

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Direct and Counter-Cyclical Automation
2-DCP (Revision 1)**

Amendment 11

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 161 B, 162 B, 163 B, 165 B, 166 B, 168 B, 169 B, 170 B, 171 B, 171 C, 172 B, 256 B, and 258 C have been amended to update the screen examples.

Subparagraph 165 C has been amended to clarify what farms will be listed on the Farm Selection Screen.

Subparagraph 166 C has been amended to clarify the date formats that can be entered for signature, enrollment, and approval dates.

Subparagraph 167 B has been added to clarify how to update farms that are reconstituted after they are elected into ACRE.

Subparagraph 168 C has been amended to clarify the date formats that can be entered for the approval date.

Paragraph 187 has been added to provide procedure for State Office administrative access.

Paragraphs 251, 254, 256, and 257 have been amended to add procedure for the Overpayment Register when displayed/printed during the final payment cycle.

Subparagraph 433 F has been amended to add that the default designation will be completed for single-crop farms.

Subparagraph 454 C has been amended to add a note that the Undesignated Farms Report will list single-crop farms, but no actions is necessary for single-crop farms.

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Section 1 County Office Access

161 County Office Access to ACRE Election Web Site

A Accessing the ACRE Election Web Site

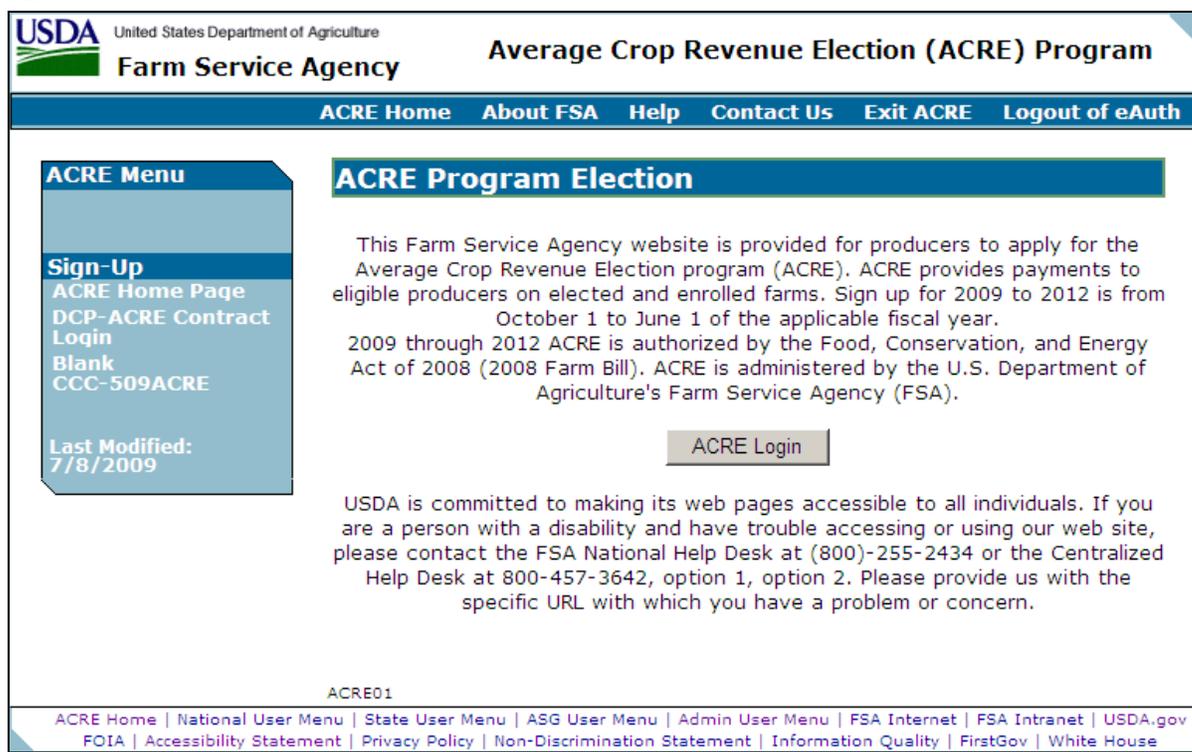
Access the ACRE Election Home Page from the FSA Applications Intranet web site at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Under “Production Adjustment & Disaster Programs”, CLICK, “ACRE Election”.

Note: Internet Explorer shall be used when accessing the ACRE election Home Page.

B ACRE Program Election Login Screen

After users click “ACRE Election”, users will be prompted with the following login screen. CLICK “ACRE Login” to continue.

*..

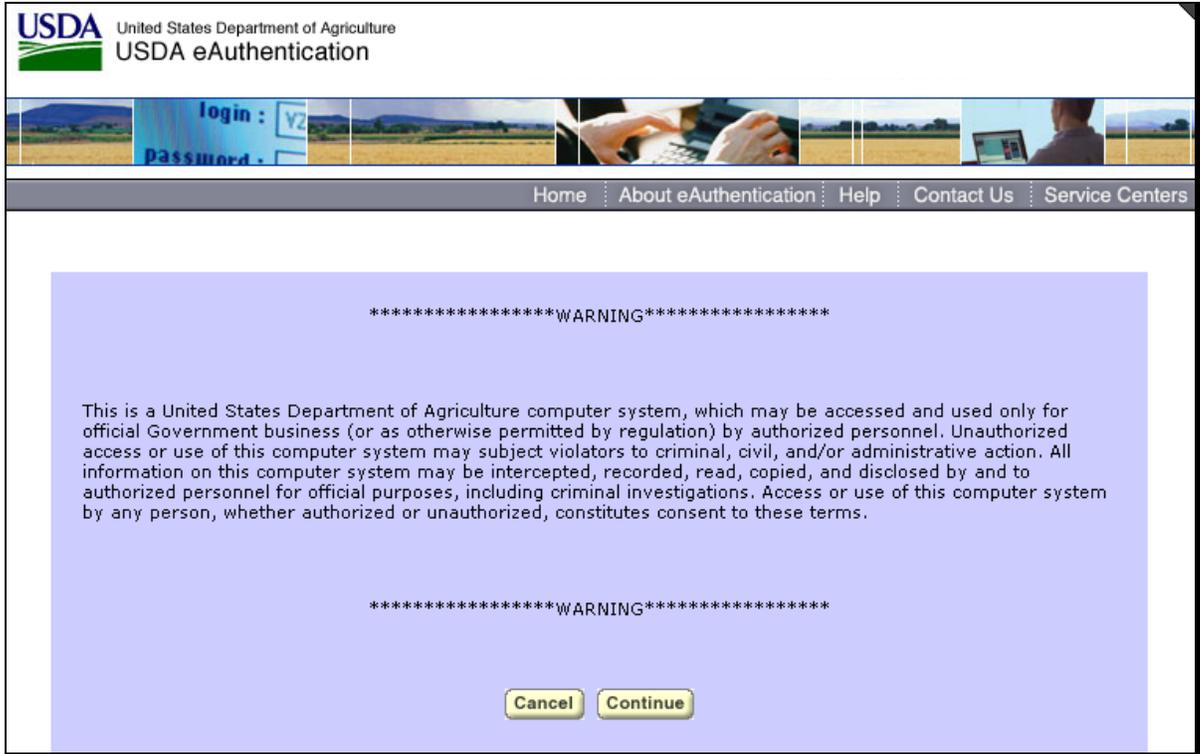


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*--161 County Office Access to ACRE Election Web Site (Continued)

C USDA eAuthentication Warning Screen

After users click “ACRE Login”, the USDA eAuthentication Warning Screen will be displayed. CLICK “Continue” to proceed or “Cancel” to end the process.



