

FSA
HANDBOOK

CCC Conservation Automation System Operations

For State and County Offices

SHORT REFERENCE

2-CONSV
(Revision 1)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

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**CCC Conservation Automation
System Operations
2-CONSV (Revision 1)**

Amendment 1

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Revision

This handbook has been revised to:

- remove outdated software procedure
- provide instructions for processing AD-1153's, CCC-920's, and CCC-1245's for GRP contracts and easements.

B User Review

Users must thoroughly review this revision to become familiar with the changes to automation procedures.

C Obsolete Material

2-CONSV is obsolete.

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Part 1 General Provisions

1 Overview

A Handbook Purpose

This handbook contains continuing policies, interpretations, and manual and automated instructions for State and County Offices to follow in administering the following program operations:

- processing program AD-1153's
- recording approvals
- processing AD-1153's for payment
- controlling program funds
- preparing and submitting recurring reports.

B Source of Authority

Authority for the CCC conservation automation system is authorized in the Federal Agriculture Improvement and Reform Act of 1996, Sections 1466.1 through 1466.33, Subtitles A through C, Title XIV.

1 Overview (Continued)

C Related Handbooks

The following handbooks relate to this handbook.

IF about...	THEN see...
common management provisions	1-CM.
appeals	1-APP.
FFC	4-CP.
waiver provisions on misaction or misinformation	7-CP
making payments or assignments of payments	1-FI.
handling receipts and deposits	3-FI.
establishing claims	58-FI.
records management	25-AS.
supplementing provisions to this handbook	1-AS.

1 Overview (Continued)

D Supplemental Instructions

State Offices may supplement the instructions in this handbook.

E Forms

State and County Offices shall use nationally prescribed forms; however, all forms, worksheets, and documents developed by State or County Offices that are used to obtain information **must** be submitted to National Office for review and clearance.

F DAFP Waivers

DAFP may waive any procedural operation provisions in this handbook to grant relief to a participant:

- upon justification and recommendation by STC
- unless prohibited by statute.

This provision is in addition to, and not a substitute for, the:

- appeals provision in 1-APP
- waiver provisions in 7-CP based on misaction or misinformation.

2 General Keyboard Guidelines

A Directional Keys

Use the following directional keys to move the cursor between data fields on a screen.

System 36 Directional Key	PC Directional Key	Use
Right and left arrow	Same	To adjust the current cursor position.
Up and down arrow	Same	To move to a particular data field directly above or below the current cursor position.
Up and down arrow holding "Shift" down	"Page Up" and "Page Down"	To roll information up and down for viewing when there is too much information to be displayed on 1 screen.
"Field Exit" and advance " "	"Enter" on the number pad, "+" on the number pad, and "Tab"	To advance cursor to the next data field. Notes: If cursor is on data previously entered, the data the cursor is on and to the right of the cursor within the field will be erased from the field if the "Field Exit", "Enter" on number pad, or "+" on number pad is pressed. This will not occur with the advance key or the "Tab".

B "Enter" Key

PRESS "Enter" at the bottom of each screen to validate data that has been entered and to continue. If all data passes validations, the next screen will be displayed.

2 General Keyboard Guidelines (Continued)

C Command Keys

The presence or absence of command keys on a screen varies by its function. However, the use of the following keys is consistent throughout the CCC conservation system software.

System 36 Command Key	PC Command Key	Function	
Cmd3	F3	Previous menu will be displayed.	
Cmd4	F4	Previous screen will be displayed.	
Cmd7	F7	Current process will end.	
		IF the current process has...	THEN the original menu will display and data entered will...
		been completed	be updated.
		not been completed	not be updated.
Cmd13	Shift F1	Additional information will be displayed.	
Cmd16	Shift F4	Allows data to be added .	
Cmd20	Shift F8	Allows data to be changed .	
Cmd24	Shift F12	Allows data to be deleted .	
Help	Shift F1 or right click on mouse	Guidance on how to proceed or an explanation will be displayed.	

3 Accessing County Conservation CCC Processing Menu EEB000

A Menu EEA000

The county CCC conservation system is accessed through Conservation Main Menu EEA000. Access Menu EEA000 as follows.

Step	Action	Result
1	On Menu FAX250, ENTER "4" and PRESS "Enter".	Menu FAX09002 will be displayed.
2	Enter the option number that corresponds to the county to be processed and PRESS "Enter".	Menu FAX07001 will be displayed.
3	ENTER "5" and PRESS "Enter".	Menu EEA000 will be displayed.

B Example of Menu EEA000

This is an example of Menu EEA000. Option "7" provides access to the CCC conservation system.

```

COMMAND                                EEA000                                E5
Conservation Main Menu
-----
          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 Processing Menu
          8. Legacy Upload 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".
    
```

3 Accessing County Conservation CCC Processing Menu EEB000 (Continued)

C Accessing Menu EEB000

On Menu EEA000, ENTER "7" to access Conservation CCC Processing Menu EEB000.

D Example of Menu EEB000

This is an example of Menu EEB000.

```

COMMAND                                EEB000                                E5
Conservation CCC Processing Menu
-----
      1.  CCC County Eligibility Table Menu
*     2.  Reserved
      3.  CCC-1245 Menu
      4.  CCC Ledger Menu
      5.  CCC Progress Reports Menu
      6.  AD-1153 GRP Application Menu
      7.  CCC-920 Contract Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu                      *=Option Currently Not Available

Enter option and press "Enter".

```

All CCC processing will be performed from this menu, except transmissions.

4 Accessing Conservation State Main Menu EEG000

A Accessing Menu EEF000

The State CCC conservation system is accessed through Conservation State Main Menu EEF000. Access Menu EEF000 as follows.

Step	Action	Result
1	On Menu FAX250, ENTER "3", and PRESS "Enter".	Menu FAF07001 will be displayed.
2	ENTER "5", and PRESS "Enter".	Menu EEF000 will be displayed.

B Example of Menu EEF000

This is an example of Menu EEF000. Option "1" provides access to the State CCC Conservation system.

COMMAND	EEF000	E3
Conservation State Main Menu		

<ol style="list-style-type: none"> 1. State CCC Processing Menu 2. State AD-245/AD-862 Reports Menu 3. CRP Offer (Bid) Processing Menu 4. State Ledger Menu 5. Progress Reports Menu 		
<ol style="list-style-type: none"> 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".		

4 Accessing the State Conservation Main Menu (Continued)

C Accessing Menu EEG000

On Menu EEF000, ENTER "1" to access Conservation State Main Menu EEG000.

D Example of Menu EEG000

This is an example of Menu EEG000.

```

COMMAND                                EEG000                                E4
State CCC Processing Menu
-----
          *1.  State CCC-1245 Reports Menu
            2.  State CCC Ledger Menu
            3.  State CCC Progress Reports Menu

          20.  Return To Application Primary Menu
          21.  Return To Application Selection Screen
          22.  Return To Office Selection Screen
          23.  Return To Primary Selection Menu
          24.  Sign Off

Cmd3=Previous Menu                      *=Option Currently Not Available

Enter option and press "Enter".

```

All State CCC processing will be performed from this menu, except transmissions.

5 Session Date Error

A Altering Session Date

State Offices and Service Centers should never alter the session date on a system terminal to record conservation activity.

If the session date is changed on a system terminal:

- conservation activity through the following options **cannot** be processed:
 - Menu EEB000, options “1” through “4” (County)
 - Menu EEG000, option “2” (State)
- either of the following Session Date Error Screens will be displayed if an attempt is made to process any of the aforementioned options on Menus EEB000 and EEG000:
 - EEB00100 (County)
 - EEG20100 (State).

B Example of Screen EEB00100

This is an example of Screen EEB00100 (County).

Note: State Screen EEG20100 is the same as the example, except for the screen number.

Conservation	054-BARBOUR	EEB00100
Session Date Error Screen	Version: A001 07-19-1999	15:18 Term E3

SESSION DATE ERROR		
<p>The system has detected that the session date has been altered. Please correct the session date to continue processing conservation activity.</p>		
OR		
<p>Call TAC if you are restoring files at the end of the fiscal year. TAC will ask you for the session date and time listed below and then give you the password that will allow entry into the system.</p>		
<p>Current Session Date: CCYY-MM-DD Time: HH:MM:SS</p>		
<p>Password: _____</p>		
Enter = Continue		

5 Session Date Error (Continued)

C Action on Screen EEB00100 or EEG20100

Complete the following on Screen EEB00100 or EEG20100.

IF the State or County Office...	THEN...
is not restoring FY-end conservation files	<ul style="list-style-type: none"> • PRESS “Enter” <p>Note: The system will return to the original menu.</p> <ul style="list-style-type: none"> • correct the session date • process conservation activity as usual.
needs to restore FY-end conservation files and re-enter conservation data that is not on the backup, and needs to have the session date altered to do so	<ul style="list-style-type: none"> • call the National Help Desk through AC <p>Note: The National Help Desk will:</p> <ul style="list-style-type: none"> • request the session date and time from Screen EEB00100 or EEG20100 • provide a password to be entered on Screen EEB00100 or EEG20100. <ul style="list-style-type: none"> • after the password is entered, record conservation activity with the altered session date • after the needed conservation data is recorded with the altered session date, immediately correct the session date.

6-10 (Reserved)

Part 2 CCC County Eligibility Table

11 Accessing Conservation CCC County Eligibility Table Menu EEB100

A CCC County Eligibility Table

The CCC county eligibility table contains the following that are eligible for the county:

- programs
- technical practices
- fund codes
- local NRCS offices.

The data for these must be correct on the CCC county eligibility table for the CCC conservation system to work properly, and must be kept up-to-date at all times.

B Accessing Menu EEB100

On Menu EEB000, ENTER "1" to access Menu EEB100.

C Example of Menu EEB100

This is an example of Menu EEB100.

```

COMMAND                                EEB100                                E4
Conservation CCC County Eligibility Table Menu
-----
          1. Programs
          2. Technical Practices
          3. Fund Codes
        * 4. Reserved
          5. Local NRCS Offices
        * 6. Reserved
          7. Print County Eligibility Status

        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                                *=Option Currently Not Available

Enter option and press "Enter".
    
```

12 Updating Programs on CCC County Eligibility Table

A Eligible Programs

All eligible programs in the county must have a “Y” status on the CCC county eligibility table.

B Accessing Screen EEB11000

On Menu EEB100, ENTER “1” to access Update Program Eligibility Screen EEB11000.

C Example of Screen EEB11000

This is an example of Screen EEB11000.

Conservation		054-BARBOUR	Selection	EEB11000
Update Program Eligibility Screen		Version: A001	05-28-1997	15:18 Term E3

Program	Description			Eligibility Status
GRP	Environmental Quality Incentives Program			<u>N</u>
NO MORE PROGRAM CODES				
Enter = Continue Cmd7 = End				

12 Updating Programs on CCC County Eligibility Table (Continued)

D Updating on Screen EEB11000

All programs processed through the CCC conservation system will display on the screen.

IF the program for the county is...	THEN ENTER...	
eligible	<p>“Y” and PRESS “Enter”. Screen EEB11005 will be displayed with the message, “Program eligibility statuses have been updated”. User can do either of the following:</p> <ul style="list-style-type: none"> • PRESS “Cmd4” or “F7” to return to the Eligibility Status column to make a change. • PRESS “Cmd7” or “F7” to return to Menu EEB100. 	
not eligible	<p>“N” and PRESS “Enter”. Screen EEB11001 will be displayed with the message, “Do you wish to proceed and make the programs ineligible (Y or N)?”</p> <p>Important: If a program’s status is changed to “N”, the status for all applicable practices, fund codes, and component code associations for that program will be set to “N”. If the program status is set to “N” by mistake, all program, practice, fund code, and component code associations for the program must be re-entered.</p>	
	IF the program is...	THEN ENTER...
	to be made ineligible	<p>“Y” and PRESS “Enter”. Screen EEB11005 will be displayed with the message, “Program eligibility statuses have been updated. User can do either of the following:</p> <ul style="list-style-type: none"> • PRESS “Cmd4” or “F4” to return to the Eligibility Status column to make a change. • PRESS “Cmd7” or “F7” to return to Menu EEB100.
not to be made ineligible	<p>“N” and PRESS “Enter”. Screen EEB11005 will be displayed. PRESS “Cmd7” to return to Menu EEB100.</p>	

13 Updating Technical Practices on CCC County Eligibility Table

A Eligible Technical Practices

All technical practices are associated to a specific program. Before technical practice statuses are updated for a program, the program must have an eligibility status of “Y” on the CCC county eligibility table.

All eligible technical practices in the county must have the following entered on the CCC county eligibility table before they can be added to AD-1153 or CCC-920 or have CCC-1245’s created for them:

- “Y” status
- C/S or incentive level.

B Ineligible Technical Practices

NRCS provided all eligible technical practices and their maximum lifespans to FSA. Some technical practices in the Field Office Technical Guide are **not** eligible for all programs. Therefore, ineligible technical practices are **not** included on CCC county eligibility table.

State and County Offices shall contact their respective NRCS office if there are concerns about ineligible technical practices. The State NRCS Office will need to address concerns with the National NRCS Office.

Additionally, NRCS State or local offices must submit interim technical practices they develop to the National NRCS Office.

The National NRCS Office shall:

- assign a technical practice code and description to the interim practices
- notify the National FSA Office of the new practices.

The National FSA Office will arrange with KCAO to add the new practices to the CCC county eligibility table through a regular county software release.

13 Updating Technical Practices on CCC County Eligibility Table (Continued)

C Accessing Screen EEB11015

Access Update Technical Practice Screen EEB11015 as follows.

Step	Action	Result
1	On Menu EEB100, ENTER "2".	Screen EEB11010 will be displayed.
2	Enter the number of the program code to be processed and PRESS "Enter".	Screen EEB11015 will be displayed.

D Example of Screen EEB11015

This is an example of Screen EEB11015.

```

Conservation      069-NATCHOTICHES      Selection      EEB11015
Update Technical Practice Screen      Version: AD82  08-29-2006  11:19 Term E4
-----
Technical Practice Code      Technical Practice Description      Program Status      Practice ELIG
100      Comprehensive nutrient management plan (No)      GRP      N
310      Bedding (Ac)      GRP      Y
311      Alley cropping (Ac)      GRP      N
313      Waste storage facility (No)      GRP      N
314      Brush management (Ac)      GRP      N
316      Animal mortality facility (Ac)      GRP      N
317      Composting facility (No)      GRP      N
320      Irrigation canal or lateral (Ft)      GRP      Y
322      Channel bank vegetation (Ac)      GRP      N
324      Deep tillage (Ac)      GRP      N
326      Clearing & snagging (Ft)      GRP      N

MORE PRACTICE CODES      Technical Practice Code To Change:

Enter=Continue      Cmd7=End      Roll=Page
    
```

All technical practices associated with the selected program will be displayed in ascending numeric order. Use the "Page Up" and "Page Down" keys to view all of the technical practices.

13 Updating Technical Practices on CCC County Eligibility Table (Continued)

E Selecting Technical Practice to be Updated

On Screen EEB11015, in Technical Practice Code to Change field, enter the technical practice code to be updated and PRESS "Enter". Screen EEB11020 will be displayed.

Note: The technical practice code does **not** need to be displayed on the screen before it is entered in the Technical Practice Code to Change field.

F Example of Screen EEB11020

This is an example of Screen EEB11020.

```

Conservation           077-POINTE COUPEE           Selection      EEB11020
Update Technical Practice Screen           Version: AD77  06-20-2006 15:21 Term E4
-----
Technical Practice - Code:  340
                    - Desc:  Cover crop (Ac)
                    Program:  GRP

                        Units:  ACRES

                    Technical Practice Eligibility Status:  Y

                    Payment Level:                          100
                    Maximum Level Allowed:                   100

                    National Lifespan:                       2
                    Local Lifespan:                          1

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

13 Updating Technical Practices on CCC County Eligibility Table (Continued)

G Data Displayed on Screen EEB11020

The following data is display only and **cannot** be changed.

Data Displayed	Description
Technical Practice Code	This is the alpha numeric code assigned to the practice by NRCS.
Technical Practice Description	This is the name of the technical practice.
Program	This is the program code to which the technical practice is associated.
Units	The units are: <ul style="list-style-type: none"> • acres (Ac) • feet (Ft) • number (No).
National Lifespan	This is the lifespan for the practice established by the National NRCS Office.
Maximum Level Allowed	This is the maximum C/S or incentive level for the practice established by the National NRCS Office.

13 Updating Technical Practices on CCC County Eligibility Table (Continued)

H Updating Technical Practice Data

Update technical practice data on the CCC county eligibility table as follows.

IF the technical practice for the county...	THEN...
is eligible	<ul style="list-style-type: none"> • in the Technical Practice Eligibility Status field, ENTER “Y” • enter the maximum C/S or incentive level for the practice for the county. <p>Notes: County Offices may offer different cost-share percentages for the same practice in the county. Enter the maximum percentage eligible to be paid for the practice in the county.</p> <p>The percentage entered cannot exceed the percentage displayed in the Maximum Level Allowed field.</p> <p>Example: Beginning or limited resource producers may earn 90 percent for practices while other producers may only receive 75 percent for the same practice. The County Office would enter “90” in this field.</p> <ul style="list-style-type: none"> • enter the local lifespan for the practice <p>Note: A lifespan for a technical practice may be adjusted by the local NRCS office. The local lifespan cannot exceed the lifespan for the practice determined by the National NRCS Office.</p> <ul style="list-style-type: none"> • PRESS “Enter” after entries have been made. Screen EEB11015 will be displayed. • enter the next technical practice code to be updated, if needed. • PRESS “Cmd7” or “F7” to return to Menu EEB100.
is not eligible	No action is needed unless the technical practice was previously made eligible on the CCC county eligibility table
was eligible is no longer eligible	<ul style="list-style-type: none"> • ENTER “N” in the Technical Practice Eligibility Status field • PRESS “Enter”; Screen EEB11015 will be displayed • enter the next technical practice code to be updated, if needed • PRESS “Cmd7” or “F7” to return to Menu EEB100.

14 Updating Fund Codes on CCC County Eligibility Table

A Eligible Fund Codes

All fund codes are associated to a specific program. Before fund code statuses are updated for a program, the program must have an eligibility status of “Y” on the CCC county eligibility table.

All eligible fund codes for eligible programs in the county must have an eligibility status of “Y” on the CCC county eligibility table before allocations can be recorded and AD-1153’s or CCC-920’s and CCC-1245’s created.

B Accessing Screen EEB11025

Access Update Fund Code Eligibility Screen EEB11025 as follows.

Step	Action	Result
1	On Menu EEB100, ENTER “3”.	Screen EEB11010 will be displayed.
2	Enter the number of the program code to be processed, and PRESS “Enter”.	Screen EEB11025 will be displayed.

14 Updating Fund Codes on CCC County Eligibility Table (Continued)

C Example of Screen EEB11025

This is an example of Screen EEB11025.

Conservation		069-NATCHOTICHES	Selection		EEB11025	
Update Fund Code Eligibility Screen			Version: AD82	08-29-2006	12:41	Term E4

Fund Code	Description	Program	Fund Code Eligibility Status			
225001/2003	GRP Contracts	GRP	Y			
225001/2004	GRP Contracts	GRP	Y			
225001/2005	GRP Contracts	GRP	Y			
225001/2006	GRP Contracts	GRP	N			
225002/2003	GRP Easements	GRP	Y			
225002/2004	GRP Easements	GRP	Y			
225002/2005	GRP Easements	GRP	Y			
225002/2006	GRP Easements	GRP	N			
225302/2004	GRP Commitment	GRP	Y			
226004/2003	GRP Reallocation	GRP	Y			
226004/2004	GRP Supplemental	GRP	N			
MORE FUND CODES						
Enter=Continue Cmd7=End Roll=Page						

The only fund codes that will be displayed on Screen EEB11025 are those that are applicable for the State code displayed at the top of the screen.

14 Updating Fund Codes on CCC County Eligibility Table (Continued)

D Updating Statuses on Screen EEB11025

Update fund code eligibility statuses as follows.

IF the fund code for the county is...	THEN ENTER...
eligible	<p>“Y” for each fund code to be made eligible, and PRESS “Enter”. Screen EEB11030 will be displayed with the message, “Fund Code eligibility statuses have been updated”. User can do either of the following:</p> <ul style="list-style-type: none"> • PRESS “Cmd4” or “F4” to return to the Fund Code Eligibility Status column to make a change. • PRESS “Cmd7” or “F7” to return to Menu EEB100.
not eligible	<p>“N” for each fund code to be made ineligible and PRESS “Enter”. Screen EEB11030 will be displayed with the message, “Fund Code eligibility statuses have been updated”. User can do either of the following:</p> <ul style="list-style-type: none"> • PRESS “Cmd4” or “F4” to return to the Fund Code Eligibility Status column to make a change. • PRESS “Cmd7” or “F7” to return to Menu EEB100.

15 Requesting Out-of-State Fund Codes

A Background

There may be instances when fund codes in 1 State need to be made available to another State. Such instances include, but are not limited to, the following:

- a priority area is extended from 1 State to include a portion of another State
- a participant's administrative County Office is located in 1 State other than the State where land approved under a contract is physically located.

Funds need to be transferred to the administrative office to process CCC-920 approval in the administrative office's system.

B County Office Action

County Offices shall notify the State Office as soon as possible when out-of-State fund codes need to be made available to the county.

15 Requesting Out-of-State Fund Codes (Continued)**C State Office Action**

State Offices shall:

- prepare a memorandum requesting out-of-State fund codes that includes at least the following information:
 - the out-of-State fund codes and fund code descriptions requested
 - a brief explanation why the out-of-State fund codes are needed
- FAX the memorandum to 202-720-4619
- contact CEPD, CAB at 202-690-1612 to request access to the fund code in the software system.

D Fund Code Activation

CEPD will provide access to the out-of-State fund code through a password system.

After the fund code has been activated on the State Office system, CEPD and the State Office will contact the County Office and provide access to the fund code. County Offices shall make the fund code eligible on the county eligibility table as usual.

Note: Only the County Office where the out-of-State fund code is needed will receive access to the fund code.

16 Updating NRCS Offices on CCC County Eligibility Table

A NRCS Offices

The name of all NRCS offices that provide technical assistance to the County Office being processed must be added to the CCC county eligibility table according to this paragraph.

Each AD-1153 entered in the system will be associated to NRCS office that will provide technical assistance, such as evaluating AD-1153's, developing conservation plans, and certifying practice completion for CCC-1245's.

Although most County Offices receive technical assistance from only 1 NRCS office, some receive technical assistance from multiple NRCS offices. Even if a County Office receives assistance from only 1 NRCS office, the office must still be added according to this paragraph.

B Accessing Screen EEB11060

On Menu EEB100, ENTER "5" to access Update NRCS Office Screen EEB11060.

16 Updating NRCS Offices on CCC County Eligibility Table (Continued)

D Adding an NRCS Office

Add an NRCS office to the CCC county eligibility table as follows.

Note: Up to 10 NRCS offices may be added.

Step	Action	Result
1	On Screen EEB11060, PRESS “Cmd16” or “Shift F4”.	Screen EEB11065 will be displayed.
2	Enter the name of the NRCS office and PRESS “Enter”. Note: The name of the NRCS office may be up to 25 alpha and numeric characters.	Screen EEB11060 will be redisplayed reflecting the NRCS office just added and the message, “NRCS Office has been added”.
3	Repeat steps 1 and 2 until all NRCS offices have been added, PRESS “Cmd7” or “F7”.	Menu EEB100 will be displayed.

E Changing an NRCS Office

Change an existing NRCS office on the CCC county eligibility table as follows.

Note: Changing an existing NRCS office will most likely be used to correct a misspelled NRCS office.

Step	Action	Result
1	On Screen EEB11060, PRESS “Cmd20” or “Shift F8”.	Screen EEB11060 will be redisplayed with the field, “Enter # of NRCS Office to Change”.
2	Enter the number of the NRCS office to be changed and PRESS “Enter”.	Screen EEB11065 will be displayed.
3	Change the name of the selected NRCS office and PRESS “Enter”.	Screen EEB11060 will be redisplayed reflecting the updated NRCS name and the message, “NRCS Office has been changed”.
4	Repeat steps 1 through 3 to change the name of any other NRCS offices, PRESS “Cmd7” or “F7”.	Menu EEB100 will be displayed.

16 Updating NRCS Offices on CCC County Eligibility Table (Continued)

F Deleting an NRCS Office

Delete an NRCS office from the CCC county eligibility table as follows.

Step	Action		Result
1	On Screen EEB11060, PRESS “Cmd24” or “Shift F12”.		Screen EEB11060 will be redisplayed with the field, “Enter # of NRCS Office to Delete”.
2	Enter the number of the NRCS office to be deleted and PRESS “Enter”.		Screen EEB11075 will be displayed with the name of the selected NRCS office and the question, “Is this the NRCS Office you wish to delete (Y or N)?”
3	IF the NRCS office is...	THEN ENTER...	
	to be deleted	“Y” and PRESS “Enter”.	Screen EEB11060 will be redisplayed reflecting the deletion of the NRCS office and the message, “NRCS Office has been deleted”.
	not the office to be deleted	“N” and PRESS “Enter”.	Screen EEB11060 will be redisplayed with the field, “Enter # of NRCS Office to Delete”, for selecting another NRCS office to be deleted. Select another NRCS office and ENTER “Y” on Screen EEB11075.
4	Repeat steps 1 through 3 to delete other NRCS offices, if needed, and PRESS “Cmd7” or “F7”.		Menu EEB100 will be displayed.

17 **Printing County Eligibility Report EEB115-R001**

A Report EEB115-R001

County Eligibility Report EEB115-R001 contains:

- all of the eligibility statuses set to “Y” in the CCC county eligibility table
- NRCS offices that have been added to the CCC county eligibility table.

B Printing Report EEB115-R001

Print County Eligibility Report EEB115-R001 as follows.

Important: Print County Eligibility Report EEB115-R001 each time the CCC county eligibility table is updated. Maintain a copy of this list in a folder and provide a copy to NRCS.

Step	Action	Result
1	On Menu EEB100, ENTER “7” and PRESS “Enter”.	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • the printer ID • the number of copies to be printed. 	Screen EEB50590 will be displayed while the list is being processed.
3	PRESS “Enter”.	The report will be printed and Menu EEB100 will be displayed.

17 Printing County Eligibility Report EEB115-R001 (Continued)

C Example of Report EEB115-R001

This is an example of Report EEB115-R001.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 05-15-2004	
BARBOUR		Farm Service Agency		As of: 05-15-2004	
Report ID: EEB115-R001				Page: 1	
COUNTY ELIGIBILITY LIST					
Program Code	Program Description				
GRP	Grasslands Reserve Program				
Local NRCS Offices					
Barbour Marion Taylor Upshur					
Program					
GRP	545001/2003	GRP Contracts			
GRP	545002/2005	GRP Easements			
Program	Tech Prac Code	Technical Practice Description	Extent	C/S Level	Lifespan
GRP	314	Brush management (Ac)	Ac	90	10
GRP	327	Conservation Cover (Ac)	Ac	90	5
GRP	410	Grade stabilization structure (No)	No	75	15
GRP	327	Conservation Cover (Ac)	Ac	90	5
GRP	528	Prescribed grazing (Ac)	Ac	100	1

17 Printing County Eligibility Report EEB115-R001 (Continued)

D Description of Report EEB115-R001

The following table describes the data on Report EEB115-R001. This report reflects various settings on the CCC county eligibility table.

Section	Description
Program	All programs with a “Y” status are listed.
Local NRCS Offices	All local NRCS offices that have been added to the CCC county eligibility table are listed.
Fund Codes	All fund codes with a “Y” status are listed by program.
Technical Practices	All technical practices with a “Y” status are listed by program, including the C/S level and lifespan entered by the County Office.

18-25 (Reserved)

Part 3 AD-1153's for Easements

26 Accessing AD-1153 Main Menu

A Accessing Menu EED100

On Menu EEB000, ENTER "6" to access Conservation AD-1153 Application Menu EED100.

B Example of Menu EED100

This is an example of Menu EED100. All AD-1153 processing is performed from this menu.

```

COMMAND                                EED100                                E4
Conservation AD-1153 Application Menu
-----
      1. Create AD-1153 Contract Application
      2. Create AD-1153 Easement Application
      3. Update AD-1153 Application
      4. Cancel AD-1153 Application
      5. Print AD-1153
      6. AD-1153 Reports/Forms Menu

     20. Return To Application Primary Menu
     21. Return To Application Selection Screen
     22. Return To Office Selection Screen
     23. Return To Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

Section 1 Creating AD-1153's for Easements

27 Using "Create AD-1153 Easement Application" Option

A Guidelines

This Section provides instructions for recording AD-1153's for easements. Follow Part 4 when recording AD-1153's for CCC-920's.

Use the following guidelines when processing Menu EED100, option "2", "Create AD-1153 Easement Application".

- An allocation **does not** need to be recorded on the ledger to use this option.
- Up to 5 fund codes may be associated to AD-1153.

Notes: Only 1 primary fund code can be associated to AD-1153. The primary fund code for easements is XX5002/200X.

Up to 4 supplemental fund codes may be associated to AD-1153. Supplemental fund codes are fund codes which identify additional funding sources for AD-1153 or CCC-920.

- Up to 50 farms may be associated to AD-1153. No farm is required to be associated to AD-1153 when "Create AD-1153 Easement Application" option is being used.
- Up to 300 tracts may be associated to AD-1153.
- Up to 150 producers may be associated to AD-1153. Each producer must meet GRP eligibility requirements to be associated to AD-1153.

One producer must be designated as the primary producer on AD-1153. If there:

- are multiple producers associated to AD-1153, the primary producer will be the primary contact for matters about AD-1153
- is only 1 producer associated to AD-1153, that producer must still be designated as the primary producer.

27 Using “Create AD-1153 Easement Application” Option (Continued)**B Assigning Application Numbers**

The system will automatically assign the application number during the processing of Menu EED100, option “2”, “Create AD-1153 Easement Application”.

Application numbers consist of a 4-digit year followed by a 4-digit sequential number, where the 4-digit year is the current FY.

Examples:

2003	0006
2004	0125
2006	0456.

Each eligible program in the CCC county eligibility table will have its own series of 4-digit sequential numbers, beginning with 0001. Within each program’s series of sequential numbers, no number will be reused by the system.

Example: The current FY is 2007. Application numbers 2003 0001 through 2006 0320 have been assigned. Number 2005 0138 has been canceled and deleted. 2005 0138 will **not** be reassigned to another AD-1153 that is created. The next AD-1153 created will be 2007 0321.

28 AD-1153 Initial Data

A Fund Codes

The primary fund code for recording easements is XX5002/200X.

- XX represents the State code
- 5002 is the easement code
- 200X is FY of the application.

AD-1153's may also have supplemental fund codes, if the funds to be used on AD-1153 are appropriated in a later FY than AD-1153 is received. Based on FY of AD-1153, the system will determine what supplemental fund codes are available.

Note: Supplemental fund codes **must** be made eligible on the CCC county eligibility file **before** they can be selected through this process.

B Example of Screen

When option "2", "Create AD-1153 Easement Application" is selected from Menu EED100, Screen EED11005 will be displayed. This is an example of Screen EED11005.

```

Conservation          077-POINTE COUPEE          Selection      EED11005
AD-1153 Initial Data Screen      Version: AD78  06-22-2006 15:30 Term E4
-----
Program Code #:  1

Eligible Program Codes:
1. GRP

Fund Code:       225002/2004  (Leave blank to list all eligible Fund Codes)
Does This Application Have Supplemental Fund Codes (Y or N)?  N 
NRCS Office:     POINTE COUPEE 
                  (Leave blank to list all NRCS offices)

Enter=Continue  Cmd7=End
    
```

28 AD-1153 Initial Data (Continued)

C Completing Screen EED11005

Complete Screen EED11005 as follows.

Step	Action	Result	
1	Enter “Y” or “N” to the question “Does this contract have supplemental fund codes?” and PRESS “Enter”.	Screen EZZ82000 will be displayed listing the eligible fund codes for the program selected. Note: Only eligible fund codes on CCC county eligibility table will be displayed.	
2	Enter the number of the fund code to be selected and PRESS "Enter".	IF the number of eligible NRCS offices on the CCC county eligibility table is...	THEN Screen...
		1 and application has only 1 fund code	EED11100 will be displayed.
		1 and application has supplemental fund codes	EED11017 will be displayed. Go to step 4.
		between 2 and 10.	EZZ82500 will be displayed.
3	Enter the number of the NRCS office to be selected and PRESS "Enter".	IF the number of fund codes on application is...	THEN Screen...
		1	EED11100 will be displayed.
		2 or more	EED11017 will be displayed.
4	Enter “Y” beside each supplemental fund code to be selected and PRESS “Enter”.	Screen EED11100 will be displayed.	

28 AD-1153 Initial Data (Continued)

D NRCS Office Selection Screen

This is an example of Screen EZZ82500. Enter the number to the left of the County Office being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EZZ82500
Select NRCS Office Screen          Version: AD78  06-22-2006 16:06 Term E5
-----
                          Eligible NRCS Offices
                          #      NRCS Office
                          1      NATCHITOCHEs
                          2      NATCHOTICHES
                          3      POINT COUPEE

NO MORE NRCS OFFICES          Enter # of NRCS Office:  ____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

28 AD-1153 Initial Data (Continued)

E Selecting Supplemental Fund Codes

This is an example of Screen AD-1153 Initial Data Screen. Only eligible supplemental fund codes will be displayed for selection.

Enter "Y" next to each supplemental fund code being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EED11017
AD-1153 Initial Data Screen          Version: AD78  06-28-2006 14:18 Term E5
-----
Application Number: 2004 0020          Program: GRP          Fund Code: 225002/2004

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to the AD-1153

      Fund Code      Description
      ---      ---
      226005/2004      GRP Supplemental
      226006/2004      GRP Supplemental

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

29 Selecting Farm Numbers

A Associating Farms to AD-1153

Farm numbers to be associated to AD-1153 will be processed through Screen EED11100. A farm number is **not** required to create an AD-1153 for easement.

Note: The primary fund code associated to AD-1153 is displayed for the 1st time in this option on Screen EED11100. The fund code will be displayed on all subsequent screens in this option. If any supplemental fund codes are associated to AD-1153, the primary fund code will display followed by “*”.

PRESS “Cmd16” or “Shift F4” to add farms to AD-1153. Repeat the process for each farm being added to AD-1153. Up to 50 farms may be added to AD-1153 for easement.

After all applicable farms have been added to AD-1153, PRESS “Enter” on Screen EED11100.

```

Conservation          069-NATCHOTICHES          Selection      EED11100
AD-1153 Farm Selection Screen          Version: AD78  06-28-2006 14:26 Term E5
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225002/2004*

      Primary      Farm
      Farm        #    NO.          Farmland    Cropland

NO MORE FARM NUMBERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete

IM: No farm numbers currently associated to this AD-1153.
    
```

29 Selecting Farm Numbers (Continued)

B Example of Screen EED11105

When “Cmd16” or “Shift F4” is pressed on Screen EED11100, Screen EED11105 will be displayed. This is an example of Screen EED11105.

```

Conservation          069-NATCHOTICHES          Selection      EED11105
AD-1153 Farm Selection Screen          Version: AD78  06-28-2006 15:07 Term E5
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225002/2004*

Enter:  Farm Number          _____

OR      Last 4 Positions
        of Producer ID:          _____

NOTE:   Leave all fields blank to do an inquiry against
        Name & Address File.

Primary Farm Number (Y or N):  ___

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

C Selecting Farm Number Through Screen EED11105

Use 1 of the following methods to select the farm number through Screen EED11105.

IF...	THEN...
the farm number is known	enter the farm number according to subparagraph D.
the farm number is not known	enter the last 4 positions of the producer’s ID number to display all farms associated to that producer according to subparagraph E.
neither the farm number nor the producer’s ID number are known	leave both fields blank to select a producer from the name and address file, and display all farms associated to the selected producer, according to subparagraph F.

29 Selecting Farm Numbers (Continued)

D Entering Farm Number on Screen EED11105

If the farm number to associate to AD-1153 is known:

- enter the farm number on Screen EED11105
- enter “Y” or “N” for the primary farm number field
- PRESS “Enter”.

Screen EED11100 will be displayed with the new farm added.

E Entering Last 4 positions of Producer ID on Screen EED11105

Select the farm number to be associated to AD-1153 by entering the last 4 positions of the producer’s ID number as follows.

Step	Action		
1	Enter the last 4 positions of the producer's ID number and PRESS "Enter". If there:		
	IF there...	THEN Screen...	
	is only 1 producer that has the last 4 positions entered, and that producer has 1 farm	EED11105 will be displayed; go to step 3.	
	is only 1 producer that has the last 4 positions entered, and that producer has multiple farms	EZZ81000 will be displayed; go to step 2.	
	are multiple producer ID numbers with the same last 4 positions	MACR01-01 will be displayed. ENTER the number of the producer to be selected and PRESS "Enter". If the producer selected has:	
		IF the producer selected has...	THEN Screen...
1 farm		EED11105 will be displayed; go to step 3.	
multiple farms	EZZ81000 will be displayed; go to step 2.		
2	Enter the number of the farm to be selected and PRESS "Enter". Screen EED11105 will be displayed.		
3	For the Primary Farm Number field, ENTER “Y” or “N” and PRESS “Enter”. Screen EED11100 will be displayed with the farm number added.		

29 Selecting Farm Numbers (Continued)

F Leaving Both Fields Blank on Screen EED11105

Select the farm number by leaving both fields blank on Screen EED11105 as follows.

Step	Action
1	Leave both fields blank and PRESS "Enter". Screen MACR01-02 will be displayed.
2	ENTER the producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed.
3	ENTER the number of the producer to be selected and PRESS "Enter". If the producer has: <ul style="list-style-type: none"> • 1 farm, Screen EED11105 will be displayed. Go to step 5 • multiple farms, Screen EZZ81000 will be displayed. Go to step 4.
4	ENTER the number of the farm to be selected and PRESS "Enter".
5	ENTER "Y" or "N" for the Primary Farm Number field and PRESS "Enter". Screen EED11100 will be displayed with the farm number added.

30 Processing Tracts for AD-1153

A Example of Screen EED11300

After all applicable farms have been added to AD-1153, Screen EED11300 will be displayed. All tracts associated to the farms on AD-1153 will be displayed. Tract numbers will be selected on this screen for association to AD-1153. This is an example of Screen EED11300.

```

Conservation          069-NATCHOTICHES          Selection    EED11300
AD-1153 Tract Selection Screen    Version: AD78 06-28-2006 15:39 Term E5
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225002/2004*
Farm NO:                1352

Enter "Y" next to Tract Number(s) to be associated to Application

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
-----
  _  266        298     82.0     59.1    D-9, E-9
  Y  266        299    265.0    212.5    G-8
  _  266        300     95.0     79.7    H-10
  _  266       1346    135.0    109.5    E-9
  Y  1885       1948     11.0     10.3    P-12

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

ENTER "Y" by each tract number that is being associated to AD-1153 and PRESS "Enter". Screen EED11400 will be displayed.

30 Processing Tracts for AD-1153 (Continued)

B Example of Screen EED11400

This is an example of Screen EED11400.

Conservation		069-NATCHOTICHES		Selection		EED11400	
AD-1153 Tract Acres Screen				Version: AD78		06-28-2006 15:48 Term E5	

Application Number:		2006 0020		Program: GRP		Fund Code: 225002/2004*	
Farm No:		1352					
Farm NO.	Tract NO.	Farmland	Cropland	GRP Cropland	DCP Acres		
1352	1246	100.0	86.4	_____	_____		
569	123	159.6	120.0	_____	_____		
NO MORE TRACTS							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

GRP cropland is the number of cropland acres for the tract that are covered by the GRP easement.

DCP acres are the number of DCP cropland acres for the tract included in the GRP easement that do **not** meet the definition of cropland.

Important: The same acreage **cannot** be included in both fields.

Enter the GRP cropland acres and the DCP acres for each tract and PRESS “Enter”.

31 Processing Participants for AD-1153**A Example of Screen EED11500**

This is an example of Screen EED11500. Producers will be associated to AD-1153 through this screen.

```

Conservation          069-NATCHOTICHES          Selection      EED11500
AD-1153 Participant Data Screen          Version: AD78  06-29-2006 09:44 Term E4
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225002/2004*
Farm NO:          1158          Tract NO: 213

# Producer ID      Name          AGI      AD-1026

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete

IM: No producers currently associated to this AD-1153.

```

B Processing Screen EED11500

At least 1 producer, the primary producer, must be displayed on Screen EED11500 before processing can continue. Press “Cmd16” or “Shift F4” to add a producer to AD-1153.

After all producers are correctly displayed, PRESS “Enter”. Screen EED13000 will be displayed.

31 Processing Participants for AD-1153 (Continued)

C Producer Eligibility

Participants must meet GRP eligibility requirements to be included on an AD-1153. When a producer is being processed, the system will read the following eligibility flags:

- AGI
- AD-1026
- conservation compliance (6CP).

Note: Do **not** add vendors who will be performing administrative practices to AD-1153.

When a producer who does not meet the eligibility requirements is being added to an AD-1153, Screen EED11505 will be displayed, as follows, with the message “Selected producer’s eligibility equals ‘N’ and cannot be added.”

```

Conservation           077-POINTE COUPEE           Selection           EED11505
AD-1153 Participant Data Screen           Version: AD80 07-19-2006 09:08 Term E4
-----
Application Number: 2006 0020           Program: GRP           Fund Code: 225001/2004
Farm NO:           627           Tract NO: 731

Enter: Last 4 of ID: _____
OR   Producer ID:   *****0858 Type: S
OR   Last Name:    _____
OR   Farm Number:  _____

NOTE:   Leave all fields blank to do an inquiry against
        Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Selected producer's eligibility equals 'N' and cannot be added.
    
```

31 Processing Participants for AD-1153 (Continued)

D Adding Producers

This is an example of Screen EED11505. Select a producer through 1 of the options on this screen.

```

Conservation      077-POINTE COUPEE      Selection      EED11505
AD-1153 Participant Data Screen      Version: AD79  07-06-2006 12:47 Term E5
-----
Application Number: 2006 0017      Program:  GRP      Fund Code: 225002/2004
Farm NO:           627              Tract NO:  731

      Enter: Last 4 of ID:      _____

      OR   Producer ID:      _____ Type:  ____

      OR   Last Name:      _____
      OR   Farm Number:      _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

31 Processing Participants for AD-1153 (Continued)

D Adding Producers (Continued)

Add 1 or more producers to AD-1153 as follows.

Step	Action						
1	PRESS "Cmd16" or "Shift F4" on Screen EED11500. Screen EED11505 will be displayed.						
2	<p>Do 1 of the following to select the producer to be added:</p> <ul style="list-style-type: none"> • Enter last 4 positions of the producer's ID number and PRESS "Enter". <p>Note: If applicable, Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter"</p> <ul style="list-style-type: none"> • Enter producer's ID number and PRESS "Enter" • Enter producer's last name and PRESS "Enter" <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". "Enter".</p> <ul style="list-style-type: none"> • Enter farm number and PRESS "Enter" to list all producers associated to the farm <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". "Enter".</p> <ul style="list-style-type: none"> • leave all fields blank to access the name and address file; Enter the producer's last name and PRESS "Enter". <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". "Enter".</p> <table border="1" data-bbox="394 1402 654 1549"> <thead> <tr> <th data-bbox="394 1402 654 1434">IF producer is...</th> <th data-bbox="654 1402 1490 1434">THEN Screen...</th> </tr> </thead> <tbody> <tr> <td data-bbox="394 1434 654 1507">not eligible</td> <td data-bbox="654 1434 1490 1507">EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."</td> </tr> <tr> <td data-bbox="394 1507 654 1549">eligible</td> <td data-bbox="654 1507 1490 1549">EED11510 will be displayed.</td> </tr> </tbody> </table>	IF producer is...	THEN Screen...	not eligible	EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."	eligible	EED11510 will be displayed.
IF producer is...	THEN Screen...						
not eligible	EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."						
eligible	EED11510 will be displayed.						
3	<p>Primary producer field, enter:</p> <ul style="list-style-type: none"> • "Y", if the producer is to be designated the primary producer and PRESS "Enter" • "N", if the producer is not the primary producer and PRESS "Enter". 						
4	Repeat steps 1 through 3 to add other producers. When all participants have been added, PRESS "Enter" on Screen EED11500.						

31 Processing Participants for AD-1153 (Continued)

D Adding Producers (Continued)

This is an example of Screen EED11510.

```

Conservation          077-POINTE COUPEE          Selection      EED11510
AD-1153 Participant Data Screen          Version: AD79  07-06-2006 15:29 Term E5
-----
Application Number: 2006 0017          Program:  GRP          Fund Code: 225002/2004*
Farm NO:          1111          Tract NO:  5123

          Producer ID: *****9966 S  RANCHER NELSON
                                          PO BOX 33336
                                          NEWTREES, LA 70783-0303

AGI:          Y

AD-1026:          Y

Primary Producer (Y or N):  ___

Amount Earned:          0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

One producer **must** be identified as the primary producer for AD-1153. An entry is required for the Primary Producer (Y or N) field.

AGI, AD-1026, and Amount Earned fields are display only. A producer with an “N” in the AGI or AD-1026 field is **not** eligible and will not be able to be placed on AD-1153. When the “Create AD-1153 Easement Application” option is being processed the Amount Earned field will be “0”.

Note: The conservation compliance flag (6CP) is also read to determine eligibility but is not displayed on the screen.

32 Easement Data for AD-1153

A Example of Screen EED13000

This is an example of Screen EED13000. The basic easement data will be entered through this screen.

```

Conservation      077-POINTE COUPEE      Selection      EED13000
AD-1153 Basic Data Screen      Version: AD79  07-06-2006 15:57 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225002/2004*
Farm NO:          627      Tract NO: 731
Producer ID:      *****1777 E      Name:      A SONS LLC

Enter "Y" for a permanent easement.  For a non-permanent easement, enter the
length of easement in years.

  __ Permanent Easement      Length of Non-Permanent Easement:  ____

Description and Location of Farm, Ranch, or Other Unit:
____
____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Completing Screen EED13000

For a permanent easement, ENTER “Y” in the Permanent Easement field. If the easement is not permanent, enter the length of the easement in years. The GRP statute authorizes 30-year easements, permanent easements, and easements for a maximum duration restricted by State law.

The Description and Location of Farm, Ranch, or Other Unit field allows users to enter a description of the offered land. This is a required entry if the offered land does not have a farm number. A farm number is not required for AD-1153’s for easements. However, if an AD-1153 is selected for approval and the land does not have a farm number, the County Office shall establish a farm number for the offered land.

33 Recording Funds on AD-1153's for Easement

A Funds Before Approval

Some practices, such as appraisals, may be performed for an easement **before** approval. Funds may be recorded on AD-1153 to cover these expenses through the "Create AD-1153 Easement Application" or "Update AD-1153 Application" option. An allocation **must** be present on the ledger before funds can be recorded on Screen EED14000.

If no funds are being placed on AD-1153 at this time, PRESS "Enter" to bypass the screen.

B Example of Screen EED14000

This is an example of Screen EED14000. The program balance displayed is the balance available on the ledger for the program and fund code displayed.

```

Conservation          077-POINTE COUPEE          Selection      EED14000
AD-1153 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Application Number: 2006 0018      Program:  GRP      Fund Code: 225002/2004
Farm NO:          1158            Tract NO: 125
Producer ID:      *****9999 S   Name:      RANCHER CLIFFORD

                                Program Balance:      5,000
                                Overall Application Value: 0

Fund Code: 225002/2004

                                Fund Code      Application
                                Change (+/-)   Balances      Balances
Amount Approved:                _____      0              0
Performance Amount Approved:    _____      0              0
Performance Amount Earned:      _____      0              0
Balance Available:              _____      0              0
Unapproved Application Balance: _____      0              0
Amount CCC-1245's Issued:       _____      0              0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

33 Recording Funds on AD-1153's for Easement (Continued)

C Example of Screen EED14000 for Multiple Fund Codes

This is an example of Screen EED14000 for multiple fund codes.

There are 2 fund codes displayed on the screen. The primary fund code is displayed in the upper-right corner followed by an asterisk. The fund code displayed in italics in the example (226005/2004) is the **current** fund code. This is the fund code the user is working within. This fund code may be the same as the primary fund code or it may be a supplemental fund code. The program balance displayed is the balance available on the ledger for the **current** fund code.

PRESS "Page Up" or "Page Down" to move between fund codes.

```

Conservation          077-POINTE COUPEE          Selection      EED14000
AD-1153 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Application Number: 2006 0018          Program: GRP          Fund Code: 225002/2004*
Farm NO:          1158          Tract NO: 125
Producer ID:          *****9999 S Name:          RANCHER CLIFFORD

                                Program Balance:          5,000
                                Overall Application Value:          0

Fund Code: 226005/2004

                                Fund Code          Application
                                Change (+/-)          Balances          Balances
Amount Approved:          _____          0          0
Performance Amount Approved:          0          0
Performance Amount Earned:          0          0
Balance Available:          0          0
Unapproved Application Balance:          0          0
Amount CCC-1245's Issued:          0          0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

D Entering Amount Approved

If AD-1153 for easement has multiple fund codes, PRESS "Page Down" until the applicable fund code is displayed as the current fund code. Enter the amount approved in the change column and PRESS "Enter".

Note: The amount approved **cannot** exceed the program balance displayed.

34 AD-1153 Technical Practice Screen EED14005

A Example of Screen EED14005

This is an example of Screen EED14005. No entries will be made on this screen during the "Create AD-1153 Easement Application" option. PRESS "Enter".

```

Conservation          077-POINTE COUPEE          Selection      EED14005
AD-1153 Technical Practice Screen  Version: AD79  07-17-2006 15:16 Term E4
-----

Application Number: 2006 0019      Program:  GRP          Fund Code: 225001/2004*
Farm NO:             627           Tract NO: 7731
Producer ID:        *****5555 S   Name:      JOHN RANCHER

#      Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
#      Code          Approved   Approved   Sched     CTL NO.      Perform    Earned

NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete
IM: No technical codes currently associated to this AD-1153.
    
```

35 AD-1153 Dates Screen EED16000

A Example of Screen EED16000

This is an example of AD-1153 Dates Screen EED16000.

```

Conservation          077-POINTE COUPEE          Selection      EED16000
AD-1153 Dates Screen          Version: AD79  07-12-2006 15:02 Term E4
-----
Application Number: 2006 0018      Program:  GRP      Fund Code: 225002/2005
Farm NO:             627           Tract NO:  731
Producer ID:        *****1111 E   Name:      SONS LLC

-Dates- Application Submitted:
        AD-1157 Accepted:           _____
                                     _____
        Easement Approved:         _____

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Entering the Application Submitted Date on Screen EED16000

Enter the date:

- that the primary producer signed AD-1153
- in MMDDCCYY format.

Example: June 16, 2007, would be entered as 06162007.

The date entered **cannot** be greater than the current date.

After the date has been entered, PRESS "Enter". The data entered through this option will be updated to the contract file, and Screen EED17000 will be displayed.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

36 AD-1153 Process Status Screen EED17000

A Example of Screen EED17000

This is an example of Screen EED17000 after AD-1153 for easement has been created.

```

Conservation          077-POINTE COUPEE          Entry          EED17000
AD-1153 Process Status Screen      Version: AD79  07-12-2006 15:12 Term E4
-----

Application Number: 2006 0018      Program: GRP      Fund Code: 25002/2005
Farm NO:          627              Tract NO: 731
Producer ID:      *****1111 E    Name:          SONS LLC

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print AD-1153

                                1. Create AD-1153 Contract Application
                                2. Create AD-1153 Easement Application
                                3. Update AD-1153 Application
                                4. Cancel AD-1153 Application
                                5. Print AD-1153

Enter option and press "Enter".
Enter=Continue  Cmd7=End
IM: Initial AD-1153 Easement Application information has been recorded.

```

37-40 (Reserved)

Section 2 Modifying and Approving AD-1153's for Easements**41 Using "Update AD-1153 Application" Option****A Guidelines**

This Section provides instructions for recording AD-1153 for easement changes and approval. The "Update AD-1153 Application" option will be used to:

- place funds on the easement
- record technical practices
- modify data that was previously entered
- record AD-1157 accepted date
- record the approval date.

Follow the instructions in Part 4, Section 2 to record modifications to AD-1153's for CCC-920's.

All data that was entered through option "1", "Create AD-1153 Easement Application", may be modified using option "3", "Update AD-1153 Application", except the program code and primary fund code.

Use the "Update AD-1153 Application" option to add or modify the following:

- NRCS Office
- supplementary fund codes
- farm and tract information
- producers associated to AD-1153
- funds for the easement
- technical practices
- Application Submitted date
- AD-1157 accepted date
- the approval date.

41 Using "Update AD-1153 Application" Option (Continued)

B Example of Menu EED100

On Menu EEB000, ENTER "6" to access Conservation AD-1153 Application Menu EED100. This is an example of Menu EED100. Select option "3", "Update AD-1153 Application", to modify AD-1153's for easements.

```

COMMAND                                EED100                                E4
Conservation AD-1153 Application Menu
-----
      1. Create AD-1153 Contract Application
      2. Create AD-1153 Easement Application
      3. Update AD-1153 Application
      4. Cancel AD-1153 Application
      5. Print AD-1153
      6. AD-1153 Reports/Forms Menu

     20. Return To Application Primary Menu
     21. Return To Application Selection Screen
     22. Return To Office Selection Screen
     23. Return To Primary Selection Menu
     24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

42 Selecting AD-1153's for Easements

A Example of Screen EED20500

This is an example of Screen EED20500. AD-1153's will be selected using this screen.

```

Conservation      077-POINTE COUPEE      Entry      EED20500
AD-1153 Selection Screen      Version: AD80  07-24-2006 10:36 Term E4
-----
                                Update AD-1153 Application

                                Enter: Application Number      2006  0019
                                OR   Last 4 Positions
                                of Producer ID:      _____
                                OR   Farm Number      _____

                                NOTE:  Leave all fields blank to do an inquiry against
                                        Name & Address File.

Enter=Continue  Cmd7=End

```

B Selecting AD-1153's for Easements

Do 1 of the following to select AD-1153's to be modified:

- Enter application number and PRESS "Enter"
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all AD-1153's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".
- Enter farm number and PRESS "Enter" to list all AD-1153's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".
- leave all fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter the producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

43 Supplemental Fund Codes and NRCS Office

A Example of Screen

When option "3", "Update AD-1153 Application" is selected from Menu EED100, Screen EED11005 will be displayed. This is an example of Screen EED11005.

```

Conservation          077-POINTE COUPEE          Selection      EED11005
AD-1153 Initial Data Screen          Version: AD78  06-22-2006 15:30 Term E4
-----

Program Code #:  1

Eligible Program Codes:
  1. GRP

Fund Code:      225002/2004

Does This Application Have Supplemental Fund Codes (Y or N)? N

NRCS Office:    POINTE COUPEE
                (Leave blank to list all NRCS offices)

Enter=Continue  Cmd7=End

```

Based on FY of AD-1153, the system will determine what supplemental fund codes are available.

Note: Supplemental fund codes **must** be made eligible on the CCC county eligibility file **before** they can be selected through this process.

43 Supplemental Fund Codes and NRCS Office (Continued)

B Completing Screen EED11005

Complete Screen EED11005 as follows.

Step	Action	Result	
1	Enter "Y" or "N" to the question, "Does this contract have supplemental fund codes?".		
3	If NRCS office needs to be changed, enter the name of the correct NRCS office.		
3	When entries are completed, PRESS "Enter".	IF AD-1153 has...	THEN Screen...
		no supplemental fund codes	EED11100 will be displayed.
		1 or more supplemental fund codes	EED11017 will be displayed.

43 Supplemental Fund Codes and NRCS Office (Continued)

C Selecting Supplemental Fund Codes

This is an example of Screen AD-1153 Initial Data Screen. Only eligible supplemental fund codes will be displayed for selection.

Enter "Y" next to each supplemental fund code being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EED11017
AD-1153 Initial Data Screen          Version: AD78  06-28-2006 14:18 Term E5
-----
Application Number: 2004 0020          Program: GRP          Fund Code: 225002/2004

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to the AD-1153

      Fund Code      Description
  ___ 226005/2004    GRP Supplemental
  ___ 226006/2004    GRP Supplemental

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

44 Processing Farm Numbers

A Associating Farms to AD-1153

Farm numbers to be associated to AD-1153 will be processed through Screen EED11100.

Note: The primary fund code associated to AD-1153 is displayed on Screen EED11100. If any supplemental fund codes are associated to AD-1153, the primary fund code will display followed by “*”.

Use this option to:

- associate farms to AD-1153
- change the primary farm designation
- delete farm numbers that were previously recorded on AD-1153 in error.

Important: When a farm number on an AD-1153 for easement changes, County Offices shall add the new farm number as the primary farm. The original farm number may remain on AD-1153 as the non-primary farm.

After all applicable farm changes have been recorded, PRESS “Enter” on Screen EED11100.

```

Conservation          069-NATCHOTICHES          Selection      EED11100
AD-1153 Farm Selection Screen          Version: AD90  02-08-2007 10:08 Term E4
-----
Application Number: 2004 0021          Program: GRP          Fund Code: 225002/2004*

      Primary      Farm
      Farm        #    NO.      Farmland      Cropland
      Y           1     731        393.0         224.1
                   2     754        397.0         229.4

NO MORE FARM NUMBERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
    
```

44 Processing Farm Numbers (Continued)

B Adding Farm Numbers

PRESS “Cmd16” or “Shift F4” to add farms to AD-1153. Repeat the process for each farm being added to AD-1153. Up to 50 farms may be added to AD-1153 for easement.

When “Cmd16” or “Shift F4” is pressed on Screen EED11100, Screen EED11105 will be displayed. This is an example of Screen EED11105.

```

Conservation          069-NATCHOTICHES          Selection      EED11105
AD-1153 Farm Selection Screen          Version: AD78  06-28-2006 15:07 Term E5
-----
Application Number: 2006 0020          Program:  GRP          Fund Code: 225002/2004*

          Enter:  Farm Number

                OR  Last 4 Positions
                   of Producer ID:
          NOTE:  Leave all fields blank to do an inquiry against
                   Name & Address File.

          Primary Farm Number (Y or N):  ___

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

On Screen EED11105:

- Enter the farm number
- Enter “Y” or “N” in the Primary Farm Number field
- PRESS “Enter”.

Screen EED11100 will be displayed with the new farm added.

44 Modifying Farm Numbers (Continued)

C Modifying Primary Farm Designation

PRESS “Cmd20” or “Shift F8” to modify the primary farm designation for farms associated to AD-1153.

“# Of Farm To Change: ____” will appear on Screen EED11100. Enter the number of the farm to be modified and PRESS “Enter”.

Screen EED11110 will be displayed. This is an example of Screen EED11110.

```

Conservation          069-NATCHOTICHES          Selection      EED11110
AD-1153 Farm Selection Screen          Version: AD90 02-08-2007 10:08 Term E4
-----
Application Number: 2007 0021          Program: GRP          Fund Code: 225002/2004*

          Farm Number          754

          Primary Farm Number (Y or N):          N

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

On Screen EED11110, Enter “Y” or “N” for the Primary Farm Number field and PRESS “Enter”. Screen EED11100 will be displayed with the modified information.

44 Modifying Farm Numbers (Continued)

D Deleting Farm Numbers

Only farm numbers that were associated to AD-1153 in error should be deleted. If a farm number changes, both the old number and the new number should remain on AD-1153. The new farm number shall be made the primary farm.

PRESS “Cmd24” or “Shift F12” to delete a farm previously associated to AD-1153.

“# Of Farm To Delete: ____” will appear on Screen EED11100. Enter the number of the farm to be deleted and PRESS “Enter”.

Screen EED11115 will display. This is an example of Screen EED11115.

```

Conservation          069-NATCHOTICHES          Selection      EED11115
AD-1153 Farm Selection Screen          Version: AD90  02-08-2007 10:08 Term E4
-----
Application Number: 2004 0021          Program:  GRP          Fund Code: 225002/2004*

                Farm Number                754

                Primary Farm Number (Y or N):          N

Is this the farm number you wish to delete (Y or N)?          ___
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Enter “Y” or “N” to the question “Is this the farm number you wish to delete?” and PRESS “Enter.” Screen EED11100 will be redisplayed.

45 Modifying Tracts for AD-1153

A Example of Screen EED11300

After all farms have been processed, Screen EED11300 will be displayed. All tracts associated to the farms on AD-1153 will be displayed. Tract numbers will be selected on this screen for association to AD-1153. Any tract may be added or removed through this option. This is an example of Screen EED11300.

Note: Any tract which has had a practice performed on it shall **not** be removed from AD-1153.

```

Conservation          069-NATCHOTICHES          Selection    EED11300
AD-1153 Tract Selection Screen    Version: AD78    06-28-2006 15:39 Term E5
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225002/2004*
Farm NO:                1352

Enter "Y" next to Tract Number(s) to be associated to Application

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
  _  266        298     82.0     59.1    D-9, E-9
  Y 266        299    265.0    212.5   G-8
  _  266        300     95.0     79.7    H-10
  _  266       1346    135.0    109.5   E-9
  Y 1885       1948     11.0     10.3    P-12

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

ENTER "Y" by each tract number that is being associated to AD-1153 and PRESS "Enter". Screen EED11400 will be displayed.

45 Modifying Tracts for AD-1153 (Continued)

B Example of Screen EED11400

This is an example of Screen EED11400.

```

Conservation      069-NATCHOTICHES      Selection      EED11400
AD-1153 Tract Acres Screen      Version: AD78 06-28-2006 15:48 Term E5
-----
Application Number: 2006 0020      Program: GRP      Fund Code: 225002/2004*
Farm NO:      1352

      Farm      Tract
      NO.      NO.      Farmland      Cropland      GRP      DCP
      1352      1246      100.0      86.4      Cropland      Acres
      569      123

NO MORE TRACTS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

GRP cropland is the number of cropland acres for the tract that are covered by the GRP easement.

DCP acres are the number of DCP cropland acres for the tract included in the GRP easement that do **not** meet the definition of cropland.

Important: The same acreage **cannot** be included in both fields.

Enter any changes to the GRP cropland acres and the DCP acres for each tract and PRESS "Enter".

46 **Modifying Participants on AD-1153****A Example of Screen EED11500**

Producers may be added or removed from AD-1153 through this option. Any producer who has received payments on the easement shall **not** be removed from AD-1153. A producer who has received payments in the past, but will not receive payments in the future, should **not** be the primary producer.

This is an example of Screen EED11500. Producers will be processed through this screen.

```

Conservation          077-POINTE COUPEE          Selection      EED11500
AD-1153 Participant Data Screen          Version: AD91  02-21-2007 13:12 Term E4
-----
Application Number: 2005 0006          Program:  GRP          Fund Code: 225002/2003
Farm NO:          627          Tract NO: 371

      #  Producer ID  Name          AGI  AD-1026
*     1  *****7856 E  A SONS LLC
      2  *****0834 S  SIDNEY JAMES

* Indicates Primary Producer For Application

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.

```

B Processing Screen EED11500

The following command keys are used to process producers:

- “Cmd16” or “F4” to add a producer, according to subparagraph D
- “Cmd20” or “Shift F8” to change information for a producer previously added, according to subparagraph E
- “Cmd24” or “Shift F12” to delete a producer previously added to AD-1153, according to subparagraph F.

After all producers are correctly displayed, PRESS “Enter”. Screen EED13000 will be displayed.

46 Modifying Participants on AD-1153 (Continued)

C Producer Eligibility

Participants must meet GRP eligibility requirements to be included on an AD-1153. When a producer is being processed, the system will read the following eligibility flags:

- AGI
- AD-1026
- conservation compliance (6CP).

Note: Do **not** add vendors who will be performing administrative practices to AD-1153.

