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
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.

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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.

SOURCE OF AUTHORITY

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

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83.5  (WITHDRAWN--AMEND. 17)
84  (WITHDRAWN--AMEND. 17)
84.5  (WITHDRAWN--AMEND. 17)
85, 86  (WITHDRAWN--AMEND. 17)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SECTION 3  (WITHDRAWN--AMEND. 17)

92  (WITHDRAWN--AMEND. 17)
92.5  (WITHDRAWN--AMEND. 17)
93-99  (WITHDRAWN--AMEND. 17)
99.5  (WITHDRAWN--AMEND. 17)
100-105  (WITHDRAWN--AMEND. 17)
105.5  (WITHDRAWN--AMEND. 17)
PART 4 (WITHDRAWN--AMEND. 17)

SECTION 1 (WITHDRAWN--AMEND. 17)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

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 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)

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.

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>EPEB00</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP Soil Rental Rates Menu</td>
<td>E1</td>
</tr>
<tr>
<td>1. Update Soil Rental Rates</td>
<td></td>
</tr>
<tr>
<td>2. Print SRR Posting Report</td>
<td></td>
</tr>
<tr>
<td>3. Print SRR Detail Report</td>
<td></td>
</tr>
<tr>
<td>20. Return To Application Primary Menu</td>
<td></td>
</tr>
<tr>
<td>21. Return To Application Selection Screen</td>
<td></td>
</tr>
<tr>
<td>22. Return To Office Selection Screen</td>
<td></td>
</tr>
<tr>
<td>23. Return To Primary Selection Menu</td>
<td></td>
</tr>
<tr>
<td>24. Sign Off</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>SOIL SURVEY AREA ID NUMBER: 19017</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNTY AVERAGE CROPLAND SRR: $ 72</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOIL/Rental Rates</th>
<th>SOIL MAP UNIT SYMBOLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 44</td>
<td>CDE</td>
</tr>
<tr>
<td>$ 52</td>
<td>Ab-C26</td>
</tr>
<tr>
<td>$ 58</td>
<td>BCD</td>
</tr>
<tr>
<td>$ 63</td>
<td>DEF EFG FGH 5010 5040</td>
</tr>
</tbody>
</table>

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.
On Menu EPEB00, ENTER "3" to print the SRR Detail Report. Screen EPEB0555 will be displayed after printer selection on Screen EZZ50000.

**COMMAND**

**EPEB00**

**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".

1

1

On Screen EPEB0555:

a SRR’s are not officially recorded by signup number.

b This report will use the current active SRR’s for ongoing signups. For signups that have concluded, the report will list SRR active on the last day of the signup.
The "Detail Report" will list all SRR records, including withdrawn SRR’s for the date range entered on Screen EPEB0555.

<table>
<thead>
<tr>
<th>SOIL MAP</th>
<th>RENTAL RATE</th>
<th>EFFECTIVE DATE</th>
<th>WITHDRAWN DATE</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ab-C26</td>
<td>$52</td>
<td>10-01-1998</td>
<td>10-31-1998</td>
<td>Still Active</td>
</tr>
<tr>
<td>BCD</td>
<td>$58</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDE</td>
<td>$44</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DEF</td>
<td>$63</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EFG</td>
<td>$63</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FGH</td>
<td>$63</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5010</td>
<td>$63</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5040</td>
<td>$63</td>
<td>10-01-1998</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>SOIL MAP</th>
<th>RENTAL RATE</th>
<th>EFFECTIVE DATE</th>
<th>WITHDRAWN DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPLALL</td>
<td>$66</td>
<td>04-01-2000</td>
<td></td>
</tr>
</tbody>
</table>

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.
D Beginning with signup 15, active CRP-1’s with acreage due to expire on September 30, will be included for the purpose of calculating "Available Acres". This change will reduce the acres counted toward the total county cropland limits.

E On Menu EPHA10, ENTER "5", "Maintain County Cropland Data", and PRESS "Enter". Screen EPHA4605 will be displayed for viewing.

F State Offices shall use this data to monitor what county cropland, CRP acreage, and WRP acreage are in each county in the State.
### 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.

#### COUNTY CROPLAND DATA

<table>
<thead>
<tr>
<th>COUNTY CODE</th>
<th>COUNTY NAME</th>
<th>NUMBER OF ACTIVE CONTRACTS</th>
<th>No ACTIVE CONTR 9-30 EXPIR</th>
<th>FARM SUMMARY TOTAL CROPLAND</th>
<th>CROPLAND PERCENTAGE</th>
<th>DATE LAST UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>ALLEN</td>
<td>5</td>
<td>2</td>
<td>166,362.3</td>
<td>166,362.3</td>
<td>24.77%</td>
</tr>
<tr>
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<tr>
<td>013</td>
<td>BROWN</td>
<td>13</td>
<td>6</td>
<td>86,014.9</td>
<td>86,014.9</td>
<td>24.04%</td>
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</tr>
</tbody>
</table>

Report ID: EPHA49-R001  Page: 1
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.

<table>
<thead>
<tr>
<th>COUNTY CODE</th>
<th>COUNTY NAME</th>
<th>NUMBER OF ACTIVE CONTRACTS</th>
<th>ACTIVE CONT EX 9-30 EXPIR</th>
<th>FARM SUMMARY</th>
<th>TOTAL ACRES</th>
<th>CRP EASEMENT ACRES</th>
<th>CRP CP5 &amp; CP16 ACRES</th>
<th>EASEMENT PERCENTAGE</th>
<th>DATE LAST UPDATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>ALLEN</td>
<td>5</td>
<td>2</td>
<td>166,362.3</td>
<td>166,362.3</td>
<td>0.0</td>
<td>0.0</td>
<td>09.95%</td>
<td>08-28-1998</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16,547.2</td>
<td>0.0</td>
<td></td>
<td>16,547.2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10% CROPLAND:</td>
<td>16,636.2</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16,547.2</td>
<td>0.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>013</td>
<td>BROWN</td>
<td>13</td>
<td>6</td>
<td>86,014.9</td>
<td>86,014.9</td>
<td>0.0</td>
<td>0.0</td>
<td>10.00%</td>
<td>08-28-1998</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8,601.5</td>
<td>0.0</td>
<td></td>
<td>8,601.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10% CROPLAND:</td>
<td>8,601.5</td>
<td>0.0</td>
<td>0.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>8,601.5</td>
<td>0.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>State Totals</td>
<td></td>
<td></td>
<td>18</td>
<td>8</td>
<td>252,377.2</td>
<td>252,377.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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.

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.--*
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)
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.
C

On the Application Selection Menu FAX07001, ENTER "5", "Conservation", and PRESS "Enter". The Conservation Main Menu EEA000 will be displayed.

*--
**********************************************************************************
* COMMAND EEA000 BA *
* Conservation Main Menu EEA000 *
* ------------------------------------------------------------------------------ *
* 1. AD-245/AD-862 Menu *
* 2. CRP Offer (Bid) Processing Menu *
* 3. CRP Contract File Menu *
* 4. Ledger Menu *
* 5. Progress Reports Menu *
* 6. USLE/RUSLE Selection Menu *
* 7. CCC-1200/CCC-1245 Menu *
* 8. SIP Disbursement 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 ENTER "3", "CRP Contract File", and PRESS "Enter". Screen EPCDIG01 will be displayed.

**********************************************************************************
* 077 MESA Recovery EPCDIG01 *
* CRP CONTRACTS - EPCDIG Version: AA01 01-21-2000 10:10 Term E1 *
* ------------------------------------------------------------------------------ *
* CONSERVATION - CRP CONTRACT FILES *
* Please wait. *
* The CRP files are being checked. *
* *
**********************************************************************************

2 Screen EPCDIG01 will be displayed EACH time option 3 is selected and enter is pressed. After files have been checked, Menu EPCA00 will be displayed.
Each option on Menu EPCA00 is described in a separate section in this part.

<table>
<thead>
<tr>
<th>EPCA00</th>
<th>E1</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSERVATION - CRP CONTRACT FILE MENU</td>
<td></td>
</tr>
</tbody>
</table>

**Main Activity Selection**

1. County Signup Data File  
2. Inquiry  
3. Update Contract File (1 - 9)  
4. Update Contract File (10 & Up)  
5. Reports/Letters  
6. Payment Activities  
7. Acreage Reduction by Farm  
8. Special Corrections  
9. Reset Flags in Master Files  
10. Available Cropland and Basement Data  
11. Backup Transaction Files  
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*

---

267, 268 (RESERVED)
SECTION 4    ADD SIGNUP TO COUNTY SIGNUP DATA FILE

ACCESSING SCREENS FOR SIGNUP DATA FILE

To access screens to add signup data to the County signup data file, ENTER "1" on the CRP Contract File Menu EPCA00, and PRESS "Enter". Menu EPCA05 will be displayed.

```
EPCA05
* CRP CONTRACTS - COUNTY SIGNUP DATA MENU

County Signup Data Activity Selection

1. Add Signup to the County Signup Data File
2. Inquire or Correct County Signup Data File
3. Print County Signup Data File

Enter the option number and press ENTER.  Action 1

Cmd3=Previous Menu  Cmd7=End CRP Processing
```

A  To add new signup data to the county signup data file, ENTER "1" on Menu EPCA05. Options 2 and 3 may be--* used as necessary.

B  Each option on Menu EPCA05 is described in a separate paragraph in this section.
ADDDING 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.

---*

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.
PART 10  1-CRP (Rev. 1)  PAR. 270

Beginning and ending dates for the signup period being processed. See Exhibit 14.

PRESS “Field Exit”.

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.--*

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.
C To delete all data on Screen EPCA1001, PRESS “Cmd24”. Screen EPCA1001 will be redisplayed with the message, “PRESS “Enter” to confirm delete”. Menu EPCA05 will be displayed.

272, 273 (WITHDRAWN--AMEND. 5)

PRINTING THE COUNTY SIGNUP DATA FILE

To print the County signup data file, ENTER "3" on Menu EPCA05 and PRESS “Enter”. Screen FAX46501 will be displayed.

<table>
<thead>
<tr>
<th>Common Functions</th>
<th>077 Mesa</th>
<th>Print</th>
<th>FAX46501</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify Print Options Screen</td>
<td>Version: AA01 10-02-93 09:42 Term X7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Printer ID</td>
<td>P3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form No.</td>
<td>0001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Copies</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hold after print? (Y or N)</td>
<td>N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter=Continue</td>
<td>Cmd4=Previous Screen</td>
<td>Cmd7-End</td>
<td></td>
</tr>
</tbody>
</table>

A Screen FAX46501 will be displayed for all print requests.

B Make changes, if necessary, in the “Printer ID” field.

C PRESS “Enter” to print Report EPCA15-R001, County Signup Data File Listing.

D Menu EPCA05 will be redisplayed.

E PRESS “Cmd3” to display Menu EPCA00.

275 (WITHDRAWN--AMEND. 45)

276-280 (RESERVED)
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 EPCA000 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.

---

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

**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.

---

*CONSERVATION - CRP CONTRACT FILE
Version: AA01 05-17-96 09:17 Term E1*

---

- Contract Number: 57
- 1. Add New Contract
- 2. Delete Contract
- 3. Revise Contract
- 4. Display Contract Master
- 5. Correct Existing Contract
- 6. Cancel Contract (No Payments Due)
- 7. Cancel Contract for Non-compliance
- 8. Cancel Contract for Early Release
- 9. Convert Alternative Perennials
- 10. Cancel Contract for WRP
- 11. Cancel Contract with 60-Days Notice
- 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.
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.

If planimetering NEW PHOTOGRAPHS results in a change in ONLY the CRP approved acreage, follow subparagraph 7 a or 7 b.

7 If planimetering 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 REVISIGN 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.
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.

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.

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.

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.

In most of these cases, the EFFECTIVE DATE must be SEPTEMBER 30 to process the producer's payment and print a correct FSA-156EZ.--*

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 - BASIC 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.--*

10-28-92 Amend. 18 Page 310.3
"Farm Number". Enter the farm number from CRP-1, item 3.

"Program Year". Enter beginning program year from CRP-1, item 7.

"Date Approved". Enter date signed by COC from CRP-1, item 19.

"Farm Cropland". Enter farm cropland in acres and tenths from CRP-2, item 1.

"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.

"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.

"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.

"Land Class/Sub Class". Enter land class and subclass from CRP-2, item 12.

"Soil Loss Tolr". Enter soil loss tolerance from CRP-2, item 13.

"Erosion Before". Enter erosion before from CRP-2, item 14. Entry must be in whole numbers.

"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.
(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--*

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.
See subparagraph 290K 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".

G After updating on Screen EPCD4501:

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.

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 467.1--*

* * *

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--*

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.
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 EPED0001 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.
To display screens at end of the revision process. The first revision screen is Screen EPCB1005. Review all data and PRESS "Enter".

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 EPCB1005
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

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.

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.--*

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.

---

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.
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”.

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

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.

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

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.

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.: 513

OR

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

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.

--(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".

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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.

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.

---

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.
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

<table>
<thead>
<tr>
<th>CROP</th>
<th>ACRES REDUCED</th>
<th>CROP</th>
<th>ACRES REDUCED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burley--------------</td>
<td>1.1</td>
<td>Flue Cured----------</td>
<td></td>
</tr>
<tr>
<td>Virginia Fire Cured</td>
<td></td>
<td>Fire Cured----------</td>
<td></td>
</tr>
<tr>
<td>Dark Air Cured------</td>
<td></td>
<td>Virginia Sun Cured</td>
<td></td>
</tr>
<tr>
<td>Cigar Filler/Binder</td>
<td></td>
<td>Cigar Binder (51/52)</td>
<td></td>
</tr>
<tr>
<td>Maryland------------</td>
<td></td>
<td>Cigar Filler--------</td>
<td></td>
</tr>
<tr>
<td>Motley-------------</td>
<td></td>
<td>Cigar Wrapper-------</td>
<td></td>
</tr>
</tbody>
</table>

Acres Reduced must total to Total from previous screen: 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".
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.

<table>
<thead>
<tr>
<th>CRP CONTRACTS - ADDITIONAL YIELD PAYMENT</th>
<th>VERSION AA01 06-06-88 12:14</th>
<th>TERM W4</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Contract Number: 29</td>
<td>Signup Number: 4</td>
<td>Farm Number: 629</td>
</tr>
<tr>
<td>2. Acres of Base Reduction for Bonus:</td>
<td></td>
<td>50.0</td>
</tr>
<tr>
<td>3. Calculation of 95 Percent of 1985 Corn Yield for Bonus</td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>4. 1987 Corn Bonus Yield:</td>
<td></td>
<td>80</td>
</tr>
<tr>
<td>5. Additional Bonus Yield (Items 3-4):</td>
<td></td>
<td>5</td>
</tr>
<tr>
<td>6. Additional Units for payment (Items 2 x 5):</td>
<td></td>
<td>250</td>
</tr>
<tr>
<td>7. Rental Rate (per Unit):</td>
<td></td>
<td>2.00</td>
</tr>
<tr>
<td>8. Additional Bonus Yield Payment (Items 6 x 7):</td>
<td></td>
<td>500</td>
</tr>
</tbody>
</table>

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.

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

SELECT PRODUCERS OF A FARM

<table>
<thead>
<tr>
<th>Farm Number: 180</th>
<th>Prod Type</th>
<th>Entity Type</th>
<th>ID#</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>Name</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Ima Farmer</td>
<td>00</td>
<td>01</td>
<td>XXX-XX-XXXX S</td>
</tr>
<tr>
<td>S</td>
<td>Ima Farmer</td>
<td>OT</td>
<td>01</td>
<td>XXX-XX-XXXX S</td>
</tr>
</tbody>
</table>

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. Screen MCA90011 will be displayed.

Enter the number of the name selected.

Enter the producer's last name or the last 4 digits of the producer's ID number.

PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the name selected.
COMMON ROUTINE TO SELECT ID NUMBER

NO ENTRIES ON FILE WITH LAST NAME OF FARMER
Below are name which begin the same

<table>
<thead>
<tr>
<th>NAME</th>
<th>ID NUMBER</th>
<th>ID TYPE</th>
<th>INACTIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Ima Farmer</td>
<td>XXX-XX-XXXX</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>2 Ima Farmer</td>
<td>XXX-XX-XXXX</td>
<td>S</td>
<td></td>
</tr>
<tr>
<td>3 Ima Farmer</td>
<td>XX XXXXXXX</td>
<td>E</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Answer the question displayed and PRESS "Enter".

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.

---

a ENTER "D" next to each producer being deleted.

b PRESS "Cmd24" to confirm the delete.

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

---

Contract Number: 4

<table>
<thead>
<tr>
<th>Prod</th>
<th>Name</th>
<th>Type</th>
<th>Share</th>
<th>ID No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IMA FARMER</td>
<td>oo</td>
<td>ALL</td>
<td>XXX XX XXXX</td>
</tr>
</tbody>
</table>

No More Producers

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

---

(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

<table>
<thead>
<tr>
<th>SCOUR ACRES</th>
<th>EST C/S</th>
<th>ACT C/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP1</td>
<td>14.0</td>
<td>1,500</td>
</tr>
<tr>
<td>CP14</td>
<td>11.5</td>
<td>1,150</td>
</tr>
</tbody>
</table>

**********************************************************************************************************
Cmd2=RETURN TO Basic Contract Update  Cmd3=Previous Screen  Cmd7=End CRP Processing  Enter to Continue  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 EPD1001 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.
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.--*
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.

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.--*
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.

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.

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.

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.**

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)
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.

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.

---

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.
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 29 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.

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

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.

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.

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.

<table>
<thead>
<tr>
<th>CROP</th>
<th>ACRES REDUCED</th>
<th>YIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corn</td>
<td>1.2</td>
<td>107</td>
</tr>
<tr>
<td>Oats</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sorghum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanuts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.--*
2-26-93 Amend. 19 Page 334.7

*--B On Screen EPCR5701:

1 Verify that practices listed and CRP-1 years' length are correct according to converted CRP-1.

<table>
<thead>
<tr>
<th>Practice</th>
<th>Years</th>
<th>Acres Reduced</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP19</td>
<td>13</td>
<td>.8</td>
</tr>
<tr>
<td>CP3A</td>
<td>15</td>
<td>.4</td>
</tr>
</tbody>
</table>

Total Crop Acres Reduced: 1.2

2 Enter the "Acres Reduced" according to the prorated factor of total approved CRP acres divided into EACH specific practice acres.

a Divide the total CRP approved acres into the CRP acres per practice to obtain the prorated factor.

b Multiply the factor times the displayed "Total Crop Acres Reduced".

c Enter the result under the "Acres Reduced" column. The sum of acres reduced by practices MUST equal "Total Crop Acres Reduced" displayed on this screen.

d The acres by crop were entered on Screen EPCR5001.

e Prorate factor is figured with the same basic principle as revisions in subparagraph 288 D 4.--*
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.

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

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.

If no bonus payment was issued, Screen EPCR8001 will be displayed. See paragraph 295.6.
On Screen EPCD2601, enter acreage for corn bonus applicable for this CRP-1, and PRESS "Enter". Screen EPCD2601 will redisplay to verify entered data.

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 *
* Rental Rate: 50.00 Total Acres Approved: 3.0 *
* Amount of Reduction CP19: 25.00 Percent of Cropland Approved: .0410 *
* 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.---*
B On Screen EPCB2001, verify all producer data and associated ID number or numbers.

<table>
<thead>
<tr>
<th>Contract Number: 8A CS</th>
<th>Farm Number</th>
<th>ID No</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 IMA FARMER</td>
<td>OF .7500</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td>2 IMA FARMER</td>
<td>OW .2500</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
</tbody>
</table>

No More Producers

1 If incorrect, PRESS "Enter". Screen EPCR8001 will be redisplayed. See subparagraph A.

2 If correct, PRESS "Enter".
   a Screen EPCR8001 will be redisplayed.
   b PRESS "Cmd16" to add the converted CRP-1 to the master contract file.

*--C After pressing "Cmd16" on Screen EPCR8001,--*
Screen EPCD4501 will be displayed with the message, "Please Wait. Master Files are being updated." After update is completed:

1 Screen EPCH6001 will be displayed ONLY if crop reductions are applicable.

2 Menu EPCA00 will be redisplayed.

3 PRESS "Cmd3" or "Cmd7" to redisplay Menu EEA000.
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.
CANCELLING 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.
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.
Screen EPD4501 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.

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.

On Menu EPCA00, PRESS "Cmd3" or "Cmd7" to exit CRP application. Menu EEA000 will be redisplayed.--*
A To update CRP-1’s approved in signups 10 and greater, the same screens will be displayed for the “ADD, REVISE, or CORRECT” options. On Menu EEA000, ENTER "3", “CRP Contract File”, and PRESS “Enter”. Screen EPCDIG01 will be displayed. After contract files have been checked, Menu EPCA00 will be displayed.

B Only 1 user can update a specific CRP-1 at a time. The contract number shall:

1 Be the next available contract number for all new CRP-1's. See paragraph 531 for assistance in determining the next available contract number.

2 Be the next available contract number for all CRP-1's transferred from another county or State.

3 Be a temporary 9000 number series, if necessary, for applicable signup data to be entered in the contract file before approval of CRP-1's.
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.

---*

Command - Previous Menu

1 On redisplayed Screen EPCR0001, enter signup number. Cursor will advance to “Enter Offer Tract Number, Offer Type, and Program Year” field.*
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---2  The offer data for signups 10 through 13 is no longer available in the offer file. Leave the "Offer Tract Number, Offer Type, and Program Year" fields blank.

a  PRESS "Enter".

b  Screen EPCR1001 will be displayed. All data must be actually entered because offer files have been deleted.

B  On Screen EPCR1001 and the following screens, fields displayed requiring entries could vary according to the offer type and signup being entered.

1  Offer types and applicable signups are:

a  Signups 10 through 12 permitted Standard (S), Easement (E), Wellhead Standard (WS), and Wellhead Easement (WE) offers.

b  Signup 13 permitted Standard (S) and Environmental Priority (EP) offers.

2  Examples of Screen EPCR1001 are:

a  An Environmental Priority (EP) CRP-1 for signup 13 by offer tract number and offer type from offer file.

b  A Standard (S) CRP-1 for signup 12 by entering all applicable data from CRP-1 and CRP-2.--*
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---

* 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  (MM DD YYYY)  Farm Cropland:  773.1

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

Contract Number:  887  Type:  E  Signup Number:  11  Farm Number:  1381

Program Year:  1992  Date Approved:  05-01-1992  (MM DD YYYY)  Farm Cropland:  773.1

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.--*
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.

Composer:

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

**----------------------------------------**

b For signup 12.

