

For: State and County Offices

**Migrating 2010 System 36 FSA-578 Records to the Crop Acreage Reporting System (CARS)**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Information Bulletin No. 6166 notified State and County Offices that the 2010 Acreage/Quantity and Compliance Determinations Menu on System 36 would be shut down on or about November 16 to migrate 2010 System 36 FSA-578 records to CARS on the Web. Access to 2010 FSA-578 records will **not** be available for approximately 1 month and will be accessed through CARS 2010 program year after the migration process is completed. The CARS 2010 program year will be available for access on or about December 17, 2012.

To migrate the 2010 System 36 FSA-578 records to CARS, a conversion process will automatically run to validate and migrate 2010 System 36 farms to CARS for the 2010 program year. Only 2010 System 36 farms with no detected errors will pass validation and automatically migrate to 2010 CARS.

**Notes:** CARS 2010 FSA-578 records with end dates will **not** be automatically rolled over when the farm in the CARS 2011 program year is accessed.

CARS "Manage Crop" defaults will **not** be available for the CARS 2010 program year.

2010 System 36 farms with erroneous records will be placed on the CARS Migration Work List and held in the CARS Migration Staging Data Table until all FSA-578 records for the farm are corrected by the County Office.

Disposal Date	Distribution
March 1, 2013	State Offices; State Offices relay to County Offices

## Notice CP-688

### 1 Overview (Continued)

#### B Purpose

This notice provides information for the following:

- accessing 2010 System 36 farms that were successfully migrated to 2010 CARS
- procedure and screens to access a list of 2010 System 36 farms with errors that did not successfully migrate to 2010 CARS:
  - through the CARS Migration Work List
  - to correct 2010 System 36 FSA-578 records with errors to allow the farm to successfully migrate in CARS.

### 2 Accessing 2010 System 36 Farms in 2010 CARS

#### A Accessing 2010 System 36 Farms in the 2010 CARS Program Year

To access the CARS Home Page, go to FSA's Applications Intranet web site at [http://intranet.fsa.usda.gov/fsa/FSAIntranet\\_applications.html](http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html). Under "Common Applications", CLICK "**Crop Acreage Reporting System (CARS)**".

The USDA eAuthentication Warning Screen will be displayed.

#### B USDA eAuthentication

On the USDA eAuthentication Warning Screen, CLICK "**I Agree**" to proceed or "**Cancel**" to end the process. When users click "I Agree", the USDA eAuthentication Login Screen will be displayed.

On the USDA eAuthentication Login Screen, the user **must** do the following:

- enter the eAuthentication user ID
- enter the eAuthentication password
- CLICK "**Login**".

After the user successfully completes the eAuthentication login, the Crop Acreage Reporting System (CARS) Login Screen will be displayed.

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### 2 Accessing 2010 System 36 Farms in 2010 CARS (Continued)

#### C Crop Acreage Reporting System (CARS) Login Screen

On the Crop Acreage Reporting System (CARS) Login Screen, CLICK “**Crop Acreage Reporting System Login**” to continue.

The following is an example of the Crop Acreage Reporting System (CARS) Login Screen.

**Crop Acreage Reporting System (CARS) Login**

This Farm Service Agency website is provided for users to enter crop information tied to specific acreage on the farm to include prevented and failed acreage and will be used to conduct acreage reporting and compliance determination via the web. Acreage reporting is year specific.

Crop Acreage Reporting System Login

USDA is committed to making its web pages accessible to all individuals. If you are a person with a disability and have trouble accessing or using our web site, please contact the FSA National Help Desk at (800)-255-2434 or the Centralized Help Desk at 800-457-3642, option 1, option 2. Please provide us with the specific URL with which you have a problem or concern.

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The State and County Selection Screen will be displayed.

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### 2 Accessing 2010 System 36 Farms in 2010 CARS (Continued)

#### D State and County Selection Screen

After migration is run, the 2010 program year will be available on the State and County Selection Screen to allow access to 2010 System 36 farms that were migrated to CARS. As with other program years, County Offices can view acreage reports entered by other County Offices, but an acreage report can only be updated by the administrative County Office.