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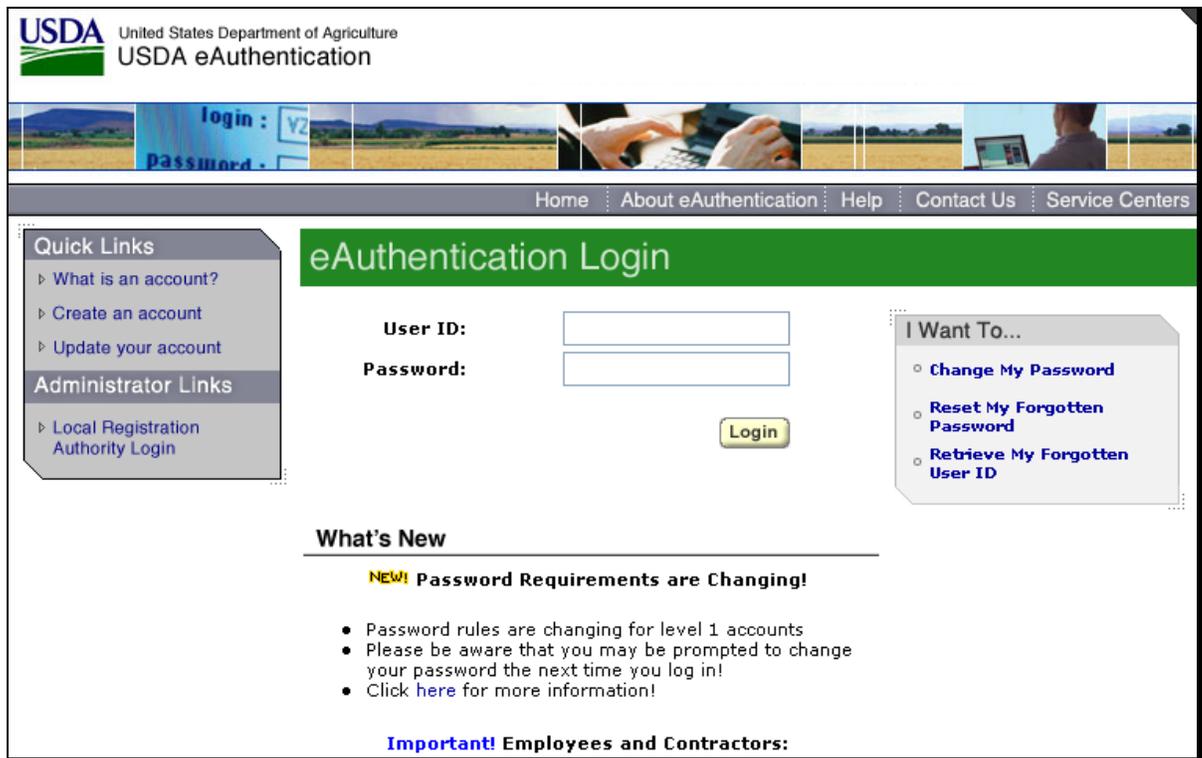
***--161 County Office Access to ACRE Election Web Site (Continued)**

D eAuthentication Login Screen

On the eAuthentication Login Screen, users **must**:

- enter eAuthentication user ID
- enter eAuthentication password
- **CLICK “Login”**.

The ACRE Program Election Screen will be displayed.



--*

162 ACRE Program Elections

A Overview

Once users are logged in and authenticated, users must select a State, county, and program year to process ACRE elections in their home counties. Under “Sign-Up”, if users click “Nationwide Customer Service”, users can take an ACRE election for a producer from any Service Center nationwide. See paragraph 171 for more information on Nationwide Customer Service access.

B ACRE Program Election Screen

Following is an example of the ACRE Program Election Screen.

*--

--*

C Action

Use drop-down lists to select the applicable:

- State/county
- crop year.

CLICK “**Submit**”. The Search by Producer or Farm Screen will be displayed.

163 Searching by Producer or Farm

A Overview

Once users have selected the State/county and year, the Search by Producer or Farm Screen will be displayed. The Search by Producer or Farm Screen allows users to access a farm by producer or by the specific farm number.

B Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen.

*--

The screenshot displays the USDA Farm Service Agency's ACRE Program search interface. At the top, the USDA logo and 'United States Department of Agriculture Farm Service Agency' are visible. The page title is 'Average Crop Revenue Election (ACRE) Program'. A navigation bar includes links for 'ACRE Home', 'About FSA', 'Help', 'Contact Us', 'Exit ACRE', and 'Logout of eAuth'. On the left, an 'ACRE Menu' sidebar lists various services such as 'Welcome', 'Sign-Up', 'ACRE Home Page', 'DCP-ACRE Contract Login', 'State County Selection', 'Approve Elections', 'CCC Representative Electronic Approval Reports', 'Nationwide Customer Service', 'Cancel Elections', 'Blank', and 'CCC-509ACRE'. The main content area is titled 'Search by Producer or Farm' and shows search criteria: 'Year: 2011', 'State: Mississippi', and 'County: Coahoma'. Below this, a text prompt states: 'The farm can be found by searching for the producer on the farm or entering the farm number'. There are two radio button options: 'Producer' (unselected) and 'Farm Number' (selected). A text input field is provided for the Farm Number. 'Search' and 'Cancel' buttons are located below the input field. The text 'ACRE03' is visible in the lower-left area of the main content. The footer contains a series of links: 'ACRE Home | National User Menu | State User Menu | ASG User Menu | Admin User Menu | FSA Internet | FSA Intranet | USDA.gov | FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House'.

--*

--163 Searching by Producer or Farm (Continued)*C Action**

To access an ACRE election by a specific producer:

- CLICK “**Producer**”
- CLICK “**Search**”.

The SCIMS Customer Search Screen will be displayed (paragraph 164).

Note: This option **must** be taken when **any** producer information has changed after the ACRE election has been initiated. Search for the producer who has changed and the ACRE election will be automatically updated with that producer’s information.

To access an ACRE election by a specific farm number:

- CLICK “**Farm Number**”
- enter the applicable farm number
- CLICK “**Search**”.

The Producer Signatures Screen will be displayed (paragraph 166).

Note: Taking this option will **not** update producer information that has changed since the ACRE election was initiated. If any producer information has changed since the ACRE election was initiated, take the option to search by producer (see subparagraph B for additional information).--*

***--164 SCIMS Customer Searches**

A Overview

If users access an ACRE election by specific producer, the SCIMS Customer Search Screen will be displayed. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable producer. Producer can be selected by type, name, tax ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

Following is an example of the SCIMS Customer Search Screen.

Users **must** select customers based on search results by clicking the applicable producer. Once a producer is selected, the Farm Selection Screen will be displayed (paragraph 165).--*