Composer:

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

**----------------------------------------**
**--c For signup 11.**

------------------------------------------------------------------------
077 MESA Add EPCR1501
CRP CONTRACTS - CRP-2 DATA Version: AA01 06-15-1992 09:57 Term E1
------------------------------------------------------------------------
Contract Number: 778 E Signup Number: 11 Farm Number: 80
Program Year: 1992 Total Acres Approved: 116.0
Water Quality 319 Acres: Conservation Priority Acres: 
Soil Loss Tolerance: 3
Soil Map Unit Symbol: BP Soil Survey Area Identification Number: 08077
Percent of Bid Acreage Irrigated Previous Year: 0.0000
COC Bid Recommendation Code: A

CMD3=Previous Screen CMD7=End CRP Processing Enter to Continue

------------------------------------------------------------------------
**--d For signup 10.**

------------------------------------------------------------------------
077 MESA Add EPCR1501
CRP CONTRACTS - CRP-2 DATA Version: AA01 05-15-1991 09:57 Term E1
------------------------------------------------------------------------
Contract Number: 707 S Signup Number: 10 Farm Number: 381
Program Year: 1991 Total Acres Approved: 10.0
Wellhead Protection Acres: Population Served: 
Water Quality 319 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: 
Percent of Bid Acreage Irrigated Previous Year: 0.0000
COC Bid Recommendation Code: A

CMD3=Previous Screen CMD7=End CRP Processing Enter to Continue

------------------------------------------------------------------------

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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.

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.--*
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.

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”.

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

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

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:

<table>
<thead>
<tr>
<th>Example</th>
<th>CRP Contracts - Practice Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>a A Standard (S) CRP-1 list of practices for signup 13.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>b An Environmental Priority (EP) CRP-1 list of practices for signup 13.</td>
<td></td>
</tr>
</tbody>
</table>

---

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

---

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
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

<table>
<thead>
<tr>
<th>Prac Code</th>
<th>Prac Acres</th>
<th>Estimated C/S</th>
<th>Actual C/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>CP1</td>
<td>5.0</td>
<td>1,250</td>
<td>1,000</td>
</tr>
</tbody>
</table>

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
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

<table>
<thead>
<tr>
<th>ES Prac Code</th>
<th>Acres</th>
<th>Estimated C/S</th>
<th>Actual C/S</th>
</tr>
</thead>
<tbody>
<tr>
<td>15 CP4A</td>
<td>100.0</td>
<td>2,051</td>
<td>1,995</td>
</tr>
<tr>
<td>30 CP16</td>
<td>16.0</td>
<td>1,000</td>
<td>997</td>
</tr>
</tbody>
</table>

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". --*
*--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”. Screen EPCR2801 or Screen EPCR2901 will be displayed.

I  If practices selected on Screen EPCR2001 are for lengths 10 to 15 years, Screen EPCR2801 will be displayed.

l  The following is an example of a 15-year CRP-1 for signups 10 through 12.

<table>
<thead>
<tr>
<th>Years</th>
<th>Practice Code</th>
<th>Estimated Acres</th>
<th>Actual Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>CP3A</td>
<td>5.0</td>
<td>1000</td>
</tr>
</tbody>
</table>

Total Acres Approved: 12.5

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

******************************************************************************************
The following is an example of a 13-year CRP-1 with CP19 for 13 years with a reduction in payment of $25 per acre.

<table>
<thead>
<tr>
<th>Years</th>
<th>Practice</th>
<th>Estimated</th>
<th>Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>2.5</td>
<td>400</td>
<td>300</td>
</tr>
<tr>
<td>14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Amount of Reduction per acre CP19: 25.00

3 Update data on Screen EPCR2801 as follows:

a Correct data, if displayed data is incorrect, or enter new practice length before leaving screen. PRESS “Tab” to move through previously entered data.

b Enter the amount of reduction per acre for practice CP19, if applicable. If CP19 is selected, a reduction of at least 50 percent of the rental rate is required.

c After all data has been entered, PRESS “Enter” to display the next applicable multilength practice, if applicable.

4 After all entries have been made on Screen EPCR2401 and/or Screen EPCR2801, as applicable, Screen EPCR2901 will be displayed if signups 10, 11, or 12. Screen EPCR2901 denotes the total cumulative annual rental payment and total amount of reduction for CP19, if applicable. Examples of Screen EPCR2901 are as follows:

a Standard (S) CRP-1 for signups 10 through 12 with CP19 payment reduction.--*
PART 10 1-CRP (Rev. 1) PAR. 300

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

---

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

*--1

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

<table>
<thead>
<tr>
<th>CROP</th>
<th>ACRES REDUCED</th>
<th>YIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corn</td>
<td>3.0</td>
<td>94</td>
</tr>
<tr>
<td>Oats</td>
<td>3.0</td>
<td>35</td>
</tr>
<tr>
<td>Barley</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sorghum</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upland</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ELS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Peanuts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Years</th>
<th>Reduction</th>
<th>Acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>6.0</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>1.5</td>
<td></td>
</tr>
</tbody>
</table>

Crops are: Corn, Oats, Tobacco

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

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.
*--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, add producer to name and address file as an “other” producer on the farm.

b to Continue this CRP-1 processing, PRESS “Cmd16” to add a producer. Producer will now be displayed on Screen MCA91001.

Note: The producer must be active on the name and address 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 redisplayed.

M After selecting producers, if Screen EPCD3501 displays incorrect producers, do the following:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Prod Type</th>
<th>ID No</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>707</td>
<td>OT</td>
<td>XX XXX XX XXXX</td>
<td>T</td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>OP</td>
<td>XX XX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>OW</td>
<td>XX XX XX XXXX</td>
<td>S</td>
</tr>
</tbody>
</table>

1 At least 1 producer must be selected.

2 If a producer was erroneously selected, PRESS “Cmd24” to delete producer(s). 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 L 1.

4 After all producers have been selected, PRESS “Cmd2” to continue with the next process. Screen EPCD4001 will be displayed.

N On Screen EPCD4001, enter each producer’s share from CRP-1.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Prod</th>
<th>Farm Number</th>
<th>Share</th>
<th>ID No</th>
</tr>
</thead>
<tbody>
<tr>
<td>807 S</td>
<td>OT</td>
<td>381</td>
<td>.2500</td>
<td>XX XXX XXXX T</td>
</tr>
<tr>
<td></td>
<td>OP</td>
<td></td>
<td>.2500</td>
<td>XX XX XXXX S</td>
</tr>
<tr>
<td></td>
<td>OW</td>
<td></td>
<td>.5000</td>
<td>XX XX XXXX S</td>
</tr>
</tbody>
</table>

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

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

Example: "0.4000" or "ALL".

2 The percentages must equal 1.0000 before leaving this screen.--*
After producer shares have been entered and verified, PRESS “Enter”. Screen EPCR8001 will be displayed.

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.--*
--5 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.

c Following is an example of Screen EPCD4501.

```
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.
```

P After Screen EPCD4501 has updated all contract files, either of the following could occur:

1 If the farm associated with 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 90000 number.--*
*--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.
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 300B 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.--*
A 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 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.

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.--*
2 Screen EPCR1605 will be displayed if applicable and associated with signups 16 and 18. Expired acres that were under CRP-1 and were eligible to be reoffered are displayed or manually entered on Screen EPCR1605.

G After all data has been verified, corrected, or entered, PRESS “Enter”. Screen EPCR1701 will be displayed.
*--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.--*
<table>
<thead>
<tr>
<th>Soil Survey Area</th>
<th>Soil Map Unit</th>
<th>Soil Map Unit</th>
<th>Rental Rate</th>
<th>Total Rent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary: 08077</td>
<td>MCA</td>
<td>10.0</td>
<td>$50</td>
<td>$500.00</td>
</tr>
<tr>
<td>Secondary:</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Tertiary:</td>
<td></td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td>10.0</td>
<td>$</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Weighted Avg.**

Soil Rental Rate: $50.00
Maint. Rate: $5.00
Per Acre: $55.00

---

**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.
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.


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".-*-
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.
If no crops were reduced for CRP-1 or if verification of data is completed, PRESS "Enter". Screen MCA91001 will be displayed. See subparagraph 300.4 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.---*
PART 10 1-CRP (Rev. 1) PAR. 300.4

*--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.

****************************************************************************************************************************
<table>
<thead>
<tr>
<th>Contract Number: 257</th>
<th>S</th>
<th>Signup Number: 20</th>
<th>Farm Number: 500</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Year: 2001</td>
<td>Date Approved: 05-01-2000</td>
<td>Farm Cropland: 73.1</td>
<td></td>
</tr>
<tr>
<td>Rental Rate: 42.00</td>
<td>Total Acres Approved: 10.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRP Marginal Pasture Land:</td>
<td>Percent of Cropland Approved: .1368</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Original CRP-1 Start Date: 10-01-2000</td>
<td>Effective Date: 10-01-2000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Years Practice Acres</td>
<td>Ann. CRP Payment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1-10</td>
<td>10.0</td>
<td>420</td>
<td></td>
</tr>
</tbody>
</table>

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.

2. On Screen EPCR8501, verify all CRP-2 data. PRESS “Enter” to display Screen EPCR8502 for verification of crop and practice data.
On Screen EPCR8502, verify all practice and crop data. PRESS "Enter" to display Screen EPCR8503 for verification of tobacco data, if applicable.

---

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.

---

On Screen EPCR8504, verify all tobacco data, if applicable. PRESS "Enter" to display Screen EPCR8505 for verification of acres under CRP-1 data, if applicable.
---5 On Screen EPCR8504, verify acres under CRP-1 data. PRESS “Enter” to display Screen EPCR8505 for verification of land eligibility data.

6 On Screen EPCR8505, verify all land eligibility data. PRESS “Enter” to display Screen EPCR8506 for verification of ranking data.
On Screen EPCR8506, verify all ranking data. PRESS “Enter” to display Screen EPCR8507 for verification of CRP soils data.

On Screen EPCR8507, verify all CRP soils data. PRESS “Enter” to display Screen EPCB2001 for verification of producer data.

---

8-29-01  Amend. 43  Page 340.41
On Screen EPCB2001, verify all producer data. PRESS “Enter” to redisplay Screen EPCR8001 for final verification and update.

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

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.
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?”, 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.--*

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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.

<table>
<thead>
<tr>
<th>069 ANY COUNTY</th>
<th>Update</th>
<th>EPCR0001</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONSERVATION - CRP CONTRACT FILE</td>
<td>Version: AD27 08-04-2003 08:08 Term E0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract Number: 93</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Add New Contract</td>
</tr>
<tr>
<td>2. Delete Contract</td>
</tr>
<tr>
<td>3. Revise Contract</td>
</tr>
<tr>
<td>4. Display Contract Master</td>
</tr>
<tr>
<td>5. Correct Existing Contract</td>
</tr>
<tr>
<td>6. Cancel Contract (No Payments Due)</td>
</tr>
<tr>
<td>7. Cancel Contract for Non-compliance</td>
</tr>
<tr>
<td>8. Reserved</td>
</tr>
<tr>
<td>9. Reserved</td>
</tr>
<tr>
<td>10. Cancel Contract for WRP</td>
</tr>
<tr>
<td>11. Cancel Contract with 60-Days Notice</td>
</tr>
</tbody>
</table>

Enter option: 1
Signup Number: 27
Enter all data and press ENTER.

Cmd3=Previous Menu   Cmd7=End CRP Processing

---*

2 On redisplayed Screen EPCR0001, enter signup number.

---*

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.

<table>
<thead>
<tr>
<th>Contract Number:</th>
<th>93</th>
<th>Type: EP</th>
<th>Signup Number:</th>
<th>27</th>
<th>Farm Number:</th>
<th>754</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Year:</td>
<td>2003</td>
<td>Date Approved:</td>
<td>07-29-2003</td>
<td>Farm Cropland:</td>
<td>229.4</td>
<td></td>
</tr>
<tr>
<td>(MM DD YYYY)</td>
<td></td>
<td>Total Acres Approved:</td>
<td>5.3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rental Rate:</td>
<td>CRP Marginal Pasture Land:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>94.00</td>
<td>Percent of Cropland Approved:</td>
<td>.0231</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Contract Number: 93 EP</th>
<th>Signup Number: 27</th>
<th>Farm Number: 754</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Year: 2003</td>
<td>Rental Rate: 94.00</td>
<td>Total Acres Approved: 5.3</td>
</tr>
</tbody>
</table>

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 EPCD4501 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.

<table>
<thead>
<tr>
<th>069 ANY COUNTY</th>
<th>Add</th>
<th>EPCR1501</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP CONTRACTS - CRP-2 DATA</td>
<td>Version: AD27 08-04-2003 09:17 Term EO</td>
<td></td>
</tr>
<tr>
<td>Contract Number: 93 EP</td>
<td>Signup Number: 27</td>
<td>Farm Number: 754</td>
</tr>
<tr>
<td>Program Year: 2003</td>
<td>Total Acres Approved: 5.3</td>
<td></td>
</tr>
</tbody>
</table>

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.--*

<table>
<thead>
<tr>
<th>CRP CONTRACTS - CRP-2 DATA</th>
<th>Add</th>
<th>EPCR1501</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: 777</td>
<td>EP</td>
<td>24</td>
</tr>
<tr>
<td>Program Year: 2002</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Acres Approved: 10.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Forest Service Technical Responsibility for any Practice Offered? (Y or N): N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NRCS provided Technical Assistance? (Y or N): Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wellhead Protection Acres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restored Wetland Acres:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soil Loss Tolerance: 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erosion Index Water: 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Erosion Index Wind: 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State/County Code of Physical Location: 08077 Enter only if different than administering office code.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>All Land in Administering County? (Y or N): Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HUA Number: 12345678901234</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this a Conservation Reserve Enhancement Program contract? (Y or N): N</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is this a Farmable Wetlands Pilot contract? (Y or N): Y</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cmd3=Previous Screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cmd7=End CRP Processing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter to Continue</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**The Technical Assistance data field defaults to “Y” that NRCS provided technical assistance.**

**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.

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.
For signup 14.

<table>
<thead>
<tr>
<th>CRP CONTRACTS - CRP-2 DATA</th>
<th>Version: AA01 05-15-1999 09:57 Term E1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: 777 EP  Signup Number: 14 Farm Number: 61</td>
<td></td>
</tr>
<tr>
<td>Program Year: 1997  Total Acres Approved: 10.0</td>
<td></td>
</tr>
</tbody>
</table>

- 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

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

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 Soil Map Unit Soil Rental Soil
ID Number: Symbols: Acreage: Rate: Total Rent:
Primary: 22069 ABC 5.3 $ 94 $ 498.20
Secondary: $ $
Tertiary: $ $
Totals: 5.3 $ 498.20
Weighted Avg. Maximum
Soil Rental Incent. Maint. Payment Rate
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”**.

---

8-15-03 Amend. 50 Page 340.64
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.

 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.

 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.

 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.--*

 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.
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.

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.

PRESS “Enter”. Screen EPCC2001 or Screen EPCD1801 will be displayed. See subparagraph K for a description of Screen EPCD1801.

Screen EPCC2001 will be displayed if crop cannot be calculated because no crop records exist.

If the farm has no crop records because it has no crops, ENTER “N” and PRESS “Enter”.--*
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.--*

<table>
<thead>
<tr>
<th>CRP CONTRACTS - CROP VALIDATION</th>
<th>EPCD1801</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Number: 807 S</td>
<td>Version: AA01 05-15-1999 08:15 Term E1</td>
</tr>
</tbody>
</table>

- Calculated Crop before CRP: 43.90
- Enter Crop if different from Calculated Crop before CRP: 36.50

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.

1  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.

2  Screen EPCD1801 will be redisplayed with the specified year data that was entered on Screen EPCD1701.
After all data entered has been verified as correct, PRESS "Enter". Screen EPCR2001 will be displayed.

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.

<table>
<thead>
<tr>
<th>Selection</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CP1</td>
</tr>
<tr>
<td></td>
<td>CP2</td>
</tr>
<tr>
<td></td>
<td>CP3</td>
</tr>
<tr>
<td></td>
<td>CP3A</td>
</tr>
<tr>
<td></td>
<td>CP4B</td>
</tr>
<tr>
<td></td>
<td>CP4D</td>
</tr>
<tr>
<td></td>
<td>CP5A</td>
</tr>
<tr>
<td></td>
<td>CP6</td>
</tr>
<tr>
<td></td>
<td>CP7</td>
</tr>
<tr>
<td></td>
<td>CP8A</td>
</tr>
</tbody>
</table>

- Place "S" next to Practice(s) to be selected for contract.

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

<table>
<thead>
<tr>
<th>Selection</th>
<th>Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>CP1</td>
</tr>
<tr>
<td></td>
<td>CP2</td>
</tr>
<tr>
<td></td>
<td>CP3</td>
</tr>
<tr>
<td></td>
<td>CP3A</td>
</tr>
<tr>
<td></td>
<td>CP4B</td>
</tr>
<tr>
<td></td>
<td>CP4D</td>
</tr>
<tr>
<td></td>
<td>CP5A</td>
</tr>
<tr>
<td></td>
<td>CP6</td>
</tr>
<tr>
<td></td>
<td>CP7</td>
</tr>
<tr>
<td></td>
<td>CP8A</td>
</tr>
</tbody>
</table>

- Place "S" next to Practice(s) to be selected for contract.
After all data has been entered, PRESS “Enter”. One of 3 screens could display depending on situation. If any practices selected on Screen EPCR2001 have a 10-year length, then Screen EPCR2401 will be displayed.

1. On Screen EPCR2401, update data as follows:

   a. PRACTICE ACRES. Enter practice acres and estimated C/S and PRESS “Tab” or “Field Exit”.

   b. ESTIMATED C/S. Enter the estimated C/S for each needed practice displayed and PRESS “Tab” or “Field Exit”, or PRESS “Enter” if C/S practice has not been completed.

   c. ACTUAL C/S. Enter the actual C/S from AD-245 after the practice has been completed and paid.---*
If any practice except CP19 is selected on Screen EPCR2001 for CREP, Screen EPCR2601 will be displayed.

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.

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.--*
After all entries have been made on Screen EPCR2401, or Screen EPCR2601, and/or Screen EPCR2801 as applicable, Screen EPCR5001 will be displayed. If no crop reductions Screen MCA91001 will be displayed. See subparagraph N.

*--Note: Screen EPCR5001 will not be displayed for reductions beginning October 1, 2001.--*

<table>
<thead>
<tr>
<th>Contract Number: 807 EP</th>
<th>Program Year: 1998</th>
<th>Farm Number: 381</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Acres Approved: 5.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CROP</th>
<th>ACRES REDUCED</th>
<th>YIELD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peanuts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tobacco</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

1. Screen EPCR5001 displays crop reductions for each crop reduced on CRP-15, if applicable.

2. If crop reductions are not applicable because the county is NOT a tobacco and/or peanut county, Screen EPCR5001 will not be displayed.

3. On Screen EPCR5001, enter data, as applicable, by crop from CRP-2. PRESS “Field Exit” or “Tab” to move through the screen.
   a. If tobacco is reduced, Screen EPCD2501 will be displayed for entry of tobacco types reduced. Total acres on Screen EPCD2501 must equal total tobacco reduced on Screen EPCR5001.
   b. PRESS “Enter” and Screen MCA91001 will be displayed.
Following is an example of Screen MCA91001.

```
Farm Records 077 MESA
Producer Maintenance MCA91001
Version: AA01 05/15/99 08:15 Term E1

**SELECT PRODUCERS OF A FARM**

<table>
<thead>
<tr>
<th>Farm Number</th>
<th>Prod Entity</th>
<th>Id #</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>381</td>
<td>OT</td>
<td>XX-XXX-XXXX</td>
<td>T</td>
</tr>
<tr>
<td>-</td>
<td>OP</td>
<td>XXX-XX-XXXX</td>
<td>S</td>
</tr>
<tr>
<td>-</td>
<td>OW</td>
<td>XXX-XX-XXXX</td>
<td>S</td>
</tr>
<tr>
<td>-</td>
<td>OO</td>
<td>XXX-XX-XXXX</td>
<td>S</td>
</tr>
</tbody>
</table>

Place 'S' Next To Producer Selected

Cmd5=Complete Transaction  Cmd7=End
```

1. If a producer needing to be selected for CRP-1 is not displayed on Screen MCA91001, PRESS “Cmd7”. Screen EPCD3501 will be displayed.

   a. Go to another workstation and add producer to name and address file. Also, add as an “Other” producer on the farm.

   b. To continue with CRP, PRESS “Cmd16” to add producer. Producer will now be displayed on Screen MCA91001 for selection.

   **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. At least 1 producer must be selected.

3. ENTER “S” in front of each producer being selected. All producers identified on CRP-1 must be selected.

4. After all applicable producers have been selected, PRESS “Cmd 5” to complete the transaction. Screen EPCD3501 will be redisplayed.---*
After selecting producers, if Screen EPCD3501 displays incorrect producers, do the following:

1. If a producer was erroneously selected, PRESS “Cmd24” to delete producer. ENTER “D” in front of producer(s) to be deleted and PRESS “Cmd24” to confirm delete. Screen EPCD3501 will be redisplayed.

2. If a producer is needed and is not displayed on Screen EPCD3501, PRESS “Cmd16” to add producer. Screen MCA91001 will be displayed. Follow subparagraph N.

3. After all producers have been selected, PRESS “Cmd2” to continue with the next process. Screen EPCD4001 will be displayed.--*
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.

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

For a continuous CRP-1.
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 *
* Original CRP-1 Start Date:  08-01-1998  Date CRP-1 Ends:  09-30-2008 *
*  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 *
*******************************************************************************

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 *
* Original CRP-1 Start Date:  08-01-1998  Date CRP-1 Ends:  09-30-2008 *
*  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 *
*******************************************************************************

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.---*
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)
**SECTION 8  REPORTS**

### ACCESSING REPORT SCREENS

To access report screens, ENTER “5” on Menu EPCA00 and PRESS “Enter”. Menu EPCE00 will be displayed.

```
* __

*****************************************************************************
*                          EPCE00                                           *
*  CRP CONTRACTS - REPORT SELECTION MENU                                   *
*  ********************************************************************************
*                1. County List of Active CRP Contracts                        *
*                2. An Individual Contract                                     *
*                3. All Contracts on the File                                 *
*                4. List of All Contracts for a Farm                         *
*                5. List of Active CRP Contracts Without Producer Data        *
*                6. List of All Contracts for a Producer                    *
*                7. List of All CRP Contracts                                 *
*                8. Crop Bonus Report                                       *
*                9. List of Revised/Converted CRP Contracts with Acres Remaining *
*               10. Revised/Converted CRP Contracts Summary                   *
*               11. Other Producer Reports                                   *
*               12. CRP Practice Reports                                     *
*               13. List of Contracts Cancelled for Wetlands Reserve Program *
*               14. Other Reports                                          *
*               15. Letters and Letter Reports                                *
*  ********************************************************************************

Enter the option number and press ENTER  Action __

Cmd3=Previous Menu    Cmd7=End CRP Processing
```

**A** Enter the option number for the report to be printed, and PRESS “Enter”.

1. Screen FAX46501 will be displayed for printer to be used. PRESS “Enter”.

2. Menu EPCE00 will be redisplayed.
   a. PRESS “Cmd3” to display Menu EPCA00.
   b. PRESS “Cmd7” to display Menu EEA000.

**B** Menu EPCE00, options 1 through 15, are described in---* a separate paragraph in this section.
**--320 COUNTRY LIST OF ACTIVE CRP CONTRACTS**

On Menu EPCA00, ENTER "5", and PRESS "Enter". Menu EPCE00 will be displayed. For a county list of active CRP-1's, ENTER "1" on Menu EPCE00, and PRESS "Enter". Screen FAX46501 will be displayed. Make changes, if necessary, in the "Printer ID" field. Press "Enter". Screen EPCE0501 will be displayed.