When a producer who does not meet the eligibility requirements is added to an AD-1153, Screen EED11505 will be displayed, as follows, with the message “Selected producer’s eligibility equals ‘N’ and cannot be added.”

```

Conservation      077-POINTE COUPEE      Selection      EED11505
AD-1153 Participant Data Screen      Version: AD80 07-19-2006 09:08 Term E4
-----
Application Number: 2006 0020      Program: GRP      Fund Code: 225001/2004
Farm NO:          627      Tract NO: 731

Enter: Last 4 of ID: _____

OR   Producer ID:   *****0858  Type: S

OR   Last Name:    _____

OR   Farm Number:  _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

Selected producer's eligibility equals 'N' and cannot be added.
    
```

46 Modifying Participants on AD-1153 (Continued)

D Adding Producers

When a producer succeeds to an easement, that producer shall be added to AD-1153 and identified as the primary producer. Any producer who has received payments through the easement **must** remain on AD-1153. If the original producer has not received any payments, he/she may be removed from AD-1153.

This is an example of Screen EED11505. Select a producer through 1 of the options on this screen.

```

Conservation      077-POINTE COUPEE      Selection      EED11505
AD-1153 Participant Data Screen      Version: AD79  07-06-2006 12:47 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225002/2004
Farm NO:          627      Tract NO: 731

Enter: Last 4 of ID:      _____

OR   Producer ID:      _____ Type:  ____

OR   Last Name:      _____

OR   Farm Number:      _____

NOTE:  Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

46 Modifying Participants on AD-1153 (Continued)

D Adding Producers (Continued)

Add 1 or more producers to AD-1153 as follows.

Step	Action						
1	PRESS "Cmd16" or "Shift F4" on Screen EED11500. Screen EED11505 will be displayed.						
2	<p>Do 1 of the following to select the producer to be added:</p> <ul style="list-style-type: none"> • Enter last 4 positions of the producer's ID number and PRESS "Enter" <p>Note: If applicable, Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter producer's ID number and PRESS "Enter" • Enter producer's last name and PRESS "Enter" <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter farm number and PRESS "Enter" to list all producers associated to the farm <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • leave all fields blank to access the name and address file. <p>Note: Enter producer's last name and PRESS "Enter". Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <table border="1" data-bbox="386 1396 1477 1583"> <thead> <tr> <th data-bbox="386 1396 646 1434">IF producer is...</th> <th data-bbox="646 1396 1477 1434">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1434 646 1545">not eligible</td> <td data-bbox="646 1434 1477 1545">producer will not be added to AD-1153. EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."</td> </tr> <tr> <td data-bbox="386 1545 646 1583">eligible</td> <td data-bbox="646 1545 1477 1583">Screen EED11510 will be displayed.</td> </tr> </tbody> </table>	IF producer is...	THEN...	not eligible	producer will not be added to AD-1153. EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."	eligible	Screen EED11510 will be displayed.
IF producer is...	THEN...						
not eligible	producer will not be added to AD-1153. EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."						
eligible	Screen EED11510 will be displayed.						
3	<p>Primary producer field, enter:</p> <ul style="list-style-type: none"> • "Y", if the producer is to be designated the primary producer and PRESS "Enter" • "N", if the producer is not the primary producer and PRESS "Enter". 						
4	Repeat steps 1 through 3 to add other producers. When all participants have been added, PRESS "Enter" on Screen EED11500.						

46 Modifying Participants on AD-1153 (Continued)

D Adding Producers (Continued)

This is an example of Screen EED11510.

```

Conservation      077-POINTE COUPEE      Selection      EED11510
AD-1153 Participant Data Screen      Version: AD79  07-06-2006 15:29 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225002/2004*
Farm NO:          1111      Tract NO: 5123

      Producer ID: *****9966 S      RANCHER NELSON
                                      PO BOX 33336
                                      NEWTREES, LA 70783-0303

      AGI:                                Y

      AD-1026:                            Y

      Primary Producer (Y or N):  ___

      Amount Earned:                                0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

One producer **must** be identified as the primary producer for AD-1153. An entry is required for the Primary Producer (Y or N) field.

AGI, AD-1026, and Amount Earned fields are display only. A producer with an “N” in the AGI or AD-1026 field is **not** eligible and will **not** be able to be placed on a contract.

Note: The conservation compliance flag (6CP) is also read to determine eligibility but is not displayed on the screen.

46 **Modifying Participants on AD-1153 (Continued)**

E Changing Producer Information

The only information that can be changed is the Primary Producer (Y/N) field. Make any changes as follows for 1 or more producers previously added to AD-1153.

Step	Action	Result
1	PRESS “Cmd20” or “Shift F8”.	Screen EED11500 will be redisplayed with the added field, “# Of Producer To Change”.
2	Enter the number of the producer to change and PRESS “Enter”.	Screen EED11510 will be displayed reflecting the selected producer.
3	Change the Primary Producer (Y/N) information and PRESS “Enter”.	Screen EED11500 will be redisplayed reflecting the message, “Producer has been changed”.
4	Repeat steps 1 through 3 to change the Primary Producer (Y/N) field for other producers. When all changes have been recorded, PRESS “Enter”.	Screen EED13000 will be displayed.

46 Modifying Participants on AD-1153 (Continued)

F Deleting Producers

Delete 1 or more producers previously added to AD-1153 as follows.

Important: Do **not** delete any producer who has received payment on AD-1153. If a producer is succeeding to AD-1153 after a payment was issued, add the new producer and make the new producer the primary producer. Do **not** delete the original producer.

Step	Action		Result
1	PRESS “Cmd24” or “Shift F12”.		Screen EED11500 will be redisplayed with the added field “# Of Producer To Delete”.
2	Enter the number of the producer to delete and PRESS “Enter”.		Screen EED11515 will be displayed with the selected producer and the question, "Is this the producer you wish to delete (Y or N)?"
3	If the producer is...	THEN ENTER...	
	to be deleted	“Y” and PRESS “Enter”.	Screen EED11500 will be displayed reflecting the deletion of the producer and the message, "Producer has been deleted".
	not to be deleted	“N” and PRESS “Enter”.	Screen EED11500 will be displayed.
4	Repeat steps 1 through 3 to delete other producers, if needed. When all deletions have been made, PRESS “Enter”.		Screen EED13000 will be displayed.

47 AD-1153 for Easement Data

A Example of Screen EED13000

This is an example of Screen EED13000. The type of easement, length of a non-permanent easement, or description of the easement property may be modified through this screen.

```
Conservation          077-POINTE COUPEE          Selection      EED13000
AD-1153 Basic Data Screen          Version: AD79  07-06-2006 15:57 Term E5
-----
Application Number: 2006 0017          Program: GRP          Fund Code: 225002/2004*
Farm NO:          627          Tract NO: 731
Producer ID:          *****1777 E          Name: A SONS LLC

Enter "Y" for a permanent easement.  For a non-permanent easement, enter the
length of easement in years.

  __ Permanent Easement      Length of Non-Permanent Easement:  30

Description and Location of Farm, Ranch, or Other Unit:
_____  

_____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

48 Recording Funds on AD-1153 for Easement

A Funds Before Approval

Some practices, such as appraisals, may be performed for an easement **before** approval. Funds may be recorded on AD-1153 to cover these expenses through the "Create AD-1153 for Easement Application" or "Update AD-1153 Application" option. An allocation **must** be present on the ledger **before** funds can be recorded on Screen EED14000.

If no funds are being placed on AD-1153 at this time, PRESS "Enter" to bypass the screen.

B Example of Screen EED14000

This is an example of Screen EED14000. The program balance displayed is the balance available on the ledger for the program and fund code displayed.

```

Conservation          077-POINTE COUPEE          Selection      EED14000
AD-1153 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Application Number: 2006 0018      Program: GRP      Fund Code: 225002/2004
Farm NO:          1158            Tract NO: 125
Producer ID:      *****9999 S  Name:      RANCHER CLIFFORD

                                Program Balance:      5,000
                                Overall Application Value:      0

Fund Code: 225002/2004

                                Fund Code      Application
                                Change (+/-)   Balances      Balances
Amount Approved:                _____      0              0
Performance Amount Approved:    _____      0              0
Performance Amount Earned:      _____      0              0
Balance Available:                _____      0              0
Unapproved Application Balance:  _____      0              0
Amount CCC-1245's Issued:        _____      0              0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

48 Recording Funds on AD-1153 for Easement (Continued)

C Example of Screen EED14000 for Multiple Fund Codes

This is an example of Screen EED14000 for multiple fund codes.

There are 2 fund codes displayed on the screen. The primary fund code is displayed in the upper-right corner followed by an asterisk. The fund code displayed in italics in the example (226005/2004) is the **current** fund code. This is the fund code the user is working within. This fund code may be the same as the primary fund code or it may be a supplemental fund code. The program balance displayed is the balance available on the ledger for the **current** fund code.

PRESS “Page Up” or “Page Down” to move between fund codes.

```

Conservation          077-POINTE COUPEE          Selection      EED14000
AD-1153 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Application Number: 2006 0018          Program: GRP          Fund Code: 225002/2004*
Farm NO:          1158          Tract NO: 125
Producer ID:          *****9999 S Name:          RANCHER CLIFFORD

                                Program Balance:          5,000
                                Overall Application Value:          0

Fund Code: 226005/2004

                                Fund Code          Application
                                Change (+/-)          Balances          Balances
Amount Approved:          _____          0          0
Performance Amount Approved:          0          0
Performance Amount Earned:          0          0
Balance Available:          0          0
Unapproved Application Balance:          0          0
Amount CCC-1245's Issued:          0          0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

D Entering Amount Approved

If AD-1153 has multiple fund codes, PRESS “Page Down” until the applicable fund code is displayed as the current fund code. Enter the amount approved in the change column and PRESS “Enter”.

Note: The amount approved **cannot** exceed the program balance displayed.

49 Processing Technical Practices**A Easement Technical Practices**

Easement practices are recorded on AD-1153's for easement through the "Update AD-1153 Application" option. When a practice, whether it is a restoration practice or easement related cost, is added to an AD-1153 for easement, the money is obligated on the CCC ledger and CCC-1245's can be processed for the practice.

Practices for GRP rental **contracts** should not be recorded on AD-1153. GRP **contract** technical practices shall be recorded through CCC-920 processing.

Administrative technical practice codes for easement payments and allowable administrative expenses related to an easement will be recorded on AD-1153. Administrative technical codes are:

- 802 – Easement payment
- 810 – Appraisal
- 811 – Recording fees
- 812 – Closing services
- 813 – Legal services
- 814 – Legal survey costs
- 899 – Other.

Payments for administrative technical practices will be made to the service provider. These vendors do not need to be added to AD-1153. When CCC-1245 is created for the practice, the vendor will be the primary producer on CCC-1245. The vendor **must** be entered on the name and address file, but is **not** required to meet GRP eligibility standards. Vendors will **not** be recorded on AD-1153.

49 Processing Technical Practices (Continued)

B Example of Screen EED14005

This is an example of Screen EED14005. The primary producer's name is displayed on this screen, even though the producer may not be on the CCC-1245's for some practices.

```

Conservation          077-POINTE COUPEE          Selection      EED14005
AD-1153 Technical Practice Screen  Version: AD79  07-17-2006 15:16 Term E4
-----
Application Number: 2006 0019      Program:  GRP          Fund Code: 225001/2004*
Farm NO:             627           Tract NO: 7731
Producer ID:        *****5555 S   Name:      JOHN RANCHER

#      Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
#      Code          Approved    Approved    Sched     CTL NO.       Perform     Earned

NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete
IM: No technical codes currently associated to this AD-1153.
    
```

The following command keys are used to process technical practices:

- “Cmd16” or “F4” to add a technical practice
- “Cmd20” or “Shift F8” to change information for a practice previously recorded
- “Cmd24” or “Shift F12” to delete a technical practice.

After all practices are correctly displayed, PRESS “Enter”. Screen EED16000 will be displayed.

49 Processing Technical Practices (Continued)

C Example of AD-1153 Technical Practice Screen EED14016

This is an example of AD-1153 Technical Practice Screen. For AD-1153's with multiple fund codes, a fund code selection screen is available.

```

Conservation      077-POINTE COUPEE      Selection      EED14016
AD-1153 Technical Practice Screen      Version: AD91 02-27-2007 14:25 Term E4
-----
Application Number: 2005 0009      Program: GRP      Fund Code: 225002/2004*
Farm NO: 627      Tract NO: 7131
Producer ID: *****2936 E      Name: NEW FARMS LLC

Technical Practice - Code: 812
Desc: Closing services
Unit: NO
Lifespan: 01

Practice Extent: 1
Payment Level: 100

Fund Code: 225002/2004
Amount to be Distributed: 700
Practice Amount Approved:
Year Scheduled: 2007
Livestock Indicator: E

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

If an AD-1153 has multiple fund codes, place the cursor on the Fund Code field and PRESS "Cmd13" or "Shift F1" to access the Fund Code Selection Screen EED14050.

If an AD-1153 has only 1 fund code, the Fund Code and Amount to be Distributed fields will be displayed with the applicable information.

Note: The primary producer's name will appear on this screen; however, the practice is **not** tied to any producer at this point. CCC-1245 will be created using the applicable producer or vendor, for administrative practices.

49 Processing Technical Practices (Continued)

D Example of EED14050

This is an example of Screen EED14050. Enter the number of the fund code to be selected and PRESS “Enter”.

Fund Code Selection/Summary				EED14050	
#	Fund Code	Amount Approved	Total Amount	Total Amount	Amount To Be Distributed
1	225002/2004	1,000	300		700
2	226005/2004	200	150		50
		1,200	450		750
Enter # and Press "Enter".					
Enter=Continue Cmd4=Previous Screen					
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd13=More Data Help=Help					

After a fund code has been selected using this screen, Screen EED14016 will be redisplayed with the selected Fund Code and the Amount to be Distributed displayed. The Amount to be Distributed is the amount of funds available on AD-1153 for this fund code.

E Adding Technical Practices

Add technical practices to AD-1153 according to the following table.

Step	Action
1	On Screen EED14005, PRESS “Cmd16” or “Shift F4”.
2	On Screen EED14010, Enter the technical code of the practice being added to AD-1153 and PRESS “Enter”.
3	On Screen EED14015 enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • practice extent • fund code, if easement has multiple fund codes • practice amount approved • year scheduled • livestock indicator.
4	Repeat steps 1 through 3 for each practice being added. After all applicable practices are added, PRESS “Enter” on Screen EED14005.

49 Processing Technical Practices (Continued)

F Modifying Technical Practices

Modify technical practices already associated with AD-1153 according to the following table. Technical practices that have earnings recorded **cannot** be modified through this process.

Step	Action
1	On Screen EED14005, PRESS “Cmd20” or “Shift F8”. Screen EED14005 will be redisplayed with the added field, “# Of Tech Prac To Change”.
2	Enter the number on the left side of the technical practice to be modified and PRESS “Enter”. Screen EED14015 will be displayed.
3	On Screen EED14015 modify any of the following entries and PRESS “Enter”: <ul style="list-style-type: none"> • practice extent • fund code • practice amount approved • year scheduled • livestock indicator.
4	Repeat steps 1 through 3 for each practice being modified. After all applicable practices are modified, PRESS “Enter” on Screen EED14005.

49 Processing Technical Practices (Continued)

G Deleting Technical Practices

Delete technical practices associated with AD-1153 according to the following table. Technical practices that have earnings recorded **cannot** be deleted.

Step	Action	
1	PRESS "Cmd24" or "Shift F12". Screen EED14005 will be redisplayed with the added field, "# Of Tech Prac To Delete".	
2	Enter the number to the left of the technical practice to delete and PRESS "Enter". Screen EED14020 will be displayed with the question, "Is this the technical code you wish to delete (Y or N)?"	
3	IF the practice is...	THEN ENTER...
	to be deleted	"Y" and PRESS "Enter".
	not to be deleted	"N" and PRESS "Enter".
4	Repeat steps 1 through 3 to delete other practices, if needed. When all deletions have been made, PRESS "Enter".	

50 AD-1153 Dates Screen EED16000

A Example of Screen EED16000

This is an example of AD-1153 Dates Screen EED16000.

```

Conservation      077-POINTE COUPEE      Selection      EED16000
AD-1153 Dates Screen      Version: AD79  07-12-2006 15:02 Term E4
-----
Application Number: 2006 0018      Program: GRP      Fund Code: 225002/2005
Farm NO:          627      Tract NO: 731
Producer ID:      *****1111 E      Name:      SONS LLC

-Dates- Application Submitted:      04252005
      AD-1157 Accepted:      _____

      Easement Approved:      _____

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Application Submitted Date

The Application Submitted date previously entered may be modified. The Application Submitted date is the date that the primary producer signed AD-1153.

The date entered **cannot** be greater than the current date.

PRESS "Enter". The data entered through this option will be updated to the contract file and Screen EED17000 will be displayed.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

51 AD-1153 Process Status Screen EED17000

A Example of Screen EED17000

This is an example of Screen EED17000 after AD-1153 for easement has been updated.

```
Conservation          077-POINTE COUPEE          Entry          EED17000
AD-1153 Process Status Screen      Version: AD79  07-12-2006 15:12 Term E4
-----

Application Number: 2005 0018      Program: GRP      Fund Code: 25002/2005
Farm NO:          627              Tract NO: 7331
Producer ID:      *****1111 E    Name:          SONS LLC

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print AD-1153

1. Create AD-1153 Contract Application
2. Create AD-1153 Easement Application
3. Update AD-1153 Application
4. Cancel AD-1153 Application
5. Print AD-1153

Enter option and press "Enter".
Enter=Continue Cmd7=End
IM: AD-1153 Application information has been updated.
```

52 Recording AD-1157 Information

A Processing AD-1157

GRP easement obligations **must** be recorded in System 36 as soon as AD-1157 is signed by the applicant and NRCS and provided to FSA. Funds **must** be allocated to the county and those allocations recorded before easement obligations are recorded.

Record AD-1157 information according to the following table.

Step	Action
1	On Menu EED100, ENTER “3”, “Update AD-1153 Application”, and PRESS “Enter”.
2	On Screen EED20500, Enter AD-1153 number and PRESS “Enter”.
3	Make any needed changes to the Screen EED11016 and PRESS “Enter”.
4	If a supplemental fund code is being added, ENTER “Y” for the fund code selected and PRESS “Enter”.
5	PRESS “Enter” through the screens until Screen EED14000 is displayed.
6	Verify that the correct fund code is displayed in the mid-left section of the screen. If necessary, use the page down option to reach the correct fund code.
7	Enter the easement amount from AD-1157 in the Amount Approved change field and PRESS “Enter”. This will obligate the amount on the CCC ledger.
8	On Screen EED14005, record needed technical practices according to paragraph 49. When all technical practices have been recorded, PRESS “Enter”.
9	On Screen EED16000 enter the date from AD-1157, Accepted field and PRESS “Enter”. The data entered through this option will be updated to the contract file and Screen EED17000 will be displayed.
	<p>Note: The contract file contains data for AD-1153’s, CCC-920’s, and CCC-1245’s.</p>

52 Recording AD-1157 Information (Continued)

C Example of Screen EED14000 for Multiple Fund Codes

This is an example of Screen EED14000 for multiple fund codes.

There are 2 fund codes displayed on the screen. The primary fund code is displayed in the upper-right corner followed by an asterisk. The fund code displayed in italics in the example (226005/2004) is the **current** fund code. This is the fund code the user is working within. This fund code may be the same as the primary fund code or it may be a supplemental fund code. The program balance displayed is the balance available on the ledger for the **current** fund code.

PRESS “Page Up” or “Page Down” to move between fund codes.

```

Conservation          077-POINTE COUPEE          Selection      EED14000
AD-1153 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Application Number: 2006 0018          Program: GRP          Fund Code: 225002/2004*
Farm NO:          1158          Tract NO: 125
Producer ID:          *****9999 S Name:          RANCHER CLIFFORD

                                Program Balance:          50,000
                                Overall Application Value:          2,530

Fund Code: 226006/2004

                                Fund Code          Application
                                Change (+/-)          Balances          Balances
Amount Approved:          _____          0          2,530
Performance Amount Approved:          0          2,530
Performance Amount Earned:          0          2,530
Balance Available:          0          0
Unapproved Application Balance:          0          0
Amount CCC-1245's Issued:          0          0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

D Entering Amount Approved

If AD-1153 for easement has multiple fund codes, PRESS “Page Down” until the applicable fund code is displayed as the current fund code. Enter the amount approved in the change column and PRESS “Enter”.

Note: The amount approved **cannot** exceed the program balance displayed.

52 Recording AD-1157 Information (Continued)

C Example of Screen EED16000

This is an example of AD-1153 Dates Screen EED16000 after AD-1157 Accepted date has been entered.

```

Conservation          077-POINTE COUPEE          Selection      EED16000
AD-1153 Dates Screen          Version: AD79  07-12-2006 15:02 Term E4
-----
Application Number: 2006 0018      Program: GRP      Fund Code: 225002/2005
Farm NO:                627          Tract NO: 731
Producer ID:            *****1111 E      Name:          SONS LLC

-Dates- Application Submitted:

        AD-1157 Accepted:

        Easement Approved:

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

53 Easement Approval Date

A AD-1153 for Easement Approvals

The “Update AD-1153 Application” option is used to record easement approvals. Record approvals according to the following table.

Step	Action
1	On Menu EED100, ENTER “3”, “Update AD-1153 Application”, and PRESS “Enter”.
2	On Screen EED20500, enter AD-1153 number and PRESS “Enter”.
3	Make any needed changes to Screen EED11016 and PRESS “Enter”.
4	If a supplemental fund code is being used, ENTER “Y” for the supplemental fund code selected on Screen and PRESS “Enter”.
5	Make any corrections that are necessary to the farm information on Screen EED11100 and PRESS “Enter”.
6	Verify the tract information is correct on Screen EED11300 and PRESS “Enter”.
7	Make any modifications necessary to the GRP cropland or DCP acres on Screen EED11400 and PRESS “Enter”.
8	On Screen EED11500, enter any changes needed to the producer information and PRESS “Enter”. Reminder: Do not add vendors to AD-1153.
9	Make any adjustments required on Screen EED13000 and PRESS “Enter”.
10	On Screen EED14000, verify that the correct fund code is displayed in the mid-left section of the screen. If necessary, use PRESS “page down” to reach the correct fund code.
11	Enter any adjustments to the easement amount in the Amount Approved change field for each applicable fund code and PRESS “Enter”.
12	On Screen EED14005, record needed technical practices according to paragraph 49. When all technical practices have been recorded, PRESS “Enter”.
13	On Screen EED16000 enter the date the easement was approved by NRCS and PRESS “Enter”. The data entered through this option will be updated to the contract file and Screen EED17000 will be displayed. Note: The contract file contains data for AD-1153’s, CCC-920’s, and CCC-1245’s.

53 Easement Approval Date (Continued)

B Example of Screen EED16000

This is an example of AD-1153 Dates Screen EED16000 after the Easement Approved date has been entered.

```

Conservation          077-POINTE COUPEE          Selection      EED16000
AD-1153 Dates Screen          Version: AD79  07-12-2006 15:02 Term E4
-----
Application Number: 2006 0018      Program: GRP      Fund Code: 225002/2005
Farm NO:                627          Tract NO: 731
Producer ID:            *****1111 E      Name:          SONS LLC

-Dates- Application Submitted:                04252005
          AD-1157 Accepted:                  02032006
          Easement Approved:                 07032006

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

54-60 (Reserved)

Section 3 Canceling and Printing AD-1153's for Easements

61 Using "Cancel AD-1153 Application" Option

A Guidelines

This Section provides instructions to record canceled AD-1153's for easements.

Note: AD-1153's can only be canceled in System 36, if no payments have been issued. If any payments have been issued, those funds must remain on AD-1153 and the AD-1153 **cannot** be canceled. When an AD-1153 is withdrawn after funds have been paid, the County Office shall reduce the funds on AD-1153 to the amount paid and take no further action.

B Example of Menu EED100

This is an example of Menu EED100. Select option "4", "Cancel AD-1153 Application", to cancel AD-1153's for easements.

```

COMMAND                                EED100                                E4
Conservation AD-1153 Application Menu
-----
          1. Create AD-1153 Contract Application
          2. Create AD-1153 Easement Application
          3. Update AD-1153 Application
          4. Cancel AD-1153 Application
          5. Print AD-1153
          6. AD-1153 Reports/Forms Menu

          20. Return To Application Primary Menu
          21. Return To Application Selection Screen
          22. Return To Office Selection Screen
          23. Return To Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

61 Using "Cancel AD-1153 Application" Option (Continued)

C Example of Screen EED20500

This is an example of Screen EED20500. AD-1153's will be selected using this screen.

Conservation	077-POINTE COUPEE	Entry	EED20500
AD-1153 Selection Screen		Version: AD93	03-13-2007 11:27 Term E4

Cancel AD-1153 Application			
Enter: Application Number		<u>2004</u>	<u>0001</u> ___
OR	Last 4 Positions of Producer ID:		_____
OR	Farm Number		_____
NOTE:	Leave all fields blank to do an inquiry against Name & Address File.		
Enter=Continue Cmd7=End			

D Selecting AD-1153's

Do 1 of the following to select AD-1153's to be canceled:

- Enter application number and PRESS "Enter"
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all AD-1153's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".
- Enter farm number and PRESS "Enter" to list all AD-1153's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".
- leave all fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter the producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

61 Using “Cancel AD-1153 Application” Option (Continued)

E Recording AD-1153 Cancellations

When AD-1153 has been selected on Screen EED20500, Screen EED20505 will be displayed with:

- information at the top of the screen about AD-1153 selected
- the question, “Is this AD-1153 to be canceled (Y or N)?”, at the bottom of the screen.

This is an example of Screen EED20505.

```

Conservation          077-POINTE COUPEE          Entry          EED20505
AD-1153 Selection Screen          Version: AD93  03-13-2007 10:42 Term E4
-----
Application Number: 2004 0001          Program:  GRP          Fund Code: 225002/2003
Farm NO:          389          Tract NO: 374
Producer ID:          *****4205 S          Name:          MARGARET RANCHER

Is this the AD-1153 to be canceled(Y or N)?           N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

IF AD-1153 displayed is...	THEN...
to be canceled	ENTER “Y” and PRESS “Enter”. Screen EED17000 will be displayed with the message “AD-1153 has been canceled.”
not to be canceled	ENTER “N” and PRESS “Enter”. Screen EED20500 will be displayed with the message “No action taken. Contract remains unchanged.”

62 Printing AD-1153's for Easements

A Printing AD-1153's

Menu EED100, option "5", "Print AD-1153", shall be used to print AD-1153's when no other processing is being performed.

Any AD-1153 may be printed using option "5". The purpose of this option is to allow printing of AD-1153 without going through the complete update process. Print AD-1153's as follows.

Step	Action	Result
1	On Menu EED100, ENTER "5" and PRESS "Enter".	Screen EED20500 will be displayed.
2	Enter AD-1153 number to be printed and PRESS "Enter".	Screen EED17000 will be displayed with information at the top of the screen about the AD-1153 selected.
3	IF AD-1153 displayed is...	THEN on Screen EED17000...
	AD-1153 to be printed not AD-1153 to be printed	ENTER "X" in the Print AD-1153 field. do not enter "X" in the Print AD-1153 field.
4	IF additional AD-1153 processing is...	THEN on Screen EED17000...
	needed	Enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EED100.
5	IF AD-1153 was...	THEN...
	selected to be printed	Screen EZZ80000 will be displayed. Enter the printer ID and the number of copies to be printed and PRESS "Enter".
	not selected to be printed	the 1st screen of the option selected in step 4 will be displayed.

63-65 (Reserved)

Section 4 AD-1153 Reports and Blank AD-1153's

66 Accessing Conservation AD-1153 Reports/Forms Menu EED600**A Accessing Menu EED600**

On Menu EED100, ENTER "6" to access Menu EED600.

B Example of Menu EED600

This is an example of Menu EED600.

```
COMMAND                                EED600                                E4
Conservation AD-1153 Reports/Forms Menu
-----
      1. AD-1153 Applications Received
      2. AD-1153 Status Report
      3. AD-1153 Technical Practice Status Report
      4. AD-1153 Summary Expenses Report
      5. Print Blank AD-1153

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

67 AD-1153 Applications Received Report EED610-R001**A About Report EED610-R001**

Report EED610-R001 is a cumulative list of all AD-1153's entered in the system for a signup period subdivided into separate reports by fund code and NRCS office.

Example: Barbour County has the following eligible fund codes and NRCS offices that will rank Barbour County's AD-1153's:

- 225001/2003
- 225002/2004
- Barbour NRCS office
- Preston NRCS office.

Barbour County has AD-1153's entered in the system for fund code:

- 225001/2003 with Preston NRCS office only
- 225002/2004 with both Barbour and Preston NRCS offices.

When the report is generated for all fund codes, separate reports will be generated in the following order:

- 225001/2003, Preston NRCS office
- 225001/2003, Barbour NRCS office
- 225002/2004, Barbour NRCS office.

B When to Print and Where to File

County Offices shall print Report EED610-R001 for all fund codes at least once each week during each signup period, and at the end of each signup.

CED shall verify that AD-1153's listed on the report are correct and sign and date each report.

The original signed reports shall be forwarded to NRCS office indicated in the upper-left corner of the report each week, and at the end of the signup period. County Offices shall maintain copies of the signed report in a folder labeled "GRP 2 Reports".

67 AD-1153 Applications Received Report EED610-R001 (Continued)

C Printing Report EED610-R001

Print Report EED610-R001 as follows.

Step	Action		Result
1	On Menu EED600, ENTER "1".		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50555 will be displayed.
3	IF the report is to be processed for...	THEN...	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	
	all fund codes	leave the fund code field blank and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

D Description of Report EED610-R001

Report EED610-R001 lists the following for all AD-1153's within a specific fund code and NRCS Office:

- application number
- lists each producer's ID number
- lists each producer's name, address, and phone number
- primary producer indicator
- primary farm number
- primary tract number
- producer eligibility indicator for each producer.

68 AD-1153 Status Report EED615-R001

A About Report EED615-R001

Report EED615-R001 is a cumulative list of all AD-1153's entered in the system sorted by fund code. It provides the following information about each AD-1153:

- all producers, farm numbers, and tracts associated to AD-1153
- the status of each AD-1153
- various monetary balances associated to the easement
- funds obligated to CCC-1245's
- the easement beginning and ending dates.

The report can be generated for the following options:

- all fund codes
- single fund code
- single contract number.

B When to Print and Where to File

County Offices shall print Report EED615-R001 on an as needed basis.

A copy of the report shall be provided to the NRCS office upon request.

The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

68 AD-1153 Status Report EED615-R001 (Continued)

C Printing Report EED615-R001

Print Report EED615-R001 as follows.

Step	Action		Result
1	On Menu EED600, ENTER "2".		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50500 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	Screen EEB50555 will be displayed.
	multiple contracts	"1" and PRESS "Enter".	
	a single contract	the following and PRESS "Enter": <ul style="list-style-type: none"> • "2" • the desired contract number. 	
3	IF the report is to be processed for...	THEN...	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	
	all fund codes	leave the fund code field blank and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

68 AD-1153 Status Report EED615-R001 (Continued)

D Example of Report EED615-R001

This is an example of Report EED615-R001.

APPLICATION NUMBER	APPLICANT NAME	FARM NUMBER	TRACT NUMBER	STATUS	APPLICATION VALUE	APPLICATION BALANCE	UNAPPROVED BALANCE	CCC-1245'S ISSUED	CONTRACT PERIOD
LOUISIANA U.S. Department of Agriculture Prepared:08-29-2006 POINTE COUPEE Farm Service Agency As of:08-29-2006 Report ID: EED615-R001 AD-1153 Status Report Page: 1 PROGRAM: GRP FUND CODE: ALL									

PROGRAM: GRP FUND CODE: 225002/2003 GRP Easements									
20030001	MAY FARMER	1627	114	CANCELED	0	0			
20030002	JOE RANCHER	159	546	APPROVED	21,500	21,500	20,000	1,500	07-01-2003
	DEE RANCHER	7784	789						00-00-0000
		2319	989						
		459	122						
PROGRAM TOTALS: 2									
PROGRAM: GRP FUND CODE: 225002/2005 GRP Easements									
20050003	JOHN GRASS	778	990		1,475	1,475		1,475	
PROGRAM TOTALS: 1									

68 AD-1153 Status Report EED615-R001 (Continued)

E Description of Report EED615-R001

Report EED615-R001 lists the following information for each application number on the report.

Column	Description	
Applicant Name	Lists all producers associated to AD-1153.	
Farm Number	Lists all farm numbers associated to AD-1153.	
Tract Number	Lists all tract numbers associated to AD-1153.	
Status	Nothing is printed	AD-1153 has been created in the system, but not approved. Funds may have been obligated to AD-1153 to cover administrative easement expenses, such as appraisals.
	Canceled	AD-1153 cancellation has been recorded in the system.
	Approved	AD-1153 approval has been recorded in the system and funds obligated to the easement.
Application Value	The original amount obligated for AD-1153, plus or minus any modifications to AD-1153. It is a cumulative figure and is not reduced by earnings.	
Application Balance	The amount of the obligated funds that has not been earned yet. The Application Balance will equal the sum of the Unapproved Balance plus CCC-1245's Issued.	
Unapproved Balance	The portion of AD-1153 obligation for which no CCC-1245's have been issued.	
CCC-1245's Issued	The sum of the amount approved for all CCC-1245's created for AD-1153 that has not had any earnings recorded.	
Contract Period	The date the easement was approved and the date the easement will end. An end date of "00-00-0000" indicates a permanent easement.	

69 AD-1153 Technical Practice Status Report EED620-R001**A About Report EED620-R001**

Report EED620-R001 is a list of all AD-1153's that have at least 1 technical practice code associated to it. The information the report provides about each technical practice includes:

- the technical practice code
- the technical practice description
- any CCC-1245 control number associated to the technical practice
- funds obligated to CCC-1245's and any amounts earned
- the year the practice is scheduled to be performed.

B When to Print and Where to File

County Offices shall print Report EED620-R001 the last workday of each month to determine if any action is needed. Provide a copy to NRCS, if requested.

The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

C Description of Report EED620-R001

Report EED620-R001 lists the following information for each application number on the report:

- primary producer's name
- AD-1153 status
- each technical practice code associated to AD-1153
- technical practice description for each technical practice code
- CCC-1245 control number
- amount approved for each practice
- amount earned for each practice
- year the practice is scheduled to be performed.

69 AD-1153 Technical Practice Status Report EED620-R001 (Continued)

D Printing Report EED620-R001

Print Report EED620-R001 as follows.

Step	Action	Result	
1	On Menu EED600, ENTER “3” and PRESS “Enter”.	Screen EZZ80000 will be displayed.	
2	Enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50520 will be displayed.	
3	IF the report is to be processed for...	THEN ENTER...	Screen EEB50590 will be displayed while the report is being processed.
	all AD-1153’s with one AD-1153’s printed on each page	“1” and PRESS “Enter”.	
	all AD-1153’s with multiple AD-1153’s printed on each page	“2” and PRESS “Enter”	
	a single AD-1153	the following and PRESS “Enter”: <ul style="list-style-type: none"> • “3” • the desired AD-1153 number. 	
4	PRESS “Enter”.	The report will be printed.	

69 AD-1153 Technical Practice Status Report EED620-R001 (Continued)

E Example of Report EED620-R001

This is an example of Report EED620-R001.

LOUISIANA			U.S. Department of Agriculture			Prepared:08-29-2006		
POINTE COUPEE			Farm Service Agency			As of:08-29-2006		
Report ID: EED620-R001			AD-1153 Technical Practice Status Report			Page: 1		
PROGRAM: GRP								
APPLICATION NUMBER	PRODUCER NAME	APPLICATION STATUS	TECH PRAC CODE	TECH PRAC DESCRIPTION	CCC-1245 CONTROL NUMBER	AMOUNT APPROVED	AMOUNT EARNED	YEAR SCHED
PROGRAM: GRP FUND CODE:			225002/2003 GRP Easements					
20030002	JOE RANCHER	APPROVED	810	Appraisal	20040010	1,500	1,500	2004
			802	Easement payment	20060003	19,800		2006
			813	Legal services	20060004	200	200	2006
PROGRAM TOTALS: 1					2	21,500	1,700	
PROGRAM: GRP FUND CODE:			225002/2005 GRP Easements					
20050003	JOHN GRASS		810	Appraisal	20060005	1,475		2007
PROGRAM TOTALS: 1					1	1,475		

70 AD-1153 Summary Expenses Report EED625-R001

A About Report EED625-R001

Report EED610-R001:

- is a list of various amounts approved and earned on all AD-1153's in the system sorted by fund code
- may be used by the State and National Offices in administering GRP.

B When to Print and Where to File

County Offices shall:

- print Report EED625-R001 as directed by either the State or National Office
- maintain copies of the report in a folder labeled "GRP 2 Reports".

C Description of Report EED625-R001

For each fund code listed on the report the following information is provided:

- amount approved for regular technical practices
- amount earned for regular technical practices
- annual rental amount approved
- easement amount approved
- easement amount earned
- administrative expenses approved
- administrative expenses earned.

70 AD-1153 Summary Expenses Report EED625-R001 (Continued)

C Printing Report EED625-R001

Print Report EED625-R001 as follows.

Step	Action	Result
1	On Menu EED600, ENTER "4" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	The report will be printed.

E Example of Report EED625-R001

This is an example of Report EED625-R001.

LOUISIANA		U.S. Department of Agriculture				Prepared:08-29-2006	
POINTE COUPEE		Farm Service Agency				As of:08-29-2006	
Report ID: EED625-R001		AD-1153 Summary Expenses Report				Page: 1	
FUND CODE	AMOUNT APPROVED	AMOUNT EARNED	ANNUAL RENTAL APPROVED	EASEMENT S APPROVED	EASEMENT S EARNED	ADMINISTRATIVE EXPENSES APPROVED	ADMINISTRATIVE EXPENSES EARNED
225001/2003	100	0	660	0	0	0	0
225002/2003	100	0	0	0	0	100	0
226005/2003	415	240	715	0	0	180	0
225001/2005	100	0	0	0	0	0	0
225002/2005	0	0	0	0	0	520	100
224006/2005	100	0	0	22,500	0	475	475

71 Printing Blank AD-1153's

A Blank AD-1153's for GRP

County Offices shall:

- maintain a few blank AD-1153's for GRP for use when the system is inoperable
- provide blank AD-1153's to NRCS and other local cooperating agencies upon request.

B Printing Blank AD-1153's for GRP

Print a blank AD-1153 for GRP according to the following table.

Step	Action	Result
1	On Menu EED600, ENTER "5" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	The form will be printed.

72-75 (Reserved)

Part 4 AD-1153's for CCC-920's

Section 1 Creating AD-1153's for CCC-920's

76 Using "Create AD-1153 Contract Application" Option

A Guidelines

This Section provides instructions for recording AD-1153's for CCC-920's. Follow the instructions in Part 3 when recording AD-1153's for easements.

Use the following guidelines when processing Menu EED100, option "1", "Create AD-1153 Contract Application".

- An allocation **does not** need to be recorded on the ledger to use this option.
- Up to 5 fund codes may be associated to AD-1153.

Notes: Only 1 primary fund code can be associated to AD-1153. The primary fund code for AD-1153's for contracts is XX5001/200X.

Up to 4 supplemental fund codes may be associated to AD-1153. Supplemental fund codes are fund codes which identify additional funding sources.

- Up to 50 farms may be associated to AD-1153. No farm is required to be associated to AD-1153 when the "Create AD-1153 Contract Application" option is being processed.
- Up to 300 tracts may be associated to AD-1153.
- Up to 150 producers may be associated to AD-1153. Each producer must meet GRP eligibility requirements to be associated to AD-1153.

One producer must be designated as the primary producer on AD-1153. If there:

- are multiple producers associated to AD-1153, the primary producer will be the primary contact for matters about AD-1153
- is only 1 producer associated to AD-1153, that producer must still be designated as the primary producer.

76 Using “Create AD-1153 Contract Application” Option (Continued)

B Assigning Application Numbers

The system will automatically assign the application number during the processing of Menu EED100, option “1”, “Create AD-1153 Contract Application”.

Application numbers consist of a 4-digit year followed by a 4-digit sequential number, where the 4-digit year is the current FY.

Examples: 2003 0006
 2004 0125
 2006 0456.

Each eligible program in the CCC county eligibility table will have its own series of 4-digit sequential numbers, beginning with 0001. Within each program’s series of sequential numbers, no number will be reused by the system.

Example: The current FY is 2007. Application numbers 2003 0001 through 2006 0320 have been assigned. Number 2005 0138 has been canceled and deleted. 2005 0138 will not be reassigned to another AD-1153 that is created. The next AD-1153 created will be 2007 0321.

77 AD-1153 Initial Data

A Fund Codes

The primary fund code for recording CCC-920's is XX5001/20xx.

- XX represents the State code
- 5001 is fund code
- 20xx is FY of application.

AD-1153's may also have supplemental fund codes, if the funds to be used on AD-1153 are appropriated in a later FY than AD-1153 is received. Based on FY of AD-1153, the system will determine what supplemental fund codes are available.

Notes: Supplemental fund codes will normally **not** be used for AD-1153's for contract, because funds are not tied to contracts until CCC-920 is created.

Supplemental fund codes **must** be made eligible on the CCC county eligibility file **before** they can be selected through this process.

B Example of Screen EED11005

When option "1", "Create AD-1153 Contract Application" is selected from Menu EED100, Screen EED11005 will be displayed. This is an example of Screen EED11005.

```

Conservation          077-POINTE COUPEE          Selection      EED11005
AD-1153 Initial Data Screen      Version: AD78  06-22-2006 15:30 Term E4
-----
Program Code #:  1

Eligible Program Codes:
1. GRP

Fund Code:      225001/2004 (Leave blank to list all eligible Fund Codes)

Does This Application Have Supplemental Fund Codes (Y or N)? N

NRCS Office:    POINTE COUPEE
                (Leave blank to list all NRCS offices)

Enter=Continue  Cmd7=End
    
```

77 AD-1153 Initial Data (Continued)

C Completing Screen EED11005

Complete Screen EED11005 as follows.

Step	Action	Result	
1	Enter "Y" or "N" to the question "Does this contract have supplemental fund codes?" and PRESS "Enter".	Screen EZZ82000 will be displayed listing the eligible fund codes for the program selected. Note: Only eligible fund codes on CCC county eligibility table will be displayed.	
2	Enter the number of the fund code to be selected and PRESS "Enter".	IF the number of eligible NRCS offices on the CCC county eligibility table is...	THEN Screen...
		1 and AD-1153 has only 1 fund code	EED11100 will be displayed. Go to paragraph 28.
		1 and AD-1153 has supplemental fund codes	EED11017 will be displayed. Go to step 4.
		between 2 and 10.	EZZ82500 will be displayed.
3	Enter the number of the NRCS office to be selected and PRESS "Enter".	IF the number of fund codes on AD-1153 is...	THEN Screen...
		1	EED11100 will be displayed. Go to paragraph 28.
		2 or more	EED11017 will be displayed.
4	Enter "Y" beside each supplemental fund code to be selected and PRESS "Enter".	Screen EED11100 will be displayed.	

77 AD-1153 Initial Data (Continued)

D NRCS Office Selection Screen

This is an example of Screen EZZ82500. Enter the number to the left of the County Office being selected and PRESS "Enter".

```
Conservation      069-NATCHOTICHES      Selection      EZZ82500
Select NRCS Office Screen      Version: AD78  06-22-2006 16:06 Term E5
-----
                        Eligible NRCS Offices

                        #      NRCS Office
                        1      NATCHITOCHEs
                        2      NATCHOTICHES
                        3      POINT COUPEE

NO MORE NRCS OFFICES      Enter # of NRCS Office:  ____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

77 AD-1153 Initial Data (Continued)

E Selecting Supplemental Fund Codes

This is an example of Screen AD-1153 Initial Data Screen. Only eligible supplemental fund codes will be displayed for selection.

Enter "Y" next to each supplemental fund code being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EED11017
AD-1153 Initial Data Screen      Version: AD78  06-28-2006 14:18 Term E5
-----
Application Number: 2004 0020      Program: GRP      Fund Code: 225001/2004

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to the AD-1153

      Fund Code      Description
  ___ 226005/2004    GRP Supplemental
  ___ 226006/2004    GRP Supplemental

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

78 Selecting Farm Numbers

A Associating Farms to AD-1153

Farm numbers to be associated to AD-1153 will be processed through Screen EED11100. A farm number is **not** required to create an AD-1153 for contracts.

Note: The primary fund code associated to AD-1153 is displayed for the 1st time in this option on Screen EED11100. The fund code will be displayed on all subsequent screens in this option. If any supplemental fund codes are associated to AD-1153, the primary fund code will display followed by “*”.

PRESS “Cmd16” or “Shift F4” to add farms to AD-1153. Repeat the process for each farm being added to AD-1153. Up to 50 farms may be added to AD-1153.

After all applicable farms have been added to AD-1153, PRESS “Enter” on Screen EED11100.

```

Conservation          069-NATCHOTICHES          Selection      EED11100
AD-1153 Farm Selection Screen      Version: AD78  06-28-2006 14:26 Term E5
-----
Application Number: 2006 0020      Program:  GRP      Fund Code: 225001/2004*

      Primary      Farm
      Farm        #      NO.      Farmland      Cropland

NO MORE FARM NUMBERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
              Cmd24=Delete
IM: No farm numbers currently associated to this AD-1153.
    
```

78 **Selecting Farm Numbers (Continued)**

B Example of Screen EED11105

When “Cmd16” or “Shift F4” is pressed on Screen EED11100, Screen EED11105 will be displayed. This is an example of Screen EED11105.

```

Conservation          069-NATCHOTICHES          Selection      EED11105
AD-1153 Farm Selection Screen          Version: AD78  06-28-2006 15:07 Term E5
-----
Application Number: 2006 0020          Program:  GRP          Fund Code: 225001/2004*

Enter:  Farm Number          _____
OR      Last 4 Positions
        of Producer ID:      _____

NOTE:   Leave all fields blank to do an inquiry against
        Name & Address File.

Primary Farm Number (Y or N):  __

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

C Selecting Farm Number Through Screen EED11105

Use 1 of the following methods to select the farm number through Screen EED11105.

IF...	THEN...
the farm number is known	enter the farm number according to subparagraph D.
the farm number is not known	enter the last 4 positions of the producer’s ID number to display all farms associated to that producer according to subparagraph E.
neither the farm number nor the producer’s ID number are known	leave both fields blank to select a producer from the name and address file, and display all farms associated to the selected producer, according to subparagraph F.

78 Selecting Farm Numbers (Continued)

D Entering Farm Number on Screen EED11105

If the farm number to associate to AD-1153 is known:

- enter the farm number on Screen EED11105
- enter “Y” or “N” for the primary farm number field
- PRESS “Enter”.

Screen EED11100 will be displayed with the new farm added.

E Entering Last 4 positions of Producer ID on Screen EED11105

Select the farm number to be associated to AD-1153 by entering the last 4 positions of the producer’s ID number as follows.

Step	Action						
1	Enter the last 4 positions of the producer's ID number and PRESS "Enter".						
	IF there...	THEN Screen...					
	is only 1 producer that has the last 4 positions entered, and that producer has 1 farm	EED11105 will be displayed. Go to step 3.					
	is only 1 producer that has the last 4 positions entered, and that producer has multiple farms	EZZ81000 will be displayed. Go to step 2.					
	are multiple producer ID numbers with the same last 4 positions	MACR01-01 will be displayed. ENTER the number of the producer to be selected and PRESS "Enter".					
		<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">IF the producer selected has...</td> <td style="text-align: center;">THEN Screen...</td> </tr> <tr> <td>1 farm</td> <td>EED11105 will be displayed. Go to step 3.</td> </tr> <tr> <td>multiple farms</td> <td>EZZ81000 will be displayed. Go to step 2.</td> </tr> </table>	IF the producer selected has...	THEN Screen...	1 farm	EED11105 will be displayed. Go to step 3.	multiple farms
IF the producer selected has...	THEN Screen...						
1 farm	EED11105 will be displayed. Go to step 3.						
multiple farms	EZZ81000 will be displayed. Go to step 2.						
2	Enter the number of the farm to be selected and PRESS "Enter". Screen EED11105 will be displayed.						
3	ENTER “Y” or “N” for the Primary Farm Number field and PRESS “Enter”. Screen EED11100 will be displayed with the farm number added.						

78 Selecting Farm Numbers (Continued)

F Leaving Both Fields Blank on Screen EED11105

Select the farm number by leaving both fields blank on Screen EED11105 as follows.

Step	Action
1	Leave both fields blank and PRESS "Enter". Screen MACR01-02 will be displayed.
2	ENTER the producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed.
3	ENTER the number of the producer to be selected and PRESS "Enter". If the producer has: <ul style="list-style-type: none"> • 1 farm, Screen EED11105 will be displayed; go to step 5 • multiple farms, Screen EZZ81000 will be displayed; go to step 4.
4	ENTER the number of the farm to be selected and PRESS "Enter".
5	ENTER "Y" or "N" for the Primary Farm Number field and PRESS "Enter". Screen EED11100 will be displayed with the farm number added.

79 Processing Tracts for AD-1153

A Example of Screen EED11300

After all applicable farms have been added to AD-1153 for contract, Screen EED11300 will be displayed. All tracts associated to the farms on AD-1153 will be displayed. Tract numbers will be selected on this screen for association to AD-1153. This is an example of Screen EED11300.

```

Conservation          069-NATCHOTICHES          Selection    EED11300
AD-1153 Tract Selection Screen    Version: AD78 06-28-2006 15:39 Term E5
-----
Application Number: 2006 0020      Program:  GRP      Fund Code: 225001/2004*
Farm NO:                1352

Enter "Y" next to Tract Number(s) to be associated to Application

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
-----
  Y  266       298     82.0     59.1    D-9, E-9
  Y  266       299    265.0    212.5    G-8
  -   266       300     95.0     79.7    H-10
  -   266      1346    135.0    109.5    E-9
  Y  1885      1948     11.0     10.3    P-12

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

ENTER "Y" by each tract number that is being associated to AD-1153 and PRESS "Enter". Screen EED11400 will be displayed.

79 Processing Tracts for AD-1153 (Continued)

B Example of Screen EED14000

This is an example of Screen EED14000.

```

Conservation      069-NATCHOTICHES      Selection      EED11400
AD-1153 Tract Acres Screen      Version: AD78 06-28-2006 15:48 Term E5
-----
Application Number: 2006 0020      Program: GRP      Fund Code: 225001/2004*
Farm NO:          1352
Farm      Tract      Farmland      Cropland      GRP      DCP
NO.      NO.          100.0         86.4         Cropland      Acres
1352      1246          159.6         120.0         _____
569       123
-----
NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

GRP cropland is the number of cropland acres for the tract that are covered by AD-1153.

DCP acres are the number of DCP cropland acres for the tract included in AD-1153 that do **not** meet the definition of cropland.

Important: The same acreage **cannot** be included in both fields.

Enter the GRP cropland acres and the DCP acres for each tract and PRESS “Enter”.

80 Processing Participants for AD-1153

A Example of Screen EED11500

This is an example of Screen EED11500. Producers will be associated to AD-1153 through this screen.

```

Conservation          069-NATCHOTICHES          Selection      EED11500
AD-1153 Participant Data Screen          Version: AD78  06-29-2006 09:44 Term E4
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225001/2004*
Farm NO:          1158          Tract NO: 213

# Producer ID      Name          AGI      AD-1026

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: No producers currently associated to this AD-1153.
    
```

B Processing Screen EED11500

At least 1 producer, the primary producer, must be displayed on Screen EED11500 before processing can continue. PRESS “Cmd16” or “Shift F4” to add a producer to AD-1153.

After all producers are correctly displayed, PRESS “Enter”. Screen EED13000 will be displayed.

80 Processing Participants for AD-1153 (Continued)

C Producer Eligibility

Participants must meet GRP eligibility requirements to be included on an AD-1153. When a producer is being processed, the system will read the following eligibility flags:

- AGI
- AD-1026
- conservation compliance (6CP).

When a producer who does not meet the eligibility requirements being added to an AD-1153, Screen EED11505 will be displayed, as follows, with the message “Selected producer’s eligibility equals ‘N’ and cannot be added.”

```

Conservation          077-POINTE COUPEE          Selection      EED11505
AD-1153 Participant Data Screen          Version: AD80  07-19-2006 09:08 Term E4
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225001/2004
Farm NO:          627          Tract NO: 731

Enter: Last 4 of ID: _____
OR   Producer ID:  *****0858  Type: S
OR   Last Name:    _____
OR   Farm Number:  _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
Selected producer's eligibility equals 'N' and cannot be added.
    
```

80 Processing Participants for AD-1153 (Continued)

D Adding Producers

This is an example of Screen EED11505. Select a producer through 1 of the options on this screen.

```
Conservation      077-POINTE COUPEE      Selection      EED11505
AD-1153 Participant Data Screen      Version: AD79  07-06-2006 12:47 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225001/2004
Farm NO:          627      Tract NO: 731

Enter: Last 4 of ID:      _____
OR  Producer ID:      _____ Type:  ____
OR  Last Name:      _____
OR  Farm Number:      _____

NOTE:  Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

80 Processing Participants for AD-1153 (Continued)

D Adding Producers (Continued)

Add 1 or more producers to AD-1153 as follows.

Step	Action						
1	PRESS "Cmd16" or "Shift F4" on Screen EED11500. Screen EED11505 will be displayed.						
2	<p>Do 1 of the following to select the producer to be added:</p> <ul style="list-style-type: none"> • Enter last 4 positions of the producer's ID number and PRESS "Enter". <p>Note: If applicable, Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter"</p> <ul style="list-style-type: none"> • Enter producer's ID number and PRESS "Enter" • Enter producer's last name and PRESS "Enter" <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". "Enter".</p> <ul style="list-style-type: none"> • Enter farm number and PRESS "Enter" to list all producers associated to the farm <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". "Enter".</p> <ul style="list-style-type: none"> • leave all fields blank to access the name and address file; Enter the producer's last name and PRESS "Enter". <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". "Enter".</p> <table border="1" data-bbox="391 1434 646 1583"> <thead> <tr> <th data-bbox="391 1434 646 1472">IF producer is...</th> <th data-bbox="646 1434 1490 1472">THEN Screen...</th> </tr> </thead> <tbody> <tr> <td data-bbox="391 1472 646 1549">not eligible</td> <td data-bbox="646 1472 1490 1549">EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."</td> </tr> <tr> <td data-bbox="391 1549 646 1583">eligible</td> <td data-bbox="646 1549 1490 1583">EED11510 will be displayed.</td> </tr> </tbody> </table>	IF producer is...	THEN Screen...	not eligible	EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."	eligible	EED11510 will be displayed.
IF producer is...	THEN Screen...						
not eligible	EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."						
eligible	EED11510 will be displayed.						
3	<p>Primary producer field, enter:</p> <ul style="list-style-type: none"> • "Y", if the producer is to be designated the primary producer and PRESS "Enter" • "N", if the producer is not the primary producer and PRESS "Enter". 						
4	Repeat steps 1 through 3 to add other producers. When all participants have been added, PRESS "Enter" on Screen EED11500.						

80 Processing Participants for AD-1153 (Continued)

D Adding Producers (Continued)

This is an example of Screen EED11510.

```

Conservation      077-POINTE COUPEE      Selection      EED11510
AD-1153 Participant Data Screen      Version: AD79 07-06-2006 15:29 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225001/2004*
Farm NO:          1111      Tract NO: 5123

      Producer ID: *****9966 S      RANCHER NELSON
                                      PO BOX 33336
                                      NEWTREES, LA 70783-0303

      AGI:                          Y
      AD-1026:                       Y
      Primary Producer (Y or N):  ___
      Amount Earned:                          0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

One producer must be identified as the primary producer for AD-1153. An entry is required for the Primary Producer (Y or N) field.

AGI, AD-1026, and Amount Earned fields are display only. When the “Create AD-1153 Contract Application” option is being processed the Amount Earned field will be “0”.

Note: The conservation compliance flag (6CP) is also read to determine eligibility but is not displayed on the screen.

81 Basic Contract Data

A Example of Screen EED13000

This is an example of Screen EED13000. Basic contract data will be entered through this screen.

```

Conservation      077-POINTE COUPEE      Selection      EED13000
AD-1153 Basic Data Screen      Version: AD79  07-17-2006 14:54 Term E4
-----
Application Number: 2006 0019      Program: GRP      Fund Code: 225001/2004*
Farm NO:          627      Tract NO: 4731
Producer ID:      *****4444 S Name:      JOHN RANCHER

      Rental Rate Per Acre:      _____      Number of Acres:      _____
      Annual Contract Payment:      _____
      First Year Payment:      _____

Enter "Y" next to type of AD-1153 Application.

__ 10 Year Contract __15 Year Contract __ 20 Year Contract __ 30 Year Contract

Description and Location of Farm, Ranch, or Other Unit:
_____
_____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Completing Screen EED13000

Enter the rental rate per acre for the contract and the number of acres offered. The system will calculate the annual rental payment. No entry should be made in the First Year Payment field unless the 1st year’s payment is different from the annual payment.

ENTER “Y” next to the length of the contract period.

The Description and Location of Farm, Ranch, or Other Unit field will require an entry only if no farm number has been associated to AD-1153.

When all entries have been completed, PRESS “Enter”.

82 AD-1153 Technical Practice Screen EED14005

A Example of Screen EED14005

This is an example of Screen EED14005. No entries will be made on this screen. PRESS "Enter".

```

Conservation          077-POINTE COUPEE          Selection      EED14005
AD-1153 Technical Practice Screen  Version: AD79  07-17-2006 15:16 Term E4
-----
Application Number: 2006 0019      Program: GRP      Fund Code: 225001/2004*
Farm NO:           627             Tract NO: 7731
Producer ID:       *****5555 S  Name:           JOHN RANCHER

#      Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
      Code           Approved   Approved   Sched     CTL NO.       Perform     Earned

NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete
IM: No technical codes currently associated to this AD-1153.

```

83 AD-1153 Dates Screen EED16000

A Example of Screen EED16000

This is an example of AD-1153 Dates Screen EED16000.

```

Conservation          077-POINTE COUPEE          Selection      EED16000
AD-1153 Dates Screen          Version: AD79  07-17-2006 15:37 Term E4
-----
Application Number: 2006 0019          Program: GRP          Fund Code: 225001/2004*
Farm NO:             6627             Tract NO: 7731
Producer ID:        *****5555 S   Name:             JOHN MICHAEL RANCHER

-Dates- Application Submitted:          _____

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Entering the Application Submitted Date on Screen EED16000

Enter the date:

- that the primary producer signed AD-1153
- in MMDDCCYY format.

Example: June 16, 2007, would be entered as 06162007.

The date entered **cannot** be greater than the current date.

After the date has been entered, PRESS "Enter". The data entered through this option will be updated to the contract file and Screen EED17000 will be displayed.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

84 AD-1153 Process Status Screen EED17000

A Example of Screen EED17000

This is an example of Screen EED17000 after AD-1153 for CCC-920 has been created.

```

Conservation          077-POINTE COUPEE          Entry          EED17000
AD-1153 Process Status Screen          Version: AD79  07-17-2006 15:41 Term E4
-----
Application Number: 2006 0019          Program: GRP          Fund Code: 225001/2004*
Farm NO:          6627          Tract NO: 731
Producer ID:          *****5555 S Name:          JOHN MICHAEL RANCHER

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print AD-1153

1. Create AD-1153 Contract Application
2. Create AD-1153 Easement Application
3. Update AD-1153 Application
4. Cancel AD-1153 Application
5. Print AD-1153

Enter option and press "Enter".
Enter=Continue  Cmd7=End

IM: Initial AD-1153 Contract Application information has been recorded.
    
```

85-90 (Reserved)

Section 2 Modifying AD-1153's for Contracts

91 Using "Update AD-1153 Application" Option

A Example of Menu EED100

On Menu EEB000, ENTER "6" to access Conservation AD-1153 Application Menu EED100. This is an example of Menu EED100. Select option "3", "Update AD-1153 Application", to modify AD-1153's.

```

COMMAND                                EED100                                E4
Conservation AD-1153 Application Menu
-----
      1. Create AD-1153 Contract Application
      2. Create AD-1153 Easement Application
      3. Update AD-1153 Application
      4. Cancel AD-1153 Application
      5. Print AD-1153
      6. AD-1153 Reports/Forms Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

B Guidelines

This Section provides instructions for recording modifications to AD-1153's for contracts. Follow the instructions in Part 3, Section 2, when recording AD-1153 for easements changes.

All data that was entered through option "1", "Create AD-1153 Contract Application", may be modified using option "3", "Update AD-1153 Application", except the program code. Use this option to modify the following:

- NRCS Office
- fund codes
- farm and tract information
- producers associated to AD-1153
- the rental rate and acreage
- the Application Submitted date.

92 Selecting AD-1153's for Contracts

A Example of Screen EED20500

This is an example of Screen EED20500. AD-1153's will be selected using this screen.

```

Conservation      077-POINTE COUPEE      Entry      EED20500
AD-1153 Selection Screen      Version: AD80  07-24-2006 10:36 Term E4
-----
                                Update AD-1153 Application

Enter: Application Number      2006 0019
OR   Last 4 Positions
     of Producer ID:          _____
OR   Farm Number              _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd7=End
    
```

B Selecting AD-1153's

Do 1 of the following to select AD-1153's to be modified:

- Enter application number and PRESS "Enter"
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all AD-1153's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

- Enter farm number and PRESS "Enter" to list all AD-1153's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

- leave all fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter the producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

93 Fund Codes and NRCS Office

A Example of Screen EED11015

When an AD-1153 for CCC-920 is selected for modification, Screen EED11015 will be displayed. This is an example of Screen EED11015.

```
Conservation          069-NATCHOTICHES          Selection      EED11015
AD-1153 Initial Data Screen          Version: AD80  07-24-2006 10:49 Term E4
-----
Program Code #:  1                               Application Number:  2006 0020

Eligible Program Codes:
1. GRP

Fund Code:      225001/2004 (Leave blank to list all eligible Fund Codes)

Does This Application Have Supplemental Fund Codes (Y or N)? N

NRCS Office:    NATCHITOCHE (Leave blank to list all NRCS offices)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

93 Fund Codes and NRCS Office (Continued)

B Modifying Screen EED11015

Modify Screen EED11015 as follows. The fund code, supplemental fund code, and NRCS office can all be changed.

Step	Action	Result	
1	If the fund code needs to be modified, enter the correct fund code.		
2	Enter "Y" or "N" to the question "Does this contract have supplemental fund codes?".		
3	If necessary, enter correct NRCS office and PRESS "Enter".	IF the number of fund codes on AD-1153 is...	THEN Screen...
		1	EED11100 will be displayed. Go to paragraph 28.
		2 or more	EED11017 will be displayed.
4	Enter "Y" beside each supplemental fund code to be selected and PRESS "Enter".	Screen EED11100 will be displayed.	

93 Fund Codes and NRCS Office (Continued)

C Selecting Supplemental Fund Codes

This is an example of Screen EED11017. Only eligible supplemental fund codes will be displayed for selection.

Enter "Y" next to each supplemental fund code being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EED11017
AD-1153 Initial Data Screen          Version: AD78  06-28-2006 14:18 Term E5
-----
Application Number: 2004 0020          Program: GRP          Fund Code: 225001/2004

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to AD-1153

      Fund Code      Description
  ___ 226005/2004    GRP Supplemental
  ___ 226006/2004    GRP Supplemental

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

94 **Modifying Farm Numbers**

A Modifying Farm Numbers on AD-1153

Farm numbers to be associated to AD-1153 will be processed through Screen EED11100. A farm number is **not** required to update an AD-1153 for CCC-920.

```

Conservation          077-POINTE COUPEE          Selection          EED11100
AD-1153 Farm Selection Screen          Version: AD80 08-01-2006 15:33 Term E5
-----
Application Number: 2006 0019          Program: GRP          Fund Code: 225001/2004*

      Primary          Farm
      Farm          #          NO.          Farmland          Cropland
      Y          1          627          1,330.0          1,044.3
                  2          327          29.0          7.7
                  3          1158          23.0          19.4

NO MORE FARM NUMBERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process farm numbers.
    