The following is an example of the State and County Selection Screen.

The screenshot shows a web application interface. On the left is a sidebar titled "CARS Menu" with a "Welcome" message and "Role: Administrator". The main content area is titled "State and County Selection" and contains three dropdown menus: "State:", "County:", and "Program Year:" (set to 2010). A "Continue" button is located below the dropdowns. At the bottom right of the page, there is a footer: "CARS101 - Last Modified: 02/25/2011 10:40:37 AM".

The user shall use the drop-down lists to select the applicable:

- State and County, if not previously set by default
- program year, if not previously set by default.

CLICK “Continue”. The Acreage Report Search Screen will be displayed.

2 Accessing 2010 System 36 Farms in 2010 CARS (Continued)

E Acreage Report Search Screen

From the State and County Selection Screen, the Acreage Report Search Screen will be displayed. The Acreage Report Search Screen allows the user to enter a farm for acreage reporting through CARS by accessing a producer through SCIMS or by a specific farm number.

**Note:** If an error is detected for a farm within the selected county, the Migration Work List “Search” option will be available on the Acreage Report Search Screen. Farms with erroneous FSA-578 records **must** be accessed through the Migration Work List and will not be migrated for update capability in 2010 CARS until all errors for the farm are corrected. Farms that were migrated successfully will **not** be listed on the Migration Work List. See subparagraph 3 A for details on the Migration Work List.

The following is an example of the Acreage Report Search Screen.

The screenshot shows the 'Acreage Report Search' interface. On the left is a 'CARS Menu' sidebar with options like 'Welcome', 'Role: Administrator', and 'State and County Selection Reports'. The main content area has a title bar 'Acreage Report Search' and fields for 'Year: 2010', 'State:', and 'County:'. Below these fields is a prompt: 'Please enter a farm number or search for a producer in SCIMS'. There are three radio button options: 'Producer', 'Farm Number' (with an adjacent text input field), and 'Migration Work List'. At the bottom right of the main area are 'Submit' and 'Cancel' buttons. The footer at the bottom center of the page reads 'CARS102 - Last Modified: 11/12/2010 12:10:42 PM'.

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### 2 Accessing 2010 System 36 Farms in 2010 CARS (Continued)

#### E Acreage Report Search Screen (Continued)

Users can search by:

- producer by clicking:
  - “Producer” radio button
  - “Submit”

**Note:** The SCIMS Customer Search Screen will be displayed. When a producer has been selected, the Crop Acreage Reports Screen will be displayed.

- specific farm number by:
  - entering the applicable farm number
  - clicking “Submit”

**Note:** The Crop Acreage Reports Screen will be displayed.

- list of erroneous farms by clicking:
  - “Migration Work List” radio button
  - “Submit”.

**Note:** The Migration Staging Data Screen will be displayed

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### 3 Migrating 2010 System 36 Farms in to 2010 CARS

#### A Migration Work List

The Migration Work List Screen will provide a list of farms that did not successfully migrate to 2010 CARS because erroneous FSA-578 records were detected.

- Import Status will display as “Not Processed” until all erroneous FSA-578 records for the farm are corrected.
- Last Updated will display either of the following:
  - date the farm was migrated
  - the last date an FSA-578 record for the farm was updated.

The following is an example of the Migration Work List Screen.

Migration Work List		
Year: 2010	State:	County:
Farm	Import Status	Last Updated
<input type="radio"/> XXX	Not Processed	08/22/2012
<input type="radio"/> XXX	Not Processed	08/22/2012
<input type="radio"/> XXXX	Not Processed	08/22/2012
<input type="radio"/> XXXX	Not Processed	08/22/2012
<input type="radio"/> XXXX	Not Processed	08/22/2012
<input type="radio"/> XXXX	Not Processed	08/22/2012
<input type="radio"/> XXXX	Not Processed	08/22/2012
<input type="radio"/> XXXX	Not Processed	08/22/2012

Import Data      Delete      Back

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3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)

A Migration Work List (Continued)

The following table provides options available on the Migration Work List Screen.