******************************************************************************************
* 077 MESA Entry EPCE0501 *
* CRP CONTRACTS - ACTIVE CRP SELECTION Version: AA01 06-17-1997 09:17 Term E1 *
* -------------------------------------------------------------------------------------- *
*                                                                                        *
* Select an Option Number: 1  1. Active CRP Contracts by Contract Number *
* 2. Active CRP Contracts by Farm Number *
* 3. Active CRP Contracts by Program Year *
* 4. Active CRP Contracts by Signup - ALL *
* 5. Active CRP Contracts by Bid Type *
* * 
* Signup Number or "ALL": 11 *
* * 
* * 
* Cmd3=Previous Menu Cmd7=End CRP Processing Enter to Continue *
******************************************************************************************

--*

A ENTER "1" to list active CRP-1's by contract number, Report EPCE05-R001, or ENTER "2" to list active CRP-1's by farm number, Report EPCE05-R002. PRESS "Enter".

1 Screen EPCE0501 will be redisplayed with signup number or "ALL".

2 If a specific signup is needed, enter that signup number, and PRESS "Enter". Otherwise, the default will be to "ALL".

3 PRESS "Enter" to generate Report EPCE05-R001 or Report EPCE05-R002, County List Of Active CRP Contracts.

B ENTER "3" to list active CRP-1's by program year, and PRESS "Enter". Screen EPCE8801, Program Year Selection, will be displayed.

1 ENTER "S" next to program years to be selected for the report.

2 PRESS "Enter" to generate Report EPCE05-R003, County List Of Active CRP Contracts For Program Year "xx" or Program Years “xx”, “xx”, and “xx”.
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 EEA0000.
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.
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.
LIST OF ACTIVE CRP CONTRACTS WITHOUT PRODUCER DATA

On Menu EPCE00, 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.

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--*

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.
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.

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.
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.
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 * * *.
### Acres Approved and Annual Payment

#### Summary of Terminated/Revised CRP Contracts

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>EFFECTIVE DATE</th>
<th>REVISION DATE</th>
<th>INACTIVE STATUS</th>
<th>FARM NUMBER</th>
<th>RENTAL RATE</th>
<th>ACRES APPROVED</th>
<th>ANNUAL PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>05-17-1987</td>
<td>06-07-1988</td>
<td>TERMINATED</td>
<td>381</td>
<td>60.00</td>
<td>10.8</td>
<td>648</td>
</tr>
<tr>
<td>8A</td>
<td>06-07-1988</td>
<td></td>
<td>EXPIRED</td>
<td>381</td>
<td>60.00</td>
<td>5.0</td>
<td>300</td>
</tr>
<tr>
<td>8B</td>
<td>06-07-1988</td>
<td>06-07-1988</td>
<td>CANCEL-WRP</td>
<td>381</td>
<td>60.00</td>
<td>3.8</td>
<td>228</td>
</tr>
<tr>
<td>8C</td>
<td>06-07-1988</td>
<td>07-06-1992</td>
<td>CANCEL-L.D.</td>
<td>381</td>
<td>60.00</td>
<td>2.0</td>
<td>120</td>
</tr>
</tbody>
</table>

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.
OTHER PRODUCER REPORTS

A On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00, ENTER "11", "Other Producer Reports", and PRESS "Enter". Menu EPCE60, CRP Contracts - Report Selection, will be displayed.

B This menu permits the user to select any of the following options to produce reports. Reports will not include CRP-1’s with temporary contract numbers.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Alphabetical list of all CRP Producers</td>
</tr>
<tr>
<td>2</td>
<td>Alphabetical list of CRP Producers on a Farm</td>
</tr>
<tr>
<td>3</td>
<td>Alphabetical list of all CRP Producers with Shares</td>
</tr>
<tr>
<td>4</td>
<td>Alphabetical list of CRP Producers on a Farm with Shares</td>
</tr>
</tbody>
</table>

Enter the option number and press ENTER.

Cmd3=Previous Screen          Cmd7=End CRP Processing

1 On Menu EPCE60, ENTER "1" and PRESS "Enter" for Report EPCE66-R001, Alphabetical List of All Producers on CRP Contracts.

a This report includes producer’s 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 redisplayed.

c PRESS "Cmd3" to redisplay Menu EPCA00.

d PRESS "Cmd7" to redisplay 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.
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.

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.
After report is printed ***, Menu EPCE00 will be redisplayed.

(1) PRESS "Cmd3" to redisplay Menu EPCA00.

(2) PRESS "Cmd7" to redisplay Menu EEA000.

CRP PRACTICE REPORTS

A ** On Menu EPCA00, ENTER "5", "Reports/Letters", and PRESS "Enter". Menu EPCE00 will be displayed. On Menu EPCE00, ENTER "12", "CRP Practice Reports", and ** PRESS "Enter"**.

** ** **

**********************************************************************************
**                                     EPCE70                                      E1 **
** CRP CONTRACTS - PRACTICE REPORT MENU **
** **********************************************************************************

1. County CRP Practice Summary by Program Year
2. County CRP Practice Summary with Farms by Program Year
3. County CRP Practice Summary by Signup
4. County CRP Practice Summary with Farms by Signup

Enter the option number and press ENTER

Action _

* Cmd3=Previous Screen  Cmd7=End CRP Processing

**********************************************************************************
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.
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.

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.

*--

----------------------------------------------------------------------------------------------------------------------------------

<table>
<thead>
<tr>
<th>Option Number</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Active Converted Contract Data</td>
</tr>
<tr>
<td>2</td>
<td>Active Converted Contract Practice Data</td>
</tr>
<tr>
<td>3</td>
<td>Active Converted Contracts by Type</td>
</tr>
<tr>
<td>4</td>
<td>Original Converted Contracts</td>
</tr>
<tr>
<td>5</td>
<td>Active Converted Contracts with Alternative Perennials</td>
</tr>
<tr>
<td>6</td>
<td>Original Converted Contracts with Alternative Perennials</td>
</tr>
<tr>
<td>7</td>
<td>List of Contracts Cancelled</td>
</tr>
<tr>
<td>8</td>
<td>List of Active Contracts</td>
</tr>
<tr>
<td>9</td>
<td>List of Active Contracts with History Preservation</td>
</tr>
<tr>
<td>10</td>
<td>List of Contracts That Expired</td>
</tr>
<tr>
<td>11</td>
<td>List of Contracts Cancelled with 60-Days Notice</td>
</tr>
<tr>
<td>12</td>
<td>List of Contracts in Conservation Reserve</td>
</tr>
<tr>
<td>13</td>
<td>List of Contracts in Enhancement Program</td>
</tr>
<tr>
<td>14</td>
<td>List of Contracts with Filed Basements in Effect</td>
</tr>
<tr>
<td>15</td>
<td>List of Active Contracts with CP11 or CP11 Contracts</td>
</tr>
<tr>
<td>16</td>
<td>List of Active Farmable Wetlands Pilot Contracts</td>
</tr>
</tbody>
</table>

Enter the option number and press ENTER. Action __

*--
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.
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 * * *.
List of Contracts Cancelled for Early Release

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PROGRAM YEAR</th>
<th>DATE CANCELLED</th>
<th>SIGNUP NUMBER</th>
<th>RENTAL RATE</th>
<th>ACRES ACCEPTED</th>
<th>ANNUAL PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>117 E</td>
<td>181</td>
<td>1987</td>
<td>06-22-1995</td>
<td>03</td>
<td>44.98</td>
<td>122.2</td>
<td>5,490.00</td>
</tr>
<tr>
<td>371 B</td>
<td>180</td>
<td>1988</td>
<td>06-22-1995</td>
<td>04</td>
<td>35.00</td>
<td>279.6</td>
<td>9,786.00</td>
</tr>
</tbody>
</table>

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.
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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.

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

Following is an example of Report EPCE90-R001:

<table>
<thead>
<tr>
<th>SIGN CONTRACT</th>
<th>FARM</th>
<th>PGM</th>
<th>CRP-1</th>
<th>RENTAL CP19</th>
<th>CP19</th>
<th>ADDITION</th>
<th>ANNUAL</th>
<th>TOTAL</th>
<th>TOTAL CUMULATIVE</th>
<th>PRAC-</th>
<th>PRAC.</th>
<th>PROD.</th>
</tr>
</thead>
<tbody>
<tr>
<td>-UP &amp; TYPE</td>
<td>NUMBER</td>
<td>YR</td>
<td>ACRES</td>
<td>RATE</td>
<td>ACRES REDUCTION</td>
<td>RENTAL PAYMENT</td>
<td>RENTAL PAYMENT</td>
<td>TICE</td>
<td>ACRES W/SHR</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 500 S</td>
<td>13</td>
<td>1992</td>
<td>10.0</td>
<td>35.00</td>
<td>350</td>
<td>3,850</td>
<td>CP1</td>
<td>10.0</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 601 S</td>
<td>599</td>
<td>1992</td>
<td>40.0</td>
<td>34.00</td>
<td>20.0</td>
<td>25.00</td>
<td>860</td>
<td>860</td>
<td>15,860</td>
<td>CP3A</td>
<td>20.0</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CP19</td>
<td>20.0</td>
<td></td>
</tr>
</tbody>
</table>

Practice Totals:

- CP1:             10.0
- CP2:             CP5
- CP3:             CP5A
- CP3A:            20.0
- CP4:             CP6
- CP4A:            CP8
- CP4B:            CP8A
- CP5:             CP10
- CP9:             CP12
- CP13A:           20.0
- CP13B:           CP13C
- CP13D:           CP13E
- CP13D:           CP15
- CP15:            CP16
- CP16A:           CP16
- CP16:            CP16
- CP17:            CP17A
- CP18A:           CP18B
- CP18:            CP18C
- CP18:            CP18C
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19
- CP19:            CP19

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
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:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Farm Number</th>
<th>Acres Approved</th>
<th>Grain Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>181</td>
<td>61.1</td>
<td>Barley</td>
</tr>
<tr>
<td>3</td>
<td>185</td>
<td>30.0</td>
<td>Barley</td>
</tr>
</tbody>
</table>

** History Preservation Period 1996 through 2000

<table>
<thead>
<tr>
<th>Sum</th>
<th>Wheat</th>
<th>Corn</th>
<th>Oats</th>
<th>Barley</th>
<th>Sorghum</th>
<th>Upland</th>
<th>ELS</th>
<th>Rice</th>
<th>Peanuts</th>
<th>Tobacco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>10.6</td>
<td>5.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Summary 1996 - 2000

<table>
<thead>
<tr>
<th>Sum</th>
<th>Wheat</th>
<th>Corn</th>
<th>Oats</th>
<th>Barley</th>
<th>Sorghum</th>
<th>Upland</th>
<th>ELS</th>
<th>Rice</th>
<th>Peanuts</th>
<th>Tobacco</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>10.6</td>
<td>5.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of Contracts: 2
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.

Enter expiration year for which the expired report will be produced: 1996

Example: Enter 1996 for contracts which expired as of September 30, 1996.

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.---*
### List Of Contracts That Expired on September 30, 2000

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PROGRAM YEAR</th>
<th>SIGNUP NUMBER</th>
<th>RENTAL RATE</th>
<th>ACRES EXPired</th>
<th>ANNUAL PAYMENT</th>
<th>NUMBER OF PRODUCERS</th>
<th>EASEMENT LENGTH</th>
<th>FILED DATE</th>
<th>EASEMENT ENDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>181</td>
<td>1991</td>
<td>10</td>
<td>44.98</td>
<td>122.2</td>
<td>5,497.00</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>180</td>
<td>1991</td>
<td>10</td>
<td>35.00</td>
<td>279.6</td>
<td>9,786.00</td>
<td>1</td>
<td>30-YEAR</td>
<td>05-17-1991</td>
<td>05-17-2021</td>
</tr>
</tbody>
</table>

**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.
Following is an example of Report EPCE37-R001:

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PROGRAM YEAR</th>
<th>DATE CANCELLED</th>
<th>SIGNUP NUMBER</th>
<th>RENTAL RATE</th>
<th>ACRES ACCEPTED</th>
<th>ANNUAL PAYMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>181</td>
<td>1986</td>
<td>04-24-1996</td>
<td>02</td>
<td>44.98</td>
<td>122.2</td>
<td>5,497.00</td>
</tr>
<tr>
<td>4</td>
<td>180</td>
<td>1987</td>
<td>05-04-1996</td>
<td>03</td>
<td>35.00</td>
<td>279.6</td>
<td>9,786.00</td>
</tr>
</tbody>
</table>

Summary of CRP Contracts Cancelled with 60-Days Notice 1996

| Total Number of CRP Contracts: | 2 |
| Total CRP Acres:                | 401.8 |
| Total Annual Payments:          | 15,283.00 |

No Cancelled CRP Contracts with 60-Days Notice 1997

No Cancelled CRP Contracts with 60-Days Notice 1998

No Cancelled CRP Contracts with 60-Days Notice 1999

No Cancelled CRP Contracts with 60-Days Notice 2000
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.
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.

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.
On Menu EPCE01, ENTER "16", and PRESS "Enter" to print "List of Contracts in Farmable Wetlands Pilot Program". Screen FAX46501 will be displayed.--*

---16

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 EPCE8603 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.
LETTER AND LETTER REPORT FOR MAY 1 WITH REDUCTIONS--*

A On Menu EPCE00, 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.

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.--*
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.

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.**
Following is an example of a pending acreage expiration letter with reductions:

United States                            Farm                       MESA COUNTY FSA OFFICE
Department of                             Service                    2754 COMPASS DRIVE ST 130
Agriculture                               Agency                     GRAND JUNCTION CO 81506-8796
PHONE: (303) 242-9133
May 1, 1999

IMA FARMER                           1
ROUTE 1
ANYTOWN, KS  99999-9999

Dear CRP Participant:

Your CRP contract No. 101A with 61.1 acres will expire on September 30, 1999, except for any applicable easement restrictions. Effective October 1, 1999, the following bases, allotments, or quotas on farm 181 will be released from the commitment you made when entering CRP to reduce certain crop acreage bases, allotments, or quotas for the term of the CRP contract. The following crops and acres to be released are:

<table>
<thead>
<tr>
<th>CROP</th>
<th>ACRES</th>
<th>CROP</th>
<th>ACRES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wheat</td>
<td>5.9</td>
<td>Oats</td>
<td>10.6</td>
</tr>
<tr>
<td>Tobacco</td>
<td>.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRP provisions provide that allotments or quotas in full or in part may continue to be preserved beyond the CRP contract period if the terms and conditions of the contract are maintained. This provision does not provide for additional payment. If you are interested in utilizing this provision you must file your request in the county office no later than August 31, 1999.

The CAB's may be eligible for enrollment in a Production Flexibility Contract (PFC). Any CAB's that are eligible and are not enrolled into a PFC will not be maintained and will cease to exist. Contact this office if you need additional information regarding FSA programs and your CAB's, allotments, or quotas.

Sincerely,

COUNTY EXECUTIVE DIRECTOR, CED
MESA COUNTY FSA OFFICE

When the process has completed, Menu EPCE02 will be redisplayed.
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**

**CRP CONTRACTS - LETTERS/REPORTS MENU**

1. Notification of Pending Acreage Expiration Letter - Reductions
3. Notification of Contract Expiration Letter
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.**

---
Following is an example of Report EPCE22-R001:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Type</th>
<th>Status</th>
<th>Farm Number</th>
<th>Acres Approved</th>
<th>Producer ID</th>
<th>Notification-Pending Acreage Expiration Letter Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>101A CS</td>
<td>CS</td>
<td></td>
<td>181</td>
<td>61.1</td>
<td>IMA FARMER</td>
<td>XXX XX XXXX S * NO LETTER ISSUED *</td>
</tr>
<tr>
<td>103 CS</td>
<td>CS</td>
<td></td>
<td>185</td>
<td>30.0</td>
<td>IMA FARMER</td>
<td>XXX XX XXXX S N 1999-05-03</td>
</tr>
</tbody>
</table>

N - Letter with no reductions was issued.

Report may not be complete if letter options 1 and 6 were not selected prior to printing.

Menu EPCE02 will be redisplayed.
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.

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.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Farm Number</th>
<th>Expiration Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>181</td>
<td>2000</td>
</tr>
</tbody>
</table>

Enter "ALL" for selection of all producers to be notified: ALL

<table>
<thead>
<tr>
<th>(S)elect</th>
<th>Name</th>
<th>ID No</th>
<th>Type</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>IMA FARMER</td>
<td>XXX X</td>
<td>S</td>
<td>2000-10-01</td>
</tr>
</tbody>
</table>

NO MORE PRODUCERS
NO MORE CONTRACTS

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.
*M--Mail producer letter(s). File copy of letter(s) in applicable CRP contract folder.--*
Following is an example of the contract expiration letter:

United States                          Farm                           MESA COUNTY FSA OFFICE
Department of                          Service                        2754 COMPASS DRIVE ST 130
Agriculture                            Agency                         GRAND JUNCTION CO 81506-8796
                                             PHONE: (303) 242-9133

October 1, 1999

IMA FARMER                          1
ROUTE 1                           ANYTOWN, KS  99999-9999

Dear CRP Participant:

Your Conservation Reserve Program (CRP) contract No. 103 with 30.0 acres on farm 185, expired from CRP on September 30, 1999. As of October 1, 1999, you are no longer obligated to the terms and conditions of the CRP contract, except for any applicable easement restrictions.

Your final annual rental payment will be issued after October 1 when funds become available. Any allotments or quotas that were not preserved under CRP provisions will be returned to the farm for future use. Also, any applicable CAB's will be returned to the farm.

We appreciate your participation in the CRP. You have been part of a program that has enabled the Nation to achieve tremendous environmental, conservation, and wildlife benefits.

If you have any questions regarding any FSA program, please contact this office.

Sincerely,

COUNTY EXECUTIVE DIRECTOR, CED
MESA COUNTY FSA OFFICE

When the process has completed, Menu EPCE02 will be redisplayed.
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                           **
                   **           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:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Status</th>
<th>Farm Number</th>
<th>Acres</th>
<th>Producer ID</th>
<th>Notification of Contract Expiration Letter Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>101A</td>
<td>Expired</td>
<td>181</td>
<td>61.1</td>
<td>IMA FARMER</td>
<td>*** NO LETTER ISSUED ***</td>
</tr>
<tr>
<td>103</td>
<td>Expired</td>
<td>185</td>
<td>30.0</td>
<td>IMA FARMER</td>
<td>2001-10-02</td>
</tr>
</tbody>
</table>

4 Menu EPCE02 will be redisplayed.

ACTIVE CONTRACTS DUE TO EXPIRE ON SEPTEMBER 30 REPORT

A On Menu EPCE00, 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.
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:

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Type</th>
<th>Farm Number</th>
<th>Acres Approved</th>
<th>Producer ID and Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>101A</td>
<td>CS</td>
<td>181</td>
<td>61.1</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>103</td>
<td>CS</td>
<td>185</td>
<td>30.0</td>
<td>IMA FARMER</td>
</tr>
</tbody>
</table>

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.
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                             *
*          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.--*
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.

---

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.
Following is an example of a pending acreage expiration letter with no reductions:

United States                            Farm                          MESA COUNTY FSA OFFICE
Department of                            Service                       2754 COMPASS DRIVE ST 130
Agriculture                              Agency                        GRAND JUNCTION CO 81506-
8796                                                                         PHONE: (303) 242-9133
May 1, 1999

IMA FARMER                          1
ROUTE 1
ANYTOWN, KS  99999-9999

-- Dear CRP Participant:

Your CRP contract No. 103 with 30.0 acres on farm 185 will expire on September 30, 1999, except for any applicable easement restrictions.

We appreciate your participation in the CRP. If you have any questions regarding any FSA program, please contact this office.

Sincerely,

CARL LANDINI, CEO
MESA COUNTY FSA OFFICE

--

When the process has completed, Menu EPCE02 will be redisplayed.--*

338-352 (Reserved)
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.
*--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 AQK81204 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.
**CONSERVATION - CRP CONTRACT FILE MENU**

Main Activity Selection

- 1. County Signup Data File
- 2. Inquiry
- 3. Update Contract File (1 - 9)
- 4. Update Contract File (10 & Up)
- 5. Reports/Letters
- 6. Payment Activities
- 7. Acreage Reduction by Farm
- 8. Special Corrections
- 9. Reset Flags in Master Files
- 10. Available Cropland and Basemnt Data
- 11. Backup Transaction Files
- 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

---

**CRP CONTRACTS - ANNUAL PAYMT ACTIVITIES**

- 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. ChangeProducer 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 __

Enter FY for which installment payments are being made __

Enter ‘ALL’ for all contracts on file. Leave blank for individual contracts or a range of contracts. __

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

---

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.
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.

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.
5 A message screen will display the question, "Do you want to defer printing the reports?" Do either of the following:

*--
*****************************************************************************
* Input-Output    E1*
*   *
*   *
*   *
*   *
*   *
*   *
*   *
*   *
*   *
*   *
*   *
*   *
* EPC000AA
*****************************************************************************
* *     DO YOU WANT TO DEFER PRINTING THE REPORTS? (Y/N)        * *
* *     Y  MEANS THE REPORTS WILL BE PUT ON HOLD AND MUST BE      * *
* *        RELEASED FROM THE SPOOL FILE USING "D P"             * *
*****************************************************************************
* Enter required parameter                                                 *
* Y                                                                        *
*                                                                           *
*****************************************************************************
--*

a ENTER "Y" and PRESS "Enter". The reports will not be printed at this time and the print jobs will be put on hold. Screen FAX46501 will be displayed only ONCE. To print reports after all validations have been processed, on Screen EPCJ0001, PRESS "System Attention" key, ENTER "1" for a command screen, and PRESS "Enter". On the command line, ENTER "D P" and PRESS "Enter". Spool file status screen will be displayed.

(1) To release the print job, ENTER "4", "Release entries", and PRESS "Enter". The release command 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 “N” and PRESS “Enter” to print ALL the reports 1 at a time. Screen FAX46501 will be displayed for EACH report produced in the prepayment process. There are a total of 5 reports.

C If an individual CRP-1 in the file is to be processed, leave the data field BLANK and PRESS “Enter”. Print *--the reports according to subparagraph B.--*

D Screen EPCJ1001 will display the message, “Enter CRP Contract Number”.

************************************************************************************
*                      077 MESA                    Payments           EPCJ1001       *
* CRP CONTRACTS - PREPAYMENT PROCESS        Version: AA01  06-03-1999 08:15  Term El *
* ---------------------------------------------------------------------------------- *
*               1999    Annual Rental Payments                                       *
*                                                                                    *
* FY in which payments are being made        2000                             *
*                                                                                    *
* Enter CRP Contract Number                      125   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" 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.
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.

Screen EPCK2001 will be displayed with the message, “Please wait. The multiple county producers report is being produced.”

