

**For:** State and County Offices

**Tract Crop Base Acre Corrections**

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**Approved by:** Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

Farm maintenance software was included in County Release No. 498. Procedure is not yet available to assist County Offices with making base acre corrections through the farm maintenance software. Base acre corrections are needed in many County Offices because of:

- errors while updating Possible Base Options Screen MIBBOU01
  - owners changing the base option selection after farm maintenance has been updated.
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**B**

**Purpose**

This notice provides County Offices with procedure for accessing and correcting tract crop base acres through farm maintenance software.

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<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2003	State Offices; State Offices relay to County Offices
11-15-02	<b>Page 1</b>

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**2 Tract Crop Base Data**

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**A**

**Maintenance Application**

On Menu FAX250, use the following table to access Screen MIDUCP01.

<b>Step</b>	<b>Menu/Screen</b>	<b>Action</b>
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/DCP/Compliance", and PRESS "Enter".
4	M00000	ENTER "2", "Farm Records Management", and PRESS "Enter".
5	MC0097	ENTER "1", "Farm, Tract, and Crop Record Maintenance", and PRESS "Enter".
6	MIBSYR01	Enter the option for the appropriate FY to be accessed and PRESS "Enter".
7	MIB00001	ENTER "3", "Tract Crop Data", and PRESS "Enter".
8	MIB30001	ENTER "3", "Display and Update Tract Crop Base Data", and PRESS "Enter".
9	MIBSFO01	Enter 1 of the following and PRESS "Enter": <ul style="list-style-type: none"> <li>• farm number</li> <li>• tract number</li> <li>• producer's last or business name.</li> </ul>
10	MIDSCR01	Enter the line number corresponding to the crop to be updated and PRESS "Enter".  Screen MIDUCP01 will be displayed.

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**2 Tract Crop Base Data (Continued)**

**B  
Example of  
Screen  
MIDUCP01**

The following is an example of Screen MIDUCP01.

Farm Records	043-FARIBAULT	MIDUCP01				
Tract Crop DCP Data	Version: AE57	10/28/2002 09:38 Term H2				
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Fiscal Year	2002	Operator ROBERT C LINDER				
Farm Number	2	Crop Soybeans				
Direct Yield	21	Base Acres 123.9				
CC Yield	25	Dbl Cropped Avg 0.0				
Tract	Base Acres	Reason Code	Direct Yield	Reason Code	CC Yield	Reason Code
9272	56.2		21		25	
9273	48.3		21		25	
9274	5.9		21		25	
9275	13.5		21		25	
Cmd2=Select Crop Cmd3=Previous Menu Cmd7=End Cmd20=Update						
Help=Help Text						

**C  
Commands and  
Functions on  
Screen  
MIDUCP01**

The following table contains the commands and functions that are available on Screen MIDUCP01.

<b>Action</b>	<b>Result</b>
PRESS "Cmd2".	Screen MIDSCR01 will be displayed.
PRESS "Cmd3".	Screen MIB30001 will be displayed.
PRESS "Cmd7".	Main Menu MC0097 will be displayed.
PRESS "Cmd20".	The record will be updated.
PRESS "Roll-Page".	If more than 6 active tracts are associated with the farm, the additional tracts will be displayed.
PRESS "Help".	Direct and Counter-Cyclical Program (DCP) adjustment reason codes will be displayed.

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2 Tract Crop Base Data (Continued)

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**D**

**Fields**

Following are the field names and a description of each field that is displayed on Screen MIDUCP01.

<b>Field</b>	<b>What Is Displayed</b>	<b>What To Enter</b>
Fiscal Year	4-digit FY	
Farm Number	Farm number	
Direct Yield	Crop's direct payment yield	
CC Yield	Crop's counter-cyclical payment yield	
Operator	Farm operator's name	
Crop	Name of crop that was selected on Screen MIDSCR01	
Base Acres	Total base acres for the selected crop	
Dbl Cropped Avg	Farm's total double-cropped average acres	
Tract	Each tract number that is associated with the farm	

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2 Tract Crop Base Data (Continued)

D  
Fields  
(Continued)

Field	What Is Displayed	What To Enter
Base Acres	Crop base acres for each tract	Base acres may be adjusted, added, or deleted as necessary.
DCP Acre Reason Code	Field is blank.	Entry is required when a change is made to the base acres. When "Help" is pressed, DCP adjustment reason codes will be displayed. The appropriate reason code shall be entered corresponding to the change made to the base acres.
Direct Yield	Crop direct payment yield for each tract	The direct payment yield may be adjusted, added, or deleted as necessary.
DCP Yield Reason Code	Field is blank.	Entry is required when a change is made to the direct payment yield. When "Help" is pressed, DCP adjustment reason codes will be displayed. The appropriate reason code shall be entered corresponding to the change made to the tract direct payment yield.
CC Yield	Crop counter-cyclical payment yield for each tract	The counter-cyclical payment yield may be adjusted, added, or deleted as necessary.
DCP Yield Reason Code	Field is blank.	Entry is required when a change is made to the counter-cyclical payment yield. When "Help" is pressed, DCP adjustment reason codes will be displayed. The appropriate reason code shall be entered corresponding to the change made to the tract counter-cyclical payment yield.

**Notes:** CCC-509 may need to be updated when changes occur to base acres.

A farm's base acres **shall** not be reduced to zero if the farm has an active CCC-509. CCC-509 **shall** be canceled before reducing farm base acres to zero.

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2 Tract Crop Base Data (Continued)

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**E**  
**Modifying,**  
**Adding, or**  
**Deleting Tract**  
**Crop Records**

Use the following table to modify, add, or delete tract crop records on Screen MIDUCP01.

Step	Action
1	Enter tract crop base acres and PRESS "Field Exit".
2	Enter the DCP acre reason code and PRESS "Field Exit".  <b>Note:</b> PRESS "Help" to display reason codes.
3	Enter the tract crop direct yield and PRESS "Field Exit".
4	Enter the DCP yield reason code and PRESS "Field Exit".  <b>Note:</b> PRESS "Help" to display reason codes.
5	Enter the tract crop counter-cyclical yield and PRESS "Field Exit".
6	Enter the DCP yield reason code and PRESS "Field Exit".  <b>Note:</b> PRESS "Help" to display reason codes.
7	PRESS "Cmd20" to update record.

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2 Tract Crop Base Data (Continued)

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F

**DCP Adjustment** Following are the DCP adjustment reason codes and when each should be used.

**Reason Codes**

<b>DCP Acre Reason Codes</b>		
<b>Code</b>	<b>Reason</b>	<b>When Used</b>
1	CCC-505 Permanent Reduction	Base acres are permanently reduced
2	Correction	Base acres are corrected
3	Appeal	Base acres are corrected because of an appeal
4	In Transfer	Base acres are added because of an in transfer
<b>DCP Yield Reason Codes</b>		
1	CCC-505 Permanent Reduction	DCP yields are permanently reduced
2	Correction	DCP yields are corrected
3	Appeal	DCP yields are corrected because of an appeal
4	In Transfer	DCP yields are added because of an in transfer

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