```

B Completing Screen EED11100

The following command keys are used to process farm numbers:

- “Cmd16” or “Shift F4” to add a farm, according to subparagraph C
- “Cmd20” or “Shift F8” to change the primary farm designation, according to subparagraph D
- “Cmd24” or “Shift F12” to delete a farm previously added, according to subparagraph E.

After all associated farms are correctly displayed, PRESS “Enter”. Screen EED11300 will be displayed.

94 **Modifying Farm Numbers (Continued)**

C Example of Screen EED11105

When “Cmd16” or “Shift F4” is pressed on Screen EED11100, Screen EED11105 will be displayed. This is an example of Screen EED11105.

```

Conservation          069-NATCHOTICHES          Selection      EED11105
AD-1153 Farm Selection Screen      Version: AD78  06-28-2006 15:07 Term E5
-----
Application Number: 2006 0020      Program:  GRP      Fund Code: 225001/2004*

      Enter:   Farm Number           _____
              OR   Last 4 Positions
                  of Producer ID:    _____

      NOTE:   Leave all fields blank to do an inquiry against
                  Name & Address File.

      Primary Farm Number (Y or N):  __

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

To add a farm to AD-1153:

- Enter the farm number on Screen EED11105
- Enter “Y” or “N” in the Primary Farm Number field
- PRESS “Enter”.

Screen EED11100 will be displayed with the new farm added.

94 **Modifying Farm Numbers (Continued)**

D Changing Primary Farm Information

The only information that can be changed is the Primary Farm (Y/N) field. Make any changes as follows for 1 or more farms previously added to AD-1153.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EED11100 will be redisplayed with the added field, "# Of Farm To Change".
2	Enter the number of the farm to change and PRESS "Enter".	Screen EED11110 will be displayed reflecting the selected producer.
3	Change the Primary Farm (Y/N) information and PRESS "Enter".	Screen EED11100 will be redisplayed reflecting the message, "Farm number has been changed".
4	Repeat steps 1 through 3 to change the Farm Producer (Y/N) field for other farms as needed. When all changes have been recorded, PRESS "Enter".	Screen EED11300 will be displayed.

94 Modifying Farm Numbers (Continued)

E Deleting Farm Numbers

Delete 1 or more farm numbers previously added to AD-1153 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EED11000 will be redisplayed with the added field "# Of Farm To Delete".
2	Enter the number of the farm to delete and PRESS "Enter".		Screen EED11115 will be displayed with the selected farm number and the question, "Is this the farm number you wish to delete (Y or N)?"
3	If the farm is...	THEN ENTER...	
	to be deleted	"Y" and PRESS "Enter". Screen EED11116 will be displayed reflecting the warning message, "You are about to delete a farm number for this application. If you continue, all current tracts and producers will be deleted and you will have to reselect the tract and producer information for the new farm number." ENTER "Y" and PRESS "Enter".	Screen EED11100 will be displayed reflecting the deletion of the farm number and the message, "Farm number has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EED11100 will be displayed.
4	Repeat steps 1 through 3 to delete other farms, if needed. When all deletions have been made, PRESS "Enter".		Screen EED11300 will be displayed.

95 **Modifying Tracts for AD-1153**

A Example of Screen EED11300

After all applicable farms have been added to AD-1153 for CCC-920, Screen EED11300 will be displayed. All tracts associated to the farms on AD-1153 will be displayed. Tract numbers will be selected on this screen for association to AD-1153. This is an example of Screen EED11300.

```

Conservation          069-NATCHOTICHES          Selection    EED11300
AD-1153 Tract Selection Screen    Version: AD78 06-28-2006 15:39 Term E5
-----
Application Number: 2006 0020      Program:  GRP      Fund Code: 225001/2004*
Farm NO:           1352

Enter "Y" next to Tract Number(s) to be associated to Application

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
-----
  Y  266       298     82.0     59.1    D-9, E-9
  Y  266       299    265.0    212.5   G-8
  -  266       300     95.0     79.7   H-10
  -  266      1346    135.0    109.5   E-9
  Y  1885      1948     11.0     10.3   P-12

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

ENTER "Y" or delete "Y" by each tract number that is being added to or removed from AD-1153. When all tracts are correctly displayed, PRESS "Enter". Screen EED11400 will be displayed.

95 Modifying Tracts for AD-1153 (Continued)

B Example of Screen EED14000

This is an example of Screen EED14000.

```

Conservation      069-NATCHOTICHES      Selection      EED11400
AD-1153 Tract Acres Screen      Version: AD78 06-28-2006 15:48 Term E5
-----
Application Number: 2006 0020      Program: GRP      Fund Code: 225001/2004*
Farm NO:      1352
Farm      Tract      Farmland      Cropland      GRP      DCP
NO.      NO.      Farmland      Cropland      Cropland      Acres
1352      1246      100.0      86.4      _____
569      123      159.6      120.0      _____
NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

GRP cropland is the number of cropland acres for the tract that are covered by AD-1153.

DCP acres are the number of DCP cropland acres for the tract included in AD-1153 that do **not** meet the definition of cropland.

Important: The same acreage **cannot** be included in both fields.

Make any changes needed to the GRP cropland acres and the DCP acres and PRESS “Enter”.

96 Modifying Participants on AD-1153

A Example of Screen EED11500

This is an example of Screen EED11500. Producers will be processed for AD-1153 through this screen.

```

Conservation          077-POINTE COUPEE          Selection      EED11500
AD-1153 Participant Data Screen          Version: AD81  08-02-2006 14:30 Term E4
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225001/2005*
Farm NO:           627                Tract NO: 731

# Producer ID      Name                AGI      AD-1026
1 * *****6666 S  JOHN MICHAEL RANCHER          Y        Y

* Indicates Primary Producer For Application
NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
    
```

B Processing Screen EED11500

The following command keys are used to process producers:

- “Cmd16” or “F4” to add a producer, according to subparagraph D
- “Cmd20” or “Shift F8” to change information for a producer previously added, according to subparagraph E
- “Cmd24” or “Shift F12” to delete a producer previously added to AD-1153, according to subparagraph F.

After all producers are correctly displayed, PRESS “Enter”. Screen EED13000 will be displayed.

96 Modifying Participants on AD-1153 (Continued)

C Producer Eligibility

Participants must meet GRP eligibility requirements to be included on an AD-1153. When a producer is being added to AD-1153, the system will read the following eligibility flags:

- AGI
- AD-1026
- conservation compliance (6CP).

If a producer does **not** meet the eligibility requirements, that producer **cannot** be added to an AD-1153. Screen EED11505 will be displayed, as follows, with the message “Selected producer’s eligibility equals ‘N’ and cannot be added.”

```
Conservation      077-POINTE COUPEE      Selection      EED11505
AD-1153 Participant Data Screen      Version: AD80 07-19-2006 09:08 Term E4
-----
Application Number: 2006 0020      Program: GRP      Fund Code: 225001/2004
Farm NO: 627      Tract NO: 731

Enter: Last 4 of ID: _____
OR Producer ID: ****0858 Type: S
OR Last Name: _____
OR Farm Number: _____

NOTE: Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue Cmd4=Previous Screen Cmd7=End
Selected producer's eligibility equals 'N' and cannot be added.
```

96 Modifying Participants on AD-1153 (Continued)

D Adding Producers

This is an example of Screen EED11505. Add a producer to AD-1153 through 1 of the options on this screen.

```
Conservation      077-POINTE COUPEE      Selection      EED11505
AD-1153 Participant Data Screen      Version: AD79 07-06-2006 12:47 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225001/2004
Farm NO:      627      Tract NO: 731

Enter: Last 4 of ID:      _____
OR Producer ID:      _____ Type:  ____
OR Last Name:      _____
OR Farm Number:      _____

NOTE: Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

96 Modifying Participants on AD-1153 (Continued)

D Adding Producers (Continued)

Add 1 or more producers to AD-1153 as follows.

Step	Action						
1	PRESS "Cmd16" or "Shift F4" on Screen EED11500. Screen EED11505 will be displayed.						
2	<p>Do 1 of the following to select the producer to be added:</p> <ul style="list-style-type: none"> • Enter last 4 positions of the producer's ID number and PRESS "Enter" <p>Note: If applicable, Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter producer's ID number and PRESS "Enter" • Enter producer's last name and PRESS "Enter" <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter farm number and PRESS "Enter" to list all producers associated to the farm <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • leave all fields blank to access the name and address file. <p>Note: Enter the producer's last name and PRESS "Enter". Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p>						
	<table border="1"> <thead> <tr> <th data-bbox="383 1430 646 1470">IF producer is...</th> <th data-bbox="646 1430 1477 1470">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="383 1470 646 1583">not eligible</td> <td data-bbox="646 1470 1477 1583">producer will not be added to AD-1153. Screen EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."</td> </tr> <tr> <td data-bbox="383 1583 646 1623">eligible</td> <td data-bbox="646 1583 1477 1623">Screen EED11510 will be displayed.</td> </tr> </tbody> </table>	IF producer is...	THEN...	not eligible	producer will not be added to AD-1153. Screen EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."	eligible	Screen EED11510 will be displayed.
IF producer is...	THEN...						
not eligible	producer will not be added to AD-1153. Screen EED11505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."						
eligible	Screen EED11510 will be displayed.						
3	<p>Primary producer field, enter:</p> <ul style="list-style-type: none"> • "Y", if the producer is to be designated the primary producer and PRESS "Enter" • "N", if the producer is not the primary producer and PRESS "Enter". 						
4	Repeat steps 1 through 3 to add other producers.						

96 Modifying Participants on AD-1153 (Continued)

E Changing Producer Information

This is an example of Screen EED11510.

```

Conservation      077-POINTE COUPEE      Selection      EED11510
AD-1153 Participant Data Screen      Version: AD79 07-06-2006 15:29 Term E5
-----
Application Number: 2006 0017      Program: GRP      Fund Code: 225001/2004*
Farm NO:          1111      Tract NO: 5123

      Producer ID: *****9966 S      RANCHER NELSON
                                      PO BOX 33336
                                      NEWTREES, LA 70783-0303

      AGI:                                Y
      AD-1026:                            Y
      Primary Producer (Y or N): Y
      Amount Earned:                                0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

AGI, AD-1026, and Amount Earned fields are display only. The only information that can be changed is the Primary Producer (Y/N) field. Make any changes as follows for 1 or more producers previously added to AD-1153.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EED11500 will be redisplayed with the added field, "# Of Producer To Change".
2	Enter the number of the producer to change and PRESS "Enter".	Screen EED11510 will be displayed reflecting the selected producer.
3	Change the Primary Producer (Y/N) information and PRESS "Enter".	Screen EED11500 will be redisplayed reflecting the message, "Producer has been changed".
4	Repeat steps 1 through 3 to change the Primary Producer (Y/N) field for other producers.	

96 Modifying Participants on AD-1153 (Continued)

F Deleting Producers

Delete 1 or more producers previously added to AD-1153 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EED11500 will be redisplayed with the added field "# Of Producer To Delete".
2	Enter the number of the producer to delete and PRESS "Enter".		Screen EED11515 will be displayed with the selected producer and the question, "Is this the producer you wish to delete (Y or N)?"
3	IF the producer is... to be deleted	THEN ENTER... "Y" and PRESS "Enter".	Screen EED11500 will be displayed reflecting the deletion of the producer and the message, "Producer has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EED11500 will be displayed.
4	Repeat steps 1 through 3 to delete other producers, if needed.		

97 Basic Contract Data

A Example of Screen EED13000

This is an example of Screen EED13000. Any AD-1153 data previously entered may be modified through this screen.

```

Conservation          077-POINTE COUPEE          Selection      EED13000
AD-1153 Basic Data Screen          Version: AD79  07-17-2006 14:54 Term E4
-----
Application Number: 2006 0019          Program: GRP          Fund Code: 225001/2004*
Farm NO:          627          Tract NO: 4731
Producer ID:          *****4444 S Name:          JOHN RANCHER

      Rental Rate Per Acre:          5.26  Number of Acres:          100.0
      Annual Contract Payment:          526
      First Year Payment:          _____

Enter "Y" next to type of AD-1153 Application.

  Y 10 Year Contract  __ 15 Year Contract  __ 20 Year Contract  __ 30 Year Contract

Description and Location of Farm, Ranch, or Other Unit:
_____  

_____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Completing Screen EED13000

Make any changes necessary to the:

- rental rate per acre
- number of acres offered
- length of contract
- description and location of the farm, ranch, or other unit.

When all entries have been completed, PRESS “Enter”. PRESS “Enter” to bypass Screen EED14005.

98 AD-1153 Dates Screen EED16000

A Example of Screen EED16000

This is an example of AD-1153 Dates Screen EED16000.

```

Conservation          077-POINTE COUPEE          Selection      EED16000
AD-1153 Dates Screen          Version: AD79  07-17-2006 15:37 Term E4
-----
Application Number: 2006 0019          Program: GRP          Fund Code: 225001/2004*
Farm NO:             6627             Tract NO: 7731
Producer ID:         *****5555 S   Name:             JOHN MICHAEL RANCHER

-Dates- Application Submitted:                07242006

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Application Submitted Date

The Application Submitted date can be modified. Modify the date to reflect the date the primary producer signed AD-1153, if necessary.

The date entered **cannot** be greater than the current date.

After the date has been entered, PRESS "Enter". The data entered through this option will be updated to the contract file and Screen EED17000 will be displayed.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

99 AD-1153 Process Status Screen EED17000

A Example of Screen EED17000

This is an example of Screen EED17000 after AD-1153 for CCC-920 has been updated.

```

Conservation          077-POINTE COUPEE          Entry          EED17000
AD-1153 Process Status Screen          Version: AD81  08-02-2006 15:30 Term E4
-----
Application Number: 2006 0020          Program: GRP          Fund Code: 225001/2005*
Farm NO:          6627          Tract NO: 7731
Producer ID:          *****5555 S Name:          JOHN MICHAEL RANCHER

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print AD-1153

1. Create AD-1153 Contract Application
2. Create AD-1153 Easement Application
3. Update AD-1153 Application
4. Cancel AD-1153 Application
5. Print AD-1153

Enter option and press "Enter". __
Enter=Continue Cmd7=End
IM: AD-1153 Application information has been updated.

```

100-105 (Reserved)

Section 3 Canceling and Printing AD-1153's for CCC-920's

106 Using "Cancel AD-1153 Application" Option

A Guidelines

This Section provides instructions to record canceled AD-1153's for CCC-920's.

Note: AD-1153's can **only** be canceled in System 36 if no CCC-920 has been created for AD-1153.

B Example of Menu EED100

This is an example of Menu EED100. Select option "4", "Cancel AD-1153 Application", to cancel AD-1153's for CCC-920's.

```

COMMAND                                EED100                                E4
Conservation AD-1153 Application Menu
-----
          1.  Create AD-1153 Contract Application
          2.  Create AD-1153 Easement Application
          3.  Update AD-1153 Application
          4.  Cancel AD-1153 Application
          5.  Print AD-1153
          6.  AD-1153 Reports/Forms Menu

          20. Return To Application Primary Menu
          21. Return To Application Selection Screen
          22. Return To Office Selection Screen
          23. Return To Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

106 Using "Cancel AD-1153 Application" Option (Continued)

C Example of Screen EED20500

This is an example of Screen EED20500. AD-1153's will be selected using this screen.

```

Conservation          077-POINTE COUPEE          Entry          EED20500
AD-1153 Selection Screen          Version: AD93  03-13-2007 11:27 Term E4
-----
                          Cancel AD-1153 Application

Enter: Application Number          2004 0001  ___

OR   Last 4 Positions
     of Producer ID:              _____

OR   Farm Number                  _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd7=End

```

D Selecting AD-1153's

Do 1 of the following to select AD-1153's to be canceled:

- Enter Application Number and PRESS "Enter"
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all AD-1153's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

- Enter farm number and PRESS "Enter" to list all AD-1153's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

- leave fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter the producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

106 Using “Cancel AD-1153 Application” Option (Continued)

E Recording AD-1153 Cancellations

When AD-1153 has been selected on Screen EED20500, Screen EED20505 will be displayed with:

- information at the top of the screen about AD-1153 selected
- the question, “Is this the AD-1153 to be canceled (Y or N)?”, at the bottom of the screen.

This is an example of Screen EED20505.

```

Conservation          077-POINTE COUPEE          Entry          EED20505
AD-1153 Selection Screen          Version: AD93  03-13-2007 10:42 Term E4
-----
Application Number: 2004 0001          Program: GRP          Fund Code: 225002/2003
Farm NO:          389          Tract NO: 374
Producer ID:          *****4205 S          Name: MARGARET RANCHER

Is this the AD-1153 to be canceled(Y or N)?          N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

IF AD-1153 displayed is...	THEN...
to be canceled	ENTER “Y” and PRESS “Enter”. Screen EED17000 will be displayed with the message “AD-1153 has been canceled.”
not to be canceled	ENTER “N” and PRESS “Enter”. Screen EED20500 will be displayed with the message “No action taken. Contract remains unchanged.”

107 Printing AD-1153 for CCC-920's

A Printing AD-1153's

Menu EED100, option "5", "Print AD-1153", shall be used to print AD-1153 when no other processing is being performed.

Any AD-1153 may be printed using option "5". The purpose of this option is to allow printing of AD-1153 without going through the complete update process. Print AD-1153's as follows.

Step	Action	Result
1	On Menu EED100, ENTER "5" and PRESS "Enter".	Screen EED20500 will be displayed.
2	Enter AD-1153 to be printed and PRESS "Enter".	Screen EED17000 will be displayed with information at the top of the screen about AD-1153 selected.
3	IF AD-1153 displayed is...	THEN on Screen EED17000...
	to be printed	ENTER "X" in the Print AD-1153 field.
	not to be printed	do not enter "X" in the Print AD-1153 field.
4	IF additional AD-1153 processing is...	THEN on Screen EED17000...
	needed	Enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EED100.
5	IF AD-1153 was...	THEN...
	selected to be printed	Screen EZZ80000 will be displayed. Enter the printer ID and the number of copies to be printed and PRESS "Enter".
	not selected to be printed	the 1st screen of the option selected in step 4 will be displayed.

108-110 (Reserved)

Section 4 AD-1153 Reports and Blank AD-1153's**111 Accessing Conservation AD-1153 Reports/Forms Menu EED600****A Accessing Menu EED600**

On Menu EED100, ENTER "6" to access Menu EED600.

B Example of Menu EED600

This is an example of Menu EED600.

```
COMMAND                                EED600                                E4
Conservation AD-1153 Reports/Forms Menu
-----
      1. AD-1153 Applications Received
      2. AD-1153 Status Report
      3. AD-1153 Technical Practice Status Report
      4. AD-1153 Summary Expenses Report
      5. Print Blank AD-1153

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

112 AD-1153 Applications Received Report EED610-R001**A About Report EED610-R001**

Report EED610-R001 is a cumulative list of all AD-1153's entered in the system for a signup period subdivided into separate reports by fund code and NRCS office.

Example: Barbour County has the following eligible fund codes and NRCS offices that will rank Barbour County's AD-1153's:

- 225001/2003
- 225002/2004
- Barbour NRCS office
- Preston NRCS office.

Barbour County has AD-1153's entered in the system for fund code:

- 225001/2003 with Preston NRCS office only
- 225002/2004 with both Barbour and Preston NRCS offices.

When the report is generated for all fund codes, separate reports will be generated in the following order:

- 225001/2003, Preston NRCS office
- 225001/2003, Barbour NRCS office
- 225002/2004, Barbour NRCS office.

B When to Print and Where to File

County Offices shall print Report EED610-R001 for all fund codes at least once each week during each signup period, and at the end of each signup.

CED shall verify that AD-1153's listed on the report are correct, and sign and date each report.

The original signed reports shall be forwarded to the NRCS office indicated in the upper left corner of the report each week, and at the end of the signup period. The County Office shall maintain copies of the signed report in a folder labeled "GRP 2 Reports".

112 AD-1153 Applications Received Report EED610-R001 (Continued)

C Printing Report EED610-R001

Print Report EED610-R001 as follows.

Step	Action		Result
1	On Menu EED600, ENTER "1".		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50555 will be displayed.
3	IF the report is to be processed for...	THEN...	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	
	all fund codes	leave the fund code field blank and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

D Description of Report EED610-R001

Report EED610-R001 lists the following for all AD-1153's within a specific fund code and NRCS Office:

- application number
- lists each producer's ID number
- lists each producer's name, address, and phone number
- primary producer indicator
- primary farm number
- primary tract number
- producer eligibility indicator for each producer.

112 AD-1153 Applications Received Report EED610-R001 (Continued)

E Example of Report EED610-R001

This is an example of Report EED610-R001.

LOUISIANA		U.S. Department of Agriculture			Prepared:08-29-2006	
POINTE COUPEE		Farm Service Agency			As of:08-29-2006	
Report ID:	EED610-R001	AD-1153 Applications Received			Page: 1	
PROGRAM:	GRP					
FUND CODE:	225002/2006	GRP Easements				
NRCS OFFICE:	NACHOTICHES					
APPLICATION NUMBER	PRODUCER ID NUMBER	PRODUCER NAME	PRIMARY PRODUCER	FARM NUMBER	TRACT NUMBER	ELIGIBILITY
20030001	*****1199	FARMERS RANCH PO BOX 888 HOME, LA 71483-0000	Y	333	788	
20030002	*****3333	JACK SMITH 1111 SMITH LANE HOME, LA 71483-1111	Y	7796	9990	Y
	*****7744	JILL SMITH 1111 SMITH LANE HOME, LA 71483-1111	N			Y
20030003	*****8765	JOE SMITH 7676 MAIN STREET TOWN, LA 77669-0000	Y	8876	990	Y
	*****3333	JACK SMITH 1111 SMITH LANE HOME, LA 71483-1111	N			Y
NUMBER OF CONTRACTS:		3				

			County Executive Director		Date	

113 AD-1153 Status Report EED615-R001

A About Report EED615-R001

Report EED615-R001 is a cumulative list of all AD-1153's entered in the system sorted by fund code. It provides the following information about each AD-1153:

- all producers, farm numbers, and tracts associated to AD-1153
- the status of each AD-1153
- various monetary balances associated to easements.

The report can be generated for the following options:

- all fund codes
- single fund code
- single contract number.

B When to Print and Where to File

County Offices shall print Report EED615-R001 on an as needed basis.

A copy of the report shall be provided to the NRCS office upon request. The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

113 AD-1153 Status Report EED615-R001 (Continued)

C Printing Report EED615-R001

Print Report EED615-R001 as follows.

Step	Action		Result
1	On Menu EED600, ENTER "2".		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50500 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	Screen EEB50555 will be displayed.
	multiple AD-1153's	"1" and PRESS "Enter".	
	a single AD-1153's	the following and PRESS "Enter": <ul style="list-style-type: none"> • "2" • the desired contract number. 	
3	IF the report is to be processed for...	THEN...	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	
	all fund codes	leave the fund code field blank and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

113 AD-1153 Status Report EED615-R001 (Continued)

D Example of Report EED615-R001

This is an example of Report EED615-R001.

LOUISIANA		U.S. Department of Agriculture				Prepared:08-29-2006			
POINTE COUPEE		Farm Service Agency				As of:08-29-2006			
Report ID:	EED615-R001	AD-1153 Status Report				Page: 1			
PROGRAM:	GRP								
FUND CODE:	ALL								
APPLICATION NUMBER	APPLICANT NAME	FARM NUMBER	TRACT NUMBER	STATUS	APPLICATION VALUE	APPLICATION BALANCE	UNAPPROVED BALANCE	CCC-1245'S ISSUED	CONTRACT PERIOD

PROGRAM: GRP		FUND CODE: 225002/2003 GRP Easements							
20030001	MAY FARMER	1627	114	CANCELED	0	0			
20030002	JOE RANCHER	159	546	APPROVED	21,500	21,500	20,000	1,500	07-01-2003
	DEE RANCHER	7784	789						00-00-0000
		2319	989						
		459	122						
PROGRAM TOTALS:		2							
PROGRAM: GRP		FUND CODE: 225002/2005 GRP Easements							
20050003	JOHN GRASS	778	990		1,475	1,475		1,475	
PROGRAM TOTALS:		1							

113 AD-1153 Status Report EED615-R001 (Continued)

E Description of Report EED615-R001

Report EED615-R001 lists the following information for each application number on the report.

Column	Description	
Applicant Name	Lists all producers associated to AD-1153.	
Farm Number	Lists all farm numbers associated to AD-1153.	
Tract Number	Lists all tract numbers associated to AD-1153.	
Status	Nothing is printed.	AD-1153 has been created in the system, but not approved.
	Canceled.	AD-1153 cancellation has been recorded in the system.
	Approved.	AD-1153 for easement approval has been recorded in the system and funds obligated to the easement.
Application Value	The original amount obligated for AD-1153, plus or minus any modifications to AD-1153. It is a cumulative figure and is not reduced by earnings.	
Application Balance	The amount of the obligated funds that has not been earned yet. The Application Balance will equal the sum of the Unapproved Balance plus CCC-1245's Issued.	
Unapproved Balance	The portion of AD-1153 obligation for which no CCC-1245's have been issued.	
CCC-1245's Issued	The sum of the amount approved for all CCC-1245's created for AD-1153 that has not had any earnings recorded.	
Contract Period	The date the easement was approved and the date the easement will end.	
	Note: An end date of "00-00-0000" indicates a permanent easement.	

114 AD-1153 Technical Practice Status Report EED620-R001**A About Report EED620-R001**

Report EED620-R001:

- is a list of all AD-1153's that have at least 1 technical practice code associated to them
- provides information about each technical practice including the:
 - technical practice code
 - technical practice description
 - year the practice is scheduled to be performed.

B When to Print and Where to File

County Offices shall print Report EED620-R001 the last workday of each month to determine if any action is needed. Provide a copy to NRCS if requested.

The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

C Description of Report EED620-R001

Report EED620-R001 lists the following information for each application number on the report:

- primary producer's name
- AD-1153 status
- each technical practice code associated to AD-1153
- technical practice description for each technical practice code
- CCC-1245 control number
- amount approved for each practice
- amount earned for each practice
- year the practice is scheduled to be performed.

114 AD-1153 Technical Practice Status Report EED620-R001 (Continued)

D Printing Report EED620-R001

Print Report EED620-R001 as follows.

Step	Action		Result
1	On Menu EED600, ENTER “3” and PRESS “Enter”.		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50520 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	Screen EEB50590 will be displayed while the report is being processed.
	all AD-1153’s with one AD-1153 printed on each page	“1” and PRESS “Enter”.	
	all AD-1153’s with multiple AD-1153’s printed on each page	“2” and PRESS “Enter”	
	a single AD-1153	the following and PRESS “Enter”: <ul style="list-style-type: none"> • “3” • the desired AD-1153’s number. 	
4	PRESS “Enter”.		The report will be printed.

114 AD-1153 Technical Practice Status Report EED620-R001 (Continued)

E Example of Report EED620-R001

This is an example of Report EED620-R001.

LOUISIANA		U.S. Department of Agriculture				Prepared:08-29-2006		
POINTE COUPEE		Farm Service Agency				As of:08-29-2006		
Report ID:	EED620-R001	AD-1153 Technical Practice Status Report				Page: 1		
PROGRAM:	GRP							
APPLICATION NUMBER	PRODUCER NAME	APPLICATION STATUS	TECH PRAC CODE	TECH PRAC DESCRIPTION	CCC-1245 CONTROL NUMBER	AMOUNT APPROVED	AMOUNT EARNED	YEAR SCHED

PROGRAM: GRP		FUND CODE: 225002/2003 GRP Easements						
20030002	JOE RANCHER	APPROVED	810	Appraisal	20040010	1,500	1,500	2004
			802	Easement payment	20060003	19,800		2006
			813	Legal services	20060004	200	200	2006
PROGRAM TOTALS:		1			2	21,500	1,700	
PROGRAM: GRP		FUND CODE: 225002/2005 GRP Easements						
20050003	JOHN GRASS		810	Appraisal	20060005	1,475		2007
PROGRAM TOTALS:		1			1	1,475		

115 AD-1153 Summary Expenses Report EED625-R001

A About Report EED625-R001

Report EED610-R001 is a list of various amounts approved and earned on all AD-1153's in the system sorted by fund code. This report may be used by the State and National Offices in administering the GRP.

B When to Print and Where to File

County Offices shall print Report EED625-R001 when requested to do so by either the State or National Office.

The County Office shall maintain copies of the report in a folder labeled "GRP 2".

C Description of Report EED625-R001

For each fund code listed on the report the following information is provided:

- amount approved for regular technical practices
- amount earned for regular technical practices
- annual rental amount approved
- easement amount approved
- easement amount earned
- administrative expenses approved
- administrative expenses earned.

115 AD-1153 Summary Expenses Report EED625-R001 (Continued)

D Printing Report EED625-R001

Print Report EED625-R001 as follows.

Step	Action	Result
1	On Menu EED600, ENTER "4" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	The report will be printed.

E Example of Report EED625-R001

This is an example of Report EED625-R001.

LOUISIANA		U.S. Department of Agriculture				Prepared:08-29-2006	
POINTE COUPEE		Farm Service Agency				As of:08-29-2006	
Report ID:	EED625-R001	AD-1153 Summary Expenses Report				Page: 1	
FUND CODE	AMOUNT APPROVED	AMOUNT EARNED	ANNUAL RENTAL APPROVED	EASEMENTS APPROVED	EASEMENTS EARNED	ADMINISTRATIVE EXPENSES APPROVED	ADMINISTRATIVE EXPENSES EARNED
225001/2003	100	0	660	0	0	0	0
225002/2003	100	0	0	0	0	100	0
226005/2003	415	240	715	0	0	180	0
225001/2005	100	0	0	0	0	0	0
225002/2005	0	0	0	0	0	520	100
224006/2005	100	0	0	22,500	0	475	475

116 Printing Blank AD-1153's

A Blank AD-1153's for GRP

County Offices shall:

- maintain a few blank AD-1153's for GRP for use when the system is inoperable
- provide blank AD-1153's to NRCS and other local cooperating agencies upon request.

B Printing Blank AD-1153's for GRP

Print blank AD-1153's for GRP according to the following table.

Step	Action	Result
1	On Menu EED600, ENTER "5" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	The form will be printed.

117-120 (Reserved)

Part 5 CCC-920 Processing**Section 1 Creating CCC-920's****121 Using "Create CCC-920 Contract" Option****A Accessing Menu EED200**

On Menu EEB000, ENTER "7" to access Conservation CCC-920 Contract Menu EED200.

B Example of Menu EED200

This is an example of Menu EED200. All CCC-920 processing is performed from this menu.

```
COMMAND                                EED200                                E5
Conservation CCC-920 Contract Menu
-----
      1. Create CCC-920 Contract
      2. Update CCC-920 Contract
      3. Cancel CCC-920 Contract
      4. Reinstate CCC-920 Contract
      5. Print CCC-920
      6. CCC-920 Reports/Forms Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

121 Using “Create CCC-920 Contract” Option (Continued)

C Guidelines

This paragraph provides instructions for creating CCC-920’s.

Use the following guidelines when processing Menu EED200, option “1”, “Create CCC-920 Contract”.

- An AD-1153 for CCC-920 **must** be in System 36. CCC-920 number assigned to CCC-920 will be the same as AD-1153 number. All information entered on AD-1153 will be imported into CCC-920.
- An allocation **must** be recorded on the ledger to use this option.
- Up to 5 fund codes may be associated to CCC-920.

Notes: Only 1 primary fund code can be associated to CCC-920. The primary fund code for CCC-920’s is XX5001/200X.

Up to 4 supplemental fund codes may be associated to CCC-920. Supplemental fund codes are fund codes which identify additional funding sources for CCC-920.

- Up to 50 farms may be associated to CCC-920.
- Up to 300 tracts may be associated to CCC-920.
- Up to 150 producers may be associated to CCC-920. Each producer **must** meet GRP eligibility requirements to be associated to CCC-920.

One producer **must** be designated as the primary producer on CCC-920. If there:

- are multiple producers associated to CCC-920, the primary producer will be the primary contact for matters regarding CCC-920
- is only 1 producer associated to CCC-920, that producer must still be designated as the primary producer.

122 Selecting AD-1153's

A Example of Screen EED20500

This is an example of Screen EED20500. The applicable AD-1153 will be selected using this screen.

```

Conservation      069-NATCHOTICHES      Entry      EED20500
CCC-920 Selection Screen      Version: AD93  03-21-2007 08:36 Term E4
-----
                                Create CCC-920 Contract

                                Enter: Contract Number      ___ ___ ___
                                OR   Last 4 Positions
                                of Producer ID:      _____
                                OR   Farm Number      _____

                                NOTE:  Leave all fields blank to do an inquiry against
                                         Name & Address File.

                                Enter=Continue  Cmd7=End

```

B Selecting AD-1153's to Import

Do 1 of the following to select AD-1153's to be imported:

- Enter AD-1153 number and PRESS "Enter"
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all AD-1153's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

- Enter farm number and PRESS "Enter" to list all AD-1153's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

- leave all fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of AD-1153 to be selected and PRESS "Enter".

123 CCC-920 Initial Data

A Fund Codes

The primary fund code for recording CCC-920's is XX5001/20xx.

- XX represents the State code
- 5001 is fund code
- 20xx is FY of the application.

CCC-920's may also have supplemental fund codes. Based on FY of the application, the system will determine what supplemental fund codes are available.

Notes: Supplemental fund codes **must** be made eligible on the CCC county eligibility file **before** they can be selected through this process.

B Example of Screen EED21000

When option "1", "Create CCC-920 Contract" is selected from Menu EED200, Screen EED21000 will be displayed. This is an example of Screen EED21000.

```

Conservation          069-NATCHOTICHES          Selection      EED21000
CCC-920 Initial Data Screen          Version: AD93  03-21-2007 14:07 Term E4
-----
Contract Number: 2004 0021          Program:  GRP

Fund Code:      225001/2004 (Leave blank to list all eligible Fund Codes)
Does This Contract Have Supplemental Fund Codes (Y or N)? N
NRCS Office:    NATCHITOCHE (Leave blank to list all NRCS offices)

Cmd4=Previous Screen  Cmd7=End                                     Enter=Continue
    
```

123 CCC-920 Initial Data (Continued)

C Completing Screen EED21000

Complete Screen EED21000 as follows.

Step	Action	Result	
1	If the primary fund code needs to be modified, enter the correct fund code.		
2	Enter "Y" or "N" to the question "Does this contract have supplemental fund codes?".		
3	If necessary, modify NRCS office and PRESS "Enter".	IF number of fund codes on CCC-920 is...	THEN Screen...
		1	EED21100 will be displayed. Go to paragraph 154.
		2 or more	EED21017 will be displayed.
4	Enter "Y" beside each supplemental fund code to be selected and PRESS "Enter".	Screen EED21100 will be displayed.	

123 CCC-920 Initial Data (Continued)

D Selecting Supplemental Fund Codes

This is an example of Screen CCC-920 Initial Data Screen. Only eligible supplemental fund codes will be displayed for selection.

Enter "Y" next to each supplemental fund code being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EED21017
CCC-920 Initial Data Screen      Version: AD78  06-28-2006 14:18 Term E5
-----
Contract Number: 2004 0020      Program: GRP      Fund Code: 225001/2004

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to CCC-920

      Fund Code      Description
  ___ 226005/2004    GRP Supplemental
  ___ 226006/2004    GRP Supplemental

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

124 Processing Farm Numbers

A Processing Farms on CCC-920

Farm numbers to be associated to CCC-920 will be processed through Screen EED21100.

Note: The primary fund code associated to CCC-920 is displayed for the 1st time in this option on Screen EED21100. The fund code will be displayed on all subsequent screens in this option. If any supplemental fund codes are associated to CCC-920, the primary fund code will display followed by “*”.

```

Conservation          077-POINTE COUPEE          Selection      EED21100
CCC-920 Farm Selection Screen          Version: AD80  08-01-2006 15:33 Term E5
-----
Contract Number: 2006 0019          Program:  GRP          Fund Code: 225001/2004*

      Primary      Farm
      Farm        #      NO.      Farmland      Cropland
      Y           1      627      1,330.0      1,044.3
                2      327      29.0         7.7
                3     1158      23.0         19.4

NO MORE FARM NUMBERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process farm numbers.
    
```

B Completing Screen EED21100

The following command keys are used to process farm numbers:

- “Cmd16” or “Shift F4” to add a farm, according to subparagraph C
- “Cmd20” or “Shift F8” to change the primary farm designation, according to subparagraph D
- “Cmd24” or “Shift F12” to delete a farm previously added, according to subparagraph E.

After all associated farms are correctly displayed, PRESS “Enter”. Screen EED21300 will be displayed.

124 Processing Farm Numbers (Continued)

C Example of Screen EED21105

When “Cmd16” or “Shift F4” is pressed on Screen EED21100, Screen EED21105 will be displayed. This is an example of Screen EED21105.

```

Conservation          069-NATCHOTICHES          Selection      EED21105
CCC-920 Farm Selection Screen      Version: AD93 03-21-2007 14:56 Term E4
-----
Contract Number: 2004 0008          Program: GRP          Fund Code: 225001/2003*

      Enter:   Farm Number           _____
              OR   Last 4 Positions
                  of Producer ID:     _____

      NOTE:   Leave all fields blank to do an inquiry against
                  Name & Address File.

      Primary Farm Number (Y or N):  ___

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

To add a farm to CCC-920:

- enter the farm number on Screen EED21105
- enter “Y” or “N” for the primary farm number field
- PRESS “Enter”.

Screen EED21100 will be displayed with the new farm added.

124 Processing Farm Numbers (Continued)

D Changing Primary Farm Information

The only information that can be changed is the Primary Farm (Y/N) field. Make any changes as follows for 1 or more farms previously added to CCC-920.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EED21100 will be redisplayed with the added field, "# Of Farm To Change".
2	Enter the number of the farm to change and PRESS "Enter".	Screen EED21110 will be displayed reflecting the selected producer.
3	Change the Primary Farm (Y/N) information and PRESS "Enter".	Screen EED21100 will be redisplayed reflecting the message, "Farm number has been changed".
4	Repeat steps 1 through 3 to change the Farm Producer (Y/N) field for other farms as needed. When all changes have been recorded, PRESS "Enter".	Screen EED21300 will be displayed.

124 Processing Farm Numbers (Continued)

E Deleting Farm Numbers

Delete 1 or more farm numbers previously added to CCC-920 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EED21000 will be redisplayed with the added field "# Of Farm To Delete".
2	Enter the number of the farm to delete and PRESS "Enter".		Screen EED21115 will be displayed with the selected farm number and the question, "Is this the farm number you wish to delete (Y or N)?"
3	IF the farm is...	THEN...	
	to be deleted	ENTER "Y" and PRESS "Enter". Screen EED21116 will be displayed reflecting the warning message "You are about to delete a farm number for this contract. If you continue, all current tracts and producers will be deleted and you will have to reselect the tract and producer information for the new farm number." ENTER "Y" and PRESS "Enter".	Screen EED21100 will be displayed reflecting the deletion of the farm number and the message, "Farm number has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EED21100 will be displayed.
4	Repeat steps 1 through 3 to delete other farms, if needed. When all deletions have been made, PRESS "Enter".		Screen EED21300 will be displayed.

125 Processing Tracts for CCC-920's

A Example of Screen EED21300

After all applicable farms have been added to CCC-920, Screen EED21300 will be displayed. All tracts associated to the farms on CCC-920 will be displayed. Tract numbers will be selected on this screen for association to CCC-920. This is an example of Screen EED21300.

```

Conservation          069-NATCHOTICHES          Selection          EED21300
CCC-920 Tract Selection Screen  Version: AD93  03-21-2007 15:19 Term E4
-----

Contract Number: 2003 0001          Program: GRP

Enter "Y" next to Tract Number(s) to be associated to Contract

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
-----
  Y  266        298     82.0     59.1    D-9, E-9
  Y  266        299    265.0    212.5    G-8
  -  266        300     95.0     79.7    H-10
  -  266       1346    135.0    109.5    E-9
  Y  1885       1948     11.0     10.3    P-12

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

ENTER "Y" or delete "Y" by each tract number that is being added to or removed from CCC-920. When all tracts are correctly displayed, PRESS "Enter". Screen EED21400 will be displayed.

125 Processing Tracts for CCC-920's (Continued)

B Example of Screen EED21400

This is an example of Screen EED21400.

```

Conservation          069-NATCHOTICHES          Selection          EED21400
CCC-920 Tract Acres Screen          Version: AD93 03-21-2007 15:31 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2487

      Farm      Tract
      NO.       NO.       Farmland   Cropland   GRP        DCP
                        456.0    436.0    Cropland   Acres
2487      2130
731       788      393.0    224.1
2815     9996      495.0    359.2
                        _____
                        _____

NO MORE TRACTS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

GRP cropland is the number of cropland acres for the tract that are covered by CCC-920.

DCP acres are the number of DCP cropland acres for the tract included in CCC-920 that do **not** meet the definition of cropland.

Important: The same acreage **cannot** be included in both fields.

Enter GRP cropland acres and DCP acres for each tract and PRESS "Enter".

126 Processing Participants for CCC-920's

A Example of Screen EED21500

This is an example of Screen EED21500. Producers will be processed for CCC-920 through this screen.

```

Conservation          069-NATCHOTICHES          Selection      EED21500
CCC-920 Participant Data Screen          Version: AD93  03-21-2007 15:37 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2487          Tract NO: 2130

#  Producer ID  Name          AGI  AD-1026
*  1  *****1199 E  POTATO FARMS  Y    Y

* Indicates Primary Producer For Contract
NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.

```

B Processing Screen EED21500

The following command keys are used to process producers:

- “Cmd16” or “F4” to add a producer, according to subparagraph D
- “Cmd20” or “Shift F8” to change information for a producer, according to subparagraph E
- “Cmd24” or “Shift F12” to delete a producer, according to subparagraph F.

After all producers are correctly displayed, PRESS “Enter”. Screen EED23000 will be displayed.

126 Processing Participants for CCC-920's (Continued)

C Producer Eligibility

Participants must meet GRP eligibility requirements to be included on CCC-920. When a producer is being added to CCC-920, the system will read the following eligibility flags:

- AGI
- AD-1026
- conservation compliance (6CP).

If a producer does not meet the eligibility requirements, that producer **cannot** be added to a CCC-920. Screen EED21505 will be displayed, as follows, with the message "Selected producer's eligibility equals 'N' and cannot be added."

```

Conservation          069-NATCHOTICHES          Selection          EED21505
CCC-920 Participant Data Screen          Version: AD93 03-21-2007 15:54 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2877          Tract NO: 2130

Enter: Last 4 of ID: _____
OR Producer ID: *****7419 Type: S
OR Last Name: _____
OR Farm Number: _____

NOTE: Leave all fields blank to do an inquiry against
      Name & Address File.

Enter=Continue Cmd4=Previous Screen Cmd7=End
Selected producer's eligibility equals 'N' and cannot be added.
    
```

126 Processing Participants for CCC-920's (Continued)

D Adding Producers

This is an example of Screen EED21505. Add a producer to CCC-920 through 1 of the options on this screen.

```

Conservation          069-NATCHOTICHES          Selection          EED21505
CCC-920 Participant Data Screen          Version: AD93 03-21-2007 15:54 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2487          Tract NO: 2130

Enter: Last 4 of ID: _____
OR Producer ID: _____ Type: __
OR Last Name: _____
OR Farm Number: _____

NOTE: Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue Cmd4=Previous Screen Cmd7=End

```

126 Processing Participants for CCC-920's (Continued)

D Adding Producers (Continued)

Add 1 or more producers to CCC-920 as follows.

Step	Action						
1	PRESS "Cmd16" or "Shift F4" on Screen EED21500. Screen EED21505 will be displayed.						
2	<p>Do 1 of the following to select the producer to be added:</p> <ul style="list-style-type: none"> • Enter last 4 positions of the producer's ID number and PRESS "Enter" <p>Note: If applicable, Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter producer's ID number and PRESS "Enter" • Enter producer's last name and PRESS "Enter" <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter farm number and PRESS "Enter" to list all producers associated to the farm <p>Note: Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • leave all fields blank to access the name and address file. <p>Note: Enter producer's last name and PRESS "Enter". Screen EZZ85500 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <table border="1" data-bbox="386 1434 1490 1623"> <thead> <tr> <th data-bbox="386 1434 654 1472">IF producer is...</th> <th data-bbox="654 1434 1490 1472">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1472 654 1583">not eligible</td> <td data-bbox="654 1472 1490 1583">producer will not be added to CCC-920. Screen EED21505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."</td> </tr> <tr> <td data-bbox="386 1583 654 1623">eligible</td> <td data-bbox="654 1583 1490 1623">Screen EED21510 will be displayed.</td> </tr> </tbody> </table>	IF producer is...	THEN...	not eligible	producer will not be added to CCC-920. Screen EED21505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."	eligible	Screen EED21510 will be displayed.
IF producer is...	THEN...						
not eligible	producer will not be added to CCC-920. Screen EED21505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."						
eligible	Screen EED21510 will be displayed.						
3	<p>Primary producer field, enter:</p> <ul style="list-style-type: none"> • "Y", if the producer is to be designated the primary producer and PRESS "Enter" • "N", if the producer is not the primary producer and PRESS "Enter". 						
4	Repeat steps 1 through 3 to add other producers.						

126 Processing Participants for CCC-920's (Continued)

E Changing Producer Information

This is an example of Screen EED21510.

```

Conservation          077-POINTE COUPEE          Selection      EED21510
CCC-920 Participant Data Screen          Version: AD79  07-06-2006 15:29 Term E5
-----
Contract Number: 2006 0017          Program: GRP          Fund Code: 225001/2004*
Farm NO:          1111          Tract NO:  5123

          Producer ID: *****9966 S          RANCHER NELSON
                                          PO BOX 33336
                                          NEWTREES, LA 70783-0303

AGI:          Y
AD-1026:          Y
Primary Producer (Y or N): Y
Amount Earned:          0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

The AGI, AD-1026, and Amount Earned fields are display only. The only information that can be changed is the Primary Producer (Y/N) field. Make any changes as follows for 1 or more producers previously added to CCC-920.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EED21500 will be redisplayed with the added field, "# Of Producer To Change".
2	Enter the number of the producer to change and PRESS "Enter".	Screen EED21510 will be displayed reflecting the selected producer.
3	Change the Primary Producer (Y/N) information and PRESS "Enter".	Screen EED21500 will be redisplayed reflecting the message, "Producer has been changed".
4	Repeat steps 1 through 3 to change the Primary Producer (Y/N) field for other producers.	

126 Processing Participants for CCC-920's (Continued)

F Deleting Producers

Delete 1 or more producers previously added to CCC-920 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EED21500 will be redisplayed with the added field "# Of Producer To Delete".
2	Enter the number of the producer to delete and PRESS "Enter".		Screen EED21515 will be displayed with the selected producer and the question, "Is this the producer you wish to delete (Y or N)?"
3	IF the producer is... to be deleted	THEN ENTER... "Y" and PRESS "Enter".	Screen EED21500 will be displayed reflecting the deletion of the producer and the message, "Producer has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EED21500 will be displayed.
4	Repeat steps 1 through 3 to delete other producers, if needed.		

127 Basic CCC-920 Data

A Example of Screen EED23000

This is an example of Screen EED23000. The basic CCC-920 data will be processed through this screen.

```

Conservation          077-POINTE COUPEE          Selection      EED23000
CCC-920 Basic Data Screen          Version: AD79  07-17-2006 14:54 Term E4
-----
Contract Number:      2006 0019          Program:  GRP          Fund Code: 225001/2004*
Farm NO:              627              Tract NO: 4731
Producer ID:          *****4444 S      Name:      JOHN RANCHER

      Rental Rate Per Acre:      2.35          Number of Acres:  200
      Annual Contract Payment:      470

      First Year Payment:      _____

Enter "Y" next to type of CCC-920 Contract.

  Y 10 Year Contract  __15 Year Contract  __ 20 Year Contract  __ 30 Year Contract

Description and Location of Farm, Ranch, or Other Unit:
_____  

_____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Completing Screen EED23000

The data entered on AD-1153 will be displayed on Screen EED23000. Any of the data may be modified if necessary.

When all entries have been completed, PRESS “Enter”.

128 Recording Funds on CCC-920's

A Example of Screen EED24000

This is an example of Screen EED24000. The program balance displayed is the balance available on the ledger for the program and fund code displayed.

```

Conservation          077-POINTE COUPEE          Selection      EED24000
CCC-920 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Contract Number:      2006 0018          Program:  GRP          Fund Code: 225001/2004
Farm NO:              1158              Tract NO: 125
Producer ID:          *****9999 S Name:      RANCHER CLIFFORD

                                Program Balance:      5,000
                                Overall Contract Value:      0

Fund Code: 225001/2004

                                Fund Code          Contract
                                Change (+/-)      Balances          Balances
Amount Approved:              _____          0              0
Performance Amount Approved:          0              0
Performance Amount Earned:           0              0
Balance Available:               0              0
Unapproved Contract Balance:         0              0
Amount CCC-1245's Issued:           0              0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

128 Recording Funds on CCC-920's (Continued)

B Example of Screen EED24000 for Multiple Fund Codes

This is an example of Screen EED24000 for multiple fund codes.

There are 2 fund codes displayed on the screen. The primary fund code (225001/2004) is displayed in the upper right corner followed by an asterisk. The fund code displayed in italics in the example (226005/2004) is the **current** fund code. This is the fund code the user is working within. This fund code may be the same as the primary fund code or it may be a supplemental fund code. The program displayed is the balance available on the ledger for the **current** fund code.

PRESS "Page Up" or "Page Down" to move between fund codes.

```
Conservation          077-POINTE COUPEE          Selection      EED24000
CCC-920 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----

Contract Number:      2006 0018          Program: GRP          Fund Code: 225001/2004*
Farm NO:              1158              Tract NO: 125
Producer ID:          *****9999 S Name: RANCHER CLIFFORD

                                Program Balance:          5,000
                                Overall Contract Value:          0

Fund Code: 226005/2004

                                Fund Code          Contract
                                Change (+/-)        Balances          Balances
Amount Approved:          _____          0              0
Performance Amount Approved:          0              0
Performance Amount Earned:          0              0
Balance Available:          0              0
Unapproved Contract Balance:          0              0
Amount CCC-1245's Issued:          0              0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
```

C Entering Amount Approved

If CCC-920 has multiple fund codes, PRESS "Page Down" until the applicable fund code is displayed as the current fund code. Enter the amount approved in the change column for the applicable fund code and PRESS "Enter".

Note: The amount approved **cannot** exceed the program balance displayed.

129 Recording Technical Practices

A Example of Screen EED24005

This is an example of Screen EED24005. The primary producer's name is displayed on this screen, even though the producer may not be on CCC-1245's for some practices.

```

Conservation          069-NATCHOTICHES          Selection      EED24005
CCC-920 Technical Practice Screen          Version: AD93  03-22-2007 10:56 Term E4
-----
Contract Number: 2003 0004          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2919          Tract NO: 783
Producer ID:      *****8656 S          Name: RANCHER SMITH

Overall Contract Value:          8,500  Total Amt to be Distributed:          8,500

#      Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
      Code      Approved  Approved  Sched      CTL NO.      Perform      Earned

Totals:
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete

IM: No technical codes currently associated to this CCC-920.
    
```

129 Recording Technical Practices (Continued)

B Adding Technical Practices

Add technical practices to CCC-920 according to the following table.

Step	Action
1	On Screen EED24005, PRESS “Cmd16” or “Shift F4”.
2	On Screen EED24010, enter the technical code of the practice being added to CCC-920 and PRESS “Enter”.
3	On Screen EED24015 enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • practice extent • fund code, if CCC-920 has multiple fund codes • practice amount approved • year scheduled • livestock indicator.
4	Repeat steps 1 through 3 for each practice being added. After all applicable practices are added, PRESS “Enter” on Screen EED24005.

129 Recording Technical Practices (Continued)

C Example of CCC-920 Technical Practice Screen EED24016

This is an example of CCC-920 Technical Practice Screen. For CCC-920's with multiple fund codes, a fund code selection screen is available. For CCC-920's with only 1 fund code, the fund code and the amount to be distributed will be displayed on this screen.

```

Conservation          069-NATCHOTICHES          Selection      EED24016
CCC-920 Technical Practice Screen          Version: AD93 03-22-2007 10:56 Term E4
-----
Contract Number: 2003 0004          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2919          Tract NO: 783
Producer ID:      *****8656 S          Name: RANCHER SMITH

Technical Practice - Code:          327
                        Desc: Conservation cover (Ac)
                        Unit: AC
                        Lifespan: 10

Practice Extent:
Payment Level:          _____          100

Fund Code:
Amount to be Distributed: _____
Practice Amount Approved: _____
Year Scheduled:
Livestock Indicator:          _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

If CCC-920 has:

- multiple fund codes, place the cursor on the Fund Code field and PRESS “Cmd13” or “Shift F1” to access the Fund Code Selection screen EED24050.
- only 1 fund code, the Fund Code and the Amount to be Distributed will be displayed with the applicable information.

Note: The primary producer’s name will appear on this screen. However, the practice is not tied to any producer at this point. The CCC-1245 will be created using the applicable producer.

129 Recording Technical Practices (Continued)

D Example of EED24050

This is an example of Screen EED24050. Enter the number of the fund code to be selected and PRESS "Enter".

Fund Code Selection/Summary			EED24050	
#	Fund Code	Total Amount Approved	Total Amount	Amount To Be Distributed
1	225001/2004	1,000	300	700
2	226005/2004	200	150	50
		1,200	450	750
Enter # and Press "Enter". _				
Enter=Continue Cmd4=Previous Screen				
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd13=More Data Help=Help				

After a fund code has been selected using this screen, Screen EED24016 will redisplay with the selected Fund Code and the Amount to be Distributed displayed. The Amount to be Distributed is the amount of funds available on CCC-920 for this fund code.

130 CCC-920 Dates Screen EED26000

A Example of Screen EED26000

This is an example of CCC-920 Dates Screen EED26000.

```
Conservation      069-NATCHOTICHES      Selection      EED26000
CCC-920 Dates Screen      Version: AD93  03-22-2007 14:21 Term E4
-----
Contract Number: 2003 0004      Program: GRP      Fund Code: 225001/2003*
Farm NO:      2919      Tract NO: 7888
Producer ID:      *****8656 S      Name:      RANCHER SMITH

-Dates- Application Submitted:      07312003

      Contract Approved:      _____
      Contract Ending Date:      _____

Note:      Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

130 CCC-920 Dates Screen EED26000 (Continued)**B Entering CCC-920 Dates on Screen EED26000**

Enter the following and PRESS "Enter":

- CCC-920 approved date
- CCC-920 ending date.

Dates shall be entered in MMDDCCYY format.

Example: June 16, 2007, would be entered as 06162007.

CCC-920:

- approved date **cannot** be greater than the current date
- ending date will be CCC-920 approved date plus contract period.

Note: CCC-920 with an approved date of 05012005 and a contract period of 20 years would have a CCC-920 ending date of 05012025.

The data entered through the "Create CCC-920 Contract" option will be updated to the contract file and Screen EED27000 will be displayed.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

131 CCC-920 Process Status Screen EED27000

A Example of Screen EED27000

This is an example of Screen EED27000 after CCC-920 has been created.

```

Conservation          069-NATCHOTICHES          Entry          EED27000
CCC-920 Process Status Screen          Version: AD93  03-22-2007 14:39 Term E4
-----

Contract Number: 2004 0007          Program: GRP          Fund Code: 225001/2003
Farm NO:          2984          Tract NO: 1619
Producer ID:          *****7267 S          Name:          GRASS FARMER

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__Print CCC-920

          1. Create CCC-920 Contract
          2. Update CCC-920 Contract
          3. Cancel CCC-920 Contract
          4. Reinstate CCC-920 Contract
          5. Print CCC-920

Enter option and press "Enter".  __
Enter=Continue  Cmd7=End
IM: Initial CCC-920 Contract has been recorded.

```

132-135 (Reserved)

Section 2 Modifying CCC-920's**136 Using "Update CCC-920 Contract" Option****A Accessing Menu EED200**

On Menu EEB000, ENTER "7" to access Conservation CCC-920 Contract Menu EED200.

B Example of Menu EED200

This is an example of Menu EED200. Select option "2", "Update CCC-920 Contract" to modify a CCC-920.

```
COMMAND                                EED200                                E5
Conservation CCC-920 Contract Menu
-----
          1. Create CCC-920 Contract
          2. Update CCC-920 Contract
          3. Cancel CCC-920 Contract
          4. Reinstate CCC-920 Contract
          5. Print CCC-920
          6. CCC-920 Reports/Forms Menu

          20. Return To Application Primary Menu
          21. Return To Application Selection Screen
          22. Return To Office Selection Screen
          23. Return To Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

136 Using “Update CCC-920 Contract” Option (Continued)

C Guidelines

This paragraph provides instructions for recording modifications to CCC-920’s. Reasons that CCC-920’s may need to be modified include:

- the land is sold and the new producer wants to keep CCC-920 in force (add producer)
- the land is sold and CCC-920 is canceled (change CCC-920 ending date)
- there is a farm reconstitution performed and the farm number changes
- practice fails and a replacement practice is needed
- funding must be increased to cover practice repairs.

Examples: Land is entered into a 10-year contract; 3 years later the land is sold and the new owner wants to keep the land in GRP. Use the “Update CCC-920 Contract” option to add the new producer to CCC-920. The original producer will remain on CCC-920 because he/she received payments on CCC-920.

Land is entered into a 10-year contract; 5 years later the land is sold and the new owner does **not** succeed to CCC-920. Cancel any outstanding CCC-1245’s that have been prepared. Select the “Update CCC-920 Contract” option, reduce CCC-920 by the amount of funds that will not be earned, and modify CCC-920 ending date to the date of the land sale.

Use option “2”, “Update CCC-920 Contract” to modify:

- all data that was previously entered, except the program code and primary fund code
- the following:
 - NRCS Office
 - supplemental fund codes
 - farm and tract information
 - producers associated to CCC-920
 - rental rate and acreage
 - funds obligated to CCC-920
 - CCC-920 ending date.

137 Selecting CCC-920's

A Example of Screen EED20500

This is an example of Screen EED20500. CCC-920's will be selected using this screen.

```

Conservation          069-NATCHOTICHES          Entry          EED20500
CCC-920 Selection Screen          Version: AD93  03-23-2007 15:41 Term E4
-----
                                Update CCC-920 Contract

Enter: Contract Number  _____

OR   Last 4 Positions
     of Producer ID:  _____

OR   Farm Number      _____

NOTE: Leave all fields blank to do an inquiry against
      Name & Address File.

Enter=Continue  Cmd7=End

```

B Selecting CCC-920's

Do 1 of the following to select CCC-920's to be modified:

- Enter CCC-920 number and PRESS "Enter"; this will be the usual method used
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all CCC-920's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".

- Enter farm number and PRESS "Enter" to list all CCC-920's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".

- leave all fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".

138 Supplemental Fund Codes and NRCS Office**A Example of Screen EED21011**

When CCC-920 is selected for modification, Screen EED21016 will be displayed. This is an example of Screen EED21011.

```
Conservation          069-NATCHOTICHES          Selection      EED21011
CCC-920 Initial Data Screen          Version: AD93  03-23-2007 15:48 Term E4
-----
Contract Number: 2007 0022          Program:  GRP

Fund Code:          225001/2005

Does This Contract Have Supplemental Fund Codes (Y or N)? N

NRCS Office:      NATCHOTICHES
                  (Leave blank to list all NRCS offices)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

138 Supplemental Fund Codes and NRCS Office (Continued)

B Modifying Screen EED21011

Modify Screen EED21011 as follows. The supplemental fund code and NRCS office can be changed.

Step	Action	Result	
1	Enter “Y” or “N” to the question “Does this contract have supplemental fund codes?”.		
2	If necessary, enter correct NRCS office and PRESS “Enter”.	IF the number of fund codes on CCC-920 is...	THEN Screen...
		1	EED21100 will be displayed. Go to paragraph 149.
		2 or more	EED21017 will be displayed.
3	Enter “Y” beside each supplemental fund code to be selected and PRESS “Enter”.	Screen EED21100 will be displayed.	

138 Supplemental Fund Codes and NRCS Office (Continued)

C Selecting Supplemental Fund Codes

This is an example of Screen EED21017. Only eligible supplemental fund codes will be displayed for selection.

Enter "Y" next to each supplemental fund code being selected and PRESS "Enter".

```
Conservation          069-NATCHOTICHES          Selection      EED21017
CCC-920 Initial Data Screen          Version: AD93  03-23-2007 15:59 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003

                          Supplemental Fund Codes

Enter "Y" next to Supplemental Fund Code(s) to be associated to CCC-920

      Fund Code      Description
  ___ 226004/2003    GRP Reallocation
  ___ 226005/2003    GRP Supplemental

NO MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

139 Processing Farm Numbers

A Modifying Farm Numbers on CCC-920

Farm numbers to be associated to CCC-920 will be processed through Screen EED21100. This is an example of Screen EED21100.

```

Conservation          069-NATCHOTICHES          Selection          EED21100
CCC-920 Farm Selection Screen          Version: AD93 03-23-2007 16:01 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*

      Primary          Farm
      Farm          #          NO.          Farmland          Cropland
      Y          1          731          393.0          224.1

NO MORE FARM NUMBERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process farm numbers.
    
```

B Completing Screen EED21100

The following command keys are used to process farm numbers:

- “Cmd16” or “Shift F4” to add a farm, according to subparagraph C
- “Cmd20” or “Shift F8” to change the primary farm designation, according to subparagraph D
- “Cmd24” or “Shift F12” to delete a farm previously added, according to subparagraph E.

After all associated farms are correctly displayed, PRESS “Enter”. Screen EED21300 will be displayed.

139 Processing Farm Numbers (Continued)

C Example of Screen EED21105

When “Cmd16” or “Shift F4” is pressed on Screen EED21100, Screen EED21105 will be displayed. This is an example of Screen EED21105.

```

Conservation          069-NATCHOTICHES          Selection      EED21105
CCC-920 Farm Selection Screen      Version: AD93  03-23-2007 16:01 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*

      Enter:   Farm Number           _____
              OR   Last 4 Positions
                  of Producer ID:     _____

      NOTE:   Leave all fields blank to do an inquiry against
                  Name & Address File.

      Primary Farm Number (Y or N):  ___

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

To add a farm to CCC-920:

- enter the farm number on Screen EED21105
- enter “Y” or “N” for the primary farm number field
- PRESS “Enter”.

Screen EED21100 will be displayed with the new farm added.

139 Processing Farm Numbers (Continued)

D Changing Primary Farm Information

The only information that can be changed is the Primary Farm (Y/N) field. Make any changes as follows for 1 or more farms previously added to CCC-920.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EED21100 will be redisplayed with the added field, "# Of Farm To Change".
2	Enter the number of the farm to change and PRESS "Enter".	Screen EED21105 will be displayed reflecting the selected producer.
3	Change the Primary Farm (Y/N) information and PRESS "Enter".	Screen EED21100 will be redisplayed reflecting the message, "Farm number has been changed".
4	Repeat steps 1 through 3 to change the Farm Producer (Y/N) field for other farms as needed. When all changes have been recorded, PRESS "Enter".	Screen EED21300 will be displayed.

139 Processing Farm Numbers (Continued)

E Deleting Farm Numbers

Delete 1 or more farm numbers previously added to CCC-920 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EED21000 will be redisplayed with the added field "# Of Farm To Delete".
2	Enter the number of the farm to delete and PRESS "Enter".		Screen EED21115 will be displayed with the selected farm number and the question, "Is this the farm number you wish to delete (Y or N)?"
3	IF the farm is...	THEN...	
	to be deleted	ENTER "Y" and PRESS "Enter". Screen EED21116 will be displayed reflecting the warning message "You are about to delete a farm number for this contract. If you continue, all current tracts and producers will be deleted and you will have to reselect the tract and producer information for the new farm number." ENTER "Y" and PRESS "Enter".	Screen EED21100 will be displayed reflecting the deletion of the farm number and the message, "Farm number has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EED21100 will be displayed.
4	Repeat steps 1 through 3 to delete other farms, if needed. When all deletions have been made, PRESS "Enter".		Screen EED21300 will be displayed.

