

For: County Offices

**Conservation Automation Training and Related Activities**

Approved by: State Executive Director



**1 Overview**

**A  
Background**

The Conservation software is currently referred to as a non-automated program since Conservation automation activities do not currently interface with accounting software. Software release 492 will provide Conservation interface software and other automated updates to accommodate the 2002 Farm Bill changes. Both the CCC and CRES systems will be automated after the interface occurs.

It will be necessary for counties to ensure payment and ledger activities are current prior to installation of software release 492.

**B  
Purpose**

This notice advises counties of:

- Conservation automation training meetings and
- Conservation activities to be completed prior to installation of software release 492.

**Disposal**

October 1, 2002

**Distribution**

County Offices

**OK Notice CONSV-79**  
**OK Notice PM-1335**

**2 Training Scheduled**

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**A**  
**Training Site and Attendees**

Two Conservation automation training sessions will be held in the state:

Session I: Wednesday, August 21, 2002, for Districts 005, 006, and 007

Session II: Thursday, August 22, 2002, for Districts 001, 002, 003, and 004

All training sessions will begin at 10:00 a.m. and conclude at 3:00 p.m. County Executive Directors, County Operation Trainees, and Conservation Program Techs shall attend the meeting.

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**B**  
**Training Location**

Session I: Green Country Technology Center  
Main Building, Seminar B Room  
1100 North Loop 56  
Okmulgee, Oklahoma

Session II: Southwestern Oklahoma State University  
Redbud Hall, Room 108  
7<sup>th</sup> and Davis  
Weatherford, Oklahoma

Exhibit 1 provides a map for each training location.

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**C**  
**Lodging/Per Diem**

Counties, in excess of 125 miles from the training site, are authorized overnight lodging. A block of rooms has been reserved at the following locations. Please make your reservations by August 19, 2002, and identify that you are with the USDA Farm Service Agency.

Session I:  
Best Western  
3499 North Wood Drive  
Okmulgee, Oklahoma  
918-756-9200  
Rate: \$55.00 plus tax

Session II:  
Best Western  
525 East Main  
Weatherford, Oklahoma  
580-772-3325  
Rate: \$55.00 plus tax

Lodging is \$55 and M&IE is \$30 for both locations. The room tax is claimed as a miscellaneous expense.

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**OK Notice CONSV-79**  
**OK Notice PM-1335**

**2 Training Scheduled (Continued)**

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- D**  
**Training Material** All training materials will be provided. Attendees shall be familiar with Notice CONSV-82 and OK Notice CONOP-60.
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- E**  
**Accommodation Requirements** Persons, with disabilities who require accommodations to attend or participate in the meeting, shall contact Rod Wanger at 405-742-1150 by August 19, 2002.
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- F**  
**Travel Authorization** Each employee must have an approved FSA-164 before incurring travel expense. This notice does not constitute an approved travel authorization.
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**3 Software Release 492**

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- A**  
**Installation** Software release 492 will contain Conservation automation functions. The release is scheduled to be sent to counties on August 19, 2002.
- County Executive Directors shall ensure the software is **not** installed until after August 26, 2002, and that all the activities contained in Notice CONSV-82 and paragraph 4 of this notice are completed prior to installation of the release.
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**4 Conservation Automation Activities to Complete Prior to Software Release 492 Installation**

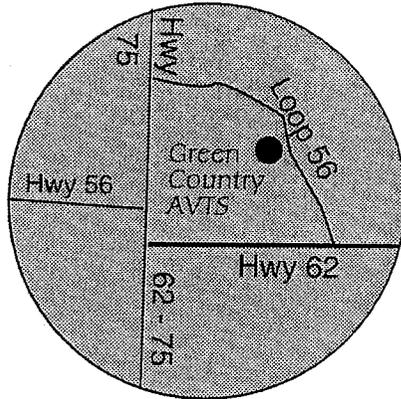
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- A**  
**Reconciliation Activities** A check history will need to be printed for the months of July and August and compared with the sequential ledgers to verify that all checks written for July and August have had performance recorded on the appropriate conservation ledger.
- All reconciliation problems, from previous months, that are not a carryover correction or "cents" error, must be corrected.
- If there were any manual adjustments made to ledgers that the State Office is not aware of, please notify Ginger Lyde or Rod Wanger immediately.
- All ledgers must balance. The sequential ledgers are in balance if column 3 minus column 4 plus column 5 minus column 6 equals column 7.
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## Green Country AVTS

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*Okmulgee*

