

**For:** GA, TX, and VA State Offices, Applicable DMA Service County Offices, and Peanut DMA's

**Handling Pre-Processed File Submitted With Designated Marketing Association (DMA) Peanut Loan and LDP Applications**

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



**1 Overview**

**A Background**

In addition to the current manner of processing DMA loans and LDP's, the process shall be streamlined by providing DMA's with an option to submit pre-processed files that will be used by the service County Office to process loans and LDP's in APSS. DMA's shall:

- prepare the file according to the requirements specified by FSA
- e-mail the pre-processed file with the loan application to the DMA service County Office.

**B Purpose**

This notice provides re-issued and updated instructions to the State Offices, DMA service County Offices, and approved peanut DMA's on handling the pre-processed DMA file.

**2 General Instructions**

**A Service County Office Responsibility**

In addition to the current manner of processing peanut loan/LDP applications received from DMA's, service County Offices shall accept the pre-processed file submitted by DMA's and:

- validate the pre-processed file according to Notice CMA-91 and all other requirements for processing peanut loans and LDP's
- transfer the validated file to APSS

<b>Disposal Date</b>  August 1, 2007	<b>Distribution</b>  Above State Offices; State Offices relay to applicable DMA service County Offices and peanut DMA's
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## Notice CMA-97

### 2 General Instructions (Continued)

#### A Service County Office Responsibility (Continued)

- notify DMA of errors in the pre-processed file
- complete and disburse DMA loan/LDP applications in APSS.

#### B DMA Responsibility

Approved peanut DMA's electing to submit the pre-processed file to apply for loan/LDP shall follow the provisions in a future CMA notice and:

- prepare the pre-processed file according to paragraph 3
- e-mail the loan/LDP application with the pre-processed file attached to the DMA service County Office
- correct any errors in the pre-processed file.

### 3 Preparing Pre-Processed File

#### A Creating Pre-Processed File

Each pre-processed file submitted by DMA's shall be prepared according to the file layout in Exhibit 1. The receipts on each file shall be bundled according to a future CMA notice. Additionally, pre-processed files using paper receipts shall be created separate from electronic warehouse receipts (EWR's).

#### B Submitting the Pre-Processed File to the Service County Office

In addition to all other loan/LDP requirements, DMA's electing to use a pre-processed file shall e-mail their loan requests to their designated service County Office with the pre-processed file attached. The e-mail shall also include a list of the pre-processed attached files with the following information associated with each file:

- application date
- original approval date
- date of lien search
- disbursement date (same as "Date Documents Received" date).

Refer to Exhibit 2 for the e-mail addresses of the DMA service County Offices.

**Note:** DMA's electing **not** to use a pre-processed file shall continue to submit loan/LDP requests to their service County Office according to normal procedures for loan/LDP requests.

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**4 Handling of Pre-Processed Files by the Service County Office**

**A General Instructions**

The pre-processed file shall use the PC Peanut EWR System to process the file submitted by DMA's. Refer to Notice PS-518 for additional instructions.

**B Accepting the Pre-Processed DMA File**

Upon receiving the e-mail from DMA's containing the loan/LDP application with pre-processed file attachment, service County Office shall process the loan request according to this table.

<b>Step</b>	<b>Action</b>						
1	Print the e-mail received with DMA loan/LDP application. Keep a copy of the e-mail in DMA's loan folder.						
2	Save the pre-processed file attachment to the C:\Program Files\USDA\PeanutPC\EXT directory.  <b>Note:</b> The pre-processed file should be saved in the PC where the Peanut EWR System resides.						
3	Sign on to the Peanut EWR System according to Notice PS-518. On Menu 001, select Option "1", "Process Loan/LDP Files."						
4	Using the 3 <sup>rd</sup> letter of the File Prefix, identify the type of warehouse receipt in the file and proceed according to the following.						
	<table border="1"> <thead> <tr> <th><b>IF the 3<sup>rd</sup> letter is...</b></th> <th><b>THEN...</b></th> </tr> </thead> <tbody> <tr> <td>"E" for EWR's</td> <td>go to step 5.</td> </tr> <tr> <td>"P" for paper receipts</td> <td>go to step 7.</td> </tr> </tbody> </table>	<b>IF the 3<sup>rd</sup> letter is...</b>	<b>THEN...</b>	"E" for EWR's	go to step 5.	"P" for paper receipts	go to step 7.
<b>IF the 3<sup>rd</sup> letter is...</b>	<b>THEN...</b>						
"E" for EWR's	go to step 5.						
"P" for paper receipts	go to step 7.						
5	Download EWR information according to Notice PS-518, subparagraph 6 B. Click on the File Sequence Number of each file which was loaded according to step 1.  Verify the following: <ul style="list-style-type: none"> <li>• EWR Download Message Report (PNC744-R001) indicates that the receipts have been previously downloaded</li> <li>• if application is for loan, EWR Validation Review Report (PKC742-R001) <b>must</b> show that: <ul style="list-style-type: none"> <li>• CCC is the current holder of the receipt</li> <li>• the date that CCC becomes the current holder of the receipt is the same as the loan disbursement date indicated by DMA in the e-mailed loan request.</li> </ul> </li> </ul> <p><b>Note:</b> CCC does <b>not</b> have to be the current receipt holder if the application is for LDP.</p>						