140 Modifying Tracts

A Example of Screen EED21300

After all applicable farms have been added to CCC-920, Screen EED21300 will be displayed. All tracts associated to the farms on CCC-920 will be displayed. Tract numbers will be selected on this screen for association to CCC-920. This is an example of Screen EED21300.

```

Conservation          069-NATCHOTICHES          Selection          EED21300
CCC-920 Tract Selection Screen          Version: AD93  03-28-2007 15:16 Term E4
-----

Contract Number: 2007 0022          Program: GRP          Fund Code: 225001/2005
Farm NO:          627

Enter "Y" next to Tract Number(s) to be associated to Contract

      Farm      Tract
      NO.      NO.  Farmland  Cropland  Photo Grid/Description
Y      627      776    448.0    175.6  P-12
-      627      1715   215.0    158.5  O-12
-      2815     2133    50.0      .0     O-21
Y      2815     9996   495.0    359.2  O-20
Y      2984     1619   243.0    116.2  R-21, GRAZER TRACT

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

ENTER "Y" or delete "Y" by each tract number that is being added to or removed from CCC-920. When all tracts are correctly displayed, PRESS "Enter". Screen EED21400 will be displayed.

140 Modifying Tracts (Continued)

B Example of Screen EED21400

This is an example of Screen EED21400.

Conservation		069-NATCHOTICHES		Selection		EED21400	
CCC-920 Tract Acres Screen		Version: AD93		03-28-2007 15:23		Term E4	

Contract Number: 2007 0022		Program: GRP		Fund Code: 225001/2005			
Farm NO: 627							
Farm NO.	Tract NO.	Farmland	Cropland	GRP Cropland	DCP Acres		
627	776	448.0	175.6	_____	_____		
2815	9996	495.0	359.2	_____	_____		
2984	1619	243.0	116.2	_____	_____		
NO MORE TRACTS							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

GRP cropland is the number of cropland acres for the tract that are covered by CCC-920.

DCP acres are the number of DCP cropland acres for the tract included in CCC-920 that do **not** meet the definition of cropland.

Important: The same acreage **cannot** be included in both fields.

Make any changes needed to GRP cropland acres and DCP acres and PRESS “Enter”.

141 Modifying Participants

A Example of Screen EED21500

This is an example of Screen EED21500. Producers will be processed for CCC-920 through this screen.

```

Conservation          069-NATCHOTICHES          Selection      EED21500
CCC-920 Participant Data Screen          Version: AD93  03-28-2007 15:31 Term E4
-----
Contract Number: 2005 0022          Program: GRP          Fund Code: 225001/2005
Farm NO:          627          Tract NO: 776

#   Producer ID   Name                AGI   AD-1026
*  1   *****8280 E   RANCHER CATTLE     Y     Y
   2   *****3353 E   HENRY RANCHER     Y     Y

* Indicates Primary Producer For Contract
NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.

```

B Processing Screen EED21500

The following command keys are used to process producers:

- “Cmd16” or “F4” to add a producer, according to subparagraph D
- “Cmd20” or “Shift F8” to change information for a producer previously added, according to subparagraph E
- “Cmd24” or “Shift F12” to delete a producer previously added to CCC-920, according to subparagraph F.

After all producers are correctly displayed, PRESS “Enter”. Screen EED23000 will be displayed.

141 Modifying Participants (Continued)

C Producer Eligibility

Participants must meet GRP eligibility requirements to be included on a CCC-920. When a producer is being added to CCC-920, the system will read the following eligibility flags:

- AGI
- AD-1026
- conservation compliance (6CP).

If a producer does **not** meet the eligibility requirements, that producer **cannot** be added to a CCC-920. Screen EED21505 will be displayed with the message “Selected producer’s eligibility equals ‘N’ and cannot be added.”

```

Conservation          069-NATCHOTICHES          Selection          EED21505
CCC-920 Participant Data Screen          Version: AD93 03-21-2007 15:54 Term E4
-----
Contract Number: 2003 0001          Program: GRP          Fund Code: 225001/2003*
Farm NO:          2877          Tract NO: 2130

Enter: Last 4 of ID: _____
OR Producer ID: *****7419 Type: S
OR Last Name: _____
OR Farm Number: _____

NOTE: Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue Cmd4=Previous Screen Cmd7=End
Selected producer's eligibility equals 'N' and cannot be added.
    
```

141 Modifying Participants (Continued)

D Adding Producers

This is an example of Screen EED21505. Add a producer to CCC-920 through 1 of the options on this screen.

```
Conservation      069-NATCHOTICHES      Selection      EED21505
CCC-920 Participant Data Screen      Version: AD93  03-28-2007 15:31 Term E4
-----
Contract Number: 2007 0022      Program: GRP      Fund Code: 225001/2005
Farm NO:      627      Tract NO: 776

Enter: Last 4 of ID: _____
OR Producer ID: _____ Type:___
OR Last Name: _____
OR Farm Number: _____

NOTE: Leave all fields blank to do an inquiry against
Name & Address File.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

141 Modifying Participants (Continued)

D Adding Producers (Continued)

Add 1 or more producers to CCC-920 as follows.

Step	Action						
1	PRESS "Cmd16" or "Shift F4" on Screen EED21500. Screen EED21505 will be displayed.						
2	<p>Do 1 of the following to select the producer to be added:</p> <ul style="list-style-type: none"> • Enter last 4 positions of the producer's ID number and PRESS "Enter" <p>Note: If applicable, Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter producer's ID number and PRESS "Enter" • Enter producer's last name and PRESS "Enter" <p>Note: Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • Enter farm number and PRESS "Enter" to list all producers associated to the farm <p>Note: Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".</p> <ul style="list-style-type: none"> • leave all fields blank to access the name and address file. <p>Note: Enter producer's last name and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".</p> <table border="1" data-bbox="386 1434 1490 1623"> <thead> <tr> <th data-bbox="386 1434 654 1472">IF producer is...</th> <th data-bbox="654 1434 1490 1472">THEN...</th> </tr> </thead> <tbody> <tr> <td data-bbox="386 1472 654 1583">not eligible</td> <td data-bbox="654 1472 1490 1583">producer will not be added to CCC-920. Screen EED21505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."</td> </tr> <tr> <td data-bbox="386 1583 654 1623">eligible</td> <td data-bbox="654 1583 1490 1623">Screen EED21510 will be displayed.</td> </tr> </tbody> </table>	IF producer is...	THEN...	not eligible	producer will not be added to CCC-920. Screen EED21505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."	eligible	Screen EED21510 will be displayed.
IF producer is...	THEN...						
not eligible	producer will not be added to CCC-920. Screen EED21505 will be displayed with the message, "Selected producer's eligibility equals 'N' and cannot be added."						
eligible	Screen EED21510 will be displayed.						
3	<p>Primary producer field, enter:</p> <ul style="list-style-type: none"> • "Y", if the producer is to be designated the primary producer and PRESS "Enter" • "N", if the producer is not the primary producer and PRESS "Enter". 						
4	Repeat steps 1 through 3 to add other producers.						

141 Modifying Participants (Continued)

E Changing Producer Information

This is an example of Screen EED21510.

```

Conservation      077-POINTE COUPEE      Selection      EED21510
CCC-920 Participant Data Screen      Version: AD93 07-06-2006 15:29 Term E5
-----
Contract Number: 2007 0022      Program: GRP      Fund Code: 225001/2005
Farm NO:          627      Tract NO: 776

      Producer ID: *****9966 S      RANCHER NELSON
                                      PO BOX 33336
                                      NEWTREES, LA 70783-0303

      AGI:                                Y
      AD-1026:                            Y
      Primary Producer (Y or N): Y
      Amount Earned:                                0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

The AGI, AD-1026, and Amount Earned fields are display only. The only information that can be changed is the Primary Producer (Y/N) field. Make any changes as follows for 1 or more producers previously added to CCC-920.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EED21500 will be redisplayed with the added field, "# Of Producer To Change".
2	Enter the number of the producer to change and PRESS "Enter".	Screen EED21510 will be displayed reflecting the selected producer.
3	Change the Primary Producer (Y/N) information and PRESS "Enter".	Screen EED21500 will be redisplayed reflecting the message, "Producer has been changed".
4	Repeat steps 1 through 3 to change the Primary Producer (Y/N) field for other producers.	

141 Modifying Participants (Continued)

F Deleting Producers

Delete 1 or more producers previously added to CCC-920 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EED21500 will be redisplayed with the added field "# Of Producer To Delete".
2	Enter the number of the producer to delete and PRESS "Enter".		Screen EED21515 will be displayed with the selected producer and the question, "Is this the producer you wish to delete (Y or N)?"
3	If the producer is...	THEN ENTER...	
	to be deleted	"Y" and PRESS "Enter".	Screen EED21500 will be displayed reflecting the deletion of the producer and the message, "Producer has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EED21500 will be displayed.
4	Repeat steps 1 through 3 to delete other producers, if needed.		

142 Basic CCC-920 Data

A Example of Screen EED23000

This is an example of Screen EED23000. The basic CCC-920 data may be modified through this screen.

```

Conservation          077-POINTE COUPEE          Selection      EED23000
CCC-920 Basic Data Screen          Version: AD79  07-17-2006 14:54 Term E4
-----
Contract Number:      2006 0019          Program:  GRP          Fund Code: 225001/2004*
Farm NO:              627              Tract NO: 4731
Producer ID:         *****4444 S   Name:      JOHN RANCHER

      Rental Rate Per Acre:      2.35          Number of Acres:  200
      Annual Contract Payment:      470

      First Year Payment:      _____

Enter "Y" next to type of CCC-920 Contract.

  Y 10 Year Contract  __15 Year Contract  __ 20 Year Contract  __ 30 Year Contract

Description and Location of Farm, Ranch, or Other Unit:
_____  

_____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Completing Screen EED23000

The rental rate per acre, the number of acres, and the length of the contract may be modified if necessary.

When all entries have been completed, PRESS "Enter".

143 Recording Funds on CCC-920's

A Example of Screen EED24000

This is an example of Screen EED24000. The program balance displayed is the balance available on the ledger for the program and fund code displayed.

```

Conservation          077-POINTE COUPEE          Selection      EED24000
CCC-920 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Contract Number:      2006 0018          Program:  GRP          Fund Code: 225001/2004
Farm NO:              1158              Tract NO: 125
Producer ID:          *****9999 S Name:      RANCHER CLIFFORD

                                Program Balance:      5,000
                                Overall Contract Value:  3,000

Fund Code: 225001/2004

                                Fund Code          Contract
                                Change (+/-)      Balances          Balances
Amount Approved:              _____          0              3000
Performance Amount Approved:          0              0
Performance Amount Earned:           0              0
Balance Available:                0              0
Unapproved Contract Balance:         0              0
Amount CCC-1245's Issued:           0              0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

143 Recording Funds on CCC-920's (Continued)

B Example of Screen EED24000 for Multiple Fund Codes

This is an example of Screen EED24000 for multiple fund codes.

There are 2 fund codes displayed on the screen. The primary fund code (225001/2004) is displayed in the upper right corner followed by an asterisk. The fund code displayed in italics in the example (226005/2004) is the **current** fund code. This is the fund code the user is working within. This fund code may be the same as the primary fund code or it may be a supplemental fund code. The program balance displayed is the balance available on the ledger for the **current** fund code.

PRESS "Page Up" or "Page Down" to move between fund codes.

```

Conservation          077-POINTE COUPEE          Selection      EED24000
CCC-920 Approval Screen          Version: AD79  07-11-2006 13:33 Term E4
-----
Contract Number:      2006 0018          Program: GRP          Fund Code: 225001/2004*
Farm NO:              1158              Tract NO: 125
Producer ID:          *****9999 S Name:          RANCHER CLIFFORD

                                Program Balance:      5,000
                                Overall Contract Value: 3,000

Fund Code: 226005/2004

                                Fund Code          Contract
                                Balances          Balances
Amount Approved:          Change (+/-)          3000          3000
Performance Amount Approved:          0          0
Performance Amount Earned:          0          0
Balance Available:          0          0
Unapproved Contract Balance:          0          0
Amount CCC-1245's Issued:          0          0

NO MORE FUND CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Next Fund Code
    
```

143 Recording Funds on CCC-920's (Continued)

C Entering Amount Approved

If CCC-920 has multiple fund codes, PRESS "Page Down" until the applicable fund code is displayed as the current fund code. Enter the amount being added or enter a minus and the amount being removed in the change column for the applicable fund code and PRESS "Enter".

Note: The amount approved **cannot** exceed the program balance displayed.

144 Processing Technical Practices

A Example of Screen EED24005

This is an example of Screen EED24005. The primary producer's name is displayed on this screen, even though the producer may not be on CCC-1245's for some practices.

```

Conservation          077-POINTE COUPEE          Selection      EED24005
CCC-920 Technical Practice Screen      Version: AD93  03-29-2007 11:06 Term E4
-----
Contract Number: 2005 0007          Program: GRP          Fund Code: 225001/2005*
Farm NO:          627              Tract NO: 731
Producer ID:      *****2222 E    Name:      NEW FARMS LLC

Overall Contract Value:          700  Total Amt to be Distributed:          360

#      Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
#      Code          Approved   Approved   Sched    CTL NO.      Perform    Earned
1      801           1.0        100        2006
2      313           1.0         40        2006    2006 0010      1.0        40
3      584          100.0       100        2006    2006 0009
4      801           1.0        100        2007

Totals:                                340                                40
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
    
```

144 Processing Technical Practices (Continued)

B Adding Technical Practices

Add technical practices to CCC-920 according to the following table.

Step	Action
1	On Screen EED24005, PRESS “Cmd16” or “Shift F4”.
2	On Screen EED24010, enter the technical code of the practice being added to CCC-920 and PRESS “Enter”.
3	On Screen EED24015 enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • practice extent • fund code, if CCC-920 has multiple fund codes • practice amount approved • year scheduled • livestock indicator.
4	Repeat steps 1 through 3 for each practice being added. After all applicable practices are added, PRESS “Enter” on Screen EED24005.

144 Processing Technical Practices (Continued)

C Modifying Technical Practices

Modify technical practices already associated with CCC-920 according to the following table. Technical practices that have earnings recorded **cannot** be modified through this process.

Step	Action
1	On Screen EED24005, PRESS “Cmd20” or “Shift F8”. Screen EED24005 will redisplay with the added field “# Of Tech Prac To Change”.
2	Enter the number on the left side of the technical practice to be modified and PRESS “Enter”. Screen EED24015 will be displayed.
3	<p>On Screen EED24015 modify any of the following entries and PRESS “Enter”:</p> <ul style="list-style-type: none"> • practice extent • fund code • practice amount approved • year scheduled • livestock indicator. <p>Note: The fund code cannot be modified if a CCC-1245 has been created for the technical practice.</p>
4	Repeat steps 1 through 3 for each practice being modified. After all applicable practices are modified, PRESS “Enter” on Screen EED24005.

144 Processing Technical Practices (Continued)

D Deleting Technical Practices

Delete technical practices associated with CCC-920 according to the following table. Technical practices that have earnings recorded **cannot** be deleted.

Step	Action	
1	PRESS "Cmd24" or "Shift F12". Screen EED24005 will redisplay with the added field "# Of Tech Prac To Delete".	
2	Enter the number to the left of the technical practice to delete and PRESS "Enter". Screen EED24020 will be displayed with the question "Is this the technical code you wish to delete (Y or N)?"	
3	IF the practice is...	THEN ENTER...
	to be deleted	"Y" and PRESS "Enter".
	not to be deleted	"N" and PRESS "Enter".
4	Repeat steps 1 through 3 to delete other practices, if needed. When all deletions have been made, PRESS "Enter".	

144 Processing Technical Practices (Continued)

E Example of CCC-920 Technical Practice Screen EED24020

This is an example of CCC-920 Technical Practice Screen.

```

Conservation          077-POINTE COUPEE          Selection      EED24020
CCC-920 Technical Practice Screen          Version: AD93  03-29-2007 11:06 Term E4
-----
Contract Number: 2005 0007          Program: GRP          Fund Code: 225001/2005*
Farm NO:          6227          Tract NO: 731
Producer ID:      *****2222 E          Name:          NEW FARMS LLC

Technical Practice - Code:          584
                        Desc:      Channel stabilization (Ft)
                        Unit:      FT
                        Lifespan:  10

Practice Extent:          100.0
Payment Level:          100

Fund Code:          226006/2005
Amount to be Distributed:          100
Practice Amount Approved:          100
Year Scheduled:          2006
Livestock Indicator:          —

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Help=Help
    
```

If CCC-920 has multiple fund codes, place the cursor on the Fund Code field and PRESS “Cmd13” or “Shift F1” to access the Fund Code Selection screen EED24050.

Note: The primary producer’s name will appear on this screen. However, the practice is not tied to any producer at this point. The CCC-1245 will be created using the applicable producer.

144 Processing Technical Practices (Continued)

F Example of EED24050

This is an example of Screen EED24050. Enter the number of the fund code to be selected and PRESS "Enter".

Fund Code Selection/Summary			EED24050	
#	Fund Code	Total Amount Approved	Total Amount	Amount To Be Distributed
1	225001/2004	1,000	300	700
2	226005/2004	200	150	50
		1,200	450	750
Enter # and Press "Enter".				
Enter=Continue Cmd4=Previous Screen				
Enter=Continue Cmd4=Previous Screen Cmd7=End Cmd13=More Data Help=Help				

After a fund code has been selected using this screen, Screen EED24020 will redisplay with the selected Fund Code and the Amount to be Distributed displayed. The Amount to be Distributed is the amount of funds available on CCC-920 for this fund code.

145 CCC-920 Dates Screen EED26000

A Example of Screen EED26000

This is an example of CCC-920 Dates Screen EED26000.

```
Conservation          077-POINTE COUPEE          Selection      EED26000
CCC-920 Dates Screen          Version: AD93  03-29-2007 11:32 Term E4
-----
Contract Number: 2005 0007          Program: GRP          Fund Code: 225001/2005*
Farm NO:          6227          Tract NO: 731
Producer ID:      *****2222 E          Name:          NEW FARMS LLC

-Dates- Application Submitted:          08212005

          Contract Approved:          03012006
          Contract Ending Date:          03012016

Note:   Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

145 CCC-920 Dates Screen EED26000 (Continued)

B Entering CCC-920 Dates on Screen EED26000

CCC-920 approved and CCC-920 ending date may be modified. Enter the following and PRESS "Enter":

- CCC-920 approved date
- CCC-920 ending date.

Dates shall be entered in MMDDCCYY format.

Example: June 16, 2007, would be entered as 06162007.

CCC-920:

- approved date **cannot** be greater than the current date
- ending date will be CCC-920 approved date plus contract period.

Note: CCC-920 with an approved date of 05012005 and contract period of 20 years would have a CCC-920 ending date of 05012025.

146 CCC-920 Process Status Screen EED27000

A Example of Screen EED27000

This is an example of Screen EED27000 after CCC-920 has been updated.

```

Conservation          077-POINTE COUPEE          Entry          EED27000
CCC-920 Process Status Screen          Version: AD93  03-29-2007 11:58 Term E4
-----

Contract Number: 2005 0007          Program: GRP          Fund Code: 225001/2005*
Farm NO:          6227          Tract NO: 731
Producer ID:          *****2222 E          Name:          NEW FARMS LLC

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__Print CCC-920

          1. Create CCC-920 Contract
          2. Update CCC-920 Contract
          3. Cancel CCC-920 Contract
          4. Reinstate CCC-920 Contract
          5. Print CCC-920

Enter option and press "Enter".  __
Enter=Continue  Cmd7=End
IM: CCC-920 Contract information has been updated.

```

147-150 (Reserved)

Section 3 Canceling, Reinstating, and Printing CCC-920's**151 Using "Cancel CCC-920 Contract" Option****A Guidelines**

This paragraph provides instructions for recording CCC-920's cancellations.

B Example of Menu EED200

This is an example of Menu EED200. Select option "3", "Cancel CCC-920 Contract" to cancel CCC-920's.

```
COMMAND                                EED200                                E4
Conservation CCC-920 Contract Menu
-----
      1. Create CCC-920 Contract
      2. Update CCC-920 Contract
      3. Cancel CCC-920 Contract
      4. Reinstate CCC-920 Contract
      5. Print CCC-920
      6. CCC-920 Reports/Forms Menu

      20. Return To Application Primary Menu
      21. Return To Application Selection Screen
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

151 Using “Cancel CCC-920 Contract” Option (Continued)

C Example of Screen EED20500

This is an example of Screen EED20500. CCC-920’s will be selected using this screen.

```

Conservation      077-POINTE COUPEE      Entry      EED20500
CCC-920 Selection Screen      Version: AD93  03-29-2007 13:30 Term E4
-----
                          Cancel CCC-920 Contract

Enter: Contract Number       2005  0007  ___

OR   Last 4 Positions
     of Producer ID:      _____

OR   Farm Number          _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd7=End
    
```

151 Using "Cancel CCC-920 Contract" Option (Continued)**D Selecting CCC-920's**

Do 1 of the following to select CCC-920's to be canceled:

- Enter CCC-920 number and PRESS "Enter"
- Enter last 4 positions of the producer's ID number and PRESS "Enter" to list all CCC-920's associated to a producer

Note: Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".

- Enter farm number and PRESS "Enter" to list all CCC-920's associated to the farm

Note: Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".

- leave all fields blank to access the name and address file.

Note: Screen MACR01-02 will be displayed. Enter producer's last name and PRESS "Enter". Screen MACR01-01 will be displayed. Enter the number of the producer to be selected and PRESS "Enter". Screen EZZ85000 will be displayed. Enter the number of CCC-920 to be selected and PRESS "Enter".

151 Using “Cancel CCC-920 Contract” Option (Continued)

E Recording CCC-920 Cancellations

When CCC-920 has been selected on Screen EED20500, Screen EED20505 will be displayed with:

- information at the top of the screen about CCC-920 selected
- the question, “Is this CCC-920 to be canceled (Y or N)?”, at the bottom of the screen.

This is an example of Screen EED20555.

```

Conservation          077-POINTE COUPEE          Entry          EED20555
CCC-920 Selection Screen          Version: AD93  03-29-2007 13:38 Term E4
-----
Contract Number: 2007 0021          Program: GRP          Fund Code: 225001/2004
Farm NO:          627          Tract NO: 731
Producer ID:          *****2222 E          Name:          NEW FARMS LLC

Is this CCC-920 to be canceled(Y or N)?          N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

IF CCC-920 displayed is...	THEN...
to be canceled	ENTER “Y” and PRESS “Enter”. Screen EED27000 will be displayed with the message “CCC-920 Contract has been canceled.”
not to be canceled	ENTER “N” and PRESS “Enter”. Screen EED20500 will be displayed with the message “No action taken. Contract remains unchanged.”

152 Using “Reinstate CCC-920 Contract” Option**A Guidelines**

This paragraph provides instructions for reinstating CCC-920’s that have been canceled in error.

B Example of Menu EED200

Select option “4”, “Reinstate CCC-920 Contract” to reinstate CCC-920’s.

```
COMMAND                                EED200                                E4
Conservation CCC-920 Contract Menu
-----
          1. Create CCC-920 Contract
          2. Update CCC-920 Contract
          3. Cancel CCC-920 Contract
          4. Reinstate CCC-920 Contract
          5. Print CCC-920
          6. CCC-920 Reports/Forms Menu

          20. Return To Application Primary Menu
          21. Return To Application Selection Screen
          22. Return To Office Selection Screen
          23. Return To Primary Selection Menu
          24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

152 Using "Reinstate CCC-920 Contract" Option (Continued)

C Example of Screen EED20500

This is an example of Screen EED20500. Enter CCC-920 number and PRESS "Enter".

```
Conservation      077-POINTE COUPEE      Entry      EED20500
CCC-920 Selection Screen      Version: AD93  03-29-2007 14:11 Term E4
-----
                        Reinstate CCC-920 Contract

Enter: Contract Number   2005 0005  ___

OR   Last 4 Positions
     of Producer ID:    _____

OR   Farm Number       _____

NOTE:  Leave all fields blank to do an inquiry against
       Name & Address File.

Enter=Continue  Cmd7=End
```

152 Using “Reinstate CCC-920 Contract” Option (Continued)

D Reinstating CCC-920’s

When CCC-920 has been selected on Screen EED20500, Screen EED20505 will be displayed with:

- information at the top of the screen about CCC-920 selected
- the question, “Is this CCC-920 to be canceled (Y or N)?”, at the bottom of the screen.

This is an example of Screen EED20555.

```

Conservation          077-POINTE COUPEE          Entry          EED20555
CCC-920 Selection Screen          Version: AD93  03-29-2007 14:11 Term E4
-----
Contract Number: 2005 0005          Program: GRP          Fund Code: 225001/2003
Farm NO:          627          Tract NO: 1731
Producer ID:          *****8833 S          Name: JAMES LANDOWNER II

Is this CCC-920 to be reinstated(Y or N)?          N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

IF CCC-920 displayed is...	THEN...
to be reinstated	ENTER “Y” and PRESS “Enter”. Screen EED27000 will be displayed with the message “CCC-920 Contract has been reinstated.”
not to be reinstated	ENTER “N” and PRESS “Enter”. Screen EED20500 will be displayed with the message “No action taken. Contract remains unchanged.”

153 Using “Print CCC-920” Option

A Printing CCC-920’s

Use Menu EED200, option “5”, “Print CCC-920” to print CCC-920’s when no other processing is being performed.

The purpose of option “5” is to:

- print any CCC-920
- allow printing CCC-920’s without going through the complete update process.

Print CCC-920’s as follows.

Step	Action	Result
1	On Menu EED200, ENTER “5” and PRESS “Enter”.	Screen EED20500 will be displayed.
2	Enter CCC-920 number to be printed, and PRESS “Enter”.	Screen EED27000 will be displayed with information at the top of the screen about CCC-920 selected.
3	IF CCC-920 displayed is... to be printed	THEN on Screen EED27000... ENTER “X” in the Print CCC-920 field.
	not to be printed	do not enter “X” in the Print CCC-920 field.
4	IF additional CCC-920 processing is... needed	THEN on Screen EED27000... Enter an option number from the bottom of the screen and PRESS “Enter”.
	not needed	PRESS “Cmd7” or “F7” to return to Menu EED200.
5	IF CCC-920 was... selected to be printed	THEN... Screen EZZ80000 will be displayed. Enter the printer ID and the number of copies to be printed and PRESS “Enter”.
	not selected to be printed	the 1st screen of the option selected in step 4 will be displayed.

154–160 (Reserved)

Section 4 CCC-920 Reports and Blank CCC-920's

161 Accessing Conservation CCC-920 Reports/Forms Menu EED800**A Accessing Menu EED800**

On Menu EED200, ENTER "6" to access Menu EED800.

B Example of Menu EED800

This is an example of Menu EED800.

```

COMMAND                                EED800                                E4
Conservation CCC-920 Reports/Forms Menu
-----
      1. CCC-920 Status Report
      2. CCC-920 Technical Practice Status Report
      3. CCC-920 Summary Expenses Report
      4. CCC-920 Annual Payments Due This Month Report
      5. Print Blank CCC-920

      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".

```

162 CCC-920 Status Report EED810-R001

A About Report EED810-R001

Report EED810-R001 is a cumulative list of all CCC-920's entered in the system sorted by fund code. It provides the following information about each CCC-920:

- all producers, farm numbers, and tracts associated to CCC-920
- the status of each CCC-920
- various monetary balances associated to CCC-920's.

The report can be generated for the following options:

- all fund codes
- single fund code
- single CCC-920.

B When to Print

County Offices shall print Report EED810-R001 on an as needed basis.

A copy of the report shall be provided to the NRCS office upon request. The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

162 CCC-920 Status Report EED810-R001 (Continued)

C Printing Report EED810-R001

Print Report EED810-R001 as follows.

Step	Action		Result
1	On Menu EED800, ENTER "1".		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50500 will be displayed.
3	IF the report is to be processed for...	THEN...	
	multiple CCC-920's	ENTER "1" and PRESS "Enter".	Screen EEB50555 will be displayed.
	a single CCC-920	ENTER the following and PRESS "Enter": <ul style="list-style-type: none"> • "2" • the desired CCC-920 number. 	Screen EEB50590 will be displayed while the report is being processed.
	a single fund code	Enter the number of the fund code to be selected and PRESS "Enter".	
	all fund codes	leave the fund code field blank and PRESS "Enter".	
4	PRESS "Enter".		The report will be printed.

162 CCC-920 Status Report EED810-R001 (Continued)

D Example of Report EED810-R001

This is an example of Report EED810-R001.

LOUISIANA		U.S. Department of Agriculture				Prepared:08-29-2006			
POINTE COUPEE		Farm Service Agency				As of:08-29-2006			
Report ID:	EED810-R001	CCC-920 Status Report				Page: 1			
PROGRAM:	GRP								
FUND CODE:	ALL								
CONTRACT NUMBER	APPLICANT NAME	FARM NUMBER	TRACT NUMBER	STATUS	CONTRACT VALUE	CONTRACT BALANCE	UNAPPROVED BALANCE	CCC-1245'S ISSUED	CONTRACT PERIOD

PROGRAM:	GRP	FUND CODE: 225001/2003 GRP Contracts							
20030001	MAY FARMER	1627	114	CANCELED	0	0			
20030002	JOE RANCHER	159	546	APPROVED	21,500	21,500	20,000	1,500	07-01-2003
	DEE RANCHER	7784	789						07-01-2023
		2319	989						
		459	122						
PROGRAM TOTALS:	2								
PROGRAM:	GRP	FUND CODE: 225001/2005 GRP Contracts							
20050003	JOHN GRASS	778	990	APPROVED	1,475	1,475		1,475	05-23-2005 05-23-2015
PROGRAM TOTALS:	1								

162 CCC-920 Status Report EED810-R001 (Continued)

E Description of Report EED810-R001

Report EED810-R001 lists the following information for each CCC-920 number on the report.

Column	Description	
Applicant Name	Lists all producers associated to CCC-920.	
Farm Number	Lists all farm numbers associated to CCC-920.	
Tract Number	Lists all tract numbers associated to CCC-920.	
Status	Canceled	CCC-920 cancellation has been recorded in the system.
	Approved	CCC-920 approval has been recorded in the system and funds obligated to CCC-920.
Contract Value	The original amount obligated for CCC-920, plus or minus any modifications to CCC-920. It is a cumulative figure and is not reduced by earnings.	
Contract Balance	The amount of the obligated funds that has not been earned yet. CCC-920 balance will equal the sum of the Unapproved Balance plus CCC-1245's Issued.	
Unapproved Balance	The portion of CCC-920 obligation for which no CCC-1245's have been issued.	
CCC-1245's Issued	The sum of the amount approved for all CCC-1245's created for CCC-920 that has not had any earnings recorded.	
Contract Period	The date CCC-920 was approved and the date CCC-920 will end are displayed.	

163 CCC-920 Technical Practice Status Report EED815-R001**A About Report EED815-R001**

Report EED815-R001 is a list of all CCC-920's that have at least 1 technical practice code associated to it. The information the report provides about each technical practice includes:

- technical practice code
- technical practice description
- CCC-1245 control number associated to the technical practice
- funds obligated to CCC-1245's and any amounts earned
- year the practice is scheduled to be performed.

B When to Print

County Offices shall print Report EED815-R001 the last workday of each month to determine if any action is needed. Provide a copy to NRCS if requested.

The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

C Description of Report EED815-R001

Report EED815-R001 lists the following information for each CCC-920 number on the report:

- primary producer's name
- CCC-920 status
- each technical practice code associated to CCC-920
- technical practice description for each technical practice code
- CCC-1245 control number associated to each practice
- amount approved for each practice
- amount earned for each practice
- year the practice is scheduled to be performed.

163 CCC-920 Technical Practice Status Report EED815-R001 (Continued)

D Printing Report EED815-R001

Print Report EED815-R001 as follows.

Step	Action		Result
1	On Menu EED800, ENTER “2” and PRESS “Enter”.		Screen EZZ80000 will be displayed.
2	Enter the following and PRESS “Enter”: <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 		Screen EEB50520 will be displayed.
3	IF the report is to be processed for...	THEN ENTER...	Screen EEB50590 will be displayed while the report is being processed.
	all CCC-920’s with 1 CCC-920 printed on each page	“1” and PRESS “Enter”.	
	all CCC-920’s with multiple CCC-920’s printed on each page	“2” and PRESS “Enter”	
	a single CCC-920	the following and PRESS “Enter”: <ul style="list-style-type: none"> • “3” • the desired CCC-920 number. 	
4	PRESS “Enter”.		The report will be printed.

163 CCC-920 Technical Practice Status Report EED815-R001 (Continued)

E Example of Report EED815-R001

This is an example of Report EED815-R001.

LOUISIANA		U.S. Department of Agriculture				Prepared:08-29-2006		
POINTE COUPEE		Farm Service Agency				As of:08-29-2006		
Report ID:	EE815-R001	CCC-920 Technical Practice Status Report				Page: 1		
PROGRAM:	GRP							
CONTRACT NUMBER	PRODUCER NAME	CONTRACT STATUS	TECH PRAC CODE	TECH PRAC DESCRIPTION	CCC-1245 CONTROL NUMBER	AMOUNT APPROVED	AMOUNT EARNED	YEAR SCHED

PROGRAM: GRP		FUND CODE: 225002/2003 GRP Contracts						
20030002	JOE RANCHER	APPROVED	801	Annual rental	20040010	1,500	1,500	2005
			801	Annual rental	20060003	1,500	1,500	2006
			813	Legal services	20070004	1,500		2007
PROGRAM TOTALS:		1			3	4,500	3,000	
PROGRAM: GRP		FUND CODE: 225002/2005 GRP Contracts						
20050003	JOHN GRASS	APPROVED	801	Annual rental	20070005	1,475		2007
PROGRAM TOTALS:		1			1	1,475		

164 CCC-920 Summary Expenses Report EED820-R001

A About Report EED820-R001

Report EED820-R001 is a list of various amounts approved and earned on all CCC-920's in the system sorted by fund code. This report may be used by the State and National Offices in administering the GRP.

B When to Print

County Offices shall print Report EED820-R001 when requested to do so by either the State or National Office.

The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

C Description of Report EED820-R001

For each fund code listed on the report the following information is provided:

- amount approved for regular technical practices
- amount earned for regular technical practices
- annual rental amount approved
- annual rental amount earned
- administrative expenses approved
- administrative expenses earned.

164 CCC-920 Summary Expenses Report EED820-R001 (Continued)

D Printing Report EED820-R001

Print Report EED820-R001 as follows.

Step	Action	Result
1	On Menu EED800, ENTER "3" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed while the report is generated.
3	PRESS "Enter".	The report will be printed.

E Example of Report EED820-R001

This is an example of Report EED820-R001.

LOUISIANA	U.S. Department of Agriculture		Prepared:08-29-2006			
POINTE COUPEE	Farm Service Agency		As of:08-29-2006			
Report ID: EED820-R001	CCC-920 Summary Expenses Report		Page: 1			
FUND CODE	AMOUNT APPROVED	AMOUNT EARNED	ANNUAL RENTAL APPROVED	ANNUAL RENTAL EARNED	ADMINISTRATIVE EXPENSES APPROVED	ADMINISTRATIVE EXPENSES EARNED
225001/2003	100	100	6660	660	0	0
226005/2003	1400	240	715	500	0	0
225001/2005	100	0	0		0	0
224006/2005	100	0	0		0	0

165 CCC-920 Annual Payments Due This Month Report EED825-R001

A About Report EED825-R001

Report EED825-R001 is a list of CCC-920's with annual rental payments due to be paid in the current month. Annual rental payments are due each year in the month the contact was approved.

B When to Print

County Offices shall print Report EED825-R001 on the 1st workday of each month. CCC-1245's shall be created and annual rental payments issued for all CCC-920's listed on the report.

The County Office shall maintain copies of the report in a folder labeled "GRP 2 Reports".

C Description of Report EED825-R001

For each CCC-920 listed on the report the following information is provided:

- CCC-920 number
- primary fund code
- primary producer's ID number
- primary producer's name
- approval date.

165 CCC-920 Annual Payments Due This Month Report EED825-R001 (Continued)

D Printing Report EED825-R001

Print Report EED825-R001 as follows.

Step	Action	Result
1	On Menu EED800, ENTER "4" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	The report will be printed.

E Example of Report EED825-R001

This is an example of Report EED825-R001.

LOUISIANA		U.S. Department of Agriculture	Prepared:08-02-2006
POINTE COUPEE		Farm Service Agency	As of:08-02-2006
Report ID: EED825-R001	CCC-920 Annual Payments Due This Month Report		Page: 1
Contract Number	Fund Code	Producer Id Number	Producer Name
20030008	225001/2003	*****2222 E	NEW FARMS INC
20050144	225001/2005	*****3399 S	JOHN RANCHER
			Approval Date
			08-02-2003
			08-24-2005

166 Printing Blank CCC-920's

A Blank CCC-920's for GRP

County Offices shall maintain a few blank CCC-920's for GRP for use when the system is inoperable.

B Printing a Blank CCC-920 for GRP

Print a blank CCC-920 for GRP according to the following table.

Step	Action	Result
1	On Menu EED800, ENTER "5" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	The form will be printed.

167-170 (Reserved)

Part 6 CCC-1245 Processing

171 Accessing Conservation CCC-1245 Menu EEB300

A Accessing Menu EEB300

On Menu EEB000, ENTER "3" to access Menu EEB300.

B Example of Menu EEB300

This is an example of Menu EEB300. CCC-1245 processing is performed from this menu.

```

COMMAND                                EEB300                                E5
Conservation CCC-1245 Menu
-----
1.  Create CCC-1245                    9.  CCC-1245 Reports/Forms Menu
2.  Update CCC-1245
3.  Partial Performance
4.  Final Performance
5.  Correction After Performance
6.  Cancellation Process
7.  Deletion Process
8.  Print CCC-1245

                                         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".

```

Section 1 Creating CCC-1245

172 Using "Create CCC-1245" Option

A Guidelines

Use the following guidelines when processing Menu EEB300, option "1", "Create CCC-1245":

- only 1 technical practice may be processed for each CCC-1245
- only 1 fund code can be associated to CCC-1245
- only farms and tracts associated to the AD-1153 or CCC-920 may be associated to CCC-1245
- up to 10 tracts may be associated to CCC-1245
- vendors who are **not** on the AD-1153 for easement or farm may be recorded as participants on CCC-1245 for some administrative expense technical practices

Notes: The vendor may be designated as the primary producer on CCC-1245 and may be the only participant on CCC-1245.

The only technical practices that may use a vendor on CCC-1245 are:

- 802 Easement payment
 - 810 Appraisal
 - 811 Recording fees
 - 812 Closing services
 - 813 Legal services
 - 814 Legal survey cost
 - 899 Other.
- 1 producer **must** be designated as the primary producer on CCC-1245; if there:
 - are multiple producers associated to CCC-1245, the primary producer will be the primary contact for matters about CCC-1245
 - is only 1 producer associated to CCC-1245, that producer must still be designated as the primary producer.

172 Using “Create CCC-1245” Option (Continued)

B When to Create CCC-1245’s

County Offices shall create CCC-1245’s at the beginning of each FY for **all** technical practices on approved AD-1153’s for easements or CCC-920’s that are scheduled to be implemented in the current FY.

Note: To identify which CCC-920’s need CCC-1245’s created for the current FY; County Offices shall process the Technical Practices Needing CCC-1245 report according to paragraph 253.

173 Selection Screen EEB20500

A Accessing Screen EEB 20500

On Menu EEB300, ENTER "1" to access Screen EEB20500.

B Example of Screen EEB20500

This is an example of Screen EEB20500. To create CCC-1245's; users will do either of the following:

- enter the AD-1153 or CCC-920 number
- select the AD-1153 or CCC-920 number through routines following this screen.

Note: The reference to obsolete CCC-1200 will be removed in a future software release.

```

Conservation          077-POINTE COUPEE      Entry          EEB20500
CCC-1200 Selection Screen      Version: AD76  05-17-2006 10:39 Term E4
-----
                                Create CCC-1245

                                Enter: Contract Number          2004  0003  ____
                                OR   Last 4 Positions
                                      of Producer ID:              _____
                                OR   Farm Number                      _____

                                NOTE:  Leave all fields blank to do an inquiry against
                                      Name & Address File.

Enter=Continue  Cmd7=End
    
```

173 Selection Screen EEB20500 (Continued)

C Screen EEB20500, Entering AD-1153 or CCC-920 Number

Enter AD-1153 or CCC-920 number in the Enter: Contract Number field for which CCC-1245 will be created and PRESS “Enter”.

IF there...	THEN the following will occur...
is only 1 tract and 1 producer associated to the number entered	<ul style="list-style-type: none"> • tract and producer on AD-1153 or CCC-920 will be automatically associated to CCC-1245 • producer will be automatically defaulted as the primary producer • Screen EEB32000 will be displayed; go to paragraph 175.
is only 1 tract, but multiple producers are associated to AD-1153 or CCC-920 number entered	<ul style="list-style-type: none"> • tract will be automatically associated to CCC-1245 • Screen EEB32000 will be displayed; go to paragraph 175.
are multiple tracts associated to AD-1153 or CCC-920 number entered	Screen EEB31000 will be displayed listing all tracts associated to AD-1153 or CCC-920, go to paragraph 174.

174 Tract Selection Screen

A Example of Screen EEB31000

This is an example of Screen EEB31000.

Notes: Only tracts associated with CCC-1245 or CCC-920 will be displayed for selection.

The reference to obsolete CCC-1200 will be removed in a future software release.

```

Conservation          077-POINTE COUPEE          Selection          EEB31000
CCC-1245 Tract Selection Screen  Version: AD76  05-17-2006 11:58 Term E4
-----
                                Tracts Associated With CCC-1200 Contract

Contract Number: 2005 0007          Program: GRP          Fund Code: 225001/2005
Control Number:  2006 0005          Farm NO: 627

Enter "Y" next to Tract Number(s) to be associated to CCC-1245

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
-----
      627       721   1330.0   1044.3   K-11, K-12
      1194     3170   218.0    202.9   M-15, L-16

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

174 Tract Selection Screen (Continued)

B Selecting Tracts on Screen EEB31000

ENTER "Y" next to all tract numbers to be associated to CCC-1245.

Notes: At least 1 tract must be selected.

AD-1153 or CCC-920's with more than 10 tract numbers associated can have between 1 and 10 tract numbers associated to CCC-1245. If the practice will be implemented on more than 10 tracts, select the predominant 10 tracts.

After all tracts have been selected, PRESS "Enter". Screen EEB32000 will be displayed.

175 Technical Practice Data

A Example of Screen EEB32000

This is an example of Screen EEB32000.

Note: If the number of tracts associated to CCC-1245 is:

- 1, the tract number's photo grid and description will be displayed in the Practice Location field
- greater than 1, the lowest numbered tract's photo grid and description will be displayed in the Practice Location field.

```

Conservation          077-POINTE COUPEE          Selection      EEB32000
CCC-1245 Initial Data Screen          Version: AD76  05-18-2006 08:34 Term E4
-----
Contract Number: 2006 0014          Program: GRP          Fund Code: 225001/2005
Control Number: 2006 0005          Farm NO: 627
Producer ID:      XX XXX8886 E      Name:      CARL & MARK NEW LLC

Technical Practice Code:  _____
(Leave blank to list ALL Technical Practices associated to Contract)

Technical Description:

Practice Location:  _____ K-11, K-12

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

175 Technical Practice Data (Continued)

B Completing Screen EEB32000

Step	Action								
1	Enter the technical practice code for which CCC-1245 is to be created or leave the field blank to display a list of technical practice codes associated to AD-1153 or CCC-920.								
2	<table border="1"> <tr> <td colspan="2" data-bbox="393 436 1484 474">Make any changes to the defaulted practice location, if needed. PRESS "Enter".</td> </tr> <tr> <td data-bbox="393 474 857 512">IF technical practice code was...</td> <td data-bbox="857 474 1484 512">THEN...</td> </tr> <tr> <td data-bbox="393 512 857 583">entered</td> <td data-bbox="857 512 1484 583">Screen EEB34000 will be displayed. Go to paragraph 176.</td> </tr> <tr> <td data-bbox="393 583 857 621">not entered</td> <td data-bbox="857 583 1484 621">Screen EZZ87000 will be displayed.</td> </tr> </table>	Make any changes to the defaulted practice location, if needed. PRESS "Enter".		IF technical practice code was...	THEN...	entered	Screen EEB34000 will be displayed. Go to paragraph 176.	not entered	Screen EZZ87000 will be displayed.
Make any changes to the defaulted practice location, if needed. PRESS "Enter".									
IF technical practice code was...	THEN...								
entered	Screen EEB34000 will be displayed. Go to paragraph 176.								
not entered	Screen EZZ87000 will be displayed.								
3	<p data-bbox="393 630 1484 701">On Screen EZZ87000, in the # column, enter the number that corresponds to the technical practice code to be selected and PRESS "Enter".</p> <p data-bbox="393 739 1484 882">Note: If the technical practice code entered is scheduled to be implemented multiple times under AD-1153 or CCC-920, Screen EZZ87000 will be displayed listing all occurrences of the technical practice code that have not already had CCC-1245's created.</p> <p data-bbox="393 919 1484 947">Screen EEB34000 will be displayed.</p>								

175 Technical Practice Data (Continued)

C Example of Screen EZZ87000

This is an example of Screen EZZ87000.

Conservation	077-POINTE COUPEE	Selection	EZZ87000		
Select Technical Code Screen	Version: AD76	05-18-2006 10:52	Term E4		

Eligible Technical Codes For Contract 2005 0007					
#	Technical Code	Extent	Amount Approved	Year Sched.	Livstk Ind.
1	810	1.0	30	2005	
2	313	1.0	50	2006	
3	801	1.0	100	2006	
NO MORE TECH CODES				# of Tech Code: _____	
Enter=Continue Cmd4=Previous Screen Cmd7=End					

176 Contract and Ledger Data

A Example of Screen EEB34000

This is an example of Screen EEB34000.

```
Conservation          077-POINTE COUPEE      Selection          EEB34000
CCC-1245 and Ledger Data Screen      Version: AD43  04-26-2004 13:12 Term E4
-----
Contract Number:    2004 0006                Program:
Control Number:    2006 0079

      Extent      Amount
Approved Approved
      1.0         50
                                Fund Code
                                225001/2005

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

176 Contract and Ledger Data (Continued)

B Data Displayed on Screen EEB34000

On Screen EEB34000, the following data is displayed for the selected technical practice.

Data Displayed	Description
Technical Practice	The technical practice code entered on Screen EEB32000 or selected on Screen EZZ87000.
Extent Approved	The technical practice units approved through AD-1153 or CCC-920 processing.
Amount Approved	The cost share or incentive amount approved for the practice through AD-1153 or CCC-920 processing.
Fund Code	The fund code associated to the technical practice entered through AD-1153 or CCC-920 processing.

C Incorrect Technical Practice Selected

If an incorrect technical practice was selected:

- PRESS “Cmd4” or “F4” to return to Screen EEB32000
- enter the correct technical practice code
- on Screen EEB32000, correct data if needed, and PRESS “Enter”.

Screen EEB34000 will be redisplayed reflecting the correct technical practice.

176 Contract and Ledger Data (Continued)

D Incorrect Technical Practice Data

If any of the following data for the technical practice is incorrect, it **cannot** be corrected through this option:

- extent approved
- amount approved
- fund code.

To correct the data:

- PRESS “Cmd7” or “F7” to exit the process without creating CCC-1245
- modify the technical practice data through the “Update AD-1153 Application” or “Update CCC-920 Contract” option
- create CCC-1245 with the corrected data.

E Continuing Processing

If data displayed on Screen EEB34000 is correct, PRESS “Enter”.

IF...	THEN...
there is only 1 producer on the easement or CCC-920	Screen EEB36000 will be displayed; go to paragraph 178.
there are multiple producers on the easement or CCC-920	Screen EEB31500 will be displayed; go to paragraph 177.
the technical practice is an administrative technical practice	Screen EEB31500 will be displayed; go to paragraph 177.

177 Participant Data

A Example of Screen EEB31500

This is an example of Screen EEB31500.

```
Conservation          077-POINTE COUPEE          Selection      EEB31500
CCC-1245 Participant Data Screen          Version: AD76  05-18-2006 12:07 Term E4
-----
Contract Number: 2004 0001          Program: GRP
Control Number:  2006 0045          Farm NO: 327

# Producer ID      Name                               AGI  AD-1026

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: No producers currently associated to this CCC-1245.
```

177 Participant Data (Continued)**B Vendors**

Vendors who are **not** on the application or farm may be recorded as participants on CCC-1245 for some administrative expense technical practices. The vendor may be designated as the primary producer on CCC-1245 and may be the only participant on CCC-1245.

The only technical practices that may use a vendor on CCC-1245 are:

- 802 Easement payment
- 810 Appraisal
- 811 Recording fees
- 812 Closing services
- 813 Legal services
- 814 Legal survey cost (No)
- 899 Other.

C Completing Screen EEB31500

At least 1 producer, the primary producer, **must** be displayed on Screen EEB31500 before continuing to the next screen. The following command keys are used to process producers:

- “Cmd16” or “Shift F4” to add a producer, according to subparagraph D
- “Cmd20” or “Shift F8” to change the primary producer designation for a producer previously added, according to subparagraph E
- “Cmd24” or “Shift F12” to delete a producer previously added, according to subparagraph F.

After all producers are correctly displayed, PRESS “Enter”. Screen EEB36000 will be displayed.

177 Participant Data (Continued)

D Adding Producers

Add 1 or more producers to CCC-1245 as follows.

Step	Action	
1	PRESS “Cmd16” or “Shift F4”.	
2	Do 1 of the following to select the producer to be added.	
	<p>IF the technical practice code is...</p> <p>not an administrative expense practice</p>	<p>THEN...</p> <ul style="list-style-type: none"> • enter last 4 positions of the producer’s ID number and PRESS “Enter” • leave the field blank to list all producers associated to the farm. <p>Note: Screen EZZ87500 will be displayed, enter the number of the producer to be selected, and PRESS “Enter”.</p>
	802, 810, 811, 812, 813, 814, or 899	enter vendor’s or producer’s ID and PRESS “Enter”.
3	<p>Enter either of the following and PRESS “Enter”:</p> <ul style="list-style-type: none"> • “Y”, if the producer is to be designated as the primary producer <p>Reminder: Only 1 producer can be designated as the primary producer.</p> <ul style="list-style-type: none"> • “N”, if the producer is not the primary producer. 	
4	Repeat steps 1 through 3 to add other producers. When all producers have been added, PRESS “Enter”.	

177 Participant Data (Continued)

E Changing Primary Producer Designation

Change the primary producer designation as follows for 1 or more producers previously added to CCC-1245.

Reminder: Only 1 producer can be designated as the primary producer.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EEB31500 will be redisplayed with the added field, "# Of Producer To Change".
2	Enter the number of the producer to change and PRESS "Enter".	Screen EEB31510 will be displayed reflecting the selected producer.
3	Change the primary producer designation and PRESS "Enter".	Screen EEB31500 will be displayed reflecting the change, and the message, "Producer has been changed".
4	Repeat steps 1 through 3 to change the designation for other producers, if needed. When all designations have been changed, PRESS "Enter".	Screen EEB36000 will be displayed.

177 Participant Data (Continued)

F Deleting Producers

Delete 1 or more producers previously added to CCC-1245 as follows.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EEB31500 will be redisplayed with the added field "# Of Producer To Delete".
2	Enter the number of the producer to delete and PRESS "Enter".		Screen EEB31510 will be displayed with the selected producer and the question, "Is this the producer you wish to delete (Y or N)?"
3	IF the producer is...	THEN ENTER...	
	to be deleted	"Y" and PRESS "Enter".	Screen EEB31500 will be displayed reflecting the deletion of the producer and the message, "Producer has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EEB31500 will be displayed reflecting that the producer was not deleted.
4	Repeat steps 1 through 3 to delete other producers, if needed. When all deletions have been made, PRESS "Enter".		Screen EEB36000 will be displayed.

178 CCC-1245 Dates Screen EEB36000

A Example of Screen EEB36000

This is an example of Screen EEB36000. For CCC-920's, the system automatically assigns CCC-920 approved date as the practice approved date. This date **cannot** be changed on Screen EEB36000.

Some easement practices, such as appraisals, may be performed before AD-1153 for easement approval. Therefore, the practice approved date may **not** display when CCC-1245 is being processed for an easement.

```

Conservation          077-POINTE COUPEE          Selection      EEB36000
CCC-1245 Date Screen          Version: AD77  05-24-2006 08:03 Term E5
-----
Contract Number: 2005 0009          Program: GRP          Fund Code: 225002/2004*
Control Number:  2006 0005          Farm NO: 627          Tech Prac:   810
Producer ID:      XXX XX 9999 S     Name:  CLIFFORD S RANCHER

-Dates- Practice Approved:

      Practice To Begin:              _____
      Practice To Be Completed By:    _____

      Date Performed:

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

178 CCC-1245 Dates Screen EEB36000 (Continued)

B Completing Screen EEB36000

Complete Screen EEB36000 as follows.

Step	Action
1	Enter the practice to begin date. This is the date the County Office projects the producer will begin implementing the practice.
2	Enter the date the practice is to be completed. This is the date the County Office projects the producer is to complete the practice. The date entered cannot be less than the practice to begin date.
3	<p>After entries have been made, PRESS "Enter".</p> <p>The data entered through this option will be updated to the contract file and Screen EEB37000 will be displayed with the message, "Initial CCC-1245 information has been recorded".</p> <p>Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.</p>

179 CCC-1245 Process Status Screen EEB37000

A Example of Screen EEB37000

This is an example of Screen EEB37000.

```

Conservation          077-POINTE COUPEE          Entry          EEB37000
CCC-1245 Process Status Screen          Version: AD77 05-24-2006 08:34 Term E5
-----

Contract Number: 2005 0009          Program: GRP          Fund Code: 225002/2004*
Control Number: 2006 0005          Farm NO: 627          Tech Prac: 810
Producer ID: XXX XX 9999 S          Name: CLIFFORD S RANCHER

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print CCC-1245

          1. Create CCC-1245          5. Correction After Performance
          2. Update CCC-1245          6. Cancellation Process
          3. Partial Performance          7. Deletion Process
          4. Final Performance          8. Print CCC-1245

Enter option and press "Enter". __
Enter=Continue Cmd7=End
IM: Initial CCC-1245 information has been recorded.

```

179 CCC-1245 Process Status Screen EEB37000 (Continued)

B Completing Screen EEB37000

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the Print CCC-1245 field.
	not to be printed	do not enter "X" in the Print CCC-1245 field.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" or "F7" was pressed in step 2	<p>Screen EZZ80000 will be displayed.</p> <p>Enter the printer ID and the number of copies to be printed, and PRESS "Enter".</p> <p>CCC-1245 will be printed, and the 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.</p> <p>Note: If CCC-1245 has multiple producers associated to it, a supplemental page will print listing all of the producers, except the primary producer, which is printed on CCC-1245 itself.</p>
	not selected to be printed	The 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.

180-190 (Reserved)

Section 2 Updating CCC-1245's Before Performance is Recorded

191 Using "Update CCC-1245" Option

A Correcting Data Entered Through "Create CCC-1245" Option

Data that was entered through option "1", "Create CCC-1245", can only be modified through Menu EEB300, option "2", "Update CCC-1245",

When Menu EEB300, option "2" is selected:

- CCC-1245 Selection Screen EEB20550 will be displayed to select CCC-1245 to be processed
- all data entered through Menu EEB300, option "1", except the technical practice itself, may be changed.

Note: If the wrong technical practice was selected, cancel CCC-1245 according to paragraph 241 and create a new CCC-1245 for the correct practice

- data that may be changed through the "Update CCC-1245" option includes:
 - tracts associated to CCC-1245
 - practice location information
 - producers or vendors associated to CCC-1245
 - the beginning or ending dates for the practice.

B Incorrect Technical Data

If the extent approved or the amount approved for the technical practice is incorrect, it **cannot** be changed through this option. Correct the data according to Part 3, Section 2 or Part 5, Section 2.

Note: Technical data **must** be corrected **before** CCC-1245 processing continues.

191 Using “Update CCC-1245” Option (Continued)

C Updating CCC-1245 Data

Use the following table to update CCC-1245 data previously entered.

Step	Action	Result
1	On Menu EEB300, ENTER "2" and PRESS "Enter".	Screen EEB20550 will be displayed.
2	Enter CCC-1245 control number to be accessed and PRESS "Enter".	One of the following screens will be displayed, depending on the number of tracts associated to CCC-1245: <ul style="list-style-type: none"> • EEB31000 • EEB32000.
3	If modifications on any particular screen: <ul style="list-style-type: none"> • do not need to be made, PRESS "Enter" to bypass the screen • need to be made, see the appropriate subparagraph for modifying data on the screen. Either bypass or modify data, as needed, on all screens. PRESS "Enter" after each screen.	The data modified through this option will be updated to the contract file and Screen EEB37000 will be displayed after all screens have been processed. Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

192 Selection Screen EEB20550**A Example of Screen EEB20550**

On Menu EEB300, ENTER "2" to access Screen EEB20550. This is an example of Screen EEB20550. The CCC-1245 control number being updated will be entered on this screen.

```

Conservation          077-POINTE COUPEE          Entry          EEB20550
CCC-1245 Selection Screen      Version: AD77  05-24-2006 11:37 Term E5
-----
                                Update CCC-1245

Enter: Control Number          2006 0001

OR   Last 4 Positions
      of Producer ID:          _____

OR   Farm Number              _____

NOTE: Leave all fields blank to do an inquiry against
      Name & Address File.

Enter=Continue  Cmd7=End

```

C Screen EEB20500, Entering Control Number

Enter CCC-1245 control number for CCC-1245 to be updated and PRESS "Enter". If there:

- are multiple tracts associated to CCC-1245, Screen EEB31000 will be displayed, listing all tracts associated to the AD-1153 or CCC-920; go to paragraph 193
- is only 1 tract associated to CCC-920 or AD-1153 for easement, Screen EEB32000 will be displayed; go to paragraph 194.

193 Tract Selection

A Example of Screen EEB31000

This is an example of Screen EEB31000.

Note: All tracts associated with AD-1153 or CCC-920 will be displayed and may be selected or removed from selection for CCC-1245.

The reference to obsolete CCC-1200 will be removed in a future software release.

```

Conservation          077-POINTE COUPEE          Selection          EEB31000
CCC-1245 Tract Selection Screen  Version: AD76  05-17-2006 11:58 Term E4
-----
                                Tracts Associated With CCC-1200 Contract

Contract Number: 2005 0007          Program: GRP          Fund Code: 225001/2005
Control Number:  2006 0005          Farm NO: 627

Enter "Y" next to Tract Number(s) to be associated to CCC-1245

      Farm      Tract
      NO.       NO.   Farmland  Cropland  Photo Grid/Description
-----
      627       721   1330.0   1044.3   K-11, K-12
Y 1194       3170   218.0    202.9   M-15, L-16

NO MORE TRACTS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Screen EEB31000, Selecting Tracts

ENTER "Y" next to all tract numbers to be associated to CCC-1245.

Note: AD-115's or CCC-920's with more than 10 tract numbers associated can have between 1 and 10 tract numbers associated to CCC-1245. If the practice will be implemented on more than 10 tracts, select the predominant 10 tracts.

After all tracts have been selected, PRESS "Enter". Screen EEB32000 will be displayed.

194 Technical Practice Data**A Example of Screen EEB32005**

This is an example of Screen EEB32005.

Conservation	077-POINTE COUPEE	Selection	EEB32005
CCC-1245 Initial Data Screen		Version: AD77	05-24-2006 13:20 Term E5

Contract Number:	2006 0014	Program: GRP	Fund Code: 225001/2005
Control Number:	2006 0006	Farm NO: 6827	
Producer ID:	XX XXX0900 E	Name: FARMS LLC	
Technical Practice Code:	584		
Technical Description:	Channel stabilization (Ft)		
Practice Location:	<u>K-11, K-12</u>		
Enter=Continue Cmd4=Previous Screen Cmd7=End			

B Updating Screen EEB32000

Only the practice location information can be changed through the "Update CCC-1245" option. When the practice location is correct; PRESS "Enter".

195 CCC-1245 Data Screen EEB34000

A Example of Screen EEB34000

All information on Screen EEB34000 is display only. No changes can be made on this screen. This is an example of Screen EEB34000.

```

Conservation          077-POINTE COUPEE      Selection      EEB34000
CCC-1245 and Ledger Data Screen      Version: AD43  04-26-2004 13:12 Term E4
-----
Contract Number:   2004 0006      Program:   GRP      Fund Code: 225001/2005
Control Number:   2006 0079      Farm NO:   266
-----
Extent      Amount
Approved    Approved
   1.0          50
Fund Code
225001/2005

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Screen EEB34000, Data Displayed

The following data is displayed on Screen EEB34000 for the selected technical practice.

Data Displayed	Description
Technical Practice	The technical practice code entered when CCC-1245 was created.
Extent Approved	The technical practice units approved through AD-1153 or CCC-920 processing.
Amount Approved	The cost share or incentive amount approved for the practice through AD-1153 or CCC-920 processing.
Fund Code	The fund code associated to the technical practice through AD-1153 or CCC-920 processing.

C Continuing Processing

After reviewing the data displayed on Screen EEB34000; PRESS “Enter”. Screen EEB31500 will be displayed.

196 Modifying Participants

A Example of Screen EEB31500

This is an example of Screen EEB31500.

```

Conservation          077-POINTE COUPEE          Selection      EEB31500
CCC-1245 Participant Data Screen          Version: AD77 05-24-2006 14:52 Term E5
-----
Contract Number: 2006 0014          Program: GRP
Control Number: 2006 0006          Farm NO: 627

# Producer ID      Name                      AGI  AD-1026
1 *XX XXX2222 E   CAL FARMS LLC                Y   Y

* Indicates Primary Producer For Control Number

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.

```

B Completing Screen EEB31500

At least 1 producer, the primary producer, must be displayed on Screen EEB31500 before continuing to the next screen. The following command keys are used to process producers:

- “Cmd16” or “Shift F4” to add a producer, according to subparagraph C
- “Cmd20” or “Shift F8” to change the primary producer designation for a producer previously added, according to subparagraph D
- “Cmd24” or “Shift F12” to delete a producer previously added, according to subparagraph E.

After all producers are correctly displayed, PRESS “Enter”. Screen EEB32000 will be displayed.

196 Modifying Participants (Continued)

C Adding Producers

Add 1 or more producers to CCC-1245 as follows.

Step	Action	
1	PRESS “Cmd16” or “Shift F4”.	
2	Do 1 of the following to select the producer to be added.	
	<p>IF the technical practice code is...</p> <p>not an administrative expense practice</p>	<p>THEN...</p> <ul style="list-style-type: none"> • enter last 4 positions of the producer’s ID number and PRESS “Enter” • leave the field blank to list all producers associated to the farm. <p>Note: Screen EZZ87500 will be displayed, enter the number of the producer to be selected, and PRESS “Enter”.</p>
	802, 810, 811, 812, 813, 814, or 899	enter vendor’s or producer’s ID and PRESS “Enter”.
3	<p>Enter 1 of the following and PRESS “Enter”.</p> <ul style="list-style-type: none"> • “Y”, if the producer is to be designated as the primary producer <p>Reminder: Only 1 producer can be designated as the primary producer.</p> <ul style="list-style-type: none"> • “N”, if the producer is not the primary producer. 	
4	Repeat steps 1 through 3 to add other producers. When all producers have been added, PRESS “Enter”.	

196 Modifying Participants (Continued)

D Changing Primary Producer Designation

Change the primary producer designation as follows for 1 or more producers previously added to CCC-1245.

Reminder: Only 1 producer can be designated as the primary producer.

Step	Action	Result
1	PRESS "Cmd20" or "Shift F8".	Screen EEB31500 will be redisplayed with the added field, "# Of Producer To Change".
2	Enter the number of the producer to change and PRESS "Enter".	Screen EEB31510 will be displayed reflecting the selected producer.
3	Change the primary producer designation and PRESS "Enter".	Screen EEB31500 will be displayed reflecting the change, and the message, "Producer has been changed".
4	Repeat steps 1 through 3 to change the designation for other producers, if needed. When all designations have been changed, PRESS "Enter".	Screen EEB36000 will be displayed.

196 Modifying Participants (Continued)

E Deleting Producers

Delete 1 or more producers previously added to CCC-1245 as follows.

