm but not all farms:
    - a Enter the first farm number requested and PRESS "Field Exit".
    - b ENTER "Y" to the question, "Is there another farm number to enter?" and PRESS "Enter". Screen EPCH6201 will keep redisplaying for next farm number.
    - c Continue entering farm numbers until the last farm is entered. PRESS "Field Exit", change "Y" to "N", and PRESS "Enter".
    - d Screen FAX46501 will be displayed. Make necessary changes. PRESS "Enter" to generate Report EPCH64-R001. Screen EPCH0001 will be redisplayed.
- B Verify that all entered crop data is correct by farm, by year, and by crop on Report EPCH64-R001. If incorrect reductions are displayed, correct as follows:
- 1 For regular farms with nonrotation crops, make corrections on Screen EPCD2001 as applicable.
  - 2 For farms with rotation crops, peanut, or tobacco reductions, make corrections on Screen EPCH6301 as applicable.

3 After completing corrections through update, reprint the report using option 2 on Screen EPCH0001 for verification of re-entered data.

\* - -

VIRGINIA		U.S. Department of Agriculture				Prepared: 03-25-2002
PRINCE EDWARD		Farm Service Agency				
Report ID: EPCH64-R001		Conservation Reserve Program				Page: 1
Agreement for Reduction of Bases, Allotments, and Quotas						
Farm Number: 561						
CONTRACT	FY	PY	Wheat	Corn	Tobacco	
87	1988	1988	8.4	24.4	.2	
TOTAL	1988		8.4	24.4	.2	
CUMULATIVE	1988		8.4	24.4	.2	
CUMULATIVE	1989		8.4	24.4	.2	
CUMULATIVE	1990		8.4	24.4	.2	
CUMULATIVE	1991		8.4	24.4	.2	
CUMULATIVE	1992		8.4	24.4	.2	
C 87	1993	1988	-8.4	-24.4	-.2	
TOTAL	1993		-8.4	-24.4	-.2	
CUMULATIVE	1993		.0	.0	.0	

\* = Alternative Perennials contract.  
T = Terminated contract.  
C = Cancelled contract.  
CE = Cancelled Early Release contract.  
C6 = Cancelled with 60-Days Notice contract.  
E = Expired contract. No more payments due.  
R = Return base to Farm Maintenance.  
H = History Preservation started.

- - \*

C The cumulative reduction data for all crops on the farm will automatically be passed to farm maintenance for reducing bases on the farm crop file. Each time any reduction is added or changed, this procedure occurs.

## 446 CRP FARMS WITH \* \* \* PEANUTS OR TOBACCO

A On Menu EPCA00, ENTER "7", "Acreage Reduction by Farm", and PRESS "Enter". Screen EPCH0001 will be displayed. ENTER "3" and PRESS "Enter". \* \* \*

\* \* \*

1 Screen FAX46501 will be displayed. Make necessary changes, if applicable.

2 PRESS "Enter" to generate Report EPCH10-R001.

3 Screen EPCH0001 will be \* \* \* displayed.

\* \* \*

4 PRESS "Cmd7" to redisplay Screen EPCH0001.

B Report EPCH10-R001, "County List of CRP Farms With \*--Peanuts or Tobacco", will display the following:

VIRGINIA PRINCE EDWARD Report ID: EPCH10-R001	U. S. Dept. of Agriculture Farm Service Agency Conservation Reserve Program County List of CRP Farms With Peanuts or Tobacco	Prepared: 10-01-2001 Page: 1
FARM	FARM	FARM
94 PEANUTS 519 TOBACCO 665 TOBACCO 825 PEANUTS 938 TOBACCO 1055 TOBACCO 1584 PEANUTS		
* NOTE: This farm has no records on the Peanuts or Tobacco Files for the CRP crops.		

--\*

- 1 Farm number with asterisk. These farm numbers are farms that did not have crops for reduction.
- 2 Farm number with tobacco or peanuts. These farm numbers are farms that have tobacco or peanuts listed for reduction.

\* \* \*

- C PRESS "Cmd3" to redisplay Menu EPCA00.
- D PRESS "Cmd7" to display Menu EEA000.

## 447 COUNTY CROP SUMMARY

A On Menu EPCA00, ENTER "7", "Acreage Reduction by Farm", and PRESS "Enter". Screen EPCH0001 will be displayed. ENTER "4" and PRESS "Enter". \* \* \*

\* \* \*

1 Screen FAX46501 will be displayed. Make necessary changes, if applicable. PRESS "Enter". Screen EPCH6601 will be displayed.

2 On Screen EPCH6601, County Crop Summary, enter FY for which summary shall be reduced.

3 PRESS "Enter" to generate Report EPCH66-R001.

4 Screen EPCH0001 will be redisplayed.

\* \* \*

5 PRESS "Cmd7" to redisplay Screen EPCH0001.

B Report EPCH66-R001 will display:

- 1 The farm number and crops with amount of each acreage reduced.
- 2 The total number of farms with reductions and a county summary by crop.

C Report EPCH66-R001 will be current when it is generated. Each time CRP-1 with bases is added or changed, this report will also change.

448-464 (RESERVED)

## SECTION 12 SPECIAL CORRECTIONS

## 465 SPECIAL CORRECTIONS TO CRP-1'S

On Menu EPCA00, ENTER "8", "Special Corrections", to make \*--corrections to CRP-1's AFTER CCC-184's or EFT's for CRP--\* annual rental payments have been generated or recorded through the automated CRP payment system. Option 8 allows:

- A Update for all CRP producers' entity types to match the name and address file. When option 1 on Screen EPCP0001 is selected according to paragraph 470, Report EPCP70-R001, CRP Producers With Entity Type Updated from Name and Address File, will be generated. This report shows the old entity type and the new entity type for the affected producers.
  - 1 If the name and address file is INCORRECT when the report is generated:
    - a Correct the entity type on the name and address file.
    - b On Screen EPCP0001, ENTER "1" to update the CRP producer file with the corrected entity type.
  - 2 If the name and address file is correct, no action is required.

\*--B Reinststate a canceled or terminated CRP-1 that needs to be reactivated for payment purposes. Payments may have been issued or recorded for CRP-1 through the automated CRP payment system.

C Produce a list of CRP producers on CRP-1's that have producer ID's that have been changed through the name and address software. A future software enhancement will allow producer ID's to be corrected on CRP-1.--\*

466 (WITHDRAWN--AMEND. 16)

467 CORRECTING CRP-1'S USING SPECIAL CORRECTIONS

Follow this paragraph to correct problems in  
\*--paragraph 465.--\*

A Log on to the contract file according to paragraph 266.

B NO OTHER TERMINAL MAY ACCESS CRP WHILE OPTION 8,  
"SPECIAL CORRECTIONS", IS BEING USED.





C Screen EPCP7001 will display with the message, "Please wait. The Update CRP Entity Type To Match the Name and Address File Report is being produced".

1 This is a batch edit process.

a Report EPCP70-R001, CRP Producers With Entity Type Updated from Name and Address File, will be generated.

b This report will be listed in producer ID sequence, starting with the lowest beginning ID number to the highest ID number.

c The report will provide the following:

\* \_ \_

COLORADO		U.S. Department of Agriculture			Prepared: 02-03-96	
MESA		Farm Service Agency				
Report ID: EPCP70-R001		Conservation Reserve Program			Page: 1	
CRP Producers With Entity Type Updated from Name and Address File						
PRODUCER ID and TYPE	PRODUCER NAME	CONTRACT NUMBER	TYPE	OLD ENTITY DESCRIPTION	TYPE	NEW ENTITY DESCRIPTION
XX XXXXXX E	IMA FARMER	3	01	Individual	02	General Partnership

\_ \_ \*

(1) Producer ID and type.

(2) Producer name.

(3) Contract number.

(4) Old entity type and description.

(5) New entity type and description.

2 If there is a discrepancy with the producer ID entity type between the name and address file and the CRP producer file, this option does the following:

a Updates the CRP producer file to match that on the name and address file.

b Updates the file REGARDLESS of whether the name and address record is active.

3 Producer ID's deleted on the CRP producer file are excluded from this edit, even if a discrepancy exists.

D Screen EPCP0001 will be redisplayed.

\*--471 REINSTATING CANCELED, EXPIRED, OR TERMINATED CONTRACTS

Reinstate canceled, expired, or terminated CRP-1's--\* according to this paragraph.

A On Screen EPCP0001, ENTER "2", "Reinstate Canceled Contract", and PRESS "Enter". If a producer was changed or deleted BEFORE CRP-1 was terminated, the producer will need to be added or corrected after reinstatement. Screen EPCP1001 will be displayed.

1 Use option 2 ONLY for original or revised CRP-1's

\*--that were canceled, expired, or terminated in--\*

ERROR.

2 DELETE applicable revised CRP-1's with suffixes BEFORE reinstating a terminated CRP-1.

a Revised CRP-1's with suffixes can only be deleted if NO payments have been recorded through the automated CRP payment system.

b If payments have been recorded, CORRECT the revised CRP-1 according to paragraph 290 and continue.

c After reinstating an original terminated CRP-1, the acres remaining will be re-established as zero.

- B On Screen EPCP1001, the message, "Enter CRP Contract Number", will be displayed. Enter the CRP-1 number and PRESS "Field Exit".
- C The question, "Is there another CRP contract to enter?" will be displayed. The system will default to "N", if left blank. ENTER "Y" or "N" and PRESS "Enter". Screen EPCP8001 will be displayed with the message, "Please wait. Master files are being updated".
- 1 Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced?". Do either of the following:
- \*--a ENTER "Y" and PRESS "Enter".--\*
  - b \* \* \* Screen FAX46501 will be displayed. Make printer changes if necessary. PRESS "Enter".  
  
\* \* \*
  - c ENTER "N" and PRESS "Enter". If the answer to the question, "Is there another CRP Contract to enter?" was:
    - (1) "Y", Screen EPCP1001 will be redisplayed until "Y" is changed to "N".
    - (2) "N", Screen EPCP0001 will be displayed.

- 2 If the farm has base reductions that allow for adjusting CRP-15, Screen EPCH6301 will be displayed to make necessary adjustments.
- 3 Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas, will be generated.  
\* \* \*
- \*--**Note:** CRP-15's only apply to CRP-1's approved before October 1, 2001.--\*
- 4 If the answer to the question, "Is there another CRP Contract to enter?" was:
- a "Y", Screen EPCP1001 will be redisplayed until "Y" is changed to "N".
  - b "N", Screen EPCP0001 will be displayed.
- 5 If CRP-1 selected has active CRP-1's associated with it, a message will be displayed at the bottom of the screen. Before a reinstatement can be completed, do the following:
- a Use option 2 on Screen EPCD0001 to delete active CRP-1's with suffixes. See paragraph 287.
  - b Proceed with reinstating the terminated CRP-1 according to this paragraph.

472 (RESERVED)

## 473 LIST OF CRP PRODUCERS WITH CHANGED ID

Print and review the list of CRP producers with changed ID according to this paragraph. On Screen EPCP0001, ENTER "4", "List of CRP Producers with Changed ID", and PRESS "Enter".

\* \* \*

A \* \* \* Screen FAX46501 will be displayed. Make printer changes if necessary. PRESS "Enter".

\* \* \*

B Screen EPCP6001 will be displayed with the message, "Please wait. The List of CRP Producers with Changed ID Report is being produced".

C This is a batch edit process.

1 Report EPCP60-R001, CRP Producers With Changed ID, is a list of CRP producer ID's that are on CRP-1 that have been changed in the name and address file for a new producer ID.

2 This report will provide the following:

\*--

COLORADO MESA Report ID: EPCP60-R001		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program CRP Producers With Changed ID			Prepared: 03-03-96 Page: 1	
PRODUCER NAME		ID NUMBER ON CONTRACT	TYPE	CONTRACT NUMBER	MOST CURRENT ID NUMBER	TYPE
IMA FARMER		XX XXXXXXXX	E	3	XX XXXXXXXX	E
IMA FARMER	EXEC	XX XXXXXXXX	E	50	XX XXXXXXXX	E

--\*

- a Producer's name.
- b Producer's ID number and ID type on CRP-1.
- c Contract number.
- d The most current producer's ID number and ID type in the name and address file.

- D Review this report and make applicable changes to CRP-1 BEFORE processing the prepayment reports for future FY annual rental payments.
- E Screen EPCP0001 will be redisplayed.

474 (WITHDRAWN--AMEND. 28)

## \*--475 UPDATING CRP-1 WITH EXPIRED STATUS

- A After entering the CRP contract file on October 1 of EACH year, the SYSTEM WILL PROCESS ALL ACTIVE RECORDS, WITH A SEPTEMBER 30 DATE FOR A SPECIFIC YEAR, THAT HAVE EXPIRED AND WILL TURN THE ACTIVE STATUS TO EXPIRED STATUS for all applicable CRP-1's.
- B Use this option ONLY to update CRP-1's. If an expired CRP-1 is reinstated by ERROR, reversed from "Modification", or "Base History Preservation" AFTER the system has completed the process in subparagraph A, THIS OPTION MUST BE PROCESSED TO RETURN THE CRP-1 TO EXPIRED STATUS. Otherwise, it will retain an active status.
- 1 On Screen EPCP0001, ENTER "5", "Update Contract with Expired Status", and PRESS "Enter". Screen EPCP1001 will be displayed.
  - 2 On Screen EPCP1001, the message, "Enter CRP Contract Number", will be displayed. Enter the CRP-1 number and PRESS "Field Exit".
  - 3 Answer the question, "Is there another CRP contract to enter?"
    - (1) The system will default to "N", if left blank. ENTER "Y" or "N" and PRESS "Enter".
    - (2) Screen EPCP8001 will be displayed with the message, "Please wait. Contract files are being updated".
    - (3) Screen EPCP0001 will be redisplayed.
  - 4 On Screen EPCP0001, PRESS "Cmd3" to return to Menu EPCA00.--\*

476-500 (RESERVED)



## SECTION 13      RESETTING FLAGS IN MASTER FILES

## 501      RESETTING THE FLAGS

To reset flags in the master files, on Menu EPCA00, ENTER "9", "Reset Flags in Master Files", and PRESS "Enter". Screen EPCC0001 will display a message indicating that the master file flags are being reset.

A      Use this option if the system goes down while CRP-1 was being updated.

B      No other operators may use the contract file when this option is used.

\*--C      Menu EEA000 will be redisplayed after the master--\* file flags are reset.

502-529      (RESERVED)



SECTION 14 AVAILABLE CROPLAND AND EASEMENT DATA

530 ACCESSING AVAILABLE CROPLAND AND EASEMENT DATA

On Menu EPCA00, ENTER "10", "Available Cropland and Easement Data", and PRESS "Enter". Screen EPCC0501 will be displayed.

```

* - -
*****
*                               147 PRINCE EDWARD                               EPCC0501 *
* CRP CONTRACTS - CROPLAND AND EASEMENTS      Version: AB36 10-01-2001 12:21 Term E1 *
* -----*
*
*           1. Number of Active Contracts and Available Cropland Date           *
*
*           2. Easement Data                                                    *
*
*           3. Cropland Report                                                  *
*
*           4. Easement Report                                                  *
*
*           5. Summary of County Cropland, CRP, Easement & WRP Data Report      *
*
*           6. Prepare Cropland/Easement File for Transmission                 *
*
*           7. Available Cropland Minus September 30 Expirations               *
*
* Enter the option number and press ENTER.                                     Action  _ *
*
*
* Cmd3=Previous Screen      Cmd7=End CRP Processing                            *
*****

```

A County Offices shall access all of the following options 1 week BEFORE a CRP or WRP signup is to begin and data transmitted to the State Office:

- 1 ENTER "1" to display active contracts and available cropland data.
- 2 ENTER "2" to display easement data.
- 3 ENTER "3" to print Report EPCC10-R001, County Cropland Data Report.
- 4 ENTER "4" to print Report EPCC10-R002, County Easement Cropland Report.--\*
- 5 ENTER "5" to print \* \* \* Report EPCC10-R003, Summary of County Cropland, CRP, Easement, and WRP Data.