165 Farm Selections

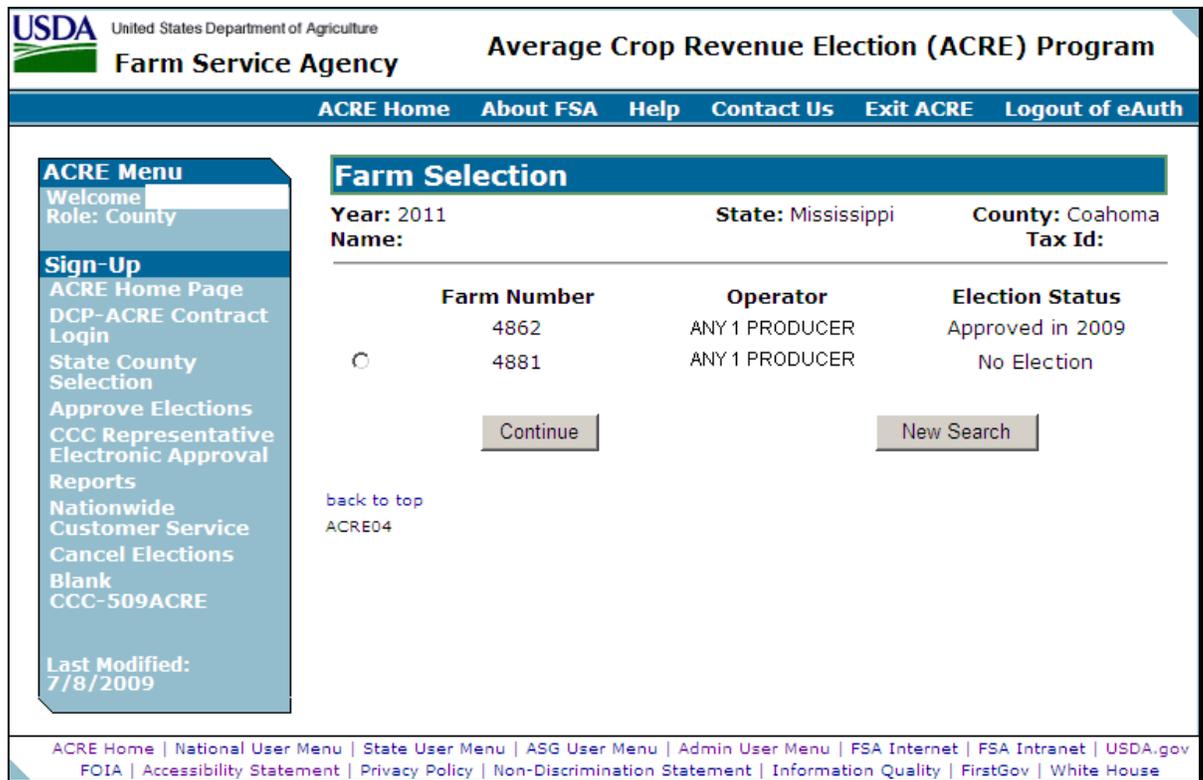
A Overview

Once a producer has been selected, the Farm Selection Screen will be displayed with the farm numbers, operator name, and contract status for each farm associated with the selected producer.

B Farm Selection Screen

Following is an example of the Farm Selection Screen.

*--



--*

C Options

Following is an explanation of the options available on this screen.

Option	Result
New Search	Search by Producer or Farm Screen will be displayed.
Continue	After selecting the applicable election to update, CLICK “Continue”. Only 1 farm can be selected at a time. The Producer Signatures Screen will be displayed (paragraph 166). *--Note: ACRE elections approved in a prior year will be listed, but cannot be selected.--*

166 **Producer Signatures**

A Overview

The Producer Signatures Screen will be displayed when, on the:

- Search by Producer of Farm Screen, a valid farm number has been entered and users click “Continue”
- Farm Selection Screen, a farm has been selected and users click “Continue”.

B Producer Signatures Screen

Following is an example of the Producer Signatures Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency **Average Crop Revenue Election (ACRE) Program**

ACRE Home About FSA Help Contact Us Exit ACRE Logout of eAuth

ACRE Menu
 Welcome [redacted]
 Role: County

Sign-Up
 ACRE Home Page
 DCP-ACRE Contract Login
 State County Selection
 Approve Elections
 CCC Representative Electronic Approval Reports
 Nationwide Customer Service
 Cancel Elections
 Blank CCC-509ACRE

Last Modified: 7/8/2009

Producer Signatures
 Year: 2011 State: Mississippi County: Coahoma
 Farm #: 4881 Operator:

Name	Producer ID	Type of Signature	Date of Signature	Producer Type
ANY 1 PRODUCER		No Signature	<input type="text"/> Calendar	OP
ANY 2 PRODUCER		No Signature	<input type="text"/> Calendar	OW

When was this Election Enrolled? Calendar

When was the Election Approved? Calendar

Do you want to Cancel this Election? Yes

Reason:

Note: Use the "Print CCC-509ACRE" button to print an unsigned CCC-509ACRE with only producer information, in preparation for initiating an ACRE Election.

Submit New Search Print CCC-509ACRE

back to top
 ACRE05

ACRE Home | National User Menu | State User Menu | ASG User Menu | Admin User Menu | FSA Internet | FSA Intranet | USDA.gov
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

--*

166 Producer Signatures (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Producer Signatures Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm number as selected.	
Operator	Operator on farm selected.	
Producer Name	All producers associated with the selected farm will be listed. This is a tool to keep track of signatures received for each ACRE election. Producers are not authorized to update producer signature information.	
Type of Signature	Manual selection. The type of signature provided by the producer. The system will update electronic signatures (see subparagraph C for signature types).	ACRE elections cannot be enrolled or approved until all signatures have been received. Note: Type of signature shall only be updated when the producer actually signs and dates CCC-509ACRE.
Date of Signature	Manual entry.	Enter date the producer signed the *--contract in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format.--*
Producer Type	Producer type of the producer; such as OW, OP, OO, or OT.	
When was this Election Enrolled?	Manual entry. Producers are not authorized to enter ACRE election enrollment dates.	Enter the date that the last producer *--signature was received in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format.--* Note: All producers must sign before an enrollment date can be entered (see subparagraph C for signature type validations).

166 Producer Signatures (Continued)

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
When was this Election Approved?	<p>Manual entry.</p> <p>Approval date can also be entered through Multiple Approval Process (paragraph 168).</p> <p>Producers are not authorized to enter contract approval dates.</p>	<p>*--Enter COC approval date in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format. Approval date:--*</p> <ul style="list-style-type: none"> • can only be entered if all signatures have been received • for DCP farms, cannot be entered if the farm has an approved CCC-509ACRE • will automatically be removed if changes are made to the election after approval date has been entered. <p>Note: County Offices shall not approve elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.</p>
Do you want to Cancel this election?	<p>Manual entry.</p> <p>Producers are not authorized to:</p> <ul style="list-style-type: none"> • cancel a contract • reinstate a contract on a canceled farm. 	<p>Click “Yes”, if the contract is to be canceled.</p>
Cancel Reasons	<p>Manual entry.</p>	<p>The following reasons are provided when canceling a contract. A reason must be selected if the contract is canceled.</p> <ul style="list-style-type: none"> • Out Transfer • ACRE Election Withdrawn During the First Year. <p>Note: An ACRE election can only be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will no longer be available for selection.</p>

***--166 Producer Signatures (Continued)**

C Field Descriptions/Actions (Continued)

Field/Button	Description	Action
New Search	All actions are canceled. If data was not submitted, it will not be saved. Search by Producer or Farm Screen will be displayed.	
Submit	Data is stored. Print screen is displayed.	
Print CCC-509ACRE	Prints CCC-509ACRE for producer's signature.	Click to print CCC-509ACRE before signature dates have been loaded. Note: This button will not be available after a signature date is loaded and updated.

D Signature Types and Validations

The following provides the applicable signature types and validations.

Signature Type	Validations
No signature (default)	Do not enter a signature date unless the producer has signed.
Paper	Enter date producer signed ACRE election.
FAX	Enter date producer signed ACRE election.
Electronic (system updated)	When a producer signs electronically, the signature type will be updated by the system to electronic. The signature date will also be automatically updated.
Signature Not On Original Election	This signature type shall only be used in the following situations: <ul style="list-style-type: none"> • a reconstitution is completed after June 1 and 1 or more new producers are added to the new farms during the reconstitution; use this signature type for the new producers only • the farm is in-transferred after June 1 and 1 or more new producers are added to the farm when it is transferred; use this signature type for the new producers only. No signature date is required for this signature type.

--*

167 Automatic ACRE Election Cancellation When Farm Maintenance Is Modified**A Overview**

ACRE election software reads farm and tract records for operators, owners, and other producers. ACRE election will be automatically canceled if **any** of the following changes are completed on or before June 1 of the first year of the election:

- adding new operator to the farm
- removing an owner from the farm
- adding an owner to the farm
- removing an other producer from the farm
- adding an other producer to the farm
- farm reconstitution.

Note: After June 1 of the first year of the election, **no** automatic cancellations will occur.

***--B Farm Reconstitutions**

ACRE farms that are reconstituted will be automatically cancelled in the year of the reconstitution. All prior years will remain elected under the parent farm number.

For reconstituted farms, re-process the ACRE election under the resulting farm numbers. Enter the signature dates from the parent farm ACRE election. If new producers were added to the farm during the reconstitution, select “**Not an original election**” from the “Type of Signature” drop-down list, and do **not** enter a signature date for the added producers.--*

C Action

County Offices shall:

- initiate new ACRE election
- obtain applicable producers signatures
- provide new ACRE election to COC for approval.

D Report

A report to identify contracts that have been canceled is provided on the Reports Menu. Farm records modification will be listed as the cancel reason.

168 CCC-509ACRE Approval Process

A Overview

A process to enter the same approval date to multiple ACRE elections has been provided in the web-based software. To access the multiple approval process, under “Sign-Up”, CLICK “Approve Elections”.