<table>
<thead>
<tr>
<th>PRODUCER ID and TYPE</th>
<th>PRODUCER NAME</th>
<th>CONTROL COUNTY</th>
<th>STATE</th>
<th>COUNTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX XXXXXXX E</td>
<td>IMA FARMER</td>
<td>IOWA</td>
<td>CARROLL</td>
<td>MONTGOMERY</td>
</tr>
</tbody>
</table>

Total Number of Multiple County Producers: 1

Producers shown on this report do not necessarily have a CRP Contract in another county.

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.

The validation for this report uses the multiple-county producer file.
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."

*--

<table>
<thead>
<tr>
<th>FARM NUMBER</th>
<th>CONTRACT NUMBER</th>
<th>TOTAL CRP-1 ACRES</th>
<th>TOTAL CRP ACRES</th>
<th>ADJUSTMENT ACRES</th>
<th>PRODUCER ID</th>
<th>PRODUCER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>241A</td>
<td>127.0</td>
<td>No 578 CRP record for payment year</td>
<td>XXX XX XXXX</td>
<td>S</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>648</td>
<td>60A</td>
<td>299.3</td>
<td>277.1</td>
<td>22.2</td>
<td>XX XXXXXXX</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>118A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XX XXXXXXX</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>184</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XX XXXXXXX</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>1536</td>
<td>235</td>
<td>212.3</td>
<td>No 578 CRP record for payment year</td>
<td>XXX XX XXXX</td>
<td>S</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>2005</td>
<td>138A</td>
<td>32.9</td>
<td>359.4</td>
<td>326.5</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
</tbody>
</table>

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.
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".

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>MEMBER ID</th>
<th>MEMBER NAME</th>
<th>PRODUCER ID</th>
<th>PRODUCER NAME</th>
<th>REASON FOR EXCEPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>56C</td>
<td>2041</td>
<td>XX XXXXXXX</td>
<td>1</td>
<td>No 578 record for CRP for farm on Farm Compliance File</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>IMA FARMER</td>
<td>IM: Producer payment NOT flagged for Direct Deposit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>IM:</td>
<td>E</td>
<td>Warning: Entity is not on the Permitted Entity File</td>
<td></td>
</tr>
<tr>
<td>60A</td>
<td>1648</td>
<td>XXX XX XXXX</td>
<td>1</td>
<td>578 for CRP is not certified on Farm Compliance Summary</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>S</td>
<td>IMA FARMER</td>
<td>IM: Invalid eligibility flags</td>
<td></td>
</tr>
<tr>
<td>118A</td>
<td>648</td>
<td>XX XXXXXXX</td>
<td>1</td>
<td>Total CRP-1 Prac Acres exceeds Total CRP Acres Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>E</td>
<td>IMA FARMER</td>
<td>IM: Total CRP-1 Prac Acres less than Total CRP Acres Certified</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>IM:</td>
<td>S</td>
<td>Invalid AD-1026 for ST 19 CNTY 137</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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".

---

<table>
<thead>
<tr>
<th>PRODUCER ID &amp; TYPE</th>
<th>PRODUCER NAME</th>
<th>ENTITY</th>
<th>FARM ID &amp; TYPE</th>
<th>CONTRACT NUMBER</th>
<th>PERMITTED PAYMENT LIMITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX XXXXXXX E IMAFARMER</td>
<td>1973</td>
<td>199</td>
<td>14,559.00</td>
<td>Y 34,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>200</td>
<td>12,391.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>201</td>
<td>4,192.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>202A</td>
<td>522.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>203A</td>
<td>1,875.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>225A</td>
<td>1,651.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>228A</td>
<td>1,400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>229</td>
<td>1,260.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>230</td>
<td>3,560.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>248</td>
<td>1,065.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>249</td>
<td>923.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1973</td>
<td>253</td>
<td>1,422.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL: 44,820.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| XXX XX XXXX E IMAFARMER | 802         | 34A    | 4,995.00       | Y 0            |
|                         |             |        | TOTAL: 4,995.00|                |

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.

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.

---

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

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".

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PRODUCER ID</th>
<th>PRODUCER NAME</th>
<th>AMOUNT OF CRP CONTRACT</th>
<th>PERMITTED CM SHARE</th>
<th>PERMITTED CM AMOUNT</th>
<th>CROPLND FACTOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>77</td>
<td>479</td>
<td>XX XXXXXXX</td>
<td>E IMA FARMER</td>
<td>265.00</td>
<td>ALL Y</td>
<td>265.00</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>479</td>
<td>XX XXX XXXX</td>
<td>T IMA FARMER</td>
<td>198.75</td>
<td>.7500</td>
<td>199</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>479</td>
<td>XX XXX XXXX</td>
<td>T IMA FARMER</td>
<td>66.25</td>
<td>.2500</td>
<td>66</td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>479</td>
<td>XX XXX XXXX</td>
<td>E IMA FARMER</td>
<td>265.00</td>
<td>1.0000</td>
<td>265.00</td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>507</td>
<td>XX XXX XXXX</td>
<td>S IMA FARMER</td>
<td>1,330.00</td>
<td>ALL Y</td>
<td>1,330.00</td>
<td>R</td>
</tr>
<tr>
<td>79</td>
<td>529</td>
<td>XX XXX XXXX</td>
<td>S IMA FARMER</td>
<td>2,130.00</td>
<td>V ALL Y</td>
<td>2,130.00</td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>539</td>
<td>XX XXX XXXX</td>
<td>S IMA FARMER</td>
<td>2,850.00</td>
<td>ALL Y</td>
<td>2,565.00</td>
<td>.9000</td>
</tr>
</tbody>
</table>

Members Total: 265.00

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.

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.
6. Screen EPCK7501 will be displayed with the message, "Please wait. Contract files are being updated", when all reports have been generated.

7. Screen EPCJ0001 will be redisplayed.

**ENTERING PRODUCER DATA FOR SPECIAL PAYMENT AND REDUCTIONS**

A. Selecting producers for special payment and reduction processing can be entered in the system after January 1 of EACH year for the upcoming October FY installment payment.

1. The first time an option is selected on Menu EPCA00 and the "Enter" key is pressed AFTER January 1, the CRP flag resetting procedure will be processed. DO NOT CANCEL THIS JOB AT THE CONSOLE. If canceled, process WILL NOT complete and TAB, KCMO must be contacted before continuing with any CRP activities. This process will run for about 5 minutes or less.

2. Information Screen EPCSPF01 will be displayed for resetting special payment process. Screen EPCSPF01 will display the following message.

```
***************************************************************************
*                     077 MESA             Info            EPCSPF01       *
* CRP - RESET SPECIAL PYMT PROCESS Version: AA01 01-02-2000 08:15 Term E1 *
* ----------------------------------------------------------------------- *
*                                                                         *
*                                                                         *
*                     CONSERVATION - CRP CONTRACT FILE                    *
*                                                                         *
*                             Please Wait.                             *
*                                                                         *
*           All producers who were selected to be paid in special        *
*           payments are being reset to be paid in batch process.        *
*             Any producers who should not be paid in the batch          *
*     process must be selected or reselected for special payments       *
*                  using option 2 on Screen EPCJ0001.                  *
*                                                                         *
***************************************************************************
```

3. After the message has been displayed, the option previously selected will be displayed for the user to continue.
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.
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 *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
************************************************************************************

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.
On Screen EPCJ1501, enter one CRP-1 number and PRESS "Field Exit". Answer the question, "Is there another CRP Contract to enter? (Y or N)", and PRESS "Enter". The system will default to "N" if left blank.

Enter CRP Contract Number

Is there another CRP Contract to enter? (Y or N) N

Cmd3=Previous Screen Cmd7=End CRP Processing Enter to Continue
Screen EPCJ7001 will be displayed with all producers on the requested CRP-1. On Screen EPCJ7001, enter either of the following:

- Type "ALL" to select all producers on the contract.
- Type "S" to select 1 or more producers, but less than all producers listed.

2 PRESS "Enter". Screen EPCJ7301 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.

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.
Canceled CRP-1 for early termination when 60-calendar-days notice has been approved.

Commercial use of forest refuse for pruning, thinning, or timber improvement on CRP-37 that has been approved by COC.--*

Enter UNAUTHORIZED USES REDUCTION in whole dollars. This will be the actual amount of unauthorized uses reduction.

Enter HAYING/GRAZING REDUCTION in whole dollars. This will be the actual amount of haying, grazing, or both reductions.

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.

The reason for the amount will be displayed for verification on Report EPCM10-R001. See paragraph 387 for processing the report.

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.

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.--*
(2) Screen EPCL1001 will display the following for user verification before processing the previously entered amounts for reduction from Screen EPCJ7301 for haying/grazing, unauthorized uses, or both.

(3) PRESS "Cmd2" to skip this payment until procedure in subparagraph b has been completed. Start special payment process again after corrections.
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.
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*--(4) Some of these CRP-1's will need to be corrected before payment can be issued correctly.

** 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".

---

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.
2 When all data is correct, PRESS "Enter" and Screen EPCJ7501 will be displayed with the message, *--"Please Wait. Contract Files are being updated."

******************************************************************************
* 077 MESA       Update      EPCJ7501 *
* CONSERVATION - CRP CONTRACT FILE          Version: AA01  09-01-1997  08:18 Term E1 *
* ---------------------------------------------------------------------------------- *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
*                                                                                   *
******************************************************************************

3 Screen EPCJ0001 will be redisplayed.

355.4 (RESERVED)
355.5 CHANGING PREVIOUSLY ENTERED DATA ON SCREEN EPCJ7301

*--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”.

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 “1999” over displayed year of “2000” and PRESS “Enter”.

2 Screen EPCJ1501 will be displayed.
C On Screen EPCJ1501:

Enter CRP Contract Number

Is there another CRP Contract to enter? (Y or N) N

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

1 Enter the CRP-1 needed for correction and PRESS "Field Exit".

2 Answer the question, "Is there another CRP Contract to enter? (Y or N)". ENTER:
   a "Y" if more than one CRP-1 is needed.
   b "N" if no other CRP-1’s are needed.

3 PRESS "Enter". Screen EPCJ7001 will be displayed.
D. On Screen EPCJ7001:

- Enter "ALL" for selection of all producers on the contract or (S)elect Name ID No Type
- Verify that the specific producers to be corrected are displayed with an "S".
- PRESS "Enter". Screen EPCJ7301 will be displayed.
E  On Screen EPCJ7301, enter correct data where necessary and PRESS "Enter".

---

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

---

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.
DELETING PRODUCER SELECTED FOR SPECIAL PAYMENTS

Delete producers selected by the user for either special payment or reduction processing for the current year according to subparagraphs 355.3 A and B.

A On Screen EPCJ1501, enter the CRP-1 number and PRESS "Field Exit".

1 Answer the question, "Is there another CRP Contract to enter? (Y or N)". ENTER:

a "Y" if more than one CRP-1 is needed.

b "N" if no other CRP-1's are needed.
2 PRESS "Enter". Screen EPCJ7001 will be displayed.

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.
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.

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.
2 PRESS "Cmd24" to confirm delete of all data for selected producer.

E Screen EPCJ7501 will be displayed with the message, "Please Wait. * * * Files are being updated."

F Screen EPCJ0001 will be redisplayed.
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.

On Menu EPCA00, ENTER “6”, “Payment Activities”, and--* PRESS “Enter”. Screen EPCJ0001 will be displayed.
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.

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.

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.

| MESA Farm Service Agency           | Page: 1 |
| Report ID: EPCJ99-R001             | |
| Conservation Reserve Program       | |
| Annual Rental Payments Authorization Data | Payment Year 2000/Fiscal Year 2001 |
| 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.--*
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".--*
Screen EPCJ9901 will be displayed as follows.

077 MESA  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

--*
PART 10 1-CRP (Rev. 1) PAR. 357

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.

```
<table>
<thead>
<tr>
<th>CRP CONTRACTS - ANNUAL PYMT BATCH             Version:  AA01 10-02-2000  08:15   Term E1</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 Annual Rental Payments</td>
</tr>
<tr>
<td>FY in which payments are being made</td>
</tr>
<tr>
<td>2001</td>
</tr>
<tr>
<td>Percentage of Cash Payments 100.00</td>
</tr>
</tbody>
</table>

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.

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”.--*
If payments are to be issued on a date later than the date authorized, for example, because of producer noncompliance, PRESS “Cmd20” to change the date the payment could be issued. Changing the date payment is due will automatically change the date that prompt payment interest starts. If “Cmd20” is pressed, Screen EPCJ0905 will be displayed for entry of the new payment due date.

If payments have different payment due dates, special payment processing must be used to issue payments. See paragraph 358.

If payments are not to be issued at this time, PRESS “Cmd7” to end the payment process and exit CRP processing.--*
A message screen will display the question, "Do you want to defer printing the reports?". Do either of the following:

- Enter "Y" and PRESS "Enter". The reports will not be printed at this time and the print jobs will be put on hold. Screen FAX46501 will be displayed only ONCE. To print reports after all validations have been processed, ENTER "D P" on a command screen and PRESS "Enter". Spool file status screen will be displayed.
  a To release the print job, ENTER "4", "Release entries", and PRESS "Enter". The release command screen will be displayed.
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 the 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 354D for completion--* instructions.
Screen FAX46501 will be displayed for EACH report produced in the payment process unless print was deferred.

**--**

Common Functions 08-COLORADO
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

**--**

Screen EPCJ1001 will be displayed ONLY for an individual or a range of contracts with the message, "Enter CRP Contract Number".

**--**

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.
I The following will occur:

1 Report EPCK50-R001, Payment Exception Report for Fiscal Year XXXX/Payment Year XXXX, will be generated. This report displays the same messages as during prepayment process, if not corrected. PRESS "Enter".

<table>
<thead>
<tr>
<th>CONTRACT PRODUCER ID</th>
<th>PRODUCER NAME</th>
<th>REASON FOR EXCEPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>64B XXXX XXXX S</td>
<td>IMA FARMER</td>
<td>IM: Assigned Payment flag is on in Name &amp; Address</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IM: Joint Payee flag is on in Name &amp; Address</td>
</tr>
</tbody>
</table>

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

2 Screen FAX46501 will be displayed. Make necessary printer ID or form number changes and PRESS "Enter".

*---*

---*
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.

<table>
<thead>
<tr>
<th>PRODUCER ID &amp; TYPE</th>
<th>PRODUCER NAME</th>
<th>ENTITY ID &amp; TYPE</th>
<th>FARM NUMBER</th>
<th>CONTRACT NUMBER</th>
<th>PAYMENT LIMITATION -CTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>PRODUCER ID and TYPE</th>
<th>PRODUCER NAME</th>
<th>MULTI LIMITATION -CTY</th>
<th>PERMITTED SHARE</th>
<th>CROPLAND FACTOR</th>
<th>CROPLAND FACTOR</th>
<th>5-CM/1-PL LIMITATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX XX XXXX S IMA FARMER</td>
<td>50,000</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>50,000</td>
<td>5-CM</td>
</tr>
</tbody>
</table>

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.

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.
7 Report EPCK68-R003, CRP "O" - Claims and Receivables Report, will be generated. This report displays the:

a Producers who had claims and receivables CCC-184's ** ** printed.

b Amount paid, as applicable.

There are no CRP producers for "O" batch processing.

8 After Reports EPCK63-R001 through EPCK68-R003 have been printed, Screen EPCK7701 will be displayed.

PAYMENT RECORDS HAVE BEEN CREATED.

Is payment processing to continue with payment records created (Y or N)? Y

Enter "Y" to continue. DO NOT CANCEL THIS JOB AT THE SYSTEM CONSOLE. If "N" is entered, the JOB IS CANCELLED.
Screen EPCK7701 will display the date annual payments are authorized. The question, “Is payment processing to continue with payment records created (Y or N)?” will be displayed. Do either of the following:--*

* * *

1 ENTER “Y” and PRESS “Enter” to continue. DO NOT CANCEL THIS JOB AT THE CONSOLE.

2 ENTER “N” and PRESS “Enter”. JOB IS CANCELED. All data created to this point will be lost.

K On Processing and Date Control Screen MGCLAF06, enter the date to be printed on CCC-184’s or Producer’s Disbursement Transaction Statement for EFT.

1 This date CANNOT be more than 14 calendar days after the current system date. Verify entered date or enter different date, and PRESS "Enter".

* * *

2 Screen MGCRXE01 will be displayed.
On Batch Check Printing Control Screen MGCRXE01, the system will place the payment records created according to the types of batches.

*--*

<table>
<thead>
<tr>
<th>MGCRXE</th>
<th>077 Mesa</th>
<th>ENTRY</th>
<th>MGCRXE01</th>
</tr>
</thead>
</table>

---

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
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.
Screen ANKINT05 will be displayed if an interest payment is due the producer. Place an "X" by the reason the payment is late.

1. If CCC-184’s, see paragraph 357.5.
2. If EFT’s, see subparagraph N.

Screen ABK53005 will be displayed. Printer selection, number of copies, and mailing format are displayed for printing Producer’s Disbursement Transaction Statements.
If the producer being paid has an assignment or joint payment to be disbursed, Assignment/Joint Payment
*--Screen AZKPRTID will be displayed with the statement, "Please enter Printer ID to use to print PAYMENT Status reports."

Accounting 077 MESA Print AZKPRTID
Assignment/Joint Payment Screen Version: AA01 10-02-2000 09:15 Term X7

Please enter Printer ID to use to print PAYMENT Status report(s).

Printer ID P3
(Example: P1,P2)

Align the paper in the selected printer prior to printing.

Enter=Continue

___________________________________________

Part 357.3: 

Enter printer ID and PRESS "Enter". Report *AZK910-R001, Assignment/Joint Payment Status, will be printed.

<table>
<thead>
<tr>
<th>COLORADO</th>
<th>USDA-FSA</th>
<th>Prepared: 10-02-2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>MESA</td>
<td>Assignment/Joint Payment Status</td>
<td></td>
</tr>
<tr>
<td>Report ID: AZK910-R001</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Producer ID: XXX XX XXXX, Option: Payment
- Producer Name: IMA FARMER
- Assignment CCC-36, Number A002

Applicable Programs:
- 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

Payment Information:
- Program Code: 99CRP
  - Payment Amount: 3,731.00
- Reference Number: 0064B

---
Assignment/Joint Payment Screen AZKPRTCK will be displayed.

On Screen AZKPRTCK, do the following:

1 Enter either of the following:

   a "1", "Printing was satisfactory".

   b "2", "Printing was unsatisfactory, print again".

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.

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.

2  After entering the check numbers for the new box on redisplayed Screen ANK40501, PRESS "Enter". Screen ANK40510 will be displayed.
On Request Alignment Check Writing Screen ANK40510:

1. ENTER "Y" or "N" to the question, "Do you want an alignment check printed?".

2. Verify the check numbers displayed in the center of the screen.
   a. If correct, PRESS "Enter".
   b. If incorrect, PRESS "Cmd2" to restart check print options on Screen ANK40501.
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

ANYWHERE STATE BANK
Ima Farmer
0064B
D335000010

---*

10-23-00 Amend. 39
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.
Screen ANK41501 will be displayed when option 2, "Unsuccessful printing, print checks again", is selected on Screen ANK41092.

Number of checks selected for printing: 12
Number of checks eligible for voiding: 12
Enter the check number range that requires reprinting.

Beginning check numbers  79650445
Ending check number  79650456

1 Enter the CCC-184 number, number range, or all numbers printed in the beginning and ending number fields for CCC-184's to be reprinted.

2 Verify that CCC-184's entered are correct and PRESS "Enter". CCC-184's will be reprinted. Screen ABK53005 will be displayed.--*
On Screen ABK53005, enter printer ID if different than displayed and number of copies to be printed. PRESS "Enter".

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
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.

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.

---

<table>
<thead>
<tr>
<th>United States</th>
<th>Farm Service Agency KIMBALL COUNTY FSA OFFICE KIMBALL, NE 69145</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date 10-02-2000</td>
<td>Phone 308-235-2822</td>
</tr>
<tr>
<td>Time 10:28</td>
<td></td>
</tr>
<tr>
<td>Statement Type O Original</td>
<td></td>
</tr>
</tbody>
</table>

Name: IMA FARMER
ROUTE 1
ANYTOWN, KS 99999-9999

RETAIL FOR TAX PURPOSESProducer ID XXX XX XXXXX S Disbursement Statement

---

<table>
<thead>
<tr>
<th>Reference Number(s)</th>
<th>Transaction Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract 0515B</td>
<td>Transaction E327600001</td>
</tr>
<tr>
<td>Amount 12,650.00</td>
<td>STAT CONSERVATION RESERVE ANNUAL-CCC FUNDED</td>
</tr>
<tr>
<td>PAYMENT 12,650.00</td>
<td>Transaction Description</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date 10-02-2000</td>
</tr>
<tr>
<td>Check 78650455</td>
</tr>
<tr>
<td>Payee Name/CCC Debt Repaid</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval</th>
<th>(Authorized Representative of CCC)</th>
</tr>
</thead>
</table>

*** End of Report ***
The following is an example of the Producer's Disbursement Transaction Statement that is generated if prompt payment interest is due the producer.

<table>
<thead>
<tr>
<th>Reference Number(s)</th>
<th>Amount</th>
<th>STAT</th>
<th>Payment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE</td>
<td>189.42</td>
<td>INTPEN</td>
<td>Total Payments (Transactions)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Check</th>
<th>ASGN/</th>
<th>JPYMT</th>
<th>RECVRVL/</th>
<th>Amount</th>
<th>Payee Name/CCC Debt Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15-2000</td>
<td>DG020387</td>
<td></td>
<td></td>
<td></td>
<td>189.42</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Funds to be deposited in:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ANYWHERE STATE BANK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>189.42</td>
<td>Total Disbursements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>189.42</td>
<td>Total Program Payment Earned</td>
</tr>
</tbody>
</table>

Funds should be available within three working days of issue date.

Approval: Signed (Authorized Representative of CCC)

*** End of Report ***
**--8**  After the Producer's Disbursement Transaction Statement has been printed, Screen ABK53010 will be displayed.

**H**  On Printing Satisfactory Screen ABK53010, do the following:

*****************************************************************************
Accounting          077 Mesa                      Print             ABK53010
Printing Satisfactory Screen     Version: AA01 10-02-2000 09:21 Term X7
*****************************************************************************

Producer's Disbursement Transaction statement spool file is built. The statement will start printing as soon as the printer is ready. If printer is available, but statement is not printing, check for messages at the console controlling the printer.

After inspecting the statement, please select:  1
1  = Printing was satisfactory
2  = Unsuccessful printing, print statement again

Enter=Continue

*****************************************************************************

**--**

1  Enter either of the following:
   a  "1", "Printing was satisfactory".
   b  "2", "Unsuccessful printing, print statement again".
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
Report ID: EPCK80-R001  Conservation Reserve Program
CRP ANNUAL RENTAL PAYMENTS  Page: 1
Fiscal Year 2002/Payment Year 2001
Selected Contracts
Payment Report

---*

* * *

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.
**PERFORMING SPECIAL PAYMENT PROCESSING**

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

<table>
<thead>
<tr>
<th>CRP CONTRACTS - ANNUAL PYMT ACTIVITIES</th>
<th>Version: AA01  10-02-2000  08:15  Term E1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepayment Process</td>
<td></td>
</tr>
<tr>
<td>2. Select Producers for Special Payment and/or Reduction Processing</td>
<td></td>
</tr>
<tr>
<td>3. Compute and Issue Annual Payments - Batch</td>
<td></td>
</tr>
<tr>
<td>4. Perform Special Payment Processing</td>
<td></td>
</tr>
<tr>
<td>5. Continue Batch Printing</td>
<td></td>
</tr>
<tr>
<td>6. Change Producer Payment Limitation Provision</td>
<td></td>
</tr>
<tr>
<td>7. Payment Reports</td>
<td></td>
</tr>
<tr>
<td>8. Reset Suspense Flags</td>
<td></td>
</tr>
<tr>
<td>9. Select Contracts in State Enhancement Program (SEP)</td>
<td></td>
</tr>
<tr>
<td>10. Overpayment Process</td>
<td></td>
</tr>
<tr>
<td>11. Update/View Annual Payment Authorization</td>
<td>Select an option 4</td>
</tr>
</tbody>
</table>

*Cmd3=Previous Menu      *Cmd7=End CRP Processing Enter to Continue
B On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter". Screen EPCJ0501 will be displayed.

---

<table>
<thead>
<tr>
<th>077 MESA</th>
<th>Payments</th>
<th>EPCJ0501</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP - SPECIAL PYMT ACTIVITIES</td>
<td>Version: AA01  10-02-2000  08:24  Term E1</td>
<td></td>
</tr>
</tbody>
</table>

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)

---

C On Screen EPCJ0501, ENTER "1", "Access CRP payments".

1 The cursor will move to the data field with the message, "Enter FY for which installment payments are being made".

a This field:

(1) Will only be applicable if options 1 through 4 are selected.--*

(2) Is for the program year in which payment is being credited. The starting year for payments was FY 1986.

b Enter the year for which the payment was due and PRESS "Enter".
Screen EPCJ0901 will be displayed if the date is 30 calendar days AFTER authorization date.

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".

If "Y" is entered, Screen EPCJ1001 will be displayed.--*
3 Screen EPCJ1001 will be displayed. On Screen EPCJ1001:

- Make entries according to subparagraph 354 D.

b PRESS “Enter” to display Screen EPCJ7101.

D On Screen EPCJ7101:

1 ENTER “ALL” for selecting all producers to be paid on CRP-1.
2 ENTER "S" for only selected producers to be paid on CRP-1.

3 If screen displays MORE CONTRACTS, PRESS "Enter" to display producers on the next requested CRP-1.

4 Use the command keys as follows:

a If screen displays NO MORE CONTRACTS, PRESS "Cmd5" to complete the transaction and end the process. Start the process over for all producers that have been selected but not yet paid.

b IF "CMD7" IS PRESSED, ALL SPECIAL PAYMENTS ENTERED THAT WERE PROCESSING WILL BE LOST.

E Screen FAX46501 will be displayed. Change printer ID, if necessary. PRESS "Enter". Validations and special payment Reports EPCK50-R001, EPCK52-R001, and EPCK63-R001 will be processed at this time. Screen EPCL1001 will be displayed.

F On Screen EPCL1001:

---

*-----------------------------------------------*
* CRP CONTRACTS - SPECIAL PAYMENTS             *
* Version: AA01 10-02-2000 09:44 Term X7      *
*-----------------------------------------------*
* SELECT PAYMENT CHARACTERISTICS               *
*-----------------------------------------------*
* Contract No. 25B Farm No. 2158 FY/CN 1999    *
* Producer ID XXX XX XXXX S IMA FARMER         *
*-----------------------------------------------*
* Remaining Payment Amount 3,959.00             *
*-----------------------------------------------*
* Unauthorized Uses Reduction 959.00           *
*-----------------------------------------------*
* Haying/Grazing Reduction 1,000.00             *
*-----------------------------------------------*
* Cmd2=Skip this Payment Cmd7=End CRP Processing*
* Enter to Continue                           *
*-----------------------------------------------*

1 The "Remaining Payment Amount" data field will display 100 percent of the share to be paid to the displayed producer.

a If the producer amount displayed is to be for a different amount, PRESS "Cmd2" and make necessary corrections following paragraph 355.3.--*
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.

--------

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.--*
3 PRESS "Enter" to continue.

a Screen EPCL1002 will be displayed if the payment is being made to a joint operation.

(1) Enter the members' net amounts in whole dollars. If a claim is applicable, dollars and cents may be entered. PRESS "Enter".
(2) The total of the amounts entered for each member must equal the remaining payment amount entered on Screen EPCL1001.

b Screen EPCL1001 will redisplay for verification.

---

********************************************************************************************
077 MESA Payments EPCL1001
CRP CONTRACTS - SPECIAL PAYMENTS Version: AA01 10-02-2000 09:44 Term X7
--
SELECT PAYMENT CHARACTERISTICS
--
Contract No. 25B Farm No. 2158 PY/CN 1998 Payment for 2000
Producer ID XXX XX XXXX S IMA FARMER

Remaining Payment Amount 3,959.00

Unauthorized Uses Reduction 559.00
Haying/Grazing Reduction 400.00

Press ENTER to verify current payment.

Cmd2=Skip this Payment Cmd7=End CRP Processing
Enter to Continue
********************************************************************************************

(1) Use the command keys as follows:

(a) PRESS "Cmd2" to skip a payment.

(b) PRESS "Cmd7" to end the payment process, and all payments entered will be lost.

(2) PRESS "Enter" to verify current payment.

c Screen EPCK6401 will be displayed with the message, "Payment limitation is being applied".
4 After payment limitation has been applied and validations and Reports EPCK68-R001 through EPCK68-R003 have been printed, Screen EPCK7701 will be displayed.

POMA 077 MESA  
CRP CONTRACTS - PAYMENTS CONTINUE  
Version: AA01  10-02-2000 08:15  Term E1  
2000 Annual Rental Payments FY in which payments are being made 2001  
Date Annual Rental Payments Authorized 10-02-2000  

PAYMENT RECORDS HAVE BEEN CREATED.

Is payment processing to continue with payment records created (Y or N)? Y

Enter "Y" to continue. DO NOT CANCEL THIS JOB AT THE SYSTEM CONSOLE.
If "N" is entered, the JOB IS CANCELLED.

Enter to Continue

a This screen gives the user 1 last chance to EXIT the process BEFORE entering the checkwriting activity.

b The message, "Is payment processing to continue with payment records created?--* (Y/N)"
will be displayed. Do either of the following:

1) ENTER "Y" and PRESS "Enter" to display Screen MGCLAF06 and continue processing payments. If "Y" is entered, DO NOT CANCEL THE JOB AT THE SYSTEM CONSOLE.

2) ENTER "N" and PRESS "Enter" to cancel the records created. Screen EPCJ0501 will be redisplayed.
Screen EPCK7701 will be displayed as follows if the question “Does the Date Payment Due vary for the payments to be processed (Y or N)?” is answered “Y” on Screen EPCJ0901.

---

Note: Reference at bottom of Screen EPCK7701 for instructions on what to do when payments with varying due dates have been made incorrectly.---
6 On Processing and Date Control Screen MGCLAF06, enter the date to be printed on Producer’s Disbursement Transaction.

Check pay date . . : 10022000 (Format - MMDYYYY)

This date CANNOT be more than 14 calendar days after the current system date. Verify entered date or enter different date and PRESS "Enter".

Screen MGCRXE01 will be displayed.
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.

---

<table>
<thead>
<tr>
<th>MGCRXE</th>
<th>MESA ENTRY</th>
<th>MGCRXE01</th>
</tr>
</thead>
</table>

---

**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 "N" (regular payments) work records to be processed
- 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--*

(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.
8 ENTER "N" and PRESS "Enter" to suspend the Batch Print Processing. Report EPCK80-R001, CRP Annual Rental Payments, will NOT be generated. See paragraph 384 to continue batch printing.

358.3 PRODUCER WITH ASSIGNMENT OR JOINT PAYEES

If the producer being paid has an assignment or joint payment to be disbursed, Assignment/Joint Payment Screen *--AZKPRTID will be displayed with the statement, "Please enter Printer ID to use to print PAYMENT Status reports."