- 6 ENTER "6" to print Report EPCC10-R004, County Cropland and Easement Data Prepared for Transmission.
- 7 ENTER "7" to display Screen EPCC1007, Available Cropland Minus September 30 Expirations.

\*--B Each time options 3 through 6 are selected on Screen EPCC0501, Screen EPCC0505 will be displayed.

1 Following is an example of Screen EPCC0505:

```
*****
*                               147 PRINCE EDWARD                               EPCC0505                               *
* CRP - SELECT EXPIRATION YEAR                               Version: AA01 10-01-2001 08:15 Term E1 *
* -----*
*
* Enter the year for all active contracts due to expire on September 30:  2002 *
*
* This will determine acreage available for enrollment in future general signups. *
*
* EXAMPLE: Contracts to Expire on September 30, 2002 for new contracts taken to *
* begin for PROGRAM YEAR 2003. *
*
*                               ENTER Year: 2002                               *
*
*
*                               Cmd3=Previous Screen                               Cmd7=End CRP Processing                               Enter to Continue                               *
*****
```

- 2 User is prompted to enter the year for all active contracts due to expire on September 30 to be used in determining acreage available for enrollment in future general signups. Enter the year, and PRESS "Enter".
- 3 Screen FAX46501 will be displayed for printer to be used. Make necessary changes, and PRESS "Enter".
- 4 Screen EPCC0501 will be displayed.
  - a PRESS "Cmd3" to display Menu EPCA00.
  - b PRESS "Cmd7" to display Menu EEA000.

C Each option on Screen EPCC0501 is described in a separate paragraph in this section.--\*

531 AVAILABLE CONTRACT AND COUNTY CROPLAND DATA

On Menu EPCA00, ENTER "10" and PRESS "Enter".  
Screen EPCC0501 will be displayed. ENTER "1" and PRESS  
\*--"Enter". Screen EPCC1001 will display the number of active  
CRP-1's and standard summary data of cropland from entered  
CRP-1's and WRP acreage.

A Following is an example of Screen EPCC1001:

```

*****
*                               077 MESA                               EPCC1001   *
* CRP - ACTIVE CONTRACTS/AVAIL. CROPLAND      Version: AA01 10-01-2001 15:15 Term E1 *
* -----*-----*-----*-----*-----*-----*-----*-----*-----*-----*
*                               NUMBER OF ACTIVE CONTRACTS/25 PERCENT OF CROPLAND
*                               Number of Active Contracts:                113
*
* Total ALL CRP Acres Accepted: (incl. Filed Ease. In effect acres)        1,888.8
* Total CP5 & CP16 Ac. for SU 10 & up including conversion acres:           .0
* Total ALL CRP Ac. less CP5 & CP16 Ac. for SU 10 & up
* including conversion acres:                1,888.8
* less Total CRP Marginal Pasture Land (MPL):      100.0 =                1,788.8
* ENTER Total WRP Accepted Acres:                _____ .0
*
* Total WRP & CRP Acres less CP5 & CP16 acres less CRP MPL:                1,788.8
*
*                               ENTER percentage if waiver is authorized:
*
* Farm Summary Cropland:      43,819.1 ENTER Total County Cropland:        41,819.1
*                               Acres Available:                7,860.4
*                               Percentage of Cropland Available:   .1794
*
* Enter County Total WRP & Cropland Acres, and percentage if other than 25%.
*
* Cmd3=Previous Screen      Cmd7=End CRP      Cmd20=View Filed Ease. Data      Enter=Update
*****

```

- - \*

B Screen EPCC1001 will display:

\* \* \*

- 1 Total acreage of all accepted ACTIVE CRP-1's that  
\*--are in the CRP contract file at the time. Total  
acreage includes filed easements still in effect  
after contract expiration.--\*
- 2 Total acreage accepted in practices CP5 and CP16  
from signup 10 and greater, including converted  
CRP-1's from signups 1 through 9. This amount of  
acreage is not counted toward the 25 percent of  
cropland figure.
- 3 The total amount accepted, which is the total  
acreage of accepted CRP-1's minus the amount in  
subparagraph 2.
- 4 Information that is only as current as the data  
that is in the CRP contract file. Therefore,  
CRP-1's approved but not yet entered into the  
contract file will not be reflected.
- 5 A field to enter the total WRP accepted acres.
  - a County Release No. 307 closed the WRP option  
for entering additional WRP acreage. The  
acreage displayed will be the total entered  
acreage from the WRP file. When an updated  
entry is entered in this data field, the  
system will retain the new figure until  
updated again.
  - b Before each new CRP signup is held or when  
otherwise requested, FSA will request that  
NRCS provide the current total of WRP  
accepted acres to date, on an  
as-needed-basis.
  - c Make entries according to subparagraph C 1.

C Enter the following on Screen EPCC1001:

- 1 Enter the NRCS updated total, according to subparagraph B 6 b, and PRESS "Enter" to recalculate the totals. PRESS "Enter" again to exit screen and hold new entered data.
- 2 Percentage, if county has an approved cropland waiver for more than 25 percent. For example, if county is approved for 29.79 percent, ENTER ".2979" in the input field and PRESS "Enter". Screen will redisplay with recalculated data. PRESS "Enter" to update and retain newly entered data.
- 3 The total county's WRP and cropland acreage if not previously displayed, changed, or incorrectly displayed. PRESS "Enter".

\*--a Screen EPCC1001 will:

- (1) Redisplay with recalculated data.
- (2) Display total farm summary cropland for the county. This number will change frequently with farm cropland changes.  
**Remember:** Do not change this figure until DAFP directs changed data to be implemented.

b The total WRP and total cropland acreage will be carried forward to Screens EPCC1002 and EPCC1007. Press "Enter" to recalculate the totals. PRESS "Enter" again to update and retain newly entered data.--\*

D After entering the total WRP and cropland acreage, if applicable, the system will calculate and display the following on Screen EPCC1001:

- 1 Acreage still available after each CRP-1 is entered in the system until it reaches zero.
- 2 Total cropland percentage that is left for use until the percentage reaches ".0000" or signup is waived by COC.
- 3 Acreage still available, if a waiver was approved and producers have withdrawn accepted acreage from CRP.



532 COUNTY EASEMENT DATA

On Menu EPCA00, ENTER "10" and PRESS "Enter". Screen EPCC0501 will be displayed. ENTER "2", "Easement Data", and PRESS "Enter". Screen EPCC1002 will display easement summary data of cropland from entered CRP-1's and WRP accepted acreage.

A Following is an example of Screen EPCC1002:

\*--

```

*****
*                               077 MESA                               EPCC1002   *
* CRP CONTRACTS - EASEMENT/CROPLAND      Version: AA01 10-01-2001 15:15 Term E1 *
* -----*
*                               AVAILABLE EASEMENT ACRES/10 PERCENT OF CROPLAND *
*                               Number of Contracts with Filed Easement:          1 *
* Total CRP Easement Acres Accepted: (includ. Filed Easement)                   24.0 *
* Total CRP Easement Acres Accepted with Filed Easement:                        24.0 *
* *
* Total CP5 & CP16 Ac. for SU 10 & up including conversion acres:                .0 *
* Total CRP Easement Acres less CP5 & CP16 acres:                               24.0 *
* *
* ENTER Total WRP Accepted Acres:                                               _____ .0 *
* *
* Total WRP and CRP Easement Acres less CP5 & CP16 acres:                       24.0 *
* *
* ENTER percentage if waiver is authorized:                                     _____ *
* *
* Farm Summary Cropland: 43,819.1 ENTER Total County Cropland: _____ 43,819.1 *
* *
* Easement Acres Available:                                                       4,357.9 *
* Percentage of Cropland Available:                                               .0995 *
* *
* Enter County Total WRP & Cropland Acres, and percentage if other than 10%. *
* *
* Cmd3=Previous Screen      Cmd7=End CRP      Enter=Update *
*****

```

B Screen EPCC1002 will display:

- 1 Total easement acreage of all accepted ACTIVE CRP-1's that are in the CRP contract file at the time, including filed easements still in effect after contract expiration.--\*



- 2 Total easement acreage accepted in practices CP5 and CP16 from signup 10 and greater, including converted CRP-1's from signups 1 through 9. This amount of acreage is not counted toward the 10 percent of cropland figure.
- \*--3 The total CRP easement amount accepted, which--  
-\*  
is the total easement acreage of accepted CRP-1's minus the amount in subparagraph 2.
- 4 Information that is only as current as the easement data that is in the CRP contract file. Therefore, WRP accepted acres and CRP-1's approved but not yet entered into the contract file will not be reflected.
- 5 A field to enter total WRP accepted acres.
- a County Release No. 307 closed the WRP option for entering additional WRP acreage. The acreage displayed will be the total entered acreage from the WRP file. When an updated entry is entered in this data field, the system will retain the new figure until updated again.
- b Before each new CRP signup is held or when otherwise requested, FSA will request that NRCS provide the current total of WRP accepted acres to date, on an as-needed-basis.
- c Make entries according to subparagraph C 1.
- C Enter the following on Screen EPCC1002:
- \*--1 The NRCS updated total of WRP acreage, if not entered previously on Screen EPCC1001,--  
\* according to subparagraph B 5 b, and PRESS "Enter" to recalculate the totals. PRESS "Enter" again to exit the screen and hold the new entered data.
- 2 Percentage if county has an approved cropland waiver for more than 10 percent. For example, if the county is approved for 12.36 percent, ENTER ".1236" in the input field and PRESS "Enter". The screen will redisplay with recalculated data. PRESS "Enter" to update and retain the newly entered data.
- 3 The total cropland for the county if not previously displayed, changed, or incorrectly \*--displayed. PRESS "Enter" again to exit the screen and hold the new entered data.--\*

- D After entering the total WRP and cropland acreage,  
if  
\*--applicable, the system will recalculate and  
display--\*  
the following on Screen EPCC1002:
- 1 Acreage still available after each CRP-1 and  
WRP acreage is entered in the system until it  
reaches zero.
  - \*--2 Total farm summary cropland for the county.--\*
  - 3 Total cropland percentage that is left for use  
until the percentage reaches ".0000" or signup  
is waived by COC.
  - 4 Acreage still available, if a waiver was  
approved.
- E On Screen EPCC1002, PRESS "Enter" to return to  
Screen EPCC0501. If the enter key is not pressed  
after the new data has been entered, this screen  
will NOT hold displayed percent of waiver or  
cropland data for the next viewing.
- F On Screen EPCC0501, do either of the following:
- 1 PRESS "Cmd3" to redisplay Menu EPCA00.
  - 2 PRESS "Cmd7" to redisplay Menu EEA000.

## 533 COUNTY CROPLAND REPORT

On Menu EPCA00, ENTER "10" and PRESS "Enter".  
Screen EPCC0501 will be displayed. ENTER "3", "Cropland  
Report" \* \* \*. PRESS "Enter".

A Report EPCC10-R001, County Cropland Data, will be  
printed \* \* \*.

- 1 Report EPCC10-R001 displays the following:
  - a Farm summary cropland.
  - b Total cropland.
  - c Twenty-five percent of cropland or waiver.
  - d CRP acres under contract.
  - e CRP CP5 and CP16 acres.
  - f CRP marginal pasture land.
  - g WRP accepted acres.
  - h Acres available.
  - i Farm summary cropland.
  - j Total cropland.
  - k Twenty-five percent of cropland acres.
  - l CRP acres under contract minus 9-30  
expirations.
  - m CRP CP5 and CP16 acres minus 9-30  
expirations.
  - n CRP marginal pasture land minus 9-30  
expirations.
  - o WRP accepted acres.
  - p Acres available plus 9-30 expirations.

2 If a waiver was approved and producers have withdrawn acres that have fallen below the original 25 percent of cropland, the difference will be displayed in acres available.

3 This report will reflect the last data displayed when option 1 was accessed. See paragraph 531.

B Screen EPCC0501 will be redisplayed. Do either of the following:

1 PRESS "Cmd3" to display Menu EPCA00.

2 PRESS "Cmd7" to display Menu EEA000.

534 COUNTY EASEMENT REPORT

On Menu EPCA00, ENTER "10" and PRESS "Enter".  
Screen EPCC0501 will be displayed. ENTER "4", "Easement Report" \* \* \*. PRESS "Enter".

\*--A Report EPCC10-R002, "County Easement Cropland", will be printed.

1 Report EPCC10-R002 displays the following:

a Farm summary cropland.

b Total cropland.

c Ten percent of cropland or waiver.

d CRP easement type acres.

e Filed easement acres.

f CRP Filed Easement CP5 and CP16 acres.--\*

g WRP accepted acres.

h Acres available.

i Farm summary cropland.

j Total cropland.

k Ten percent of cropland acres.

- \*--l CRP easement type acres minus  
9-30 expirations.
  - m Filed easement acres minus 9-30 expirations.
  - n CRP filed easement CP5 and CP16 acres--\*  
minus 9-30 expirations.
  - o WRP accepted acres.
  - p Acres available plus 9-30 expirations.
- 2 If a waiver was approved and producers have  
withdrawn acres that have fallen below the  
original 10 percent of cropland, the difference  
will be displayed in acres available.
- 3 This report will reflect the last data displayed  
when option 2 was accessed. See paragraph 532.
- B Screen EPCC0501 will be redisplayed. Do either of the  
following:
- 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

535 SUMMARY OF COUNTY CROPLAND, CRP, EASEMENT, AND WRP DATA REPORT

On Menu EPCA00, ENTER "10" and PRESS "Enter".  
Screen EPCC0501 will be displayed. For a summary report, ENTER "5", \* \* \*. PRESS "Enter". \* \* \*, Screen FAX46501 will be displayed. Change printer ID, if necessary, and PRESS "Enter".

A Report EPCC10-R003, Summary of County Cropland, CRP, Easement, and WRP Data, will be printed \* \* \*.

1 Report EPCC10-R003 displays the following:

- a Farm summary cropland acres.
- b Total county cropland acres.
- c Twenty-five percent or waiver acres of cropland, if authorized.
- d Twenty-five percent of cropland acres.
- e Ten percent or waiver acres of cropland, if authorized.
- f Ten percent of cropland acres.