Note: The approval date can also be entered by specific farm number on the Producer Signatures Screen.

B Approve Elections Screen

Following is an example of the Approve Elections Screen.

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--*

168 CCC-509ACRE Approval Process (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Elections Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers meeting the criteria in subparagraph D will be displayed.	
Operator	Operator associated with each farm.	
Approval Date	Manual entry.	Enter the approval date to apply to the applicable ACRE elections *--in MM/DD/YYYY, MMDDYYYY, MM/DD/YY, or MMDDYY format. Only 1 date--* can be entered at a time. The approval date cannot be entered if the farm has an approved CCC-509.
Apply to Election	Manual entry.	CHECK (✓) “ Apply to Election ” for each ACRE election to which the approval date applies.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All ACRE elections on the screen will be selected. The system places a check (✓) in the box in front of each farm number.	
Clear All	All ACRE elections that have been selected to be included in multiple approvals will be deselected.	
Approve	Applies the approval date to all ACRE elections that have been selected. Search by Producer or Farm Screen will be displayed.	

--168 CCC-509ACRE Approval Process (Continued)*D Criteria for Being Included in Multiple Approval Process**

The following criteria **must** be met for the farm to be included in the multiple approval process:

- **all** applicable signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

Notes: Producers are **not** authorized to update approval dates.

E Representative Signatures

Electronic representative signatures shall only be accepted for individuals who have the authority to sign on behalf of an entity or another individual based on documentation considered acceptable according to 1-CM.

County Offices shall **not** approve ACRE elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

Example 1: John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall** be allowed to electronically sign the ACRE election for Smith Farms Inc.

Example 2: Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the articles of partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign the ACRE election for Jones and Sons Partnership.--*

169 CCC Representative Electronic Approvals

A Overview

An electronic approval process has been provided. All FSA County Office employees will have access to the CCC Representative Electronic Approval process; however, **only employees that are designated to approve CCC-509ACRE's shall access and electronically approve.**

The approving official's name will be printed in the CCC representative signature block and the system date will be entered for the approval date.

B CCC Representative Electronic Approval Screen

Following is an example of the CCC Representative Electronic Approval Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency

Average Crop Revenue Election (ACRE) Program

ACRE Home About FSA Help Contact Us Exit ACRE Logout of eAuth

ACRE Menu
Welcome
Role: County

Sign-Up
ACRE Home Page
DCP-ACRE Contract Login
State County Selection
Approve Elections
CCC Representative Electronic Approval
Reports
Nationwide Customer Service
Cancel Elections
Blank
CCC-509ACRE

Last Modified: 7/8/2009

CCC Representative Electronic Approval
Year: 2011 State: Mississippi County: Coahoma

Farm Number	Operator	Electronic Signature	CCC-509 ACRE
4870	ANY 1 PRODUCER	<input type="checkbox"/> Electronically Sign	View 4870
4879	ANY 2 PRODUCER	<input type="checkbox"/> Electronically Sign	View 4879

[Approve](#) [Select All](#) [Clear All](#)

[back to top](#)
ACRE08

ACRE Home | National User Menu | State User Menu | ASG User Menu | Admin User Menu | FSA Internet | FSA Intranet | USDA.gov
FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | FirstGov | White House

--*

*--169 CCC Representative Electronic Approvals (Continued)

C Field Descriptions/Actions

The following table provides the field descriptions and actions for the Approve Contracts Screen.

Field/Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Farm numbers that meet the criteria in subparagraph D.	
Operator	Operator associated with each farm.	
Electronic Signature/ Electronically Sign	Manual entry.	Authorized CCC representative shall CHECK (✓) “Electronically Sign” when electronically approving the farm CCC-509ACRE.
CCC-509ACRE/ View ### (### is farm number)	Provides for electronically viewing the farms CCC-509ACRE.	CLICK “View ###” to electronically view CCC-509ACRE. Note: This is only a pre-approved view. The approvers name and date will not be displayed through this view option.
Search by Producer or Farm	Search by Producer or Farm Screen will be displayed.	
Select All	All ACRE elections on the Approve Contracts Screen will be selected. The system places a CHECK (✓) in front of each farm number.	
Clear All	All ACRE elections that have been selected to be included in the electronic approval process will be deselected.	
Approve	Applies the system date to all ACRE elections that have been selected to be electronically approved. Search by Producer or Farm Screen will be displayed.	

--*

--169 CCC Representative Electronic Approvals (Continued)*D Criteria for Being Included in Multiple Approval Process**

The following criteria **must** be met for the farm to be included in the multiple approval process:

- **all** signature types and dates **must** be entered for **all** producers
- enrollment date **must** be entered.

E Representative Signatures

Electronic representative signatures shall **only** be accepted for individuals who have the authority to sign on behalf of an entity or another individual based on documentation considered acceptable according to 1-CM.

CCC representatives shall **not** approve ACRE elections that contain electronic representative signatures for a representative role that was loaded in RLMS based on incorrect documentation.

Example 1: John Smith is maintained in RLMS with a representative role of Corporation Agent for Smith Farms Inc. John Smith was given signature authority through an FSA-211; therefore, John Smith **shall** be allowed to electronically sign the ACRE election for Smith Farms Inc.

Example 2: Bob Jones is maintained in RLMS with a representative role of General Partnership Agent for Jones and Sons Partnership. Bob Jones is listed in the articles of partnership showing that he is a general partner or member of the partnership; therefore, Bob Jones **shall** be allowed to electronically sign the ACRE election for Jones and Sons Partnership.--*

170 Reports

A Overview

Several standard reports are available for County Offices to use as tools for ACRE election. To access the Reports Menu, Under “Sign-Up”, CLICK “Reports”.

B Reports Screen

Following is an example of the Reports Screen.

*--

The screenshot displays the USDA Farm Service Agency's ACRE Program interface. At the top, it identifies the user as 'Welcome' with a 'Role: County'. The main navigation bar includes links for 'ACRE Home', 'About FSA', 'Help', 'Contact Us', 'Exit ACRE', and 'Logout of eAuth'. The left sidebar contains the 'ACRE Menu' with 'Sign-Up' selected, and 'Reports' is highlighted under this menu. The main content area is titled 'Reports' and shows the current selection: Year: 2011, State: Mississippi, and County: Coahoma. Under 'ACRE Election Forms', the 'CCC-509ACRE' option is selected. The 'Selection Criteria' section has a 'Farm:' input field. A list of reports is provided, with '4. All Approved Farms for a Specific Time Period' selected. This report includes date pickers for 'Start Date' and 'End Date', each with a 'Calendar' link. Other reports include 'All Cancelled Farms', 'Producers With Electronic Signatures', 'Producers Whose Signature is missing from Election', 'All Farms With CCC Representative Electronic Approval', and 'County Summary Report'. At the bottom of the report list, there are two buttons: 'Create Report' and 'Search by Producer or Farm'. The footer contains the text 'ACRE12' and a series of links including 'ACRE Home', 'National User Menu', 'State User Menu', 'ASG User Menu', 'Admin User Menu', 'FSA Internet', 'FSA Intranet', 'USDA.gov', 'FOIA', 'Accessibility Statement', 'Privacy Policy', 'Non-Discrimination Statement', 'Information Quality', 'FirstGov', and 'White House'.

--*

Note: Reports will be displayed in an Acrobat Reader window with the option to print.

***--170 Reports (Continued)**

C Report Descriptions

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time. The report will be displayed in Acrobat Reader and can be printed if needed.

Note: All reports, **except** CCC-509ACRE are run against a reporting database; therefore, the reports will print data that was updated as of the previous workday.