Important: Do not delete a producer who has received any payments on CCC-1245.

Step	Action		Result
1	PRESS "Cmd24" or "Shift F12".		Screen EEB31500 will be redisplayed with the added field "# Of Producer To Delete".
2	Enter the number of the producer to delete and PRESS "Enter".		Screen EEB31510 will be displayed with the selected producer and the question, "Is this the producer you wish to delete (Y or N)?"
3	IF the producer is... to be deleted	THEN ENTER... "Y" and PRESS "Enter".	Screen EEB31500 will be displayed reflecting the deletion of the producer and the message, "Producer has been deleted".
	not to be deleted	"N" and PRESS "Enter".	Screen EEB31500 will be displayed reflecting that the producer was not deleted.
4	Repeat steps 1 through 3 to delete other producers, if needed. When all deletions have been made, PRESS "Enter".		Screen EEB36000 will be displayed.

197 CCC-1245 Dates Screen EEB36000

A Example of Screen EEB36000

This is an example of Screen EEB36000.

```

Conservation      077-POINTE COUPEE      Selection      EEB36000
CCC-1245 Date Screen      Version: AD77 05-24-2006 15:53 Term E5
-----
Contract Number: 2006 0014      Program: GRP      Fund Code: 225001/2005
Control Number: 2006 0006      Farm NO: 6627      Tech Prac: 584
Producer ID: XX XXX2222 E      Name: CAL FARMS LLC

-Dates- Practice Approved: 01152006

Practice To Begin: 05012006
Practice To Be Completed By: 12302006

Date Performed:

Note: Enter dates in MMDDCCYY format.

Enter=Continue Cmd4=Previous Screen Cmd7=End
    
```

B Completing Screen EEB36000

Changes can be made to either the Practice To Begin date or the Practice To Be Completed By date. Complete Screen EEB36000 as follows.

The practice to begin date is the date the County Office projects the producer will begin implementing the practice.

The date the practice is to be completed by is the date the producer expects to complete the practice. The date entered **cannot** be less than the practice to begin date.

PRESS “Enter” to complete the updating process.

198 CCC-1245 Process Status Screen EEB37000

A Example of Screen EEB37000

This is an example of Screen EEB37000 after the update process has been completed.

```

Conservation          077-POINTE COUPEE          Entry          EEB37000
CCC-1245 Process Status Screen          Version: AD77 05-24-2006 16:08 Term E5
-----

Contract Number: 2006 0014          Program: GRP          Fund Code: 225001/2005
Control Number: 2006 0006          Farm NO: 625          Tech Prac: 584
Producer ID: XX XXX2936 E          Name: NEW FARMS LLC

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__Print CCC-1245

          1. Create CCC-1245          5. Correction After Performance
          2. Update CCC-1245          6. Cancellation Process
          3. Partial Performance          7. Deletion Process
          4. Final Performance          8. Print CCC-1245

Enter option and press "Enter".  __
Enter=Continue Cmd7=End
IM: CCC-1245 information has been updated.

```

198 CCC-1245 Process Status Screen EEB37000 (Continued)

B Completing Screen EEB37000

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the Print CCC-1245 field.
	not to be printed	do not enter "X" in the Print CCC-1245 field.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" or "F7" was pressed in step 2	<p>Screen EZZ80000 will be displayed.</p> <p>Enter the printer ID and the number of copies to be printed, and PRESS "Enter".</p> <p>CCC-1245 will be printed, and the 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.</p> <p>Note: If CCC-1245 has multiple producers associated to it, a supplemental page will print listing all of the producers, except the primary producer, which is printed on CCC-1245 itself.</p>
	not selected to be printed	The 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.

199-210 (Reserved)

Section 3 Correction After Performance Process

211 Using “Correction After Performance” Option

A Guidelines

After any performance for a CCC-1245 has been recorded, Menu EEB300, option “2”, "Update CCC-1245" can no longer be accessed. Process all changes to CCC-1245 through this option after performance has been recorded for CCC-1245.

Use the following guidelines when processing Menu EEB300, option “5”, “Correction After Performance”.

- “Partial Performance” and “Final Performance” options should be used only to record performance when the initial certification is being presented for payment. Changes to performance shall be recorded through the “Correction After Performance” option.
- Producer information **cannot** be modified after performance has been recorded.
- Ensure that corrections to performance have been properly certified on CCC-1245. If CCC-1245 is:
 - properly certified, record performance
 - **not** properly certified, obtain appropriate certification before recording performance.
- If the amount approved for CCC-1245 needs to be increased, do the following:
 - access Screen EED14000 or EED24000 through the “Update AD-1153 Application” or “Update CCC-920 Contract” option
 - PRESS “Cmd20” or “Shift F8” to change the amount approved for the technical practice associated to CCC-1245 and enter through the remaining screens of the update process
 - return to option “5”, “Correction After Performance”; question will be displayed asking whether to update CCC-1245 with corrected data; ENTER “Y” and PRESS “Enter”.

Note: After the cutoff date, the amount approved **cannot** be changed. Create a new CCC-1245 for any additional funds needed.

- Ensure that any needed corrections are recorded through this option before the March 15 CCC-1245 cutoff date. See subparagraph B for information about CCC-1245 cutoff date.

211 Using “Correction After Performance” Option (Continued)

B CCC-1245 Cutoff Date

For a period of time after final performance has been recorded, the system permits any completed CCC-1245 to be accessed through the “Correction After Performance” option. This allows corrections to be made to previously recorded performance data, including amounts earned for a technical practice.

The cutoff date dictates whether or not a completed CCC-1245 can be accessed through this option without needing a password. After **final performance** has been recorded, CCC-1245 can be accessed through the “Correction After Performance” option through **March 15** of the FY following the FY final performance was recorded.

This table provides examples of how the March 15 cutoff date controls access to completed CCC-1245’s.

IF final performance was recorded...	THEN CCC-1245...
any time during FY (October 1 through September 30)	can be accessed through March 15 of the next FY.
on September 30, 2002, and the current date is March 15, 2003	can be accessed. <ul style="list-style-type: none"> • Performance was recorded in FY 2002. • Cutoff date is March 15, 2003 (FY 2003). • Current date is not past the cutoff date.
on September 30, 2002, and the current date is March 16, 2003	cannot be accessed. <ul style="list-style-type: none"> • Performance was recorded in FY 2002. • Cutoff date is March 15, 2003 (FY 2003). • Current date is past the cutoff date.

To allow corrections to be made when needed, CCC-1245’s will be retained in the system for the life of CCC-920. County Offices shall contact the State Office to request access to CCC-1245’s that are past the cutoff date. A password will be issued by CEPD through the State Office to allow access.

211 Using “Correction After Performance” Option (Continued)

C Starting Correction After Performance Process

Complete the following to begin processing the “Correction After Performance” option. Update tract data previously entered through “Create CCC-1245” or “Update CCC-1245” option according to this table, if needed.

Step	Action	Result
1	On Menu EEB300, ENTER “5” and PRESS “Enter”.	Screen EEB20550 will be displayed.
2	Enter CCC-1245 control number to be accessed and PRESS “Enter”.	One of the following screens will be displayed, depending on the number of tracts associated to CCC-1245: <ul style="list-style-type: none"> • EEB31000 • EEB32010.
3	If Screen EEB31000 is displayed and tract data: <ul style="list-style-type: none"> • does not need modified, PRESS “Enter” to bypass the screen • needs modified, enter the changes and PRESS “Enter. 	Screen EEB32010 will be displayed.

212 Technical Practice Data

A Example of Screen EEB32010

This is an example of Screen EEB32010. Data from previous CCC-1245 processing will be displayed.

Note: The only data on Screen EEB32010 that may be modified is the “Practice Location”.

```

Conservation          069-NATCHOTICHES          Selection      EEB32010
CCC-1245 Initial Data Screen          Version: AD47  07-22-2004 14:14 Term E5
-----

Contract Number: 2004 0039          Program: EQIP          Fund Code: 229999/2003*
Control Number: 2004 0003          Farm NO: 2412
Producer ID:      XXX XX 7938 S    Name:      JOHNNY JESS

    Technical Practice Code:      633

    Technical Description:      Waste utilization (Ac)

    Practice Location:            D-17      

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Changing the Practice Location

If the practice location:

- needs to be changed, type over the entry in the field, and PRESS “Enter” when complete
- does **not** need to be changed, PRESS “Enter”.

Screen EEB34000 will be displayed.

213 Recording Performance Data

A Example of Screen EEB34000

This is an example of Screen EEB34000. In this example, partial performance was previously recorded.

```

Conservation          069-NATCHOTICHES          Selection          EEB34000
CCC-1245 and Ledger Data Screen          Version: AD47  07-22-2004 14:15 Term E5
-----
Contract Number: 2004 0039          Program: GRP          Fund Code: 225002/2004*
Control Number: 2004 0003          Farm NO: 2412          Tech Prac: 633
Producer ID: XXX XX 7938 S          Name: JOHNNY RANCHER

Extent          Amount          Extent          Previous
Approved        Approved        Perf.          Amount
100.0           1000           5.0           Earned          Fund Code
                                     300          225002/2004

The amount entered in the 'Change' column will be added to or subtracted from
the Previous Amount Earned amount. Enter only the amount you wish to increase
(+) or decrease (-) the Amount Earned.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Data Displayed on Screen EEB34000

The following data for the technical practice will be displayed from earlier CCC-1245 processing:

- technical practice code
- extent approved
- amount approved
- fund code for the practice.

Note: If partial performance has been previously recorded, extent performed and previous amount earned data for the technical practice will also be displayed.

213 Recording Performance Data (Continued)

C Incorrect Technical Data

If any of the following data for the technical practice is incorrect or needs to be updated, it **cannot** be changed through this option:

- extent approved
- amount approved.

Correct the data through AD-1153 or CCC-920 processing according to the following table.

Step	Action
1	PRESS “Cmd7” or “F7” to exit CCC-1245 “Partial Performance” option without completing the option.
2	Access AD-1153 for easement or CCC-920 to which CCC-1245 is associated through “Update AD-1153 Easement Application” or “Update CCC-920 Contract” option.
3	PRESS “Enter” on each screen until Screen EED14005 or EED24005 is displayed.
4	<p>PRESS “Cmd20” or “Shift F8” to change the technical practice data.</p> <p>Notes: The fund code and offered level cannot be changed after CCC-1245 has been created. All other technical practice data can be changed.</p> <p>The total amount approved for the practice can be:</p> <ul style="list-style-type: none"> • increased • decreased only to the amount already earned for the practice.
5	After the technical practice data has been corrected, PRESS “Enter” on the remaining screens of the option.
6	<p>Access CCC-1245 through Menu EEB300, option “5”, “Correction After Performance”.</p> <p>Message will appear, “CCC-1245 data is different from contract data.” ENTER “Y” to the question “Do you wish to update CCC-1245?”, and PRESS “Enter”.</p>

213 Recording Performance Data (Continued)

D Entering Performance Data on Screen EEB34000

If data displayed on Screen EEB34000 is correct, enter the performance according to the following table.

Step	Action
1	<p>Enter the extent performed for the portion of the practice that has been completed.</p> <p>Note: If performance was previously recorded, add the extent performed being processed to the entry displayed on Screen EEB34000 and enter the total. This is the extent performed for the practice to date.</p>
2	<p>Enter the amount earned for the portion of the practice that is being processed in the Change (+/-) field. If the correction is being made to reduce a payment previously recorded, enter the amount of the reduction along with a minus sign.</p> <p>Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the amount approved amount for the practice. <p>Example 1: CCC-1245 was approved for 500 acres with an amount approved of \$3,000. Producer received partial payments of \$500 for 100 acres and \$300 for 75 acres. Producer has requested an additional partial payment of \$1,000 for 200 acres performed. The entries on Screen EEB34000 for this payment will be:</p> <ul style="list-style-type: none"> • extent performed 375 • change (+/-) 1,000. <p>Example 2: CCC-1245 was previously approved for 500 acres with an amount approved of \$3,000. The correct approval was for 400 acres with a payment of \$2,500. The entries on Screen EEB34000 would be:</p> <ul style="list-style-type: none"> • extent performed 400 • change (+/-) -500.
3	<p>When all data has been entered, PRESS “Enter”.</p>

213 Recording Performance Data (Continued)

E Example of Screen EEB34002 After Correction

This is an example of Screen EEB34002 that is displayed after the correction data has been recorded on Screen EEB34000.

```

Conservation          077-POINTE COUPEE          Selection      EEB34002
CCC-1245 and Ledger Data Screen          Version: AD77 05-25-2006 08:55 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0004          Farm NO: 627          Tech Prac: 810
Producer ID: XXX XX 3713 S          Name: JOHNNY RANCHER

      Extent      Amount      Extent      Change (+/-)      Amount      Fund Code
Approved  Approved  Perf.
      1.0          125           1           -50              125          225002/2005

The amount entered in the 'Change' column has now been added to or
subtracted from the Previous Amount Earned amount. Continue only if
the Current Amount Earned figure is the net Amount Earned for CCC-1245.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

214 Total Installation Cost

A Example of Screen EEB34500

Screen EEB34500 will be displayed if final performance was previously recorded for the practice. This is an example of Screen EEB34500.

```

Conservation          069-NATCHOTICHES          Selection      EEB34500
CCC-1245 Final Performance Data Screen  Version: AD47  07-22-2004 14:15 Term E5
-----
Contract Number: 2004 0039          Program: GRP          Fund Code: 225001/2003*
Control Number:  2004 0003          Farm NO: 2412         Tech Prac:   633
Producer ID:     XXX XX 7938 S      Name:   JOHNNY RANCHER

Technical Description:   Waste utilization (Ac)

Performance Data:

    Total Installation Cost:     500

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Completing Screen EEB34500

This information does **not** need to be modified. However, the corrected total installation cost, in whole dollars, from CCC-1245, item 14 A may be entered, if desired. PRESS "Enter".

If the number of participants associated to CCC-1245 is:

- 1, Screen EEB36000 will be displayed
- greater than 1, Screen EEB31500 will be displayed.

Note: If the technical practice is an administrative practice, Screen EEB31500 will be displayed even if only 1 producer is associated to CCC-1245.

215 Participant Earnings Screens

A Example of Screen EEB31500

Screen EEB31500 is used to assign payment amounts to each producer. This is an example of Screen EEB31500.

```

Conservation          077-POINTE COUPEE          Selection      EEB31500
CCC-1245 Participant Data Screen          Version: AD77 05-25-2006 09:44 Term E4
-----

Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0001          Farm NO: 327

Amount Earned - Practice:          1000
Amount Earned - Producers:          1300

# Producer ID  Name          AGI  AD-1026  (+/-)          Change          Previous
1 *XX XXX8836 E  CARL FARMS LLC          Y Y          500
2  XXX XX 4200 S  MARGARET GRAZER          Y Y          400
3  XX XXX1111 E  RANCHER'S SONS LLC          Y Y          400

          * Indicates Primary Producer For Control Number

NO MORE PRODUCERS

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd20=Change
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
    
```

B Processing Screen EEB31500

PRESS “Cmd20” or “Shift F8”.

Enter the number under the “#” for the selected producer and PRESS “Enter”.

Screen EEB31510 will be displayed for the selected producer. Enter the amount of this payment or the amount of the reduction with a minus sign for this producer in the Change (+/-) field and PRESS “Enter”.

Repeat the process until all producers on CCC-1245 who are receiving payment are correctly displayed. The “Amount Earned – Practice” and “Amount Earned – Producers” must be equal before processing can continue.

When all entries have been completed, PRESS “Enter”.

215 Participant Earnings Screens (Continued)

C Example of Screen EEB31510

This is an example of Screen EEB31510 for the selected producer.

```

Conservation          077-POINTE COUPEE          Selection      EEB31510
CCC-1245 Participant Data Screen      Version: AD77 05-30-2006 09:30 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0003          Farm NO: 627

    Producer ID: XX XXX2336 E      NEW FARMS LLC
                                   PO BOX 185
                                   BATCHELOR, LA 70715-0185

AGI:                               Y

AD-1026:                           Y

Primary Producer (Y or N):         N

Change (+/-):                       -100
Previous Amount Earned:              300

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Enter the amount this producer will receive for this transaction in the Change (+/-) field and PRESS "Enter".

216 CCC-1245 Dates Screen

A Example of Screen EEB36000

This is an example of Screen EEB36000.

```

Conservation      069-NATCHOTICHES      Selection      EEB36000
CCC-1245 Date Screen      Version: AD47  07-22-2004 14:17 Term E5
-----
Contract Number: 2004 0039      Program: EQIP      Fund Code: 229999/2003*
Control Number:  2004 0003      Farm NO: 2412      Tech Prac:  633
Producer ID:     XXX XX 7938 S   Name:  JOHNNY RANCHER

-Dates- Practice Approved:      05012004

        Practice To Begin:      06212005
        Practice To Be Completed By: 09212005

        Date Performed:      02142006

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Completing Screen EEB36000

The following dates may be modified on Screen EEB36000:

- practice to begin
- practice to be completed by
- date performed.

Note: The date performed is the date NRCS or FSA certified that the practice was completed or the date NRCS or FSA modified the earlier certification.

The date performed **cannot** be:

- less than the practice to begin date
- greater than the current date.

PRESS “Enter” when dates are displayed correctly.

217 Accounting Interface

A Accounting Interface

When “Enter” is pressed on Screen EEB36000, the system will automatically move into the accounting process and issue the payment or create the receivable. Follow the applicable FI handbook when completing receivable screens.

There will be no additional action needed when a payment is issued successfully.

B Accounting Interface Failure

eFunds errors are the most common cause of a failure in the accounting interface process. Contact the State Office for help with eFunds issues. If the accounting interface fails, the information entered through the performance process will be lost. Performance **cannot** be recorded until the accounting verification issue is resolved.

This is an example of the error message received when the accounting interface fails.

```

Conservation          077-POINTE COUPEE          Display          EEB37700
Accounting Interface Screen          Version: AD77 05-25-2006 10:05 Term E4
-----

Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0001          Farm NO: 327          Tech Prac: 313
Producer ID: XX XXX0666 E          Name: CARL FARMS LLC

                                E R R O R

The Accounting interface verification has rejected the payment file.
Please check the verification report and take the necessary steps to
correct the problem.

Enter=Continue

```

218 Process Status Screen

A Example of Screen EEB37000

This is an example of Screen EEB37000.

```

Conservation          077-POINTE COUPEE      Entry      EEB37000
CCC-1245 Process Status Screen      Version: AD77  05-27-2006 13:18 Term E5
-----

Contract Number: 2006 0010      Program: GRP      Fund Code: 225002/2005
Control Number: 2006 0001      Farm NO: 327      Tech Prac: 313
Producer ID: XXX XX 4914 S      Name: NO.32 RANCHER

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print CCC-1245

          1. Create CCC-1245          5. Correction After Performance
          2. Update CCC-1245         6. Cancellation Process
          3. Partial Performance      7. Deletion Process
          4. Final Performance        8. Print CCC-1245

Enter option and press "Enter". __
Enter=Continue  Cmd7=End
IM: Performance information has been recorded.

```

B Updating the Contract File

When Screen EEB37000 is displayed, the contract file and ledger will be updated as follows:

- CCC-1245 will be updated with the data entered through this option
- amount earned entered for the practice through this option will be posted to the Amount Earned column for the practice on the Technical Practice Screen EED14005 or EED24005
- the extent performed recorded through this option will be posted in the Extent Performed column for the practice on the Technical Practice Screen EED14005 or EED24005
- the amount earned will be recorded on the ledger.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

218 Process Status Screen (Continued)

C Completing Screen EEB37000

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the Print CCC-1245 field.
	not to be printed	leave the Print CCC-1245 field blank.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1 and "Enter", "Cmd7", or "F7" was pressed in step 2	<p>Screen EZZ80000 will be displayed.</p> <p>Enter the printer ID and the number of copies to be printed, and PRESS "Enter".</p> <p>CCC-1245 will be printed and the 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.</p> <p>Note: If CCC-1245 has multiple producers associated to it, a supplemental page will print listing the non-primary producers.</p>
	not selected to be printed	The 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.

219-220 (Reserved)

Section 4 Partial Performance Process

221 Using “Partial Performance” Option

A Guidelines

Use the following guidelines when processing Menu EEB300, option “3”, “Partial Performance”.

- An allocation must be recorded on the ledger to use this option.
- After 1 partial payment for an individual CCC-1245 has been recorded through this option, Menu EEB300, option “2”, "Update CCC-1245" can no longer be accessed.
- “Partial Performance” option should be used **only** to record performance when certification is being presented for payment. Changes to performance shall be recorded through the “Correction After Performance” option.
- Ensure that performance is properly certified by the appropriate USDA official on CCC-1245. If CCC-1245 is:
 - properly certified, record performance
 - **not** properly certified, obtain appropriate certification before recording performance.
- If the amount approved for CCC-1245 needs to be corrected, complete the following:
 - access Screen EED14000 or EED24000 through the “Update AD-1153 Application” or “Update CCC-920 Contract” option
 - PRESS “Cmd20” or “Shift F8” to change the amount approved for the technical practice associated to CCC-1245 and enter through the remaining screens of the update process
 - return to option “3”, “Partial Performance”; question will be displayed asking whether to update CCC-1245 with corrected data; ENTER “Y” and PRESS “Enter”.
- If partial performance is recorded on the wrong CCC-1245, complete the following to correct the situation:
 - cancel CCC-1245 on which partial performance was recorded
 - create a replacement CCC-1245 for the canceled CCC 1245
 - record partial performance on the correct CCC-1245.

221 Using “Partial Performance” Option (Continued)

B Option Startup

Complete the following to begin the “Partial Performance” option. Update tract data previously entered through “Create CCC-1245” or “Update CCC-1245” option according to this table, if needed.

Step	Action	Result
1	On Menu EEB300, ENTER “3” and PRESS “Enter”.	Screen EEB20550 will be displayed.
2	Enter CCC-1245 control number to be accessed and PRESS “Enter”.	One of the following screens will be displayed, depending on the number of tracts associated to CCC-1245: <ul style="list-style-type: none"> • EEB31000 • EEB32010.
3	If Screen EEB31000 is displayed and tract data: <ul style="list-style-type: none"> • does not need modified, PRESS “Enter” to bypass the screen • needs modified, enter the changes and PRESS “Enter. 	Screen EEB32010 will be displayed.

222 Technical Practice Data

A Example of Screen EEB32010

This is an example of Screen EEB32010. Data from previous CCC-1245 processing will be displayed.

Note: The only data on Screen EEB32010 that may be modified is the “Practice Location”.

```

Conservation          077-POINTE COUPEE          Selection      EEB32010
CCC-1245 Initial Data Screen          Version: AD77  05-25-2006 15:23 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0001          Farm NO: 327
Producer ID:      XXX XX 7938 S    Name:      JOHNNY JESS

    Technical Practice Code:      633

    Technical Description:      Waste utilization (Ac)

    Practice Location:      _____
                               D-17

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Changing the Practice Location

If the practice location:

- needs to be changed, type over the entry in the field and PRESS “Enter” when complete
- does **not** need to be changed, PRESS “Enter” to bypass the screen.

Screen EEB34000 will be displayed.

223 Recording Performance Data

A Example of Screen EEB34000

This is an example of Screen EEB34000.

```

Conservation          077-POINTE COUPEE          Selection      EEB34000
CCC-1245 and Ledger Data Screen          Version: AD77  05-25-2006 15:42 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0001          Farm NO: 38927          Tech Prac: 313
Producer ID: XX XXX2222 E          Name: CARL FARMS LLC

Extent      Amount      Extent      Previous
Approved   Approved   Perf.      Amount
1.0        100          _____  Earned
                                     Fund Code
                                     225002/2005

The amount entered in the 'Change' column will be added to or subtracted
from the Previous Amount Earned amount. Enter only the amount you wish to
increase (+) or decrease (-) the Amount Earned.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Data Displayed on Screen EEB34000

The following data for the technical practice will be displayed from earlier CCC-1245 processing:

- technical practice code
- extent approved
- amount approved
- fund code.

Note: If partial performance has been previously recorded, extent performed and previous amount earned data for the technical practice will also be displayed.

223 Recording Performance Data (Continued)

C Incorrect Technical Practice Data

If either of the following data for the technical practice is incorrect or needs to be updated, it **cannot** be changed through this option:

- extent approved
- amount approved.

Correct the data through AD-1153 or CCC-920 processing according to the following table.

Step	Action
1	PRESS “Cmd7” or “F7” to exit CCC-1245 “Partial Performance” option without completing the option.
2	Access AD-1153 for easement or CCC-920 to which CCC-1245 is associated through “Update AD-1153 Easement Application” or “Update CCC-920 Contract” option.
3	PRESS “Enter” on each screen until Screen EED14005 or EED24005 is displayed.
4	<p>PRESS “Cmd20” or “Shift F8” to change the technical practice data.</p> <p>Notes: The fund code and offered level cannot be changed after CCC-1245 has been created. All other technical practice data can be changed.</p> <p>The total amount approved for the practice can be:</p> <ul style="list-style-type: none"> • increased • decreased only to the amount already earned for the practice.
5	After the technical practice data has been corrected, PRESS “Enter” on the remaining screens of the option.
6	<p>Access CCC-1245 through Menu EEB300, option “3”, “Partial Performance”.</p> <p>Message will appear that, “CCC-1245 data is different from contract data.” ENTER “Y” to the question “Do you wish to update CCC-1245?”, and PRESS “Enter”.</p>

223 Recording Performance Data (Continued)

D Entering Partial Performance Data on Screen EEB34000

If data displayed on Screen EEB34000 is correct, enter the partial performance according to the following table.

Note: Partial performance **cannot** be recorded for non-C/S technical practices.

Step	Action
1	<p>Enter the extent performed for the portion of the practice that has been completed.</p> <p>Important: If partial performance was previously recorded, add the extent performed being processed to the entry displayed on Screen EEB34000 and enter the total. This is the extent performed for the practice to date.</p>
2	<p>Enter the amount earned for the portion of the practice that is being processed in the Change (+/-) field.</p> <p>Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the amount approved for the practice. <p>Example: CCC-1245 was approved for 500 acres with an amount of \$3,000. Producer received partial payments of \$500 for 100 acres and \$300 for 75 acres. Producer has requested an additional partial payment of \$1,000 for 200 acres performed. The entries on Screen EEB34000 for this payment will be:</p> <ul style="list-style-type: none"> • extent performed 375 • change (+/-) 1,000.
3	<p>When all data has been entered, PRESS "Enter".</p>

223 Recording Performance Data (Continued)

E Example of Screen EEB34002

When “Enter” is pressed on Screen EEB34000, Screen EEB34002 will be displayed. This is an example of Screen EEB34002.

```

Conservation          077-POINTE COUPEE          Selection      EEB34002
CCC-1245 and Ledger Data Screen      Version: AD77  05-30-2006 09:08 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0003          Farm NO: 627          Tech Prac: 802
Producer ID: XX XXX1222 E          Name: FARMER'S SONS LLC

      Extent      Amount      Extent      Amount
Approved  Approved  Perf.      Change (+/-)  Earned      Fund Code
      1.0          50          25          25          225002/2005

The amount entered in the 'Change' column has now been added to or
subtracted from the Previous Amount Earned amount. Continue only if
the Current Amount Earned figure is the net Amount Earned for CCC-1245.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

If the information displayed is:

- correct, PRESS “Enter” to continue.
- **not** correct, PRESS “Cmd7” or “F7” to end the process without making a payment.

224 Participant Earnings

A Example of Screen EEB31500

Screen EEB31500 is used to assign payment amounts to each producer. Screen EEB31500 may not display if only 1 producer is associated to CCC-1245. This is an example of Screen EEB31500.

```

Conservation      077-POINTE COUPEE      Selection      EEB31500
CCC-1245 Participant Data Screen      Version: AD77 05-30-2006 09:30 Term E4
-----
Contract Number: 2006 0010      Program: GRP      Fund Code: 225002/2005
Control Number: 2006 0003      Farm NO: 627

Amount Earned - Practice:      300
Amount Earned - Producers:

# Producer ID      Name      AGI      AD-1026      Change      Previous
      (+/-)      Amount
      Earned
1 *XX XXX2334 E      RANCHER'S SONS LLC      Y      Y      0
2 XX XXX6778 E      NEW FARMS LLC      Y      Y      0
3 XXX XX 6789 S      MARGARET RANCHER      Y      Y      0

* Indicates Primary Producer For Control Number

NO MORE PRODUCERS

Enter=Continue      Cmd4=Previous Screen      Cmd7=End      Cmd20=Change
    
```

B Processing Screen EEB31500

PRESS “Cmd20” or “Shift F8”.

Enter the number under the “#” for the selected producer and PRESS “Enter”.

Screen EEB31510 will be displayed for the selected producer. Enter the amount of the payment this producer will receive in the Change (+/-) field and PRESS “Enter”. Screen EEB31500 will be redisplayed.

Repeat the process until all producers on CCC-1245 who are receiving payments are correctly displayed. The Amount Earned – Practice and Amount Earned – Producers **must** be equal before processing can continue.

When all entries have been completed, PRESS “Enter”.

224 Participant Earnings (Continued)

C Example of Screen EEB31510

This is an example of Screen EEB31510 for the selected producer.

```

Conservation          077-POINTE COUPEE          Selection      EEB31510
CCC-1245 Participant Data Screen      Version: AD77 05-30-2006 09:30 Term E4
-----
Contract Number: 2006 0010      Program: GRP      Fund Code: 225002/2005
Control Number: 2006 0003      Farm NO: 627

    Producer ID: XX XXX2336 E      NEW FARMS LLC
                                   PO BOX 185
                                   BATCHELOR, LA 70715-0185

AGI:                               Y

AD-1026:                           Y

Primary Producer (Y or N):         N

Change (+/-):
Previous Amount Earned:           _____
                                   0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Enter the amount this producer will receive for this transaction in the Change (+/-) field and PRESS "Enter".

225 CCC-1245 Dates Screen

A Example of Screen EEB36000

This is an example of Screen EEB36000.

```

Conservation          077-POINTE COUPEE          Selection      EEB36000
CCC-1245 Date Screen          Version: AD77  05-30-2006 09:59 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0003          Farm NO: 627          Tech Prac: 802
Producer ID: XX XXX2334 E          Name: JOHNNY RANCHER

-Dates- Practice Approved:                                08302005

        Practice To Begin:                                08302005
        Practice To Be Completed By:                       12122006

        Date Performed:

Note:  Enter dates in MMDDCCYY format.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Updating Dates on Screen EEB36000

The following dates may be modified on Screen EEB36000:

- practice to begin
- practice to be completed by.

PRESS "Enter" when dates are displayed correctly.

225 CCC-1245 Dates Screen (Continued)

C Accounting Interface

When “Enter” is pressed on Screen EEB36000, the system will automatically move into the accounting process and issue the payment.

There will be no additional action needed when a payment is issued successfully.

B Accounting Interface Failure

eFunds errors are the most common cause of a failure in the accounting interface process. Contact the State Office for help with eFunds issues. If the accounting interface fails, the information entered through the performance process will be lost. Performance **cannot** be recorded until the accounting verification issue is resolved.

This is an example of the error message received when the accounting interface fails.

```

Conservation          077-POINTE COUPEE          Display          EEB37700
Accounting Interface Screen          Version: AD77 05-25-2006 10:05 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0001          Farm NO: 327          Tech Prac: 313
Producer ID: XX XXX0666 E          Name: CARL FARMS LLC

          E R R O R

The Accounting interface verification has rejected the payment file.
Please check the verification report and take the necessary steps to
correct the problem.

Enter=Continue

```

226 Process Status Screen

A Example of Screen EEB37000

This is an example of Screen EEB37000.

```

Conservation          077-POINTE COUPEE      Entry      EEB37000
CCC-1245 Process Status Screen      Version: AD45  05-27-2004 13:18 Term E5
-----

Contract Number:  2004 0010      Program:  GRP      Fund Code: 225001/2004
Control Number:   2006 0014      Farm NO:  627      Tech Prac: 802
Producer ID:      XXX XX 4914 S   Name:      NO.32 RANCHER

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

__ Print CCC-1245

          1. Create CCC-1245          5. Correction After Performance
          2. Update CCC-1245         6. Cancellation Process
          3. Partial Performance      7. Deletion Process
          4. Final Performance        8. Print CCC-1245

Enter option and press "Enter". __
Enter=Continue  Cmd7=End
IM: Partial performance information has been recorded.

```

226 Process Status Screen (Continued)

B Updating the Contract File

When Screen EEB37000 is displayed, the contract file will be updated as follows:

- CCC-1245 will be updated with the data entered through this option
- CCC-1245 amount earned entered through this option will be posted to the Amount Earned column for the practice on AD-1153 or CCC-920
- CCC-1245 extent performed entered through this option will be posted to the Extent Performed column for the practice on AD-1153 or CCC-920.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

C Example of Screen EED24005

This is an example of Screen EED24005 after partial performance has been recorded for technical practice 310.

Note: The extent performed has been posted to the Extent Perform column and the amount earned has been posted to the Amount Earned column. The partial payment does not affect the Amount Approved field for the technical practice.

```

Conservation          077-POINTE COUPEE          Selection      EED24005
CCC-920 Technical Practice Screen  Version: AD77 05-31-2006 12:56 Term E4
-----
Contract Number: 2006 0016      Program: GRP      Fund Code: 225001/2005
Farm NO:          923           Tract NO: 1065
Producer ID:     XXX XX 9090 S  Name:           CLIFFORD RANCHER

Overall Contract Value:         675      Total Amt to be Distributed:      0

  Technical  Extent      Amount  Year  CCC-1245  Extent  Amount
  #    Code  Approved  Approved  Sched  CTL NO.  Perform  Earned
  1    310   150.0     125    2006   2006 0008   100.0    50
  2    801    1.0       500    2006
  3    382    1.0       50     2006
Totals:                               675
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                  Cmd20=Change  Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
    
```

226 Process Status Screen (Continued)

D Updating the Ledger File

When Screen EEB37000 is displayed, the ledger file will be updated with the following entries:

- partial payment line item entry on Sequential Ledger, that consists of the amount earned entered on Screen EEB34000, will be posted to columns 5 and 6
- the amount earned entered on Screen EEB34000 will be posted to columns 5 and 6 and subtracted Sequential Contracts Report, column 7.

Note: In both cases, if multiple partial performances are recorded, **only** the difference between the current total amount earned and previous amount earned for the practice will be posted to the ledgers.

Example: The total amount earned for a practice previously recorded through partial performance is \$5000. An additional partial payment has been made in the amount of \$1000 and recorded through the “Partial Performance” option. The total amount earned is now \$6000, but **only** \$1000, the amount of the most recent partial payment, is posted to columns 5 and 6 on the ledgers.

226 Process Status Screen (Continued)

E Example of Report EEB425-R007

This is an example of the Sequential Ledger Entry, Report ID: EEB425-R007, with a partial payment line item entry.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-2005		
BARBOUR		Farm Service Agency		As of: 12-15-2005		
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1		
Ledger Code: GRP		Sequential Ledger Entry		Fiscal Year: 2006		
Fund Code: 545001/2005		Date From 10-01-2005 Thru 12-15-2005				
Desc: Tygart Valley Watershed						

* DATE	* DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. - FARM #, CNTR # - PROD)	* ALLOCATION AMOUNT	* AMOUNT	* COST-SHARE ASSISTANCE PERFORMED	* AMOUNT EARNED	* BALANCE AVAILABLE FOR COMMITMENT
-- (1)	----- (2)	----- (3)	----- (4)	----- (5)	----- (6)	----- (7)
10-01-2005	CARRY FORWARD	165,062	165,062			0
11-04-2005	CANCELLED 1682 20040060 CLARENCE HERDER		75,000-			75,000
12-15-2005	PARTIAL PAYMENT 2005 0012 1518 20050001 RUDOLPH RANCHED			24,688	24,688	75,000
10-31-2005	MONTH END	165,062	165,062			0
11-30-2005	MONTH END	165,062	90,062			75,000
12-15-2005	CURRENT BALANCE	165,062	90,062	24,688	24,688	75,000

226 Process Status Screen (Continued)

F Example of Report EEB425-R008

This is an example of the Sequential Contracts Report, Report EEB425-R008, with a partial payment line item entry.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-2005		
BARBOUR		Farm Service Agency		As of: 12-15-2005		
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1		
Ledger Code: GRP		Sequential Contracts Report		Fiscal Year: 2006		
Fund Code: 545001/2005		Date From 10-01-2005 Thru 12-15-2005				
Desc: Tygart Valley Watershed						

* DATE	* DESCRIPTION OF TRANS.	* ALLOCATION	* AMOUNT	* COST-SHARE ASSISTANCE PERFORMED	* BALANCE AVAILABLE FOR	* COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
11-04-2005	CANCELLED		0			0
		20040060 CLARENCE HERDER				
12-15-2005	CURRENT BALANCE		50,062	24,688	24,688	25,374
		20050001 RUDOLPH RANCHED				
12-15-2005	CURRENT BALANCE		40,000			40,000
		20060002 MONTY FARMER				
12-15-2005	CURRENT BALANCE		90,062	24,688	24,688	65,374

226 Process Status Screen (Continued)

G Completing Screen EEB37000

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the Print CCC-1245 field.
	not to be printed	leave the Print CCC-1245 field blank.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" or "F7" was pressed in step 2	<p>Screen EZZ80000 will be displayed.</p> <p>Enter the printer ID and the number of copies to be printed, and PRESS "Enter".</p> <p>CCC-1245 will be printed and the 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.</p> <p>Note: If CCC-1245 has multiple producers associated to it, a supplemental page will print listing the non-primary producers.</p>
	not selected to be printed	The 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.

227-230 (Reserved)

Section 5 Final Performance Process

231 Using “Final Performance” Option

A Guidelines

Use the following guidelines when processing Menu EEB300, option “4”, “Final Performance”.

- “Final Performance” option should be used only to record performance when certification is being presented for payment. Changes to previously recorded performance shall be recorded through the “Correction After Performance” option.
- An allocation must be recorded on the ledger to use this option.
- Ensure that practice completion has been certified on CCC-1245. If CCC-1245 is:
 - properly certified, record performance
 - **not** properly certified, obtain appropriate certification before recording performance.
- If the amount approved for CCC-1245 needs to be corrected before final performance is recorded, complete the following:
 - access Screen EED14000 or EED24000 through the “Update AD-1153 Application” or “Update CCC-920 Contract” option
 - PRESS “Cmd20” or “Shift F8” to change the amount approved for the technical practice associated to CCC-1245 and enter through the remaining screens of the “Update CCC-1245” option
 - return to option “4”, “Final Performance”; question will be displayed asking whether to update CCC-1245 with corrected data; ENTER “Y” and PRESS “Enter”.

231 Using “Final Performance” Option (Continued)

A Guidelines (Continued)

- If final performance is recorded on the wrong CCC-1245, complete the following to correct the situation:
 - cancel CCC-1245 on which final performance was recorded
 - create a replacement CCC-1245 for the canceled CCC 1245
 - record final performance on the correct CCC-1245.

Note: If partial performance was also recorded on the wrong CCC-1245, any partial performances must be recorded on the correct CCC-1245 before final performance is recorded.

231 Using “Final Performance” Option (Continued)

B Option Startup

Complete the following to begin processing the “Final Performance” option. Update tract data previously entered according to this table, if needed.

Step	Action	Result
1	On Menu EEB300, ENTER “4” and PRESS “Enter”.	Screen EEB20550 will be displayed.
2	Enter CCC-1245 control number to be accessed and PRESS “Enter”.	One of the following screens will be displayed, depending on the number of tracts associated to CCC-1245. <ul style="list-style-type: none"> • EEB31000 • EEB32010.
3	If Screen EEB31000 is displayed and modifications to tract data: <ul style="list-style-type: none"> • do not need to be made, PRESS “Enter” • need to be made, enter the changes and PRESS “Enter. 	Screen EEB32010 will be displayed.

232 Technical Practice Data

A Example of Screen EEB32010

This is an example of Screen EEB32010. Data from previous CCC-1245 processing will be displayed.

Note: The **only** data on Screen EEB32010 that may be modified is the Practice Location.

```

Conservation          077-POINTE COUPEE          Selection      EEB32010
CCC-1245 Initial Data Screen          Version: AD77  06-08-2006 09:43 Term E4
-----
Contract Number: 2005 0009          Program: GRP          Fund Code: 225002/2004*
Control Number: 2006 0005          Farm NO: 627
Producer ID:      XXX XX 9096 S    Name:      CLIFFORD S NELSON

    Technical Practice Code:      810

    Technical Description:      Appraisal

    Practice Location:      K-11, K-12
    _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Changing the Practice Location

If the practice location:

- needs to be changed, type over the entry in the field and PRESS “Enter” when complete
- does **not** need to be changed, PRESS “Enter” to bypass the screen.

Screen EEB34000 will be displayed.

233 Recording Performance Data

A Example of Screen EEB34000

This is an example of Screen EEB34000. In this example, partial performance was previously recorded.

```

Conservation          077-POINTE COUPEE          Selection      EEB34000
CCC-1245 and Ledger Data Screen          Version: AD77  06-07-2006 14:32 Term E4
-----

Contract Number: 2006 0014          Program: GRPFund Code: 225001/2005*
Control Number: 2006 0007          Farm NO: 627Tech Prac: 584
Producer ID: XXX XX 8858 S          Name: U S FARMER

          Previous
Extent Amount  Extent
Approved Approved          Perf.      Amount      Earned      Fund Code
   300.0       900          100.0                      250          226006/2005

The amount entered in the 'Change' column will be added to or subtracted from
the Previous Amount Earned amount.  Enter only the amount you wish to
increase (+) or decrease (-) the Amount Earned.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

B Data Displayed on Screen EEB34000

The following data for the technical practice will be displayed from earlier CCC-1245 processing:

- technical practice code
- extent approved
- amount approved
- fund code for the practice.

Note: If partial performance has been previously recorded, extent performed and previous amount earned data for the technical practice will also be displayed.

233 Recording Performance Data (Continued)

C Incorrect Technical Practice Data

If any of the following data for the technical practice is incorrect or needs to be updated, it **cannot** be changed through this option:

- extent approved
- amount approved
- fund code.

Correct the data through CCC-920 or AD-1153 processing as follows.

Step	Action
1	PRESS “Cmd7” or “F7” to exit CCC-1245 “Final Performance” option without completing the option.
2	Access AD-1153 for easement or CCC-920 to which CCC-1245 is associated through “Update AD-1153 Easement Application” or “Update CCC-920 Contract” option.
3	PRESS “Enter” on each screen until Screen EED14005 or EED24005 is displayed.
4	<p>PRESS “Cmd20” or “Shift F8” to change the technical practice data.</p> <p>Notes: The fund code and offered level cannot be changed after CCC-1245 has been created. All other technical practice data can be changed.</p> <p>The amount approved for the practice can be:</p> <ul style="list-style-type: none"> • increased • decreased only to the previous amount earned for the practice.
5	After the technical practice data has been corrected, PRESS “Enter” on the remaining screens of the option.
6	<p>Access CCC-1245 through Menu EEB300, option “4”, “Final Performance”.</p> <p>Message will appear that, “CCC-1245 data is different from CCC-1200 data.” ENTER “Y” to the question “Do you wish to update CCC-1245?”, and PRESS “Enter”.</p> <p>Note: The reference to obsolete CCC-1200 will be removed in a future software release.</p>

233 Recording Performance Data (Continued)

D Entering Performance Data on Screen EEB34000

If data displayed on Screen EEB34000 is correct, enter the final performance data according to the following table.

Step	Action
1	<p>Enter the extent performed for the portion of the practice that has been completed.</p> <p>Note: If partial performance was previously recorded, add the extent performed being processed to the entry displayed on Screen EEB34000 and enter the total. This is the extent performed for the practice to date.</p>
2	<p>Enter the amount earned for the portion of the practice that is being processed in the Change (+/-) field.</p> <p>Entry in this field:</p> <ul style="list-style-type: none"> • is required • cannot be greater than the amount approved for the practice. <p>Example: CCC-1245 was approved for 500 acres with an approved amount of \$3,000. Producer received partial payments of \$500 for 100 acres and \$1300 for 225 acres. Producer has requested a final payment of \$1,000 for 150 acres performed. The entries on Screen EEB34000 for this payment will be:</p> <ul style="list-style-type: none"> • extent performed 475 • change (+/-) 1000.
3	<p>When all data has been entered, PRESS "Enter".</p>

Slippage occurs if the amount earned recorded through final performance is less than the approved amount. See paragraph 237 for information on how the system handles slippage.

234 Total Installation Cost**A Example of Screen EEB34500**

This is an example of Screen EEB34500.

```

Conservation          077-POINTE COUPEE          Selection      EEB34500
CCC-1245 Final Performance Data Screen Version: AD77 06-08-2006 11:09 Term E4
-----
Contract Number: 2006 0016          Program: GRP          Fund Code: 225001/2005
Control Number: 2006 0008          Farm NO: 627          Tech Prac: 313
Producer ID: XXX XX 9696 S          Name: FARMER S NELSON

Practice Description: Waste storage facility (No)

Performance Data:

    Total Installation Cost:

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

B Completing Screen EEB34500

Enter the total installation cost in whole dollars, from CCC-1245, item 14 A, and PRESS "Enter".

235 Participant Earnings Data

A Example of Screen EEB31500

Screen EEB31500 is used to assign payment amounts to each producer. The “Amount Earned – Producers” **must** equal the “Amount Earned – Practice”. This is an example of Screen EEB31500.

```

Conservation      077-POINTE COUPEE      Selection      EEB31500
CCC-1245 Participant Data Screen      Version: AD77 06-08-2006 13:50 Term E4
-----
Contract Number: 2005 0007      Program: GRP      Fund Code: 225001/2005*
Control Number: 2006 0010      Farm NO: 627

Amount Earned - Practice:      400
Amount Earned - Producers:

# Producer ID      Name      AGI      AD-1026      Change      Previous
      (+/-)      Amount
      Earned
1 *XX XXX8888 E      NEW FARMS LLC
2 XXX XX 2222 S      TOMMY BUD      Y      Y

* Indicates Primary Producer For Control Number

NO MORE PRODUCERS

Enter=Continue      Cmd4=Previous Screen      Cmd7=End      Cmd20=Change
    
```

B Processing Screen EEB31500

PRESS “Cmd20” or “Shift F8”.

Enter the number under the “#” for the selected producer and PRESS “Enter”.

Screen EEB31510 will be displayed for the selected producer. Enter the amount of the payment this producer will receive in the Change (+/-) field and PRESS “Enter”. Screen EEB31500 will be redisplayed.

Repeat the process until all producers on CCC-1245 who are receiving payments are correctly displayed. The “Amount Earned – Practice” and “Amount Earned – Producers” must be equal before processing can continue.

When all entries have been completed, PRESS “Enter”.

235 Participant Earnings Data (Continued)

C Example of Screen EEB31510

This is an example of Screen EEB31510 for the selected producer.

```

Conservation          077-POINTE COUPEE          Selection      EEB31510
CCC-1245 Participant Data Screen      Version: AD77 05-30-2006 09:30 Term E4
-----
Contract Number: 2006 0010      Program: GRP      Fund Code: 225002/2005
Control Number: 2006 0003      Farm NO: 627

    Producer ID: XX XXX2336 E      NEW FARMS LLC
                                   PO BOX 185
                                   BATCHELOR, LA 70715-0185

AGI:                               Y

AD-1026:                            Y

Primary Producer (Y or N):         N

Change (+/-):
Previous Amount Earned:            _____
                                   0

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

Enter the amount this producer will receive for this transaction in the Change (+/-) field and PRESS "Enter".

235 Participant Earnings Data (Continued)

D Example of Screen EEB31500 Completed

This is an example of Screen EEB31500 with processing completed for all producers.

```

Conservation      077-POINTE COUPEE      Selection      EEB31500
CCC-1245 Participant Data Screen      Version: AD77 06-08-2006 13:50 Term E4
-----
Contract Number: 2005 0007      Program: GRP      Fund Code: 225001/2005*
Control Number: 2006 0010      Farm NO: 627

Amount Earned - Practice:      40
Amount Earned - Producers:      40

# Producer ID      Name      AGI      AD-1026      Change      Previous
(+/-)      Amount
Earned
1 *XX XXX2222 E      NEW FARMS LLC      Y      Y      20      0
2 XXX XX 2222 S      TOMMY BUD      Y      Y      20      0

* Indicates Primary Producer For Control Number

NO MORE PRODUCERS

Enter=Continue      Cmd4=Previous Screen      Cmd7=End      Cmd20=Change
IM: Producer has been changed.
    
```

236 CCC-1245 Dates Screen

A Example of Screen EEB36000

This is an example of Screen EEB36000.

Conservation	077-POINTE COUPEE	Selection	EEB36000
CCC-1245 Date Screen		Version: AD77	06-08-2006 14:27 Term E4

Contract Number:	2005 0007	Program:	GRP
Control Number:	2006 0010	Fund Code:	225001/2005*
Producer ID:	XX XXX8888 E	Farm NO:	627
		Tech Prac:	313
		Name:	NEW FARMS LLC
-Dates- Practice Approved:			
			03012006
	Practice To Begin:		04012006
	Practice To Be Completed By:		09302006
	Date Performed:		_____
Note:	Enter dates in MMDDCCYY format.		
Enter=Continue Cmd4=Previous Screen Cmd7=End			

236 CCC-1245 Dates Screen (Continued)

B Completing Screen EEB36000

Complete Screen EEB36000 as follows.

Step	Action
1	Modify the following dates previously entered, if needed: <ul style="list-style-type: none"> • practice to begin • practice to be completed. <p>Note: The practice approved date cannot be changed on this screen because this date is pulled from the AD-1153 or CCC-920.</p>
2	Enter the date performed from CCC-1245, item 16. This is the date the practice was certified as completed. <p>The date entered cannot be:</p> <ul style="list-style-type: none"> • less than the practice to begin date • greater than the current date.
3	PRESS "Enter" after entries have been made or modified as appropriate.

236 CCC-1245 Dates Screen (Continued)**C Accounting Interface**

When “Enter” is pressed on Screen EEB36000, the system will automatically move into the accounting process and issue the payment or create the receivable.

There will be no additional action needed when a payment is issued successfully.

D Accounting Interface Failure

eFunds errors are the most common cause of a failure in the accounting interface process. Contact the State Office for help with eFunds issues. If the accounting interface fails, the information entered through the performance process will be lost.

This is an example of the error message received when the accounting interface fails.

```

Conservation          077-POINTE COUPEE          Display          EEB37700
Accounting Interface Screen          Version: AD77 05-25-2006 10:05 Term E4
-----
Contract Number: 2006 0010          Program: GRP          Fund Code: 225002/2005
Control Number: 2006 0001          Farm NO: 327          Tech Prac: 313
Producer ID: XX XXX0666 E          Name: CARL FARMS LLC

          E R R O R

The Accounting interface verification has rejected the payment file.
Please check the verification report and take the necessary steps to
correct the problem.

Enter=Continue

```

237 Process Status Screen

A Example of Screen EEB37000

This is an example of Screen EEB37000.

```

Conservation          077-POINTE COUPEE      Entry      EEB37000
CCC-1245 Process Status Screen      Version: AD45  05-27-2004 13:18 Term E5
-----

Contract Number:  2004 0010      Program:  GRP      Fund Code: 225001/2004
Control Number:  2006 0014      Farm NO:   627      Tech Prac:  582
Producer ID: XXX XX 4914 S      Name:      NO.32 RANCHER

To print a form, place an "X" next to the one(s) to be printed before entering
an option or command key.

__  Print CCC-1245 Slippage Report will be printed.

          1.  Create CCC-1245          5.  Correction After Performance
          2.  Update CCC-1245         6.  Cancellation Process
          3.  Partial Performance      7.  Deletion Process
          4.  Final Performance        8.  Print CCC-1245

Enter option and press "Enter".  __
Enter=Continue  Cmd7=End
IM: Final performance information has been recorded.

```

237 Process Status Screen (Continued)

B Updating the Contract File

When Screen EEB37000 is displayed, the contract file will be updated as follows:

- CCC-1245 will be updated with the data entered through this option.
- CCC-1245 amount earned will be posted to the Amount Earned column for the practice on the Screen EED24005 or EED14005
- CCC-1245 extent performed will be posted to the Extent Performed column for the practice on Screen EED24005 or EED14005.

Note: The contract file contains data for AD-1153’s, CCC-920’s, and CCC-1245’s.

IF CCC-1245 amount earned for the practice is...	THEN...
less than the amount approved for the practice on CCC-920 Screen EED24005 or AD-1153 Screen EED14005	slippage results, and the following will occur: <ul style="list-style-type: none"> • CCC-920 or AD-1153 amount approved will be decreased to CCC-1245 amount earned • the slippage amount will be added to the amount to be distributed on CCC-920 Screen EED24005 or AD-1153 Screen EED14005. <p>Note: The slippage amount is the difference between the amount approved for the practice and the amount earned for the practice when final performance is recorded.</p>
equal to the amount approved for the practice on CCC-920 Screen EED24005 or AD-1153 Screen EED14005	no change will be made to CCC-920 or AD-1153 amount approved.

237 Process Status Screen (Continued)

C Example of Screen EED24005 Before Final Performance

This is an example of Screen EED24005 before final performance has been recorded for technical practice 310. A partial payment was previously recorded.

The extent performed has been posted to the Extent Perform column, and the amount earned has been posted to the Amount Earned column. The partial payment does not affect the Amount Approved field for the technical practice.

```

Conservation          077-POINTE COUPEE          Selection      EED24005
CCC-920 Technical Practice Screen  Version: AD77  05-31-2006 12:56 Term E4
-----
Contract Number: 2006 0016      Program: GRP      Fund Code: 225001/2005
Farm NO:          923           Tract NO: 1065
Producer ID:     XXX XX 9090 S  Name:          CLIFFORD RANCHER

Overall Contract Value:          675      Total Amt to be Distributed:          0

  Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
  #      Code      Approved  Approved  Sched      CTL NO.      Perform      Earned
  1      310          150.0      125      2006      2006 0008      100.0          50
  2      801           1.0         500      2006
  3      382           1.0         50       2006

Totals:                                675
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
    
```

237 Process Status Screen (Continued)

D Example of Screen EED24005 After Final Performance

This is an example of Screen EED24005 after final performance has been recorded for technical practice 310.

```

Conservation          077-POINTE COUPEE          Selection      EED24005
CCC-920 Technical Practice Screen  Version: AD77 05-31-2006 12:56 Term E4
-----

Contract Number: 2006 0016      Program:  GRP      Fund Code: 225001/2005
Farm NO:          923           Tract NO: 1065
Producer ID:     XXX XX 9090 S  Name:         CLIFFORD RANCHER

Overall Contract Value:         675      Total Amt to be Distributed:      25
  Technical      Extent      Amount      Year      CCC-1245      Extent      Amount
#      Code      Approved  Approved  Sched      CTL NO.      Perform      Earned
1      310      150.0     100      2006      2006 0008      120.0       100
2      801      1.0       500      2006
3      382      1.0       50       2006
Totals:                                650
NO MORE PRACTICES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd13=More Data  Cmd16=Add
                Cmd20=Change  Cmd24=Delete
IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
    
```

Before final performance was recorded, the total amount approved for practice 310 was \$125, as displayed in subparagraph C.

When final performance was recorded, the amount earned for the practice was \$100, which is \$25 less than the approved amount. The final performance results on Screen EED24005 are:

- actual final performance amount of \$100 was posted in the amount earned column
- amount approved for the practice was reduced to the final performance amount earned of \$100
- \$25 difference between the original amount approved and the final performance amount earned, the slippage, was posted to the amount to be distributed.

237 Process Status Screen (Continued)

E Updating the Ledger File

When Screen EEB37000 is displayed, the ledger file will be updated with the following entries:

- final payment line item entry on the Sequential Ledger, Report EEB425-R007, which consists of the amount earned entered on Screen EEB34000 being posted to columns 5 and 6

Notes: If there is slippage, a message will be printed under the final payment line item indicating the slippage amount.

Slippage is **not** returned to the ledger balance available.

- the amount earned entered on Screen EEB34000 will be posted to columns 5 and 6, and subtracted from column 7 on the Sequential Contracts Ledger, Report EEB425-R008.

237 Process Status Screen (Continued)

F Example of Report EEB425-R007

This is an example of the Sequential Ledger Entry, Report ID: EEB425-R007, with a final payment line item entry.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-2005	
BARBOUR		Farm Service Agency		As of: 12-15-2005	
Report ID: EEB425-R007		County Allocation Control Ledger		Page: 1	
Ledger Code: GRP		Sequential Ledger Entry		Fiscal Year: 2006	
Fund Code: 545001/2005		Date From 10-01-2005 Thru 12-15-2005			
Desc: Tygart Valley Watershed					

	* DESCRIPTION OF TRANS.*	* ALLOCATION *	* COST-SHARE ASSISTANCE *		* BALANCE
DATE	* (DESCR. - CONTROL NO.*	AND CHANGES* AMOUNT *	PERFORMED		* AVAILABLE FOR
	* FARM #, CNTR # - PROD*	AMOUNT	*APPROVED*AMOUNT	APPROVED*AMOUNT EARNED*	COMMITMENT
-- (1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
10-01-2005	CARRY FORWARD	165,062	165,062		0
11-04-2005	CANCELLED 1682 20040060 CLARENCE HERDER		75,000-		75,000
12-15-2005	FINAL PAYMENT 2006 0012 1518 20050001 RUDOLPH RANCHED ***\$ 1,000 Slippage***			24,688 24,688	75,000
10-31-2005	MONTH END	165,062	165,062		0
11-30-2005	MONTH END	165,062	90,062		75,000
12-15-2005	CURRENT BALANCE	165,062	90,062	24,688 24,688	75,000

237 Process Status Screen (Continued)

G Example of Report EEB425-R008

This is an example of the Sequential Contracts Report, Report EEB425-R008, with a final payment line item entry.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 12-15-2005	
BARBOUR		Farm Service Agency		As of: 12-15-2005	
Report ID: EEB425-R008		County Allocation Control Ledger		Page: 1	
Ledger Code: GRP		Sequential Contracts Report		Fiscal Year: 2006	
Fund Code: 545001/2005		Date From 10-01-2005 Thru 12-15-2005			
Desc: Tygart Valley Watershed					

* DATE	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE	* BALANCE	
(1)	(2)	(3)	(4)	(5)	(6)
					(7)
11-04-2005	CANCELLED		0		0
	20040060	CLARENCE HERDER			
12-15-2005	CURRENT BALANCE		50,062	24,688	25,374
	20050001	RUDOLPH RANCHED			
12-15-2005	CURRENT BALANCE		40,000		40,000
	20060002	MONTY FARMER			
12-15-2005	CURRENT BALANCE		90,062	24,688	65,374

237 Process Status Screen (Continued)

H Completing Screen EEB37000

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 is...	THEN...
	to be printed	ENTER "X" in the Print CCC-1245 field.
	not to be printed	leave the Print CCC-1245 field blank.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number from the bottom of the screen and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1 and "Enter" or "Cmd7" or "F7" was pressed in step 2	Screen EZZ80000 will be displayed. <ul style="list-style-type: none"> • Enter the printer ID and the number of copies to be printed, and PRESS "Enter". • CCC-1245 will be printed, and the 1st screen of the option selected in step 2 or Menu EEB300 will be displayed. <p>Note: If CCC-1245 has multiple producers associated to it, a supplemental page will print listing the non-primary producers.</p>
	not selected to be printed	the 1st screen of the option selected in step 2 or Menu EEB300 will be displayed.
4	If there is slippage, Screen EZZ80000 will be displayed regardless of whether or not CCC-1245 is selected to be printed. <ul style="list-style-type: none"> • Enter the printer ID, the number of copies to be printed, and PRESS "Enter". • The CCC-1245 Slippage Report EEB890-R001 will be printed. 	

237 Process Status Screen (Continued)

I Example of Report EEB890-R001

This is an example of CCC-1245 Slippage Report; Report ID: EEB890-R001. Retain this report with CCC-1245 in the easement or contract file.

LOUISIANA		U.S. Department of Agriculture		Prepared: 06-15-2006	
POINTE COUPEE		Farm Service Agency		As of: 06-15-2006	
Report ID: EEB890-R001		CCC-1245 Slippage Report		Page: 1	
Ledger Code: GRP				Fiscal Year: 2006	
Fund Code: 225001/2005					
Desc: GRP Contracts					

CONTRACT NUMBER	CONTROL NUMBER	TECH PRAC CODE	AMOUNT APPROVED BEFORE FINAL PERFORMANCE	AMOUNT EARNED	SLIPPAGE
2006 0014	2006 0006	584	30,000	27,500	2,500
<p>IMPORTANT: When final performance was recorded on the above CCC-1245, the approved amount was greater than the earned amount. This difference is indicated in the slippage column. The slippage amount has been posted to the amount to be distributed within the contract number above, for use on other technical practices on this contract ONLY. It has NOT been decreased from the contract balance.</p> <p>NOTE: When final performance data was updated to the contract and ledger files for this CCC-1245, the system automatically changed the approved amount for the technical practice to reflect the earned amount as posted on the Sequential Ledger Entry Report.</p>					

238-240 (Reserved)

Section 6 Cancellation, Deletion, and Print Processes

241 Canceling CCC-1245's

A Reasons for Cancellation

Menu EEB300, option "6", "Cancellation Process", shall be used to record canceled CCC-1245's.

Reasons CCC-1245's may be canceled include the following:

- entered in the system in error
- the producer does not wish to complete the practice according to specifications
- AD-1153 or CCC-920 is being terminated
- the producer is no longer associated to the CCC-1245.

241 Canceling CCC-1245's (Continued)

B Recording CCC-1245 Cancellations

Record CCC-1245 cancellations as follows.

Step	Action	
1	On Menu EEB300, ENTER "6" and PRESS "Enter". Screen EEB20550 will be displayed.	
2	Enter the control number to be canceled and PRESS "Enter". Screen EEB20555 will be displayed with: <ul style="list-style-type: none"> • information at the top of the screen about the control number selected • the question, "Is this CCC-1245 to be deleted? (Y or N). 	
3	IF CCC-1245 displayed is... the control number to be canceled	THEN ENTER... "Y" and PRESS "Enter". Screen EEB37000 will be displayed with the message, "CCC-1245 has been canceled".
	not the control number to be canceled	"N" and PRESS "Enter".
4	IF additional CCC-1245 processing is... needed	THEN... enter an option number and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.

241 Canceling CCC-1245's (Continued)

C Reinstating a Canceled Practice

A canceled practice may be reinstated when the following conditions apply:

- participant requests reinstatement
- practice was started before cancellation

When a practice is reinstated, County Offices shall:

- document the reinstatement on canceled hard copy CCC-1245
- create a replacement CCC-1245 in the system.

242 Deleting CCC-1245's

A Reasons for Deletion

Menu EEB300, option "7", "Deletion Process", shall be used to delete CCC-1245's.

The only CCC-1245's that should be deleted are those which have been erroneously entered and later canceled.

Note: CCC-1245's must be canceled before they can be deleted.

Important: Do **not** delete a control number that needs to be counted on Conservation 305 or for workload or work measurement purposes. A deleted control number will not be displayed on CCC-1245 Status Report and will be deleted from the contract file.

Note: The contract file contains data for AD-1153's, CCC-920's, and CCC-1245's.

B Determining CCC-1245 Availability for Deletion

Use this table to determine whether or not CCC-1245 can be deleted.

IF CCC-1245 is in...	THEN CCC-1245...
either of the following active statuses: <ul style="list-style-type: none"> • has been created in the system, but no performance has been recorded • has had partial performance, but no final performance has been recorded 	cannot be deleted unless it is 1st canceled in the system according to paragraph 241.
the active status of having final performance recorded	cannot be deleted.
the inactive status of being canceled	can be deleted. Exception: If final performance has been recorded at the time of cancellation, CCC-1245 cannot be deleted.

242 Deleting CCC-1245's (Continued)

C CCC-1245 Deletion Process

Delete CCC-1245's as follows.

Step	Action	
1	On Menu EEB300, ENTER "7" and PRESS "Enter". Screen EEB20550 will be displayed.	
2	Enter the control number to be deleted and PRESS "Enter". Screen EEB20555 will be displayed with: <ul style="list-style-type: none"> • information at the top of the screen about the control number selected • the question, "Is this CCC-1245 to be deleted? (Y or N). 	
3	IF CCC-1245 displayed is...	THEN ENTER...
	the control number to be deleted	"Y" and PRESS "Enter". Screen EEB37000 will be displayed with the message, "CCC-1245 has been deleted."
	not the control number to be deleted	"N" and PRESS "Enter".
4	IF additional CCC-1245 processing is...	THEN on Screen EEB37000...
	needed	enter an option number from the bottom of the screen and PRESS "Enter". The 1st screen of the option selected will be displayed.
	not needed	PRESS "Cmd7" or "F7". Menu EEB300 will be displayed.

243 Printing CCC-1245's**A Using "Print CCC-1245" Option**

Menu EEB300, option "8", "Print CCC-1245", shall be used to print CCC-1245's when no other processing is needed.

Note: Blank CCC-1245's shall be printed using option "9", "CCC-1245 Reports/Forms Menu", on Menu EEB300.

Print previously created CCC-1245's as follows.

Step	Action
1	On Menu EEB300, ENTER "8" and PRESS "Enter". Screen EEB20550 will be displayed.
2	Enter the control number to be printed, and PRESS "Enter". Screen EEB37000 will be displayed with information at the top of the screen about the control number selected

243 Printing CCC-1245's (Continued)

B Example of Screen EEB37000

This is an example of Screen EEB37000 when the "Print CCC-1245" option has been selected.