2 Report EPCC10-R003 also displays a column for the current, which includes waiver acres, and minus 9-30 expirations, which includes only the 25 percent figures, for the following:

- \*--a Total CRP easement acres without filed easements.
- b Total CRP easement acres with filed easements.
- c Total CP5 and CP16 acres without filed easements.
- d Total CP5 and CP16 acres with filed easements.
- e Total CRP easement acres less CP5 and CP16 without filed easements.
- f Total CRP easement acres less CP5 and CP16 with filed easements.--\*

- g Total WRP accepted acres.
  - \*--h Total CRP easement less CP5 and CP16 with filed easement and WRP acres accepted.--\*
  - i Total CRP standard acres accepted.
  - j Total CRP standard acres, CRP easement, and WRP acres.
  - k Total CRP marginal pasture land.
  - l Total CRP standard acres, CRP easement, and WRP acres, less CRP marginal pasture land.
  - m Twenty-five percent or waiver cropland acres available.
  - n Twenty-five percent cropland plus September 30 expirations.
  - o Ten percent or waiver cropland acres available.
  - p Ten percent cropland plus September 30 expirations.
- 3 This report reflects the last data displayed when options 1, 2, and 7 were accessed. See paragraphs 531, 532, and 538
- B Screen EPCC0501 will be redisplayed. Do either of the following:
- 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

## 536 PREPARING CROPLAND AND EASEMENT FILE FOR TRANSMISSION

On Menu EPCA00, ENTER "10" and PRESS "Enter". Screen EPCC0501 will be displayed. ENTER "6", "Prepare Cropland/Easement File for Transmission", \* \* \* and PRESS \*--"Enter". Screen EPCC0505 will be displayed to enter year for all active contracts due to expire September 30, XXXX. After entering year, PRESS "Enter".--\*

- A Screen FAX46501 will be displayed. Make printer changes, if necessary, and PRESS "Enter".
- B Report EPCC10-R004, County Cropland and Easement Data Prepared for Transmission, will be produced.
- 1 Report EPCC10-R004 may be prepared and printed as many times as needed BEFORE accessing option 5, "CRP Cropland and Easement Data", on Menu FMA904.
  - 2 After Report EPCC10-R004 has been prepared and option 5 on Menu FMA904 has been completed, the report CANNOT be prepared and printed again UNTIL after the transmission from the end-of-day process has been completed.
  - 3 If option 6 on Screen EPCC0501 is accessed BEFORE the transmission has been completed, the message, "Prior transmission cycle has not been completed, cannot prepare additional CRP Cropland and Easement Data until it is completed." will be displayed.
- C Do NOT keep printed Reports EPCC10-R001 through EPCC10-R004 longer than 15 days after transmitting or until the State Office verifies that acreages were received.
- D This data can be:
- 1 Transmitted to the State Office, when requested, on an as-needed-basis.
  - 2 Used by the State Office to monitor cropland and WRP acreage.
- E Screen EPCC0501 will be redisplayed. Do either of the following:
- 1 PRESS "Cmd3" to display Menu EPCA00.
  - 2 PRESS "Cmd7" to display Menu EEA000.

## 537 TRANSMITTING COUNTY CROPLAND AND EASEMENT DATA FILE

\*--On Menu FAX250, ENTER "3" or "4", as applicable. Select appropriate county, if needed. PRESS "Enter". The--\* Application Selection Menu FAX07001 will be displayed.

A On Menu FAX07001, ENTER "7" and PRESS "Enter". Menu FMA901, "Queue Files for Transmission \* \* \*", will be displayed.

B On Menu FMA901, ENTER "4" and PRESS "Enter". Queue Conservation Files for Transmission Menu FMA904 will be displayed.

C On Menu FMA904, ENTER "5", "CRP Cropland and Easement Data", and PRESS "Enter". The following should be displayed:

1 The question, "DO you wish to queue for all counties? Y or N". Do either of the following:

a ENTER "Y" and PRESS "Enter". This will queue all counties in the system, except the training county, starting with the headquarters county.

b ENTER "N" and PRESS "Enter". This will queue ONLY the headquarters county.

2 The message, "Procedure EPCC52 (Queue CRP Contract Cropland and Easement SScceEPF File)...."

3 The message, "FILE SScceEPF HAS BEEN QUEUED FOR TRANSMISSION."

D Menu FMA904 will be redisplayed. Do either of the following:

1 PRESS "Cmd3" to \* \* \* display Menu FMA901.

\*--2 ENTER "22" and PRESS "Enter" to display Office--\* Selection Options Menu FAX09002.

## 538 AVAILABLE CROPLAND MINUS SEPTEMBER 30 EXPIRATION

On Menu EPCA00, ENTER "10" and PRESS "Enter".  
 Screen EPCC0501 will be displayed. ENTER "7", "Available  
 Cropland Minus September 30 Expirations", and PRESS "Enter".  
 \*--Screen EPCC0505 will be displayed for entering the year all  
 active contracts are due to expire on September 30. After  
 entering year, PRESS "Enter". Screen EPCC1007 will be  
 displayed.

```
*****
*                               147 PRINCE EDWARD                               EPCC1007                               *
* CRP CONTRACTS - CROPLAND MINUS EXPIRING                               Version: AA01 10-01-2001 15:15 Term E1 *
* -----*
*                               AVAILABLE CROPLAND MINUS SEPTEMBER 30 EXPIRATIONS THROUGH                               2002                               *
* Number of Active Contracts minus September 30 Expirations:                               111                               *
* Total ALL CRP Acres Accepted:                               3,094.4                               *
* Total ALL CRP Acres Accepted minus September 30 Expiration acres:                               3,079.3                               *
* Tot CP5 & CP16 Ac for SU 10 & up including conversions minus 9-30:                               .0                               *
*   Total ALL CRP Ac. less CP5 & CP16 Ac. for SU 10 & up                               *
*   including conversion acres minus 9-30 expirations:                               3,079.3                               *
*   less Tot CRP Marginal Pasture Land (MPL) - 9-30:                               100.0                               2,979.3                               *
*                               Total WRP Accepted Acres:                               .0                               *
*
* Tot WRP & CRP Acres less CP5 & CP16 less CRP MPL minus 9-30:                               2,979.3                               *
*
*                               Percentage authorized:                               *
* Farm Summary Cropland:           43,819.1           Total County Cropland:                               43,819.1                               *
*                               Acres Available:                               7,760.4                               *
*                               Percentage of Cropland Available:                               .1794                               *
*
* Acres Available plus 9-30 expirations through 2002 fiscal year:                               7,875.5                               *
*   Percentage plus 9-30 expirations through 2002 fiscal year:                               .1797                               *
*
* Cmd3=Previous Screen           Cmd7=End CRP                               Enter=Continue                               *
*****
```

A This screen should be used to determine what acreage will be available for a regular signup during the year in which existing CRP-1's are due to expire in September; for example, signup 26 to be held in FY 2003.--\*

1 The acreage displayed will be minus all CRP-1's due to expire on September 30.

2 Displayed also will be the total available cropland acreage and new percentage that could be accepted under new CRP-1's.

B Data displayed on this screen is only accurate for a specific FY and at the time of printing. Any changes because of WRP accepted acreages must be entered on Screen EPCC1001. See paragraph 531.

1 Print screen if copy for comparison of percentages is needed.

2 PRESS "Enter" to redisplay Screen EPCC0501.

\*--C If the CRP Contract File **contains** filed easements, "Cmd20", View Filed Easements, will be displayed at the bottom of Screen EPCC1007. Use "Cmd20" to display Screen EPCC1057. If the CRP Contract File **does not** contain filed easements, "Cmd20" will **not** be displayed at the bottom of the screen.

D An example of Screen EPCC1057 follows:

```

*****
*                               147 PRINCE EDWARD                               EPCC1057
* CRP CONTRACTS - ACCEPTED MINUS 9-30                               Version: AA01 02-14-2002 08:15 Term E1
* -----
*   DETAIL OF TOTAL ALL CRP ACRES ACCEPTED MINUS SEPTEMBER 30 EXPIRATIONS   2002
*
*                               Total ALL CRP Acres Accepted:                3,089.4
*                               Total ALL CRP Acres Accepted minus 9-30:      3,000.8
*
*                               Total ALL CRP Acres Accepted minus 9-30
*                               Receiving Annual Rental Payment:              2,976..8
*
*                               Total CRP Acres Accepted with Filed Easement in Effect
*                               NOT Receiving Annual Rental Payment:           24.0
*
*                               Total CRP Acres Accepted with Filed Easement in Effect
*                               NOT Receiving Annual Rental Payment
*                               minus Filed Easements in Effect ending by 9-30: 24.0
*
*                               Cmd3=Previous Screen                               Cmd7=End CRP                               Enter=Continue
*****

```

- 1 Screen EPCC1057 reflects a Detailed Summary of Total CRP Acres Accepted Minus September 30 Expirations. The summary includes the following:
  - a Total ALL CRP Acres Accepted.
  - b Total ALL CRP Acres Accepted minus 9-30.
  - c Total ALL CRP Acres Accepted minus 9-30 Receiving Annual Rental Payment.
  - d Total CRP Acres Accepted with Filed Easement in Effect NOT Receiving Annual Rental Payment.
  - e Total CRP Acres Accepted with Filed Easement in Effect NOT Receiving Annual Rental Payment minus Filed Easements in Effect ending by 9-30.
- 2 PRESS "Cmd3" to return to Screen EPCC1007.
- 3 PRESS "Cmd7" to return to Menu EEA000.--\*

539-552 (RESERVED)



## SECTION 15 BACKUP EPC TRANSACTION FILES

## 553 BACKING UP EPC TRANSACTION FILES

The message, "EPC Transaction files need to be backed up. ENTER "11"; "Backup Transaction Files.", will be \*--displayed when records in the ?.EP.C48 and ?.EP.C68 files total 6,400 or more. When the message is displayed, only 1 user may be in the CRP Contract File. The user:

- A Does not need to stop immediately to backup the records.
- B May complete the backup before End of Day processing, or anytime during the next day, **but** no later than the week the message was originally displayed.
- C Shall keep **every** tape containing the saved transaction files because the history data is no longer stored in the system after the backup has occurred. See subparagraph E.
- D May try to complete the new backup on a previously used tape containing saved EPC transaction files. If system error is received with the message, "**File Already Exists**", respond as follows if the:
  - 1 User does not receive option "1" or "2" with the system error message, ENTER "3" and insert new, unused tape for backup.
  - 2 User receives the system error message with options "0" or "1" available, ENTER "0".
  - 3 Message reappears, ENTER "1".
  - 4 Message reappears, ENTER option "3" and insert a new, unused tape for the backup.--\*

\*--E EPC transaction file backup **tapes** must be maintained for 2 fiscal years following the fiscal year of removal.

**Example:** Tape backups with FY 2001 date (October 1, 2000, through September 30, 2001) will be kept until October 1, 2003, FY 2004.--\*

554 (WITHDRAWN--AMEND. 40)

555 BACKUP TRANSACTION FILES USING TAPE

\* \* \* On Menu EPCA00, ENTER "11", "Backup Transaction Files", and PRESS "Enter". The following screen will be displayed.

\*--

\*\*\*\*\*  
Input-Output E1

EPC000AA

\*\*\*\*\*

SAVE OF CRP TRANSACTIONS

-----

This procedure will save any changes to the Basic Contract, Practice/Crop, Producer and CRP-15 files that have occurred since the last transaction save.

This is a permanent history record.

\*\*\*\*\*  
\*\*\*\*\*

Do you want to continue with tape backup? (Y/N)

\*\*\*\*\*

Enter require parameter

Y

\*\*\*\*\*

--\*

A Read and follow the messages on the screen \* \* \*.

Input-Output

E1

```

*****
Do you want to continue with tape backup? (Y/N)
*****
Enter required parameter
Y
*****
Insert blank initialized tape into tape drive.
Wait for tape retensioning if applicable.
*****
Backing up file A.EP.C48
SAVE procedure is running
Backing up file A.EP.C68
SAVE procedure is running
*****
Backup of A.EP.C48 and A.EP.C68 Transaction files
is complete. Remove tape.
Label "CRP CONTRACT FILE A.EP.C48 AND A.EP.C68/MMDDYY"
*****

SYS-3725 Options (0 )
Pause--when ready, enter 0 to continue
0

```

B Answer the question, "Do you want to continue with tape backup? (Y/N)". ENTER:

- 1 "Y" and PRESS "Enter" to continue backup to tape.
- 2 "N" and PRESS "Enter" to return to Menu EPCA00.

C The screen will display the message, "Insert blank initialized tape into tape drive." to backup files \*--A.EP.C48 and A.EP.C68. Wait for tape retensioning, if applicable.--\*

- 1 Insert blank tape.
- 2 ENTER "0" and PRESS "Enter" to continue tape backup.
- 3 The message, "Backing up file A.EP.C48", will be displayed followed by the message, "SAVE procedure is running".
- 4 The message, "Backing up file A.EP.C68", will be displayed followed by the message, "SAVE procedure is running".

- \*--5 Screen will indicate completion of tape backup with the message, "Backup of A.EP.C48 and A.EP.C68 Transaction files is complete."
- 6 Remove tape. Label tape "CRP CONTRACT FILE A.EP.C48 AND A.EP.C68/MMDDYY".
- 7 ENTER "0" and PRESS "Enter" to return to Menu EPCA00.--\*

556-574 (RESERVED)



## SECTION 16 PURGING OLD CRP CONTRACT RECORDS

## 575 PREPARING TO PURGE OLD CRP CONTRACT RECORDS

- A Complete the CRP purge process during the months of July or August of **each** year. Purge must be completed each year **before** farm crop and/or subsidiary rollover is completed.
- B Only 1 user may be in the CRP contract file.
- C CRP-1's will be listed on reports in contract groups. A **contract group** means contracts with the same number regardless of suffixes. If some of the group has history preservation or filed easements that have not expired, none of them will be purged.
- \*--**Note:** If a contract within the **contract group** was extended for 1 or more years, the entire **contract group** will **not** be purged, even if some of the contracts in the group have expired at the time of purge process.--\*
- D Purged CRP-1 numbers will **not** be available for reuse.
- E Before running the purge process, the following **must** be completed.
- 1 On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed.
  - 2 On Menu EPCE00, ENTER "14", "Other Reports", and PRESS "Enter". Menu EPCE01 will be displayed.
  - 3 On Menu EPCE01, ENTER "10", "List of Contracts That Expired", and PRESS "Enter". ENTER "1995" as the year of expiration for report to be produced. The year for this report **must** be changed annually to reflect contracts that expired in a certain year. PRESS "Enter" to generate Report EPCE99-R001.

**Example:** For year 2002, generate Report EPEC99-R001 for 1996.



\*--B On Menu EPCA00, ENTER "12", "Purge CRP Contracts", and PRESS "Enter". Screen EPCP9001 will be displayed with the message, "Please Wait. The CRP files are being checked". Screen EPCP9001 will be redisplayed with the following message.

```

*****
*                               Purge          EPCP9001          *
*      147 PRINCE EDWARD                               *
* CONSERVATION - CRP CONTRACT FILE      Version: AA01 01-19-2001 09:22 Term E1 *
* -----*
* THIS CRP PURGE REQUIRES A DEDICATED SYSTEM. NO OTHER PROGRAM APPLICATIONS *
* SHALL BE USED DURING THE PROCESSING OF THIS PURGE.                          *
*
* This purge will remove "ALL" contracts and associated data that expired      *
* 5 (five) years ago on September 30, 1995 (I.E. received last annual rental *
* payment in October 1995 ) if there is "NO" History Preservation and "NO"    *
* Filed Easement.                                                              *
*
* This purge includes contracts that would have expired if there had been no  *
* cancellation. The term "CONTRACT" is used to mean all contracts with the    *
* same contract number regardless of suffix. If a contract is 5 years past   *
* the end of the History Preservation or Filed Easement period, it will be   *
* purged.                                                                       *
*
* The purge will print: 1) LIST OF PURGED CRP CONTRACTS, 2) LIST OF          *
* PRODUCERS WHOSE CRP NAME AND ADDRESS FLAG HAS BEEN RESET to "N" and        *
* 3) the CRP-15 REPORT.                                                        *
*
* DO NOT IGNORE ERROR MESSAGES. SCREEN PRINT ERROR MESSAGE & CALL HELP DESK. *
* Cmd3=Previous Menu                  Cmd7=End CRP Processing                Enter to Continue *
*
*****

```

1 Screen EPCP9001 displays the ending FY. The purge will delete contracts and related records.

**Note:** CRP-1's with filed easements and history preservation **will not** be considered in the purge process until the **end** of the easement or history preservation period.