Report	Action	Result
CCC-509ACRE	Select report and enter farm number.	Pre-filled CCC-509ACRE will be displayed. Note: The text size in Internet Explorer must be set to medium for CCC-509ACRE to print properly. To change the text size, CLICK the following: <ul style="list-style-type: none"> • “Internet Explorer” • “View” • “Text Size” • “Medium”.
All Farms Initiated but Not Enrolled	Select report.	Report will be displayed identifying all farms that have been initiated, but have not been enrolled.
All Farms Enrolled but Not Approved	Select report.	Report will be displayed identifying all farms that have an enrollment date entered, but have not been approved.
All Approved Farms	Select report.	Report will be displayed identifying all approved farms.
All Approved Farms for a Specific Time Period.	Select report and enter start and end dates.	Report will be displayed identifying all farms that were approved within the selected dates.
All Canceled Farms	Select report.	Report will be displayed identifying all farms that have been canceled by a County Office user or by farm maintenance changes.
Producers with Electronic Signature	Select report.	Report will be displayed with all producers that have electronically signed CCC-509ACRE.
Producers Whose Signature is Missing From Report	Select report.	Report will be displayed identifying all farms that are missing producer signatures. Report prints the producers on each farm that are missing signatures.
All Farms With CCC Representative Electronic Approval	Select report.	Report will be displayed identifying farms that have been approved through the CCC Representative Electronic Approval Process.
County Summary Report	Select report.	Report will be displayed providing a summary of ACRE election information in the county selected.

--*

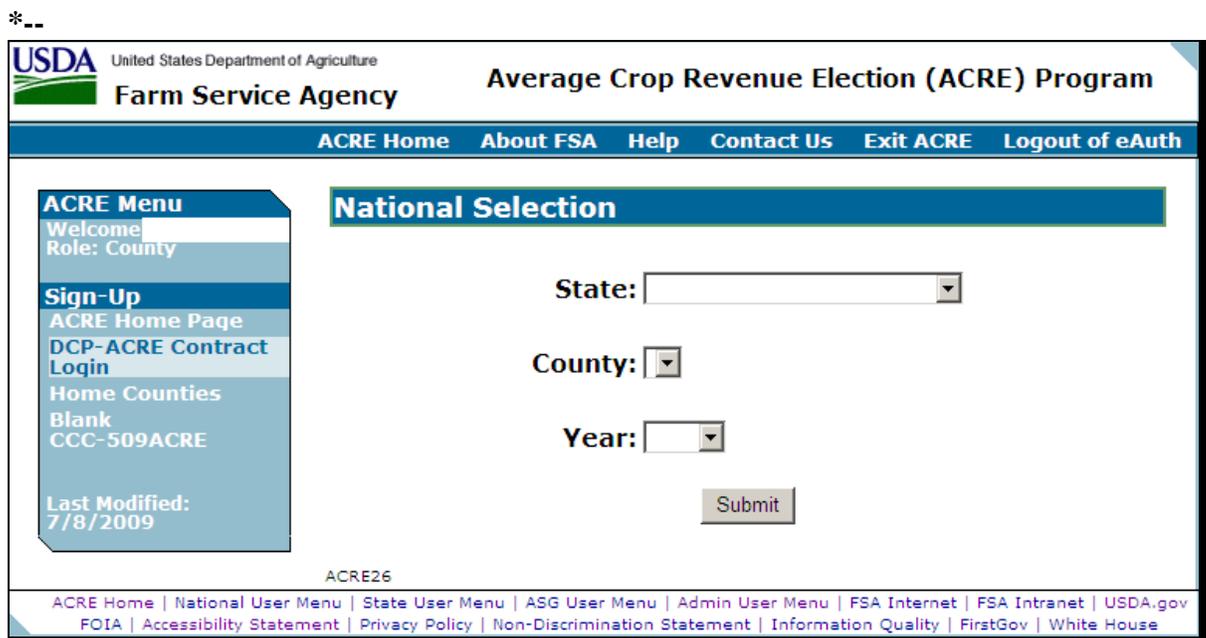
171 Nationwide Customer Service

A County Office User Access

ACRE election software automatically allows for nationwide customer service for County Office users. Under “Sign-Up”, if users click “Nationwide Customer Service”, users can take an ACRE election for a producer from any Service Center nationwide. This service will be extremely beneficial for travelers, absentee landowners, etc. County Office employees loading nationwide applications will have limited authority.

B National Selection Screen

To access nationwide customer service, under “Sign-Up”, CLICK “Nationwide Customer Service”. The National Selection Screen will be displayed. Following is an example of the National Selection Screen.



--*

The following table provides the fields, descriptions, and actions for the National Selection Screen.

Field/Button	Description	Action
State	Drop-down list with State names.	Select the applicable State. Only 1 State can be selected at a time.
County	Drop-down list with the county names applicable to the State that was selected.	Select the applicable county. Only 1 county can be selected at a time.
Year	Drop-down list with program years.	Select the applicable program year.
Submit	Search by Producer or Farm Screen will be displayed.	

171 Nationwide Customer Service (Continued)

C Search by Producer or Farm Screen

Following is an example of the Search by Producer or Farm Screen that will be displayed when selecting Nationwide Customer Service.

*--

The screenshot displays the USDA Farm Service Agency's ACRE Program interface. At the top, it identifies the agency and the program. A navigation bar includes links for ACRE Home, About FSA, Help, Contact Us, Exit ACRE, and Logout of eAuth. The main content area is titled "Search by Producer or Farm" and shows search criteria: Year: 2011, State: Mississippi, and County: Leflore. Below this, there is a text instruction: "The farm can be found by searching for the producer on the farm or entering the farm number". Two radio buttons are present: "Producer" (unselected) and "Farm Number" (selected). A text input field is positioned to the right of the "Farm Number" radio button. Below the radio buttons are "Search" and "Cancel" buttons. On the left side, there is a sidebar menu titled "ACRE Menu" with options like "Welcome", "Role: County", "Sign-Up", "ACRE Home Page", "DCP-ACRE Contract Login", "Home Counties", "National Customer Service Report", "Blank", and "CCC-509ACRE". At the bottom of the sidebar, it says "Last Modified: 7/8/2009". The footer of the page contains various links including "ACRE Home", "National User Menu", "State User Menu", "ASG User Menu", "Admin User Menu", "FSA Internet", "FSA Intranet", "USDA.gov", "FOIA", "Accessibility Statement", "Privacy Policy", "Non-Discrimination Statement", "Information Quality", "FirstGov", and "White House".

--*

To switch back to user’s home county, under “Sign-Up”, CLICK “**Home Counties**”.

The functionality of the Search by Producer or Farm Screen in the Nationwide Customer Service Section is the same as ACRE elections being loaded in the home county. See paragraph 163 for searching by producer or by farm number. Once a farm has been selected, the Producer Signatures Screen will be displayed.

--171 Nationwide Customer Service (Continued)*D Producer Signatures Screen**

The functionality of the Producer Signatures Screen in the Nationwide Customer Service Section is the same as ACRE elections being loaded in the home county, with the following exceptions:

- enrollment date **cannot** be loaded
- approval date **cannot** be entered
- contract **cannot** be canceled.

All of these activities **must** be done in the producer's home county.

E County Office Action

County Offices that process nationwide customer service ACRE elections **must**:

- immediately FAX a copy of the signed CCC-509ACRE to the producer's home county
- mail the original signed CCC-509ACRE to the producer's home county
- maintain a copy of the signed CCC-509ACRE.--*

172 Canceling Elections by Farm

A Overview

A process to cancel an ACRE election **without** having to access the election is available in the web-based software. To access the ACRE election cancellation process, under “Sign-Up”, CLICK “Cancel Elections”.

Note: ACRE elections can also be canceled on the Producer Signatures Screen.

B Cancel Election by Farm Screen

Following is an example of the Cancel Election by Farm Screen.

*--

--*

***--172 Canceling Elections by Farm (Continued)**

C Field Descriptions/Actions

The following table provides the field descriptions and actions on the Cancel Election by Farm Screen.

Field Button	Description	Action
Year	Year as selected.	
State	State as selected.	
County	County as selected.	
Farm Number	Manual entry.	Enter the farm number of the ACRE election to be canceled.
Reason	Manual entry.	<p>The following reasons are provided when canceling an ACRE election. One of the following reasons must be selected if the ACRE election is canceled:</p> <ul style="list-style-type: none"> • Out Transfer • Producer Withdrawn During the First Year. <p>Note: An ACRE election can only be withdrawn on or before June 1 of the first year of the election. After June 1 of the first year of the election, this cancellation reason will no longer be available for selection.</p>
New Search	All actions are canceled. If data was not submitted, it will not be saved. Search by Producer or Farm Screen will be displayed.	
Cancel Election	ACRE election is canceled. Election Canceled Screen will be displayed.	