Button	Results
Import Data	Migration Staging Data Screen will be displayed.
Delete	Delete a farm from the Migration Work List.  <b>Note:</b> After a farm is deleted from the Migration Work List, it <b>cannot</b> be re-accessed. In such cases, the FSA-578 data for the farm must be reloaded by accessing the farm by “producer” or “farm number” on the Acreage Report Search Screen.
Back	Acreage Report Search Screen will be displayed.

B Migration Staging Data

The Migration Staging Data Screen will provide a list of erroneous FSA-578 records by tract/field and a brief description of the error. The user will select the radio button next to the record to be corrected. The following is an example of the Migration Staging Data Screen.

**CARS Menu**

Welcome [ ]

Role: Administrator

State and County Selection

Acreage Report Search

Crop Acreage Reports

Reports

**Migration Staging Data**

Year: 2010    State:    County:

**Farm Information**

Farm Number: xxxx    Total Rpt Cropland: 0.00 of 1458.80  
 Operator Name: Any 1 Producer    Operator Tax ID(Last 4): xxxx E

Tract Num	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Qty	Crop Status	Error
<input type="radio"/> xxxx	1A	ALFAL	-	FG	I	15.00	I	Core Customer not found in SCIMS
<input type="radio"/> xxxx	1B	WHEAT	HRW	FG	I	31.60	I	Core Customer not found in SCIMS
<input type="radio"/> xxxx	2	WHEAT	HRW	FG	I	60.90	I	Core Customer not found in SCIMS
<input type="radio"/> xxxx	3	GRASS	NAG	GZ	N	68.10	I	Core Customer not found in SCIMS
<input type="radio"/> xxxx	4	WHEAT	HRW	FG	I	47.90	I	Core Customer not found in SCIMS
<input type="radio"/> xxxx	5	GRASS	NAG	GZ	N	571.60	I	Core Customer not found in SCIMS
<input type="radio"/> xxxx	1	GRASS	NAG	GZ	N	654.90	I	Core Customer not found in SCIMS

Import Data

Return To Work List

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3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)

B Migration Staging Data (Continued)

The following table provides options available on the Migration Staging Data Screen.

Button	Results
Import Data	Migration Data Import Screen will be displayed.
Return To Work List	Migration Work List Screen will be displayed.

C Migration Data Import

The Migration Data Import Screen will display all information recorded for the field. The user shall correct applicable data, as needed.

**CARS Menu**

Welcome [ ]

Role: Administrator

State and County Selection

Acres Report Search

Crop Acreage Reports

Reports

**Migration Data Import**

Year: 2010    State:    County:

**Farm Information**

Farm Number: xxx    Total Rpt Cropland: 0.00 of 1458.80

Operator Name: Any 1 Producer    Operator Tax ID(Last 4): xxx E

**Tract Information**

Tract Number: xxx    Tract Rpt Cropland: 0.00 of 795.10

**Please enter the crop information.**

\* Denotes required information.

\*Field Number:

\*Reported Quantity:

\*Crop/Commodity:

\*Variety/Type:

\*Intended Use:

\*Planting Pattern:

\*Irrigation Practice:     Planting Date (MM/DD/YYYY):

\*Crop Status:     End Year (YYYY):

\*Supplemental Status:     \*Official/Measured:

\*Reporting Unit:     \*Concurrent Planting:

Land Use: None

\*Cropland Status:     Field ID:

**List of Tract Producers**

Name	Tax ID	Role	RMA Unit	Share %
Any 1 Producer	xxx S	Other Tenant	<input type="text"/>	<input type="text" value="0.00"/>
Any 2 Producer	xxx E	Owner	<input type="text"/>	<input type="text" value="0.00"/>
Any 3 Producer	xxx S	Other Tenant	<input type="text"/>	<input type="text" value="0.00"/>
Any 4 Producer	xxx S	Other Tenant	<input type="text"/>	<input type="text" value="0.00"/>
Any 5 Producer	xxx E	Operator	<input type="text"/>	<input type="text" value="0.00"/>
<b>Total %</b>				0.00

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**3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)**

**C Migration Data Import (Continued)**

The following table provides options available on the Migration Data Import Screen.