2 DO NOT IGNORE ERROR MESSAGES. Screen print error messages and call the normal contact for the National Help Desk.

3 Screen EPCP9001 identifies the 3 reports that will be generated:

- a List of Purged CRP Contracts.
- b List of Producers Whose CRP Name and Address Flag Has Been Reset to "N".
- c CRP-15 Report.--\*

\*--C On Screen EPCP9001, PRESS "Enter". Message Screen EPC000AA will be displayed.

```

*****
* Input-Output                                     E1 *
*                                                    *
*                                                    *
* EPC000AA                                         *
*                                                    *
* Before a CRP Purge is done, certain CRP Contract files on your *
* system must be saved to a tape cartridge.         *
*                                                    *
* Do you want to continue with CRP Purge tape save? (Y/N) *
* An answer of "N" will terminate the CRP purge process. *
*                                                    *
* Enter required parameter                          *
* Y Insert blank initialized tape into tape drive. *
* Wait for tape retensioning if applicable.         *
*                                                    *
* SYS-3725 Options (0 )                            *
* Pause--when ready, enter 0 to continue           *
* 0                                                    *
*****

```

- 1 Read and follow the messages on the screen.
- 2 Answer the question, "Do you want to continue with CRP Purge tape save? (Y/N)". ENTER:
  - a "Y" and PRESS "Enter" to continue with purge.
  - b "N" and PRESS "Enter" to return to Menu EPCA00.
- 3 Screen EPC000AA also displays the message, "Insert blank initialized tape into tape drive." to backup 11 CRP files. Wait for tape retensioning, if applicable.
  - a Insert blank initialized tape.--\*

\*--b ENTER "0" and PRESS "Enter" to continue tape backup.

**Important:** After accessing option 12, workfiles are created for the workstation. If there is no tape in the tape drive a system error message will be displayed, (SYS-7471 options 1 or 3, Tape drive is not ready), after entering "Y" for the tape save and zero to continue. If a "3" is taken, the job is cancelled but the workfiles are not removed. Therefore, the workstation used shall be the same workstation from the beginning to the end of the purge process.

c The message, "Backing up file A.EP.XXX" will be displayed followed by the message, "SAVE procedure is running" for each of the 11 CRP files.

```
*****
* Input-Output                                     E1 *
*                                                    *
* Backing up file A.EP.PRG File                    *
*                                                    *
* SAVE procedure is running                        *
*                                                    *
* CATALOG procedure is running                    *
* *****                                          *
*                                                    *
* Backup of CRP Contract files before the execution of the CRP *
* Purge Process is complete. Remove tape and label it as      *
* "CRP Contract Files Before Purge -- MM-DD-CCYY".            *
* Place the CATALOG listing with the tape.                *
*                                                    *
* Save this tape for one month.                      *
*                                                    *
* If the Purge is successful, then this tape can be reused after *
* one month.                                             *
*                                                    *
* *****                                          *
*                                                    *
* SYS-3725 Options (0 )                                  *
* Pause--when ready, enter 0 to continue                *
* 0                                                       *
*****
```

d Screen will indicate completion of tape backup with the message, "Backup of CRP Contract files before the execution of the CRP Purge Process is complete."

**Note:** If multi-counties on system, next county may be processed after this message.--\*

- \*--e At the conclusion of the backup, a catalog of files on the tape will be processed.
- f Remove tape and label it "CRP Contract Files Before Purge -- MM DD CCYY". Place the catalog listing with the tape. **Keep tape for 1 month, even if the purge was successful.**
- g ENTER "0" and PRESS "Enter".

**Note:** A tape save will **not** be required for subsequent access for the same FY. Option 12 can be completed as many times as needed for each FY.

- D Screen FAX46501 will be displayed. The Printer ID will be defaulted to the workstation printer. Make changes, if necessary, and PRESS "Enter".
- E Screen EPCP9201 will be displayed with a message that the CRP purge files are being built. Screen EPCP9201 will be redisplayed indicating the CRP purge is being processed.
- F Screen EPCP9401 will be displayed with the message, "Please Wait. The CRP Purge Report is being processed".

**Note:** Contracts eligible to be purged for previous years that had not been already purged will also be purged. Report EPCP94 will reflect these contracts.--\*

\*--1 Following is an example of Report EPCP94-R001, "List of Purged CRP Contracts-Purged Year 2001".

COLORADO MESA Report ID: EPCP94-R001		U. S. Department of Agriculture Farm Service Agency Conservation Reserve Program				Prepared: 05-17-2001 Page: 1	
List of Purged CRP Contracts Purged Year 1995							
-----							
CONTRACT NUMBER	FARM NUMBER	PROGRAM YEAR	SIGNUP	ACRES APPROVED	PRODUCER ID	PRODUCER TYPE	PRODUCER NAME
-----							
8	638	1986	01	37.3	XXX XX XXXX	S	IMA FARMER
25	16	1986	02	38.6	XXX XX XXXX	S	IMA FARMER
25A	16	1986	02	38.6	XX XXXXXXXX	E	IMA FARMER
25B	1790	1986	02	38.6	XX XXXXXXXX	E	IMA FARMER
2000 is the 1 <sup>st</sup> end year for History Preservation. Purged Year is 2000; will be displayed when applicable.							
28	916	1986	02	77.5	XX XXXXXXXX	E	IMA FARMER
28A	1787	1986	02	77.5	XXX XX XXXX	S	IMA FARMER
28B	1787	1986	02	77.5	XXX XX XXXX	S	IMA FARMER
					XXX XX XXXX	S	IMA FARMER
					XXX XX XXXX	S	IMA FARMER
28C	1787	1986	02	77.5	XXX XX XXXX	S	IMA FARMER
* Save this report for 1 month.							

- 2 Report EPCP94-R001 displays the following information:
  - a CONTRACT NUMBER. The contract numbers will be listed in "contract groups". Reference subparagraph 575 C for a definition.
  - b TYPE. Refers to Converted Easement (CE), Converted Standard (CS), Standard (S), Easement (E), Wellhead Standard (WS), Wellhead Easement (WE), or Environmental Priority (EP). Also, not all types will be listed.
  - c FARM NUMBER. Use for cross-reference to farm number records.
  - d PROGRAM YEAR. First FY CRP-1 became effective. Refer to Exhibit 14 for program years associated with signups and signup dates.
  - e SIGNUP. Refer to Exhibit 14 for signups and dates.--\*

- \*--f ACRES APPROVED. Reflects the total acres approved under CRP-1 regardless of suffixes, cancellations, and early releases.
- g PRODUCER ID AND TYPE. All producers associated with CRP-1 being purged regardless of shares.
- h PRODUCER NAME. List all producers associated with CRP-1 being purged and for quick reference, if necessary.
- i INFORMATIONAL HELPS. If CRP-1 has a filed easement or history preservation, it will be noted below the effective contract group.

G After Report EPCP94-R001 has started printing, Screen EPCP9601 will be displayed with the following message, "Please Wait. The CRP Producer Report is being processed".

1 Following is an example of Report EPCP96-R001, "List of Producers with CRP Program Flag on Name and Address File Reset to "N", Purged Year 1995".

COLORADO		U. S. Department of Agriculture		Prepared: 05-17-2001
MESA		Farm Service Agency		
Report ID: EPCP96-R001		Conservation Reserve Program		Page: 1
List of Producers with CRP Program Flag on Name & Address File reset to "N" Purged Year 1995				
-----				
PRODUCER NAME	PRODUCER ID	TYPE	OTHER FLAGS ON NAME AND ADDRESS THAT EQUAL "Y"	
-----				
IMA FARMER	XX XXXXXXX	E	Current Year minus 2 Active Producer Production Adjustment Program	
IMA FARMER	XXX XX XXXX	S		
IMA FARMER	XXX XX XXXX	S	Direct Deposit Current Year minus 2 Active Production Adjustment Program	
IMA FARMER	XXX XX XXXX	S		
IMA FARMER	XXX XX XXXX	S		
IMA FARMER	XX XXXXXXX	E		
IMA FARMER	XXX XX XXXX	S		
IMA FARMER	XXX XX XXXX	S	Direct Deposit Current Year minus 2 Active Producer Production Adjustment Program	
IMA FARMER	XXX XX XXXX	S		
IMA FARMER	XXX XX XXXX	S		
* Save this report for 1 month. Give a copy to Name and Address personnel.				
* Producers can be deleted from Name and Address file if no Other Flags are "Y".				

--\*



2 Following is an example of Report EPCH64-R001.

COLORADO		U. S. Department of Agriculture					Prepared: 07-19-2001	
MESA		Farm Service Agency						
Report ID: EPCH64-R001		Conservation Reserve Program					Page: 1	
		Agreement for Reduction of Bases, Allotments, and Quotas						
Farm Number:		1685						
CONTRACT	FY	PY	Corn	Oats	Barley	Sorghum		
121	1991	1991	11.5	4.6	5.4	3.4		
TOTAL	1991		11.5	4.6	5.4	3.4		
CUMULATIVE	1991		11.5	4.6	5.4	3.4		
CUMULATIVE	1992		11.5	4.6	5.4	3.4		
CUMULATIVE	1993		11.5	4.6	5.4	3.4		
CUMULATIVE	1994		11.5	4.6	5.4	3.4		
CUMULATIVE	1995		11.5	4.6	5.4	3.4		
CUMULATIVE	1996		11.5	4.6	5.4	3.4		
CUMULATIVE	1997		11.5	4.6	5.4	3.4		
CUMULATIVE	1998		11.5	4.6	5.4	3.4		
CUMULATIVE	1999		11.5	4.6	5.4	3.4		
CUMULATIVE	2000		11.5	4.6	5.4	3.4		
E 121	2001	1991	-11.5	-4.6	-5.4	-3.4		
TOTAL	2001		-11.5	-4.6	-5.4	-3.4		
CUMULATIVE	2001		.0	.0	.0	.0		

\* = Alternative Perennials contract.  
T = Terminated contract.  
C = Cancelled contract.  
CE = Cancelled Early Release contract.  
C6 = Cancelled with 60-Days Notice contract.  
E = Expired contract. No more payments due.  
R = Return base to Farm Maintenance.  
H = History Preservation started.

3 CRP-15 will print for all farms with CRP-1's being purged that have base, peanut or tobacco reductions remaining. Refer to paragraphs 443 through 447 for information about this report.

- a CRP-15's will **not** print for farms with no reductions or no remaining reductions after purged records have been removed.
- b Farms with peanut or tobacco crops will have to be readjusted for the current year using option 7 on Menu EPCA00 and then option 1 on Screen EPCH0001.

\* \* \*

577-600 (RESERVED)

SECTION 17 MODIFY OR REVERSE EXPIRATION DATE

601 MODIFYING OR REVERSING CRP-1 EXPIRATION DATE

This section applies ONLY to active CRP-1's that have been modified to extend the expiration date.

A On Menu EPCA00, ENTER "13", "Modify or Reverse Modification", and PRESS "Enter".

B Menu EPCF00 will be displayed. Following is an example of Menu EPCF00:

\* \_ \_

```

*****
*                                     EPCF00                                     E1 *
* CRP CONTRACTS - MODIFICATION MENU                                         *
*-----*
*
*      1.  Modify 1986 Program Year Contract(s) for 1-Year                 *
*      2.  Reverse Modified 1986 Program Year Contract(s) for 1-Year      *
*      3.  Modify Contracts Expiring September 30, 1996 for 1-Year        *
*      4.  Reverse Modified Contracts Expiring September 30, 1996 for 1-Year *
*      5.  Modify Contracts with CP11 for 3 Additional Years               *
*      6.  Reverse Modified Contracts with CP11 for 3 Additional Years     *
*      7.  Modify 1992 Program Year Contract(s) for 1-Year                *
*      8.  Reverse Modified 1992 Program Year Contract(s) for 1-Year      *
*      9.  Modify Contracts Expiring September 30, 2002 for 1-Year        *
*     10.  Reverse Modified Contracts Expiring September 30, 2002 for 1-Year *
*
*
*                                     Enter the option number and press ENTER      Action  _
*
*
*
* Cmd3=Previous Menu          Cmd7=End CRP Processing          Enter to Continue
*****

```

C On Menu EPCF00:

1 ENTER "1", "3", "7", or "9".--\*

\* \* \*

2 PRESS "Enter". Screen EPCF0501 will be displayed.





- C Continue entering CRP-1 numbers until the last CRP-1 number to be modified is entered.
- 1 PRESS "Field Exit" twice.
  - 2 Change the answer to the question in subparagraph B 2 to "N", and PRESS "Enter".
- D If a range of CRP-1 numbers is needed, enter the:
- 1 Beginning CRP-1 number and PRESS "Field Exit".
  - 2 Ending CRP-1 number requested and PRESS "Enter".
- E If "ALL" is entered:
- 1 This option could tie up the system for sometime while updating the files and printing the reports  
\*--if there are a large number of CRP-1's in the system.
  - 2 PRESS "Enter" to process all CRP-1's with applicable expiration dates for modifying in--  
\* the system at 1 time.
  - 3 And all CRP-1's were NOT to be modified, see paragraph 603 to reverse only the CRP-1's that should NOT have been modified.
- F Screen EPCF1501 will display with the message,  
"Please  
\*--wait. The modified contracts are being updated."--  
\*  
When the update has been completed, Screen FAX46501 will be displayed.
- G On Screen FAX46501, make the necessary printer changes and PRESS "Enter".
- H Screen EPCF2001 will display with the message,  
"Please  
\*--wait. The modified contract reports are being--\*  
produced".

I Two reports will be printed automatically. These reports shall be kept until all modified CRP-1's have

\*--been verified, but no later than 30 days after processing date. This information cannot be--\* produced again unless the process is rerun.

1 When option 1 is selected on Menu EPCF00:

a Report EPCF20-R001, 1986 Contracts Modified for 1-Year, will be printed first and spooled as 2 separate print jobs. Following is an example of Report EPCF20-R001:

\* --

COLORADO		U.S. Department of Agriculture						Prepared: 07-01-1995	
MESA		Farm Service Agency							
Report ID: EPCF20-R001		Conservation Reserve Program						Page: 1	
1986 Contracts Modified for 1-Year									
-----									
CONTRACT	FARM	SIGN	PGM	CRP-1	RENTAL	CP19	CP19	ADDITION ANNUAL	TOTAL CUMULATIVE
PRODUCERS	NUMBER	UP	YR	ACRES	RATE	ACRES	REDUCTION	RENTAL PAYMENT	RENTAL PAYMENT
& TYPE									WITH
SHARES									
-----									
500	13	02	1986	10.0	35.00			350	3,850
501	8	03	1986	25.0	35.00			875	9,625
502C	CS	9	01	1986	10.0	30.00	10.0	150	1,650
503B		17	03	1986	50.0	35.00		1,750	19,250
504A	CS	17	03	1986	40.0	35.00	40.0	17.50	7,700
Total Number of Contracts Modified:								5	
Total Number of Farms Impacted:								4	
Total CRP-1 Acres:								135.0	
Total CP19 Acres:								50.0	
Average CP19 Reduction:								16.25	
Total Additional Annual Rental Payments Modified:								3,825	
Total Number of Producers with Shares:								20	
This report is only for the modified contracts processed.									

--\*

- b Report EPCF20-R003, 1986 Contracts Modified for 1-Year by Farm Number, will be printed second. Following is an example of Report EPCF20-R003:

\*--

COLORADO		U.S. Department of Agriculture						Prepared: 07-01-1995			
MESA		Farm Service Agency									
Report ID: EPCF20-R003		Conservation Reserve Program						Page: 1			
1986 Contracts Modified for 1-Year by Farm Number											
-----											
FARM	CONTRACT	SIGN	PGM	CRP-1	RENTAL	CP19	CP19	ADDITION	ANNUAL	TOTAL CUMULATIVE	
PRODUCERS	& TYPE	-UP	YR	ACRES	RATE	ACRES	REDUCTION	RENTAL	PAYMENT	RENTAL PAYMENT	WITH
NUMBER											SHARES
-----											
8	501	03	1986	25.0	35.00				875	9,625	2
9	502C	CS	01	1986	10.0	30.00	10.0	15.00	150	1,650	1
13	500		02	1986	10.0	35.00			350	3,850	2
17	503B		03	1986	50.0	35.00			1,750	19,250	10
17	504A	CS	03	1986	40.0	35.00	40.0	17.50	700	7,700	5
Total Number of Farms Impacted:									4		
Total Number of Contracts Modified:									5		
Total CRP-1 Acres:									135.0		
Total CP19 Acres:									50.0		
Average CP19 Reduction:									16.25		
Total Additional Annual Rental Payments Modified:									3,825		
Total Number of Producers with Shares:									20		
This report is only for the modified contracts processed.											