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**4 Handling of Pre-processed File by the Service County Office (Continued)**

**B Accepting the Pre-Processed DMA File (Continued)**

<b>Step</b>	<b>Action</b>
6	Complete the selected pre-processed file according to Notice PS-518, subparagraph 6 C.
7	Add the completed pre-processed file to APSS transfer queue according to Notice PS-518, subparagraph 7 A.
8	Transfer the completed pre-processed file to APSS according to Notice PS-518, subparagraph 7 C.  <b>Note:</b> FSA Peanut Report (PKA965-R001) will be printed. Files transferred to APSS <b>must</b> be processed on the same day; otherwise, the files will be deleted from APSS and will have to be transferred again.
9	Perform the normal loan/LDP and producer identification and verification routines in APSS.  <b>Notes:</b> Process the loan/LDP as a manual action and assign a 90000 series loan number according to the register maintained by County Office to be able to process the loan/LDP with the same disbursement date as the DMA loan/LDP.  The loan/LDP shall be processed with DMA as the producer which may <b>not</b> necessarily match the producer name displayed on Screen PLC09500.
10	Process: <ul style="list-style-type: none"> <li>• the loan in APSS by selecting Option “9” on Price Support – Loan Making Menu PLA000</li> <li>• LDP in APSS by selecting Option “8” on Price Support – Loan Deficiency Payment Making Menu PGA000.</li> </ul>
11	Disburse the loan/LDP to the account specified by DMA in the normal manner.  <b>Note:</b> APSS provides the capability for automatic check writing, or EFT loan disbursement when DMA service County Office records DMA peanut loans as manual action.

## Pre-Processed File Specifications

### A File Naming Conventions and Standards

Format standards require that each peanut loan/LDP receipt data file name consist of the following:

- a 3-character alphabetic prefix code that identifies the creating entity

**Note:** PSD shall issue this code.

- Concordia Allied Producers (13-806)
  - SEP – for file using paper receipts
  - SEE – for file using EWR's
- American Peanut Marketing Associations, LLC (13-808)
  - SFP – for file using paper receipts
  - SFE – for file using EWR's
- Peanut Processing Center (48-830)
  - SWP – for file using paper receipts
  - SWE – for file using EWR's
- V-C Peanut DMA LCC (51-802)
  - VCP – for file using paper receipts
  - VCE – for file using EWR's
- a 5-digit numeric file sequence number

**Note:** The 1st digit of the sequence number shall be the last digit of the crop year. The remaining digits shall:

- start at 0001
- will be in increments of 1 for each file created by an entity.

#### Examples:

- VCP50001.DAT (1st file using paper receipts created by VC Peanut DMA LCC during the 2005 crop year).
- VCP50002.DAT (2nd file using paper receipts created by VC Peanut DMA LCC during the 2005 crop year).
- VCP50025.DAT (25th file using paper receipts created by VC Peanut DMA LCC during the 2005 crop year).

**Pre-Processed File Specifications (Continued)**

**A File Naming Conventions and Standards (Continued)**

- all files will have a “. DAT” file extension.

**Notes:** All file names will consist of capital letters and numbers.

Each record in the file will contain 256 bytes plus a carriage return and line feed character at the end of each record.

**B Header Record Format**

Each file must have a header record with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of crop year.	05
8	5	Numeric	Right	File sequence number that increases by 1 for each file created by the entity. The 1st digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	50001
13	1	Alpha	Left	ENTER “A”.	A
14	17			Space fill.	
31	5	Alpha	Left	Commodity code “PNUT”.	PNUT
36	3	Alpha	Left	Peanut type code; must be “RUN”, “VAL”, “VIR”, “SPE”, or “SPW”.	RUN
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-Numeric	Left	Preparation code.  <b>Note:</b> For loan/LDP based on:  <ul style="list-style-type: none"> <li>• paper receipts use code “2P”</li> <li>• EWR use code “2E”.</li> </ul>	2E or 2P
47	33	Alpha	Left	Enter the producer name; free form text.	John T. Logan

Pre-Processed File Specifications (Continued)

B Header Record Format (Continued)