<b>Button</b>	<b>Results</b>	
Submit	<b>IF...</b> only 1 erroneous FSA-578 record is listed for the farm on the Migration Staging Data Screen	<b>THEN...</b> message, “The Crop Acreage Report has been successfully imported into CARS”, will be displayed. The farm will be migrated to 2010 CARS.
	more than 1 erroneous FSA-578 record is listed for the farm on the Migration Staging Data Screen	farm will not be migrated to 2010 CARS until all errors listed for the farm on the Migration Staging Data Screen are corrected.  <b>Note:</b> An appropriate message will be displayed as each record is corrected and successfully imported into CARS.
Review Fields	Migration Staging Data Screen will be displayed.	
Hide Zero Shares	Hide producers that are associated to the tract, but do <b>not</b> share an interest in the crop.	

**D 2010 System 36 FSA-578 Migration Error Messages**

2010 FSA-578 migration error messages include, but are **not** limited to the following.

<b>Message on the Migration Work List</b>	<b>Description/Corrective Action</b>
Share value threshold must be 100%.	<p>The share for the producers does not equal 100 percent. This error could result from changes in Farm Records and/or SCIMS where the producer was deleted or merged.</p> <p>In such cases, the updated producers will be displayed to allow the shares to be adjusted accordingly.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• use the hardcopy FSA-578 signed by the producer to assign applicable shares</li> <li>• if the error resulted from a SCIMS merge, assign shares to the winning record, as applicable</li> <li>• if the shares cannot be determined, ensure that the shares are corrected the next time the producer visits the County Office.</li> </ul>

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3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)

D 2010 System 36 FSA-578 Migration Error Messages (Continued)

Message on the Migration Work List	Description/Corrective Action
The initial status I can be reported only once for field number “_”.	<p>Two or more crops are planted on same field and their crop status is reported as “I”.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• use the hardcopy FSA-578 signed by the producer as a cross reference to correct the crop status</li> <li>• if the crop status cannot be determined from the certified hardcopy FSA-578, ensure that the crop status is corrected the next time the producer visits the County Office.</li> </ul>
Planting Date required for crops other than exception crops.	<p>The planting date was <b>not</b> entered for the crop.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• use the hardcopy map as a cross reference to correct the planting date</li> <li>• if planting date cannot be determined from the hardcopy map, ensure that the planting date is corrected the next time the producer visits the County Office.</li> </ul>
Crop status code is invalid.	<p>The status code is not available for the crop in the Crop Validation System.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• ensure crop status codes are applied according to 2-CP, paragraph 73 and Exhibit 11</li> <li>• if the status code was entered incorrectly, correct the crop status code according to 2-CP, paragraph 73 and Exhibit 11; producer does <b>not</b> have to recertify</li> <li>• make no change to the crop and/or crop attributes reported and certified by the producer</li> <li>• if crop status code cannot be determined from the hardcopy map and/or FSA-578, ensure that the crop status code is corrected the next time the producer visits the County Office.</li> </ul>

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**3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)**