--\*

- 2 On Menu EPCF00, when option 3 is selected:

- a Report ID EPCF20-R005, Expiring 1996 Contracts Modified for 1-Year, will be printed first and spooled as 2 separate print jobs.
- b Report ID EPCF20-R007, Expiring 1996 Contracts Modified for 1-Year by Farm Number, will be printed second.

\*--On Menu EPCF00, when option 7 is selected:

- a Report ID EPCF20-R009, 1992 Contracts Modified for 1-Year, will be printed first and spooled as 2 separate print jobs.
- b Report ID EPCF20-R011, 1992 Contracts Modified for 1-Year by Farm Number, will be printed second.--\*

J If 2 or less CRP-1's are modified, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced? (Y or N)."

1 If "Y" was entered and the farm:

a Has NO crop rotation codes greater than 1, PRESS "Enter" and Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas, will be printed. Menu EPCF00 will be redisplayed.

\*--b HAS tobacco and or peanuts, PRESS "Enter"--\* and Screen EPCH6301 will be displayed for EACH crop reduced on the farm. After making the appropriate adjustments, Report EPCH64-R001 will be printed. Menu EPCF00 will be redisplayed.

2 If "N" was entered, PRESS "Enter" and Menu EPCF00 will be redisplayed.

3 If more than two CRP-1's are modified at the same time:

a Process Report EPCH10-R001 according to \*--paragraph 446, if farm has tobacco and/or peanuts.--\*

b Follow paragraph 444 to adjust the applicable farms on Report EPCH10-R001.

c Print the CRP-15 reports after crops have been adjusted following:

(1) Report EPCF20-R003,  
Report EPCF20-R007, or  
\*--Report EPCF20-R011.--\*

(2) Paragraph 445.



603 REVERSING MODIFIED CRP-1 WITH EXTENDED EXPIRATION DATE

\*--On Menu EPCF00, ENTER "2", "4", "8", or 10" and PRESS "Enter". Screen EPCF0502 will be displayed with the--\* message, "Enter CRP Contract Number".

```

*****
*              077 MESA                      Reverse          EPCF0502          *
* CRP CONTRACTS - SELECT REVERSAL          Version: AA01 07-01-1995 08:15 Term E1 *
* -----*
*
*
*
*
* Enter CRP Contract Number:                _____ thru _____ *
*
*
*
*
* Is there another CRP Contract to enter? (Y or N)  _ *
*
*
*
* Cmd3=Previous Screen          Cmd7=End CRP Processing          Enter to Continue *
*****

```

- A If only one CRP-1 number is needed, enter the CRP-1 number and PRESS "Enter".
- B If more than one CRP-1 number is needed:
  - 1 Enter the first CRP-1 number requested and PRESS "Field Exit" twice.
  - 2 ENTER "Y" and PRESS "Enter" to answer the question, "Is there another CRP Contract to enter?"
    - a The system will default to "N" if left blank.
    - b Screen EPCF0502 will keep redisplaying for entering the next CRP-1 number.

- C Continue entering CRP-1 numbers until the last CRP-1 number to be reversed is entered.
- 1 PRESS "Field Exit" twice.
  - 2 Change the answer to the question in subparagraph B 2 to "N", and PRESS "Enter".
- D If a range of CRP-1 numbers is needed, enter the:
- 1 Beginning CRP-1 number and PRESS "Field Exit".
  - 2 Ending CRP-1 number requested and PRESS "Enter".
- E Screen EPCF1501 will display with the message, "Please \*--wait. The reversal contracts are being updated.--\*" When the update has been completed, Screen FAX46501 will be displayed.
- F On Screen FAX46501, make the necessary printer changes and PRESS "Enter".
- G Screen EPCF2001 will display with the message, "Please \*--wait. The reversal contract reports are being--\* produced".

H Two reports will be printed automatically. These reports shall be kept until all modified CRP-1's have

\*--been verified, but no later than 30 days after processing date. This information cannot be--\* produced again unless the process is rerun.

1 When option 2 is entered on Menu EPCF00:

a Report EPCF20-R002, 1986 Modified Contracts for 1-Year Reversal, will be printed first and spooled as 2 separate print jobs. Following is an example of Report EPCF20-R002:

\* --

COLORADO		U.S. Department of Agriculture						Prepared: 07-01-1995				
MESA		Farm Service Agency										
Report ID: EPCF20-R002		Conservation Reserve Program						Page: 1				
1986 Contracts Modified for 1-Year Reversal												
-----												
CONTRACT	FARM	SIGN	PGM	CRP-1	RENTAL	CP19	CP19	ADDITION	ANNUAL	TOTAL	CUMULATIVE	
PRODUCERS	NUMBER	UP	YR	ACRES	RATE	ACRES	REDUCTION	RENTAL	PAYMENT	RENTAL	PAYMENT	WITH
& TYPE												SHARES
-----												
500	13	02	1986	10.0	35.00				350		3,500	2
501	8	03	1986	25.0	35.00				875		8,750	2
502C	CS	9	01	1986	10.0	30.00	10.0	15.00	150		1,500	1
503B		17	03	1986	50.0	35.00			1,750		17,500	10
504A	CS	17	03	1986	40.0	35.00	40.0	17.50	700		7,000	5
Total Number of Contracts Reversed:											5	
Total Number of Farms Impacted:											4	
Total CRP-1 Acres:											135.0	
Total CP19 Acres:											50.0	
Average CP19 Reduction:											16.25	
Total Additional Annual Rental Payments Reversed:											3,825	
Total Number of Producers with Shares:											20	
This report is only for the modified contracts processed.												

--\*

- b Report EPCF20-R004, 1986 Contracts Modified for 1-Year Reversal by Farm Number, will be printed second. Following is an example of Report EPCF20-R004:

\* \_ \_

COLORADO MESA Report ID: EPCF20-R004		U.S. Department of Agriculture Farm Service Agency Conservation Reserve Program						Prepared: 07-01-1995 Page: 1				
1986 Contracts Modified for 1-Year Reversal by Farm Number												
-----												
FARM PRODUCERS NUMBER & TYPE SHARES	CONTRACT & TYPE	SIGN -UP	PGM YR	CRP-1 ACRES	RENTAL RATE	CP19 ACRES	CP19 REDUCTION	ADDITIONAL RENTAL	ANNUAL PAYMENT	TOTAL RENTAL	CUMULATIVE PAYMENT	WITH SHARES
-----												
8	501	03	1986	25.0	35.00				875		8,750	2
9	502C	CS	01	1986	10.0	30.00	10.0	15.00	150		1,500	1
13	500		02	1986	10.0	35.00			350		3,500	2
17	503B		03	1986	50.0	35.00			1,750		17,500	10
17	504A	CS	03	1986	40.0	35.00	40.0	17.50	700		7,000	5
Total Number of Farms Impacted:											4	
Total Number of Contracts Reversed:											5	
Total CRP-1 Acres:											135.0	
Total CP19 Acres:											50.0	
Average CP19 Reduction:											16.25	
Total Additional Annual Rental Payments Reversed:											3,825	
Total Number of Producers with Shares:											20	
This report is only for the modified contracts processed.												

--\*

- 2 When option 4 is selected on Menu EPCF00:
  - a Report ID EPCF20-R006, Expiring 1996 Contracts Modified for 1-Year Reversal, will be printed first.
  - b Report ID EPCF20-R008, Expiring 1996 Contracts Modified for 1-Year Reversal by Farm Number, will be printed second.
- \*--3 When option 8 is selected on Menu EPCF00:
  - a Report ID EPCF20-R010, 1992 Contracts Modified for 10Year Reversal, will be printed first.
  - b Report ID EPCF20-R012, 1992 Contracts Modified for 1-Year Reversal by Farm Number, will be printed second.-\*

- I If 2 or less CRP-1's are reversed, Screen EPCH6001 will be displayed with the question, "Is the CRP-15 report for this farm to be produced? (Y or N)".
- 1 If "Y" was entered and the farm:
    - a Has NO crop rotation codes greater than 1, PRESS "Enter" and Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas, will be printed. Menu EPCF00 will be redisplayed.
    - \*--b HAS tobacco and/or peanuts, PRESS "Enter"--\* and Screen EPCH6301 will be displayed for EACH crop reduced on the farm. After making the appropriate adjustments, Report EPCH64-R001 will be printed. Menu EPCF00 will be redisplayed.
  - 2 If "N" was entered, PRESS "Enter" and Menu EPFA00 will be redisplayed.
  - 3 If more than two CRP-1's are reversed at the same time:
    - a Process Report EPCH10-R001 according to \*--paragraph 446, if farm has tobacco and/or peanuts.--\*
    - b Follow paragraph 444 to adjust the applicable farms on Report EPCH10-R001.
    - c Print the CRP-15 reports after crops have been adjusted following:
      - (1) Report EPCF20-R004, EPCF20-R008, or \*--EPCF20-R012.--\*
      - (2) Paragraph 445.

## 604 MODIFYING CONTRACTS WITH CP11 FOR 3 ADDITIONAL YEARS

\*--On Menu EPCF00, ENTER "5" and PRESS "Enter". Screen--\*  
EPCF7001 will be displayed with the message, "Enter CRP  
Contract Number".

A If only one CRP-1 number is needed, enter the CRP-1  
number and PRESS "Enter".

B If more than one CRP-1 number is needed:

1 Enter the first CRP-1 number requested, and PRESS  
"Field Exit".

2 Answer the question, "Is there another CRP  
contract to enter? (Y or N)". ENTER "Y" and  
PRESS "Enter". Screen EPCF7001 will keep  
redisplaying for entering the next CRP-1 number  
until changed to "N".

a The system will default to "N" if left blank.

b Screen EPCH6001 will be displayed. Answer  
the question, "Is the CRP-15 report for this  
farm to be produced? (Y or N)".

(1) For an updated Report EPCH64-R001,  
"Agreement For Reduction of Bases,  
Allotments, and Quotas", with peanut  
or tobacco reductions, if applicable,  
ENTER "Y" and PRESS "Enter".

(2) Screen FAX46501 will be displayed for  
changing printer ID, if applicable.  
PRESS "Enter" to generate Report  
EPCH64-R001. Menu EPCF00 will be  
displayed.

(3) If no report is needed, ENTER "N" and PRESS "Enter". Menu EPCF00 will be displayed.

3 If no additional CRP-1's are needed, ENTER "N" and PRESS "Enter". Menu EPCF00 will be displayed.

C Report EPCE33-R001, "List of Active Contracts with CP11 OR CP11 Contracts Modified for 3 Additional Years", can be generated following instructions in paragraph 333 B 15.

D Report EPCE10-R001, "Detail Print of Individual Contract", also displays the adjusted final payment year, adjusted rental rate, and adjusted rental payment amount. This report can be generated following instructions in paragraph 321.

605 REVERSING MODIFIED CONTRACTS WITH CP11 FOR 3 ADDITIONAL YEARS

\*--On Menu EPCF00, ENTER "6" and PRESS "Enter". Screen--\* EPCF7001 will be displayed with the message, "Enter CRP Contract Number".

A If only one CRP-1 number is needed, enter the CRP-1 number and PRESS "Enter".

B If more than one CRP-1 number is needed:

1 Enter the first CRP-1 number requested, and PRESS "Field Exit".

2 Answer the question, "Is there another CRP contract to enter? (Y or N)". ENTER "Y" and PRESS "Enter". Screen EPCF7001 will keep redisplaying for entering the next CRP-1 number until changed to "N".

\*--a The system will default to "N" if left blank.

b Screen EPCH6001 will be displayed. Answer the question, "Is the CRP-15 report for this farm to be produced? (Y or N)". Screen EPCF7001 will keep redisplaying for entering the next CRP-1 number until changed to "N".

(1) ENTER "Y" and PRESS "Enter" for an updated Report EPCH64-R001, "Agreement For Reduction of Bases, Allotments, and Quotas", with peanut or tobacco reductions, if applicable.

(2) Screen FAX46501 will be displayed for changing printer ID, if applicable. PRESS "Enter" to generate Report EPCH64-R001. Menu EPCF00 will be displayed.

(3) If no report is needed, ENTER "N" and PRESS "Enter". Menu EPCF00 will be displayed.

3 If no additional CRP-1's are needed, ENTER "N" and PRESS "Enter". Menu EPCF00 will be displayed.

C Report EPCE33-R001, "List of Active Contracts with CP11 OR CP11 Contracts Modified for 3 Additional Years", can be generated following instructions in subparagraph 333 B 15.

D Report EPCE10-R001, "Detail Print of Individual Contract", displays the original final payment year, original rental rate, and original rental payment amount as displayed **before** modification. This report can be generated following instructions in paragraph 321.--\*

606-632 (RESERVED)

\*--SECTION 18 START-OF-DAY REMINDER NOTICES

633 YEARLY REMINDER NOTICES FOR JUNE 1 AND OCTOBER 1

When processing the start-of-day the first workday in June and October of EACH year, the following occurs:

A The following message will be displayed on the console screen for a few seconds:

"A CRP Contract Reminder(s) has been printed. Please check the system printer for files with PRINTER name of "PT1FILE". If the Reminder printed correctly, delete the held report from the spool file. If the Reminder did NOT print correctly, release the report from the spool file. Please route the Reminder to CRP personnel".

B June Report EPCA98-R001 will be printed on the system printer. Following is an example of Report EPCA98-R001, Reminder for Beginning to Process CRP Prepayment Reports and Generating Base History Preservation Letters.

COLORADO MESA Report ID: EPCA98-R001	U.S. Dept. of Agriculture Farm Service Agency  Conservation Reserve Program	Prepared: 06-03-96  Page: 1
Reminder for Beginning to Process CRP Prepayment Reports and Generating Base History Preservation Letters		
-----		
This county has CRP contract files on the system. If payments are due to be issued for the coming fiscal year, PLEASE process the Prepayment "ALL" reports on June 1 according to 1-CRP. This will be especially useful for identifying multicounty producers that need eligibility updates as soon as possible. This will make your payments much easier to process in October.		
If any CRP-1's are going to expire on September 30, process the Base History Preservation Letters and the corresponding report on June 1 according to 1-CRP.		

--\*

\*--C      October Report EPCA98-R002 will be printed on the system printer. Following is an example of Report EPCA98-R002, Reminder for Beginning to Process CRP Contract Expiration Letters and Reports.

COLORADO MESA Report ID: EPCA98-R002	U.S. Dept. of Agriculture Farm Service Agency  Conservation Reserve Program	Prepared: 06-03-96  Page: 1
<p style="text-align: center;">Reminder for Beginning to Process CRP Contract Expiration Letters and Reports</p>		
<p>-----</p> <p>This county has CRP contract files on the system. If any CRP-1's have expired as of September 30, generate the Contract Expiration Letter and the corresponding report on October 1 according to 1-CRP.</p>		
<p>NOTE:      Effective October 1, all CRP-1's that expired on September 30 will be updated from active status to expired status in the system.</p>		

--\*

634-650      (RESERVED)

\*--SECTION 18.5 BASE HISTORY PRESERVATION

651 UPDATING CONTRACTS WITH BASE HISTORY PRESERVATION

A Use option 14, "Base History Preservation", on Menu EPCA00, for producers whose CRP-1's expire on September 30 and have CRP-15-1 signed and approved by COC BEFORE COB on August 31 to preserve the following:

- 1 Any part of the proportionate CAB's for the amount of CRP-1 acres with a revised suffix.
2 All the CAB's equivalent for the whole CRP-1 acreage for a specific contract. Enter all base history preservation data in the system as soon as possible but not later than SEPTEMBER 30.