Position	Size	Type	Justified	Explanation		Example
80	1	Numeric	Right	Indicate either payment type as follows: <ul style="list-style-type: none"><li>• “1” for loan</li><li>• “2” for LDP.</li></ul>		1
81	2	Alpha	Left	License type code. Enter 1 of the following: <ul style="list-style-type: none"><li>• “US” for Federal license</li><li>• “NL” for nonlicense</li><li>• the standard 2 letter postal abbreviation (such as TX for Texas) for State-licensed warehouses.</li></ul>		US
83	2	Numeric	Right	Numeric State code where peanuts were inspected.		01
85	157			Space fill.		
242	3	Alpha	Left	Entry should match the first 3 letters of the file name. This is the file prefix code assigned by PSD to the entity creating the file.		VCP (for VC Peanut DMA using paper receipt)
245	1			Space fill.		
246	4	Numeric	Right	<b>IF using...</b>	<b>THEN...</b>	0000
				EWR’s paper receipts	enter the number of receipt records. enter zeros.	
250	4	Numeric	Right	EWR’s paper receipts	enter zeros. enter the number of receipt records.	0004
254	1			Space fill.		
255	1	Alpha	Left	<b>IF using...</b>	<b>THEN enter...</b>	
				EWR’s paper receipts	<ul style="list-style-type: none"><li>• “1” for loan</li><li>• “2” for LDP.</li></ul> this field should be space fill.	
256	1	Numeric	Right	EWR’s	“1”	3
				paper receipts	“3”.	

Pre-Processed File Specifications (Continued)

C Receipt Record Format

Each file must have 1 or more receipt records with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of the crop year.	04
8	5	Numeric	Right	File sequence number that increases by 1 for each file created by the entity. The 1st digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "W".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt. This must be numeric and have <b>no</b> duplicates within the file.	00076362
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in CCYYMMDD format.	20050913
39	8	Numeric		Date storage starts. Enter in CCYYMMDD format.	20050913
47	1	Numeric	Right	Enter "Seg" for this receipt (1, 2, or 3 as appropriate).	1
48	8	Numeric	Right	Net pounds.	00002500
56	6.2	Numeric	Right	Net tons rounded to 2 decimals.	00000125
64	8	Numeric	Right	Loose shelled kernels (LSK) pounds.	00000500
72	6.2	Numeric	Right	LSK tons rounded to 2 decimals.	00000025
80	8	Numeric	Right	Total pounds.	00003000
88	6.2	Numeric	Right	Total tons rounded to 2 decimals.	00000150
96	3.2	Numeric	Right	Enter extra large kernels (ELK) percent; zero fill if not VIR peanuts.	03500 (35 percent)

## Pre-Processed File Specifications (Continued)

## C Receipt Record Format (Continued)

Position	Size	Type	Justified	Explanation	Example
101	2.2	Numeric	Right	Enter moisture percent.	1000 (10 percent)
105	3.2	Numeric	Right	Enter foreign material percent.	00700 (7 percent)
110	3.2	Numeric	Right	Enter sound split (SS) percent.	00500 (5 percent)
115	3.2	Numeric	Right	Enter sound mature kernels (SMK) percent.	07500 (75 percent)
120	3.2	Numeric	Right	Enter Oother kernels (OK) percent.	00250 (2.5 percent)
125	3.2	Numeric	Right	Enter total damage percent.	00100 (1 percent)
130	3.2	Numeric	Right	Enter hull percent.	02150 (21.5 percent)
135	3.2	Numeric	Right	Enter total hull and kernel percent.	10000 (100 percent)
140	2.2	Numeric	Right	Enter rancidity, mold, and decay (RMD) percent; valid range is 0 (minimum) through 1.00 (maximum). Field will allow 2 digits and 2 decimals.	0050 (.50 percent)
144	2.2	Numeric	Right	Enter the total amount of receiving charges.	1075 (\$10.75)
148	1	Alpha	Left	Enter "Y" for Yes or "N" for No to indicate whether the receiving charges have been paid.	Y
149	108			Space fill.	

**Pre-Processed File Specifications (Continued)**

**D Trailer Record Format**

Each peanut EWR receipt data file must have a trailer record with the following format.

<b>Position</b>	<b>Size</b>	<b>Type</b>	<b>Justified</b>	<b>Explanation</b>	<b>Example</b>
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the county where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter the last 2 digits of crop year.	05
8	5	Numeric	Right	File sequence number that increases by 1 for each file created by the entity. The 1st digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	40001
13	2	Alpha	Left	Code type record, ENTER "ZZ".	ZZ
15	4	Numeric	Right	Number peanut sequence record; ENTER "9999". This field will always contain 9999.	9999
19	12			Space fill.	
31	4	Numeric	Right	Enter total number of receipts records in file.	0003
35	222			Space fill.	

**DMA Service County Contact Information**

The following are the service County Office contacts.

<b>DMA Name</b>	<b>Service County Office</b>	<b>E-Mail Address</b>	<b>Contact</b>
Concordia Allied Producers	Worth, Georgia	krista.knight@ga.usda.gov	Krista Knight Phone: 229-776-6985
American Peanut Marketing Associations, LLC	Calhoun, Georgia	james.arnold@ga.usda.gov carla.cook@ga.usda.gov	James Arnold Carla Cook Phone: 229-849-2415
Peanut Processing Center	Eastland, Texas	sharon.curtis@tx.usda.gov	Sharon Curtis Phone: 254-629-1636
V-C Peanut DMA, LCC	Southampton, Virginia	beth.francis@va.usda.gov	Beth Francis Phone: 757-653-2532