```

Conservation          077-POINTE COUPEE          Entry          EEB37000
CCC-1245 Process Status Screen          Version: AD77 06-16-2006 15:14 Term E4
-----

Contract Number: 2006 0014          Program: GRP          Fund Code: 225001/2005
Control Number: 2006 0006          Farm NO: 627          Tech Prac: 584
Producer ID: XX XXX8888 E          Name: CARFARMS LLC

To print a form, place an "X" next to the one(s) to be printed before
entering an option or command key.

___ Print CCC-1245

          1. Create CCC-1245          5. Correction After Performance
          2. Update CCC-1245          6. Cancellation Process
          3. Partial Performance          7. Deletion Process
          4. Final Performance          8. Print CCC-1245

Enter option and press "Enter". ___
Enter=Continue Cmd7=End

IM: Select print option.

```

243 Printing CCC-1245's (Continued)

C Completing Screen EEB37000

Complete Screen EEB37000 as follows.

Step	Action	
1	IF CCC-1245 displayed is...	THEN ENTER...
	the control number to be printed	ENTER "X" in the Print CCC-1245 field.
	not the control number to be printed	do not enter "X" in the Print CCC-1245 field.
2	IF additional CCC-1245 processing is...	THEN...
	needed	enter an option number and PRESS "Enter".
	not needed	PRESS "Cmd7" or "F7" to return to Menu EEB300.
3	IF CCC-1245 was...	THEN...
	selected to be printed in step 1	Screen EZZ80000 will be displayed. <ul style="list-style-type: none"> • Enter the printer ID and the number of copies to be printed, and PRESS "Enter". • CCC-1245 will be printed and the 1st screen of the option selected or Menu EEB300 will be displayed.
	not selected to be printed	The 1st screen of the option selected or Menu EEB300 will be displayed.

244-250 (Reserved)

Part 7 CCC-1245 Reports and Blank CCC-1245's**251 Accessing Conservation CCC-1245 Reports/Forms Menu EEB800****A Accessing Menu EEB800**

On Menu EEB300, ENTER "9" to access Menu EEB800.

B Example of Menu EEB800

This is an example of Menu EEB800.

```
COMMAND                                EEB800                                E4
Conservation CCC-1245 Reports/Forms Menu
-----
      1. CCC-1245 Status Report
      * 2. Reserved
      * 3. Reserved
      * 4. Reserved
      5. Technical Practices Needing CCC-1245
      6. Print Blank CCC-1245

      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                                *=Option Currently Not Available

Enter option and press "Enter".
```

252 CCC-1245 Status Report EEB810-R001

A About Report EEB810-R001

Report EEB810-R001 provides a list of all current CCC-1245's and their status.

The report can be generated for all CCC-1245 control numbers or an individual producer's ID number.

B When to Print

County Offices shall print Report EEB810-R001 for all control numbers the last workday of each month to determine whether any action is needed. Provide a copy of the report to NRCS if requested.

Important: The entire Report EEB810-R001 for all control numbers printed each month and on the last workday of the FY must be maintained in a folder labeled "GRP 2 Reports". Monthly reports may be disposed of when the next month's report is printed. FY-end reports must be kept for 5 years.

252 CCC-1245 Status Report EEB810-R001 (Continued)

C Example of Screen EEB50515

This is an example of Screen EEB50515.

```
Conservation      069-NATCHOTICHES      Rpt Print      EEB50515
CCC-1245 Status Screen      Version: AC95  11-13-2001 15:55 Term E4
-----
                                CCC-1245 Status Report

                                1. List All Control Numbers

                                2. List Producer ID: _____
                                   (Leave blank to do inquiry)

Enter option and press 'Enter'. ____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

252 CCC-1245 Status Report EEB810-R001 (Continued)

D Printing Report EEB810-R001

Print Report EEB810-R001 as follows.

Step	Action	Result	
1	On Menu EEB800, ENTER "1".	Screen EZZ80000 will be displayed.	
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 	Screen EEB50515 will be displayed.	
3	IF the report is to be processed for all...	THEN ENTER...	
	current CCC-1245's	"1" and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
	CCC-1245's for an individual producer	the following: <ul style="list-style-type: none"> • "2" and PRESS "Field Exit" or "Tab" • the producer ID number, and PRESS "Enter". 	
4	PRESS "Enter".	The report will be printed.	

252 CCC-1245 Status Report EEB810-R001 (Continued)

E Example of Report EEB810-R001 for All Control Numbers

This is an example of Report EEB810-R001 for all control numbers.

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 04-25-2007		
BARBOUR		Farm Service Agency			As of: 04-25-2007		
Report ID: EEB810-R001		CCC-1245 Status Report			Page: 1		
CONTRACT NUMBER	PRODUCER NAME	FARM NUMBER	CONTROL NUMBER	TECH PRAC CODE	C/S-INC AMOUNT	PERFORM DATE	TRANSMIT DATE
PROGRAM: GRP		FUND CODE: 225001/2005 GRP Contracts					
20050001	Rudolph Hesse	355	20050012	801	1,500		
20050001	Rudolph Hesse	355	20050013	312	25,000		
20050002	Porter Nestor	799	20050008	801	350	03-13-2006	03-20-2006
20050002	Porter Nestor	799	20060001	512	790		
20050002	Porter Nestor	799	20060002	430 AAA	300		
20050006	Carl Philips	500	20060010	600	2,700		
PROGRAM TOTALS:			6		30,640		
PROGRAM: GRP		FUND CODE: 225002/2005 GRP Easements					
20050003	Clarence Hull	122	20060005	802	30,000		
20050004	Ira Hovatter	111	20060003	810	3,500	07-19-1998	
20050004	Ira Hovatter	111	20060004	802		CANCELED	
20050007	March Brothers' Farm	3774	20060007	542	2,000		
20050011	Carl Philips	500	20060008	810	1,000		
PROGRAM TOTALS:			5		36,500		

252 CCC-1245 Status Report EEB810-R001 (Continued)

F Description of Report EEB810-R001 for All Control Numbers

Report EEB810-R001 lists the following information, when printed for all control numbers.

Column or Item	Description
Order of CCC-1245's Displayed	CCC-1245's are first subdivided by fund code. Within each fund code, information is displayed by AD-1153 or CCC-920 number in ascending order. Within each contract number, information is displayed in ascending order by CCC-1245 control number.
CCC-1245's Listed	<p>Only the following will be listed on the report:</p> <ul style="list-style-type: none"> • carry over CCC-1245's that were created in prior FY's, but: <ul style="list-style-type: none"> • were not canceled in the prior FY • did not have final performance recorded in the prior FY • CCC-1245's that, during the current FY, have: <ul style="list-style-type: none"> • been created • been active, regardless of the FY in the control number, but have no performance recorded • had partial performance recorded, but not final performance • been canceled. <p>Note: When this report is printed after FY rollover is completed each year, CCC-1245's that have been canceled or had final performance recorded and were transmitted in the prior FY, will no longer be listed.</p>

252 CCC-1245 Status Report EEB810-R001 (Continued)

F Description of Report EEB810-R001 for All Control Numbers (Continued)

Column or Item	Description
Contract Number	Lists AD-1153 or CCC-920 number for which CCC-1245 control number are listed.
Producer Name	Lists producer designated as the primary producer for CCC-1245. If CCC-1245 has multiple producers associated to it, only the primary producer is listed.
Farm Number	Lists the primary farm number associated to CCC-1245.
Control Number	Lists CCC-1245 control numbers associated to AD-1153 or CCC-920 numbers in the first column.
Technical Practice Code	Lists the technical practice code for each CCC-1245.
C/S-Inc. Amount	Lists C/S or incentive amount approved for the applicable fund code for the technical practice on AD-1153 or CCC-920, carried over to CCC-1245 at the time of creation.
Perform Date	Lists the date NRCS certified the practice was complete on CCC-1245, item 16.
Transmit Date	Lists the date CCC-1245 was transmitted to KCAO and the State Office during the last quarterly transmission cycle according to paragraph 291. The last quarterly transmission date will be listed for all CCC-1245's on the report, because all CCC-1245's on the report are transmitted each quarter regardless of their status. With each quarterly transmission cycle, the transmission date will be updated to reflect the latest transmission date. All CCC-1245's listed on Report EEB810-R001 should always have the same transmission date.

252 CCC-1245 Status Report EEB810-R001 (Continued)

G Description of Report EEB810-R001 for an Individual Producer

Report EEB810-R001 printed for an individual producer will list only CCC-1245 control numbers for the selected producer.

If the CCC-1245 has multiple producers associated to it, the name of the producer displayed on the report will be the producer that corresponds to the ID number entered, regardless of whether that producer is the primary producer or not.

253 Technical Practices Needing CCC-1245 Report EEB850-R001

A About Report EEB850-R001

Report EEB850-R001 provides a listing of all technical practices scheduled for the current FY that do not have a CCC-1245 issued.

The report can be generated for all technical practices or an individual producer's ID number.

B When to Print

County Offices shall print Report EEB850-R001 for all technical practices at the beginning of the FY.

Print Report EEB850-R001 again after CCC-1245's for the FY have been created to ensure that no technical practice that needs a CCC-1245 has been overlooked.

C Follow Up Action

County Offices shall create CCC-1245's for all practices listed on the report at the beginning of the FY.

County Offices shall print Report EEB850-R001 again after CCC-1245's for the FY have been created to ensure that all needed CCC-1245's have been created.

Important: Report EEB850-R001 must be maintained in a folder labeled "GRP 2 Reports".

253 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)

D Printing Report EEB850-R001

Print Report EEB850-R001 as follows.

Step	Action		Result
1	On Menu EEB800, ENTER "5".		Screen EZZ80000 will be displayed
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 		Screen EEB50525 will be displayed.
3	IF the report is to be processed for all..	THEN ENTER...	
	technical practices	"1" and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
	technical practices for an individual producer	the following, and PRESS "Enter": <ul style="list-style-type: none"> • "2" • the producer ID number. 	
4	PRESS "Enter".		The report will be printed.

253 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)

E Example of Report EEB850-R001 for All Technical Practices

This is an example of Report EEB850-R001 for all technical practices.

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 10-18-2005	
BARBOUR		Farm Service Agency			As of: 10-18-2005	
Report ID: EEB850-R001		Technical Practices Needing CCC-1245			Page: 1	
PROGRAM: GRP						
FUND CODE: ALL						
CONTRACT NUMBER	PRODUCER NAME	FARM NUMBER	TECH PRAC CODE	TECH PRAC DESCRIPTION	YEAR SCHED	C/S-INC AMOUNT
FUND CODE: 225001/2005 GRP Contracts						
19970010	Frank Sigley	0805	633	Waste utilization (Ac)	2006	2006
19970068	Jasper W. Miller	1000	590	Nutrient management (Ac)	2006	3,110
19970256	Sylvanious L. Cook	356	528 A	Prescribed grazing (Ac)	2006	780
19980005	Martin Moats	6411	327	Conservation cover (Ac)	2006	2,500
19980077	Wray Springer	489	580	Nutrient management (Ac)	2006	1,100
PROGRAM TOTALS:		5				
FUND CODE: 225002/2004 GRP Easements						
19980001	Rudolph Hesse	355	633	Waste utilization (Ac)	2006	1,500
19980001	Rudolph Hesse	355	410	Grant stabilization structure (No)	2006	25,000
19980006	Porter Nestor	799	327	Conservation cover (Ac)	2006	350
19980006	Porter Nestor	799	590	Nutrient management (Ac)	2006	790
19980006	Porter Nestor	799	528 A	Prescribed grazing (Ac)	2006	300
19990002	Carl Philips	500	327	Conservation cover (Ac)	2006	2,700
PROGRAM TOTALS:		6				

253 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)

F Example of Report EEB850-R001 for an Individual Producer

This is an example of Report EEB850-R001 for an individual producer.

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 10-18-2006	
BARBOUR		Farm Service Agency			As of: 10-18-2006	
Report ID: EEB850-R001		Technical Practices Needing CCC-1245			Page: 1	
PROGRAM: GRP						
CONTRACT NUMBER	PRODUCER NAME	FARM NUMBER	TECH PRAC CODE	TECH PRAC DESCRIPTION	YEAR SCHED	C/S-INC AMOUNT
FUND CODE: 225001/2004 GRP Contracts						
20040006	Carl Philips	500	327	Conservation cover (Ac)	2007	2,700
TOTAL NUMBER OF DOCUMENTS:		1				
FUND CODE: 225002/2005 GRP Easements						
20050011	Carl Philips	500	633	Waste utilization (Ac)	2007	1,000
TOTAL NUMBER OF DOCUMENTS:		1				

253 Technical Practices Needing CCC-1245 Report EEB850-R001 (Continued)

G Description of Report EEB850-R001

Report EEB850-R001 lists the following information for each control number on the report.

Column	Description
Contract Number	Lists AD-1153 or CCC-920 number for which CCC-1245 needs to be created.
Producer Name	Lists the producer designated as the primary producer for AD-1153 or CCC-920. If AD-1153 or CCC-920 has multiple producers associated to it, only the primary producer is listed. However, if the report is generated for an individual producer who is not the primary producer, the report will list the selected producer.
Farm Number	Lists the primary farm number associated to AD-1153 or CCC-920.
Technical Practice Code	Lists the technical practice code for each practice that needs CCC-1245.
Technical Practice Description	Lists the technical practice description for each practice that needs CCC-1245.
Year Scheduled	Lists the year that the practice is scheduled to be performed on AD-1153 or CCC-920.
C/S-Incentive Approved	Lists the approved amount for the technical practice on AD-1153 or CCC-920.

254 Printing Blank CCC-1245's

A Blank CCC-1245's

County Offices shall maintain a few blank CCC-1245's for use when the system is inoperable.

B Blank CCC-1245 Print Process

Print a blank CCC-1245 as follows.

Step	Action	Result
1	On Menu EEB800, ENTER "6" and PRESS "Enter".	Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "ENTER": <ul style="list-style-type: none"> • printer ID • number of copies to be printed. 	Screen EEB50590 will be displayed.
3	PRESS "Enter".	Menu EEB800 will be redisplayed, and the requested number of blank CCC-1245's will be printed.

255-270 (Reserved)

Part 8 (Reserved)

271-290 (Reserved)

Part 9 Quarterly Data Transmissions

291 Automatic Quarterly Transmissions

A CCC Conservation System Quarterly Transmissions

A transmission process will automatically queue and transmit, on a quarterly basis, the entire AD-1153, CCC-920, and CCC-1245 files. Data will be transmitted to both KCAO and the State Office.

B Transmission Process

CCC Conservation System quarterly transmission process functions as follows.

- At the beginning of every January, April, July, and October the entire conservation file for each file group on the County Office System 36 is automatically queued for transmissions during the end of day process.
- The system queues the data into the following 2 separate files.

- SSCCEE1 file is queued for transmission to KCAO.

Note: This file will be transmitted directly to KCAO. It will **not** be routed through the State Office.

- SSCCEE2 file is queued for transmission to the State Office.

Note: This file will **not** be transmitted to KCAO from the State Office.

- EE1 and EE2 files will be queued for each file group on the system.
- Both EE1 and EE2 files:
 - contain the same data
 - are transmitted using the bundle control system.
- The system automatically queues the files during the end-of-day process, and transmits them during the County Office's assigned nightly transmission schedule. No County Office intervention is necessary.

291 Automatic Quarterly Transmissions (Continued)

C Performing End-of-Day

Although the EE1 and EE2 queuing and transmission process is unattended, end-of-day **must** be processed for the system to queue the files.

Example: On May 17, end-of-day was processed for the 1st time since March 29. The EE1 and EE2 files were queued for transmission on May 17, 6 weeks late because end-of-day had not been processed.

County Offices shall ensure that end-of-day is processed at COB every workday. This will ensure that the EE1 and EE2 files will be queued timely each quarter.

291 Automatic Quarterly Transmissions (Continued)**D Transmission Purposes**

Transmitting AD-1153, CCC-920, and CCC-1245 data to:

- KCAO will provide a basis for the National Office to track, analyze, and evaluate GRP activity for:
 - program management
 - congressional reporting
 - any other needs that may arise.
- the State office will provide a basis for the queries to be developed by State Offices, if desired, to be used by FSA or NRCS State Offices for program management purposes.

Note: Queries will **not** be developed by the National Office for distribution through biweekly KCAO software releases.

E CCC-1245's With Final Performance

The quarterly transmission process is the only transmission process for the CCC-1245 data.

There will **not** be a separate process for transmitting only completed CCC-1245's to the State Office and on to KCAO. Such transmissions are not needed for CCC-1245's, because:

- FSA will not be providing yearly statistical reports of completed CCC-1245 activity as is provided for completed AD-245 and AD-862 activity
- there is no primary purpose technical data to be evaluated on CCC-1245 as there is on AD-862.

292-300 (Reserved)

Part 10 County CCC Ledger Processing

301 Accessing Conservation CCC Ledger Menu EEB400**A Accessing Menu EEB400**

On Menu EEB000, ENTER "4" to access Menu EEB400.

B Example of Menu EEB400

This is an example of Menu EEB400. All CCC ledger processing will be performed through this menu.

```
COMMAND                                EEB400                                E5
Conservation CCC Ledger Menu
-----
      1. Record Allocations
      2. Record Refunds
      3. Ledger Reports
      4. Record Ledger Adjustments
      5. Display Month-End Summaries

     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".
```

Section 1 Recording Allocations

302 Ledger Allocation Screen EEB41000

A Changes in Allocations

Before increases or decreases in allocations can be recorded on Screen EEB41000, the program and fund code for which the allocation change is to be recorded must be eligible on CCC county eligibility table.

B Accessing Screen EEB41000

On Menu EEB400, ENTER "1" and PRESS "Enter". Screen EEB41000 will be displayed reflecting all eligible fund codes for the selected program.

302 Ledger Allocation Screen EEB41000 (Continued)

C Example of Screen EEB41000

This is an example of Screen EEB41000.

Conservation	077-POINTE COUPEE	Display	EEB41000
Ledger Allocation Screen	Version: AD83	09-12-2006 14:28	Term E5

Fiscal Year: 2006	Total Allocation \$		71,900
Ledger Code: GRP			
		Change (+/-)	Allocation
225001/2003 GRP Contracts		_____	10,000
225001/2004 GRP Contracts		_____	5,000
225001/2005 GRP Contracts		_____	5,000
225002/2003 GRP Easements		_____	6,500
225002/2004 GRP Easements		_____	6,500
225002/2005 GRP Easements		_____	5,000
225001/2004 GRP Commitment		_____	5,000
225001/2003 GRP Reallocation		_____	6,500
225001/2004 GRP Supplemental		_____	5,800
225001/2004 GRP Supplemental		_____	5,000
225001/2005 GRP Supplemental		_____	5,000
225001/2003 GRP Contract Supplemental		_____	100
MORE LEDGER CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Page			

302 Ledger Allocation Screen EEB41000 (Continued)

D Recording Changes on Screen EEB41000

Record allocation changes as follows.

Step	Action	Result
1	<p>Enter the amount of the allocation increase or decrease in the Change (+/-) field for the appropriate fund code.</p> <p>Note: An allocation decrease shall be entered with a negative sign (-) before the amount. A sign is not required for a positive amount.</p> <p>When all allocation changes have been entered and verified to be correct, PRESS "Enter".</p>	<p>Screen EEB41005 will be displayed reflecting the following:</p> <ul style="list-style-type: none"> • the message at the bottom of the screen, "Change(s) updated on ledger file." • new individual fund code allocations updated with the changes just made • new total allocation for the program updated with the changes just made.
2	PRESS "Cmd7" or "F7".	Menu EEB400 will be displayed.

303-310 (Reserved)

Section 2 Recording Refunds

311 When Not to Record a Refund

A AD-1153 for Easement or CCC-920 is Canceled

If an AD-1153 for easement or CCC-920 is canceled after performance has been recorded, handle the refund as follows:

- **do not** record a refund to the ledger
- **reduce** CCC-1245 according to Part 6, Section 3

Important: This process is applicable regardless of the FY in which the participant actually refunds the overpayment amount.

If it is past the CCC-1245 cutoff date, a password from CEPD will be needed to complete processing.

311 When Not to Record a Refund (Continued)**B CCC-1245 and Payment Are Incorrect**

If FSA overpays a participant and the participant refunds the overpayment amount, handle the refund as follows:

- decrease the performance amount earned for the practice on CCC-1245 according to Part 6
- ensure that final performance has been decreased by CCC-1245 access cutoff date, which is March 15 of the year following performance. After March 15, access to CCC-1245 will require a password from CEPD.

The refund amount will remain with AD-1153 or CCC-920. If it is not needed by the contract ending date, it will be de-obligated from the contract with any other unused funds and returned to the State Office.

Example: Final performance was recorded for GRP contract number 2005 0023, control number 2006 0003, on August 3, 2006, for \$8,800. On August 27, 2006, the County Office discovered that earnings had been calculated incorrectly. Earnings should have been calculated to be \$7,500.

The County Office notified the producer on August 28, 2006, requesting that the producer refund the \$1,300 overpayment. The refund was received in the County Office on January 8, 2007.

The County Office accessed CCC-1245 control number 2000 0003 through the “Correction After Performance” option and reduced the earned amount for the practice from \$8,800 to \$7,500.

Note: If a refund is received after CCC-1245 access cutoff date, contact CEPD through the State Office, to obtain a password.

Reducing the earned amount for the practice:

- treated the \$1,300 refund amount as slippage within the contract
- placed the \$1,300 back into the contract’s “Amount to be Distributed”.

311 When Not to Record a Refund (Continued)

C Other Cases

There may be other instances where a refund should not be recorded to the ledger that are not apparent at the time of this amendment.

County Offices shall contact the State Office when uncertain as to how to handle refunds.

State Offices shall contact CEPD, if further assistance with refunds is needed.

312 Using “Record Refunds” Option

A Guidelines

The “Record Refunds” option requires a password from CEPD. Contact CEPD through the State Office.

Record **only** the following as refunds on the ledger:

- expired checks, if a substitute check is **not** to be issued
- payments on claims.

When entering a refund on the ledger:

- record **only** the principal
- round the principal to the nearest whole dollar, using the standard rule of rounding
- do **not** record any interest paid.

Refunded amounts are de-obligated funds and **must** be returned to the State Office; therefore, **do not**:

- re-approve refunded amounts on the original contract
- approve refunded amounts on new contracts.

312 Using “Record Refunds” Option (Continued)

B Notifying State Office of Refunds

County Offices shall do the following for refunds recorded to the ledger:

- notify the State Office of each refund recorded to the ledger, as they are recorded
- return the de-obligated funds, when notified to do so by the State Office.

C State Office Action

State Offices shall:

- require County Offices to return all de-obligated funds on ledgers because of refunds
- maintain de-obligated funds in a C/S reserve account with any other unused funds, until notified to return them to the National Office.

313 Ledger Refunds Screen EEB41500

A Accessing Screen EEB41500

Access Screen EEB41500 as follows.

Step	Action	Result
1	On Menu EEB400, ENTER "2" and PRESS "Enter".	Screen EEB40501 will be displayed.
2	Contact CEPD through the State Office to obtain a password. Enter password and PRESS "Enter".	Screen EEB40505 will be displayed.
3	Enter the number of the fund code to be selected and PRESS "Enter".	Screen EEB41500 will be displayed.

B Example of Screen EEB41500

This is an example of Screen EEB41500.

```

Conservation          069-NATCHOTICHES          Display          EEB41500
Ledger Refunds Screen          Version: AC95    11-27-2001 13:22 Term E5
-----
Fiscal Year:  2005      Ledger Code:  GRP          Fund Code:  225002/2004

                          Program Year:          _____

                          Control Number:  _____

                          Refund Amount:    _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

314 Recording a Refund

A Recording Refunds on Screen EEB41500

Record a refund on Screen EEB41500 as follows.

Step	Action
1	Enter the 4-digit FY of the fund code in the Program Year field.
2	Enter the control number for the original payment in the Control Number field.
3	Enter the refund amount in the Refund Amount field, as follows: <ul style="list-style-type: none"> • enter only the principal amount, do not include any interest paid by the participant • do not enter a minus or plus sign. <p>Note: The system will automatically post refunds as negative entries on the ledger according to subparagraph 314 B.</p>
4	Verify that all data entered is correct and PRESS “Enter”.

314 Recording a Refund (Continued)

A Recording Refunds on Screen EEB41500 (Continued)

Step	Action	
5	IF the control number is...	THEN...
	found in the contract file	<p>Screen EEB41505 will be displayed with the message, “Refund has been recorded on the ledger.”</p> <p>PRESS:</p> <ul style="list-style-type: none"> • “Cmd2” or “F2” to return to Screen EEB40500 to enter another refund and repeat steps: <ul style="list-style-type: none"> • 1 through 3 in subparagraph 313 A • 1 through 5 in this table • “Cmd7” or “F7” to return to Menu EEB400, if no additional refunds need to be recorded.
	not found in the contract file	<p>Screen EEB41505 will be displayed with the message, “The entered control number is not present on the CCC-1245 file. PRESS “Enter” if you still wish to record this refund.”</p> <p>Note: The most likely reasons this message will appear, are as follow:</p> <ul style="list-style-type: none"> • an invalid or erroneous control number was entered; in this case, the control number entered needs to be corrected <p style="padding-left: 40px;">Example: 9999 0078 was entered, but 1999 0078 should have been entered.</p> <ul style="list-style-type: none"> • the control number was erroneously canceled and deleted; therefore, it is no longer in the file.

314 Recording a Refund (Continued)

A Recording Refunds on Screen EEB41500 (Continued)

Step	Action	
5 (Cntd)	<p>IF the control number is...</p> <p>not found in the contract file (Cntd)</p>	<p>THEN...</p> <p>PRESS 1 of the following, as applicable.</p> <ul style="list-style-type: none"> • “Enter”, if the control number is correct; Menu EEB400 will be displayed. • “Cmd4” or “F4” to redisplay Screen EEB41500, if the entered control number needs to be corrected; correct the control number, and PRESS “Enter”. <p>Screen EEB41505 will be displayed with the message, “Refund has been recorded on the ledger”. PRESS:</p> <ul style="list-style-type: none"> • “Cmd2” or “F2” to return to Screen EEB41500 to enter another refund and repeat steps: <ul style="list-style-type: none"> • 1 through 3 in subparagraph 313 A • 1 through 5 in this table • “Cmd7” or “F7” to return to Menu EEB400. if no additional refunds need to be recorded. • “Cmd7” or “F7” to return to Menu EEB400. if a replacement control number needs to be created or some other corrective action needs to be taken before the refund can be recorded.

314 Recording a Refund (Continued)**B Updating Ledger File**

When Screen EEB41505 is displayed with the message, “Refund has been recorded on the ledger,” the ledger file will be updated with the refund. A line item entry will be posted on the Sequential Ledger Entry Report EEB425-R007 that:

- subtracts the refund amount entered on Screen EEB41500 from columns
 - 4, Amount Approved
 - 5, Performed Amount Approved
 - 6, Performed Amount Earned
- adds the refund amount entered on Screen EEB41500 to column 7, Balance Available for Commitment.

Note: The refund recorded will **not** have any impact on either of the following:

- contract file
- Sequential Contracts Report EEB425-R008.

314 Recording a Refund (Continued)

C Example of Report EEB425-R007

This is an example of Report EEB425-R007 with a:

- refund line item entry on 06-12-1998
- allocation reduction entry on 06-22-1998.

Note: This entry would be made through Menu EEB400, option "1", after notification was received from the State Office to return the de-obligated funds.

WEST VIRGINIA		U.S. Department of Agriculture				Prepared: 06-22-1998	
BARBOUR		Farm Service Agency				As of: 06-22-1998	
Report ID: EEB425-R007		County Allocation Control Ledger				Page: 1	
Ledger Code: EOIP		Sequential Ledger Entry				Fiscal Year: 1998	
Fund Code: 540025/1997		Date From 10-01-1997 Thru 06-22-1998					
Desc: Tygart Valley Watershed							
---	(1)---	(2)---	(3)---	(4)---	(5)---	(6)---	(7)---
10-01-1997	CARRY FORWARD	365,062	365,062				0
11-04-1997	CANCELLED 1682 19970060 CLARENCE HULL		75,000-				75,000
12-15-1997	PARTIAL PAYMENT 1518 19970001 RUDOLPH HESSE	1998 0012		24,688	24,688		75,000
03-27-1998	FINAL PAYMENT 1518 19970001 RUDOLPH HESSE	1998 0012		5,312	5,312		75,000
0416-1998	ALLOCATION	75,000-					0
04-21-1998	FINAL PAYMENT 2641 19970037 ANDREW MILLER	1998 0005		6,789	6,789		0
05-12-1998	FINAL PAYMENT 1111 19970009 NEWTON G. COSBY * * *\$ 750 Slippage* * *	1998 0003		9,014	9,014		0
05-27-1998	FINAL PAYMENT 1301 19970020 DAYSRING FARMS, INC.	1998 0008		4,500	4,500		0
06-12-1998	1998 REFUND	1998 0005	6,789-	6,789-	6,789-		6,789
06-22-1998	ALLOCATION		6,789-				0
10-31-1997	MONTH END	365,062	365,062				0
11-30-1997	MONTH END	365,062	290,062				75,000
12-31-1997	MONTH END	365,062	290,062	24,688	24,688		75,000
01-31-1998	MONTH END	365,062	290,062	24,688	24,688		75,000
02-28-1998	MONTH END	365,062	290,062	24,688	24,688		75,000
03-31-1998	MONTH END	365,062	290,062	30,000	30,000		75,000
04-30-1998	MONTH END	290,062	290,062	36,789	36,789		0
05-31-1998	MONTH END	290,062	290,062	50,303	50,303		0
06-22-1998	CURRENT BALANCE	283,273	283,273	43,514	43,514		0

314 Recording a Refund (Continued)

D Example of Report EEB425-R008

This is an example of Report EEB425-R008 as of 06-22-1998, after a refund has been recorded.

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 06-22-1998	
BARBOUR		Farm Service Agency			As of: 06-22-1998	
Report ID: EEB425-R008		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Contracts Report			Fiscal Year: 1998	
Fund Code: 540025/1997		Date From 10-01-1997 Thru 06-22-1998				
Desc: Tygart Valley Watershed						
DATE	* DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. FARM #, CNTR # - PROD.)	* ALLOCATION AND CHANGES AMOUNT	* COST-SHARE ASSISTANCE AMOUNT APPROVED	* ASSISTANCE PERFORMED AMOUNT APPROVED	* AMOUNT EARNED	* BALANCE AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
06-22-1998	CURRENT BALANCE 1997 0001 RUDOLPH HESSE		50,062	30,000	30,000	20,062
06-22-1998	CURRENT BALANCE 1997 0009 NEWTON G. COSBY		45,000	9,014	9,014	35,986
06-22-1998	CURRENT BALANCE 1997 0016 BASIL PENNINGTON		50,000			50,000
06-22-1998	CURRENT BALANCE 1997 0020 DAYSPRING FARMS, INC.		98,211	4,500	4,500	93,711
06-22-1998	CURRENT BALANCE 1997 0037 ANDREW MILLER		46,789	6,789	6,789	40,000
06-22-1998	CANCELLED 1997 0060 CLARENCE HULL		0			0
06-22-1998	CURRENT BALANCE		290,062	50,303	50,303	239,759

314 Recording a Refund (Continued)

E Out-of-Balance Ledgers

After a refund is recorded, Reports EEB425-R007 and EEB425-R008 will be out-of-balance as follows:

- **before** de-obligated funds are returned to the State Office, Report EEB425-R007, columns 5 and 6 will be out-of-balance with Report EEB425-R008, columns 5 and 6
- **after** de-obligated funds are returned to the State Office, Report EEB425-R007, columns 4, 5, and 6 will be out-of-balance with Report EEB425-R008, columns 4, 5, and 6.

Important: Recording a refund and subsequent return of the de-obligated funds to the State Office is the **only** valid reason for these ledgers to be out-of-balance during FY.

The 2 reports will:

- remain out-of-balance with each other for the remainder of the current FY
- be back in balance with each other after FY rollover has been completed.

F Example of Report EEB425-R007

The following is an example of Report EEB425-R007, **after FY rollover** is completed. The current balance figures for 06-22-1998, displayed in subparagraph C, were used to calculate the carry forward figures for 10-01-1998. For this example, no additional ledger postings were made between June 22, 1998, and October 1, 1998.

WEST VIRGINIA		U.S. Department of Agriculture			Prepared: 10-01-1998	
BARBOUR		Farm Service Agency			As of: 10-01-1998	
Report ID: EEB425-R007		County Allocation Control Ledger			Page: 1	
Ledger Code: EQIP		Sequential Ledger Entry			Fiscal Year: 1999	
Fund Code: 540025/1997		Date From 10-01-1998 Thru 10-01-1998				
Desc: Tygart Valley Watershed						

	* DESCRIPTION OF TRANS.	* ALLOCATION	* COST-SHARE ASSISTANCE			* BALANCE
DATE	* (DESCR. - CONTROL NO.	* AND CHANGES	* AMOUNT	* PERFORMED	* AVAILABLE FOR	
	* FARM #, CNTR # - PROD.)	* AMOUNT	*APPROVED	*AMOUNT APPROVED	*AMOUNT EARNED	* COMMITMENT
---	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
10-01-1998	CARRY FORWARD	239,759	239,759			0

314 Recording a Refund (Continued)

G Example of Report EEB425-R008

The following is an example of Report EEB425-R008, **after FY rollover** is completed. The contract and current balance figures for 06-22-1998, displayed in subparagraph D, were used to calculate the carry forward figures for 10-01-1998. For this example, no additional ledger postings were made between June 22, 1998, and October 1, 1998.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 10-01-1998		
BARBOUR		Farm Service Agency		As of: 10-01-1998		
Report ID: EEB425-R008		County Allocation Control Ledger		Page: 1		
Ledger Code: EQIP		Sequential Contracts Report		Fiscal Year: 1999		
Fund Code: 540025/1997		Date From 10-01-1998 Thru 10-01-1998				
Desc: Tygart Valley Watershed						

DATE	* DESCRIPTION OF TRANS. * (DESCR. - CONTROL NO. * FARM #, CNTR # - PROD.)	* ALLOCATION * * AND CHANGES * * AMOUNT	* COST-SHARE ASSISTANCE * AMOUNT * * APPROVED	* PERFORMED * AMOUNT APPROVED	* AMOUNT EARNED	* BALANCE * AVAILABLE FOR * COMMITMENT
---	(1)-----	(2)-----	(3)-----	(4)-----	(5)-----	(6)----- (7)-----
10-01-1998	CURRENT BALANCE 1997 0001 RUDOLPH HESSE		20,062			20,062
10-01-1998	CURRENT BALANCE 1997 0009 NEWTON G. COSBY		35,986			35,986
10-01-1998	CURRENT BALANCE 1997 0016 BASIL PENNINGTON		50,000			50,000
10-01-1998	CURRENT BALANCE 1997 0020 DAYSRING FARMS, INC.		93,711			93,711
10-01-1998	CURRENT BALANCE 1997 0037 ANDREW MILLER		40,000			40,000
10-01-1998	CANCELLED 1997 0060 CLARENCE HULL		0			0
10-01-1998	CURRENT BALANCE		239,759			239,759

315 Correcting a Previously Recorded Refund**A Refunds Recorded for the Wrong Amount**

Correct a refund that was previously recorded for the wrong amount, according to this paragraph. Examples of incorrectly recorded refunds are as follows.

- A refund was received from a producer for \$2,780 in FY 1998, and recorded to the ledger. In the same FY, it was discovered that the refund was erroneously recorded to the ledger for \$2,870, which is \$90 more than the actual amount refunded by the producer.
- A refund was received from a producer for \$5,300 in FY 1998. In the same FY, it was discovered that the refund was erroneously recorded to the ledger for \$3,500, which is \$1,800 less than the actual amount refunded by the producer.
- A producer was requested to refund \$6,000. The refund was recorded to the ledger before the producer actually submitted the refund.
- A refund was received from a producer for \$4,520 in FY 1998. During the FY 1998 reconciliation process in FY 1999, it was discovered that the refund was erroneously recorded to the ledger for \$4,220, which is \$300 less than the actual amount refunded by the producer.

In the first 3 examples, corrections will be made to the ledger in the FY in which the erroneous recordings occurred. However, in the last example, the correction will be made to the ledger in the FY following the FY in which the erroneous recording occurred. This is because the error was not discovered until the following FY.

315 Correcting a Previously Recorded Refund (Continued)

B Correcting Current FY Refund

Correct a refund error as follows, when the error is found:

- in the same FY as the original refund was recorded
- **before** the de-obligated funds have been returned to the State Office.

Step	Action	
1	Access Screen EEB41500 according to paragraph 313. Complete entries on Screen EEB41500 according to steps 2 through 6.	
2	Enter the 4-digit FY in the Program Year field. Important: FY entered should be the same FY that was entered when the original refund was recorded.	
3	Enter the control number in the Control Number field. Important: Control number entered should be the same control number that was entered when the original refund was recorded.	
4	IF the original refund amount recorded needs to be...	THEN enter in the Refund Amount field the amount by which the original refund needs to be...
	increased, as in the 2nd example in subparagraph A	increased. Do not enter a plus sign. Example: When correcting the 2nd example in subparagraph A, ENTER "1800".
	decreased, as in the 1st and 3rd examples in subparagraph A	decreased. Enter a negative sign (-) in front of the amount being entered. Examples: When correcting the examples from subparagraph A: <ul style="list-style-type: none"> • ENTER "-90" for the 1st example • ENTER "-6000" for the 3rd example, because the refund should not have been recorded at all. This reverses the refund.

315 Correcting a Previously Recorded Refund (Continued)

B Correcting Current FY Refund (Continued)

Step	Action
5	Verify that all data entered is correct and PRESS "Enter". Screen EEB41505 will be displayed with the message, "Refund has been recorded on ledger."
6	PRESS "Enter". Menu EEB400 will be displayed.

315 Correcting a Previously Recorded Refund (Continued)

C Correcting Current FY Refund After Funds Are Returned to State Office

Correct a refund error as follows, when the error is found:

- in the same FY the original refund was recorded
- **after** the de-obligated funds have been returned to the State Office.

Step	Action	
1	IF the original refund amount recorded needs to be...	THEN...
	increased, and no funds are on Report EEB425-R007, Balance Available column Note: This should be the most likely situation to occur when funds need to be increased, since funds are to be returned to the State Office as they are de-obligated.	<ul style="list-style-type: none"> • notify the State Office the amount the original refund needs to be increased • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	increased, and funds on Report EEB425-R007, Balance Available column are equal to or greater than the amount the original refund needs to increased	go to step 2.

315 Correcting a Previously Recorded Refund (Continued)

C Correcting Current FY Refund After Funds Are Returned to State Office (Continued)

Step	Action	
1 (Cntd)	<p>IF the original refund amount recorded needs to be...</p> <p>increased, and funds on Report EEB425-R007, Balance Available column are less than the amount by which the original refund needs to be increased</p> <p>decreased</p>	<p>THEN...</p> <ul style="list-style-type: none"> • notify the State Office of the difference between the amount needed to correct the refund and the amount on Report EEB425-R007, Balance Available column <p>Note: This is the allocation increase the State will need to issue to enable the correction to be made.</p> <ul style="list-style-type: none"> • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2. <p>go to step 2.</p>
2	Access Screen EEB41500, according to paragraph 313. Complete entries on Screen EEB41500, according to steps 3 through 7.	
3	<p>Enter the 4-digit FY in the Program Year field, and PRESS “Field Exit”.</p> <p>Important: FY entered should be the same FY that was entered when the original refund was recorded.</p>	
4	<p>Enter the control number in the Control Number field, and PRESS “Field Exit”.</p> <p>Important: The control number entered should be the same control number that was entered when the original refund was recorded.</p>	

315 Correcting a Previously Recorded Refund (Continued)

C Correcting Current FY Refund After Funds Are Returned to State Office (Continued)

Step	Action	
5	<p>IF the original refund amount recorded needs to be...</p>	<p>THEN Enter in the Refund Amount field the amount by which the original refund needs to be...</p>
	<p>increased, as in the 2nd example in subparagraph A</p>	<p>increased. Do not enter a plus sign. Example: When correcting the 2nd example in subparagraph A, ENTER "1800".</p>
	<p>decreased, as in the 1st and 3rd examples in subparagraph A</p>	<p>decreased. Enter a negative sign (-) in front of the amount being entered. Examples: When correcting the examples from subparagraph A:</p> <ul style="list-style-type: none"> • ENTER "-90" for the 1st example • ENTER "-6000" for the 3rd example, because the refund should not have been recorded at all. This reverses the refund.
6	<p>Verify that all data entered is correct and PRESS "Enter". Screen EEB41505 will be displayed with the message, "Refund has been recorded on ledger."</p>	
7	<p>PRESS "Enter". Menu EEB400 will be displayed.</p>	

315 Correcting a Previously Recorded Refund (Continued)

D Correcting Prior FY Refund

Correct a refund error that it is found in a subsequent FY after the FY in which the original refund was recorded, as follows.

Important: The correction will be made to the current FY ledger, even though the original refund was recorded in a prior FY. There is no means of correcting a prior FY's ledger; therefore, the correction **must** be made to the current FY ledger.

Step	Action	
1	IF the original refund amount recorded needs to be...	THEN...
	increased, and there are no funds on Report EEB425-R007, Balance Available column Note: This should be the most likely situation to occur when funds need to be increased, since funds are to be returned to the State Office as they are de-obligated.	<ul style="list-style-type: none"> • notify the State Office of the amount the original refund needs to be increased • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	increased, and the funds on Report EEB425-R007, Balance Available column are equal to or greater than the amount the original refund needs to be increased	go to step 2.

315 Correcting a Previously Recorded Refund (Continued)

D Correcting Prior FY Refund (Continued)

Step	Action	
1 (Cntd)	IF the original refund amount recorded needs to be...	THEN...
	increased, and funds on Report EEB425-R007, Balance Available column are less than the amount the original refund needs to be increased	<ul style="list-style-type: none"> • notify the State Office of the difference between the amount needed to correct the refund and the amount on Report EEB425-R007, Balance Available column Note: This is the allocation increase the State Office will need to issue to enable the correction to be made. • the State Office will issue an allocation for the amount to correct the refund • record the allocation increase, when received, according to paragraph 302 • go to step 2.
	decreased	go to step 2.
2	Access Screen EEB41500, according to paragraph 313. Complete entries on Screen EEB41500, according to steps 3 through 7.	
3	Enter the 4-digit FY in the Program Year field, and PRESS "Field Exit". Important: FY entered should be the same FY that was entered when the original refund was recorded.	
4	Enter the control number in the Control Number field, and PRESS "Field Exit". Important: Control number entered should be the same control number that was entered when the original refund was recorded.	

315 Correcting a Previously Recorded Refund (Continued)

D Correcting Prior FY Refund (Continued)

Step	Action	
5	IF the original refund amount recorded needs to be...	THEN Enter in the Refund Amount field the amount the original refund needs to be...
	increased, as in the 4th example in subparagraph A	increased. Do not enter a plus sign. Example: When correcting the 4th example in subparagraph A, ENTER "300".
	decreased	decreased. Enter a negative sign (-) in front of the amount being entered. Examples: "-850", "-2,390".
6	Verify that all data entered is correct and PRESS "Enter". Screen EEB41505 will be displayed with the message, "Refund has been recorded on ledger."	
7	PRESS "Enter". Menu EEB400 will be displayed.	

316-330 Reserved

Section 3 Ledger Reports

331 Verifying Ledger Report Data

A Reviewing Ledgers

Review Report EEB425-R007 for all programs and fund codes on the last workday of each month.

Ensure that any necessary corrections are made on the last workday of the month so that Progress Reports prepared on the 1st workday of the month are correct. Contact the State Office for assistance, if needed.

332 Ledger Reports Screen EEB42000

A Accessing Screen EEB42000

Access Screen EEB42000 as follows.

Step	Action		Result
1	on Menu EEB400, ENTER "3".		Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 		Screen EEB40500 will be displayed.
3	PRESS "Enter".		Screen EEB40505 will be displayed.
4	IF the report is to be processed for...	THEN...	Screen EEB42000 will be displayed.
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	
	all fund codes displayed	leave the Enter# of Fund Code field blank and PRESS "Enter".	

332 Ledger Reports Screen EEB42000 (Continued)

B Example of Screen EEB42000

This is an example of Screen EEB42000. All ledger reports will be printed from this screen.

Conservation	069-NATCHOTICHES	Selection	EEB42000
Ledger Reports Screen		Version: AC95	11-27-2001 14:06 Term E5

Fiscal Year: 2002	Ledger Code: EQIP	Fund Code: ALL	
Action Code	Ledger Reports		
1.	Current Fiscal Year Ledger Report		
	Request For Specific Ledger Information:		
2.	Control Number	_____	_____
3.	Farm Number	_____	_____
4.	Reserved		
5.	Last 4 Positions Of Producer ID	_____	
	(Leave Blank To Do Inquiry)		
6.	Contract Number	_____	_____
7.	Sequential Ledger Entry Report		
8.	Sequential Contract Report		
9.	Contracts With No Active CCC-1245's		
Enter option and press "Enter". ____			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

333 Current FY Balances Report EEB425-R001

A Printing Report EEB425-R001

Print Report EEB425-R001 as follows.

Step	Action
1	On Screen EEB42000, ENTER "1".
2	The message, "Report is scheduled to be released to print queue", will be displayed. The number of copies of the report entered on Screen EZZ80000 will be printed. PRESS "Cmd7" or "F7" to return to Menu EEB400.

B Example of Report EEB425-R001

This is an example of Report EEB425-R001 that shows the ledger balance for the FY as a single line-entry as of the current date.

WEST VIRGINIA	U.S. Department of Agriculture	Prepared: 05-25-2005
BARBOUR	Farm Service Agency	As of: 05-25-2005
Report ID: EEB425-R001	County Allocation Control Ledger	Page: 1
Ledger Code: GRP	Sequential Ledger Entry	Fiscal Year: 2006
Fund Code: 545001/2005	Current Fiscal Year Balances	
Desc: GRP Contracts		

* DESCRIPTION OF TRANS.* ALLOCATION	* COST-SHARE ASSISTANCE	* BALANCE
DATE* (DESCR. - CONTROL NO.* AND CHANGES	* AMOUNT *	* AVAILABLE FOR
* FARM #, CNTR # - PROD* AMOUNT	*APPROVED*AMOUNT APPROVED*AMOUNT EARNED*	* COMMITMENT
-- (1) ----- (2) ----- (3) -----	(4) ----- (5) ----- (6) -----	(7) -----
05-25-2005 CURRENT BALANCE	250,000	250,000

334-338 (Reserved)

339 Sequential Ledger Entry Report EEB425-R007

A Printing Report EEB425-R007

Print Report EEB425-R007 as follows.

Step	Action	
1	On Screen EEB42000, ENTER "7". Screen EEB42005 will be displayed.	
2	IF the report is to be generated for...	THEN...
	the entire current FY a portion of the current FY	leave the Date fields blank and PRESS "Enter". enter the From and Through Date fields for the date range to be processed. The date: <ul style="list-style-type: none"> • must be entered in MMDDCCYY format Example: June 16, 2001, would be entered as 06162001. • range must be within the current FY.
3	The message, "Report is scheduled to be released to the print queue", will be displayed. The number of copies of the report entered on Screen EZZ8000 will be printed. PRESS "Cmd7" or "F7" to return to Menu EEB400.	

339 Sequential Ledger Entry Report EEB425-R007 (Continued)

B Example of Report EEB425-R007

This is an example of Report EEB425-R007. This ledger is the main control ledger for CCC conservation funds. The data on this report will be current FY data from the ledger file.

Important: This ledger must be in balance at all times. Column 3 minus column 4, plus column 5, minus column 6, must equal column 7.

WEST VIRGINIA	U.S. Department of Agriculture	Prepared:	05-25-2005
BARBOUR	Farm Service Agency	As of:	05-25-2005
Report ID: EEB425-R007	County Allocation Control Ledger	Page:	1
Ledger Code: GRP	Sequential Ledger Entry	Fiscal Year:	2006
Fund Code: 545001/2005	Date From 10-01-2004 Thru 05-25-2005		
Desc: GRP Contracts			

DATE	DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. - FARM #, CNTR # - PROD)	ALLOCATION AND CHANGES AMOUNT	COST-SHARE ASSISTANCE PERFORMED	BALANCE AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5) - (6)
05-17-2005	ALLOCATION	250,000		250,000
05-25-2005	CURRENT BALANCE	250,000		250,000

340 Sequential Contracts Report EEB425-R008

A Printing Report EEB425-R008

Print Report EEB425-R008 as follows.

Step	Action
1	On Screen EEB42000, ENTER "8".
2	The message, "Report is scheduled to be released to the print queue", will be displayed. The number of copies of the report entered on Screen EZZ80000 will be printed. PRESS "Cmd7" or "F7" to return to Menu EEB400.

B Example of Report EEB425-R008

This is an example of Report EEB425-R008.

LOUISIANA	U.S. Department of Agriculture	Prepared: 09-13-2006
POINTE COUPEE	Farm Service Agency	As of: 09-13-2006
Report ID: EEB425-R008	County Allocation Control Ledger	Page: 1
Ledger Code: GRP	Sequential Contracts	Fiscal Year: 2006
Fund Code: 225002/2006	Date From 10-01-2005 Thru 09-13-2006	
Desc: GRP Easements		

DATE	DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. - FARM #, CNTR # - PROD)	ALLOCATION AND CHANGES AMOUNT	COST-SHARE ASSISTANCE PERFORMED AMOUNT	BALANCE AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)
09-13-2006	CURRENT BALANCE 20060010 NEW FARMS LLC	13,300	5,000	8,300
09-13-2006	CURRENT BALANCE 20060013 JAMES FARMER	1,400		1,400
09-13-2006	CURRENT BALANCE 20060014 BOB RANCHER	500		500

341-350 (Reserved)

Section 4 Recording Ledger Adjustments

351 Overview

A Guidelines

This Section provides instructions for recording manual adjustments to the CCC ledger.

County Offices **are required** to contact the State Office for approval and to obtain a password from CEPD to make ledger adjustments or contract ledger adjustments.

Ledger adjustments will **only** be used when the correction **cannot** be recorded through the CCC-1245 “Correction After Performance” option (see Part 6, Section 3).

The ledger adjustment for a specific contract will need to be processed twice to keep the Sequential Ledger and the Sequential Contracts Ledger in agreement.

After manual adjustments are updated to the ledger, print the:

- Sequential Ledger Entry Report

Note: Manually document on the ledger why the ledger adjustment was made (control number, reason for adjustment, and name of person who authorized adjustment). File the ledger in a folder labeled “GRP 4-1 Allocation Control Ledger”, according to 25-AS.

- Sequential Contracts Report.

Note: Ensure that Sequential Contracts Report columns 4, 5, and 6 match Sequential Ledger Entry Report columns 4, 5, and 6.

352 Record Ledger Adjustments**A Example of Menu EEB400**

This is an example of Menu EEB400. To record ledger adjustments, Enter option "4", "Record Ledger Adjustments."

```
COMMAND                                EEB400                                E5
Conservation CCC Ledger Menu
-----
          1. Record Allocations
          2. Record Refunds
          3. Ledger Reports
          4. Record Ledger Adjustments
          5. Display Month-End Summaries

          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".
4
```

352 Record Ledger Adjustments (Continued)

B Password Screen

When option "4" is entered on Menu EEB400, Screen EEB40501 will be displayed. The following is an example of Screen EEB40501.

Notes: County Offices **must** contact the State Office to obtain authorization and a password from CEPD before continuing.

If the State Office or CEPD is **not** immediately available, PRESS "Cmd7" or "F7" to end the ledger adjustment process and return to this screen when contacted by CEPD.

```

Conservation          077-POINTE COUPEE          Selection      EEB40501
County Allocation Control Ledger Screen Version: AD98 06-19-2007 15:05 Term E5
-----
                                Record Ledger Adjustments

                                W A R N I N G

                                To run this procedure, you must obtain authorization and a
                                password from CEPD through your State Office.

                                Current Session Date: 20070619
                                Time: 150547

                                Password: _____

Enter=Continue  Cmd7=End

```

352 Record Ledger Adjustments (Continued)

C Entering Ledger Adjustment Data

Record ledger adjustment data according to the following table.

Step	Action	Result
1	On Screen EEB40501, Enter the CEPD provided password according to subparagraph B and PRESS "Enter".	Screen EEB40505 will be displayed.
2	On Screen EEB40505, Enter the number of the fund code to be selected and PRESS "Enter".	Screen EEB43000 will be displayed.
3	On Screen EEB43000, to make an adjustment to: <ul style="list-style-type: none"> • a specific contract, enter the contract number and PRESS "Enter" • the sequential ledger, leave the Contract Number field blank and PRESS "Enter" 	Screen EEB43005 will be displayed.
4	On Screen EEB43005, make any necessary adjustments to any of the following fields: <ul style="list-style-type: none"> • Allocation • Amount Approved • Performance Amount Approved • Performance Amount Earned • Balance Available. <p>Notes: If the correction is being subtracted, enter minus sign (-) before the amount.</p> <p>If an adjustment to the field is not needed, leave the field blank.</p> <p>When all data is verified correct, PRESS "Enter".</p>	Screen EEB43010 will be displayed with the message, "Change(s) updated on ledger file)." New balances will be displayed on the screen.
5	On Screen EEB43010, do either of the following: <ul style="list-style-type: none"> • PRESS "Cmd2" or "F2" to make another ledger adjustment and repeat steps 1 through 5 • PRESS "Cmd7" or "F7" to return to Menu EEB400. 	

352 Record Ledger Adjustments (Continued)

D Example of Screen

This is an example of Screen EEB43005.

```

Conservation          077-POINTE COUPEE          Display          EEB43005
Ledger Manual Adjustment Screen          Version: AD98 06-20-2007 11:44 Term E5
-----
Fiscal Year: 2007      Ledger Code: GRP          Fund Code: 225001/2004

                                     Change (+/-)          Current
                                     Change (+/-)          Balances

Allocation:                                     _____          10,000
Amount Approved:                               _____          3,000
Performance Amount Approved:                   _____           0
Performance Amount Earned:                     _____           0
Balance Available:                              _____          7,000

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
IM: Ledger adjustments are transmitted to the state office for information.
    
```

353 Document Ledger Adjustments

A Confirm Ledger Adjustments

After manual adjustments are updated to the ledger, print the:

- Sequential Ledger Entry Report

Note: Manually document on the ledger why the ledger adjustment was made (control number, reason for adjustment, and name of person who authorized adjustment). File the ledger in a folder labeled “GRP 4-1 Allocation Control Ledger”, according to 25-AS.

- Sequential Contracts Report.

Note: Ensure that Sequential Contracts Report columns 4, 5, and 6 match Sequential Ledger Entry Report columns 4, 5, and 6.

354-370 (Reserved)

Section 5 Monthend Summaries

371 Monthend Record

A Monthend Ledger Record

The 1st time the CCC conservation system is accessed each month, the system performs monthend processing, which creates a monthend record in the ledger file. The monthend record contains the Sequential Ledger Entry balances as of the last day of the previous month.

The monthend balances can be obtained by either of the following methods:

- printing the Sequential Ledger Entry according to Section 3
- displaying the monthend summary screen according to paragraph 372.

372 Ledger Monthend Summaries Screen EEB43500

A Accessing Screen EEB43500

Access Screen EEB43500 as follows.

Step	Action	Result
1	On Menu EEB400, ENTER "5" and PRESS "Enter".	Screen EEB40505 will be displayed.
2	On Screen EEB40505, Enter the number of the fund code to be selected and PRESS "Enter".	Screen EEB43500 will be displayed, reflecting the Sequential Ledger Entry amounts in columns 3 through 7 as of the: <ul style="list-style-type: none"> • carry forward into the current FY • monthend for each past month of the current FY • current date.
3	PRESS "Cmd7" or "F7".	Menu EEB400 will be displayed.

B Example of Screen EEB 43500

This is an example of Screen EEB43500.

```

Conservation          077-POINTE COUPEE          Display          EEB43500
Ledger Month-End Summaries Screen      Version: AD95  4-26-2007 15:39 Term E5
-----
Fiscal Year: 2007      Ledger Code: GRP          Fund Code: 225002/2004

Month-End      Total      Amount      Performance      Balance
Allocation     Approved   Approved   Approved   Earned   Available
CARRY FWRD      1,400      1,400
OCTOBER         1,400      1,400
NOVEMBER        1,400      1,400
DECEMBER        1,400      1,400
JANUARY         1,400      1,400
FEBRUARY        1,400      1,400
MARCH           11,400     1,400
CURR BAL        16,400     1,390      10-         10-         15,010

Cmd4=Previous Screen  Cmd7=End
    
```

373-380 (Reserved)

Part 11 County CCC Progress Report Processing

381 Accessing Queue Conservation Files for Transmission Menu FMA904

A Accessing Menu FMA904

Access Menu FMA904 as follows. All county Progress Report queuing will be performed from this menu.

Step	Action	Result
1	On Menu FAX250, ENTER: <ul style="list-style-type: none"> • “4” and PRESS “Enter”, if processing for a combined County Office • “3” and PRESS “Enter”, if processing for a single County Office. 	Menu: <ul style="list-style-type: none"> • FAX09002 will be displayed if “4” was entered; go to step 2 • FAX07001 will be displayed if “3” was entered; go to step 3.
2	Enter the option number that corresponds to the county to be processed and PRESS “Enter”.	Menu FAX07001 will be displayed.
3	ENTER “7” and PRESS “Enter”.	Menu FMA901 will be displayed.
4	ENTER “4” and PRESS “Enter”.	Menu FMA904 will be displayed.

381 Accessing Queue Conservation Files for Transmission Menu FMA904 (Continued)

B Example of Menu FMA904

This is an example of Menu FMA904.

```
Conservation                               FMA904                               E5
Queue Conservation File for Transmission
-----
Queue Individual Files

* 1. Completed County AD-862's/AD-245's    (EH1)
* 2. CRP Contract Data                    (EPB) (upon request)
  3. Monthly Progress Reports              (EM1,EM2,EH8)
  4. CRP Offers                            (EPE) (upon request)
  5. CRP Cropland/Easement Data            (EPF) (upon request)
  6. SIP Disbursement                      (EU2)

22. Return to Office Selection Menu.

Cmd3-Previous Menu.                       *=Option currently not available.