B CAB's on CRP-15-1 and the affected cropland for the contract will be passed to production adjustment.

C The CAB's cannot be used during the preservation period because the producer is provided history credit for each of the 5 years. The producer may cancel CRP-15-1 at any time but may not have CAB's re-entered for history credit.

D On Menu EEA000, ENTER "3" and PRESS "Enter". Menu EPCA00 will be displayed.

E On Menu EPCA00, ENTER "14" and PRESS "Enter". Menu EPCF50 will be displayed.

```
*****
*                               EPCF50                               E1 *
* CRP CONTRACTS - PRESERVATION MENU                               *
* -----*
*
*                               1. Extend Base History Preservation *
*                               2. Reverse Base History Preservation *
*
*                               Enter expiration year  1996        *
*
*                               Enter the option number and press ENTER  _ *
*
* Cmd3=Previous Menu                               Cmd7=End CRP Processing   Enter to Continue *
*****
```

- \*--1 On Menu EPCF50, the system will default the expiration year of "1996", based on the system date. This date changes on October 1 of each year. PRESS "Tab" to advance to the next data field or if CRP-1 needs a different year than displayed, type over the displayed year. Enter either of the following options:
- a 1, "Extend Base History Preservation", to extend for 5 additional years with **no** additional payments, and PRESS "Enter".
  - b 2, "Reverse Base History Preservation", if erroneously extended, and PRESS "Enter".
- 2 Screen EPCF6001 will be displayed.
- F On Screen EPCF6001, do the following:
- 1 Enter CRP-1 number to be extended or reversed for base history preservation, and PRESS "Field Exit".
  - 2 Answer the question, "Is there another CRP Contract to enter? (Y or N)". Enter either of the following:
    - a "Y", if more than one CRP-1 is needed. If more than one CRP-1 number is to be entered, CRP-15 will be printed before returning to Screen EPCF6001 for entering the next CRP-1 number. After the last CRP-1 number needed is entered, change "Y" to "N" and PRESS "Enter".
    - b "N", if no other CRP-1's are needed, and PRESS "Enter". Screen EPCH6001 will be displayed.
- G On Screen EPCH6001, answer the question, "Is the CRP-15 report for this farm to be produced?". ENTER "Y" or "N". The system will default the "Type of Print" to "P" for print. PRESS "Enter".--
- \*

\*--H Screen FAX46501 will be displayed to change printer ID, if necessary. PRESS "Enter".

1 If "Y" was entered on Screen EPCH6001, Report EPCH64-R001 will be generated with the following:

a "B" to indicate the starting of base history preservation.

b "R" to indicate when the base will be returned to farm maintenance. Menu EPCF50 will be redisplayed.

2 If "N" was entered on Screen EPCH6001, Menu EPCF50 will be redisplayed.--\*

652-664 (RESERVED)



SECTION 19 (WITHDRAWN--AMEND. 16)

665, 666 (WITHDRAWN--AMEND. 16)

667-687 (RESERVED)



SECTION 20 (WITHDRAWN--AMEND. 16)

688-693 (WITHDRAWN--AMEND. 16)



## Reports, Forms, Abbreviations, and Delegations of Authority

---

**Reports** None

---

**Forms** This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost-Shares, Practice Approval and Payment Application		286, 300
AD-1026	Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification		420, Ex. 14.5
CCC-6 <sup>1/</sup>	CCC Commodity Certificate		Ex. 14.7
CCC-184	CCC Check		Part 10, Ex. 14.5, 14.7
CCC-257	Schedule of Deposit		357.5, 358.7, 360, 373, 379-381, 382, 383
CCC-505	Voluntary Permanent CAB/Contract Acreage Reduction		333
CCC-1099-G	Report of Payments to Producers		355.3
CCC-1200	Conservation Program Contract		266
CCC-1245	Practice Approval and Payment Application		266
CCC-1255	Warranty Easement Deed		296
CRP-1	Conservation Reserve Program Contract		Text and Exhibits
CRP-1 Appendix	Appendix to Form CRP-1, Conservation Reserve Program Contract		Text

<sup>1/</sup> CCC-6 is obsolete.

---

Continued on the next page

**Reports, Forms, Abbreviations, and Delegations of Authority (Continued)**


---

**Forms  
(Continued)**

<b>Number</b>	<b>Title</b>	<b>Display Reference</b>	<b>Reference</b>
CRP-1A Addendum	Addendum to the Conservation Reserve Program (CRP) Contract		286
CRP-1D Addendum	Successor-In-Interest Agreement (Addendum to CRP Contract No. ___)		420
CRP-2	Conservation Reserve Program Worksheet		Text
CRP-15	Agreement for Reduction of Bases, Allotments, and Quotas		Part 10
CRP-15-1	Bases, Allotments, and Quotas Extension Agreement		379, 651, 881, 882
CRP-37	Request for Incidental Grazing or Use of Forest Refuse		355.3
CRP-41	Conservation Reserve Program Early Termination Agreement		293, 297
FSA-156EZ	Abbreviated 156 Farm Record and Tract Listing		285
FSA-325	Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent		355
FSA-578	Report of Acreage		354
FSA-695	Conservation Annual Payment Statement		357.5, 358.7
FSA-891	Wetlands Reserve Program Contract		296, 332

---

 Continued on the next page

**Reports, Forms, Abbreviations, and Delegations of Authority (Continued)**

---

**Abbreviations Not Listed in 1-CM**      The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
C/S	cost share	300, 300.4, 300.5, 371, 372, 380, 381.5, Ex. 14.7
EFT	Electronic Funds Transfer	Part 10
EWRP	Emergency Wetlands Reserve Program	355.3
MPL	marginal pastureland	225
SEP	State Enhancement Program	390, 393, 419-426
SRR	soil rental rate	225

---

**Redelegations of Authority**      None

---



**Definitions of Terms Used in This Handbook**

---

<b>Affected Acres</b>	<u>Affected acres</u> are the designated CRP acres, as determined by COC, to be in violation of a term or condition of CRP-1.
<b>Agricultural Commodity</b>	An <u>agricultural commodity</u> is: <ul style="list-style-type: none"> <li>• any crop planted and produced</li> <li>• by annual tilling of the soil</li> <li>• on an annual basis by 1-trip planters</li> <li>• sugarcane planted or produced in a State</li> <li>• alfalfa and other multi-year legumes and grasses grown in rotation with another agricultural commodity for not more than 8 consecutive years</li> <li>• cropland designated for ACR, including cropland planted and later destroyed to comply with ACR, is considered planted for CRP cropping eligibility purposes.</li> </ul>
<b>Annual Rental Payment</b>	The <u>annual rental payment</u> is the annual payment specified in CRP-1 made to a participant to compensate the participant for placing eligible cropland under CRP.
<b>Conservation Plan</b>	The <u>conservation plan</u> is the plan scheduling the installation of conservation practices required for adequate erosion control on eligible cropland. The conservation plan shall include the approved vegetative cover and other required conservation practices necessary for establishing and maintaining the cover.
<b>Cost-Share Payment</b>	The <u>cost-share payment</u> is the payment provided by USDA to help CRP participants establish approved conservation practices required in CRP-1.
<b>*--Contract Group</b>	A <u>contract group</u> has contracts with the same number regardless of suffixes.--*
<b>CRP Contract</b>	A <u>CRP contract</u> is an approved agreement, including the conservation plan, entered into in writing between COC and the participant that sets forth the terms and conditions for participation in CRP.

Continued on the next page

**Definitions of Terms Used in This Handbook (Continued)**

**Participant** A participant is an owner or operator who has entered into CRP-1.

---

**State Bidding Pool** The State bidding pool is the geographic area in which applicants will bid against each other on the annual rental payment for the opportunity to participate in CRP. A pool may be an entire State, a group of counties or, if a county is extremely large, it may be designated as a separate pool within the State.

---

**Menu and Screen Index**

---

The following menus and screens are displayed in this handbook.

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
ABK10001	Interim Payment Process Screen	358.3, 358.5, 359.5
ABK53005	Printer Selection Screen	357, 357.5, 358.7, 359.6
ABK53010	Printing Satisfactory Screen	357.5, 358.7, 359.6
AGK000	Accounting - Cash Receipts Main Menu	381, 383
AGK00500	Select Type of CCC-257	380, 382
AGK00510	Current Schedule of Deposit	380
AGK00520	Manually Prepared Schedule of Deposit	380
AGK01000	Enter Program Information	381
AGK01005	Enter Program Information	381
AGK01200	Enter Free Form Special Data	381.5
AGK01500	Enter Remittance Information	380, 382, 383
AGK01505	Multiple Producer Remittance Display	380
AGK01510	Collection Transaction Summary	380, 383
ANK00201	Check Printer Number Screen	357.5, 358.7
ANK30010	Verify Check Data Screen	359.6
ANK40501	Check Printing Screen	357.5, 358.7
ANK40510	Request Alignment Check Writing Screen	357.5, 358.7
ANK41092	Verify Check Printing Screen	357.5, 358.7
ANK41501	Enter Check Number Screen	357.5, 358.7
ANK52010	Check Available Screen	360
ANK52020	Amount Due Screen	360
ANKINT05	Interest Penalty	357

---

Continued on the next page

## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
AZKPRTCK	Assignment/Joint Payment	357.3, 358.3
AZKPRTID	Assignment/Joint Payment	357.3, 358.3
EEA000	Conservation Main Menu	266
EPC000AA	Input-Output	354, 357, 555
EPCA00	Conservation - CRP Contract File	266, 299, 300, 336, 353, 384, 538, 576
EPCA05	CRP Contracts - County Signup Data	269
EPCA1001	CRP Contracts - Signup Data	270
EPCB1005	CRP Contracts - Display Data	281, 286, 288, 290
EPCB2001	CRP Contracts - Display Producer Data	295.6, 300.4, 300.5
EPCC0501	CRP Contracts - No./Cropland/Easements	530, 538
EPCC0505	CRP - Select Expiration Year	530
EPCC1001	CRP Contracts - Contract No./Cropland	531, 538
EPCC1002	CRP Contracts - Easement/Cropland	532
EPCC1007	Available Cropland Minus September 30 Expirations	530, 538
EPCC1051	CRP Contracts - Accepted Acres	531
EPCC1057	CRP Contracts - Accepted Minus 9-30	538
EPCC2001	CRP Contracts - Select Alternate Farm	290, 300, 300.5
EPCD0001	Conservation - CRP Contract File	285, 290, 295.2
EPCD0501	Conservation - CRP-1 Effective Date	295.2
EPCD1001	CRP Contracts - Basic Contract Data	286, 290, 295.3
EPCD1701	CRP Contracts - Specified Year	290, 300, 300.5
EPCD1801	CRP Contracts - Crop Validation	290, 300, 300.5
EPCD1901	CRP Contracts - Practice Selection	295.4

Continued on the next page

## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
EPCD2001	CRP Contracts - Practice/Crop Data	286, 290
EPCD2101	CRP Contracts - Convert Practice Data	295.4
EPCD2201	CRP Contracts - Bonus	295.5
EPCD2501	CRP Contracts - Tobacco Validation	290, 300
EPCD2601	CRP Contracts - CRP-18 Addendum	290, 295.5
EPCD2701	CRP Contracts - Additional Yield Payment	290
EPCD3501	CRP Contracts - Producer Data	290, 300, 300.5
EPCD4001	CRP Contracts - Shares	290, 300, 300.5
EPCD4501	Conservation - CRP Contract File	300, 300.4, 300.5
EPCDIG01	Conservation - CRP Contract Files	266
EPCE00	CRP Contracts - Report Selection	319, 336
EPCE01	CRP Contracts - Other Reports Selection	333
EPCE02	CRP Contracts - Letters/Reports Menu	334, 335, 336
EPCE0501	CRP Contracts - Active CRP Selection	320
EPCE2701	CRP Contracts - Pend Expir Reductions	334
	CRP Contracts - Expiration Notification	335
	CRP Contracts - Pend Expir No Reductn	337
EPCE60	CRP Contracts - Report Selection	330
EPCE70	CRP Contracts - Practice Report	331
EPCE9001	CRP Contracts - Modification Report	333
EPCE9901	CRP Contracts - Expired Report	333
EPCF00	CRP Contracts - Modification Menu	601
EPCF0501	CRP Contracts - Select Modify	602
EPCF0502	CRP Contracts - Select Reversal	603
EPCF50	CRP Contracts - Preservation Menu	651
EPCH0001	Conservation - CRP-15 Activities	443

## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
EPCJ0001	CRP Contracts - Annual Pymt Activities	353, 355.3, 355.5, 357, 358, 360, 373, 384
EPCJ0301	CRP Contracts - Annual Pymt Batch	357
EPCJ0501	CRP - Special Pymt Activities	358, 359, 360, 361, 373, 379, 423
EPCJ0701	CRP Prepayment Reports Selection	354
EPCJ0901	CRP Contracts - Date Authorized	357, 358
EPCJ0905	CRP Contracts - Date Payment Due	357
EPCJ1001	CRP Contracts - Special Pymt Process	354, 357, 358, 359, 423
EPCJ1501	CRP Contracts - Select Producers	355.3, 355.5, 356
EPCJ7001	CRP Contracts - Select Producers	355.3, 355.5, 356
EPCJ7101	CRP Contracts - Special Pymt Process	358, 359, 423
EPCJ7301	CRP Contracts - Special Pymt Reductions	355.3, 355.5, 356
EPCJ7501	Conservation - CRP Contract File	355.3, 356
EPCJ8201	CRP Contracts - Payment Limitation	385
EPCJ8401	CRP Contracts - Update Pymt Lmt Code	385
EPCJ8501	CRP Contracts - State Enhancement	393
EPCJ9901	CRP - Annual Authorization Data	357, 428
EPCK7701	CRP Contracts - Payments Continue	357, 358, 359.5
EPCL1001	CRP Contracts - Special Payments	355.3, 358, 359.5, 423
EPCL1002	CRP Contracts - Special Payments	358, 359.5
EPCL2001	CRP Contracts - Select Contract	360
EPCM00	CRP Contracts - Payment Reports Selection	386
EPCP0001	Conservation - Special Corrections	467

Continued on the next page

## Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
EPCP6401	CRP Contracts - Purge Process	576
EPCP9001	Conservation - CRP Contract File	576
EPCR0001	Conservation - CRP Contract File	299
EPCR1001	CRP Contracts - Basic Contract Data	300
EPCR1201	CRP Contracts - Original Start Date	300
EPCR1501	CRP Contracts - CRP-2 Data	300, 300.5
EPCR1601	CRP Contracts - Active CRP-1(s)	300.4
EPCR1605	CRP Contracts - Expired CRP-1(s)	300.4
EPCR1701	CRP Contracts - Land Eligibility	300.4
EPCR1705	CRP Contracts - Ranking Data	300.4
EPCR1801	CRP Contracts - CRP Soils Data	300.4, 300.5
EPCR2001	CRP Contracts - Practice Selection	300
EPCR2401	CRP Contracts - Practice Data	300
EPCR2601	CRP Contracts - Practice Data	300.5
EPCR2801	CRP Contracts - Practice Data	300
EPCR2901	CRP Contracts - Payment Summary	300
EPCR3501	CRP Contracts - Easement Filed	300
EPCR5001	CRP Contracts - Crop Data	295.5, 300, 300.5
EPCR5701	CRP Contracts - Crop Data	295.5, 300
EPCR5901	CRP Contracts - Crop Data Summary	300
EPCR8001	CRP Contracts - Display Data	295.6, 300, 300.4, 300.5
EPCR8501	CRP Contracts - Display CRP-2 Data	300.4, 300.5
EPCR8502	CRP Contracts - Practice Crop Data	300.4, 300.5
EPCR8503	CRP Contracts - Display Tobacco Data	300.4
EPCR8504	CRP Contracts - Acres Under CRP-1	300.4
EPCR8505	CRP Contracts - Land Eligibility	300.4
EPCR8506	CRP Contracts - Display Ranking Data	300.4

