

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

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

Amendment 22

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraphs 323 A, B, and C have been amended to add the ACRE designation and ACRE insurance options available on the PRS Left Navigation Menu.

Subparagraph 338 A has been amended to require changes in prior year production data for a farm to be made in PRS in the earliest program year.

Subparagraph 347 A has been amended to notify of PRS enhancements to Benchmark FSA-658 certifications and approvals. Users will not have to certify and approve Benchmark FSA-658's if an initial Benchmark Farm Yield was certified and approved for the crop and practice in a prior program year. PRS will automatically certify and approve the Benchmark Farm Yield for the crop and practice in subsequent program years.

Subparagraph 348 A has been amended to clarify that the Benchmark Yield Certification Type will only display on the Select Crop for Certification Screen if it is the first time establishing an initial Benchmark Farm Yield for the crop and practice.

Subparagraph 352 C has been amended to require changes in production data for a farm to be made in PRS in the earliest program year. PRS will automatically apply changes to subsequent program years.

Page Control Chart		
TC	Text	Exhibit
	7-7, 7-8 7-35, 7-36 7-55 through 7-58 7-67 through 7-70	

323 PRS Left Navigation Menu

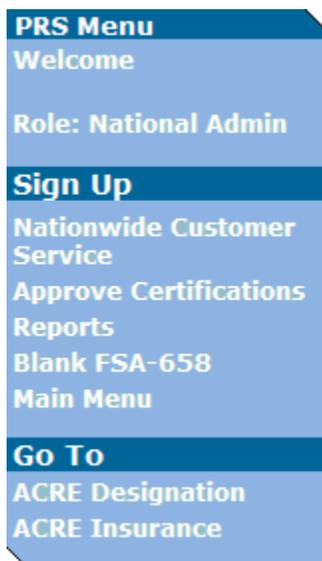
A Overview

The PRS Left Navigation Menu will appear on all PRS screens and provide users access to direct links within the system. The Left Navigation Menu provides the following options:

- nationwide customer service
- approve certifications
- reports
- blank FSA-658
- PRS Main Menu
- *--ACRE designation
- ACRE insurance.

B PRS Left Navigation Menu

The following is an example of the PRS Left Navigation Menu.



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C Fields, Descriptions, and Actions

The following table provides the fields, descriptions, and actions on the PRS Left Navigation Menu.

Field/Button	Description	Action
Nationwide Customer Service	Nationwide Customer Service provides users the option to add production or generate FSA-658's for any farm in the nation.	Once selected, users are in Nationwide Customer Service mode. See paragraph 362.

323 PRS Left Navigation Menu (Continued)

C Fields, Descriptions, and Actions (Continued)

Field/Button	Description	Action
Approve Certifications	Provides link to the bulk approval process which allows users to approve/disapprove multiple FSA-658's having the same approval date.	Displays FSA-658 Bulk Approval Screen. See paragraph 358.
Reports	Provides a link to ACRE and PRS reports.	Displays Report Menu. See paragraph 354.
Blank FSA-658	Allows user to print a blank FSA-658.	Opens blank FSA-658 in separate window.
PRS Main Menu	Link to return to PRS Home Page.	Returns user to PRS Main Menu.
*--ACRE Designation	Link to ACRE Designation System.	Displays ACRE Designation Home Page.
ACRE Insurance	Link to ACRE Insurance System.	Displays ACRE Insurance Home Page.--*

324 Common Screens Used for All PRS Menu Options

A Overview

Each time a user selects 1 of the PRS Main Menu options, the system will require the user to go through some basic screens before the task involved can be performed with the menu option selected.

B Common PRS Screens

The following table provides the common screens that will be displayed when any of the PRS Main Menu options are selected.

Basic PRS Screens	Explanation
State and County Selection Screen	Requires user to select applicable State/county/program year for the selected task.
SCIMS Customer Search Screen	Requires user to select an operator from SCIMS.
Select Farm	Requires user to select farm from a list of farms associated with the selected operator. Note: If an operator is only associated with 1 farm, the Farm Selection Screen will not be displayed. Instead, the system shall display the Farm Information Screen for the operator's farm.

338 Editing Production Data

A Overview

Production data that has been previously entered may be edited through the Edit Production Data Screen.