Ready for option number or command.
```

Section 1 Monthend Progress Reports**382 Processing Monthend Progress Reports****A Combined Queuing Process**

Although CRES and CCC conservation system are separate, progress reports for both systems are queued at the same time, from the same option. Instructions in this handbook or 1-CONSV may be used interchangeably for the actual queuing processes **only**.

Note: All preparatory activities for queuing **must** be completed separately for each system.

B Transmission Deadline

County Offices shall queue the monthend Conservation 305 Monthly Progress/Transmission Report EEB530-R001, on the **1st workday** of each month according to this paragraph.

County Offices **must** transmit the monthend Report EEB530-R001 no later than the **4th workday** of the month. If the County Office system is **not** operating on the 1st workday of the month, County Offices shall notify the State Office of either of the following:

- the system will be operating by the 3rd workday of the month, and Report EEB530-R001 will be transmitted to the State Office by the 4th workday of the month
- the County Office will be unable to transmit Report EEB530-R001 by the 4th workday of the month.

Note: Do **not** send a printed copy of Report EEB530-R001 to the State Office or KCAO, unless requested by the State Office or instructed to do so by a notice.

382 Processing Monthend Progress Reports (Continued)

C Preparation Activities

County Offices shall complete the following activities **on the last workday of the month**, in preparation for queuing CCC conservation system monthend progress reports.

Activity	Instructions
Ledger Processing	Verify the following on Sequential Ledger Entry Report EEB425-R007, for all fund codes: <ul style="list-style-type: none"> • allocation increases and decreases have been recorded • the ledger is in balance. <p>Note: A ledger is in balance when column 3 minus column 4, plus column 5, minus column 6, is equal to column 7.</p> Contact the State Office before the end of the month, if assistance is needed to correct ledgers.
AD-1153 and CCC-920 Processing	Verify the following: <ul style="list-style-type: none"> • all applications have been entered in the system • contract approvals and modifications have been entered in the system.
CRES Preparation Activities	Ensure that all CRES preparation activities have been completed according to 1-CONSV, Part 10.

D Queuing Progress Reports

After all of the preparation activities in subparagraph C have been completed, queue CCC conservation system progress reports for transmission to the State Office according to paragraph 383.

E Printing Additional Copies of Report EEB530-R001

Additional copies of the last transmitted Conservation 305 Monthly Progress/Transmission Report EEB530-R001 may be printed, if needed, according to paragraph 388.

383 Queuing Monthend Progress Reports

A Accessing Screen EEA90200

Access Screen EEA90200 as follows.

Step	Action	
1	On Menu FMA904, ENTER "3" and PRESS "Enter". The message, "FMAQEM1, Do you wish to queue for all counties? Y/N", will be displayed.	
2	IF the County Office administers...	THEN ENTER...
	more than 1 county	"Y" and PRESS "Enter". Screen EZZ50000 will be displayed.
	only 1 county	"N" and PRESS "Enter". Screen EZZ50000 will be displayed.
3	Enter the printer ID and the number of copies to be printed, and PRESS "Enter".	
	IF monthend processing...	THEN Screen...
	has already been performed for both CRES and CCC conservation systems	EEA90200 will be displayed. Go to subparagraph C.
	needs to be performed for CRES	EEA10305 will be displayed and: <ul style="list-style-type: none"> • the message, "Month-End Processing is being performed. Please Wait", will be displayed; when processing is complete, the message, "Month-End processing is complete", will be displayed • PRESS "Enter", either Screen EEB00305 or EEA90200 will be displayed; go to subparagraph B.
needs to be performed for CCC	EEB00305 will be displayed and: <ul style="list-style-type: none"> • the message, "Month-End Processing is being performed. Please Wait", will be displayed; when processing is complete, the message, "Month-End processing is complete", will be displayed • PRESS "Enter", Screen EEA90200 will be displayed; go to subparagraph B. 	

383 Queuing Monthend Progress Reports (Continued)

B Example of Screen EEA90200

This is an example of Screen EEA90200. Progress report queuing for CRES and CCC is initiated from this screen.

Conservation	054-BARBOUR	Selection	EEA90200
ACP-305 Selection Screen	Version: A001	07-19-1996 15:18	Term E3

COUNTY OFFICE CONSERVATION REPORTS PROCESSING

Action
Code

1. Queue and Print Progress Reports for Transmission (Month-End)
2. Queue and Print State Committee Reports for Transmission (Mid-Month)

Enter Option And Press "Enter". ____
Enter = Continue Cmd4 = Previous Screen Cmd7 = End

C Action on Screen EEA90200

On Screen EEA90200, ENTER "1" and PRESS "Enter". If at least 1 CRES long-term conservation program is:

- flagged as eligible on the county eligibility table and has entries on the ledger, Screen EEA90500 will be displayed; go to subparagraph D
- not flagged as eligible on the county eligibility table or does **not** have entries on the ledger, Screen EEA90500 will not be displayed; go to subparagraph E.

Note: Screen EEA90500 is for entering CRES LTA pending approval data **only**. All CCC contract pending approval data is automatically calculated by the system.

383 Queuing Monthend Progress Reports (Continued)

D Action on Screen EEA90500

On Screen EEA90500:

- leave the following fields blank for each ledger displayed:
 - Number
 - Amount

Important: CRES currently does not have any LTA programs that should have LTA pending approvals.

- move the cursor to the Do you wish to continue? (Y or N)? field
- ENTER “Y” and PRESS “Enter”.

Screen EEA90505 will be displayed.

383 Queuing Monthend Progress Reports (Continued)

E Action on Screen EEA90505

CRES progress reports will be queued from Screen EEA90505 as follows.

Note: See 1-CONSV, Part 10 for examples, descriptions, and handling of all CRES progress reports.

ACP-305 Monthly Progress/Transmission Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • AD-245's: <ul style="list-style-type: none"> • with COC willing to approve date • for LTA's or SIP • ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "ACP-305 Progress Reports" • "Progress reports successfully queued for transmission. The ACP-305 reports will be printed for your verification." • PRESS "Enter" • the message, "File SSCCEM1 has been queued for transmission", will be displayed <p>Note: In the filename:</p> <ul style="list-style-type: none"> • "SS" represents the State code • "CCC" represents the county code • "EM1" represents Report EEA530-R001. <ul style="list-style-type: none"> • ACP-305 Monthly Progress/Transmission Report EEA530-R001, will print <p>Notes: If there are any exceptions to validations the system performs during the queuing process, ACP-305 Rejections/Exceptions Report EEA530-R002, will also print.</p> <p>Any data printed on Report EEA530-R002 designated as "Rejected" will not be transmitted to the State Office.</p> <ul style="list-style-type: none"> • the Monthly C/S Requests Status Report will be processed next.

383 Queuing Monthend Progress Reports (Continued)

E Action on Screen EEA90505 (Continued)

ACP-305 Monthly Progress/Transmission Report (Continued)	
IF there are...	THEN...
<ul style="list-style-type: none"> • no AD-245's: <ul style="list-style-type: none"> • with COC willing to approve date • for LTA's or SIP • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "ACP-305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • Report EA530-R001, will print with the message, "No AD-245, ledger or checks/refunds data on file. No data is transmitted." • the Monthly C/S Requests Status Report will be processed next.

383 Queuing Monthend Progress Reports (Continued)

E Action on Screen EEA90505 (Continued)

Monthly Cost-Share Requests Status Report	
IF there are...	THEN...
<p>active AD-245's:</p> <ul style="list-style-type: none"> • at any status, from creation through final performance • for any program 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • “Monthly Cost-Share Status Report” • “Monthly cost-share data successfully queued for transmission. The Monthly Cost Share Report will be printed next.” • PRESS “Enter” • the message, “File SSCCCEH8 has been queued for transmission”, will be displayed <p>Note: In the filename:</p> <ul style="list-style-type: none"> • “SS” represents the State code • “CCC” represents the county code • “EH8” represents Report EEA580-R001. <ul style="list-style-type: none"> • the Monthly Cost-Share Requests Status Report EEA580-R001 will print • Screen EEB90505 will be displayed.

383 Queuing Monthend Progress Reports (Continued)

E Action on Screen EEA90505 (Continued)

Monthly Cost-Share Requests Status Report (Continued)	
IF there are...	THEN...
no active AD-245's	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • “Monthly Cost-Share Status Report” • “No data is on file to be transmitted.” • PRESS “Enter” • Report EEA580-R001 will print with the message, “No cost share status records found for current fiscal year - - a zero report will be sent to State Office” • Screen EEB90505 will be displayed.

383 Queuing Monthend Progress Reports (Continued)

F Action on Screen EEB90505

The CCC progress report will be queued from Screen EEB90505 as follows.

Conservation 305 Monthly Progress/Transmission Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • active AD-1153's or CCC-920's with approval or funds data recorded • ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • “Conservation 305 Progress Reports” • “Progress reports successfully queued for transmission. The Conservation 305 reports will be printed for your verification.” • PRESS “Enter” • the message, “File SSCCEM2 has been queued for transmission”, will be displayed <p>Note: In the filename:</p> <ul style="list-style-type: none"> • “SS” represents the State code • “CCC” represents the county code • “EM2” represents Report EEB530-R001. <ul style="list-style-type: none"> • Conservation 305 Monthly Progress/Transmission Report EEB530-R001 will print <p>Note: If there are any exceptions to validations the system performs during the queuing process, Conservation 305 Rejections/Exceptions Report EEB530-R002 will also print.</p> <ul style="list-style-type: none"> • Menu FMA904 will be redisplayed. The queuing process is complete.

383 Queuing Monthend Progress Reports (Continued)

F Action on Screen EEB90505 (Continued)

Conservation 305 Monthly Progress/Transmission Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • no active AD-1153's or CCC-920's with approval or funds data recorded • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "Conservation 305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • the message, "File SSCCEM2 has been queued for transmission", will be displayed <p>Notes: In the filename:</p> <ul style="list-style-type: none"> • "SS" represents the State code • "CCC" represents the county code • "EM2" represents Report EEB530-R001. <p>Three records containing data from the CCC county eligibility table will be queued for tracking purposes in KCAO. This is why the EM2 file is queued even though there is no Report EEB530-R001 data to transmit.</p> <ul style="list-style-type: none"> • Report EEB530-R001 will print with the message, "No CCC-1245, ledger or checks/refunds data on file. No data is transmitted." • Menu FMA904 will be redisplayed. The queuing process is complete. • PRESS "Cmd3" twice to return to Menu FAX250 if no other conservation files need to be queued.

384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001

A Example of Report EEB530-R001

This is an example of Report EEB530-R001.

LOUISIANA		U.S. Department of Agriculture					Prepared: 11-01-2001		
NATCHOTICHES		Farm Service Agency					As of: 10-31-2001		
Report ID: EEB530-R001		CONSERVATION 305 MONTHLY PROGRESS/TRANSMISSION REPORT					Page: 1		

*Program	*Fund	*Allocation	*Total	*Performance	*Amount	*Balance	*Amount of	*No. of	*No. Contracts
*Code	*Code	*Amount	*Approved	*Approved	*Earned	*Available	*Approvals	*Approvals	this FY

EQIP	220004/1997	68,460	68,460	300	300	0	5,500		2
EQIP	228001/1997	8,000	4,000	775	775	4,000			
EQIP	229999/1997	23,403	23,403			0	5,000		1
EQIP	1997	99,863	95,863	1,075	1,075	4,000	10,500		3
EQIP	220004/1998	54,653	54,653			0			
EQIP	220010/1998	67,739	67,739			0			
EQIP	229999/1998	5,176	5,176			0			
EQIP	1998	127,568	127,568			0			
EQIP	220004/1999	62,892	62,892	500	500	0	500		1
EQIP	220010/1999	22,353	22,353			0			
EQIP	229999/1999	6,987	6,987			0			
EQIP	1999	92,232	92,232	500	500	0	500		1
EQIP	220004/2000	79,117	79,117			0			
EQIP	220010/2000	111,456	111,456			0			
EQIP	229999/2000	712	712			0	6,000		2
EQIP	2000	191,285	191,285			0	6,000		2
EQIP	220004/2001	0				0	5,000		1
EQIP	220008/2001	0				0	15,000		1
EQIP	228501/2001	7,000	7,000			0			
EQIP	229999/2001	0				0	6,000		1
EQIP	2001	7,000	7,000			0	26,000		3
EQIP		517,948	513,948	1,575	1,575	4,000	43,000		9

384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001 (Continued)

B Description of Report EEB530-R001

The following table describes the data on Report EEB530-R001.

Item or Column	Description
Prepared	The date the report is queued for transmission.
As of	The last day of the prior month. Only data from October 1 of the current FY through the “As of” date is reflected on the report.
Format of Data Printed on the Report	Program data described in the following blocks of this table prints for by: <ul style="list-style-type: none"> • each individual fund code • total of fund codes for each year • total of all fund codes for all years.
Total Allocation Amount	The prior monthend allocation from Sequential Ledger Entry Report EEB425-R007, column 3. Note: See paragraph 339 for an example of Report EEB425-R007.
Total Amount Approved	This is the prior monthend amount approved from Report EEB425-R007, column 4.
Performance Amount Approved	This is the prior monthend performance amount approved from Report EEB425-R007, column 5.
Performance Amount Earned	This is the prior monthend performance amount earned from Report EEB425-R007, column 6.
Balance Available	This is the prior monthend balance available for commitment from Report EEB425-R007, column 7.

384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001 (Continued)

B Description of Report EEB530-R001 (Continued)

Item or Column	Description
No. Contracts Approved this FY	This is the number of CCC-920's that have: <ul style="list-style-type: none">• the current FY in the contract number• had amount approved and recorded in the system according to Part 3, Section 5. The system calculates the number of contracts approved this FY during the queuing process.

384 Conservation 305 Monthly Progress/Transmission Report EEB530-R001 (Continued)

C Report Retention

File Report EEB530-R001 in a folder labeled "GRP 2 Reports". The color code is yellow.

D Copy of Report to NRCS

Provide a copy of Report EEB530-R001 to NRCS, if requested. An additional copy can be printed according to paragraph 388.

385-387 (Reserved)

388 Printing Additional Copies of Monthend Report EEB530-R001**A Additional Copy of Report EEB530-R001**

An additional copy of the last transmitted Report EEB530-R001 may be printed, if needed, from the CCC conservation application software according to this paragraph.

Note: If Report EEB530-R001 is printed at the beginning of a month **before** queuing, the report that was last transmitted will print, instead of the report for the immediate prior month.

Example: It is the 1st workday of March 1998, and progress reports have not been queued yet. Report EEB530-R001 is printed according to this paragraph. “As of” date on the report is 01-31-1998. The report will not print with an “As of” date of 02-28-1998 until after progress reports have been queued.

The process of queuing progress reports updates the report each month. Printing the report according to this paragraph prints only the last transmitted data.

388 Printing Additional Copies of Monthend Report EEB530-R001 (Continued)

B Printing Report EEB530-R001

Print an additional copy of Report EEB530-R001 as follows.

Step	Action	Result
1	On Menu EEB000, ENTER "5" and PRESS "Enter".	Menu EEB500 will be displayed.
2	ENTER "1", and PRESS "Enter".	Screen EZZ80000 will be displayed.
3	Enter the following, and PRESS "Enter": <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 	Screen EEB50505 will be displayed.
4	Enter "1" and PRESS "Enter".	Screen EEB50590 will be displayed while the report is being processed.
5	PRESS "Enter".	The report will be printed.

389-400 (Reserved)

Section 2 STC Reports

401 Processing STC Reports**A Combined Queuing Process**

Conservation STC Report EEB530-R001 for both CRES and CCC systems are queued at the same time, from the same option, like the queuing process for monthend progress reports.

B When to Transmit

County Offices shall queue Conservation STC Report EEB530-R001 **only** if requested to do so by the State Office. STC Report EEB530-R001 may be queued multiple times during the month, if needed.

Note: Even if the State Office requests transmission of Report EEB530-R001 for the CCC system only or the CRES system only, the report for both systems will be queued and transmitted anyway, because of the combined queuing process.

C Queuing STC Reports

Queue Conservation STC Report EEB530-R001 for transmission to the State Office according to paragraph 402.

402 Queuing STC Reports**A Action on Screen EEA90200**

On Screen EEA90200, ENTER “2” and PRESS “Enter”. If at least 1 CRES long-term conservation program is:

- flagged as eligible on the county eligibility table and has entries on the ledger, Screen EEA90500 will be displayed; go to subparagraph D
- **not** flagged as eligible on the county eligibility table and/or does not have entries on the ledger, Screen EEA90500 will not be displayed; go to subparagraph E.

Note: Screen EEA90500 is for entering CRES LTA pending approval data only. All CCC contract pending approval data is automatically calculated by the system.

B Action on Screen EEA90500

On Screen EEA90500:

- leave the following fields blank for each ledger displayed:
 - Number
 - Amount

Important: The CRES system currently does not have any LTA programs that should have LTA pending approvals.

- move the cursor to the Do you wish to continue? (Y or N)? field
- ENTER “Y” and PRESS “Enter”.

Screen EEA90505 will be displayed.

402 Queuing STC Reports (Continued)

C Action on Screen EEA90505

STC reports will be queued from Screen EEA90505 as follows.

Note: See 1-CONSV, Part 10 for examples, descriptions, and handling all CRES progress reports.

ACP-305 STC Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • AD-245's with a COC willing to approve date • ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "ACP-305 Progress Reports" • "Progress reports successfully queued for transmission. The ACP-305 reports will be printed for your verification." • PRESS "Enter" • ACP-305 STC Report EEA530-R001 will print.
<ul style="list-style-type: none"> • no AD-245's with a COC willing to approve date • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "ACP-305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • Report EA530-R001, will print with the message, "No AD-245, ledger or checks/refunds data on file. No data is transmitted."

402 Queuing STC Reports (Continued)

D Action on Screen EEB90505

The CCC STC report will be queued from Screen EEB90505 as follows.

Conservation 305 STC Report	
IF there are...	THEN...
<ul style="list-style-type: none"> • active AD-1153's or CCC-920's with approval data recorded • ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "Conservation 305 Progress Reports" • "Progress reports successfully queued for transmission. The Conservation 305 reports will be printed for your verification." • PRESS "Enter" • Conservation 305 STC Report EEB530-R001 will print • Menu FMA904 will be redisplayed. <p>The queuing process is complete. PRESS "Cmd3" or "F3" twice to return to Menu FAX250, if no other conservation files need to be queued.</p>
<ul style="list-style-type: none"> • no active AD-1153's or CCC-920's with approval data recorded • no ledger entries 	<ul style="list-style-type: none"> • the following messages will be displayed: <ul style="list-style-type: none"> • "Conservation 305 Progress Reports" • "No data is on file to be transmitted." • PRESS "Enter" • Report EEB530-R001 will print with the message, "No CCC-1245, ledger or checks/refunds data on file. No data is transmitted." • Menu FMA904 will be redisplayed. <p>The queuing process is complete. PRESS "Cmd3" or "F3" twice to return to Menu FAX250, if no other conservation files need to be queued.</p>

403 Conservation 305 STC Report EEB530-R001

A Example of Report EEB530-R001

This is an example of the Conservation STC Report.

LOUISIANA		U.S. Department of Agriculture					Prepared: 11-01-2001		
NATCHOTICHES		Farm Service Agency					As of: 10-31-2001		
Report ID: EEB530-R001		CONSERVATION 305 STATE COMMITTEE REPORT					Page: 1		
*Program	*Fund	*Allocation	*Total	*Performance	*Amount	*Balance	*Amount of	*No. of	*No. Contracts
*Code	*Code	*Amount	*Approved	*Approved	*Earned	*Available	*Approvals	*Approvals	this FY
EQIP	220004/1997	68,460	68,460	300	300	0			
EQIP	228001/1997	8,000	4,000	775	775	4,000			
EQIP	229999/1997	23,403	23,403			0			
EQIP	1997	99,863	95,863	1,075	1,075	4,000			
EQIP	220004/1998	54,653	54,653			0			
EQIP	220010/1998	67,739	67,739			0			
EQIP	229999/1998	5,176	5,176			0			
EQIP	1998	127,568	127,568			0			
EQIP	220004/1999	62,892	62,892	500	500	0			
EQIP	220010/1999	22,353	22,353			0			
EQIP	229999/1999	6,987	6,987			0			
EQIP	1999	92,232	92,232	500	500	0			
EQIP	220004/2000	79,117	79,117			0			
EQIP	220010/2000	111,456	111,456			0			
EQIP	229999/2000	712	712			0			
EQIP	2000	191,285	191,285			0			
EQIP	220004/2001	0				0			
EQIP	220008/2001	0				0			
EQIP	228501/2001	7,000	7,000			0			
EQIP	229999/2001	0				0			
EQIP	2001	7,000	7,000			0			
EQIP		517,948	513,948	1,575	1,575	4,000			

404-410 (Reserved)

Part 12 County FY-End Rollover and Reconciliations**411 Preparing for FY Rollover on the Last Workday of September****A Purpose of FY Rollover**

The purpose of FY rollover is to close out current FY ledger activity, and prepare ledger balances for beginning the new FY.

B County Office Action

In preparation for FY rollover, County Offices shall follow the instructions in this paragraph to complete all current FY CCC conservation activity, by **COB** on the **last workday of September**.

C Contract and Easement Activity

On the last workday of September, complete the following to ensure that all CRP activity has been completed for the FY:

- print:
 - AD-1153 Status Report EED615-R001 for all fund codes
 - CCC-920 Status Report EED810-R001 for all fund codes
- ensure that all current FY requests have been entered in the system and are listed on Report EED615-R001 or Report EED810-R001.

411 Preparing for FY Rollover on the Last Workday of September (Continued)**C CCC-1245 Activity**

On the last workday of September, complete the following to ensure that all CCC-1245 activity has been completed for the FY.

- Print C-1245 Status Report EEB810-R001 for all control numbers according to paragraph 252.
- Verify the following for CCC-1245's listed on Report EEB810-R001:
 - all CCC-1245's for practices scheduled for implementation in the current FY have been created in the system
 - CCC-1245 cancellations have been recorded in the system, according to paragraph 241, for any CCC-1245's that have been canceled
 - partial and final payments that are **both** earned and payable in the current FY have been issued
 - partial and final performances have been recorded in the system, according to Part 6, Sections 4 and 5, respectively.

411 Preparing for FY Rollover on the Last Workday of September (Continued)**D CCC Ledgers**

On the last workday of September, complete the following to ensure that all ledger activity has been completed and is correct for the FY:

- print:
 - Sequential Ledger Entry Report EEB425-R007 for all fund codes for the entire FY according to paragraphs 332 and 339
 - Sequential Contracts Report EEB425-R008 for all fund codes according to paragraphs 332 and 340.
- verify the following for each fund code:
 - all contracts approved in the current FY have contract approval entries posted to Report EEB425-R007, for the **correct** fund code

Note: If any contract approvals are not recorded to the correct fund code:

- through Menu EED200, option “3”, cancel the applicable contracts
 - through Menu EEB400, option “1”, if the allocation was also recorded to the wrong fund code, transfer the allocation to the correct fund code
 - create replacement contracts using the correct fund code.
- Report EEB425-R007, column 4, 5, and 6 current balance amounts are equal to Report EEB425-R008, column 4, 5, and 6 total amounts, for each fund code
 - Report EEB715-R001, Contract Balance column matches Report EEB425-R008, column 4, for each approved contract.

411 Preparing for FY Rollover on the Last Workday of September (Continued)**D CCC Ledgers (Continued)**

- verify that Report EEB425-R001 is in balance, by checking that the current balance amount:
 - for each column is correct
 - of column 3 minus column 4, plus column 5, minus column 6, is equal to column 7; if it does not, determine the problem and take the necessary action to correct the ledger

Important: Conservation 305 data will not transmit on the 1st workday of October if the ledger is out of balance.

- verify that Report EEB425-R007, column 4 matches Report EEB425-R008, column 4.

E Between September 30 and FY Rollover

Between COB September 30 and the completion of FY rollover, access will be:

- denied to:
 - AD-1153's, CCC-920's, and CCC-1245's
 - processes that update:
 - CCC county eligibility table
 - ledgers
- permitted to the processes that:
 - queue monthend progress reports for the month of September
 - print ledger reports.

412 Preparing for FY Rollover on the 1st Workday of October**A County Office Action**

In preparation for FY rollover, County Offices shall follow the instructions in this paragraph on the **1st workday of October before** performing FY rollover according to paragraph 413.

B Queuing September Progress Reports

On the **1st workday of October**, queue September monthend progress reports for transmission according to paragraph 383 **before** performing FY rollover. The system will **not** allow FY rollover to be performed until September monthend progress reports have been queued for transmission.

Important: Once the September Conservation 305 has been queued, do **not** delete the Conservation 305 file SSCCEM2, for any reason.

C Backup T.EE.TBL File

All conservation files will be automatically backed up to tape cartridge during the FY rollover process, except the T.EE.TBL file.

On the **1st workday of October**, save the T.EE.TBL file to tape **before** performing FY rollover for **any** counties that are processed on the system.

Notes: There is **only 1** T.EE.TBL file per system, regardless of the number of counties processed on the system using file group designations A., B., C., etc.

During FY rollover, the system updates data to the T.EE.TBL file for each file group that is processed on the system. Preparing a manual backup of the T.EE.TBL file **before** any counties on the system perform FY rollover is the **only** way to ensure that this file is backed up as of the old FY.

D Initializing Tape Cartridges

On the **1st workday of October**, or earlier, initialize 1 tape cartridge for each county processed on the system.

Example: A county system processes 3 counties' A., B., and C. files. Three tape cartridges will need to be initialized.

413 Performing FY Rollover

A County Office Action

On the **1st workday of October**, County Offices shall follow the instructions in this paragraph to complete FY rollover for each county file group processed on the system.

Important: Ensure that all activities in paragraphs 411 and 412 have been completed before performing FY rollover according to this paragraph.

B One Person Performs FY Rollover

Important: Ensure that only 1 person is using the conservation system software when FY rollover is initiated.

If more than 1 person is accessing either the CRES or CCC conservation system software when FY rollover is initiated according to this paragraph, the following message will be displayed on an Input-Output screen:

“The rollover procedure needs to be run before you can continue using the conservation system.

However, the rollover process cannot be run because a terminal is currently using the conservation system.

If a (Y) is entered for the question below, then that terminal(s) must be signed off the conservation system.

Do you want to try to run the procedure again? (Y/N)”

Have all other users exit the conservation software, whether it is CRES or CCC, then ENTER “Y” and PRESS “Enter” to continue.

413 Performing FY Rollover (Continued)

C Accessing Screen EEB00300

On the 1st workday of October, select 1 option from any of the following menus and PRESS "Enter":

- Conservation CCC County Eligibility Table Menu EEB100, options "1" through "5"
- AD-1153 GRP Application Menu EED100, options "1" through "4"
- Conservation CCC-920 Contract Menu EED200, options "1" through "4"
- Conservation CCC-1245 Menu EEB300, options "1" through "7"
- Conservation CCC Ledger Menu EEB400, options "1" through "5".

Screen EEB00300 will be displayed.

D Example of Screen EEB00300

This is an example of Screen EEB00300.

Conservation	054-BARBOUR	Display	EEB00300
CCC Fiscal Year Rollover Screen	Version: A001	10-01-1999	15:18 Term E3

CCC Fiscal Year Rollover

REMINDER: Before processing Fiscal Year Rollover, the following should have been completed:

1. September Progress Reports queued for transmission.
2. One blank tape cartridge initialized for file backup.

Are you ready to roll over to the new Fiscal Year (Y or N)? N

Enter=Continue Cmd7=End

413 Performing FY Rollover (Continued)

E Performing Rollover

Perform FY rollover from Screen EEB00300, as follows.

Step	Action	
1	<p>IF both items on Screen EEB00300 have...</p>	<p>THEN in response to the question, “Are you ready to roll over to the next Fiscal Year (Y or N)?”...</p>
	<p>been completed</p>	<p>ENTER “Y” and PRESS “Enter”.</p> <p>The system will verify whether the September progress reports actually have been queued. If the results of the check indicate that they have:</p> <ul style="list-style-type: none"> • been queued: <ul style="list-style-type: none"> • Screen EZZ80000 will be displayed • go to step 2 • not been queued: <ul style="list-style-type: none"> • Screen EEB00310 will be displayed with a message indicating that FY rollover cannot be processed until September progress reports have been queued • PRESS “Enter” or “Cmd7” • the menu from which the rollover process was initiated will be redisplayed • queue September progress reports according to Part 11, Section 1, then begin the rollover process again according to this paragraph.
	<p>not been completed</p>	<p>PRESS “Cmd7” or “Enter” to accept the defaulted “N”.</p> <p>The menu from which the rollover process was initiated will be redisplayed.</p> <p>Complete the unfinished items, then begin the rollover process again according to this paragraph.</p>

413 Performing FY Rollover (Continued)

E Performing Rollover (Continued)

Step	Action
2	<p>Enter the printer ID and the number of copies of each report to be printed during the FY rollover process, and PRESS “Enter”.</p> <p>Input-Output screen will be displayed with:</p> <ul style="list-style-type: none"> • instructions to insert an initialized tape cartridge • the list of files that will be saved to tape cartridge • the question, “Has an initialized tape cartridge been inserted? (Y/N)”.
3	<p>Insert an initialized tape cartridge, ENTER “Y”, and PRESS “Enter”.</p> <p>Note: “N” can be entered if the process needs to be exited for any reason. However, this is the last opportunity to exit the FY rollover process. If the process is exited, begin the FY rollover process again according to this paragraph.</p> <p>The system will perform the following processes.</p> <ul style="list-style-type: none"> • Files backup. The following files will be saved to the tape cartridge. A message will be displayed on the Input-Output screen identifying each file as it is saved: <ul style="list-style-type: none"> • ?.EE.CON, AD-1153, CCC-920, and CCC-1245 data • ?.EE.ERR, 305 error data • ?.EE.259, ledger data • ?.EE.305, 305 data. • Note: A catalog of the tape cartridge will be printed. • Print prior FY reports. The following reports for the prior FY will be printed. A message will be displayed on Screen EEB00305 indicating that prior FY reports are being printed: <ul style="list-style-type: none"> • Sequential Ledger Entry Report EEB425-R007 for all fund codes for the entire FY

413 Performing FY Rollover (Continued)

E Performing Rollover (Continued)

Step	Action
<p>3 (Cntd)</p>	<ul style="list-style-type: none"> • Sequential Contracts Report EEB425-R008 for all fund codes • AD-1153 Status Report EED615-R001 for all funds codes • CCC-920 Status Report EED810-R001 for all fund codes • CCC-1245 Status Report EEB810-R001 for all fund codes. <ul style="list-style-type: none"> • Perform FY rollover. The system will complete the following during FY rollover. A message will be displayed on Screen EEB00305 indicating that FY rollover is being performed: <ul style="list-style-type: none"> • perform calculations to roll over the prior FY ledger balances to the new FY carry forward ledger balances • delete ledger, Conservation 305, and Conservation 305 error data for the prior FY <p style="margin-left: 40px;">Note: Conservation 305 error data consists of all exceptions and/or rejections, if any, that have printed on Conservation 305 Exceptions/Rejections Report EEB530-R002, at any time during the FY.</p> • reset the prefix in the contract and control numbers to the new FY. <p>Screen EEB00305 will be redisplayed with the following messages:</p> <ul style="list-style-type: none"> • “Remove tape cartridge and label it as follows: CCYY CCC Conservation FY Files Backup for <County name>” <p style="margin-left: 40px;">Note: The following will be displayed in the message:</p> <ul style="list-style-type: none"> • prior FY instead of CCYY • actual County name. <ul style="list-style-type: none"> • “Fiscal year-end rollover process is complete”.

413 Performing FY Rollover (Continued)

E Performing Rollover (Continued)

Step	Action
4	<p>Remove the tape cartridge and label it as indicated in step 3.</p> <p>After the tape is properly labeled, PRESS “Enter”.</p> <p>The system will perform the following functions.</p> <ul style="list-style-type: none"> • Print new FY reports. The following reports for the new FY will be printed. A message will be displayed on Screen EEB00305 indicating that the new FY reports are being printed: <ul style="list-style-type: none"> • Sequential Ledger Report EEB425-R007 for all fund codes • Sequential Contracts Report EEB425-R008 for all fund codes. • Print allocation reduction report. Two copies of CCC Allocation Reduction Report EEB460-R001 will be printed. <p>The 1st screen of the selected menu option will be displayed. PRESS “Cmd7” to exit the option, or continue processing.</p>

414 CCC Allocation Reduction Report EEB460-R001

A About the Report

Report EEB460-R001:

- is printed:
 - **only** during the FY rollover process and cannot be printed afterwards
 - with the date FY rollover is performed as the “Prepared” and “As of” dates
- lists:
 - all fund codes and descriptions that have ledger activity at the time FY rollover is performed
 - the allocation reduction amount for each fund code listed, which is the September 30 balance available in column 7 on Report EEB425-R007
- is used by the State Office to reduce each county’s September 30 allocation or allocations on the State ledger by the allocation reduction amount.

414 CCC Allocation Reduction Report EEB460-R001 (Continued)

B Example of Report

This is an example of Report EEB460-R001.

WEST VIRGINIA		U.S. Department of Agriculture	Prepared: 10-01-2006
BARBOUR		Farm Service Agency	As of: 10-01-2006
Report ID: EEB460-R001		CCC Allocation Reduction Report	Page: 1

PROGRAM	FUND CODE	FUND DESCRIPTION	ALLOCATION REDUCTION AMOUNT
GRP	545001/2003	GRP Contracts	0
GRP	545001/2004	GRP Contracts	0
GRP	545001/2006	GRP Contracts	12,000
GRP	545002/2003	GRP Easements	0
GRP	545002/2004	GRP Easements	0
GRP	545002/2005	GRP Easements	500
GRP	546006/2004	GRP Supplemental	17,000

Footnote: The allocation reduction amount is the September 30 balance available for each program and fund code listed.

415 Followup Activities After FY Rollover Has Been Completed

A Verify Report EEB425-R007

Using Report EEB425-R007 from the prior FY and the new FY, both printed by the system during rollover, verify that the following calculations are correct.

Calculation Using September 30 Data from Prior FY Ledger	Result on New FY Ledger
column 3 minus column 6 minus column 7	carry forward amount in column 3
column 4 minus column 5	carry forward amount in column 4
column 5 is reduced to zero	carry forward amount in column 5 is zero
column 6 is reduced to zero	carry forward amount in column 6 is zero
column 7 is reduced to zero	carry forward amount in column 7 is zero

B Verify Report EEB460-R001

Verify that on Report EEB460-R001, the allocation reduction amount for each fund code matches the September 30 balance available on Report EEB425-R007, column 7.

C Verify Report EEB425-R008

Using Report EEB425-R008 from the prior FY and the new FY, both printed by the system during rollover, verify the following:

- the amount for each contract in columns 4 and 7 on the new FY report are the same as the September 30 amount in column 7 for each contract on the prior FY report
- columns 5 and 6 on the new FY report are zero.

415 Followup Activities After FY Rollover Has Been Completed (Continued)**D Comparing Reports**

Using the new FY Reports EEB425-R007 and EEB425-R008 for all fund codes, compare the current balance amounts in column 4 on the 2 reports for each fund code to ensure that they are the same.

E Retaining Prior FY Reports

Retain all prior FY reports printed automatically during FY rollover for 5 years as follows:

- Report EEB810-R001, according to paragraph 252
- ledger reports in a folder labeled “GRP 4-1 Allocation Control Ledgers”. The color code is yellow.

F Retaining File Backups

Retain the following backups for at least 90 calendar days:

- tape cartridge containing the T.EE.TBL file
- tape cartridge of each county’s files generated according to paragraph 413.

G Report EEB460-R001

Maintain 1 copy of Report EEB460-R001 on file in the County Office for 5 years, in a folder labeled “GRP 4-1 Allocation Control Ledgers”. FAX the other copy to the State Office **no later** than the **4th workday** of the month.

If Report EEB460-R001 fails to print during FY rollover, FAX a copy of the last page of Report EEB425-R007 for each fund code for the **prior FY** to the State Office instead.

415 Followup Activities After FY Rollover Has Been Completed (Continued)

H Ensuring That Next Available AD-1153 Number Is Correct

The system is programmed to automatically set AD-1153 numbers and CCC-1245 control numbers for the new FY as follows.

- AD-1153 numbers are set with the:
 - new FY as the FY prefix
 - 4-digit sequential number that follows the FY prefix as the next higher number than was assigned to the last AD-1153 created in the prior FY

Examples: The current date is October 1, 2002, and FY rollover has been completed. It is now FY 2003. The last AD-1153 number assigned in FY 2002 was 2002 0338. The system automatically sets the next AD-1153 number as 2003 0339.

The current date is October 1, 2009, and FY rollover has been completed. It is now FY 2010. The last AD-1153 number assigned in FY 2009 was 2009 0095. The system automatically sets the next AD-1153 number as 2010 0096.

- CCC-1245 control numbers are set with:
 - the new FY as the FY prefix
 - 0001 as the 4-digit sequential number that follows the FY prefix.

Examples: The current date is October 1, 2002, and FY rollover has been completed. It is now FY 2003. The system automatically sets the next CCC-1245 control number as 2003 0001.

The current date is October 1, 2009, and FY rollover has been completed. It is now FY 2010. The system automatically sets the next CCC-1245 control number as 2010 0001.

Generally, the system sets the new FY AD-1153 and CCC-1245 control numbers correctly. However, there is a software error that sometimes causes the AD-1153 number to be set incorrectly. The error, if encountered, causes the AD-1153 number to be erroneously set in either of the following ways:

- FY prefix is not set to the new FY

Example: It is FY 2000. The last AD-1153 number assigned in FY 1999 was 1999 0067. The system should assign 2000 0068 as the next AD-1153 number, but instead 1999 0068 is assigned.

415 Followup Activities After FY Rollover Has Been Completed (Continued)

H Ensuring That Next Available AD-1153 Number Is Correct (Continued)

- last 4-digit sequential number is re-assigned.

Example: It is FY 2000. The last AD-1153 number assigned in FY 1999 was 1999 0067. The system should assign 2000 0068 as the next AD-1153 number, but instead 2000 0067 is assigned.

The error affects **only** AD-1153 numbers. The system sets CCC-1245 control numbers correctly. Also, the error does not occur on every Service Center system. It occurs sporadically in Service Centers across the nation.

FSC has been unable to determine the cause of this error. Until its cause can be determined, it cannot be corrected. Therefore, Service Centers shall complete the steps in this table for **all County file groups** processed on the system to ensure that any erroneously set AD-1153 numbers are corrected.

Step	Action
1	<p>Access the “Create AD-1153 Contract Application” option to determine what the next available AD-1153 number is, as follows:</p> <ul style="list-style-type: none"> • on Menu EED100, ENTER “1”, “Create AD-1153 Contract Application”; Screen EED11005 will be displayed • on Screen EED11005, Enter or select either of the following, and PRESS “Enter”: <ul style="list-style-type: none"> • any eligible fund code • any eligible NRCS office. <p>Screen EED11500 will be displayed. AD-1153 number assigned by the system will be displayed in the upper-left corner of the screen.</p>

415 Followup Activities After FY Rollover Has Been Completed (Continued)

H Ensuring That Next Available AD-1153 Number Is Correct (Continued)

Step	Action	
2	<p>IF AD-1153 number displayed on Screen EED11100 is...</p>	<p>THEN...</p>
	<p>correct</p>	<ul style="list-style-type: none"> • PRESS “Cmd7” or “F7” to exit the option <p>Note: Menu EED100 will be redisplayed.</p> <ul style="list-style-type: none"> • go to step 3.
	<p>not correct</p>	<ul style="list-style-type: none"> • make a note of what the AD-1153 number is and what it should be • PRESS “Cmd7” or “F7” to exit the option <p>Note: Menu EED100 will be redisplayed.</p> <ul style="list-style-type: none"> • go to step 3.
3	<p>Repeat steps 1 and 2 for each county on the system. After all counties have been checked, go to step 4.</p>	

415 Followup Activities After FY Rollover Has Been Completed (Continued)

H Ensuring That Next Available AD-1153 Number Is Correct (Continued)

Step	Action	
4	IF the next available AD-1153 number is...	THEN...
	correct for all counties on the system	<ul style="list-style-type: none"> • no further action is necessary • go to subparagraph I.
	not correct for 1 or more counties on the system	<ul style="list-style-type: none"> • contact the National Help Desk according to State guidelines for making such a contact • inform the National Help Desk that the system did not set the new FY AD-1153 number correctly and the number of counties on the system that have this problem • the National Help Desk will provide a process that will correctly set the AD-1153 number for each affected county on the system <p>Note: AD-1153 number shall not be set to a prior FY AD-1153 number for any reason.</p> <ul style="list-style-type: none"> • after all applicable AD-1153 numbers have been corrected, go to subparagraph I.

I Proceeding With New FY Activity

After all instructions in this paragraph are followed, proceed with new FY activity.

416-440 (Reserved)

Part 13 State AD-1153, CCC-920, and CCC-1245 Reports

441 Automatic Quarterly Transmissions

A Transmission Process

Service Centers will transmit the entire AD-1153, CCC-920, and CCC-1245 data file for each file group on the system to State Offices on a quarterly basis, according to paragraph 291.

When the quarterly transmissions (EE2 files) are received in the State Office each January, April, July, and October, they will be merged into the State AD-1153, CCC-920, and CCC-1245 data file.

At the beginning of each quarter, the State AD-1153, CCC-920, and CCC-1245 data file will be deleted and re-established as an empty file, in preparation for receiving incoming transmissions for the new quarter.

Example: In July, when the 1st Service Center transmissions for the quarter are received, the system will automatically delete the State AD-1153, CCC-920, and CCC-1245 data file containing the previous quarter's data. The system will create a new, empty State AD-1153, CCC-920, and CCC-1245 data file to receive the data for the new quarter. After the new file has been created, the July Service Center transmitted files will be merged into the State AD-1153, CCC-920, and CCC-1245 data file.

B Merge Cutoff Date

Service Center transmissions will be received **and** merged into the State AD-1153, CCC-920, and CCC-1245 data file through the 15th calendar day of every January, April, July, and October. Any Service Center transmissions received **after** the 15th calendar day will **not** be merged into the State AD-1153, CCC-920, and CCC-1245 data file.

441 Automatic Quarterly Transmissions (Continued)**B Merge Cutoff Date (Continued)**

The merge cutoff date was established to coincide with FSC's cutoff date. FSC must have a date each quarter on which the mainframe file for that quarter will be "frozen" or closed, and no additional data will be added to it. The mainframe file will not be accessible to the National FSA and NRCS Offices until after the file has been frozen. Using the same cutoff date for both FSC and State Offices will help keep data available in FSC and the State Office consistent.

Unless Service Centers encounter some type of technical difficulty, such as a failed transmission, power outage, disk crash, etc., all Service Center transmissions should be received in the State Office and FSC within the 1st few workdays of each quarter, if Service Centers process end-of-day at COB.

C State Office Action

The National Office has become aware that some Service Centers do not always process end-of-day each day.

To the extent possible, State Offices shall ensure that Service Centers process end-of-day at COB every day. It is important for end-of-day to be processed every day, not only for conservation quarterly transmissions, but other applications contain processes that run during end-of-day as well.

D Reports

If desired, State Offices may develop their own queries of the transmitted data. Queries will **not** be developed by the National Office for distribution through biweekly FSC software releases.

442-470 (Reserved)

Part 14 State CCC Ledgers

471 Overview

A Ledgers

The automated State CCC ledgers shall be used at the State level to control the following for CCC funded programs:

- County Office allocations
- T/A reserves
- T/A CCC-184's issued
- C/S reserves.

Note: GRP is the only eligible program currently processed through the CCC system and it does **not** use T/A reserve accounts. T/A payments will be made by the National Office.

Entries on CCC ledgers must be in whole dollars.

The system will maintain FY State CCC ledgers from entries made in the State CCC ledgers and county earnings at FY-end from transmitted Conservation 305's.

Separate automated CCC ledgers shall be maintained for all applicable fund codes.

B State Office and County Office T.EE.TBL Files

The State Office T.EE.TBL file is comprised of KCAO-maintained records and State-maintained records. State records stored in this file include the names of T/A and C/S reserve accounts; and, once they have been established according to this Part, monthend and FY rollover processing data.

Note: County Office T.EE.TBL files contain KCAO- and county-maintained data, but do **not** contain State-maintained data.

State Offices shall **not** restore a County Office's T.EE.TBL file to the State system. If a county T.EE.TBL file is restored to the State system, it will overlay the State's T.EE.TBL file and State-maintained data will be lost.

Important: State Offices shall ensure that the person or persons responsible for the daily operations of the State system are aware of this provision.

472 Accessing Conservation State CCC Ledger Menu EEG200**A Accessing Menu EEG200**

On Menu EEG000, ENTER "2" to access Menu EEG200.

B Example of Menu EEG200

This is an example of Menu EEG200. All State ledger processing is performed from this menu.

```
COMMAND                                EEG200                                E4
Conservation State CCC Ledger Menu
-----
      1. Record Allocations
      2. Record T/A Reserve Account Payments
      3. Ledger Reports
      4. Update Prior FY Data Menu
      5. Establish Reserve Accounts Menu
      6. Establish Default Values

     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".
```

Section 1 Recording Allocations

473 Recording Allocations and Reserves to State Ledger

A State Office Action

State Offices shall:

- immediately record allocations when received from the National Office
- record any county allocation changes, T/A reserve changes, or C/S reserve changes according to this section.

Note: T/A or C/S reserves established at the State level are referred to as “reserves” or “reserve amounts”, **not** “allocations”.

B Supplemental Funds

Congress may appropriate additional funds for separate and distinct from the annual funding. These additional funds must be carefully tracked and **cannot** be placed on any of the standard fund code ledgers. The funds will be assigned an identity at the National level which **must** be maintained at all times.

State Offices shall establish a separate C/S reserve for these funds using the identity supplied by the National Office. The funds shall be allocated to County Offices with the identity intact.

Important: Do not place special funds in any other fund code.

474 Ledger Allocations/Reserves Screen EEG21000

A Accessing Screen EEG21000

Access Screen EEG21000 as follows.

Step	Action	Result
1	On Menu EEG200, ENTER "1" and PRESS "Enter".	Screen EEG20500 will be displayed.
2	Enter the number of the ledger code to be selected and PRESS "Enter".	Screen EEG20505 will be displayed. Note: Only fund codes for the selected program that are eligible for the State at the top of the screen will be displayed.
3	Enter the number of the fund code to be selected and PRESS "Enter".	Screen EEG21000 will be displayed.

B Example of Screen EEG21000 Without T/A Accounts

This is an example of Screen EEG21000 for a program that does **not** have T/A accounts.

Conservation	22-LOUISIANA	Display	EEG21000
Ledger Allocations/Reserves Screen	Version: AB50	11-26-2001 13:51	Term E4

Fiscal Year: 2002	Ledger Code: EQIP	Fund Code: 220001/2002	
	Change (+/-)	Amount	
Total State Allocation	_____ \$	0	
- Total C/S Reserve		0	
- Total County Allocation	_____	0	
= Balance		0	

Reserve Accounts			
CSXXXXX	_____	0	0
NO MORE ACCOUNT CODES			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

474 Ledger Allocations/Reserves Screen EEG21000 (Continued)

C Example of Screen EEG21000 With T/A Accounts

This is an example of Screen EEG21000 for a program that has T/A accounts.

Conservation		22-LOUISIANA		Display		EEG21000	
Ledger Allocations/Reserves Screen		Version: AB50		11-26-2001 13:51		Term E4	
Fiscal Year: 2002		Ledger Code: XXXXXX		Fund Code: 22xxxx/2002			
		Change (+/-)		Amount		T/A Paid	
	Total State Allocation	_____	\$	0			
-	Total T/A Reserve			0		0	
-	Total C/S Reserve			0			
-	Total County Allocation			0			
=	Balance			0			

	Reserve Accounts						
	TAXXXX	_____		0		0	
	TAXXXX	_____		0		0	
	CSXXXX	_____		0		0	
	CSCXXX	_____		0		0	

NO MORE ACCOUNT CODES							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

D Entering Data on Screen EEG21000

Total State allocation changes made on Screen EEG21000 must be distributed among any combination of the following on the same screen:

- total county allocation

Note: This is the total allocation increase or decrease for all counties. If county allocations have not been determined, funds may be placed in a C/S reserve account until the determinations have been made.

- individual T/A reserve accounts
- individual C/S reserve accounts.

474 Ledger Allocations/Reserves Screen EEG21000 (Continued)

D Entering Data on Screen EEG21000 (Continued)

Example 1: A total State allocation of \$250,000 has been received from the National Office. \$230,000 will be the total county allocation, and \$20,000 will be held in an individual C/S reserve account in State Office.

Example 2: A total State allocation of \$100,000 has previously been recorded, with \$95,000 distributed to counties, and \$5,000 held in a C/S reserve account. The \$5,000 needs to be returned to the National Office. Therefore, the total State allocation and C/S reserve account will both be reduced by \$5,000.

Record total State and county allocation and reserve account changes on Screen EEG21000 as follows.

Step	Action
1	Carefully review the figures displayed in the Amounts column to ensure that the allocation agrees with the allocation as recorded on CCC-357 before making changes.
2	Enter total State allocation increases or decreases from CCC-357 in the Total State Allocation Change (+/-) field.
3	Enter the total county allocation increase or decrease in the Total County Allocation Change (+/-) field.
4	Enter the individual T/A and/or C/S reserve account increases or decreases in the appropriate reserve account fields on the bottom half of the screen.
5	<p>When all entries have been made, PRESS "Enter". If the amount in the Balance field:</p> <ul style="list-style-type: none"> • has been reduced to 0, Screen EEG21005 will be displayed • has not been reduced to 0, the error message, "Balance must be zero to continue" will be displayed • is negative, the error message, "Balance available cannot be less than zero" will be displayed. <p>Adjust the entries on Screen EEG21000 until the balance is 0.</p>

475 Enter County Allocations Screen EEG21005

A Example of Screen EEG21005

This is an example of Screen EEG21005.

```

Conservation          22-LOUISIANA          Display          EEG21005
Enter County Allocations Screen  Version: AB51  12-04-2006 13:33 Term E5
-----
Fiscal Year: 2007    Ledger Code: GRP          Fund Code: 225001/2006

      Total County Allocation                $              0

DD  County Name          Change (+/-)          Allocation
04  ACADIA                _____            0
04  ALLEN                 _____            0
05  ASCENSION            _____            0
05  ASSUMPTION           _____            0
03  AVOYELLES            _____            0
04  BEAUREGARD           _____            0
01  BIENVILLE            _____            0
01  BOSSIER              _____            0
01  CADDO                 _____            0
04  CALCASIEU           _____            0

MORE COUNTIES                               Balance:              0
Do you wish to see a summary by District Director (Y or N)?          N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll-Page
    
```

475 Enter County Allocations Screen EEG21005 (Continued)

B Entering Data on Screen EEG21005

Record county allocation amount changes on Screen EEG21005 as follows.

Step	Action	
1	IF an entry in the Total County Allocation field on the previous screen was...	THEN...
	made	enter applicable county allocation increases or decreases in the Change (+/-) field. After all entries have been made on Screen EEG21005 and "Enter" is pressed, the Balance field will be updated to reflect the amount that must be increased or decreased among 1 or more counties. Balance field must be reduced to 0 before the next screen can be displayed. Example: \$230,000 was entered in the Total County Allocation field on the previous screen. \$40,000 is distributed to 5 counties and \$30,000 to 1 county. Balance field will reflect 0.
	not made, but funds need to be transferred from 1 county to another	enter applicable county allocation transfers in the Change (+/-) field. Example: \$35,000 needs to be transferred from Doddridge to Barbour. ENTER "35,000" for Barbour and "-35,000" for Doddridge.
not made and funds do not need to be transferred from 1 county to another	go to step 2.	

475 Enter County Allocations Screen EEG21005 (Continued)

B Entering Data on Screen EEG21005 (Continued)

Step	Action	
2	IF a summary of entries by DD is...	THEN do the following in response to the question, “Do you wish to see a summary by District Director (Y or N)?”...
	needed	ENTER “Y” and PRESS “Enter”. Screen EEG21010 will be displayed with the summary by DD. <ul style="list-style-type: none"> • After the summary has been viewed, PRESS “Cmd4” to return to Screen EEG21005. • PRESS “Enter” to continue. Screen EEG21015 will be displayed.
	not needed	PRESS “Enter” to accept the default entry “N”. Screen EEG21015 will be displayed.

476 Ledger Program Summary Screen EEG21015

A Example of Screen EEG21015

This is an example of Screen EEG21015.

Conservation	22-LOUISIANA	Display	EEG21015
Ledger Program Summary Screen	Version: AB51	12-04-2001 13:33	Term E5

Fiscal Year: 2002	Ledger Code: EQIP	Fund Code: 220001/2002	
ALLOCATION PROGRAM SUMMARY			
Total State Allocation	\$	5,000	
= Total T/A Reserve		0	
+ Total C/S Reserve		2,000	
+ Total County Allocation		3,000	
Enter=Continue Cmd4=Previous Screen Cmd7=End			
The ledger is in balance. Press ENTER to continue.			

B Actions on Screen EEG21015

On Screen EEG21015, PRESS:

- “Enter” to continue processing; Screen EEG21020 will be displayed
- “Cmd4” or “F4” to return to Screen EEG21005
- “Cmd7” or “F7” to exit the process; the ledger will not be updated.

477 Ledger Allocations Screen EEG21020

A Example of Screen EEG21020

This is an example of Screen EEG21020.

```
Conservation          22-LOUISIANA          Display          EEG21020
Ledger Allocations Screen      Version: AB51  12-04-2001 13:33 Term E5
-----
Fiscal Year: 2002   Ledger Code: EQIP          Fund Code: 220001/2002

The program ledger is in balance.  If you continue, the program ledger
will be posted with the changes you have made.

There are 3 county allocation memos to be printed.  If you do not
print these memos now, you will have to manually gather the
information from the County Allocations Increases or Decreases Report
that will be placed on the print queue when State Ledgers are updated.

Do you wish to update the Ledger File (Y or N)?          ____
Do you wish to print the county allocation memos (Y or N)?  ____
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

477 Ledger Allocations Screen EEG21020 (Continued)

B Answering Questions on Screen EEG21020

Answer the questions on EEG21020 as follows.

Step	Action	
1	IF the ledger file is...	THEN Enter the following in response to the question, "Do you wish to update the Ledger File (Y or N)?"...
	to be updated	"Y".
	not to be updated	"N".
2	IF county allocation memos are...	THEN Enter the following in response to the question, "Do you wish to print the county allocation memos (Y or N)?"...
	to be printed	<p>"Y" and PRESS "Enter". Screen EEG21020 will be redisplayed with the message, "Change(s) updated on ledger file".</p> <p>Note: "Y" must be entered for the 1st question for "Y" to be entered for the 2nd question.</p> <p>PRESS "Cmd2" to select another ledger code or "Cmd7" to exit. Screen EZZ80000 will be displayed.</p>
	not to be printed	<p>"N" and PRESS "Enter". Screen EZZ80000 will be displayed.</p> <p>Notes: If "Y" is entered for the 1st question and "N" is entered for the 2nd question, manual memos must be prepared from allocation data on the County Allocations Increases or Decreases Report.</p> <p>If "N" is entered for both questions, the ledger file will not be updated and no memos or reports will be printed.</p>

478 Printing County Allocation Memos and Reports

A Completing Screen EZZ80000

Enter the following on Printer ID Screen EZZ80000, and PRESS “Enter”:

- printer ID
- number of copies to be printed.

Menu EEG200 will be displayed, and the following will be printed if “Y” was entered on Screen EEG21020 to print county allocation memos:

- County Allocation Increases or Decreases Report EEG231-R001
- county allocation memos.

B Example of Report EEG231-R001

This is an example of Report EEG231-R001.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 05-28-2001
Report ID:	EEG231-R001	Farm Service Agency		Page: 1
Ledger Code:	EQIP	CCC Allocation Increases or Decreases		Fiscal Year: 2001
Fund Code:	549999/2001			
Desc:	Natural Resource Concerns			
County	Previous Allocation	Increase	Decrease	Current Allocation
BARBOUR	\$123,100	\$25,000		\$148,100
BERKELEY	\$ 81,395		\$15,000	\$ 66,395
CABELL	\$ 23,400	\$10,000		\$ 33,400
DODDRIDGE	\$117,324	\$30,000		\$147,324
Total	\$345,219	\$65,000	\$15,000	\$395,219

478 Printing County Allocation Memos and Reports (Continued)

C Example of County Allocation Memo

This is an example of a county allocation memo.

TO	:	CED, BARBOUR COUNTY FSA OFFICE	05-28-2001	
FROM	:	WEST VIRGINIA STATE FSA OFFICE		
SUBJECT:		Increase Allocation to Program EQIP	Fund Code 549999/2001	
<p>The subject allocation has been changed as shown below as of the date of this memo. Please immediately update the county office ledger to reflect this change.</p>				
Previous Allocation		Increase	Decrease	Current Allocation
\$123,100		\$25,000		\$148,100

479 Processing Refunds From County Offices**A Refunds Are De-obligations**

Except in the case of USDA error, when a participant refunds to the County Office part or all of a payment received, the refund amount is a de-obligation. Therefore, a refund **shall**:

- **be:**
 - recorded to the County Office ledger
 - returned to the State Office and posted to a C/S reserve account

- **not be:**
 - returned to the contract from which it was paid
 - approved on any other contract in the county in which the refund was received
 - transferred to any other county.

B State Office Action

State Offices shall:

- require County Offices to notify the State Office of all refunds recorded to the ledger, as they are recorded
- process county allocation reductions according to this paragraph
- maintain de-obligated funds in a C/S reserve account with any other unused funds until notified to return them to the National Office.

479 Processing Refunds From County Offices (Continued)**C Recording County Allocation Reduction**

When notification is received from a County Office that funds de-obligated because of a refund are being returned to the State Office, the amount returned must be:

- deducted from the county's current allocation on the State ledger
- added to the current amount in a C/S reserve account.

Important: The total State allocation on CCC-357 **will not** change because of refunds.

The following subparagraphs provide an example of how to record a county allocation reduction for an amount refunded. The example includes only the major screens involved in the process. Entries made by the State Office in the example are highlighted. See paragraphs 473 through 478 for detailed instructions on all screens involved in processing allocation changes.

Note: Although the example is a de-obligation because of a refund, a de-obligation for any reason, such as the cancellation of an approved contract, would be recorded to the State ledger in the same manner.

D County Office Notification Received

The 1st part of the example is that notification from a County Office has been received that a refund of a certain amount:

- has been received from a participant
- processed according to 3-FI
- posted to the appropriate ledger
- is being returned to the State Office.

479 Processing Refunds From County Offices (Continued)

E Changing the Total County Allocation and C/S Reserve

Access Menu EEG200, option "1", according to paragraph 474, and complete the following on Screen EEG21000:

- reduce the **total county allocation** by the refund amount
- add the same amount to the C/S reserve.

Notes: The refund amount returned by the County Office in this example is \$7,854.

The total State allocation is unaffected by these changes.

If no C/S reserve account is displayed under "Reserve Accounts", exit the process with "Cmd7" or "F7", and create a C/S reserve account according to Part 14, Section 5.

Conservation		22-LOUISIANA		Display		EEG21000	
Ledger Allocations/Reserves Screen		Version: AB50		11-26-2001 13:51		Term E4	
Fiscal Year: 2002		Ledger Code: EQIP		Fund Code: 220001/2001			
		Change (+/-)		Amount			
	Total State Allocation	_____	\$	388,900			
-	Total C/S Reserve			0			
-	Total County Allocation	<u>-7854</u>		388,900			
=	Balance			0			

	Reserve Accounts						
	CSMAIN	<u>7854</u>		0			0
NO MORE ACCOUNT CODES							
Enter=Continue Cmd4=Previous Screen Cmd7=End							

479 Processing Refunds From County Offices (Continued)

F Reducing the Individual County Allocation

On Screen EEG21005, reduce **individual county allocation** for the county in which the refund was processed.

Conservation		22-LOUISIANA	Display	EEG21005
Enter County Allocations Screen		Version: AB51	12-04-2001 13:33	Term E5
Fiscal Year: 2002		Ledger Code: EQIP	Fund Code: 220001/2002	
Total County Allocation:			\$	381,046
DD	County Name	Change (+/-)	Allocation	
04	ACADIA	_____	80,000	
04	ALLEN	_____	0	
05	ASCENSION	_____	0	
05	ASSUMPTION	_____	0	
03	AVOUELLES	<u>-7854</u>	66,000	
04	BEAUREGARD	_____	0	
01	BIENVILLE	_____	0	
01	BOSSIER	_____	0	
01	CADDO	_____	95,000	
04	CALCASIEU	_____	0	
MORE COUNTIES		Balance:	-7854	
Do you wish to see a summary by District Director (Y or N)?				<u>N</u>
Enter=Continue Cmd4=Previous Screen Cmd7=End Roll=Page				

479 Processing Refunds From County Offices (Continued)

G Summary Screen Displayed

After the individual county allocation has been reduced, Screen EEG21015 will be displayed summarizing the new allocation balances as follows.

Conservation	22-LOUISIANA	Display	EEG21015
Ledger Program Summary Screen	Version: AB51	12-04-2001 13:33	Term E5

Fiscal Year: 2002	Ledger Code: EQIP	Fund Code: 220001/2002	
ALLOCATION PROGRAM SUMMARY			
Total State Allocation	\$	388,900	
=Total T/A Reserve		0	
+Total C/S Reserve		7,854	
+Total County Allocation		381,046	
Enter=Continue Cmd4=Previous Screen Cmd7=End			
The ledger is in balance. Press ENTER to continue.			

479 Processing Refunds From County Offices (Continued)

H Report and Memo Printed

After the ledger file has been updated with the allocation changes:

- Report EEG231-R001 will print automatically
- county allocation memo will print, if it was selected to print according to subparagraph 477 B.

I Example of Report EEG231-R001

This is an example of Report EEG231-R001.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 05-28-2001
Report ID:	EEG231-R001	Farm Service Agency		Page: 1
Ledger Code:	EQIP	CCC Allocation Increases or Decreases		Fiscal Year: 2001
Fund Code:	549999/2001			
Desc:	Natural Resource Concerns			
County	Previous Allocation	Increase	Decrease	Current Allocation
CABELL	\$ 66,000		\$ 7,854	\$ 58,146
Total	\$ 66,000		\$ 7,854	\$ 58,146

479 Processing Refunds From County Offices (Continued)

J Example of County Allocation Memo

This is an example of the county allocation memo. Upon receipt in the County Office, the allocation on the county ledger will be reduced by \$7,854. At that point, the allocation on both county and State ledgers should be \$58,146.

TO	:	CED, CABELL COUNTY FSA OFFICE		05-28-2001
FROM	:	WEST VIRGINIA STATE FSA OFFICE		
SUBJECT:		Decrease Allocation to Program EQIP		Fund Code 549999/2001
<p>The subject allocation has been changed as shown below as of the date of this memo. Please immediately update the county office ledger to reflect this change.</p>				
		Previous Allocation	Increase	Decrease
		\$ 66,000		\$ 7,854
				Current Allocation
				\$ 58,146

480-490 (Reserved)

Section 2 Recording T/A Reserve Account Payments

491 Overview

A In This Section

This Section will provide instructions for recording T/A reserve account payments, and will be provided when a program is established that uses T/A reserve accounts.

492-520 (Reserved)

Section 3 Printing and Reviewing State CCC Ledger Reports**521 Reviewing State Ledger Report Data****A Reviewing Report EEG235-R003**

State Offices shall print and review Report EEG235-R003 the last workday of each month to ensure that all:

- State allocation changes received from the National Office and all county allocation changes are recorded correctly on the State ledger
- C/S and T/A reserves are correct
- T/A CCC-184's issued are recorded promptly.

Each month, when progress reports are transmitted to KCAO, the C/S and T/A reserve amounts will be:

- recorded automatically from the State ledgers
- transmitted to KCAO along with the county progress reports.

B Reviewing Report EEG235-R006

The Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006 will automatically print when progress reports are queued for transmission, and any allocation discrepancies between the county allocations on Conservation 305 and county allocations on the State ledger will be printed.

Review Report EEG235-R006 when printed during progress queuing each month, and ensure that all differences, either at the State level or the county level, are corrected for the next month's progress report cycle.

Note: Report EEG235-R006 can also be printed according to this Section.

522 Accessing Ledger Reports Selection Screen EEG23000

A Accessing Screen EEG23000

Access Screen EEG23000 as follows.

Step	Action	Result
1	On Menu EEG200, ENTER "3".	Screen EZZ80000 will be displayed.
2	Enter the following, and PRESS "Enter". <ul style="list-style-type: none"> • printer ID • the number of copies to be printed. 	Screen EEG23000 will be displayed.

B Example of Screen EEG23000

This is an example of Screen EEG23000. All State ledger report processing is performed from this screen.

```

Conservation          22-LOUISIANA          Selection    EEG23000
Ledger Reports Selection Screen      Version: AB51  12-05-2001 12:36 Term E5
-----

Action
Code          Ledger Reports

    1. Program Summary Ledger Report
    2. T/A Summary Ledger Report
    3. Sequential Ledger Entry Report
    4. Differences Between Conservation 305 and State CCC Ledgers Report

Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

523 Program Summary Ledger Report EEG235-R001

A Selecting Report EEG235-R001

Select Report EEG235-R001 as follows.

Step	Action		Result
1	ENTER "1" on Screen EEG23000.		Screen EEG20500 will be displayed.
2	PRESS "Enter".		Screen EEG20505 will be displayed.
3	IF the report is to be processed for...	THEN...	
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	Screen EEG20590 will be displayed while the report is being processed. Note: Go to step 5.
	all fund codes displayed	leave the Enter # of Fund Code field blank and PRESS "Enter".	Screen EEG20510 will be displayed with the message, "Print Selected Ledger at a (D)etail or (S)ummary level?"
4	IF the level of the report to be processed is...	THEN ENTER...	
	detail Note: This will produce a separate report for each unique fund code.	"D" and PRESS "Enter".	Screen EEG20590 will be displayed while the report is being processed.
	summary Note: This will produce a report combining all applicable fund codes.	"S" and PRESS "Enter".	
5	PRESS "Enter".		The report will be printed.

523 Program Summary Ledger Report EEG235-R001 (Continued)

B Example of Report EEG235-R001

This is an example of Report EEG235-R001, detail level.

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency			Prepared: 06-01-2001	
Report ID: EEG235-R001		Program Summary Ledger Report			As of: 06-01-2001	
Ledger Code:	EQIP				Page: 1	
Fund Code:	549999/2001				Fiscal Year: 2001	
Desc:	Natural Resource Concerns					

Total State Allocation:	379,440					
Total T/A Reserve:	0					
Total C/S Reserve:	40,000					
Total County Allocation:	339,440					

COUNTY	PRIOR FY ALLOCATION	PRIOR FY EARNINGS	CARRYOVER FROM PRIOR FY	INCREASES	DECREASES	CURRENT ALLOCATION

BARBOUR	22,758	12,958	9,800	15,000	0	24,800
BERKELEY	37,190	9,190	28,000	10,000	0	38,000
BOONE	52,494	25,314	27,180	25,000	10,000	42,180
BRAXTON	150,783	57,683	93,100	85,000	0	178,100
BROOKE	13,390	4,140	9,250	5,000	0	14,250
CABELL	43,921	16,811	27,110	35,000	20,000	42,110
TOTALS	320,536	126,096	194,440	175,000	30,000	339,440

523 Program Summary Ledger Report EEG235-R001 (Continued)

C Description of Report EEG235-R001

This is as description of information on Report EEG235-R001.

Column	Description
County	Each county listed in alphabetical order.
Prior FY Allocation	Each county's allocation on the State ledger before rollover into the current FY.
Prior FY Earnings	Each county's earnings as of September 30 of the prior FY that were transmitted on the Conservation 305 to the State Office.
Carryover From Prior FY	The prior FY allocation minus the prior FY earnings for each county.
Increases/ Decreases	The cumulative allocation increases and decreases posted to the State ledger for each county during the current FY.
Current Allocation	The carryover from prior FY plus current FY allocation increases minus current FY allocation decreases for each county.

524 (Reserved)

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005

A Selecting Sequential Ledger Entry Reports

ENTER "3" on Screen EEG23000 to select Sequential Ledger Entry Reports.

Ledger Reports Selection Screen EEG23005 will be displayed. The following will be selected for the report to be printed:

- date range
- types of entries.

B Example of Screen EEG23005

This is an example of Screen EEG23005.