```
* ---------------------------------------------------
* Accounting 077 MESA                                *  Print AZKPRTID
* Assignment/Joint Payment Screen                    Version: AA01 10-02-2000 09:15 Term X7
* ------------------------------------------------------------------------------------------------

Please enter Printer ID to use to print PAYMENT       Status report(s).

Printer ID    P3
              (Example: P1,P2)

Align the paper in the selected printer prior to printing.

Enter=Continue

* ---------------------------------------------------
```
Enter printer ID and PRESS "Enter". Report *--AZK910-R001, Assignment/Joint Payment Status, will be printed.

<table>
<thead>
<tr>
<th>COLORADO MESA</th>
<th>USDA-FSA Assignment/Joint Payment Status</th>
<th>Prepared: 10-02-2000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report ID: AZK910-R001</td>
<td>Assignment/Joint Payment Status</td>
<td></td>
</tr>
</tbody>
</table>

**Producer ID**: XXX XX XXXX S  
**Producer Name**: IMA FARMER

**Assignment CCC-36 Number A002**

**Applicable Programs:**

<table>
<thead>
<tr>
<th>Program</th>
<th>Year</th>
<th>Date Filed</th>
<th>Assignment Amount</th>
<th>Cumulative Paid</th>
<th>Outstanding Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consv Reserve</td>
<td>2000</td>
<td>08-15-2000</td>
<td>43,495.00</td>
<td>3,731.00</td>
<td>39,764.00</td>
</tr>
</tbody>
</table>

**Assignee ID**: XX XXXX Type X

**Assignee Name**: ANYWHERE STATE BANK

**Payment Information:**

<table>
<thead>
<tr>
<th>Program Code</th>
<th>Payment Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>99CRP</td>
<td>3,731.00</td>
</tr>
</tbody>
</table>

Assignment/Joint Payment Screen AZKPRTCK will be--* displayed.
On Screen AZKPRTCK, enter either of the following:

1  "1", "Printing was satisfactory".

2  "2", "Printing was unsatisfactory, print again".

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
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

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

********************************************************************************************

---
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.

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:
*--

********************************************************************************************
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 $959.00
or Enter amount due Other Payees

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".

(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.

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.

2 After entering the check numbers for the new box on the redisplayed Screen ANK40501, PRESS "Enter". Screen ANK40510 will be displayed.
C On Request Alignment Check Writing Screen ANK40510:

Do you want an alignment check printed?  N
(Y)es or (N)o

401 Check(s) will be printed using check numbers 79650445 thru 79651000

Enter=Continue  Cmd2=Restart Check Print Options Screen

1 ENTER "Y" or "N" to the question, "Do you want an alignment check printed?".

2 Verify the check numbers displayed in the center of the screen.
   a If correct, PRESS "Enter".
   b If incorrect, PRESS "Cmd2" to restart check print options on Screen ANK40501.
D  Information screen messages will be displayed and printing will begin. After CCC-184's ** have been printed, Screen ANK41092 will be displayed.

**--

<table>
<thead>
<tr>
<th>08-077-1 97CRP</th>
<th>79650456</th>
<th>10-02-2000</th>
<th>$*****959.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nine Hundred Fifty-Nine Dollars</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>COMMODITY CREDIT CORPORATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ima Farmer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0025B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X735000010</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>08-077-1 97CRP</th>
<th>79650457</th>
<th>10-02-2000</th>
<th>$*****3,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0025B</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ROUTE 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X735000010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ANYTOWN</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KS 99999-9999</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
On Verify Check Printing Screen ANK41092, do the following:

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.
Screen ANK41501 will be displayed when option 2, "Unsuccessful printing, print checks again", is selected on Screen ANK41092.

| Number of checks selected for printing: | 2 |
| Number of checks eligible for voiding: | 1 |

Enter the check number range that requires reprinting.

- Beginning check numbers: 79650457
- Ending check number: 79650457

Enter=Continue    Cmd4=Previous Screen

1 Enter the CCC-184 number, number range, or all numbers printed in the beginning and ending CCC-184 number fields for CCC-184's to be reprinted.

2 Verify that CCC-184's entered are correct and PRESS "Enter".
   a CCC-184's will be reprinted.
   b Screen ABK53005 will be displayed.---*
--G On Screen ABK53005, enter printer ID if different than displayed and number of copies to be printed. PRESS "Enter".

*************************************************************************

Printer Selection Screen
Version: AA01 10-02-2000 08:15 Term E1
*************************************************************************

Producer’s Transaction Statement Print Options
The transaction statement requires 8 ½ 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 or EFT number, amount, payee, and--* transaction number.
**--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.

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.

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
<th>Application</th>
<th>Statement Type</th>
<th>Original Contract</th>
<th>Original Transaction</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-02-2000</td>
<td>98CRP</td>
<td>Conservation Reserve</td>
<td>A Original</td>
<td>0525B</td>
<td>D350000012</td>
<td>12,650.00</td>
<td>CONSERVATION RESERVE ANNUAL-CCC FUNDED</td>
</tr>
</tbody>
</table>

**Disbursement Information**

<table>
<thead>
<tr>
<th>Issue</th>
<th>Payee Name/CCC Debt Repaid</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-02-2000</td>
<td>ANYWHERE STATE BANK</td>
</tr>
<tr>
<td></td>
<td>IMA FARMER</td>
</tr>
</tbody>
</table>

Funds should be available within three working days of issue date.

Approval: Signed

(Authorized Representative of CCC)

---

**End of Report**
After the Producer’s Disbursement Transaction Statement has been printed, Screen ABK53010 will be displayed.

On Printing Satisfactory Screen ABK53010, do the following:

1 Enter either of the following:
   a "1", "Printing was satisfactory".
   b "2", "Unsuccessful printing, print statement again".

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.
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.
ENTERING MANUALLY PREPARED CCC-184’S

Follow this paragraph to record a manually prepared CCC-184. This option will be used only for corrective actions involving CCC-184’s. Also, NO prompt payment interest will be processed using this option.

**Note:** If prompt payment interest payable was processed from initiating the CRP payable and the CRP payable is corrected, the prompt payment payable may need to be corrected or even canceled.

---

A  On Menu EPCA00, ENTER “6”, “Payment Activities”, and--* PRESS “Enter”.

B  Screen EPCJ0001 will be displayed. ENTER “4”, “Perform Special Payment Processing”, and PRESS “Enter”.

C  Screen EPCJ0501 will be displayed. ENTER “2”, “Record manual payment”.

---

<table>
<thead>
<tr>
<th>1. Access CRP payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Record manual payment</td>
</tr>
<tr>
<td>3. Cancel issued CRP payment - automated</td>
</tr>
<tr>
<td>4. Access Special Authorized Payment</td>
</tr>
<tr>
<td>5. Refund</td>
</tr>
<tr>
<td>6. Cancel Refund</td>
</tr>
</tbody>
</table>

Select an option 2

Enter FY for which installment payments are being made 2000
(Options 1, 2, 3 and 4 only)

---

1  The cursor will move to the data field with the message, ”Enter FY for which installment payments are being made”.

a  This is the program year in which payment is being credited.

b  The starting year for payments was 1986.

c  Enter the year for which the payment was due and PRESS “Enter”.

2  Screen EPCJ1001 will be displayed.
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:

   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 Xxxxxxx      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

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.
c Zero if all of producer's share has been paid.

077 MESA Payments EPCL1001
CRP CONTRACTS - SPECIAL PAYMENTS Version: AA01 10-02-2000 13:13 Term X7
----------------------------------------------------------------------------------------
RECORD MANUAL PAYMENT

Contract No. 59B Farm No. 791 PY/CN 1999 Payment for 2000
Partnership ID XX XXXXXXX E IMA FARMER

Remaining Payment Amount 3,578.00

Manual Check Date 10-02-2000

Verify Unauthorized Use Reduction for 500.00 was deducted? (Y or N) Y
Verify Haying/Grazing Reduction for 500.00 was deducted? (Y or N) Y
Press ENTER to verify current payment.

Cmd2=Skip this Payment Cmd7=End CRP Processing

2 If the amount displayed in "Remaining Payment Amount" field:

a Needs to be a LESSER amount, TYPEOVER the amount displayed with the correct amount for the producer and PRESS "Field Exit".

b Is correct, PRESS "Field Exit" or "Enter", as applicable.

3 In "Manual Check Date" field, ENTER the date on the manually prepared original CCC-184 and PRESS "Field Exit" or "Enter", as applicable.

4 Either or both of the questions, "Verify Unauthorized Use Reduction for 'amount displayed' was deducted? (Y or N)" or "Verify Haying/Grazing Reduction for 'amount displayed' was deducted? (Y or N)", may be displayed.--*

a ENTER "Y" if payment is to be reduced and PRESS "Enter" to continue.

b ENTER "N" or leave blank and system will default to "N". PRESS "Enter" to continue.
c If processing a joint operation, Screen EPCL1002 will be displayed.

(1) The total of the member amount MUST equal the remaining amount on Screen EPCL1001, which is also displayed in the middle of Screen EPCL1002.

(2) Less than all members listed can be paid by changing the amount of 1 or more members to zero or a lesser amount and paying the other member's share to the joint operation. Use the same procedure to pay the members remaining to be paid by placing a zero next to the member or members previously paid.
5 Verification Screen will redisplay.

a If not processing a joint operation, Screen EPCL1001 will redisplay with a verification message.
*--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.--*
The following 2 reports will be produced:

a  Report EPCK68-R001, CRP Nonpayment Report.

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PRODUCER NAME</th>
<th>PRODUCER ID</th>
<th>ENTITY TYPE AND TYPE</th>
<th>AMOUNT TO BE PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All CRP producers are payable.


<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PRODUCER NAME</th>
<th>PRODUCER ID</th>
<th>ENTITY TYPE AND TYPE</th>
<th>AMOUNT TO BE PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>59B</td>
<td>791</td>
<td>IMA FARMER</td>
<td>XX XXXXXXXX</td>
<td>Partnership</td>
<td>3,578.00</td>
</tr>
</tbody>
</table>

Final page of report "M" for Manually Recorded Payments

10-23-00  Amend. 39  Page 443
10 After validations have been processed and reports have printed, Screen EPCK7701 will be displayed.

This screen gives the user 1 last chance to EXIT the process BEFORE entering the checkwriting activity.

The message, "Is payment processing to continue with payment records created?--* (Y/N)", is displayed. Do either of the following:

(1) ENTER "Y" and PRESS "Enter" to display Screen MGCRXE01 to continue processing payments. If "Y" is entered, DO NOT CANCEL THE JOB AT THE SYSTEM CONSOLE.

(2) ENTER "N" and PRESS "Enter" to cancel the records created. Screen EPCJ0501 will be redisplayed.

If a correction for a producer is being entered for a canceled available CCC-184, whether or not any flags have been set for a claim, receivable, or other payee, Screen ABK10001 will be displayed for entering the amount of deductions, if applicable.
**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:

<table>
<thead>
<tr>
<th>Producer/Non-producer ID: XX XXXXXXX E</th>
<th>IMA FARMER</th>
<th>Reference Number: 0059B</th>
<th>Program Code: 99CRP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payable amount: $3,578.00</td>
<td></td>
<td>Manual Amount remaining to be disbursed: $3,578.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Enter amount due FSA/CCC Claim</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Enter amount due FSA/CCC Receivables</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>or Enter amount due Other Payees</td>
<td></td>
</tr>
</tbody>
</table>

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".

(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.
PROCESSING SCREENS FOR RE-ENTERING CORRECTED CHECKWRITING

Verify Check Data Screen ANK30010 will be displayed.

<table>
<thead>
<tr>
<th>Account: 077 MESA</th>
<th>Verify: ANK30010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verify Check Data Screen</td>
<td>Version: AA01 10-02-2000 13:20 Term X7</td>
</tr>
</tbody>
</table>

**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

---

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 re-display 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 ½ 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

********************************************************************************************
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.

---

**TRANSACTION INFORMATION**

<table>
<thead>
<tr>
<th>Reference Number(s)</th>
<th>Amount</th>
<th>STAT</th>
<th>Payment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>0059B</td>
<td>Transaction</td>
<td>E327600001</td>
</tr>
<tr>
<td>Disbursement Information</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ISSUE** | **ACH/ASGN/RECVBL** | **Date** | **Check/JPMT/Claim** | **Amount** | **Payee Name/CCC Debt Repaid** |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>10-02-2000</td>
<td>79650455</td>
<td>AB12</td>
<td>79650457</td>
<td>578.00</td>
<td>ANYWHERE STATE BANK</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2,000.00</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500.00</td>
<td>1998 Haying/Grazing Reduction</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>500.00</td>
<td>1998 Unauthorized Uses Reductions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,578.00</td>
<td>Total Disbursements</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,578.00</td>
<td>Total Program Payment Earned</td>
</tr>
</tbody>
</table>

*** End of Report ***

2 PRESS "Enter". Screen ABK53010 will be---displayed.
D  On Printing Satisfactory Screen ABK53010, do the following:

*--

Producer's Disbursement Transaction Statement spool file is built. The statement will start printing as soon as the printer is ready. If printer is available, but statement is not printing, check for messages at the console controlling the printer.

After inspecting the statement, please select:

1 - Printing was satisfactory
2 - Unsuccessful printing, print statement again

Enter=Continue

*--*

1  Enter either of the following:

a  "1", "Printing was satisfactory".

b  "2", "Unsuccessful printing, print statement again".

2  PRESS "Enter".

*--a  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.--*

b  If printing was unsuccessful.
Screen ABK53005 will be redisplayed. See subparagraph B.
## CRP ANNUAL RENTAL PAYMENTS

### Fiscal Year 2002/Payment Year 2001

**Selected Contracts**

### Manual Payments Report

<table>
<thead>
<tr>
<th>PRODUCER NAME</th>
<th>PRODUCER ID</th>
<th>SHR AMOUNT OF PERMITTED CRP-1</th>
<th>ENTERED AMOUNT</th>
<th>EXCEEDED AMOUNT</th>
<th>TRANSACTION CTL NUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td>XX XXXXXXX</td>
<td>E All 3,577.00</td>
<td>1.0000</td>
<td>3,578.00</td>
<td>X727500002</td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S .5000</td>
<td>1,789.00</td>
<td>1,789.00</td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S .5000</td>
<td>1,789.00</td>
<td>1,789.00</td>
<td></td>
</tr>
</tbody>
</table>

**Members Total:**