--*

173-182 (Reserved)

***--186 Nationwide Customer Service**

A Requesting Access

State Office users shall request access to ACRE election nationwide customer service according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee’s legal first and last name
 - employee’s USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on the FAX that the request is for ACRE election State Office user Nationwide Customer Service access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

To access nationwide customer service, under “Sign-Up”, CLICK “**Nationwide Customer Service**”. The National Selection Screen will be displayed.--*

186 Nationwide Customer Service (Continued)

B National Selection Screen

Following is an example of the National Selection Screen.

The screenshot shows the 'National Selection' screen for the Average Crop Revenue Election (ACRE) Program. At the top left is the USDA logo and 'United States Department of Agriculture Farm Service Agency'. The page title is 'Average Crop Revenue Election (ACRE) Program'. A navigation bar contains links: 'ACRE Home', 'About FSA', 'Help', 'Contact Us', 'Exit ACRE', and 'Logout of eAuth'. On the left is an 'ACRE Menu' with links: 'Welcome Clara Kennedy Role: State', 'Sign-Up', 'ACRE Home Page', 'Home Counties', 'Blank', 'CCC-509ACRE', and 'Last Modified: 3/23/2009'. The main content area has a 'National Selection' header and a form with three dropdown menus: 'State:', 'County:', and 'Year:'. A 'Submit' button is located below the 'Year' dropdown. The footer of the page contains the text 'ACRE26'.

C Accessing Nationwide Customer Service

State Office users that request access according to subparagraph A, shall access Nationwide Customer Service according to paragraph 171.

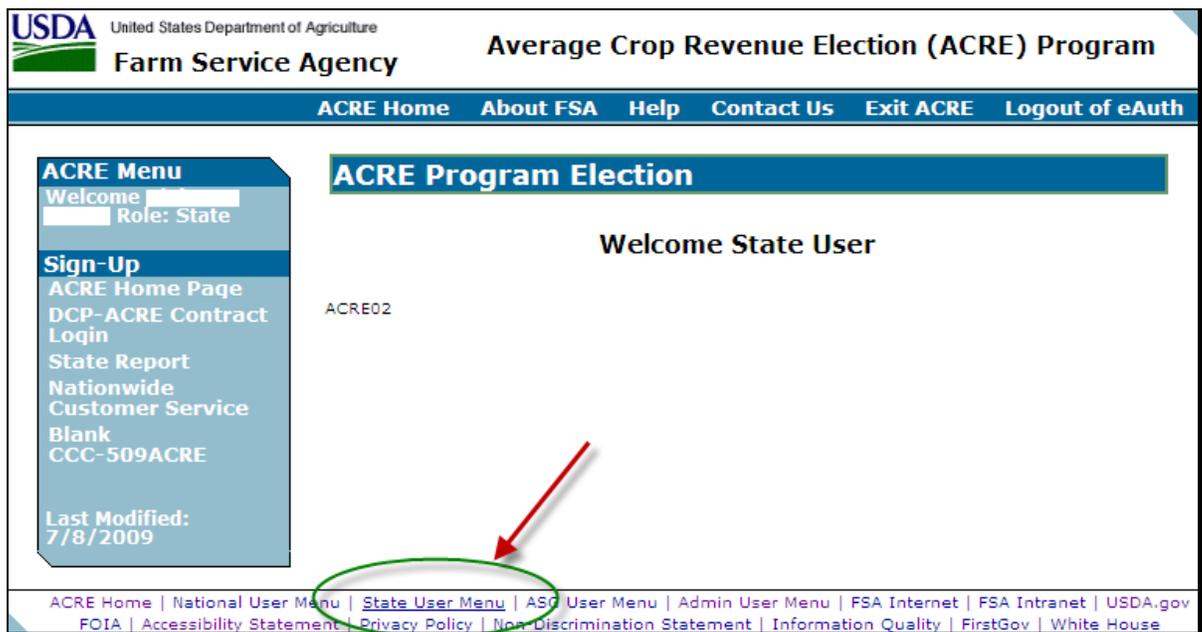
***--187 State Office Administrative Access**

A Overview

1-DCP (Rev. 1), paragraph 403 provides instructions for requesting State Office web-based DCP administrative access. State Office users that are granted administrative access will be able to update signature and enrollment dates that are later than the signature and enrollment date deadline.

B Welcome Screen

When a State Office user with web-based DCP administrative access logs in, the following screen will be displayed.

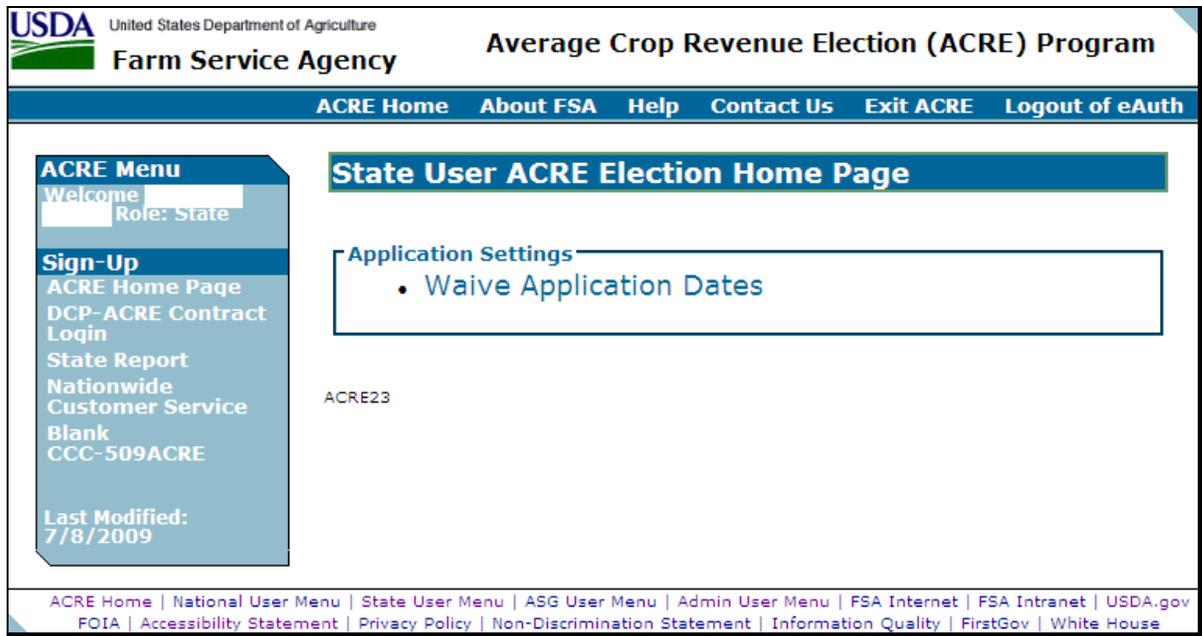


CLICK “State User Menu” to display the State User ACRE Election Home Page.--*

*--187 State Office Administrative Access (Continued)

C State User ACRE Election Home Page

After the user clicks “State User Menu”, the following screen will be displayed.



CLICK “Waive Application Dates” to enter the administrative option.--*

*--187 State Office Administrative Access (Continued)

D State User Waiving Application Dates State/County Selection Screen

After users click “Waive Application Dates”, the State User Waiving Application Dates State/County Selection Screen will be displayed. From the drop-down lists, select the State, county, and year of CCC-509ACRE to be updated.

E Search by Producer or Farm Screen

The functionality of the Search by Producer or Farm Screen in State Office administrative access is the same as CCC-509ACRE’s being loaded in the home county (see paragraph 163). After a farm has been selected, the Producer Signatures Screen will be displayed.

F Producer Signatures Screen

The functionality of the Producer Signatures Screen in State Office administrative access is the same as CCC-509ACRE’s being loaded in the home county (see paragraph 166).