**D 2010 System 36 FSA-578 Migration Error Messages (Continued)**

<b>Message on the Migration Work List</b>	<b>Description/Corrective Action</b>
Crop Intended Use must exist in CVS.	<p>The crop intended use is <b>not</b> available for the crop on CVS.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• use the hardcopy map and/or FSA-578 as a cross reference to correct the intended use</li> <li>• if the intended use cannot be determined from the hardcopy map and/or FSA-578, the intended use shall be corrected the next time the producer visits the County Office.</li> </ul>
Cannot find Tax Identification “xxxx” in SCIMS.	<p>TIN for the producer on the farm is invalid. This error could result from a change in farm records and/or SCIMS where the producer was deleted or merged.</p> <p>In such cases, the updated producers will be displayed to allow the shares to be adjusted accordingly.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• if the error resulted from a SCIMS merge, assign shares to the winning record, as applicable</li> <li>• if the shares cannot be determined, ensure that the shares are corrected the next time the producer visits the County Office.</li> </ul>
Signature date must not be later than the current date.	<p>The signature date was not a valid data field in the System 36. For migration, the signature date was automatically populated based on the certification date entered in System 36. There are a few cases where the certification date in System 36 is a future date.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• enter the certification date from the hardcopy FSA-578 as signature date in CARS</li> <li>• if signature date cannot be determined from the hardcopy FSA-578, ensure that the signature date is corrected the next time the producer visits the County Office.</li> </ul>

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3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)

D 2010 System 36 FSA-578 Migration Error Messages (Continued)

Message on the Migration Work List	Description/Corrective Action
Cannot find farm for program year, state, county, farm number.	<p>The farm is not available in Farm Records for the 2010 program year; therefore, FSA-578 for the farm is invalid.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> <li>• CLICK “<b>Import Data</b>” button</li> <li>• error message, “Farm “xxx” not found in Farm Records for the selected county” will be displayed</li> <li>• CLICK “<b>Delete</b>” to remove the farm from the Migration Work List.</li> </ul>
Planting date year cannot be later than the selected program year.	<p>The planting date entered is past the selected program year.</p> <p><b>Example:</b> “Program Year” is 2010 and the “Planting Date Year” is 4-12-<b>2012</b>.</p> <p>County Office shall enter the applicable planting date for the 2010 program year. Producer does <b>not</b> have to recertify.</p>
Cannot find Tract Number “xxxx” in Farm Records.	<p>The tract is not available in Farm Records for the 2010 program year. The tract in CARS is invalid. Because no partial farms will be migrated into CARS for the 2010 program year, the farm will <b>not</b> be migrated.</p> <p>County Office shall delete the farm from the Migration Work List. After a farm is deleted from the Migration Work List it cannot be re-accessed. In such cases, the FSA-578 data for the farm <b>must</b> be reloaded by accessing the farm by “producer” or “farm number” from the Acreage Report Search Screen.</p>

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### 3 Migrating 2010 System 36 Farms in to 2010 CARS (Continued)

#### E Correcting 2010 System 36 FSA-578 Records With Errors

When applicable, County Offices shall use the hardcopy 2010 FSA-578 signed by the producer as a cross reference to correct the 2010 System 36 FSA-578 records identified on the Migration Staging Data Screen. The information recorded in System 36 2010, FSA-578 **must** be an exact match to the information on the hardcopy FSA-578 signed by the producer. The producer will **not** be required to recertify.

County Offices shall **not**:

- record any information into the 2010 System 36 FSA-578 that is not on the hardcopy 2010 FSA-578 signed by the producer
- try to interpret how the 2010 FSA-578 information is to be recorded in the 2010 System 36 FSA-578.

No correction shall be recorded in the automated system if the change is not available on the hardcopy 2010 FSA-578 signed by the producer. The information can be corrected and certified the next time the producer visits the County Office. In such cases, the farm will **not** be available in CARS for the 2010 program year until all errors are corrected.

If a farm is not listed on the CARS Migration Work List and the 2010 FSA-578 is being revised or a new 2010 FSA-578 is being created, the County Office shall follow current policy according to 2-CP.

### 4 State and County Office Action

#### A State Office Action

State Offices shall:

- ensure that County Offices are immediately notified of the contents of this notice
- contact Jantrice Williams by either of the following for questions about this notice:
  - e-mail to [jantrice.william@wdc.usda.gov](mailto:jantrice.william@wdc.usda.gov)
  - telephone at 202-720-3637.

#### B County Office Action

County Offices shall follow procedure outlined in this notice to access:

- 2010 farms successfully migrated from System 36 to 2010 CARS
- and correct erroneous 2010 FSA-578 records for farms that did not successfully migrate to 2010 CARS.