```
13,578.00
```

**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.
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.

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.
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.

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.

<table>
<thead>
<tr>
<th>CRP CONTRACTS - ANNUAL PYMT ACTIVITIES</th>
<th>Version: AA01 10-02-2000 08:15 Term E1</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Prepayment Process</td>
<td></td>
</tr>
<tr>
<td>2. Select Producers for Special Payment and/or Reduction Processing</td>
<td></td>
</tr>
<tr>
<td>3. Compute and Issue Annual Payments - Batch</td>
<td></td>
</tr>
<tr>
<td>4. Perform Special Payment Processing</td>
<td></td>
</tr>
<tr>
<td>5. Continue Batch Printing</td>
<td></td>
</tr>
<tr>
<td>6. Change Producer Payment Limitation Provision</td>
<td></td>
</tr>
<tr>
<td>7. Payment Reports</td>
<td></td>
</tr>
<tr>
<td>8. Reset Suspense Flags</td>
<td></td>
</tr>
<tr>
<td>9. Select Contracts in State Enhancement Program (SEP)</td>
<td></td>
</tr>
<tr>
<td>10. Overpayment Process</td>
<td></td>
</tr>
<tr>
<td>11. Update/View Annual Payment Authorization</td>
<td>Select an option <strong>4</strong></td>
</tr>
</tbody>
</table>

**---**

**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”.

<table>
<thead>
<tr>
<th>CRP - SPECIAL PYMT ACTIVITIES</th>
<th>Version: AA01 10-02-2000 09:37 Term X7</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access CRP payments</td>
<td></td>
</tr>
<tr>
<td>2. Record manual payment</td>
<td></td>
</tr>
<tr>
<td>3. Cancel issued CRP payment - automated</td>
<td></td>
</tr>
<tr>
<td>4. Access Special Authorized Payment</td>
<td></td>
</tr>
<tr>
<td>5. Refund</td>
<td></td>
</tr>
<tr>
<td>6. Cancel Refund</td>
<td></td>
</tr>
</tbody>
</table>

Select an option **3**

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**
1 The cursor will move to the data field with the message, "Enter FY for which installment payments are being made".

2 Enter FY as the calendar year applicable for the installment payment that was made. For example, *--installment payment for 2000 calendar year should be entered as FY "2000".

I Screen EPCL2001 will be displayed with the message, "Enter CRP Contract Number".

1 If only one CRP-1 number is needed to cancel CCC-184’s or EFT’s, enter CRP-1 number and PRESS "Enter". Follow instructions in subparagraph 3.

2 If more than one CRP-1 number is needed to cancel CCC-184’s or EFT’s:--*

a Enter the first CRP-1 number requested, and PRESS "Field Exit".
b The question, "Is there another CRP contract number to enter? (Y or N)", will be displayed. If "Y" is entered:

1. Screen EPCL2001 will be redisplayed continuously for entering another CRP-1 number after each CRP-1 entered has been processed.

2. PRESS "Enter".

c After entering CRP-1 number for the last * * * transaction number to be canceled, PRESS "Field Exit". Answer the question, "Is there another CRP contract to enter? (Y or N)". ENTER "N" and PRESS "Enter".

d Informational screen messages will be displayed followed by Screen MGCRVE01.

3 On Screen MGCRVE01, ENTER "X" in the "SEL" column next to * * * transaction number to be canceled. PRESS "Enter".

<table>
<thead>
<tr>
<th>SEL</th>
<th>Cntrl No.</th>
<th>Actv.</th>
<th>Amount</th>
<th>Producer Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>XXXXXXXXX</td>
<td>3035.00</td>
<td>IMA FARMER</td>
<td></td>
</tr>
</tbody>
</table>

END OF LIST

---

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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.
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(MGCRVE)

077 MESA

SELECT

MGCRVE01

2001

CRP PAYMENTS

Version: AA01 10-09-2000 09:37 Term E1

SELECT RECORD FOR CANCELLATION

If a selection is not correct, remove the "X". Press ENTER when selections are correct.

Contract No.: 219

Program Year: 1999

SEL Cntrl No. Actv. Amount

Check No. Rfnd. Paid Producer Name

X XXXXXXXXX 3035.00 IMA FARMER

END OF LIST

Cmd7-End Cmd6-Terminate review

Enter-Continue

If Selection is correct, PRESS "Enter" to verify.

Screen MGCRVE01 will be redisplayed with the message, "If Selection is correct, PRESS 'Enter' to verify".

After completing selection of and verifying producers, PRESS "Enter". Screen ANK52010 will be displayed. See subparagraph 4.

Use the command keys as follows:

(1) PRESS "Cmd7" to return to Screen EPCJ0501 or to Screen EPCL2001 depending on previous screen selections or question answers, without updating the payment history or accounting files.

(2) PRESS "Cmd6" to terminate the review. If no selection was made on Screen MGCRVE01, Message Screen MGCLAC-01 will be displayed. See subparagraph g.

If no selection was made on Screen MGCRVE01, and "Cmd6" was used to terminate review, Screen MGCLAC-01 will be displayed. Do either of the following:

(1) ENTER "Y" and PRESS "Enter". Screen MGCRVE01 will be redisplayed.
(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:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>077 MESA</td>
<td>ANK52010</td>
</tr>
</tbody>
</table>

- Producer/Non-Producer ID XX XXXXXXX E IMA FARMER
- Program Code 99CRP
- Check Number 65796704
- Issue Date 10-02-2000
- Is the check to be canceled available? (Y or N) Y
- Enter=Continue

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.

<table>
<thead>
<tr>
<th>Reference Number(s)</th>
<th>Amount</th>
<th>Payment Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract</td>
<td>0525B</td>
<td>Total Payments (Transactions)</td>
</tr>
<tr>
<td>Transaction</td>
<td>D350000012</td>
<td>CONSERVATION RESERVE ANNUAL-CCC FUNDED</td>
</tr>
<tr>
<td>CN</td>
<td>12,650.00</td>
<td>0.00</td>
</tr>
<tr>
<td>CN</td>
<td>0.00</td>
<td>1998 Haying/Grazing Reduction</td>
</tr>
<tr>
<td>CN</td>
<td>1,000.00</td>
<td>1998 Unauthorized Uses Reduction</td>
</tr>
<tr>
<td>CN</td>
<td>650.00</td>
<td>COMMODITY CREDIT CORPORATION</td>
</tr>
<tr>
<td>CN</td>
<td>10,500.00</td>
<td>RECVBL Principal Due</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Disbursement Information</th>
<th>Amount</th>
<th>Producer/Payee Name/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>ID</td>
<td>10,500.00</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>Description</td>
<td>IMA FARMER</td>
<td>Total Disbursements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Correction Information</th>
<th>Amount</th>
<th>Producer/Payee Name/Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>10-02-2000</td>
<td>01012</td>
</tr>
<tr>
<td>Issue</td>
<td>10-23-00</td>
<td>Amend. 39</td>
</tr>
<tr>
<td>Cancel</td>
<td>10-11-2000</td>
<td>Page 461</td>
</tr>
</tbody>
</table>

*** End of Report ***
(c) Screen EPCJ0501 will be redisplayed.

(2) Has BEEN purged from the system, a receivable will be created. Screen ANK52020 will be displayed.
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.

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”.
Screen EPCJ0501 will be displayed. ENTER "4", "Access Special Authorized Payment", and the 4-digit FY for installment payments that are being made and PRESS "Enter".

---

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 4

Enter FY for which installment payments are being made 2000
(Options 1, 2, 3 and 4 only)

---

Screen EPCJ1001 will be displayed. Follow subparagraph 358 C 2 to complete the payment process.

362-370 (RESERVED)
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.

C On Screen EPCJ0001, ENTER "4", "Perform Special Payment Processing", and PRESS "Enter". Screen EPCJ0501 will be displayed.
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”.

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”.

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.)
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:

```
MGCRVS               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.”
3 The message, “Is Refund for a Non-Automated Payment?”
Do either of the following:

a ENTER “Y” and PRESS “Enter” if refund is for
---a nonautomated payment. Screen MGCRVS04---*
will be displayed. See subparagraph C.

b ENTER “N” and PRESS “Enter” if refund is NOT to
be entered for nonautomated payment. Update
Payment System Control Files Screen MGCLA0-01
will be displayed followed by Screen EPCJ2001
or EPCJ0501.

*--C Screen MGCRVS04 will be displayed with the following:

********************************************************************************************
* MGCRVS 017 CHASE SELECT MGCRVS04
* 2002 CONSERVATION RESERVE PAYMENTS Version: AB39 03-09-2002 08:26 Term C1
*----------------------------------------------------------------------------------------*
*                          NON-AUTOMATED PAYMENT REFUND PRODUCER                           *
*                                                                                          *
*   (Enter Producer Identification Number)                                                 *
*   Contract No.: 115B   Producer Id & Type  : XXXXXXXXX                                *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                                                                                          *
*                          Enter-continue                                                     *
********************************************************************************************

1 “Contract No.”
PART 10 1-CRP (Rev. 1) PAR. 374

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.

1  On Screen MGCRVS05, enter the following and PRESS “Field Exit” after each entry:*--*

a  PROGRAM YEAR. Enter the program year from CRP-1.
PART 10  1-CRP (Rev. 1)  PAR. 374

*--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”.--*

* * *
PART 10 1-CRP (Rev. 1) PAR. 374

* * *

********************************************************************************************
MGCRVS                017 CHASE                         SELECT            MGCRVS05       *
2002 CONSERVATION RESERVE PAYMENTS            Version: AB39  03-09-2002  08:27  TERM C1 *
P** 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”.  

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Screen MGCLAC-03 will be displayed with the following:

*--

********************************************************************************************

MGCRVS                017 CHASE                          MESSAGE           MGCLAC - 03    *
2002 CONSERVATION RESERVE PAYMENTS         Version:  AB39  03-09-2002  08:28  TERM C1 *
---------------------------------------------------------------------------------------- *

PAYMENT CALCULATION CONTROL PROCESSING

Contract No.:  115B

Additional Non-Automated Payment Refunds?  (Y)es or (N)o

Cmd7-End

-------------------------------------------------------------------------------

Y

1  “Contract No."

2  The message, “Additional Non-Automated Payment Refunds?”  If:

*--a  "Y" is entered, Screen MGCRVS04 will be redisplayed for the next nonautomated payment refund for this specific CRP-1. Screen MGCRVS04 will display with the--* following:

(1)  “Contract No.”
(2) "Producer Id Number & Type:"

(a) Enter the 9-digit producer ID number and 1-letter ID type.

(b) PRESS "Enter".

b "N" is entered, the following will be displayed:

(1) The message, "Accounting control is processing data. Please Wait."

(2) Screen AGK00500. Continue with paragraph 380.

ENTERING REFUND DATA FOR PRODUCERS WITH RECORDS IN PRODUCER PAYMENT HISTORY FILE FOR A CONTRACT

If the CRP-1 number selected has payment records in the payment history file, Screen MGCRVS01 will be displayed. This screen allows refunds to be recorded for payments in the producer payment history file and access to screens to record refunds for nonautomated payments for years 1986 through 1988, plus producers with no records in the producer payment history file.

A Screen MGCRVS01 will be displayed with the following:

```
MGCRVS 017 CHASE SELECT MGCRVS01
2002 CONSERVATION RESERVE PAYMENTS Version: AA01 03-17-2002 13:43 TERM E1

SELECT PRODUCER FOR REFUND
WARNING: Handle claim collection through Accounting Software.

Contract: 0222 Program Yr: 2001

SEL  Producer ID  Producer name FY Transactn Payable
and Type                                 Ctrnl Num Amount
  XXX XX XXXX S  IMA FARMER 2002 E127500005 2683.00

END OF LIST
Cmd7-End Cmd6-Terminate review Roll up/down Enter-Continue
```

1 Contract number.--*
*--2  Program year.

3  Producer’s ID, type, and name.

4  FY in which the payment was made.

5  Transaction control number.

6  Payable amount per FY.

B  To record refunds of automated payments in the payment history file on Screen MGCRVS01, ENTER “X” in the “SEL” column next to the producer selected for refund processing, and PRESS “Enter”.

1  If the entry is not “X” on Screen MGCRVS01, the--* error message, “Invalid Code, must be 'X' or blank. Please re-enter”, will be displayed. Correct the entry.
*--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.
d. After the last producer has been selected, press "Enter". Screen MGCRVS01 will be redisplayed with the message, "If Selection is correct, PRESS 'Enter' to verify".

---

e. Using "Cmd7" will NOT update the payment history or accounting files.

f. Press "Cmd7" to return to Screen EPCJ0501 or to Screen EPCL2001.

g. Press "Cmd6" to:

1. Terminate the review, if no selection --- is made on Screen MGCRVS01, or press "Enter".

2. Display Screen MGCLAC-04. See subparagraph 378 B.---
After selecting applicable producers for refund processing, Screen MGCRVS01 is redisplayed with the message, “If Selection is correct, PRESS 'Enter' to verify.” PRESS “Enter” to update. Screen MGCRVS02 will--*

_VERIFYING REFUND AMOUNTS ENTERED_

Verify refund amounts according to this paragraph.

---A On Screen MGCRVS02, the following information will be displayed:

<table>
<thead>
<tr>
<th>Contract: 0222</th>
<th>Program Yr: 2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payable Amt Avail for FY</td>
<td></td>
</tr>
<tr>
<td>Payable Amount Refund Producer name</td>
<td></td>
</tr>
<tr>
<td>2683.00 2683.00 IMA FARMER 2002</td>
<td></td>
</tr>
<tr>
<td>2683.00 2683.00 IMA FARMER 2002</td>
<td></td>
</tr>
</tbody>
</table>

---

1 Contract number.

2 Program year. This is the program year for this contract.

3 Payable amount. This is the total amount issued for the selected producer by FY.

4 Amount available for refund. This is the total amount still available for refund minus any previous refunds collected, if they were refunded using the CRP refund process.--*

5 Producer’s name.

6 FY.

---
Screen MGCRVS02 permits manually adjusting PRINCIPAL amounts to match the REFUNDED amounts.--*

1 To process a FULL refund:

a Make NO changes to the displayed amounts, if the refund from the producer is for the exact amount **displayed.**

b PRESS “Enter”. The message, “If selection is correct, PRESS 'Enter' to verify”, will be displayed.

c PRESS “Enter”. The system will create applicable accounting records for the full refund. Screen MGCRVS03 will be 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) Use the shift roll up and down keys to REMOVE the message, “If selection is correct, PRESS 'Enter' to verify”.

(3) Enter the correct amount over the displayed amount, and PRESS “Field Exit”. PRESS “Enter”.

4 If the steps in subparagraph 3 b are NOT completed in sequence, the system will NOT keep the re-entered amounts.

5 The corrected amounts will be displayed on

*--Screen MGCRVS03.--* 

377 RECORDING MISCELLANEOUS REFUND DATA

Record miscellaneous refund data according to this paragraph.

*--A On Screen MGCRVS03, the following information will be displayed:

*******************************************************************************
* MGCRVS                017 CHASE                         SELECT            MGCRVS03       *
* 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. . . . :   
*    Liquidated damages . . :     
*                                                                                          *
*                     END OF LIST                                                          *
*    Cmd7-End Enter-Continue       
*    If Selection is correct, PRESS 'Enter' to verify.                                     *
*                                                                                          *
*******************************************************************************

1 Contract number.--*
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:

******************************************************************************
MGCRVS                017 CHASE                         SELECT            MGCRVS03       *
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                                                          Enter-Continue       *
    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 MGCRVS03.--*
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.
PART 10  1-CRP (Rev. 1)  PAR. 377

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 MGCRVS03, PRESS “Cmd7”.--*
Screen EPCJ0501 will be displayed WITHOUT UPDATING the information that was entered on the screen.
RECORDING REFUNDS FOR NONAUTOMATED PAYMENTS

Follow this paragraph if refunds of automated and nonautomated payments were NOT recorded at the same time or a nonautomated refund was canceled through CRP cancel refund.

*--A  Do NOT select producers on Screen MGCRVS01.
On Screen MGCRVS01, PRESS “Cmd6”. Screen MGCLAC-04 will be displayed with the following options:

- Enter (1) to return to the payment selection screen or
- Enter (2) to return to the contract selection screen or
- Enter (3) for Non-Automated Refund Processing.

---

1 ENTER “1” to return to Screen MGCRVS01.
2 ENTER “2” to return to either of the following:
   a Screen EPCL2001, if other CRP-1’s are to be selected.
   b Screen EPCJ0501, if only one CRP-1 is selected.
3 ENTER “3” for nonautomated refund processing. See subparagraph C.
C  On Screen MGCLAC-04, ENTER “3” and PRESS “Enter”.  
*--Screen MGCRVS04 will be displayed.

********************************************************************************************
*  MGCRVS               017 CHASE                         SELECT            MGCRVS04       *
*  2002 CONSERVATION RESERVE PAYMENTS            Version:  AB39  03-09-2002  08:26  Term C1 *
* ---------------------------------------------------------------------------------------- *
*                          NON-AUTOMATED PAYMENT REFUND PRODUCER                           *
*                                                                                          *
*   (Enter Producer Identification Number)                                                 *
*   Contract No.:    115B                 Producer Id & Type  :   XXXXXXXXX
*                                                                                          *
*                                                                                          *
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**--379**

CANCELING OR CORRECTING REFUNDS--*

The process for correcting refunds that were recorded in error using the CRP payment software requires that the refund be canceled using the CRP software. This process will allow the refund error to be deleted from CCC-257 and rerecorded correctly through the CRP software.

A To access the CRP refund cancellation process:

*--1 On Menu EPCA00, ENTER "6", "Payment Activities",--*
and PRESS “Enter”. Screen EPCJ0001 will be displayed.

2 On Screen EPCJ0001, ENTER “4”, “Perform Special Payment Processing”, and PRESS “Enter”. Screen EPCJ0501 will be displayed.

*--
B On Screen EPCJ0501, ENTER “6”, “Cancel Refund”, and PRESS “Enter” to cancel refunds that were recorded erroneously on CCC-257’s. Screen EPCL2001 will be displayed.

1 On Screen EPCL2001, enter the number of CRP-1 needing correcting and PRESS “Enter”. If more than one CRP-1 refund cancellation is being processed, ENTER “Y” to the question, “Is there another CRP Contract to enter?” Do either of the following:

a ENTER “Y”. Screen EPCL2001 will be redisplayed to enter another CRP-1 number.

*--b ENTER “N”. Screen MGCRVT01 will be displayed.
*--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 . . : 79.50

***************************************************************************
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.
Screen MGCLA0-01 will display the message, “Accounting control is processing data. Please Wait”. Screen AGK00500 will be displayed.

***

Select Type of CCC-257

1. Current CCC-257
2. Manually Prepared CCC-257
3. Reserved
4. Already Prepared CCC-257

Enter option and press "Enter". * Option currently not available.
A On Screen AGK00500, select the type of CCC-257 that is being recorded. If:

<table>
<thead>
<tr>
<th>Accounting</th>
<th>017 CHASE</th>
<th>Entry</th>
<th>AGK00510</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Schedule Of Deposit Screen</td>
<td>Version: AB39 03-17-2002 08:38 Term C1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Current Schedule Of Deposit

The system computed Schedule of Deposit number is 0041. This is the first program data on the Current Schedule of Deposit.

If this is correct for current program data, press "Enter".

If a different number than what is displayed is required for the current Schedule of Deposit, enter that number. 0042

Enter=Continue  Cmd2=Return To Select Type Of CCC-257

1 Option 1, “Current CCC-257”, is selected, Screen AGK00510 will display with current number to be used, if CCC-257 is not already established. On Screen AGK00510, do either of the following to display Screen AGK01500 with the current CCC-257 number in the “Schedule Type” field:

a If the correct CCC-257 number is displayed, PRESS “Enter”.

b If a different CCC-257 number is needed:

(1) Enter that CCC-257 number.

(2) PRESS “Enter”.

---
2 Option 2, “Manually Prepared CCC-257”, is selected, Screen AGK00520 will be displayed.

a Enter the manual CCC-257 number and deposit date. PRESS “Enter”.

b Screen AGK01500 will display with CCC-257 type as manual.
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 123456MQ                  *
* 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.

---

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”.

---

5-31-02 Amend. 48
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 XXXXXXX | Type S | *
*  --------------------------------------------------------------------------------------  *

Multiple Producer Remittance Display  Check/Item Number 00001010

These Remittances entered with a matching check/item number:

<table>
<thead>
<tr>
<th>Seq#</th>
<th>Program Data Accepted From</th>
<th>For</th>
<th>Payment Made By</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>001</td>
<td>IMA FARMER</td>
<td></td>
<td>$88.78</td>
<td></td>
</tr>
<tr>
<td>002</td>
<td>IMA FARMER</td>
<td></td>
<td>$55.00</td>
<td></td>
</tr>
</tbody>
</table>

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 *
******************************************************************************
<table>
<thead>
<tr>
<th>Schedule Number 0541</th>
<th>Schedule Type CURRENT</th>
<th>Schedule Date CURRENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Data Accepted From</td>
<td>Cash Receipts</td>
<td>For $13.72</td>
</tr>
<tr>
<td>On Program Code CRFINT</td>
<td>Contract# 00155B</td>
<td>Repaid 03-09-2002</td>
</tr>
<tr>
<td>By IMA FARMER</td>
<td>ID Number XXXXXXXX</td>
<td>Type S</td>
</tr>
</tbody>
</table>

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 $533.15
05 Program Data records for a total amount $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 XXXXXXXX     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                      *
*                                                                                          *
********************************************************************************************
"Yielding an overpayment of" field. Following are
eexamples 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.

<table>
<thead>
<tr>
<th>COMMAND</th>
<th>AGK000</th>
<th>C1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting - Cash Receipts Main Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Enter Payment/Refund for Schedule of Deposit (CCC-257)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Modify or Delete Schedule of Deposit (CCC-257) Information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Prepare Schedule of Deposit (CCC-257)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Perform Concentration Banking Functions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Print Reports and Forms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Inquiry of Cash Receipts History File</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Check for Out of Balance/Pending CCC-257’s Prior to Queuing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Purge Cash Receipts History File &amp; Build Archive Tape</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Move Schedule of Deposit (CCC-257) Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. Return To Primary Selection Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cmd3=Previous Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter option and Press &quot;Enter&quot;.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>1</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*--*
On Menu AGK000, ENTER “1”, “Enter Payment/Refund for Schedule of Deposit (CCC-257)”, and PRESS “Enter”. Screen AGK01000 will be displayed.

---

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.
On Screen AGK01005, do the following:

---

Enter Program Information

Program Code: 97CRPCS  
Repayment/Loan Date: 03-09-2002  
ID Number: XXXXXXXX  ID Type: S  
Name: SHERMAN MILLS  
Facility Code: 02  
Farming Loan

Borrower Case Number State County Collection Code

Amounts:

- Principal: $44.00
- Total: $44.00

Special Data (Y or N): N

Enter=Continue  Cmd2=Return To Program/Producer Entry  Cmd7=End  Help=Help Text

---

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.

-------------------

**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.--*
PART 10  1-CRP (Rev. 1)  PAR. 382

**SELECTING TYPE OF CCC-257 TO BE ENTERED**

**A** Select the type of CCC-257 to be entered according to subparagraph 380 A.

- Select Type of CCC-257
  1. Current CCC-257
  2. Manually Prepared CCC-257
  3. Reserved
  4. Already Prepared CCC-257

Enter option and press "Enter".  *Option currently not available.

**B** After selecting the CCC-257 type, PRESS "Enter".  Screen AGK01500 will be displayed.
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       *
* Accounting 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.

Note: When additional remittances are required, PRESS “Enter”. Do NOT PRESS “Cmd2”.--*
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:
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                                                                                   **
**                                                                                           **
**********************************************************************************
384 CONTINUING ** ** BATCH PRINTING

Follow this paragraph to continue ** ** 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”.

