UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
100 USDA, Suite 102
Stillwater, OK 74074-2653

OK Notice CONSV-83

For: County Offices

FY-End Rollover and Reconciliation for Conservation Programs

Approved by: State Executive Director

Jim Reese

1 Overview

A Purpose

The purposes of this notice are to:

- provide County Offices with a Checklist (Exhibit 1) to be used as a reference in completing fiscal year-end activities and rollover.
- request County Offices to submit a copy of Report EEA460-R001 (ACP and Interim EQIP Allocation Reduction Report) and EEB460-R001 (CCC Allocation Reduction Report). These reports are printed **only** during the rollover process.

2 Action

A County Office Action

County Offices shall review 1-CONSV (Rev. 1), Part 12, paragraphs 828 and 839-857; 2-CONSV, Part 12, paragraphs 411-415; and Notice CONSV-88, subparagraph 2 B.

1-CONSV, subparagraph 828 G is no longer applicable since transmission is automatic.
1-CONSV, subparagraph 840 A is no longer applicable since the report is automatic.
2-CONSV, subparagraph 412 B is no longer applicable since the report is automatic.

ALL COUNTY OFFICES MUST COMPLETE THE ROLLOVER PROCESS FOR BOTH CRES (EVEN IF YOUR COUNTY HAD NO ACTIVITY) AND CCC CONSERVATION SYSTEMS.

County Offices shall utilize the Checklist (Exhibit 1) to ensure that all year-end activities are completed, and shall submit a copy of the following to the State Office by COB October 6, 2003:

- a copy of Report EEA460-R001 (ACP & Interim EQIP Allocation Reduction Report)
- a copy of Report EEB460-R001 (CCC Allocation Reduction Report).

Disposal Date:	**Distribution:**
12-01-03	County Offices

CRES System:

1. ALL OF THE FOLLOWING MUST BE COMPLETED BY COB SEPTEMBER 30, 2003!

(A) AD-245's and AD-862's - The following must be entered into the system:

- Current FY AD-245 requests
- AD-245 approvals
- Partial and final payments issued
- Canceled AD-245s and AD-862's
- Verify that approvals, partial and final payments, and cancellations are recorded on the Sequential Ledger Entry Report.

(B) Ledgers - Ensure that the following are completed:

- All transactions for the current FY must be posted on the ledger.
- The amount of all CCC-184's issued for conservation programs must be included in Column 6 of the Sequential Ledger Entry Report.
- Ledgers must be in balance.
- All of the following must be entered into the system:
    - All Allocation Increases and Decreases
    - Refunds
- Compare the Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Report according to paragraph 520 of 1-CONSV (Rev. 1)

(C) Print the following ledger reports and maintain these reports according to 25-AS:

- The entire Sequential Ledger Entry Report for all Conservation programs and fund codes applicable to the County Office according to Part 8, Section 9, of 1-CONSV (Rev. 1)
- The Sequential LTA Contracts/Agreements Report for all LTA programs and fund codes applicable to the County Office according to Part 8, Section 9, of 1-CONSV (Rev. 1)
- The ACP-301, Record of AD-862's, according to Part 7, Section 1, of 1-CONSV (Rev. 1) to keep on file
- The Conservation Status Screen according to Part 4 of 1-CONSV (Rev. 1) to keep on file
- Any other ledger reports that the County Office wants to keep on file

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2. THE FOLLOWING MUST BE COMPLETED ON THE FIRST WORKDAY IN OCTOBER:

(A) On October 1, 2003, County Offices shall:

- Ensure the Conservation 305 Progress Reports for September have automatically queued at SOD, and the reports have printed before performing rollover.
- Backup the T.EU.TBL file to tape cartridge. Insert an initialized tape cartridge into the tape drive and type the following command on any command screen. Note: Replace the "XXX" with the county code. (There is only one T.EU.TBL file for each system, regardless of the number of counties processed on the system, using file group designations of A., B., C., etc.)

  SAVE T.EU.TBL,1,,C40XXX,TC <Enter>

  The tape shall be labeled, "Conservation Files Backup Prior to 2003 Rollover – Current Date" and retained for 90 calendar days according to paragraph 841 of 1-CONSV (Rev. 1).
- Initialize one tape cartridge for each county processed on the system. Retain backup for 90 calendar days.
- Rollover to the new fiscal year according to paragraph 842 of 1-CONSV (Rev. 1).

(B) After rollover is complete:

- Verify ledger data for all conservation programs and fund codes according to paragraph 855 of 1-CONSV (Rev. 1).
- Submit a copy of Report EEA460-R001 to the State Office no later than October 6, 2003, according to paragraph 856 of 1-CONSV (Rev. 1).
- Proceed with new FY activity.