***--Note:** Edits to prior year production data must be made in the earliest program year.

Example: A farm is enrolled in ACRE in program year 2009. Production data for years 2004 through 2009 was entered in PRS in program year 2009. In program year 2010, the farm is still enrolled in ACRE and a change in production data previously entered for 2008 is required.

In this case, the user shall access PRS program year 2009 and edit the 2008 production record. PRS will automatically update program year 2010 with the change.--*

B Accessing Edit Production Option

To access the Edit Production Data Screen, CLICK “Edit Production” on the Tract Data Screen next to the applicable crop.

Production Reporting System - Tract Data				
Program Year: 2009		State: Mississippi		County: Coahoma
Production Year: 2009				
Farm: 123		Operator: Any Operator		
Tract: 1234				
Crop: SOYBEANS				
Crop Type	Int Use	Practice	Quantity	Actions
COM	GR	Non-Irrigated	532.00	Edit Production
Back		New Search		Cancel
				Continue

The Edit Production Data Screen will be displayed.

***--339 Edit Production Data Screen**

A Overview

The Edit Production Data Screen will display all production records entered for the crop in the Production Records Section. Users may select the applicable production record to edit.

B Edit Production Data Screen

The following is an example of the Edit Production Data Screen.

Edit Production Data			
Production Year : 2009	State : Mississippi	County : Coahoma	
Farm : 123	Tract : 1234	Operator : Any Operator	
Crop : SOYBEANS - COMMON		Planted Acres: 17.40	
Intended Use : GR	Practice : Non-Irrigated	Prevented Acres: 0.00	
Edit Production Record			
Type of Evidence <input type="text" value="Commercial Receipts"/>			
Name of Buyer, Warehouse, Etc.			
<input type="text" value="Buyer 1"/>			
Unit of Measure:	<input type="text" value="bushels"/>	Quantity : <input type="text" value="532.00"/>	Acres : <input type="text"/>
<input type="button" value="Cancel Edit"/>		<input type="button" value="Save Record"/>	
Production Records			
Type of evidence and Name of Buyer, warehouse, Etc.	Acres	Quantity	Actions
Commercial Receipts - Buyer 1		532.00	Edit Delete
<input type="button" value="Back"/>		<input type="button" value="Cancel"/>	

Notes: All production records entered for the crop shall be displayed in the Production Records Section.

The most recent production record added shall be displayed in the Edit Production Record Section. To add another production record for the crop selected, CLICK “Cancel Edit” to clear any data from the Edit Production Record Section. The screen will allow the user to add an additional production record for the crop.--*

347 Certification & Approval PRS Main Menu Option

A Overview

The “Certification & Approval” option on the PRS Main Menu provides users the capability to certify FSA-658 for a selected crop and practice. Users shall have the capability to enter all of the following:

- operator certification date
- type of certification
- COC approval date
- COC decision (approve or disapprove).

***--Notes:** After an initial Benchmark Farm Yield has been certified and approved for a crop and practice, the Benchmark FSA-658 for the crop and practice in subsequent program years does **not** have to be certified and approved. The system will automatically certify and approve the Benchmark FSA-658’s in these cases. Users shall continue to access the Benchmark Farm Yield Option from the Select Crop for FSA-658 Screen. Once selected, the Benchmark FSA-658 for the selected crop and practice will open in a separate window. The Benchmark FSA-658 will be automatically certified and approved.

Actual yields must be certified and approved annually.--*

B Accessing Certification & Approval from PRS Main Menu

After selecting “Certification & Approval” on the PRS Main Menu, users must select the following common PRS screens:

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Select Crop for Certification Screen will be displayed.

348 Select Crop for Certification Screen

A Overview

The Select Crop for Certification Screen displays * * * FSA-658’s that have been generated for a specific crop and practice on a farm. Users may select the crop to enter operator certification and COC approval/disapproval dates.

Notes: If the crop is an all yield, “All Yield” will be displayed in the practice column.

*--The Benchmark Yield Certification Type:

- for a crop and practice will only be displayed on the Select Crop for Certification Screen if it is the first time establishing a Benchmark Farm Yield for the crop and practice
- will **not** be displayed for crops with Benchmark FSA-658’s automatically certified and approved according to subparagraph 347 A.--*

B Select Crop for Certification Screen

The following is an example of the Select Crop for Certification Screen.