G State Office Action

State Offices that update CCC-509ACRE’s through State Office administrative access **must** immediately notify the County Office of actions that were taken on CCC-509ACRE’s.--*

188-196 (Reserved)

Section 4 Overpayments

251 General Provisions for Overpayments

A Introduction

Overpayments will be determined during the DCP direct and CC and ACRE direct payment calculation process. How the overpayment is transferred to NRRS will depend on which payment cycle the overpayment occurred in. See subparagraphs 251 B and 251 C for information on transferring overpayments to NRRS.

B Overpayments Determined During the Advance Payment Cycle

--If an overpayment is determined during the DCP direct and CC, and ACRE direct advance-- payment cycle, users will be required to transfer the overpayment to NRRS. An Overpayment Register will be provided according to paragraph 253. Users will select to transfer the overpayment for the farm and payment entity according to paragraph 258.

If the total amount of the overpayment determined for the farm and producer during the advance payment cycle is less than the total amount of the final payment that will be due the producer, then the County Office should not transfer the overpayment to NRRS. Notate the Overpayment Register, as applicable.

* * *

C Overpayment Determined During the Final Payment Cycle

If an overpayment is determined during the DCP direct and CC and ACRE direct final *--payment cycle, the overpayment for the farm and payment entity will be put on the Overpayment Register. The overpayment information will be “held” on the Overpayment Register for 10 workdays (excluding weekends and holidays). This allows for corrective action to be taken, if necessary, and will prevent overpayments from being transferred before corrective actions are completed.--*

***--252 Collecting Overpayments**

A Introduction

Overpayment amounts will be determined by farm, producer, and crop, but only one total overpayment amount will be provided to NRRS. Overpayments can occur for a number of reasons and County Offices are required to take necessary action to collect overpayments. However, there are exceptions during the advance payment cycle which are provided for in this paragraph.

B Overpayments and Due Dates

The following table lists:

- situations that may cause an overpayment
- overpayment due dates

Note: If an overpayment is determined during the advance payment cycle and the total amount of the overpayment is less than the total final payment that will be issued, the overpayment should not be transferred to receivables.

Time of Determination	Situation	Overpayment Due Date
Any time.	Payment was issued for the wrong farm, producer, or crop.	Immediately
After something affecting the payment amount is changed on the CCC-509.	The advance payment was issued and later something affecting the advance payment amount changes on the CCC-509. The total amount of the advance overpayment exceeds the amount of the final payment.	Immediately
After producer misrepresentation is determined.	The producer received an advance payment and the COC determines that the producer misrepresented their interest on the CCC-509.	Immediately
After payment limitation exceeded.	It is determined that payments have been issued exceeding the producer's effective payment limitation amount.	Immediately
After an eligibility value changes that make the producer ineligible for payment.	The producer's eligibility value changes which makes the producer ineligible for payment.	Immediately

--*

254 Overpayment Register

A Introduction

When an overpayment is determined during the * * * payment calculation process, an Overpayment Register will be available to provide information about the determined overpayment.

* * *

B Reviewing the Overpayment Register

The Overpayment Register will be updated after the payment calculation process is completed. If conditions causing the overpayment have been corrected so that an overpayment is no longer determined for the producer, then that overpayment information will automatically be removed from the Overpayment Register. County Offices shall review the Overpayment Register to ensure that:

- information causing the overpayment is corrected, if applicable
- producers are timely notified of overpayments
- the finality rule will **not** apply.

*--C Overpayments Listed on the Overpayment Register

Overpayments determined during the final payment cycle can either:

- have corrective action taken
- be selected to be transferred to NRRS immediately.

Note: If no action is taken, the overpayment will be automatically transferred to NRRS on the “Transfer Date”.--*

D Accessing the Overpayment Register Process

Follow paragraphs 218 through 220 to access the Overpayments Screen.

E DD Review

DD’s shall review the Overpayment Register to ensure that County Offices are

- timely notifying producers of overpayments
- collecting overpayments in a timely manner
- correcting information in the system that causes an erroneous overpayment to be determined.

***--255 Overpayments Screen**

A Overview

After a user has selected to process the Overpayment Register from the DCP-ACRE Payments Menu, the Overpayments Screen will be displayed.

B Sorting Overpayment Register Information

The Overpayments Screen allows users to sort the Overpayment Register information by the following:

- producer
- farm number
- overpayment reason.

Following is an example of the Overpayments Screen.

--*

***--255 Overpayments Screen (Continued)**

C Action

The following table provides the sorting methods available for the Overpayment Register that will be displayed based on user selection. See paragraph 256 for an example of the Overpayment Register.

Sort Methods		Action
By Producer	For all producers.	<ul style="list-style-type: none"> • Use drop-down menu to select “Producer”. • CLICK “Search”.
	By a specific producer.	<ul style="list-style-type: none"> • Use drop-down menu to select “Producer”. • Enter name by which to search. • CLICK “Search”.
By Farm Number	For all farm numbers.	<ul style="list-style-type: none"> • Use drop-down menu to select “Farm Number”. • CLICK “Search”.
	By a specific farm number.	<ul style="list-style-type: none"> • Use drop-down menu to select “Farm Number”. • Enter farm number by which to search. • CLICK “Search”.
By Overpayment Reason	For all overpayment reasons.	<ul style="list-style-type: none"> • Use drop-down menu to select “Overpayment Reason”. • CLICK “Search”.
	By a specific overpayment reason.	<ul style="list-style-type: none"> • Use drop-down menu to select “Farm Number”. • Enter farm number by which to search. • CLICK “Search”.

--*

256 Overpayment Register Screen

A Overpayment Register

When users access the Overpayment Register process from the DCP-ACRE Payments Home Page and select a sort order, a list of all producers that are determined to be overpaid will be displayed.

B Example of the Overpayment Register

The following is an example of the Overpayment Register Screen when sorted by producer.
*--

USDA United States Department of Agriculture
Farm Service Agency

Direct and Counter-Cyclical Program (DCP) & Average Crop Revenue Election (ACRE) Payments

DCP-ACRE Payments Home | About FSA | Help | Contact Us | Exit DCP-ACRE Payments | Logout of eAuth

DCP-ACRE Payments
Welcome: Bobbie Butler.

Registers
Nonpayment Register
Overpayment Register

Reports
Estimated Calculated Payment Report
Payment History Report

Overpayments

State: MS
County: Coahoma
Program Year: 2009
Program-Type: DCP-DIRECT

Sort Results By: Search Clear

Filter By Name: Farm:

Reason:

<input type="checkbox"/> All	Date	Producer/Joint Operation	ID/Type	Farm Number	Overpayment Amount	Transfer Date
<input type="checkbox"/>	09/10/2010	FARMER, IMA	XXXX S	230	\$447	09/17/2010

View Report Submit

--*

***--256 Overpayment Register Screen (Continued)**

C Options Available on the Overpayment Register Screen

The following table provides the field descriptions and actions for the Overpayment Register Screen.

Button	Result
"All" radio or individual producers	<p>After clicking the radio buttons for the applicable nonpayments, CLICK "Submit". The Overpayment Summary Screen will be displayed.</p> <p>Note: See paragraph 258 for information on transferring an overpayment to NRRS.</p>
"View Report"	Overpayment Register will be displayed.
"Search"	The Overpayment Register will be sorted based on the selected sort method.
"Clear"	The sort method information will be deselected.
"Submit"	The selected overpayment will be transferred to NRRS.

D Printing the Overpayment Register

In addition to the displayed information provided on the Overpayment Register Screen, users have the ability to view or print an Overpayment Register based on the sorted information described in paragraph 255.

If a printed report is needed, County Offices shall click "**View Report**" on the Overpayment Register Screen.

A new Internet Explorer browser will open and the report can be printed by clicking the following.

- "**File**", from the menu options
- "**Print**"
- "**OK**".

When completed, the Internet Explorer browser can be closed in the normal manner and the Overpayment Register information will continue to be displayed in the window that was opened originally.--*

257 Overpayment Register Information

A Information Displayed/Printed on the Overpayment Register

The following information will be displayed/printed on the Overpayment Register.

