

For: State and County Offices

Common Report Data Availability

Approved by: Acting Deputy Administrator for Farm Programs



1 Overview

A Background

FSA has been migrating AS400/System 36 applications into the web-based environment to mitigate the risk of the outdated technology. In preparation of the AS400/System 36 decommission, an interim approach to making data available for reporting purposes has been designed.

In October 2015, the report data will be available in Excel format on the newly created Common Report Data SharePoint site accessible by all FSA employees. The data will be updated on a monthly basis with the posting schedule to be determined. Notification of the posting schedule will be provided on the Common Report Data SharePoint site when determined.

Offices will be able to use the standard sort/filter functionality offered in Excel to drill down to data and format reports for their specific needs. Future instructions will have training information for users new to comparing spreadsheets and creating reports in Excel.

The National Office will be issuing a notice listing currently available reports and any new reports being created.

B Purpose

This notice informs State and County Offices of the following:

- data availability
- how to access to the report data.

Disposal Date	Distribution
June 1, 2016 10-1-15	State Office; State Offices relay to County Offices

2 Available Common Report Data

A Available Data

Beginning October 2015, 4 data sets will be made available that include the following:

- Farm Records/Business Partner data will include, but is **not** limited to:
 - farm number
 - tract number
 - CLU/field acreage
 - producer's name
 - producer's address information
 - Agricultural Risk Coverage (ARC) and Price Loss Coverage (PLC) base, yield and election details
- Conservation Contract Maintenance System (CCMS) data will include, but is **not** limited to:
 - farm number
 - tract number
 - contract number
 - practice number
 - CRP contract details
- Cost Share Software (CSS) data will include, but is **not** limited to:
 - farm number
 - tract number
 - agreement number
 - practice number
 - component code details

2 Available Common Report Data (Continued)

A Available Data (Continued)

- Acreage Reporting data will include, but is **not** limited to:
 - farm number
 - tract number
 - field number
 - crop
 - crop type
 - program year
 - field acreage
 - intended use
 - status codes.

B Access to the Report Data SharePoint Site

Access will be granted to any FSA user upon request. To access the Common Report Data SharePoint site, go to

https://sharepoint.fsa.usda.net/mgr/dafp/PECD/Common_Report_Data/SitePages/Home.aspx.

When FSA users first attempt to access the SharePoint site, the following error message may be displayed. Users shall **CLICK “Request access”** hyperlink and access will be granted within 72 hours. Users will receive an e-mail notification when access has been granted.



Notice CM-774

3 Action

A State Office Action

State Offices shall:

- ensure that County Offices are notified of the contents of this notice
- direct questions to Michael Walter by e-mail to **michael.walter@wdc.usda.gov**.

B County Office Action

County Offices shall:

- follow the contents of this notice
- direct questions to the State Office.