Continued on the next page

**Menu and Screen Index (Continued)**

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
EPCR8507	CRP Contracts - Display CRP Soils Data	300.4
EPCSPF01	CRP - Reset Special Pymt Process	355
EPEB00	CRP Soil Rental Rates Menu	225
EPEB0555	SRR Detail Report #1 Screen	225
EPHA4605	Maintain Cropland Data Screen	232.7
FAX092	Input-Output	354, 359, 423, 553
FAX46501	Modify Print Options	274, 287, 293, 295.7, 297, 300, 300.4, 300.5, 319-329, 331, 333-336, 357
MACR01-01	Common Routine to Select ID Number	290
MCA90010	Add Other Producers	290
MCA90011	Add Other Producers	290
MCA90015	Select Producers of a Farm	290
MCA91001	Farm Records Producer Maintenance	300, 300.5
MGCLAC-02	Payment Calculation Control Processing	374
MGCLAC-03	Payment Calculation Control Processing	374
MGCLAC-04	Payment Calculation Control Processing	378
MGCLAF06	Processing and Date Control	357, 358

Continued on the next page

**Menu and Screen Index (Continued)**

---

<b>Menu or Screen</b>	<b>Title</b>	<b>Reference</b>
MGCLXB01	Batch Check and Certificate Printing Control	359, 384, 424
MGCRVE01	Select Record for Cancellation	360
MGCRVS01	Select Producer for Refund	375, 378
MGCRVS02	Verify Check/Payable Refund Amounts	376
MGCRVS03	Record Miscellaneous Refund Data	376, 377
MGCRVS04	Non-Automated Payment Refund Producer	374, 378
MGCRVS05	Non-Automated Payment Refund Data	374
MGCRVT01	Select Refund for Cancellation	379
MGCRVT02	Record Miscellaneous Refund Cancellation Data	379
MGCRXE01	Batch Check Printing Control	357, 358

---



**CRP Signup Periods**

This table lists the number and dates of signup periods by program year for CRP.

<b>Signup Number</b>	<b>Date</b>	<b>Program Year</b>
01	03-03-86 through 03-14-86	1986
02	05-05-86 through 05-16-86	1986 and 1987
03	08-04-86 through 08-15-86	1986 and 1987
04	02-09-87 through 02-27-87	1987 and 1988
05	07-20-87 through 07-31-87	1987 and 1988
06	02-01-88 through 02-19-88	1988 and 1989
07	07-18-88 through 08-31-88	1988 and 1989
08	02-06-89 through 02-24-89	1989 and 1990
09	07-17-89 through 08-04-89	1989 and 1990
10	03-04-91 through 03-15-91	1991
11	07-08-91 through 07-19-91	1992
12	06-15-92 through 06-26-92	1993
13	09-11-95 through 09-22-95	1996 and 1997
14 <u>1/</u>	09-03-96 through 09-30-97	1997 and 1998
15	03-03-97 through 03-28-97	1998 and 1999
16	10-14-97 through 11-14-97	1998 and 1999
17 <u>1/</u>	10-01-97 through 09-30-98	1998 and 1999
18	10-26-98 through 12-11-98	2000
19 <u>1/</u>	10-01-98 through 09-30-99	1999 and 2000
20	01-18-00 through 02-11-00	2001
21 <u>1/</u>	10-01-99 through 04-05-00	2000 and 2001
22 <u>2/</u>	04-06-00 through 09-30-00	2000 and 2001
23 <u>2/</u> <u>3/</u>	10-01-00 through 09-30-01	2001 and 2002
24 <u>2/</u>	10-01-01 through 09-30-02	2002 and 2003
*--25 <u>1/</u>	10-01-02 through 05-04-03	2003 and 2004
26	05-05-03 through 06-13-03	2004 and 2005
27 <u>1/</u>	05-05-03 through 09-30-03	2003 and 2004--*

1/ Continuous signups.

2/ Enhanced continuous signups with additional incentives.

3/ Farmable Wetlands Pilot signup began June 4, 2001.



**EXCEPTION MESSAGES AND EXPLANATION OR SOLUTION FOR  
REPORT ID EPCK50-R001**

- 1** The exception messages in this exhibit appear on Report EPCK50-R001, Prepayment/Payment Exception Report. These messages are printed in capital letters with the explanation, solution, or both, after the exception message. When the same message applies to a CRP producer, a member, or a payment ID (PID), the explanation or solution applies to BOTH.
- 2** When there are no exceptions, the message, "No exceptions found for the CRP-1's selected", will be printed.
- 3** This subparagraph concerns TYPE "2" EXCEPTION MESSAGES. When producer has been selected for special payment processing, the message, "Producer has been selected for Special Payments", will be printed during prepayment processing, not during batch processing.
- 4** This subparagraph concerns TYPE "1" EXCEPTION MESSAGES. Until the exception is resolved, unless otherwise noted, producer will NOT be paid by batch or by special payments, even if selected for special payments, until the exception  
\*--is resolved. EXCEPTIONS APPLY TO THE YEAR FOR WHICH  
INSTALLMENT PAYMENT IS BEING MADE.--\*

**A** The messages in this subparagraph apply to all CRP producers on a CRP-1 and are printed ONLY once for each CRP-1.

**1** NO 578 RECORD FOR CRP FOR FARM ON FARM COMPLIANCE SUMMARY.

- a** The farm compliance summary file for the payment year is present, and the farm is not in the farm compliance summary file for CRP.
- b** Access Acreage and Compliance Determinations under Production Adjustment to correct.

**\*--2 578 FOR CRP IS NOT CERTIFIED ON FARM COMPLIANCE SUMMARY.**

- a The farm compliance summary file for the payment year is present, and the farm is not certified on the farm compliance summary file for CRP.**
- b Access Acreage and Compliance Determinations under Production Adjustment to correct.**

**3 TOTAL CRP-1 PRAC ACRES EXCEEDS TOTAL CRP ACRES CERTIFIED.**

- a The sum of active CRP practice acres for the year being paid for the farm's CRP-1's is MORE than the number of acres that have been certified for the farm for CRP in the farm compliance summary file.**
- b Adjust CRP or compliance as needed.**

**4 TOTAL CRP-1 PRAC ACRES LESS THAN TOTAL CRP ACRES CERTIFIED.**

- a The sum of active CRP practice acres for the year being paid for the farm's CRP-1's is LESS than the number of acres that have been certified for the farm for CRP in the farm compliance summary file.**
- b Adjust CRP or compliance as needed.--\***

\* \* \*

**5 NO FARM COMPLIANCE SUMMARY FILE FOR PAYMENT YEAR.**

**There is no farm compliance summary file for the payment year. If payment is being made in October 1993 (FY 1994) for payment year 1993, with the system year as 1993, the message means that there is no file for 1993.**

**B The messages in this subparagraph apply to PID of a temporary ID for a joint venture or Indian tribal venture. The message, "Payment ID ##### - with the Producer's Name", is displayed and is not payable. Access the producer name and address maintenance file to correct the following exceptions:**

**1 PID IS NOT ON THE NAME AND ADDRESS FILE.**

**The producer ID is not in the name and address file.**

**2 PID IS INACTIVE WITH CHANGED ID ON NAME AND ADDRESS.**

**The producer is flagged as having a changed ID in the name and address file.**

**3 PID IS INACTIVE ON THE NAME AND ADDRESS FILE.**

**The producer is flagged as inactive in the name and address file.**

**4 PID IS DELETED ON THE NAME AND ADDRESS FILE.**

**The producer is flagged as deleted in the name and address file.**

**C To correct the following exceptions, access the subsidiary files and select the eligibility option or contact the control county:**

**1 PID IS NOT ON THE ELIGIBILITY FILE.**

**2 PID HAS CONTROLLED SUBSTANCE VIOLATION ST XX  
CNTY XXX.**

**The controlled substance is flagged as "N" in the eligibility file for State and county listed.**

**3 PID HAS INVALID ELIGIBILITY FLAGS.**

**The eligibility file has 1 or more invalid eligibility flags.**

**4 PID HAS INVALID FCI FLAG FOR ST XX CNTY XXX.**

**The FCI flag is flagged as not valid for payment for the State and county listed.**

**5 PID HAS SUSPENDED ACTIVELY ENGAGED FOR ST XX  
CNTY XXX.**

**The producer has been suspended for actively engaged violation in the control county listed.**

**6 PID HAS INVALID ACTIVELY ENGAGED FOR ST XX  
CNTY XXX.**

**The producer has an invalid actively engaged status violation in the control county listed.**

**D The messages in this subparagraph apply to CRP producers, CRP joint operation members, or both. To correct the exceptions, access producer name and address maintenance file.**

**1 PRODUCER IS NOT ON THE NAME AND ADDRESS FILE.**

**2 MEMBER(S) NOT ON NAME AND ADDRESS FILE.**

**\*--3 MEMBER(S) WITH NAME AND ADDRESS EXCEPTIONS.**

**The specific exception is printed next to the member's name.--\***

4 **PRODUCER IS A FEDERAL ENTITY.**

The producer's entity type is "F" in the name and address file.

5 **PRODUCER HAS TEMPORARY ID.**

The producer's ID type is "T" in the name and address file.

6 **REFUSE PAYMENT FLAG IS ON IN NAME AND ADDRESS.**

7 **PRODUCER HAS ENTITY TYPE OF OTHER.**

The producer's entity type is "99" in the name and address file.

8 **PRODUCER IS A JOINT VENTURE WITH AN ID TYPE OF S.**

9 **PRODUCER HAS A NONPAYABLE ID TYPE BASED ON ENTITY TYPE.**

10 **PRODUCER IS INACTIVE WITH CHANGED ID ON NAME & ADDRESS.**

11 **PRODUCER IS INACTIVE ON THE NAME & ADDRESS FILE.**

12 **PRODUCER IS DELETED ON THE NAME & ADDRESS FILE.**

13 **PRODUCER IS JOINT OPERATION ON NAME & ADDRESS BUT PRODUCER IS NOT JOINT OPERATION ON CRP PRODUCER FILE. UPDATE ENTITY TYPE USING SPECIAL CORRECTIONS.**

a The name and address file indicated that the producer's entity type was "02", "03", or "14", and the CRP producer file did not match.

b Access CRP Special Corrections, option 8, to correct or access the name and address option to change.

**14 PRODUCER IS JOINT OPERATION ON CRP PRODUCER FILE BUT PRODUCER IS NOT JOINT OPERATION ON NAME & ADDRESS. UPDATE ENTITY TYPE USING SPECIAL CORRECTIONS.**

- a The CRP producer file indicated that the producer's entity type was "02", "03", or "14", and the name and address file did not match.**
- b Access CRP Special Corrections, option 8, to correct or access the name and address option to change.**

**15 BIA 521176810E IS NOT ON THE NAME AND ADDRESS FILE.**

**The BIA ID is not in the name and address file.**

**16 BIA 521176810E IS INACTIVE ON NAME AND ADDRESS FILE.**

**17 BIA 521176810E IS DELETED ON NAME AND ADDRESS FILE.**

**18 STATE AGENCY IS NOT ON THE NAME & ADDRESS FILE.**

**19 STATE AGENCY IS INACTIVE ON THE NAME & ADDRESS FILE.**

**20 STATE AGENCY IS DELETED ON THE NAME & ADDRESS FILE.**

**21 STATE AGENCY INACTIVE WITH CHANGED ID ON NAME & ADDRESS.**

**22 STATE AGENCY MUST HAVE ID TYPE OF "E".**

**23 STATE AGENCY MUST HAVE ENTITY TYPE "99" ON NAME & ADDRESS.**

E To correct the following exceptions, access the subsidiary files and select the eligibility option:

1 PRODUCER IS NOT ON THE ELIGIBILITY FILE.

\*--The start- or end-of-day process to update the--\*  
eligibility file may not have occurred since the  
producer was added to the farm producer file.

2 MEMBER(S) NOT ON THE ELIGIBILITY FILE.

3 MEMBER(S) INELIGIBLE FOR PAYMENT.

4 INVALID 6-CP FLAG FOR ST XX CNTY XXX.

5 CONTROLLED SUBSTANCE VIOLATION FOR ST XX CNTY XXX.

6 INVALID ELIGIBILITY FLAGS.

7 INVALID FCI FLAG FOR ST XX CNTY XXX.

8 PRODUCER'S HELC IS N ON THIS FARM.

The 6-CP flag for the producer is "B" in the eligibility file, and the producer's HELC field on the farm producer file for the CRP-1's farm for the payment year is "N". Check the farm producer file.

9 SUSPENDED FOR ACTIVELY ENGAGED VIOLATION FOR ST XX  
CNTY XXX.

Contact control county listed.

10 INVALID ACTIVELY ENGAGED STATUS FOR ST XX  
CNTY XXX.

Contact control county listed.

11 STATE AGENCY IS NOT ON THE ELIGIBILITY FILE.

12 STATE AGENCY HAS INVALID 6-CP FLAG FOR ST XX  
CNTY XXX.

13 STATE AGENCY HAS CONTROLLED SUBSTANCE FOR ST XX  
CNTY XXX.

14 STATE AGENCY HAS INVALID ELIGIBILITY FLAGS.

15 STATE AGENCY'S HELC IS N ON THIS FARM.

- a The 6-CP flag for the State agency is "B" in the eligibility file.
- b The State agency's HELC field on the farm producer file for the CRP-1's farm for the payment year is "N".
- c Access the eligibility file or the farm producer file to correct.

F To correct the following, access the subsidiary files and select joint operations or entity file option:

- 1 PARTNERSHIP IS NOT ON THE PERMITTED ENTITY FILE. ENTER AS JOINT OPERATION.

The producer (partnership with entity type "02") is not on the permitted entity file. With this condition, a manually prepared CCC-184 \* \* \* cannot be recorded.

- 2 CRP OR ALL CROP CODE IS NOT ON PERMITTED ENTITY FILE. ENTER AS JOINT OPERATION.

This applies to joint venture (entity type "03") and Indian tribal venture (entity type "14") producer ID's, which are not in the permitted entity file. The CRP crop code will be accessed first, if present. With this condition, a manually prepared CCC-184 \* \* \* cannot be recorded.

- 3 MEMBERS ARE NOT ON THE PERMITTED ENTITY FILE.

Member or members have not been entered in the permitted entity file.

- 4 SUM OF MEMBERS' PERMITTED SHARES DOES NOT EQUAL JOINT OPERATION PERMITTED SHARE.