Field	Description
Program Year	Year associated with CCC-509 that was filed by the affected producer.
Program Name	Name of the selected program.
Program Type	Name of the selected program type.
State	State defaulted to or selected by the user.
County	State defaulted to or selected by the user.
Producer Name	Name of the affected producer.
ID/Type	Last 4 digits of the producer's ID number and type.
Business Type	Business type associated with the selected producer.
Farm Number	Farm number from CCC-509.
Debt Basis Code	Numeric value assigned by the system based on the reason for the overpayment.
Date Overpayment Determined	Date overpayment amount was determined.
Overpayment Amount	Amount of overpayment associated with the affected farm number, producer, and crop.
--Transfer Date	Date the overpayment will be automatically transferred to NRRS.--
Reason	Reason for overpayment (see subparagraph B for the overpayment reasons).

258 Transferring Overpayments (Continued)

C Overpayment Summary Screen

When users select to transfer overpayments, the selected overpayments will be displayed on the Overpayment Summary Screen.

The following is an example of the Overpayment Summary Screen.

*--

USDA United States Department of Agriculture
Farm Service Agency Direct and Counter-Cyclical Program (DCP) & Average Crop Revenue Election (ACRE) Payments

DCP-ACRE Payments Home | About FSA | Help | Contact Us | Exit DCP-ACRE Payments | Logout of eAuth

DCP-ACRE Payments
 Welcome: Bobbie Butler.
Registers
[Nonpayment Register](#)
[Overpayment Register](#)
Reports
[Estimated Calculated Payment Report](#)
[Payment History Report](#)

Overpayment Summary

State: MS
County: Coahoma
Program Year: 2009
Program-Type: DCP-DIRECT

Producer: FARMER, IMA **Transaction Date:** 09/10/2010
ID Num: XXXX **ID Type:** S **Business Type:** 00
Farm Number: 230

Crop	Crop Payment/Overpayment Amount	Overpayment Type
SOYBN	\$-86	FINAL
UPCN	\$-361	FINAL

Total amount to be transferred to NRRS: \$447

Reason For Overpayment: Contract is not approved.

Debt Basis Reason: Overpayment because of program contract / worksheet / share issues (429)

Cancel Skip Submit

DCP-ACRE Payments Home | FSA Internet | FSA Intranet | USDA.gov
 Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House

DCP-ACREPayments200912 Last Modified: 08/20/2010 [Back to Top ^](#)

--*

258 Transferring Overpayments (Continued)

D Options Available on the Overpayment Summary Screen

The following provides the field descriptions and actions for the Overpayment Summary Screen.

Button	Result
"Cancel"	Overpayment Register Screen will be displayed.
"Skip"	<p>If only 1 overpayment was selected to be transferred, the Overpayment Register Screen will be displayed.</p> <p>If more than 1 overpayment was selected to be transferred, the overpayment on the screen will not be transferred and the next overpayment to be transferred will be displayed.</p>
"Submit"	<p>The selected overpayment will be transferred to NRRS.</p> <p>Note: If more than 1 overpayment was selected for transfer, the next overpayment for transfer will be displayed. If only 1 overpayment was selected and submitted the Overpayment Register Screen will be displayed.</p>

259-264 (Reserved)

Part 6 (Reserved)

265-320 (Reserved)

*--433 Add/Edit Designations Screen (Continued)

D Field Descriptions and Actions (Continued)

Field/Button	Description		Action
Total Number of Acres Remaining to Allocate	The total number of acres remaining to be allocated will be displayed. The designation cannot be completed until the total number of acres remaining to allocate is equal to zero.		
Calculate	The total number of acres remaining to allocate will be recalculated. Result of subtracting: <ul style="list-style-type: none"> • base acres, minus • total number of acres to allocate. 		
Cancel	The Search by Producer or Farm Screen will be displayed.		
Save and Continue	IF the total number of acres remaining to allocate is...	THEN...	
	equal to zero	the Designation Summary Screen will be displayed. See paragraph 434.	
	greater than zero	adjust entries in "Number of Acres to Allocate" field until total number of acres remaining to allocate is equal to zero.	
	less than zero		

E Automatic Designations

If the sum of the P&CP acres of covered commodities and peanuts is less than 120 percent (118 percent for 2012) of the total base acres on the selected farm, the system will automatically designate acres. If the farm is selected, the "Number of Acres to Allocate" field will be automatically populated with:

- P&CP acres for the crop and practice, times
- 83.3 percent (85 percent for 2012).--*

433 Add/Edit Designations Screen (Continued)

F Default Designations

Producers have until September 30 of the program year to make ACRE designation selections. If designations are not completed by September 30 of the program year, the number of acres to allocate will be automatically calculated by the system according to the following table.

***--Note:** This calculation will also be completed for single-crop farms.--*

Step	Action
1	The system determines base acres for the farm.
2	The system determines the maximum potential payment acres by multiplying: <ul style="list-style-type: none"> • P&CP acres for the crop and practice, times • 83.3 percent (85 percent for 2012).
3	The system determines total maximum potential payment acres by adding together maximum potential payment acres for all crops and practices
4	The system determines P&CP acres for each crop.
5	The system determines the total P&CP acres for the farm by adding together all crop level P&CP acres for the farm.
6	The system calculates the crop factor for each crop and practice by dividing: <ul style="list-style-type: none"> • result of step 4, divided by • result of step 5. Round to 4 decimal places.
7	For each crop, the system multiplies: <ul style="list-style-type: none"> • result of step 6, times • result of step 1. If CCC-528 is viewed/printed, the "Number of Acres to Allocate" field will be automatically populated to the form.

*--Section 4 Reports

454 Reports

A Overview

Several standard reports are being provided for County Offices to use as tools within the ACRE Designation system. To access reports, CLICK “**Reports**” from the ACRE Designation – Main Menu.

B Example Reports Screen

Following is an example of the Reports Screen.

The screenshot shows a web interface titled "Reports" with a blue header. Below the header, there are two dropdown menus: "State-County" set to "Mississippi-Coahoma" and "Year" set to "2010". Under the heading "Reports", there is a list of radio button options: "COF Signed Farms", "Farms Initiated But Not COF Signed", "Missing Signatures", "Cancelled Farms", "Automatic or Default Designation Farms", and "Undesignated Farms". Below these options are two date input fields labeled "Start Date:" and "End Date:", each with a calendar icon to its right. At the bottom of the form are two buttons: "Exit" and "Create Report".

--*

454 Reports (Continued)

C Descriptions of Reports

The following table provides the report, action required, and data elements on the report. Only 1 report can be created at a time.

Report	Action	Result
Year	Manual selection.	Select the year for which reports will be run.
State	Manual selection.	Select the State for which reports will be run.
County	Manual selection.	Select the county for which reports will be run.
COF Signed Farms	Manual selection.	Report will be displayed identifying farms for which designation data is complete and the County Office has signed to the data.
Farms Initiated but Not COF Signed	Manual selection.	Report will be displayed identifying farms for which designation data has been entered, but has not been signed by all producers and/or the County Office.
Missing Signatures	Manual selection.	Report will be displayed identifying farms for which designation data has been entered, but is missing one or more producer signatures.
Cancelled Farms	Manual selection.	Report will be displayed identifying farms for which designation data has been cancelled.
Automatic or Default Designation Farms	Manual selection.	Report will be displayed identifying farms for which a designation was: <ul style="list-style-type: none"> • automatically completed by the system because base acres were greater than or equal to P&CP acres times 83.3 percent (85 percent for 2012) • not completed by the September 30 deadline and, as a result, a designation was automatically calculated.
Undesignated Farms	Manual selection.	Report will be displayed identifying farms that have no active designation. <p>*--Note: This report will include single-crop farms. No action is necessary for single-crop farms. Single-crop farms will be automatically designated during the default process according to subparagraph 433 F.--*</p>
Start Date	Manual entry.	Provide a start date to limit data displayed on any of the reports. <p>Note: Start date is not required.</p>

454 Reports (Continued)

C Descriptions of Reports (Continued)

Report	Action	Result
End Date	Manual entry.	Provide an end date to limit date displayed on any of the reports. Note: End date is not required.
Cancel	Returns the user to the ACRE Designation – Main Menu without displaying a report.	
Create Report	The selected report will be displayed.	

455-460 (Reserved)

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