1 Screen MGCLXE01 will be displayed.--*
2 Use option 5 if “N” was entered to suspend the batch print, special payment print, or recording manual CCC-184 processing.
**--C** On Screen MGCRXE01, ENTER "Y" to continue a batch print process. PRESS "Enter". See subparagraph 357 L for information about Screen MGCRXE01.

---

D Screen ABK53005 will be displayed. Printer selection, number of copies, and mailing format are displayed for printing the Producer’s Disbursement Statements.**--**

---

* * *
After the Producer’s Disbursement Statements have been printed, Report EPCK80-R001, CRP Annual Rental Payments, will be generated.

<table>
<thead>
<tr>
<th>PRODUCER NAME</th>
<th>PRODUCER ID</th>
<th>SHR</th>
<th>AMOUNT OF PERMITTED</th>
<th>ENTERED</th>
<th>AMOUNT LIMITED BY</th>
<th>PAID</th>
<th>CTL NUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
<td>All</td>
<td>2,130.00</td>
<td></td>
<td>2,070.00</td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
<td>All</td>
<td>2,130.00</td>
<td>60.00</td>
<td></td>
<td>X727500003</td>
</tr>
<tr>
<td>COMMODITY CREDIT CORPORATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60.00</td>
<td></td>
<td>X727500003</td>
</tr>
</tbody>
</table>

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.

* * *
CHANGING PRODUCER PAYMENT LIMITATION

Ensure that multiple participants on a specific CRP-1 have the same payment limitation designation. See 1-PL. For example, J. Smith and B. Jones have one CRP-1. Their payment limitation designation SHALL be either both 5-CM or both 1-PL.

A If the payment limitation flag is incorrect, do the following:

*--1 On Menu EPCA00, ENTER "6", "Payment Activities", and PRESS "Enter". Screen EPCJ0001 will be displayed.

2 On Screen EPCJ0001, ENTER "6", "Change Producer Payment Limitation Provision", and PRESS "Enter". Screen EPCJ8201 will be displayed.

\[---*\]

a On Screen EPCJ8201, enter the CRP-1 number and PRESS "Field Exit".
b The question, “Is there another CRP Contract to enter?” will be displayed. The system will default to “N”, if left blank. Do either of the following:

(1) ENTER “Y” and PRESS “Enter”. Screen EPCJ8401 will be displayed. The cursor will be in the first producer data field that is subject to change.

---

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>4A</th>
<th>Farm Number</th>
<th>180</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Pmt Lmt Code</td>
<td>Name</td>
<td>Type</td>
</tr>
<tr>
<td>1</td>
<td>0</td>
<td>IMA FARMER</td>
<td>00</td>
</tr>
</tbody>
</table>

* Enter (O)ld or (N)ew payment limitation code.
* Cmd5=Complete Transaction (update)
* Cmd3=Previous Screen
* Cmd7=End CRP Processing

---

(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 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.--*
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.
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.

B Each option on Menu EPCM00 is described in a separate paragraph. See paragraphs 387 through 391.
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:

<table>
<thead>
<tr>
<th>CONTRACT STATUS</th>
<th>NUMBER</th>
<th>Farm</th>
<th>XXX XX XXXX S</th>
<th>IMA FARMER</th>
<th>CRP-1 Share Amount</th>
<th>Prorated Reduction</th>
<th>Amount to be Paid</th>
<th>Unpaid Reductions</th>
<th>Authorized Uses</th>
<th>Haying/Grazing Reduction</th>
<th>Continuous Signup Prorated Payment</th>
<th>Deceased Person</th>
<th>Inherited CRP-1 over payment limitation</th>
<th>Validation Errors</th>
<th>Continuous Signup Prorated Payment</th>
<th>State Enhancement Producer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>501</td>
<td></td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
<td>6,959.00</td>
<td>3,000.00</td>
<td>3,959.00</td>
<td>1,000.00</td>
<td>959.00</td>
<td>1,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>502</td>
<td></td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
<td>1,050.00</td>
<td>50.00</td>
<td>1,000.00</td>
<td></td>
<td></td>
<td></td>
<td>Inherited CRP-1 over payment limitation</td>
<td></td>
<td>Validation Errors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>503</td>
<td></td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
<td>1,050.00</td>
<td>50.00</td>
<td>1,000.00</td>
<td></td>
<td></td>
<td></td>
<td>Continuous Signup Prorated Payment</td>
<td></td>
<td>Deceased Person</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>504</td>
<td></td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
<td>9,786.00</td>
<td></td>
<td>9,786.00</td>
<td>9,786.00</td>
<td></td>
<td></td>
<td>Authorized Uses Reduction</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>514A</td>
<td></td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
<td>2,025.00</td>
<td></td>
<td>2,025.00</td>
<td></td>
<td></td>
<td></td>
<td>State Enhancement Producer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.
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.

After number 1 or 2 exceptions on Report EPCK50-R001 are corrected, rerun the prepayment reports for those corrected CRP-1’s.

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.

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”.

Menu EPCM00 will be redisplayed with the message, “Enter installment year for report”. Enter the year and PRESS “Enter”.

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:

*--

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>STATUS</th>
<th>FARM</th>
<th>PRODUCER ID AND TYPE</th>
<th>PRODUCER NAME</th>
<th>ENTITY TYPE</th>
<th>ENTITY DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>264E CS</td>
<td>CS</td>
<td>3562</td>
<td>61 XXXXXXX E</td>
<td>State of Maryland</td>
<td>09</td>
<td>State Owned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>61 XXXXXXX E</td>
<td>Frederick County</td>
<td>11</td>
<td>County Owned</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>61 XXXXXXX E</td>
<td>Frederick City</td>
<td>12</td>
<td>City Owned</td>
</tr>
</tbody>
</table>

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.

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.--*
Report EPCM30-R001 will be generated. The report will include the following:

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>STATUS</th>
<th>FARM NUMBER</th>
<th>PRODUCER ID AND TYPE</th>
<th>5-CM/1-PL DESIGNATION</th>
<th>PRODUCER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>181 XXX XX XXXX S</td>
<td>5-CM</td>
<td>IMA FARMER</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>TERMINATED</td>
<td>180 XXX XX XXXX S</td>
<td>5-CM</td>
<td>IMA FARMER</td>
<td></td>
</tr>
<tr>
<td>2A</td>
<td></td>
<td>180 XXX XX XXXX S</td>
<td>5-CM</td>
<td>IMA FARMER</td>
<td></td>
</tr>
<tr>
<td>2B</td>
<td></td>
<td>190 XXX XX XXXX S</td>
<td>1-PL</td>
<td>E IMA FARMER</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>185 XXX XX XXXX S</td>
<td>5-CM</td>
<td>IMA FARMER</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>180 XXX XX XXXX S</td>
<td>5-CM</td>
<td>IMA FARMER</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>1794 XXX XX XXXX S</td>
<td>5-CM</td>
<td>IMA FARMER</td>
<td></td>
</tr>
</tbody>
</table>

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.
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:

*--

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PRODUCER NAME</th>
<th>PRODUCER ID AND TYPE</th>
<th>STATE AGENCY NAME</th>
<th>STATE AGENCY ID AND TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1A</td>
<td>1019</td>
<td>IMA FARMER</td>
<td>XXX XX XXXX S</td>
<td>BANK OF ANYWHERE-SEP</td>
<td>51 1471111 E</td>
</tr>
<tr>
<td>2A</td>
<td>1397</td>
<td>IMA FARMER</td>
<td>XXX XX XXXX S</td>
<td>BANK OF ANYWHERE-SEP</td>
<td>51 1471111 E</td>
</tr>
<tr>
<td>5A *</td>
<td>661</td>
<td>IMA FARMER</td>
<td>XXX XX XXXX S</td>
<td>BANK OF ANYWHERE-SEP</td>
<td>51 1471111 E</td>
</tr>
<tr>
<td>6A</td>
<td>905</td>
<td>IMA FARMER</td>
<td>XXX XX XXXX S</td>
<td>BANK OF ANYWHERE-SEP</td>
<td>51 1471111 E</td>
</tr>
</tbody>
</table>

* - 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.
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.

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.
The report will include the following:

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.
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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.

**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”.

b If more than one CRP-1 number is entered, the message, “More than one CRP-1 number entered. Enter only one CRP-1 number.”, will be displayed.
The question, "Is there another CRP contract number to enter?" will be displayed.

(a) ENTER "Y" and PRESS "Enter". Screen EPCJ1201 will be redisplayed after all data for the first CRP-1 has been processed.

(b) Continue entering CRP-1 numbers until the last CRP annual rental payment for SEP to be processed is entered. PRESS "Field Exit", change the answer to the question in this subparagraph to "N", and PRESS "Enter".

(c) Screen EPCJ8501 will be displayed.

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Farm Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>1387</td>
</tr>
</tbody>
</table>

Is this contract in State Enhancement Program? (Yes) or (No)

Identify participating producer(s)
Select State Agency for payment with "X".

<table>
<thead>
<tr>
<th>Name</th>
<th>Share</th>
<th>ID No.</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td>.0000</td>
<td>XX XXXXXXXX</td>
<td>E</td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>ALL</td>
<td>XX XXXXXXXX</td>
<td>E</td>
</tr>
</tbody>
</table>

no more producers

Cmd3=Previous Screen   Cmd7=End CRP Processing   Enter to Continue
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.
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.---*
Following is an example of Report EPCJ44-R001:

<table>
<thead>
<tr>
<th>PRODUCER NAME</th>
<th>ID AND TYPE</th>
<th>CONTRACT NUMBER</th>
<th>STATUS</th>
<th>FARM - CTY</th>
<th>MULTI 1-PL</th>
<th>AMOUNT</th>
<th>SHARE OF CRP-1 AMOUNT</th>
<th>PERMITTED AMT</th>
<th>AMT DUE FOR CONTRACT</th>
<th>AEPH18 OVER AMT DUE FOR ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td></td>
<td>181</td>
<td>5-CM</td>
<td>XXX XX XXXX</td>
<td>50,000.00</td>
<td>1,490.00</td>
<td>1,490.00</td>
<td>1,490.00</td>
<td>5,500.00</td>
<td>4,010.00</td>
</tr>
<tr>
<td>Total Payment to Producer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td></td>
<td>185</td>
<td>1-PL</td>
<td>XXX XX XXXX</td>
<td>50,000.00</td>
<td>1,117.00</td>
<td>1,117.00</td>
<td>1,117.00</td>
<td>1,117.00</td>
<td>1,117.00</td>
</tr>
<tr>
<td>Total Payment to Producer</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.

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.--*
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 Q 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)
CANCELLING 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.--*
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.--*
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.--*
CORRECTING PRODUCER’S CRP XXHAYGRZ AND XXCRPRRED 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.
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 1a.

   a PRESS “Enter” if correct.

   b PRESS “Cmd2” if incorrect and make necessary corrections, then start over again.--*
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.

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.

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”.

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.---*
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.--*
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?".

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".--*
**SECTION 10  STATE ENHANCEMENT PROGRAM**

**COVERAGE**

SEP activities apply to Missouri, Montana, North Dakota, and South Dakota State and County Offices.

**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.
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.

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.

SELECTING CRP-1'S APPROVED FOR SEP PAYMENTS IN THE CONTRACT FILE

Select CRP-1's approved for SEP payments according to paragraph 393.

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".

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)

---
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".
Screen EPCJ1001 will be displayed.

---

<table>
<thead>
<tr>
<th>CRP CONTRACTS - SPECIAL PYMT PROCESS</th>
<th>Version: AA01 10-29-93 13:08 Term X7</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY in which payments are being made</td>
<td>1994</td>
</tr>
<tr>
<td>Enter CRP Contract Number</td>
<td>114C thru</td>
</tr>
</tbody>
</table>

Is there another CRP Contract to enter? (Y or N)  N

---

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, but NOT all CRP-1’s are in the file:
   a. Enter the first CRP-1 number and PRESS "Field Exit".
   b. The question, "Is there another CRP Contract to enter? (Y or N)" , will be displayed.
   c. ENTER "Y" and PRESS "Enter". Screen EPCJ1001 will keep redisplaying.
   d. Continue entering CRP-1 numbers until the last CRP-1 number to be processed is entered. PRESS "Field Exit", change the answer to the question in subparagraph b to "N", and PRESS "Enter".
   e. If no other CRP-1’s are to be entered, ENTER "N" 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:

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.
3 SEP participants will be displayed with:
   a An asterisk to the left of the producer number.
   b The message, "Payment will be issued to State Agency".

4 The State agency will NOT be displayed if CRP-1 has been identified as SEP CRP-1 using option 9 on Screen EPCJO001.

5 PRESS "Cmd5" to complete the transaction and end the process.
   a Users will need to restart the process for all producers that have been selected but not yet paid.
   *--b Validations and Reports EPCK50-R001, EPCK52-R001, and EPCK63-R001 will be processed at this time.
   c After reports have been processed, Screen EPCL1001 will be displayed.--*

6 If "Cmd7" is used, all special payments entered will be lost.
   *--E On Screen EPCL1001:

********************************************************************************************
  013 BURKE                      Payments       EPCL1001
  CRP CONTRACTS - SPECIAL PAYMENTS Version: AA01  10-29-93  11:43  Term X7
  ----------------------------------------------------------------------------------------
  SELECT PAYMENT CHARACTERISTICS
  Contract No. 114C   Farm No. 1905   PY/CN 88   Payment for 1993
  Producer ID XXX XX XXXX S   IMA FARMER
  Remaining Payment Amount $7,162.00

  Will this amount be reduced for
  Haying/Grazing or Unauthorized Use? (Y or N)  N

  This producer participates in the State Enhancement Program

  Cmd2=Skip this Payment                  Cmd7=End CRP Processing
  Enter to Continue

********************************************************************************************
--*
When the statement, "This producer participates in the State Enhancement Program", is displayed, the payment will be made to the State Agency.

Continue following instructions in subparagraph 358E through paragraph 358.7, as applicable.

PRINTING SEP CCC-184’S AND PAYMENT REPORTS

SEP participant’s ID will be used to process payment limitations for governing the maximum $50,000 per person.

When CCC-184’s are printed, SEP participants will be printed in the "FOR" block.

The SEP payee, the State agency, will be reported to IRS.

Screen MGCRXE01 will be displayed with the number of payable work records to be processed and the number of records remaining to be processed. On Screen MGCRXE01, do either of the following:

1 ENTER "Y" to start or continue the print processing.
ENTER “N” to suspend print processing. Report EPCK80-R001, CRP Annual Rental Payments, will not be printed at this time.

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.

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.

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.
This is an example of CCC-184 for a SEP participant.
This is an example of a producer’s disbursement transaction statement for a SEP participant.

<table>
<thead>
<tr>
<th>North Dakota USDA-ASCS</th>
<th>Prepared: 10/29/93</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burke</td>
<td>Producer’s Disbursement</td>
</tr>
<tr>
<td>Report ID: ABK500-R001</td>
<td>Transaction Statement</td>
</tr>
<tr>
<td></td>
<td>Page: 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Producer ID XX XXXXXXX</th>
<th>Program Code 87CRAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>CRP Payment Year 93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name: IMA PRODUCER</th>
<th>Reference Number(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ROUTE 1 ANYTOWN, KS</td>
<td>Issue Date 10/29/93</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contract 0114C</th>
<th>Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Farm 1905</td>
<td>X730200002</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Check No.</th>
<th>ASGN/JPYMT No.</th>
<th>Amount</th>
<th>Payee Name and Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXXXXXX</td>
<td>7,162.00</td>
<td>BANK OF ANYWHERE-SEP</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>STATE OF ANYWHERE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ROUTE 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANYTOWN, KS</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>99999</td>
<td></td>
</tr>
</tbody>
</table>

7,162.00 Total of Payments Disbursed
7,162.00 Total Program Payment Earned

*** End of Report ***
This is an example of Report EPCK80-R001 for a SEP participant:

<table>
<thead>
<tr>
<th>PRODUCER NAME</th>
<th>PRODUCER ID</th>
<th>SHR</th>
<th>AMOUNT OF</th>
<th>PERMITTED AMOUNT</th>
<th>ENTERED AMOUNT</th>
<th>TRANSACTION LIMIT BY PAID</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA PRODUCER</td>
<td>XXX XX XXXX S</td>
<td>All</td>
<td>7,162.00</td>
<td>7,162.00</td>
<td>7,162.00</td>
<td>X730200002</td>
</tr>
<tr>
<td>BANK OF ANYWHERE-SEP</td>
<td>XX XXXXXXX X</td>
<td>7,162.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL AMOUNT PAID 7,162.00

(WITHDRAWN--AMEND. 47)
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.

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)
ACREAGE REDUCTION BY FARM

On Menu EPCE00, ENTER "7" and PRESS "Enter". Screen EPCH0001 will be displayed. Screen EPCH0001 permits the user to select options to perform 4 operations for CRP. On Screen EPCH0001:

*--

077 MESA Reduction EPCH0001
CRP - CRP-15 ACTIVITIES Version: AA01 10-01-2001 09:37 Term X7

1. Adjust CRP-15 for Farm with Peanuts or Tobacco
2. Report: Agreement for Reduction of Bases, Allotments, and Quotas
3. Report: CRP Farms with Peanuts or Tobacco
4. Report: County Crop Summary

* (Select an option)

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

A ENTER "1", to adjust CRP-15 for farms with rotations, peanuts, or tobacco.

B ENTER "2", to generate Report EPCH64-R001, Agreement for Reduction of Bases, Allotments, and Quotas.

C ENTER "3", to generate Report EPCH10-R001, CRP Farms With Rotation Crops, Peanuts or Tobacco.

D ENTER "4", to generate Report EPCH66-R001, County Crop Summary, by program year.

*-Note: CRP-15 activities only apply to CRP-1’s with an approval date before October 1, 2001.--*
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.
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.

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.

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.
After completing corrections through update, reprint the report using option 2 on Screen EPCH0001 for verification of re-entered data.

*--*

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>FY</th>
<th>FY</th>
<th>Wheat</th>
<th>Corn</th>
<th>Tobacco</th>
</tr>
</thead>
<tbody>
<tr>
<td>87</td>
<td>1988</td>
<td>1988</td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1988</td>
<td></td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1988</td>
<td></td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1989</td>
<td></td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1990</td>
<td></td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1991</td>
<td></td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1992</td>
<td></td>
<td>8.4</td>
<td>24.4</td>
<td>.2</td>
</tr>
<tr>
<td>C 87</td>
<td>1993</td>
<td>1993</td>
<td>-8.4</td>
<td>-24.4</td>
<td>-.2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1993</td>
<td></td>
<td>-8.4</td>
<td>-24.4</td>
<td>-.2</td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1993</td>
<td></td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* = 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.

--*

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.
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:

<table>
<thead>
<tr>
<th>FARM</th>
<th>FARM</th>
<th>FARM</th>
<th>FARM</th>
</tr>
</thead>
<tbody>
<tr>
<td>94 PEANUTS</td>
<td>519 TOBACCO</td>
<td>665 TOBACCO</td>
<td>825 PEANUTS</td>
</tr>
<tr>
<td>938 TOBACCO</td>
<td>1055 TOBACCO</td>
<td>1584 PEANUTS</td>
<td></td>
</tr>
</tbody>
</table>

* 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.
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)
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  Reinstate 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.

*--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 On Menu EPCA00, ENTER "8", "Special Corrections", and PRESS "Enter". Screen EPCP0001 will be displayed. Each option on Screen EPCP0001 is described in a separate paragraph in this section.

077 MESA                     Select               EPCP0001     
CONSERVATION - SPECIAL CORRECTIONS            Version: AB36  10-01-2001  12:21  Term E1  
----------------------------------------------------------------------------------------  
Special Corrections Selection

1. Update All CRP Producers Entity Type to Match Name and Address
2. Reinstate Cancelled Contract
* 3. Change Producer ID on a Contract
4. List of CRP Producers with Changed ID
5. Update Contract with Expired Status

Enter the option number and press ENTER.  __

* - Selection not currently active

Cmd3=Previous Menu            Cmd7=End CRP Processing
----------------------------------------------------------------------------------------

468, 469 (WITHDRAWN--AMEND. 16)

470 UPDATING CRP PRODUCER’S ENTITY TYPE TO MATCH NAME AND ADDRESS FILE

Follow this paragraph to update CRP producer’s entity type to match the name and address file. Process this option before starting payments.

A On Screen EPCP0001, ENTER "1", "Update ALL CRP Producers Entity Type to Match Name and Address", and PRESS "Enter".

** **

B Screen FAX46501 will be displayed. Make printer changes if necessary. PRESS "Enter".

** **
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:

<table>
<thead>
<tr>
<th>PRODUCER ID and TYPE</th>
<th>PRODUCER NAME</th>
<th>CONTRACT NUMBER</th>
<th>OLD ENTITY TYPE</th>
<th>OLD ENTITY DESCRIPTION</th>
<th>NEW ENTITY TYPE</th>
<th>NEW ENTITY DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>XX XXXX E</td>
<td>IMA FARMER</td>
<td>3</td>
<td>01</td>
<td>Individual</td>
<td>02</td>
<td>General Partnership</td>
</tr>
</tbody>
</table>

(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".

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.
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.
This report will provide the following:

<table>
<thead>
<tr>
<th>PRODUCER NAME</th>
<th>ID NUMBER ON CONTRACT</th>
<th>TYPE</th>
<th>CONTRACT NUMBER</th>
<th>MOST CURRENT ID NUMBER</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td>XX XXXXXXXX</td>
<td>E</td>
<td>3</td>
<td>XX XXXXXXXX</td>
<td>E</td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>EXEC</td>
<td>XX XXXXXXXX</td>
<td>E</td>
<td>50</td>
<td>XX XXXXXXXX</td>
</tr>
</tbody>
</table>

- Producer's name.
- Producer's ID number and ID type on CRP-1.
- Contract number.
- The most current producer's ID number and ID type in the name and address file.

Review this report and make applicable changes to CRP-1 BEFORE processing the prepayment reports for future FY annual rental payments.

Screen EPCP0001 will be redisplayed.
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.--*
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

ACCESING AVAILABLE CROPLAND AND EASEMENT DATA

On Menu EPCA00, ENTER “10”, “Available Cropland and Easement Data”, and PRESS “Enter”. Screen EPCC0501 will be displayed.

*--

| 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.---*
AVAILBLE 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                            1,888.8    *
*       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.
E On Screen EPCC1001, PRESS "Enter" to return to Screen EPCC0501. Reminder: If the "Enter" key is NOT pressed for the second time after all new data has been entered and recalculated, this screen will not hold newly entered and displayed total WRP accepted acreage, percent of cropland waiver, if applicable, or total county cropland acreage for next viewing.