Select Crop for Certification		
Production Year : 2009	State : Mississippi	County : Coahoma
Farm : 123	Operator : Any Operator	
Crop	Practice	Certification Type
<input type="radio"/> Wheat	Non-Irrigated	BenchMark Yield
<input type="radio"/> Cotton, Upland	Non-Irrigated	BenchMark Yield
<input type="radio"/> Soybeans	Non-Irrigated	BenchMark Yield
<input type="radio"/> Soybeans	Non-Irrigated	Actual Yield
<input type="button" value="New Search"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/>		

After a crop has been selected, CLICK “Continue” and the Certification & Approval Screen will be displayed.

***--348 Select Crop for Certification Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Select Crop for Certification Screen.

Field/Button	Description	Action
Production Year	Program year selected on the State and County Selection Screen.	
State	State selected on the State and County Selection Screen.	
County	County selected on the State and County Selection Screen.	
Farm	Farm selected from the Farm Selection Screen.	
Operator	Operator selected from the SCIMS Customer Search Screen.	
Crop	Crop selected from the Select Crop for Certification Screen.	
Practice	Practice associated with the selected crop on the Select Crop for Certification Screen.	
Certification Type	FSA-658 type (Benchmark Yield/Actual Yield).	
New Search	Allows user to select another farm.	Return user to SCIMS Customer Search Screen.
Cancel		Return user to PRS Main Menu.
Continue		Certification and Approval Screen will be displayed.

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349 Certification & Approval Screen

A Overview

The Certification & Approval Screen provides the capability to enter operator certification and COC approval/disapproval dates.

Note: Certification and COC approval/disapproval dates do not have to be entered at the same time.

B Certification & Approval Screen

The following is an example of the Certification & Approval Screen.

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Production Reporting System - Certification & Approval		
Program Year : 2010	State : Mississippi	County : Coahoma
Farm : 86	Operator :	
Crop : Corn	Certification Type : Actual Yield	Practice : All
Certification:		
Type of Signature	Date of Signature	
<input type="text"/>	<input type="text"/>	
COC Approval:		
COC Signature Date	<input checked="" type="checkbox"/> Approve	<input type="checkbox"/> Disapprove
<input type="text"/>		
<input type="button" value="Back"/>	<input type="button" value="Cancel"/>	<input type="button" value="Save/Submit"/>

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*--Section 3.5 Rollover

352 PRS Rollover Process

A Overview

Annually, PRS automatically completes a rollover process to carry over all production and acreage data entered for a farm to the subsequent program year. All production and acreage data previously entered for a farm in PRS will be rolled over during this process, including data that was entered in PRS but not approved.

After rollover, users will have the capability to:

- enter production data for a farm for the subsequent program year
- generate FSA-658's for the subsequent program year
- edit prior year production data for a farm, if needed.

B Rollover of PRS Program Year 2009 Data

The 2009 program year rollover process will:

- run on or about May 1, 2011

Note: All production data entered in PRS will be rolled over for program year 2010.

- include a rollover of 2005 through 2009 production data entered for a farm
- **not** include a process to rollover data for farms that had reconstitutions completed and effective for the 2010 program year.

County Offices must re-enter production data for farms that had:

- production data entered in PRS for program year 2009
- a reconstitution effective for program year 2010.

Note: An ACRE Production Worksheet has been developed to provide an automatic process to attribute production to farms or tracts resulting from a reconstitution. Instructions for accessing and using the ACRE Production Worksheet will be provided in a future amendment. County Offices shall **not** enter any production data in PRS for any farm that had a reconstitution effective for program year 2010 until procedure for calculating and distributing production to the resulting farms or tracts is released.--*

352 PRS Rollover Process (Continued)

C Editing Prior Year Production Data

If, after rollover, production data for a prior year must be modified, modifications to the data *--must be made for the farm in PRS in the earliest program year.--*

Example: Farm 100 had production data loaded in PRS for program year 2009. Production data for each of the years 2009, 2008, 2007, 2006, 2005, and 2004 was loaded. The County Office discovered an error in the production quantity entered for production year 2008. The County Office must access the farm in program year 2009, select production year 2008, and make the appropriate change.

*--**Note:** PRS will automatically apply changes to subsequent program years.--*

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353 (Reserved)