CCC System:

1. ALL OF THE FOLLOWING MUST BE COMPLETED BY COB SEPTEMBER 30, 2003!

- Print CCC-1200 Status Report EEB715-R001 for all EQIP fund codes.
- Ensure that all current FY CCC-1200 requests have been entered in the system and are listed on Report EEB715-R001.
- Verify that all CCC-1200's on Report EEB715-R001 have one of the following displayed in the "STATUS" Column:
    - Approved
    - Canceled
    - Disapproved
    - Deferred

  Handle CCC-1200s for which the "status" column is blank or has "selected" displayed according to subparagraph 411 C.
- Print CCC-1245 Status Report EEB810-R001 for all control numbers according to paragraph 252 of 2-CONSV.
- Verify that all CCC-1245's for practices scheduled for implementation in the current year have been created.
- Verify that any canceled CCC-1245's have been canceled in the system according to paragraph 241 of 2-CONSV.
- Verify that partial and final payments that are BOTH earned and payable in current FY have been issued.
- Verify that partial and final performances have been recorded in the system, according to Part 6, Sections 4 and 5 of 2-CONSV.
- Print the following:
    - Sequential Ledger Entry Report EEB425-R007 for all EQIP fund codes and GRP fund codes for the entire FY according to paragraphs 332 and 339 of 2-CONSV
    - Sequential Contracts Report EEB425-R008 for all EQIP fund codes and GRP fund codes according to paragraphs 332 and 340 of 2-CONSV
- Verify that all contracts approved in the current FY have contract approval entries posted to Report EEB425-R007 for the **CORRECT** fund code.
- Verify columns 4, 5, and 6 current balance amounts on the Sequential Ledger Entry Report, EEB425-R007, are equal to columns 4, 5, and 6 total amounts on the Sequential Contracts Report, EEB425-R008, for each fund code.
- Verify that the amount in the "Contract Balance" column on the CCC-1200 Status Report, EEB715-R001, for each approved contract matches the amount in Column 4 on the Sequential Contracts Report, EEB425-R008, for each contract.
- Verify that the Sequential Ledger Entry Report, EEB425-R007, is in balance by checking that the current balance amount for each column is correct. Column 3 minus 4 plus 5 minus 6 = 7. See paragraph 411 of 2-CONSV.
- Verify that Column 4 on the Sequential Ledger Entry Report, EEB425-R007, matches Column 4 on the Sequential Contracts Report EEB425-R008.

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2. THE FOLLOWING MUST BE COMPLETED ON OCTOBER 1, 2003:

- Ensure the Conservation 305 Progress Reports for September have automatically queued at SOD, and the reports have printed before performing rollover.
- Backup the T.EE.TBL file to tape cartridge utilizing the following instructions: Insert an initialized tape cartridge into the tape drive and type the following command on any command screen. Note: Replace the "XXX" with the county code. (There is only one T.EE.TBL file per system, regardless of the number of counties processed on the system, using file group designations of A., B., C., etc.)

  SAVE T.EE.TBL,1,,C40XXX,TC <Enter>

  The tape shall be labeled "Conservation Files Backup Prior to 2003 Rollover – Current Date" and retained for 90 calendar days according to paragraph 412 of 2-CONSV.

CCC System:

2. THE FOLLOWING MUST BE COMPLETED ON OCTOBER 1, 2003: (Continued)

- Initialize one tape cartridge for each county processed on the system. Retain the backup for at least 90 calendar days.

- Rollover to the new fiscal year according to paragraph 413 of 2-CONSV

After rollover is complete:

- Verify reports printed by the system during rollover according to paragraph 415 of 2-CONSV.
- Verify that the Sequential Ledger Entry Report (EEB425-R007) from the prior FY and the new FY, both printed by the system during rollover are correct according to subparagraph 415 A.
- Verify that the allocation reduction amount for each fund code on the Allocation Reduction Report matches the 9-30 balance available in column 7 of the Sequential Ledger Entry Report (EEB425-R007).
- Verify the amount for each contract in columns 4 and 7 on the new FY Sequential Contracts Report (EEB425-R008) are the same as the September 30 amount in column 7 for each contract on the prior FY report. Verify that columns 5 and 6 on the new FY Sequential Contracts Report are zero.
- Compare the current balance amounts in column 4 on the new FY Sequential Ledger Entry Report (EEB425-R007) and the new FY Sequential Contracts Report (EEB425-R008) for each fund code to ensure that they are the same.
- Retain all prior FY reports printed automatically during FY rollover for five years.
- Submit a copy of the CCC Allocation Reduction Report, EEB460-R001, to the State Office no later than **October 6, 2003**, according to paragraph 415 of 2-CONSV. Maintain the report for five years with ledger reports.
- Proceed with new FY activity.

Conservation AD-1153 Reports/Forms Menu

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1. AD-1153 Applications Received
2. AD-1153 Status Report
3. AD-1153 Technical Practice Status Report
4. AD-1153 Summary Expenses Report
5. Print Blank AD-1153

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".

Conservation AD-1153 Application Menu

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1. Create AD-1153 Contract Application
2. Create AD-1153 Easement Application
3. Update AD-1153 Application
4. Cancel AD-1153 Application
5. Print AD-1153
6. AD-1153 Reports/Forms Menu

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".