*--F If the CRP Contract File contains filed easements, "Cmd20", View Filed Easements, will be displayed at the bottom of Screen EPCC1001. Use "Cmd20" to display Screen EPCC1051. If the CRP Contract File does not contain filed easements, "Cmd20" will not be displayed at the bottom of the screen. Following is an example of Screen EPCC1051:

```
147 PRINCE EDWARD
CRP CONTRACTS - ACCEPTED ACRES
Version: AA01 02-14-2002 08:15 Term E1
********************************************************************************************

  DETAIL OF TOTAL ALL CRP ACRES ACCEPTED

  Total ALL CRP Acres Accepted:         3,089.4

  Total ALL CRP Acres Accepted
  Receiving Annual Rental Payment:     3,065.4

  Total CRP Acres Accepted with Filed Easement in Effect
  NOT Receiving Annual Rental Payment:  24.0

Cmd3=Previous Screen                  Cmd7=End CRP                     Enter=Continue
********************************************************************************************
```

G Screen EPCC1051 reflects a Detailed Summary of Total CRP Acres Accepted. The summary includes the following:

1 Total ALL CRP Acres Accepted.

2 Total ALL CRP Acres Accepted Receiving Annual Rental Payment.

3 Total ALL CRP Acres Accepted with Filed Easements in Effect NOT Receiving Annual Rental Payment.--*

H On Screen EPCC0501, do either of the following:

1 PRESS "Cmd3" to display Menu EPCA00.

2 PRESS "Cmd7" to display Menu EEA000.
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
------------------------------------------------------------------------------------------------
| A 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.
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.

---

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.
*--- 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.
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.--*
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---
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.
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.
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 SScccEPF File)...."

3 The message, "FILE SScccEPF 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.
### 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.

<table>
<thead>
<tr>
<th><strong>PRINCE EDWARD</strong></th>
<th><strong>EPCC1007</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>CRP CONTRACTS - CROPLAND MINUS EXPIRING</td>
<td>Version: AA01 10-01-2001 15:15 Term #1</td>
</tr>
<tr>
<td>AVAILABLE CROPLAND MINUS SEPTEMBER 30 EXPIRATIONS THROUGH 2002</td>
<td></td>
</tr>
<tr>
<td>Number of Active Contracts minus September 30 Expirations:</td>
<td>111</td>
</tr>
<tr>
<td>Total ALL CRP Acres Accepted:</td>
<td>3,094.4</td>
</tr>
<tr>
<td>Total ALL CRP Acres Accepted minus September 30 Expiration acres:</td>
<td>3,079.3</td>
</tr>
<tr>
<td>Total CP5 &amp; CP16 Ac for SU 10 &amp; up including conversions minus 9-30:</td>
<td>.0</td>
</tr>
<tr>
<td>including conversion acres minus 9-30 expirations:</td>
<td>3,079.3</td>
</tr>
<tr>
<td>less Tot CRP Marginal Pasture Land (MPL) - 9-30:</td>
<td>100.0</td>
</tr>
<tr>
<td>Total WRP Accepted Acres:</td>
<td>2,979.3</td>
</tr>
<tr>
<td>Tot WRP &amp; CRP Acres less CP5 &amp; CP16 less CRP MPL minus 9-30:</td>
<td>2,979.3</td>
</tr>
<tr>
<td>Percentage authorized:</td>
<td></td>
</tr>
<tr>
<td>Farm Summary Cropland:</td>
<td>43,819.1</td>
</tr>
<tr>
<td>Total County Cropland:</td>
<td>43,819.1</td>
</tr>
<tr>
<td>Acres Available:</td>
<td>7,760.4</td>
</tr>
<tr>
<td>Percentage of Cropland Available:</td>
<td>.1794</td>
</tr>
<tr>
<td>Acres Available plus 9-30 expirations through 2002 fiscal year:</td>
<td>7,875.5</td>
</tr>
<tr>
<td>Percentage plus 9-30 expirations through 2002 fiscal year:</td>
<td>.1797</td>
</tr>
<tr>
<td>Cmd3=Previous Screen</td>
<td>Cmd7=End CRP</td>
</tr>
</tbody>
</table>

**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.
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.

An example of Screen EPCC1057 follows:

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.--*
SECTION 15    BACKUP EPC TRANSACTION FILES

553 BACKUP 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.--*
EPC transaction file backup *--E* 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.*--*
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
******************************************************************************

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 * * *.
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.--*
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.

4 CRP-15, Report EPCH64-R001, "Agreement for Reduction of Bases, Allotments, and Quotas", will need to be generated for each farm listed on Report EPCE99-R001. See paragraph 443. Compare CRP-15 before the purge process with CRP-15's generated during the purge process for accuracy.

5 Any CRP-1's listed without expired status must be put into expired status. See paragraph 475. If CRP-1's should be expired and the process is not completed, they will not be purged.

INITIATING THE PURGE PROCESS

Following is an example of Menu EPCA00.

```
- -
* 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 12 *

Cmd3=Previous Menu  Cmd7=End CRP Processing
```

A Must have a dedicated system when accessing option 12, "Purge CRP Contracts". This process will take about 10 to 15 minutes, depending on the number of records in the county.
--B On Menu EPCA00, ENTER "12", "Purge CRP Contracts", and PRESS "Enter". Screen ECP9001 will be displayed with the message, "Please Wait. The CRP files are being checked". Screen ECP9001 will be redisplayed with the following message.

********************************************************************************************
*                       147 PRINCE EDWARD                Purge             EPCP9001        *
* 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 ECP9001 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 ECP9001 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.**

<table>
<thead>
<tr>
<th>Input-Output</th>
<th>E1</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>EPC000AA</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Before a CRP Purge is done, certain CRP Contract files on your system must be saved to a tape cartridge.</td>
<td></td>
</tr>
<tr>
<td>Do you want to continue with CRP Purge tape save? (Y/N)</td>
<td></td>
</tr>
<tr>
<td>An answer of &quot;N&quot; will terminate the CRP purge process.</td>
<td></td>
</tr>
<tr>
<td>Enter required parameter</td>
<td></td>
</tr>
<tr>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Insert blank initialized tape into tape drive.</td>
<td></td>
</tr>
<tr>
<td>Wait for tape retensioning if applicable.</td>
<td></td>
</tr>
<tr>
<td>SYS-3725 Options (0 )</td>
<td></td>
</tr>
<tr>
<td>Pause—when ready, enter 0 to continue</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

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
* 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.--*

---

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*--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.--*
Following is an example of Report EPCP94-R001, “List of Purged CRP Contracts–Purged Year 2001”.

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>PROGRAM YEAR</th>
<th>SIGNUP</th>
<th>ACRES</th>
<th>PRODUCER TYPE</th>
<th>PRODUCER NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>638</td>
<td>1986</td>
<td>01</td>
<td>37.3</td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>25</td>
<td>16</td>
<td>1986</td>
<td>02</td>
<td>38.6</td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>25A</td>
<td>16</td>
<td>1986</td>
<td>02</td>
<td>38.6</td>
<td>XX XXXXXXX  E</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>25B</td>
<td>1790</td>
<td>1986</td>
<td>02</td>
<td>38.6</td>
<td>XX XXXXXXX  E</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>28</td>
<td>916</td>
<td>1986</td>
<td>02</td>
<td>77.5</td>
<td>XX XXXXXXX  E</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>28A</td>
<td>1787</td>
<td>1986</td>
<td>02</td>
<td>77.5</td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>28B</td>
<td>1787</td>
<td>1986</td>
<td>02</td>
<td>77.5</td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
</tr>
<tr>
<td>28C</td>
<td>1787</td>
<td>1986</td>
<td>02</td>
<td>77.5</td>
<td>XXX XX XXXX S</td>
<td>IMA FARMER</td>
</tr>
</tbody>
</table>

2000 is the 1st end year for History Preservation. Purged Year is 2000; will be displayed when applicable.

---

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”.

l 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”.

<table>
<thead>
<tr>
<th>PRODUCER NAME</th>
<th>PRODUCER ID</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>IMA FARMER</td>
<td>XX XXXXXXX</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XX XXXXXXX</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XX XXXXXXX</td>
<td>E</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IMA FARMER</td>
<td>XXX XX XXXX</td>
<td>S</td>
</tr>
</tbody>
</table>

* 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”.

7-15-01 Amend. 42 Page 808
*--2 Report EPCP96-R001 displays the following information:

a PRODUCER NAME. All producers associated with CRP-1 being purged will be listed. For the last 3 FY’s, if no other flags are listed for the producer, the producer can be deleted.

b PRODUCER ID AND TYPE. All producers associated with CRP-1 being purged regardless of shares. May also be used for a quick reference.

c OTHER FLAGS ON NAME AND ADDRESS THAT EQUAL “Y”. These flags are in the Name and Address Maintenance File for the producer. If other flags are present, the producer probably cannot be deleted.

H After Report EPCP96-R001 has printed, Screen EPCH6201 will be displayed with the following message, “Please Wait. The CRP-15 files are being updated”. Screen EPCH6401 will be displayed.

1 Following is an example of Screen EPCH6401.

********************************************************************************************
147 PRINCE EDWARD                  Purge EPCP6401
CRP CONTRACTS - PURGE PROCESS      Version: AA01  07-19-2001  09:22  Term E1

* CONSERVATION - CRP CONTRACT FILES

Please wait.
The CRP-15 report is being produced.
Agreement for Reduction of Bases, Allotments, and Quotas
REMINDER: Farms with peanuts or tobacco rotation will have to be readjusted using Option 1 on Menu EPCH00 afterwards. Farms impacted by the purge but NOW without reductions will NOT be reported.
There will NOT be a CRP-15 (EPCH64-R001) report if all the farms impacted by the purge no longer have any reductions.

****************************************************************************************
2  Following is an example of Report EPCH64-R001.

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>FY</th>
<th>PY</th>
<th>Corn</th>
<th>Oats</th>
<th>Barley</th>
<th>Sorghum</th>
</tr>
</thead>
<tbody>
<tr>
<td>121</td>
<td>1991</td>
<td>1991</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>1991</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1992</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1993</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1994</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1995</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1996</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1997</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1998</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>1999</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>2000</td>
<td>11.5</td>
<td>4.6</td>
<td>5.4</td>
<td>3.4</td>
<td></td>
</tr>
<tr>
<td>H 121</td>
<td>2001</td>
<td>1991</td>
<td>-11.5</td>
<td>-4.6</td>
<td>-5.4</td>
<td>-3.4</td>
</tr>
<tr>
<td>TOTAL</td>
<td>2001</td>
<td>-11.5</td>
<td>-4.6</td>
<td>-5.4</td>
<td>-3.4</td>
<td></td>
</tr>
<tr>
<td>CUMULATIVE</td>
<td>2001</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

* = 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.
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:

*C--*

********************************************************************************************
*                                     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.
MODIFYING CRP-1 TO EXTEND EXPIRATION DATE

*----Screen EPCF0501 will be displayed with the message

"Enter
CRP Contract Number or ALL".--*

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 EPCF0501 will keep redisplaying for entering the next CRP-1 number.
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".
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:

   **---*

<table>
<thead>
<tr>
<th>CONTRACT NUMBER</th>
<th>FARM NUMBER</th>
<th>SIGN</th>
<th>PGM</th>
<th>CRP-1 TYPE</th>
<th>CRP-1</th>
<th>RENTAL RATE</th>
<th>CP19 REDUCTION</th>
<th>ADDITION ANNUAL RENTAL PAYMENT</th>
<th>TOTAL CUMULATIVE RENTAL PAYMENT</th>
<th>WITH SHARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>13</td>
<td>02</td>
<td>1986</td>
<td>CS</td>
<td>10.0</td>
<td>35.00</td>
<td></td>
<td>350</td>
<td>3,850</td>
<td>2</td>
</tr>
<tr>
<td>501</td>
<td>8</td>
<td>03</td>
<td>1986</td>
<td>CS</td>
<td>25.0</td>
<td>35.00</td>
<td></td>
<td>875</td>
<td>9,625</td>
<td>2</td>
</tr>
<tr>
<td>502C CS</td>
<td>9</td>
<td>01</td>
<td>1986</td>
<td>CS</td>
<td>10.0</td>
<td>30.00</td>
<td>10.0</td>
<td>15.00</td>
<td>150</td>
<td>1,650</td>
</tr>
<tr>
<td>503B</td>
<td>17</td>
<td>03</td>
<td>1986</td>
<td>CS</td>
<td>50.0</td>
<td>35.00</td>
<td>40.0</td>
<td>1,750</td>
<td>19,250</td>
<td>10</td>
</tr>
<tr>
<td>504A CS</td>
<td>17</td>
<td>03</td>
<td>1986</td>
<td>CS</td>
<td>40.0</td>
<td>35.00</td>
<td>40.0</td>
<td>17.50</td>
<td>700</td>
<td>7,700</td>
</tr>
</tbody>
</table>

   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.

   **---*
Report EPCF20-R003, 1986 Contracts Modified for 1-Year by Farm Number, will be printed second. Following is an example of Report EPCF20-R003:

<table>
<thead>
<tr>
<th>FARM PRODUCERS NUMBER</th>
<th>CONTRACT &amp; TYPE</th>
<th>SIGN</th>
<th>PGM</th>
<th>CRP-1</th>
<th>RENTAL</th>
<th>CP19</th>
<th>CP19 REDUCTION</th>
<th>ADDITION ANNUAL RENTAL PAYMENT</th>
<th>TOTAL CUMULATIVE RENTAL PAYMENT</th>
<th>WITH SHARES</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 501</td>
<td>03 1986</td>
<td>25.0</td>
<td></td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td>875</td>
<td>9,625</td>
<td>2</td>
</tr>
<tr>
<td>9 502C</td>
<td>01 1986</td>
<td>10.0</td>
<td></td>
<td>30.00</td>
<td>10.0</td>
<td>15.00</td>
<td></td>
<td>150</td>
<td>1,650</td>
<td>1</td>
</tr>
<tr>
<td>13 500</td>
<td>02 1986</td>
<td>10.0</td>
<td></td>
<td>35.00</td>
<td></td>
<td></td>
<td></td>
<td>350</td>
<td>3,850</td>
<td>2</td>
</tr>
<tr>
<td>17 503B</td>
<td>03 1986</td>
<td>50.0</td>
<td></td>
<td>35.00</td>
<td>40.0</td>
<td>17.50</td>
<td></td>
<td>1,750</td>
<td>19,250</td>
<td>10</td>
</tr>
<tr>
<td>17 504A</td>
<td>03 1986</td>
<td>40.0</td>
<td></td>
<td>35.00</td>
<td>40.0</td>
<td>17.50</td>
<td></td>
<td>700</td>
<td>7,700</td>
<td>5</td>
</tr>
</tbody>
</table>

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.---
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.
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".

Enter CRP Contract Number: _____ thru _____

Is there another CRP Contract to enter? (Y or N) __

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".
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.

When option 2 is entered on Menu EPCF00:

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:

<table>
<thead>
<tr>
<th>CONTRACT</th>
<th>FARM</th>
<th>SIGN</th>
<th>PGM</th>
<th>CRP-1</th>
<th>RENTAL</th>
<th>CP19</th>
<th>CP19 REDUCTION</th>
<th>ADDITION</th>
<th>ANNUAL RENTAL</th>
<th>PAYMENT</th>
<th>TOTAL CUMULATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>500</td>
<td>13</td>
<td>02</td>
<td>1986</td>
<td>10.0</td>
<td>35.00</td>
<td></td>
<td></td>
<td>350</td>
<td></td>
<td>3,500</td>
<td>2</td>
</tr>
<tr>
<td>501</td>
<td>8</td>
<td>03</td>
<td>1986</td>
<td>25.0</td>
<td>35.00</td>
<td></td>
<td></td>
<td>875</td>
<td></td>
<td>8,750</td>
<td>2</td>
</tr>
<tr>
<td>502C CS</td>
<td>9</td>
<td>01</td>
<td>1986</td>
<td>10.0</td>
<td>30.00</td>
<td>10.0</td>
<td>15.00</td>
<td>150</td>
<td></td>
<td>1,500</td>
<td>1</td>
</tr>
<tr>
<td>503B</td>
<td>17</td>
<td>03</td>
<td>1986</td>
<td>50.0</td>
<td>35.00</td>
<td></td>
<td></td>
<td>1,750</td>
<td></td>
<td>17,500</td>
<td>10</td>
</tr>
<tr>
<td>504A CS</td>
<td>17</td>
<td>03</td>
<td>1986</td>
<td>40.0</td>
<td>35.00</td>
<td>40.0</td>
<td>17.50</td>
<td>700</td>
<td></td>
<td>7,000</td>
<td>5</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>FARM PRODUCERS NUMBER &amp; TYPE</th>
<th>CONTRACT &amp; TYPE</th>
<th>SIGN</th>
<th>PGM</th>
<th>CRP-1</th>
<th>RENTAL</th>
<th>CP19</th>
<th>CP19</th>
<th>ADDITION ANNUAL</th>
<th>TOTAL CUMULATIVE RENTAL PAYMENT WITH</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 501</td>
<td>03 1986</td>
<td>03</td>
<td>1986</td>
<td>25.0</td>
<td>35.00</td>
<td></td>
<td></td>
<td>875</td>
<td>8,750</td>
</tr>
<tr>
<td>9 502C CS</td>
<td>01 1986</td>
<td>10.0</td>
<td>1986</td>
<td>10.0</td>
<td>30.00</td>
<td>10.0</td>
<td>15.00</td>
<td>150</td>
<td>1,500</td>
</tr>
<tr>
<td>13 500</td>
<td>02 1986</td>
<td>10.0</td>
<td>1986</td>
<td>10.0</td>
<td>35.00</td>
<td></td>
<td></td>
<td>350</td>
<td>3,500</td>
</tr>
<tr>
<td>17 503B</td>
<td>03 1986</td>
<td>50.0</td>
<td>1986</td>
<td>50.0</td>
<td>35.00</td>
<td></td>
<td></td>
<td>1,750</td>
<td>17,500</td>
</tr>
<tr>
<td>17 504A CS</td>
<td>03 1986</td>
<td>40.0</td>
<td>1986</td>
<td>40.0</td>
<td>35.00</td>
<td>40.0</td>
<td>17.50</td>
<td>700</td>
<td>7,000</td>
</tr>
</tbody>
</table>

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.

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.

--- 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.**
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”.

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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.**
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 U.S. Dept. of Agriculture Prepared: 06-03-96
MESA Farm Service Agency Page: 1
Report ID: EPCA98-R001
Conservation Reserve Program
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.
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.

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.

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.
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 *
******************************************************************************
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".

Screen EPCF6001 will be displayed.

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.

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.--*
SECTION 19 (WITHDRAWN--AMEND. 16)

665, 666 (WITHDRAWN--AMEND. 16)

667-687 (RESERVED)
SECTION 20    (WITHDRAWN--AMEND. 16)

688-693    (WITHDRAWN--AMEND. 16)
## Forms

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<td>CCC Check</td>
<td>Part 10, Ex. 14.5</td>
<td>14.7</td>
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<td>CCC-1200</td>
<td>Conservation Program Contract</td>
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<td>266</td>
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<td>CCC-1245</td>
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<td>Appendix to Form CRP-1, Conservation Reserve Program Contract</td>
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<td>Text</td>
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1/ CCC-6 is obsolete.

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<td>Conservation Reserve Program Worksheet</td>
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<td>CRP-37</td>
<td>Request for Incidental Grazing or Use of Forest Refuse</td>
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<td>FSA-325</td>
<td>Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent</td>
<td></td>
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<td>Report of Acreage</td>
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<td>Conservation Annual Payment Statement</td>
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Abbreviations

The following abbreviations are not listed in 1-CM.

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<td>cost share</td>
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<td>EFT</td>
<td>Electronic Funds Transfer</td>
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<td>Emergency Wetlands Reserve Program</td>
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<td>MPL</td>
<td>marginal pastureland</td>
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<td>SEP</td>
<td>State Enhancement Program</td>
<td>390, 393, 419-426</td>
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<td>SRR</td>
<td>soil rental rate</td>
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Redelegations of Authority

None
## Definitions of Terms Used in This Handbook

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<tr>
<td><strong>Affected Acres</strong></td>
<td>Affected acres are the designated CRP acres, as determined by COC, to be in violation of a term or condition of CRP-1.</td>
</tr>
<tr>
<td><strong>Agricultural Commodity</strong></td>
<td>An agricultural commodity is:</td>
</tr>
<tr>
<td></td>
<td>• any crop planted and produced</td>
</tr>
<tr>
<td></td>
<td>• by annual tilling of the soil</td>
</tr>
<tr>
<td></td>
<td>• on an annual basis by 1-trip planters</td>
</tr>
<tr>
<td></td>
<td>• sugarcane planted or produced in a State</td>
</tr>
<tr>
<td></td>
<td>• alfalfa and other multi-year legumes and grasses grown in rotation with another agricultural commodity for not more than 8 consecutive years</td>
</tr>
<tr>
<td></td>
<td>• cropland designated for ACR, including cropland planted and later destroyed to comply with ACR, is considered planted for CRP cropping eligibility purposes.</td>
</tr>
<tr>
<td><strong>Annual Rental Payment</strong></td>
<td>The annual rental payment is the annual payment specified in CRP-1 made to a participant to compensate the participant for placing eligible cropland under CRP.</td>
</tr>
<tr>
<td><strong>Conservation Plan</strong></td>
<td>The conservation plan 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.</td>
</tr>
<tr>
<td><strong>Cost-Share Payment</strong></td>
<td>The cost-share payment is the payment provided by USDA to help CRP participants establish approved conservation practices required in CRP-1.</td>
</tr>
<tr>
<td><strong>Contract Group</strong></td>
<td>A contract group has contracts with the same number regardless of suffixes.</td>
</tr>
<tr>
<td><strong>CRP Contract</strong></td>
<td>A CRP contract 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.</td>
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### Definitions of Terms Used in This Handbook (Continued)

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<th><strong>Participant</strong></th>
<th>A <em>participant</em> is an owner or operator who has entered into CRP-1.</th>
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<td><strong>State Bidding Pool</strong></td>
<td>The <em>State bidding pool</em> 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.</td>
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Menu and Screen Index

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This table lists the number and dates of signup periods by program year for CRP.

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1/  Continuous signups.
2/  Enhanced continuous signups with additional incentives.
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.
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 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.

<table>
<thead>
<tr>
<th>Installment Payment No.</th>
<th>Program Years</th>
<th>FY Paid</th>
<th>CCC-6</th>
<th>CCC-184</th>
<th>Applicable Refund Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>XXCRANCR INT XXCRANP</td>
</tr>
<tr>
<td>1</td>
<td>1986</td>
<td>1987</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1986 and 1987, including corn bonus paid in spring of 1987</td>
<td>1988</td>
<td>X</td>
<td></td>
<td>XXCRANCR INT XXCRANP</td>
</tr>
</tbody>
</table>

1/ $100 cash or less.

Continued on the next page
Annual Rental Payments Disbursed Since 1986 (Continued)

A
List of Disbursements (Continued)

<table>
<thead>
<tr>
<th>Installment Payment No.</th>
<th>Program Years</th>
<th>FY Paid</th>
<th>CCC-6</th>
<th>EFT or CCC-184</th>
<th>Applicable Refund Code</th>
</tr>
</thead>
</table>

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 AQK10801 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.

<table>
<thead>
<tr>
<th>Installment Payment Year</th>
<th>Date Annual Rental Payments Authorized</th>
<th>Date Prompt Payment Starts</th>
</tr>
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<tbody>
<tr>
<td>1986</td>
<td>October 2, 1986</td>
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<td>1987</td>
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<td>*2001</td>
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