```

Conservation          22-LOUISIANA          Selection      EEG23005
Ledger Reports Selection Screen      Version: AB51  12-06-2001 08:07 Term E5
-----
                               Sequential Ledger Entry Report

Date From: _____ Thru _____
          (Leave Dates Blank To Print Entire Fiscal Year)

Entries to include on report:

1. All Entries
2. T/A Reserve Accounts Entries ONLY
3. C/S Reserve Accounts Entries ONLY

Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

C Selecting Date Range and Types of Entries

Select the date range and types of entries for Report EEG235-R005 as follows.

Step	Action	Result	
1	IF the report is to be processed for...		
	the entire current FY		THEN... leave the date fields blank. Go to step 2.
	a portion of the current FY		enter the from and to dates for the date range to be processed. Go to step 2. <ul style="list-style-type: none"> • Dates must be entered in MMDDCCYY format. <p>Example: June 16, 1997, shall be entered as "06161997".</p> <ul style="list-style-type: none"> • Date range must be within the current FY.
2	IF the report is to be processed for...	Screen EEG20500 will be displayed.	
	all entries		THEN ENTER... "1", and PRESS "Enter".
	T/A reserve accounts only		"2", and PRESS "Enter".
	Note: GRP does not have T/A reserve accounts.		
	C/S reserve accounts only	"3", and PRESS "Enter".	

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

C Selecting Date Range and Types of Entries (Continued)

Step	Action		Result
3	PRESS "Enter".		Screen EEG20505 will be displayed.
4	IF the report is to be processed for...	THEN...	
	a single fund code	enter the number of the fund code to be selected and PRESS "Enter".	Screen EEG20590 will be displayed while the report is being processed.
	all fund codes displayed	leave the Enter # of Fund Code field blank and PRESS "Enter".	
5	PRESS "Enter".		The report will be printed.

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

D Example of Report EEG235-R003 for All Entries

This is an example of Report EEG235-R003 for all entries.

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency			Prepared: 01-15-1999		
Report ID: EEG235-R003		Sequential Ledger Entry Report			As of: 01-15-1999		
Ledger Code: EQIP		Date From 10-01-1998 Thru 1-15-1999			Page: 1		
Fund Code: 549999/1999					Fiscal Year: 1999		
Desc: Natural Resource Concerns							
DATE	COUNTY/ RESERVE ACCOUNT	DESCRIPTION	STATE ALLOCATION	T/A RESERVE	C/S RESERVE	COUNTY ALLOCATION	T/A CHECKS ISSUED
10-01-1998		CARRY FORWARD TOTALS	210,580		10,000	200,580	
11-05-1998		INCREASE	175,000				
11-15-1998	CS0001	INCREASE			30,000		
11-15-1998	CS0002	INCREASE			10,000		
11-15-1998	BARBOUR	INCREASE				15,000	
11-15-1998	HAMPSHIRE	INCREASE				10,000	
11-15-1998	JACKSON	INCREASE				15,000	
11-15-1998	PRESTON	INCREASE				75,000	
11-15-1998	RALEIGH	INCREASE				20,000	
11-18-1998	BOONE	PRIOR FY ADJUSTMENT	4,000-				4,000-
11-18-1998	CABELL	PRIOR FY ADJUSTMENT	2,140-				2,140-
12-20-1998	CS001	DECREASE			10,000-		
12-20-1998	RALEIGH	DECREASE					5,000-
12-20-1998	PRESTON	INCREASE				10,000	
12-20-1998	CABELL	INCREASE				5,000	
10-31-1998		MONTH END	210,580		10,000	200,580	
11-30-1998		MONTH END	379,440		40,000	329,440	
12-31-1998		MONTH END	379,440		40,000	339,440	
01-15-1999		CURRENT BALANCE	379,440		40,000	339,440	

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

E Description of Report EEG235-R003

A separate Report EEG235-R003 is produced for each fund code, and includes the following changes by date that have been recorded in the ledger:

- State allocation
- county allocation
- T/A reserve, if applicable
- C/S reserve.

F Example of Report EEG235-R005

This is an example of Report EEG235-R005.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 05-15-1999
		Farm Service Agency		As of: 05-15-1999
Report ID: EEG235-R005		C/S Reserves Sequential Ledger Entry Report		Page: 1
Ledger Code: EQIP		Date From 10-01-1998 Thru 12-31-1998		Fiscal Year: 1999
Fund Code: 549999/1999				
Desc: Natural Resource Concerns				
<hr/>				
DATE	RESERVE ACCOUNT	DESCRIPTION	INCREASES/ DECREASES	CURRENT RESERVE AMOUNT
<hr/>				
10-01-1998	CS0001	CARRY FORWARD TOTALS	6,000	6,000
10-01-1998	CS0002	CARRY FORWARD TOTALS	4,000	4,000
<hr/>				
11-15-1998	CS001	INCREASE	21,250	27,250
11-15-1998	CS002	INCREASE	10,000	14,000
12-20-1998	CS001	DECREASE	10,000-	17,250
<hr/>				
10-31-1998		MONTH END	10,000	10,000
11-30-1998		MONTH END	27,250	27,250
12-31-1998		MONTH END	17,250	17,250
01-15-1999		CURRENT BALANCE	17,250	17,250

525 Sequential Ledger Entry Reports EEG235-R003 and EEG235-R005 (Continued)

G Description of Report EEG235-R005

A separate Report EEG235-R005 is produced for each fund code, and includes the following by date that have been recorded in the ledger for all C/S reserve accounts:

- reserve increases
- reserve decreases
- current reserve amounts.

H No T/A Reserve Report for GRP

Since GRP is currently the only eligible program being processed in the CCC system, and GRP does not use T/A reserve accounts, T/A Reserves Sequential Ledger Entry Report EEG235-R004 will **not** be produced.

526 (Reserved)

527 Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006

A Selecting Report EEG235-R006

Select Report EEG235-R006 as follows.

Step	Action	Result
1	On Screen EEG23000, ENTER "4".	Screen EEG20590 will be displayed while the report is being processed.
2	PRESS "Enter".	The report will be printed.

527 Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006
(Continued)

B Example of Report EEG235-R006

This is an example of Report EEG235-R006.

Notes: All programs and fund codes are reflected on 1 report.

This report is always printed as of the end of the prior month.

WEST VIRGINIA		U.S. Department of Agriculture		Prepared: 06-01-1999	
		Farm Service Agency		As of: 05-31-1999	
Report ID:EEG235-R006 Differences Between Conservation 305 and State CCC Ledgers				Page: 1	
				Fiscal Year: 1999	
PROGRAM CODE	FUND CODE	COUNTY	COUNTY ALLOC. ON CONSV. 305	COUNTY ALLOC. ON STATE CCC LEDGER	DIFFERENCE
EQIP	540025/1997	CABELL	25,179	20,179	5,000
		MASON	31,900	36,900	5,000
	549999/1997	HAMPSHIRE	135,690	115,690	20,000
		## JACKSON	17,656	18,792	1,136
		PRESTON	850,000	790,000	60,000
		RALEIGH	10,000	*****	10,000
***** - No record on file for this ledger.					
## - Date of Conservation 305 data does not match As of date.					

527 Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006
(Continued)

C Description of Report EEG235-R006

This is a description of information on Report EEG235-R006.

Column	Description
Program Code	Only program codes that have differences are listed.
Fund Code	Only fund codes within the program codes listed that have differences are listed.
County	Counties that have different allocations recorded on their ledgers from the allocations recorded on the State ledger are listed.
County Alloc. on Consv. 305	The allocation the county has recorded on its ledger as of the end of the prior month, and transmitted on the Conservation 305.
County Alloc. on State CCC Ledger	The allocation the State Office has on the State ledger for the county.
Difference	The difference between the county allocation on the Conservation 305 and the county allocation the State has recorded on the State ledger for the county.
Special Notations	
<p>“***** - No record on file for this ledger.” Indicates that no allocation is recorded on the ledger where the asterisks appear, but an allocation is recorded on the ledger in the adjacent column.</p> <p>Example: “*****” appears in the County Alloc. on State CCC Ledger column, but an amount appears in the County Alloc. on Consv. 305 column. The State does not have an allocation recorded for that county for the program and fund code on the State ledger, but the county does have an allocation recorded on its ledger.</p>	
<p>“## - Date of Conservation 305 data does not match As of date.” Indicates that a county has not transmitted its Conservation 305 for the prior month. The report will read the Conservation 305 data as of the last month data was transmitted.</p>	

**527 Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006
(Continued)**

D Using Report EEG235-R006

Report EEG235-R006 lists only counties that have different allocations than what is recorded for those counties on the State ledger.

State Offices must determine which is in error, the county ledger or State ledger, and ensure that corrections are made to the applicable ledger before the next month's monthend progress reports are transmitted.

528-540 (Reserved)

Section 4 Updating Prior FY Data

541 Overview

A In This Section

This Section will provide instructions for updating prior FY county and reserve account data, and will be provided when software is available.

542-570 (Reserved)

Section 5 Managing T/A and C/S Reserve Accounts**571 Establishing Reserve Accounts****A Reserve Accounts**

T/A reserve accounts are for maintaining funds reserved in the State Office to pay technical agencies for technical assistance provided to FSA.

C/S reserve accounts are for maintaining funds reserved in the State Office that have not been allocated to County Offices for C/S or incentive assistance to producers.

All programs may have C/S reserve accounts established. However, not all programs may have T/A reserve accounts established. T/A reserve accounts may not be established for programs for which T/A payments are made to the technical agency or agencies by the National Office.

The State Office shall establish and maintain reserve accounts according to this section.

B Reserve Account Names

T/A and C/S reserve account names shall be established uniformly at the program level, but will exist individually at the ledger level.

Example: C/S reserve account CSMAIN is created in the system for EQIP. CSMAIN is available to store C/S reserve funds separately for all fund codes under EQIP.

C Establishing T/A Reserve Accounts

Up to 5 T/A reserve accounts can be established for a program. Each T/A code will consist of up to 6 alphanumeric characters; the 1st 2 characters will always be "TA". State Offices shall establish any or all of the last 4 characters as an identifying code for the technical agency.

Examples: TANRCS, TA0001, etc.

Important: T/A accounts can not be created for GRP, because the transfer of technical assistance funds will be made by the National Office.

571 Establishing Reserve Accounts (Continued)

D Establishing C/S Reserve Accounts

Up to 25 C/S reserve accounts can be established for a program. This will allow a separate C/S reserve for each DD as well as other miscellaneous C/S reserves, which the State Office may need to establish.

Note: State Offices are not required to establish DD C/S reserve accounts.

Each C/S code will consist of up to 6 alphanumeric characters; the 1st 2 characters will be always be “CS”. Use any or all of the last 4 characters as an identifying code for the reserve.

Examples: CSDD01, CSDD02, CSMAIN, CSEQIP, etc.

572 Accessing Establish Reserve Accounts Menu EEG250**A Accessing Menu EEG250**

On Menu EEG200, ENTER "5" to access Menu EEG250.

B Example of Menu EEG250

This is an example of Menu EEG250. All reserve account processing is performed from this menu.

```
COMMAND                                EEG250                                E3
Establish Reserve Accounts Menu
-----
      1.  Establish T/A Reserve Accounts
      2.  Establish C/S Reserve Accounts

      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".
```

573 Update Accounts Screen EEG25500

A Accessing Screen EEG25500

Complete the following to access Screen EEG25500.

Step	Action	Result
1	Enter either of the following on Menu EEG250, and PRESS "Enter": <ul style="list-style-type: none"> • "1" to establish T/A reserve accounts • "2" to establish C/S reserve accounts. 	Screen EEG20500 will be displayed, listing eligible programs for which accounts may be established. Note: If there are no programs for which T/A accounts may be established, the message, "No eligible programs." will be displayed.
2	Enter the number of the ledger code to be selected, and PRESS "Enter".	Screen EEG25500 will be displayed.

573 Update Accounts Screen EEG25500 (Continued)

B Example of Screen EEG25500

This is an example of Screen EEG25500 for C/S accounts before any have been created. This screen is also used for T/A accounts, except "T/A" is displayed instead of "C/S".

```

Conservation                000-WEST VIRGINIA                Display                EEG25500
Update Accounts Screen      Version: A001 05-28-1997  15:18  Term E3
-----
Fiscal Year: 1997          Ledger Code:  EQIP

C/S Reserve Accounts:

NO MORE C/S ACCOUNT CODES
Cmd4=Previous Screen  Cmd7=End    Cmd16=Add  Cmd20=Change
                    Cmd24=Delete
IM:  No reserve accounts are currently on file.
    
```

C Updating Reserve Accounts

Update reserve accounts from Screen EEG25500 according to the following table.

IF...	THEN see paragraph...
a new T/A or C/S reserve account is to be added	574.
the name of an existing T/A or C/S reserve account is to be changed	575.
an existing T/A or C/S reserve account is to be deleted	576.

574 Adding T/A or C/S Reserve Accounts**A Accessing Screen EEG25505**

PRESS “Cmd16” or “Shift F4” on Screen EEG25500 to access Update Accounts Screen EEG25505.

B Example of Screen EEG25505

This is an example of Screen EEG25505 for C/S reserve accounts. This screen is also used for T/A accounts, except “T/A” is displayed instead of “C/S”.

```

Conservation                000-WEST VIRGINIA          Display      EEG25505
Update Accounts Screen      Version:  A001 05-28-1997  15:18  Term E3
-----
Fiscal Year:  1997      Ledger Code:  EQIP

Enter C/S Reserve Account Name: _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End

```

C Adding the Reserve Account

Enter the T/A or C/S reserve account name, and PRESS “Enter”. Screen EEG25500 will be displayed reflecting the account just added, and the message, “Reserve Account has been added”.

If other reserve accounts need to be added, follow the instructions in this paragraph for each account to be added.

When all T/A or C/S reserve accounts have been added, PRESS “Cmd7” or “F7”. Menu EEG250 will be displayed.

575 Changing T/A or C/S Reserve Account Names

A Accessing Screen EEG25510

Complete the following to access Update Accounts Screen EEG25510.

Step	Action	Result
1	On Screen EEG25500, PRESS "Cmd20" or Shift F8".	Screen EEG25500 will be redisplayed with the added field, C/S Account to Change. Note: If the screen is being processed for a T/A account, the field will be T/A Account to Change.
2	ENTER T/A or C/S reserve account name to be changed and PRESS "Enter".	Screen EEG25510 will be displayed reflecting the name of the selected T/A or C/S reserve account.

575 Changing T/A or C/S Reserve Account Names (Continued)

B Example of Screen EEG25510

This is an example of Screen EEG25510 for C/S reserve accounts. This screen is also used for T/A accounts, except “T/A” is displayed instead of “C/S”.

Conservation	000-WEST VIRGINIA	Display	EEG25510
Update Accounts Screen	Version: A001	05-28-1997 15:18	Term E3

Fiscal Year: 1997	Ledger Code: EQIP		
C/S Reserve Account Name: <u>XXXXXX</u>			
Enter=Continue Cmd4=Previous Screen Cmd7=End			

C Changing Reserve Account Name

Change the T/A or C/S reserve account name, and PRESS “Enter”. Screen EEG25500 will be displayed reflecting the updated account name, and the message, “Reserve Account has been changed”.

If other reserve account names need to be changed, follow the instructions in this paragraph for each account to be changed.

When all T/A or C/S reserve account changes have been made, PRESS “Cmd7” or “F7”. Menu EEG250 will be displayed.

576 Deleting T/A or C/S Reserve Accounts

A Accessing Screen EEG25550

Complete the following to access Update Accounts Screen EEG25550.

Step	Action	Result
1	PRESS "Cmd24" or "Shift F12" on Screen EEG25500.	Screen EEG25500 will be redisplayed with the added field, "C/S Account to Delete". Note: If the screen is being processed for a T/A account, the field will be, "T/A Account to Delete".
2	ENTER the T/A or C/S reserve account to be deleted, and PRESS "Enter".	Screen EEG25515 will be displayed reflecting the name of the selected T/A or C/S reserve account.

B Example of Screen EEG25515

This is an example of Screen EEG25515 for C/S reserve accounts. This screen is also used for T/A accounts, except "T/A" is displayed instead of "C/S".

```

Conservation          000-WEST VIRGINIA          Display          EEG25515
Update Accounts Screen      Version:  A001 05-28-1997  15:18  Term E3
-----
Fiscal Year:  1997      Ledger Code:  EQIP

C/S Reserve Account Name:  XXXXXX

Is this the C/S Account you wish to delete (Y or N)?
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
N
    
```

576 Deleting T/A or C/S Reserve Accounts (Continued)**C Deleting Reserve Account**

Enter 1 of the following in response to the question, "Is this the C/S Account you wish to delete (Y or N)?"

Note: "T/A" will be reflected in the question instead of "C/S" if a T/A account is to be deleted.

- "Y" to delete the account. Screen EEG25500 will be displayed reflecting the deletion of the account, and the message, "Reserve Account has been deleted".
- "N" if the selected account is **not** to be deleted. Screen EEG25500 will be redisplayed for selecting a different T/A or C/S reserve account to be deleted.

If other reserve accounts need to be deleted, follow the instructions in this paragraph for each account to be deleted.

When all T/A or C/S reserve account deletions have been made, PRESS "Cmd7" or "F7". Menu EEG250 will be displayed.

577-590 (Reserved)

Section 6 Setting Default Values

591 Default Values

A Purpose of Default Values

County names and data may be listed on State CCC ledger reports and screens in alphabetical order within 1 of the following:

- State
- each district.

Default values must be set according to this paragraph to establish whether county data will be listed by State or district. Setting default values is a 1-time activity, unless it is decided to change the order in which county data is listed.

B Accessing Screen EEG26000

Default values will be set on State Ledgers Default Values Screen EEG26000.

On Menu EEG200, ENTER "6" to access Screen EEG26000.

C Example of Screen EEG26000

This is an example of Screen EEG26000.

```

Conservation                000-WEST VIRGINIA                Display                EEG26000
State Ledgers Default Values Screen  Version:  A001 05-28-1997  15:18  Term E3
-----
                                DEFAULT VALUES

Enter "Y" next to the appropriate response:

    List county names on reports and screens alphabetically within

    ___      State

        OR

    ___      District Director

Enter=Continue  Cmd7=End
    
```

591 Default Values (Continued)

D Completing Screen EEG26000

Complete Screen EEG26000 as follows.

Step	Action		Result
1	IF county data is to be listed in alphabetical order within...		
	State	THEN ENTER... "Y" in the State field and PRESS "Enter".	
	each district	"Y" in the District Director field and PRESS "Enter".	
2	PRESS "Cmd7" or "F7".		Menu EEG200 will be displayed.

592-600 (Reserved)

Part 15 State CCC Progress Reports Processing**Section 1 Monthend Progress Reports****601 Processing CCC Monthend Progress Reports****A Combined Queuing Process**

Although CRES and CCC conservation systems are separate, monthend progress reports for both systems are queued to KCAO at the same time, from the same option. Instructions in paragraph 605 or 1-CONSV, paragraph 729, may be used interchangeably for the actual queuing process **only**. However, all of the preparatory activities for queuing must be completed separately for each system.

This section provides procedures for preparing and queuing monthend progress reports to KCAO for the CCC conservation system. See 1-CONSV, Part 10 for CRES procedures.

B Notes

In this Section:

- “Service Centers” refer to offices from which FSA programs are administered
- “county” or “counties” refer to geographic counties identified by State and county codes.

As levels of CRES and CCC program activity change, it is possible that there is or will be no CRES and/or CCC progress report data to transmit for some counties. Procedure in this section reflects this possibility.

C Transmission Deadlines

Service Centers shall transmit CCC conservation system monthend progress reports to the State Office no later than the **4th workday of the month**, according to Part 11.

State Offices shall transmit CCC conservation system monthend progress reports to KCAO no later than the **5th workday of the month**, according to this Section.

Exception: If all expected county transmission files have been received and merged for both CRES and CCC conservation systems, State Offices shall transmit monthend progress reports **before** the 5th workday.

Note: If system problems occur preventing timely transmission to KCAO, State Offices shall transmit monthend progress reports each month, even if it is after the 5th workday.

601 Processing CCC Monthend Progress Reports (Continued)

D Preparation Activities

State Offices shall complete activities in preparation for queuing CCC conservation system monthend progress reports as follows.

Activity	Instructions
Maintaining DD codes.	<p>Data on Conservation 305 Monthly Progress Report EEG330-R002 is broken down by DD codes that are maintained in the State name and address file.</p> <p>If Service Centers for any counties have been reassigned to other districts, ensure that DD codes for the affected counties are updated, before the 1st workday of the month, through the following options:</p> <ul style="list-style-type: none"> • Application Selection Menu FAF07001, option “10” • Other Programs/Administrative Processes Menu LAF010, option “1” • Name and Address Menu LAF020, option “1” • County Name and Address Maintenance Menu LAF030, option “1”. <p>Note: Updates made on or after the 1st workday of the month will not take effect on Report EEG330-R002 until the following month.</p>
Monitoring incoming county transmissions.	<p>Display counties not yet transmitted to the State Office on the 2nd through the 5th workdays of the month, according to paragraph 603, to ensure that all applicable Service Centers have transmitted their progress reports.</p> <p>County progress report data shall not be transmitted to KCAO until all official Service Centers have transmitted data to the State Office, unless either of the following exceptions occur:</p> <ul style="list-style-type: none"> • Service Centers unable to transmit because of: <ul style="list-style-type: none"> • the system being inoperable and, therefore, they are unable to transmit by the required deadline • rejected Conservation 305 data • transmissions for only 1 or 2 counties have not been received and there is data to be transmitted for those counties. <p>Note: This exception is not applicable for the September 30 monthend progress reports received in October.</p>

601 Processing CCC Monthend Progress Reports (Continued)

D Preparation Activities (Continued)

Activity	Instructions
Printing Report EEG330-R002.	<p>Print Report EEG330-R002, according to paragraph 604:</p> <ul style="list-style-type: none"> • after all county transmissions have been received • by the 5th workday of the month. <p>Do not print Report EEG330-R002 until all Service Centers have transmitted to the State Office, excluding Service Centers experiencing the exceptions in subparagraph D.</p> <p>Note: The September 30 Report EEG330-R002 that is printed in October shall not be printed until all Service Center transmissions have been received.</p> <p>Report EEG330-R002 must be printed before progress reports are queued for transmission to KCAO, to perform calculations for the columns containing activity since the last report.</p> <p>Note: If Report EEG330-R002 is not printed until after queuing, the system cannot calculate the data in these columns.</p> <p>Maintain a copy of the report according to 25-AS.</p>
CRES preparation.	Ensure that all CRES preparation activities have been completed according to 1-CONSV, Part 10.

E Queuing Progress Reports

After **all** of the preparation activities in subparagraph D have been completed, queue CCC conservation system progress reports for transmission to KCAO, according to paragraph 605.

Maintain a copy of the reports printed during queuing in a file labeled “GRP 4-2 Ledger Reports”, according to 25-AS.

601 Processing CCC Monthend Progress Reports (Continued)

F Review and Corrective Activities

After CCC conservation system progress reports have been queued for transmission to KCAO, review and corrective activities shall be performed as follows.

Activity	Instructions
STC Review	<p>STC shall:</p> <ul style="list-style-type: none"> • promptly review entries on the following reports: <ul style="list-style-type: none"> • Conservation 305 Monthly Progress Report EEG330-R002 - Summary • Conservation 305 Monthly Progress/Transmission Report EEG320-R001 • send a copy of Report EEG330-R002 to: <ul style="list-style-type: none"> • DD, if requested • NRCS, if requested. <p style="text-align: center;">Note: Conservation 305 Monthly Progress Report EEG330-R002 - Detail will only need to be printed if DD is receiving a copy.</p>
DD Review	<p>Each DD shall review Report EEG330-R002 entries for accuracy and ensure that:</p> <ul style="list-style-type: none"> • entries balance • the C/S amount approved, minus performance amount approved, equals outstanding AD-1153 and CCC-920 balances • payments issued for GRP during the FY equal the amount earned • corrections are made before the next month's progress report transmission cycle.
Corrections	<p>Corrections to erroneous Conservation 305 data must be made in 1 or more of the following areas before the next month's progress report cycle:</p> <ul style="list-style-type: none"> • county CCC ledger • State CCC ledger • county AD-1153, CCC-920 or CCC-1245 processing. <p>Corrections will be effective for the next month's progress report cycle. Corrections cannot be made for the immediate prior month's Conservation 305.</p>

601 Processing CCC Monthend Progress Reports (Continued)**G Printing Additional Copies of Reports**

Additional copies of CCC conservation system reports may be printed, if needed, according to paragraph 607.

Exception: Additional copies of Report EEG330-R002 cannot be printed after the queuing process is complete.

602 Accessing Conservation State CCC Progress Reports Menu EEG300**A Accessing Menu EEG300**

On Menu EEG000, ENTER "3" to access Menu EEG300.

B Example of Menu EEG300

This is an example of Menu EEG300.

```

COMMAND                                EEG300                                E5
Conservation State CCC Progress Reports Menu
-----
      1. Counties Not Yet Reported To STO (Display)
      2. Conservation 305 State Committee Report
      3. Conservation 305 Monthly Progress Reports - Summary
      4. Conservation 305 Monthly Progress Reports - Detail
      5. Summary of Conservation Programs Progress Reports

      20. Return To Application Primary Menu
      21. Return To Application Selection Menu
      22. Return To Office Selection Screen
      23. Return To Primary Selection Menu
      24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

603 Monitoring Incoming County Monthend Progress Report Transmissions

A Displaying Counties Not Yet Transmitted

Important: Before processing this option, ensure that **all** county transmission files on the system have been merged into the State progress report file. Any transmission files on the system that **have not** been merged will cause counties to be erroneously displayed.

Display the list of counties for which Service Centers have not transmitted monthend progress reports as follows. Counties may be displayed as often as needed.

Step	Action	Result
1	On Menu EEG300, ENTER "1" and PRESS "Enter".	Screen EEG31000 will be displayed.
2	On Screen EEG31000, ENTER "1" and PRESS "Enter".	Screen EEG31005 will be displayed with the: <ul style="list-style-type: none"> • State and county codes and names of all counties for which Service Centers have not yet transmitted monthend progress reports • number of counties for which Service Centers have transmitted monthend progress reports in the lower-right corner.
3	PRESS: <ul style="list-style-type: none"> • "Shift" + "Page Up" or "Page Down" to display additional screens of counties for which data has not yet been transmitted, if needed. • "Print" on each screen to obtain printouts of all counties listed, if desired. • "Cmd7" to exit. 	Menu EEG300 will be redisplayed.

603 Monitoring Incoming County Monthend Progress Report Transmissions

B Factors That May Impact What Counties Are Displayed

The following are factors that **may** impact what counties are listed on Screen EEG31005.

- State and county codes and names listed on Screen EEG31005 come from the State name and address file. Any nonofficial county or office of any kind in the State name and address file will also be listed on this screen. Disregard all nonofficial counties or offices that are listed on Screen EEG31005.
- Service Centers queue CRES and CCC monthend progress reports (EM1 and EM2 files, respectively) at the same time through a combined process. These files are also transmitted together. This table indicates what counties will be listed on Screen EEG31005 in 2 special conditions.

IF progress report activity is...	THEN EM1 and EM2 files...
not present for CRES or CCC	will not be transmitted to the State Office. Note: Applicable counties will always be listed on Screen EEG31005 as not having transmitted an EM2 file because the system can only determine whether or not transmissions have been received; it cannot determine whether or not these transmissions should be received. In this case, transmissions should not be received.
<ul style="list-style-type: none"> • present for CRES • not present for CCC 	will be transmitted to the State Office. Note: See subparagraph 383 F for an explanation of why the EM2 file is queued even though there is no progress report activity to transmit. If transmissions for monthend progress reports for these counties have: <ul style="list-style-type: none"> • not been received, the counties will be listed on Screen EEG31005 • been received, the counties will not be listed on Screen EEG31005.

603 Monitoring Incoming County Monthend Progress Report Transmissions**B Factors That May Impact What Counties Are Displayed (Continued)**

- States, such as Florida, Hawaii, Idaho, Nevada, and South Dakota, receive progress report transmissions for counties that are physically located outside of the State. These “out-of-State” counties will be listed on Screen EEG31005, if transmissions have not been received.

Notes: Counties are listed in ascending numeric order by State and county code on Screen EEG31005.

Example: Nevada receives progress report transmissions for a few California counties (State code 06) in addition to Nevada counties (State code 32). The California counties will be listed before the Nevada counties on Screen EEG31005.

The special conditions described in the table in this subparagraph are applicable to “out-of-State” counties.

Suggestion: It may be helpful for State Offices that routinely expect **not** to receive EM2 transmissions from 1 or more counties to make a list of those counties for reference each month. Screen EEG31005 can be verified against the list. All expected transmissions have been received when Screen EEG31005 displays only those counties on the list. Report EEG330-R002 can be printed, then reports can be queued for transmission.

C Contact Service Centers

State Offices shall contact Service Centers administering counties that are displayed on Screen EEG31005 **before the 5th workday of the month**, except the following:

- nonofficial offices
- counties that have no CRES activity.

Ensure that all official Service Centers transmit by the next day, excluding Service Centers experiencing the exceptions in subparagraph 601 D.

604 Printing Conservation 305 Monthly Progress Report EEG330-R002

A Printing Report EEG330-R002

Report EEG330-R002 may be:

- very lengthy and could take several hours to print; ensure that a printer is available for several hours
- printed in either summary or detail, the:
 - summary format is a shorter version, sorted by year
 - detail format provides both a breakdown by DD and the entire summary format.

Print Report EEG330-R002 as follows.

Step	Action		Result
1	IF report EEG300-R002 format is....	THEN on Menu EEG300, ENTER...	Screen EZZ80000 will be displayed.
	summary	"3" and PRESS "Enter".	
	detail	"4" and PRESS "Enter".	
2	Enter the following: <ul style="list-style-type: none"> • printer ID • number of copies to be printed. PRESS "Enter".		Screen EEG10550 will be displayed.
3	PRESS "Enter".		Screen EEG10590 will be displayed while the report is being processed..
4	PRESS "Enter".		The report will be printed as indicated on Screen EZZ80000. Menu EEG300 will be displayed.

604 Printing Conservation 305 Monthly Progress Report EEG330-R002 (Continued)

B Example of Report EEG330-R002

This is an example of Report EEG330-R002.

WEST VIRGINIA		U.S. Department of Agriculture				Prepared: 09-05-1997	
		Farm Service Agency				As of: 08-31-1997	
Report ID: EEG330-R002		CONSERVATION 305 MONTHLY PROGRESS REPORT				Page: 2	
CEP-61R							
DISTRICT DIRECTOR: 01		DISTRICT DIRECTOR TOTALS FOR PROGRAM: EQIP					
FUND CODE:						All Fund Codes	

* C U R R E N T F I S C A L Y E A R A C T I V I T Y *							

* COUNTY	* ALLOCATION	* AMOUNT	* APPROVED	* APPROVED	* EARNED	* AVAILABLE	* OUTSTANDING
* NAME	* AMOUNT	* APPROVED	* APPROVED	* EARNED	* AVAILABLE	* APPROVALS	* APPROVALS
* -1-	* -2-	* -3-	* -4-	* -5-	* -6-	* -7-	* -7-

BARBOUR	640,724	79,454	41,865	41,123	562,012	37,589	
BERKELEY	983,731	220,017	94,684	92,285	766,113	125,333	
GRANT	172,664	101,819	46,595	40,466	76,974	55,224	
DD TOTAL	1,797,119	401,290	183,144	173,874	1,4075,099	218,146	

604 Printing Conservation 305 Monthly Progress Report EEG330-R002 (Continued)

C Description of Report EEG330-R002

The following table describes the data on Report EEG330-R002.

Column Name or Number	Description
County Name	This is the individual county name within each district for DD total pages, and "State Total" on State summary pages.
1	This is the prior monthend allocation from County Sequential Ledger Entry Report, column 3.
2	Blank.
3	This is the prior monthend amount approved from County Sequential Ledger Entry Report, column 4.
4	This is the prior monthend performance amount approved from County Sequential Ledger Entry Report, column 5.
5	This is the prior monthend performance amount earned from County Sequential Ledger Entry Report, column 6.
6	This is the prior monthend balance available from County Sequential Ledger Entry Report, column 7.
7	This is column 3 minus column 4.

605 Queuing Monthend Progress Reports**A Before Queuing**

Reminder: Monthend progress reports for both CRES and CCC conservation system will be queued when actions are taken according to this paragraph. Depending on the State, the reports may be very lengthy.

Before queuing, ensure that a printer is available for several hours.

B Accessing Menu FMF905

Access Menu FMF905 as follows.

Step	Action	Result
1	On Menu FAX250, ENTER "4" and PRESS "Enter".	Menu FAX09002 will be displayed.
2	Enter the option number that corresponds to the State Office to be accessed and PRESS "Enter".	Menu FAF07001 will be displayed.
3	ENTER "7" and PRESS "Enter".	Menu FMF900 will be displayed.
4	ENTER "1" and PRESS "Enter".	Menu FMF901 will be displayed.
5	ENTER "5" and PRESS "Enter".	Menu FMF905 will be displayed.

605 Queuing Monthend Progress Reports (Continued)

C Example of Menu FMF905

This is an example of Menu FMF905.

```
COMMAND                                FMF905                                E5
Queue Conservation Files for Transmission to KCAO
-----
Queue Individual Files:

    1. Completed County AD-862's/AD-245's  (EH1)
    * 2. CRP Contract Data                 (EPB)
    3. Conservation Progress Reports       (EM3,EM4,EH8)
    4. CRP Offers                          (EPE)

    22. Return to Application Selection Menu.

    Cmd3-Previous Menu.                    *=Option currently not available.

Ready for option number or command
```

605 Queuing Monthend Progress Reports (Continued)

D Accessing Screen EEF90500

Access Screen EEF90500 as follows.

Step	Action	
1	On Menu FMF905, ENTER “3” and PRESS “Enter”. Screen EZZ50000 will be displayed.	
2	Enter the printer ID and the number of copies to be printed, and PRESS “Enter”.	
	IF monthend processing...	THEN Screen...
	has already been performed for both CRES and CCC conservation system	EEF90500 will be displayed. Go to subparagraph E.
	needs to be performed for CRES	EEF40300 will be displayed. <ul style="list-style-type: none"> • The message, “Month-End Processing is being performed. Please Wait”, will be displayed. When processing is complete, the message, “Month-End processing is complete”, will be displayed. • PRESS “Enter”. Either Screen EEG20300 or EEF90500 will be displayed. Go to subparagraph E if Screen EEF90500 is displayed.
needs to be performed for CCC conservation system	EEG20300 will be displayed. <ul style="list-style-type: none"> • The message, “Month-End Processing is being performed. Please Wait”, will be displayed. When processing is complete, the message, “Month-End processing is complete”, will be displayed. • PRESS “Enter”. Screen EEF90500 will be displayed. Go to subparagraph E. 	

605 Queuing Monthend Progress Reports (Continued)

E Example of Screen EEF90500

This is an example of Screen EEF90500. Progress report queuing for CRES and CCC conservation system is initiated from this screen.

Conservation	054-WEST VIRGINIA	Selection	EEF90500
State 305 Transmission Screen	Version: A001	07-19-1996	15:18 Term E3

State 305 Transmission Process

W A R N I N G

If the state progress report has not been printed, important report data will be lost during this transmission process. To print current state progress report data, perform the following instructions:

To print ACP-305 Monthly Progress reports:

1. Select Option 5 (Progress Reports Menu) from Menu EEF000.
2. Select Option 4 (Monthly Progress Reports) from Menu EEF500.

To print Conservation 305 Monthly Progress reports:

1. Select Option 3 (State CCC Progress Reports Menu) from Menu EEG000.
2. Select Option 3 (Conservation monthly Progress Reports) from Menu EEG300.

Do you wish to continue (Y or N)? —

Enter = Continue Cmd4 = Previous Screen Cmd7 = End

605 Queuing Monthend Progress Reports (Continued)

F Queuing Files

Queue CRES and CCC conservation system monthend progress reports as follows.

Note: The system will re-queue the last transmitted progress report data for County Offices that were unable to transmit the immediate prior month’s data.

Example: The current date is the 5th workday of February. One county was unable to transmit January progress report data to the State Office. The county did transmit December data in January. The December data will be re-queued.

Step	Action	Result
1	On Screen EEF90500, ENTER “Y” and PRESS “Enter”.	The following messages will be displayed on Screen EEF90505: <ul style="list-style-type: none"> • “ACP-305 State Transmission Process” • “Progress reports successfully queued for transmission.”
2	PRESS “Enter”.	The Input/Output screen will display the message, “File SS000EM3 has been queued for transmission”. <p>Note: “SS” in the filename represents the State code.</p> ACP-305 Monthly Progress/Transmission Report EEA530-R001 will print. Screen EEF91000 will be displayed with the following messages: <ul style="list-style-type: none"> • “Building State cost share status transmission file” • “Monthly cost-share data successfully queued for transmission”.
3	PRESS “Enter”.	The Input/Output Screen will display the message, “File SS000EH8 has been queued for transmission”. <p>Monthly Cost-Share Requests Status Report EEF580-R001 will print.</p> Screen EEF40590 will be displayed with the following messages: <ul style="list-style-type: none"> • “State ledgers reports” • “Report is scheduled to be released to print queue”.

605 Queuing Monthend Progress Reports (Continued)

F Queuing Files (Continued)

Step	Action	Result
4	PRESS “Enter”.	Differences Between ACP-305 and State Ledgers Report EEF435-R006 will print. Screen EEF20590 will be displayed with the following messages: <ul style="list-style-type: none"> • “Summary of Conservation Programs Progress Reports” • “Report is scheduled to be released to print queue”.
5	PRESS “Enter”.	Summary of Conservation Programs Progress Reports EEF590-R001 will print. CRES progress report queuing and printing is complete. Screen EEG90500 will be displayed with the following messages: <ul style="list-style-type: none"> • “Conservation 305 State Transmission Process” • “Progress reports successfully queued for transmission”.
6	PRESS “Enter”.	File SS000EM4 will be queued, but no message will be displayed to indicate that it has been queued. Conservation 305 Monthly Progress/Transmission Report EEG320-R001 will print. Screen EEG20590 will be displayed with the following messages: <ul style="list-style-type: none"> • “State ledgers reports” • “Report is scheduled to be released to print queue”.

605 Queuing Monthend Progress Reports (Continued)

F Queuing Files (Continued)

Step	Action	Result
7	PRESS "Enter".	Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006 will print. Screen EEG10590 will be displayed with the following messages: <ul style="list-style-type: none"> • "Summary of Conservation Programs Progress Reports" • "Report is scheduled to be released to print queue".
8	PRESS "Enter".	Summary of Conservation Programs Progress Reports EEG390-R001 will print. Menu FMF905 will be redisplayed. The queuing process is complete.
9	PRESS "Cmd3" twice if no other conservation files need to be queued.	Menu FAX250 will be displayed.

606 Examples of CCC Reports Printed During Queuing for Transmission

A Overview

This paragraph contains examples and descriptions of the following CCC reports printed during queuing for transmission to KCAO according to paragraph 605:

- Conservation 305 Monthly Progress/Transmission Report EEG320-R001
- Summary of Conservation Programs Progress Reports EEG390-R001.

Notes: See:

- paragraph 527 for an example of Differences Between Conservation 305 and State CCC Ledgers Report EE235-R006
- 1-CONSV, Part 10 for examples of CRES reports printed during queuing.

B Example of Report EEG320-R001

This is an example of Report EEG320-R001.

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency					Prepared: 09-05-2001	
Report ID: EEG320-R001	CONSERVATION 305 MONTHLY PROGRESS/TRANSMISSION REPORT					As of: 08-31-2001		
Program Code: EQIP						Page: 1		
Fund Code: 540025/2001	Tygart Valley Watershed							
* COUNTY	* Total Allocation	* Total Amount	* Performance Amount	* Performance Amount	* Balance Available	* Amount Pending	* No. of Pending Appr.	* Contracts Approved this FY
BARBOUR	65,000	35,000			30,000			1
PRESTON	100,000	100,000			0			2
TAYLOR	50,000	25,000			25,000	25,000	1	1
TOTAL	215,000	160,000			55,000	25,000	1	4

606 Examples of CCC Reports Printed During Queuing for Transmission (Continued)

C Description of Report EEG320-R001

The following table describes data on Report EEG320-R001.

Item or Column	Description
Prepared Date	This is the date the report is queued for transmission.
As of Date	This is the last day of the prior month. Only data from October 1 of the current FY through the “As of” date is reflected on this report.
Program and Fund Code	Each EQIP fund code is listed on a separate page.
County Name	County names are listed in alphabetical order. This report is not broken down by DD’s. If a county does not have any activity in a particular fund code, it will not be listed.
Total Allocation Amount Column Through Contracts Approved this FY Column	These columns contain the data transmitted from each county on Conservation 305 Monthly Progress/Transmission Report EEB530-R001 for the program and fund code listed at the top of the page. See paragraph 384 for an example and description of Report EEB530-R001.
Totals	The total line is the sum of every column on the report for the program and fund code listed at the top of the page.

606 Examples of CCC Reports Printed During Queuing for Transmission (Continued)

D Example of Report EEG390-R001

This is an example of Report EEG390-R001.

WEST VIRGINIA		U.S. Department of Agriculture Farm Service Agency					Prepared: 09-05-1999	
Report ID: EEG390-R001		Summary of Conservation Programs Progress Reports					As of: 08-31-1999	
Program And Fund Code		State Allocation	County Allocation	Reserve For Tech Services	State C/S Reserve	Difference (1-2-3-4)	Total Amount Obligated	Funds Available for C/S
		(1)	(2)	(3)	(4)	(5)	(6)	(7)
TOT	EQIP 5420	900,000	900,000	0	0	0	820,000	80,000
	EQIP 5420	900,000	900,000	0	0	0	820,000	80,000
TOT	EQIP 5425	316,000	250,000	0	56,000	0	200,000	116,000
	EQIP 5425	316,000	250,000	0	56,000	0	200,000	116,000
TOT	EQIP 5499	577,000	507,000	0	70,000	0	507,000	70,000
	EQIP 5499	577,000	507,000	0	70,000	0	507,000	70,000
TOT	EQIP	1,793,000	1,657,000	0	126,000	0	1,527,000	266,000

-Footnote- - The data on this report is as of the end of the prior month. any entries made on the State ledger since the end of the prior month are not reflected on this report.

606 Examples of CCC Reports Printed During Queuing for Transmission (Continued)

E Description of Report EEG390-R001

The following table describes data on Report EEG390-R001.

Item or Column Name or Number	Description
Prepared Date	This is the date the report is queued for transmission.
As of Date	This is the last day of the prior month. Only data from October 1 of the current FY through the “As of” date is reflected on this report.
Program and Fund Code	All eligible programs and fund codes in the State are listed.
1	This is the State allocation from the State CCC ledger.
2	This is the total county allocation from the county transmitted Conservation 305.
3	This is the amount reserved on the State CCC ledger for technical services to other agencies. This column will be zero for EQIP, because technical service payments are made by the National Office.
4	This is the C/S reserves from the State CCC ledger.
5	This is column 1 minus column 2 minus column 3 minus column 4.
6	This is column 4 minus column 5 plus column 6 on Report EEG330-R002.
7	This is column 1 minus column 3 minus column 6.

607 Printing Additional Copies of Monthend Reports Printed During Queuing**A Additional Copies of Reports**

Additional copies of the following reports, printed during queuing, may be printed from the CCC conservation system software:

- Difference Between Conservation 305 and State CCC Ledgers Report EEG235-R006, according to paragraphs 522 and 527
- Summary of Conservation Programs Progress Reports EEG390-R001, according to this paragraph
- CRES reports according to 1-CONSV, Part 10.

Notes: Copies of reports will print as of the end of the immediate prior month only if progress reports have already been queued for transmission to KCAO according to paragraph 605.

Additional copies of Conservation 305 Monthly Progress/Transmission Report EEG320-R001 **cannot** be printed.

607 Printing Additional Copies of Monthend Reports Printed During Queuing (Continued)

B Printing or Displaying Report EEG390-R001

Print or display additional copies of Report EEG390-R001 as follows.

Note: If this report is printed at the beginning of a month:

- **before** monthend processing has been performed, the report will print with an “As of” date of the last day of the prior month, but no data will print in columns 1, 3, or 4
- **after** monthend processing has been performed, data as of the last day of the prior month will print in columns 1, 3, and 4.

Reminder: Monthend processing may be performed from State CCC ledger menu options or during monthend progress report queuing, whichever is accessed 1st.

Step	Action		Result
1	On Menu EEG300, ENTER “5” and PRESS “Enter”.		Screen EZZ80000 will be displayed.
2	Enter the printer ID and PRESS “Field Exit”.		Screen EEG10590 will be displayed.
	IF the report is to be... printed	THEN enter... <ul style="list-style-type: none"> • “P” and PRESS “Field Exit” • the number of copies to be printed and PRESS “Enter”. 	
	displayed	“D” and PRESS “Enter”. Note: Leave the number of copies defaulted to “1”.	

607 Printing Additional Copies of Monthend Reports Printed During Queuing (Continued)

B Printing or Displaying Report EEG390-R001 (Continued)

Step	Action	Result
3	PRESS “Enter”.	Screen EEG10590 will be displayed while the report is being processed. If the report is to be displayed, the next screen will be displayed following Screen EEG10590.
4	PRESS “Enter”.	The report will be printed or displayed as selected on Screen EZZ80000. If the report is displayed, PRESS “Shift” + “Page Up” or “Page Down” to review the report, PRESS “Cmd7” to end the process.

608-620 (Reserved)

Part 16 State FY-End Rollover

621 Preparing for FY Rollover**A Purpose of FY Rollover**

The purpose of FY rollover is to close out current FY ledger activity and prepare ledger balances for beginning the new FY.

B FY Rollover Deadlines

FY rollover may be performed any time **between October 1 and 20, after progress reports for all County Offices have been transmitted to KCAO**. FY rollover must be performed by October 20.

C State Office Action

In preparation for FY rollover, State Offices shall follow the instructions in this paragraph to complete all current FY CCC State ledger activity.

D Last Workday of September

By the last workday of September, State Offices shall complete the following.

- Ensure that the following have been recorded on the State ledger according to Part 14, Section 1:
 - allocation changes from CCC-357's
 - all county allocations
 - C/S reserve amounts.
- Print Program Summary Ledger Report EEG235-R001, detail level, according to paragraph 523.
 - Ensure that the "State allocation" in the upper left corner agrees with the State allocation for the fund code on CCC-357.
 - Maintain this report on file for at least 5 years.
- Print any other ledger reports the State wants to keep on file.

Note: Sequential Ledger Entry Report EEG235-R003, for all entries and fund codes, will be automatically printed during FY rollover.

621 Preparing for FY Rollover (Continued)

E Between September 30 and October 20

Between September 30 and October 20, before FY rollover is performed, State Offices shall complete additional preparation activities as follows.

Activity	Instructions
Process September 30 Progress Reports	Process September 30 progress reports according to Part 15. Ensure that all county transmissions of September 30 progress reports are received in the State Office and later queued for transmission to KCAO, except for County Offices that are unable to: <ul style="list-style-type: none"> • transmit by the required deadline because the system is inoperable • queue some or all data, because of rejected data.
Initialize Tape Cartridge	Initialize 1 tape cartridge to be used during the FY rollover process to backup State conservation files.
Review Report EEG235-R006	Review Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006 as of September 30 that printed during queuing September 30 progress reports. If any differences are printed on Report EEG235-R006, determine whether the error is in the county or State ledger.

621 Preparing for FY Rollover (Continued)

E Between September 30 and October 20 (Continued)

Activity	Instructions
<p>Make Corrections to the State Ledger</p>	<p>If any differences on Report EEG235-R006 are because of a State ledger error, correct the counties' allocations on the State ledger. This will ensure that the county allocations on the State ledger agree with the county allocations transmitted on the September 30 Conservation 305.</p> <p>Note: The State ledger shall not be updated for allocation errors in the county ledger. These differences will need to be justified in the FY-end reconciliation process and corrected through Menu EEG200, option "4", after FY rollover has been performed.</p> <p>Make any other corrections to allocations and reserve amounts on the State ledger that were not made by September 30.</p> <p>Access to State ledgers will be allowed between September 30 and October 20 to make these types of changes to the State ledger.</p> <p>Note: Changes made during this time will be posted to the State ledger as prior FY entries; however, they will:</p> <ul style="list-style-type: none"> • not be reflected on the September 30 Conservation 305 report that is transmitted to KCAO • not change the differences listed on Report EEG235-R006 as of September 30 • be reflected in FY-end ledger figures used to calculate the carry over figures for the new FY. <p>Important: After October 20, access to State ledger processing will be prohibited, except printing ledger reports, until FY rollover has been completed according to paragraph 622.</p> <p>After all changes have been made, print a copy of Sequential Ledger Entry Report EEG235-R003, and maintain the copy in addition to the copy that will be printed during FY rollover.</p> <p>Entries made on the ledger between September 30 and October 20, will not be included on the copy of Report EEG235-R003 printed during FY rollover.</p>

622 Performing FY Rollover

A State Office Action

State Offices shall follow the instructions in this paragraph to complete FY rollover; preferably, immediately after all county progress reports have been transmitted to KCAO, but **no later than October 20**.

Important: Ensure that all activities in paragraph 621 have been completed before performing FY rollover according to this paragraph.

B One Person Performs FY Rollover

Important: Ensure that only 1 person is using the CCC conservation system software when FY rollover is initiated.

If more than 1 person is accessing either CRES or CCC conservation system software when FY rollover is initiated according to this paragraph, the following message will be displayed:

“The rollover procedure needs to be run before you can continue using the conservation system.

However, the rollover process cannot be run because a terminal is currently using the conservation system.

If a (Y) is entered for the question below, then that terminal(s) must be signed off the conservation system.

Do you want to try to run the procedure again? (Y/N)”.

Have all other users exit the conservation software, whether it is CRES or CCC conservation system, ENTER “Y” and PRESS “Enter” to continue.

622 Performing FY Rollover (Continued)

C Accessing Screen EEG20200

No later than October 20, on Menu EEG200, select option “1”, “2”, “4”, “5”, or “6” and PRESS “Enter”. Screen EEG20200 will be displayed.

D Example of Screen EEG20200

This is an example of Screen EEG20200.

Conservation	000-WEST VIRGINIA	Display	EEG20200
Fiscal Year-End Rollover Screen	Version: A001 07-19-1996	15:18	Term E3

Fiscal Year-End Rollover

Fiscal Year-End Rollover can be done at this time, if you choose.

* * * N O T E * * *

Before processing Fiscal Year-End Rollover, the following should have been done:

1. 9/30 Conservation 305's transmitted to KCMO.
2. 9/30 Conservation 305 Month-End report(s) printed.
3. 9/30 Differences Report printed and reviewed.
4. One blank tape cartridge prepared for file backup.

Be aware that any allocation/reserve changes made will be posted as PRIOR Fiscal Year entries until State Ledgers have been rolled over.

622 Performing FY Rollover (Continued)

E Performing FY Rollover

Perform FY rollover from Screen EEG20200 as follows.

Step	Action	
1	IF all items on Screen EEG20200 have...	THEN in response to the question, “Do you wish to process Fiscal Year-End Rollover (Y or N)?”...
	been completed	ENTER “Y” and PRESS “Enter”. Go to step 2.
	not been completed	PRESS “Cmd7” or ENTER “N” and PRESS “Enter”. The menu from which the rollover process was initiated will be redisplayed. Complete the unfinished items, begin the rollover process again according to this paragraph.

622 Performing FY Rollover (Continued)

E Performing FY Rollover (Continued)

Step	Action	
2	IF the entry made on Screen EEG20200 was...	THEN...
	"Y" and all: <ul style="list-style-type: none"> • county progress reports currently on file have been transmitted to KCAO • counties have transmitted progress reports to the State 	Screen EEG20215 will be displayed with the following messages: <ul style="list-style-type: none"> • "All counties have transmitted their ACP-305's to STO" • "All September Conservation 305's currently on file have been transmitted to KCAO" • "Do you wish to continue (Y or N)?" Go to step 5.
	"Y" and: <ul style="list-style-type: none"> • all county progress reports currently on file have been transmitted to KCAO • not all counties have transmitted progress reports to the State 	Screen EEG20210 will be displayed: <ul style="list-style-type: none"> • listing the counties that have not yet transmitted • with a message indicating that if FY rollover is performed without the data from the counties listed, their data will need to be corrected through Menu EEG200, option "4". Go to step 4.

622 Performing FY Rollover (Continued)

E Performing FY Rollover (Continued)

Step	Action	
<p>2 (Cntd)</p>	<p>IF the entry made on Screen EEG20200 was...</p>	<p>THEN...</p>
	<p>“Y”, but not all progress reports currently on file have been transmitted to KCAO</p>	<p>Screen EEG20205 will be displayed with the message:</p> <p>“Not all September Conservation 305’s currently on file have been sent to KCAO. This data must be transmitted to KCAO before State Ledgers can be rolled over. You will be able to perform State Ledger Rollover once all September 305’s have been transmitted to KCAO.”.</p> <p>Go to step 3.</p>
	<p>“N”</p>	<p>FY rollover process will be terminated and Menu EEG200 will be displayed.</p> <p>Begin the rollover process again according to this paragraph when ready.</p>
<p>3</p>	<p>PRESS “Enter” or “Cmd7”. FY rollover process will be terminated and Menu EEG200 will be displayed.</p> <p>Queue remaining progress reports for transmission to KCAO, begin the rollover process again according to this paragraph.</p>	
<p>4</p>	<p>ENTER “N” and PRESS “Enter”. FY rollover process will be terminated and Menu EEG200 will be displayed.</p> <p>Ensure that counties listed on Screen EEG20210 transmit their progress reports as soon as possible. When received, queue remaining progress reports for transmission to KCAO, begin the rollover process again according to this paragraph.</p> <p>Important: Absolutely no later than the last workday of October, Conservation 305 progress reports for September 30 must be transmitted to KCAO and State ledger FY rollover must be completed.</p>	

622 Performing FY Rollover (Continued)

E Performing FY Rollover (Continued)

Step	Action
5	<p>ENTER “Y” and PRESS “Enter”.</p> <p>Input/Output screen will be displayed with:</p> <ul style="list-style-type: none"> • instructions to insert an initialized tape cartridge • the list of files that will be saved to tape cartridge • the question, “Has an initialized tape cartridge been inserted? (Y/N)”.
6	<p>Insert an initialized tape cartridge, ENTER “Y”, and PRESS “Enter”.</p> <p>Note: “N” can be entered if the process needs to be exited for any reason. However, this is the last opportunity to exit the FY rollover process. If the process is exited, begin the FY rollover process again according to this paragraph.</p> <p>The system will perform the following processes:</p> <ul style="list-style-type: none"> • Files backup. The following files will be saved to the tape cartridge. A message will be displayed on the Input/Output screen identifying each file as it is saved: <ul style="list-style-type: none"> • S.EE.CON, CCC-1245 data • S.EE.259, ledger data • S.EE.305, 305 data • T.EE.TBL, eligibility table. <p>A catalog of the tape cartridge will be printed.</p>

622 Performing FY Rollover (Continued)

E Performing FY Rollover (Continued)

Step	Action
<p>6 (Cntd)</p>	<ul style="list-style-type: none"> • Print prior FY ledger. Screen EEG20300 will be displayed with the message, “Prior FY Sequential Ledger Reports are being prepared for print”. Sequential Ledger Entry Report EEG235-R003 for the entire prior FY will be printed. • Perform FY rollover. Screen EEG20300 will display the messages, “State ledgers are being rolled over” and “Conservation 305 file is being rolled over”, while the system completes the following rollover processes: <ul style="list-style-type: none"> • performs calculations to roll over the prior FY ledger balances to the new FY carry forward ledger balances • deletes the ledger data for the prior FY • deletes Conservation 305 data for the prior FY. <p>Screen EEG20300 will display the messages:</p> <ul style="list-style-type: none"> • “Fiscal year-end rollover process is complete” • “Remove tape cartridge and label it as follows: CCYY CCC Conservation FY Backup Tape”. <p>Note: The prior FY will be displayed instead of CCYY.</p>
<p>7</p>	<p>Remove the tape cartridge and label it as indicated in step 6.</p> <p>After the tape is properly labeled, PRESS “Enter”.</p> <p>The 1st screen of the menu option selected in step 1 will be displayed. PRESS “Cmd7” or “F7” to exit the option or continue processing.</p>

623 Followup Activities After FY Rollover Has Been Completed

A Verify Report EEG235-R003 for New FY

Print Sequential Ledger Entry Report EEG235-R003, for all fund codes, according to Part 14, Section 3. Compare it to report EEG235-R003 printed during FY rollover for the prior FY, to verify that the following rollover calculations are correct.

Note: Conservation 305 Monthly Progress/Transmission Report EEG330-R001 as of September 30 will also be needed for county earning figures.

Calculation using current balance data from prior FY and September 30 data, on the 305 Report, if applicable.	Result on New FY Ledger
Prior FY State allocation on the ledger minus performance amount earned on Conservation 305.	Carry forward State allocation.
Prior FY county allocation on the ledger minus performance amount earned on Conservation 305.	Carry forward county allocation.

Note: No calculation is performed on prior FY State C/S reserve amounts. The prior FY C/S reserve amount is carried over to the new FY ledger with **no** change.

B Reduce County Allocations

The county FY rollover process reduced county allocations not only by earnings as of September 30, but also by the amount in the balance available as of September 30.

These unobligated balances available printed on CCC Allocation Reduction Report EEB460-R001, which was FAXed to the State Office as notification that the funds were being returned.

623 Followup Activities After FY Rollover Has Been Completed (Continued)

B Reduce County Allocations (Continued)

After State FY rollover, and before November 1, State Offices shall use the FAXed Report EEB460-R001 from counties to complete the following.

- For each fund code listed, reduce the county allocation on the State ledger according to Part 14, Section 1, by the amount in the Allocation Reduction Amount column for the fund code being processed on Report EEB460-R001.
- Post the total of all reductions for each fund code as an increase in the C/S reserve account for the fund code.

Recommendation: It may be easier to post allocation reductions by fund code instead of by county. That is, post all county allocation reductions for a **fund code**, then all county allocation reductions for the next fund code, **rather than** posting allocation reductions for all fund codes in a **county**, then all allocation reductions for the next county.

- Keep the funds in the C/S reserve account until further notice from the National Office is received.

Making the reductions ensures that county allocation reductions on the State ledger for the new FY match county allocations on county ledgers, unless other differences exist.

If the allocation reductions are **not posted before November 1**, the Differences Between Conservation 305 and State CCC Ledgers Report EEG235-R006 as of October 30, generated during the November progress reports cycle, will list numerous differences, indicating that State ledgers are out of balance with county ledgers.

623 Followup Activities After FY Rollover Has Been Completed (Continued)

C Handling Differences Between State and County Data

Differences on Report EEG235-R006 as of September 30 because of erroneous county allocations on the State ledger that **were not** corrected according to paragraph 621 must be:

- corrected as prior FY adjustments to county allocations through Menu EEG200, option “4”
- reconciled with KCAO during the FY-end reconciliation process.

Handle other differences between prior FY State and county data as follows. These differences must also be reconciled with KCAO during the FY-end reconciliation process.

IF the county...	THEN...
allocation on Conservation 305 as of September 30 was incorrect	have the County Office correct its allocation on the current FY ledger.
allocation on Conservation 305 was different from the State ledger because the County Office could not transmit a September 30 report	<ul style="list-style-type: none"> • have the County Office send a copy of the prior FY ledgers to the State Office • ensure that the actual September 30 allocations on the county ledgers match the actual FY-end allocations on the State ledgers.
earnings on Conservation 305 were different from those last reported because the County Office could not transmit a September 30 report	<ul style="list-style-type: none"> • have the County Office send a copy of the affected prior FY ledgers to the State Office • correct the county’s prior FY earnings as prior FY adjustments to county data through Menu EEG200, option “4”.

623 Followup Activities After FY Rollover Has Been Completed (Continued)

D Retain Prior FY Ledgers

Retain all prior FY ledgers for 5 years in a folder labeled “GRP 4-2 Ledger Reports”, color code yellow, that were printed:

- according to subparagraph 621 E
- automatically during FY rollover.

E Retain County Reports EEB460-R001

Retain the copies of Report EEB460-R001 sent by counties for 5 years with the ledger reports in subparagraph D.

F Retain File Backup

Retain the file backup performed during FY rollover for at least 90 calendar days.

G Proceed With New FY Activity

After all instructions in this paragraph have been followed, proceed with new FY activity.

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

This table lists all required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
CEP-9R, CEP-16R, CEP-18R, CEP-40R, CEP-46R, CEP-47R, CEP-56R, CEP-57R, and CEP-64R	Monthly Progress Report	Monthly	Monthly		331, Part 11, 411-413, 521, 527
EED610-R001	AD-1153 Applications Received	<ul style="list-style-type: none"> • Weekly during signup. • End of signup. 	Weekly		67, 112, 114
EED615-R001	AD-1153 Status Report	As needed.			68
EED620-R001	AD-1153 Technical Practice Status	<ul style="list-style-type: none"> • Last workday of each month. • If NRCS requests. 			69
EED625-R001	AD-1153 Summary Expenses	As directed by either the State or National Office.			70
EEB890-R001	CCC-1245 Slippage Report	As needed.			237

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-245	Request for Cost-Shares		291, 383, 402
AD-862	Conservation Reporting and Evaluation System		291
AD-1153	Application for Long-Term Contracted Assistance Through the GRP Program		Text
AD-1157	Option Agreement to Purchase		41, 52
CCC-184	CCC Check		471, 521
CCC-357	State Program Allocation		474, 479, 621
CCC-920	Grassland Reserve Program Contract (Report Control No. CEP-71R)		Text
CCC-1200	Conservation Program Contract		173, 174, 193, 233
CCC-1245	Practice Approval and Payment Application		Text

^{1/} This form is obsolete. References will be removed when software is updated.

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
AGI	adjusted gross income	Text
EQIP	Environmental Quality Incentives Program	Text
FSC	Financial Services Center	415, 441
GRP	Grassland Reserve Program	Text
LTA	long-term agreement	383, 402
T/A	technical assistance	Part 14

Redelegations of Authority

None

Definitions of Terms Used in This Handbook

Completed CCC-1245

A completed CCC-1245 has been through final performance.

Outstanding CCC-1245

An outstanding CCC-1245 has either had no performance recorded, or has had 1 or more partial performances recorded, but no final performance recorded.

Slippage

Slippage is the C/S-incentive amount approved for a technical practice minus the total C/S-incentive earned for the practice when final performance is recorded.

Examples: The C/S-incentive amount approved for a technical practice is \$3,400. The C/S-incentive amount earned for the practice when final performance is recorded is \$3,400. Because the 2 amounts are equal, there is no slippage in this example.

The C/S-incentive amount approved for a technical practice is \$5,000. The C/S-incentive amount earned for the practice is \$4,600. The slippage amount is \$400.

The system adds slippage back to the amount to be distributed on the contract for use, if needed on other practices on the contract.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

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EEB00300	CCC Fiscal Year Rollover Screen	413
EEB100	Conservation CCC County Eligibility Table Menu	11
EEB11000	Update Program Eligibility Screen	12
EEB11015	Update Technical Practice Screen	13
EEB11020	Update Technical Practice Screen	13
EEB11025	Update Fund Code Eligibility Screen	14
EEB11060	Update NRCS Office Screen	16
EEB20500	CCC-1200 Selection Screen	173
EEB20550	CCC-1245 Selection Screen	192
EEB24005	CCC-1200 Technical Practice Screen	226, 237
EEB300	Conservation CCC-1245 Menu	171
EEB31000	CCC-1245 Tract Selection Screen	174, 193
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EEB31510	CCC-1245 Participant Data Screen	215, 224, 235
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EEB32005	CCC-1245 Initial Data Screen	194
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EEB34000	CCC-1245 and Ledger Data Screen	176, 195, 213, 223, 233
EEB34002	CCC-1245 and Ledger Data Screen	213, 223
EEB34500	CCC-1245 Final Performance Data Screen	213, 234
EEB36000	CCC-1245 Date Screen	178, 197, 216, 225, 236
EEB37000	CCC-1245 Process Status Screen	179, 198, 218, 226, 237, 243
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