**G The following apply to the combined entity file:**

**1 PRODUCER WITH ASSUMED NAME MUST BE COMBINED.**

**Producer with entity type "18" must be combined on the 5-CM combined entity file or the combined entity file being used for the year being paid.**

**2 MEMBER(S) WITH ASSUMED NAME MUST BE COMBINED.**

**\*--H To correct the following, access payment activity and select producers for special payment and/or reduction processing:**

**PRODUCER HAS A ZERO VALUED ORIGINAL CRP-1 SITUATION.--\***

**5 When exception type "2" messages are displayed, select the producer for special payments before the payment is processed. The batch payment option will not process the payment until the exception is resolved.**

**A The following messages apply to all CRP producers on one CRP-1 and are printed ONLY once for each CRP-1:**

**1 NO 578 RECORD FOR CRP FOR FARM ON FARM COMPLIANCE SUMMARY.**

**a The farm compliance summary file for the payment year is present, and the farm is not in the farm compliance summary file for CRP.**

**b Access Acreage and Compliance Determinations under Production Adjustment to correct.**

**2 578 FOR CRP IS NOT CERTIFIED ON FARM COMPLIANCE SUMMARY.**

**a The farm compliance summary file for the payment year is present, and the farm is not certified in the farm compliance summary file for CRP.**

**b Access Acreage and Compliance Determinations under Production Adjustment to correct.**

**3 TOTAL CRP-1 PRAC ACRES EXCEEDS TOTAL CRP ACRES CERTIFIED.**

**a The sum of active CRP practice acres for the year being paid for the farm's CRP-1's is more than the number of acres that have been certified for the farm for CRP in the farm compliance summary file.**

**b Adjust CRP or compliance as needed.**

**4 TOTAL CRP-1 PRAC ACRES LESS THAN TOTAL CRP ACRES CERTIFIED.**

**a The sum of active CRP practice acres for the year being paid for the farm's CRP-1's is less than the number of acres that have been certified for the farm for CRP in the farm compliance summary file.**

**b Adjust CRP or compliance as needed.**

**5 NO FARM COMPLIANCE SUMMARY FILE FOR PAYMENT YEAR.**

**There is no farm compliance summary file for the year for which the payment is being made. For example, if payment is being made in October 1993 (FY 1994) for the 1993 payment year, the message means that there is no file for 1993.**

**\* \* \***

**B The messages in this subparagraph apply to PID of a temporary ID for a joint venture or Indian tribal venture. The message, "Payment ID ##### - with the Producer's Name", is displayed to indicate that special payment processing is required.**

**1 Access producer name and address maintenance file to correct the following exception.**

**2 PID HAS A CHANGED ID ON THE NAME AND ADDRESS FILE.**

**C** The messages in this subparagraph apply to CRP producers, CRP joint operation members, or both. To correct the exceptions, access producer name and address maintenance file.

**1 MEMBER(S) WITH NAME AND ADDRESS EXCEPTIONS.**

The specific exception is printed next to the member name.

**2 MEMBER(S) WITH CHANGED ID ON NAME AND ADDRESS.**

**3 PRODUCER HAS A CHANGED ID ON NAME AND ADDRESS FILE.**

**4 STATE AGENCY HAS CHANGED ID ON NAME & ADDRESS FILE.**

**5 PRODUCER IS AN ESTATE WITH ID TYPE OF S.**

\* \* \*

**D** To correct the following exception:

**1 Access the subsidiary files and select joint operations or the entity file option.**

**2 ENTITY IS NOT ON THE PERMITTED ENTITY FILE.**

This applies to corporate-type entities "04" through "07", "10", or "17" under 1-PL rules regardless of payment year. For 5-CM rules, a WARNING is printed.

**\*--E** To correct the following, access payment activity and select producers for special payment and/or reduction processing:

**1 PRODUCER IS A DECEASED PERSON.**

**2 PRODUCER HAS INHERITED CONTRACT OVER PAYMENT LIMITATION.**

**3 PRODUCER IS FLAGGED FOR MISCELLANEOUS REASON.**

**4 PRODUCER IS FLAGGED FOR CANCELLED CRP-1 FOR WRP.**

**5 PRODUCER IS FLAGGED FOR CANCELLED CRP-1 FOR EARLY**

**\*--6 UNAUTHORIZED USES AND/OR HAYING/GRAZING  
REDUCTION.--\***

**6 The IM's (informational messages) in this subparagraph apply to PID of a temporary ID for a joint venture or Indian tribal venture. The message, "Payment ID ##### - with the Producer's Name", is displayed.**

**A To correct IM's, access name and address file or accounting files.**

**1 IM: PID CLAIM DUE FLAG IS ON IN NAME & ADDRESS.**

**2 IM: PID RECEIVABLE DUE FLAG IS ON IN NAME &  
ADDRESS.**

**3 IM: PID OTHER AGENCY CLAIM FLAG IS ON IN NAME &  
ADDRESS.**

**4 IM: PID BANKRUPTCY FLAG IS ON IN NAME & ADDRESS.**

**\*--5 IM: PID BANKRUPTCY FLAG IS ON. REDUCTIONS NOT  
ALLOWED.--\***

**6 IM: PID IS A FOREIGN PERSON.**

**7 IM: PID ASSIGNED PAYMENT FLAG IS ON IN NAME &  
ADDRESS.**

**8 IM: PID JOINT PAYEE FLAG IS ON IN NAME & ADDRESS.**

**\*--9 IM: PID NOT FLAGGED FOR DIRECT DEPOSIT, PRODUCER IS.**

**10 IM: PID PAYMENT IS FLAGGED FOR DIRECT DEPOSIT.**

**B The following IM's apply to producers.**

**1 IM: MONETARY REDUCTION(S) EXIST.--\***

**2 IM: CLAIM DUE FLAG IS ON IN NAME & ADDRESS.**

**3 IM: RECEIVABLE DUE FLAG IS ON IN NAME & ADDRESS.**

**4 IM: OTHER AGENCY CLAIM FLAG IS ON IN NAME &  
ADDRESS.**

**5 IM: BANKRUPT FLAG IS ON IN NAME & ADDRESS.**

**\*--6 IM: BANKRUPT FLAG IS ON. REDUCTIONS NOT ALLOWED.--\***

- 7 IM: PRODUCER IS A FOREIGN PERSON.
- 8 IM: ASSIGNED PAYMENT FLAG IS ON IN NAME & ADDRESS.
- 9 IM: JOINT PAYEE FLAG IS ON IN NAME & ADDRESS.
- \*--10 IM: PRODUCER PAYMENT FLAGGED FOR DIRECT DEPOSIT.--\*

7 The WARNING messages in this subparagraph are IM only. Payment will be processed, through batch or special, option 1, if applicable.

**A WARNING: NO PAYMENT TO THIS MEMBER DUE TO PERMITTED ENTITY OR ACTIVELY ENGAGED STATUS.**

Member is flagged as "N" in the permitted entity file or has an actively engaged status that is not payable. Member will not be paid through batch or special, option 1. Joint operations, and any other eligible members, may be paid through batch and special, option 1.

**B WARNING: MEMBER(S) WILL HAVE DIFFERENT PAYMENT LIMITATIONS APPLIED DUE TO HAVING BOTH 5-CM AND 1-PL CONTRACTS.**

Member has 5-CM AND 1-PL CRP-1's. Either 5-CM or 1-PL payment limitation will be applied, depending upon CRP-1 and the limitation method.

**C WARNING: ENTITY WITH REDUCED PERMITTED SHARE HAS BOTH 5-CM AND 1-PL CONTRACTS.**

This applies to corporate-type entities ONLY, with both 5-CM AND 1-PL CRP-1's. Either 5-CM or 1-PL payment limitation will be applied, depending upon CRP-1 and the limitation method.

**D WARNING: PRODUCER WITH PARTIALLY ACTIVELY ENGAGED STATUS HAS BOTH 5-CM AND 1-PL CONTRACTS.**

Producer has 5-CM AND 1-PL CRP-1's. Producer is flagged as a partial actively engaged "B" in the eligibility file. Either 5-CM or 1-PL payment limitation will be applied, depending upon CRP-1 and the limitation method.

**E      WARNING: ENTITY IS NOT ON THE PERMITTED ENTITY FILE.**

**This applies to corporate-type entities under 5-CM payment limitation, which are not in the permitted entity file.**

**F      WARNING: INVALID ACTIVELY ENGAGED STATUS FOR ST XX CNTY XXX.**

**The payment to the joint operation will be reduced by the member's share with the invalid actively engaged status flag.**

**\*--G      WARNING: SUSPENDED ACTIVELY ENGAGED STATUS FOR ST XX CNTY XXX.**

**The payment to the joint operation will be reduced by the member's share with the suspended engaged status flag.--\***

**8      To verify ALL subsidiary file entries for a producer or entity, process the MABDIG report. See 1-PL, paragraph 624 for instructions to generate this report.**

**9      The following exception type "2" messages will display FOR PAYMENT YEARS MINUS TWO, NOT FOR CURRENT YEAR, if applicable, for selected producers for special payments before the payment is processed.**

**A      To correct the following exceptions, access the subsidiary files and select the eligibility option**

**\*--or contact the control county:**

**1      PID IS NOT ON THE ELIGIBILITY FILE.--\***

**2      PID HAS CONTROLLED SUBSTANCE VIOLATION ST XX CNTY XXX.**

**For PID the controlled substance is flagged as "N" in the eligibility file for State and county listed.**

**3      PID HAS INVALID ELIGIBILITY FLAGS \* \* \*.**

**For PID the eligibility file has 1 or more invalid eligibility flags \* \* \*.**

- \*--4 PID HAS INVALID FCI FLAG FOR ST XX CNTY XXX.**
- The FCI flag is flagged as not valid for payment for the State and county listed.
- 5 PID HAS SUSPENDED ACTIVELY ENGAGED FOR ST XX CNTY XXX.**
- The producer has been suspended for actively engaged violation in the control county listed.
- 6 PID HAS INVALID ACTIVELY ENGAGED FOR ST XX CNTY XXX.**
- The producer has an invalid actively engaged status violation in the control county listed.--\*
- 7 PRODUCER IS NOT ON THE ELIGIBILITY FILE.**
- 8 MEMBER(S) NOT ON THE ELIGIBILITY FILE.**
- 9 MEMBER(S) INELIGIBLE FOR PAYMENT.**
- 10 INVALID 6-CP FLAG FOR ST XX CNTY XXX.**
- 11 CONTROLLED SUBSTANCE VIOLATION FOR ST XX CNTY XXX.**
- 12 INVALID ELIGIBILITY FLAGS \* \* \*.**
- \*--13 INVALID FCI FLAG FOR ST XX CNTY XXX.--\***
- 14 PRODUCER MAY BE INELIGIBLE ON SOME FARMS.**
- Producer is flagged as "B" for 6-CP on the eligibility file and the payment year is not the current subsidiary year or the current subsidiary year minus one.
- \*--15 SUSPENDED FOR ACTIVELY ENGAGED VIOLATION FOR ST XX CNTY XXX.**
- Contact control county listed.
- 16 INVALID ACTIVELY ENGAGED STATUS FOR ST XX CNTY XXX.**
- Contact control county listed.--\*
- 17 STATE AGENCY IS NOT ON THE ELIGIBILITY FILE.**

- 18 STATE AGENCY HAS INVALID 6-CP FLAG FOR ST XX CNTY XXX.
- 19 STATE AGENCY HAS CONTROLLED SUBSTANCE FOR ST XX  
CNTY XXX.
- 20 STATE AGENCY HAS INVALID ELIGIBILITY FLAGS \* \* \*.
- 21 STATE AGENCY MAY BE INELIGIBLE ON SOME FARMS.

State agency is flagged as "B" for 6-CP on the eligibility file and the payment year is not the current subsidiary year or the current subsidiary year minus one.

**B To correct the following, access the subsidiary files and select joint operations or entity file option:**

- 1 PARTNERSHIP IS NOT ON THE PERMITTED ENTITY FILE.  
ENTER AS JOINT OPERATION.

The producer (partnership with entity type "02") is not on the permitted entity file.

- 2 CRP OR ALL CROP CODE IS NOT ON PERMITTED ENTITY  
FILE. ENTER AS JOINT OPERATION.

This applies to joint venture (entity type "03") and Indian tribal venture (entity type "14") producer ID's, which are not in the permitted entity file. The CRP crop code will be accessed first, if present.

**C The following apply to the combined entity file:**

- 1 PRODUCER WITH ASSUMED NAME MUST BE COMBINED.

A producer with entity type "18" must be combined on the 5-CM combined entity file or the combined entity file being used for the year being paid.

- 2 MEMBER(S) WITH ASSUMED NAME MUST BE COMBINED.

**10 To verify ALL subsidiary file entries for a producer or entity, process the MABDIG report. See 1-PL, paragraph 624 for instructions to generate this report.**

## Annual Rental Payments Disbursed Since 1986

A

List of  
Disbursements

This table lists the payment year, FY, and how installment payments were disbursed for CRP-1's since 1986.

Installment Payment No.	Program Years	FY Paid	CCC-6	CCC-184	Applicable Refund Code
1	1986	1987	X		XXCRANC CRPINT XXCRANP
2	1986 and 1987, including corn bonus paid in spring of 1987	1988	X		XXCRANC 87CRBN CRPINT XXCRANP
3	1986, 1987, 1988	1989		X	XXCRAN CRPINTA
4	1986, 1987, 1988, 1989	1990		X	XXCRAN CRPINTA
5	1986, 1987, 1988, 1989, 1990	1991		X	XXCRAN CRPINTA
6	1986, 1987, 1988, 1989, 1990, 1991	1992		X	XXCRAN CRPINTA
7	1986, 1987, 1988, 1989, 1990, 1991, 1992	1993		X	XXCRAN CRPINTA
8	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993	1994		X	XXCRAN CRPINTA
9	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993	1995		X	XXCRAN CRPINTA
10	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993	1996		X	XXCRAN CRPINTA
11	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1996	1997		X	XXCRP CRPINT

1/ \$100 cash or less.

Continued on the next page

Annual Rental Payments Disbursed Since 1986 (Continued)

A  
List of  
Disbursements  
(Continued)

Installment Payment No.	Program Years	FY Paid	CCC-6	EFT or CCC-184	Applicable Refund Code
12	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1996, 1997	1998		X	XXCRP CRPINT
13	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1996, 1997, 1998	1999		X	XXCRP CRPINT
14	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1996, 1997, 1998, 1999	2000		X	XXCRP CRPINT
15	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1996, 1997, 1998, 1999, 2000	2001		X	XXCRP CRPINT
16	1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1996, 1997, 1998, 1999, 2000, 2001	2002		X	XXCRP CRPINT

B  
Entering Data  
Through  
Accounting

Enter C/S's, C/S interest, corn bonus with interest, or liquidated damages **only** in the accounting Cash Receipts software. Enter applicable interest program code and the total interest in the "principal data" field.

**Reminder:** If **only** liquidated damages apply and are not collected immediately, establish using the Common Receivables option in the accounting Cash Receipts software. Because liquidated damages are considered a **penalty**, no interest will be assessed. On Screen AQB10801 enter data as a **First Charge Program** with amount, **First Reference Number** as FSN, with the **Receivable Due Date** and **Basis of Debt Code**. Send the initial notification letter if not previously issued.

**CRP Effective Payment and Prompt Payment Dates**

---

This table contains the dates that:

- annual rental payments are authorized
- prompt payment starts.

<b>Installment Payment Year</b>	<b>Date Annual Rental Payments Authorized</b>	<b>Date Prompt Payment Starts</b>
1986	October 2, 1986	N/A
1987	October 2, 1987	N/A
1988	October 3, 1988	N/A
1989	October 13, 1989	November 13, 1989
1990	October 30, 1990	November 30, 1990
1991	October 16, 1991	November 16, 1991
1992	October 2, 1992	November 2, 1992
1993	October 21, 1993	November 21, 1993
1994	October 4, 1994	November 4, 1994
1995	October 24, 1995	November 24, 1995
1996	October 2, 1996	November 2, 1996
1997	October 2, 1997	November 2, 1997
1998	October 2, 1998	November 2, 1998
1999	October 4, 1999	November 4, 1999
2000	October 2, 2000	November 1, 2000
*--2001	October 2, 2001	November 1, 2001--*

---

