

**For:** State and County Offices

**Recording CRP Contracts for CRP Signup 26**

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



**1 Overview**

**A Background**

Major changes to the software for CRP General Signup 26 contract processing are contained in County Software Release No. 518.

To record a contract for CRP General Signup 26 in S/36, users will be able to select acceptable offers by tract number and the contract software will automatically populate fields by pulling data from the offer data file imported from the AGSS offer software.

**Note:** Instructions for using AGSS software to add or modify and transmit offers are available in the on-line user guide accessed through the AGSS software.

When offers were transmitted to Kansas City, the data was also imported to the S/36 and stored as an offer data file. Contract processing will access the offer data file when recording or correcting contracts.

All changes or corrections to an offer must be completed in AGSS, and the offer file transmitted to update the S/36 offer data file before recording that offer as a contract.

**B Purpose**

This notice provides instructions for:

- adding CRP General Signup 26 contracts to the S/36 contract file
- handling accepted offers that include practices with differing lifespans
- correcting Signup 26 contracts that were incorrectly added to the contract file.

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2004	State Offices; State Offices relay to County Offices

**Notice CRP-447**

**2 Adding CRP Signup 26 Contracts**

To add CRP contract offers, follow the **steps** in order and enter **only** the responses indicated in the following table.

<b>Step</b>	<b>Action</b>	<b>Result</b>	<b>Comments</b>
1	On Menu FAX07001, "Application Selection Menu":  <ul style="list-style-type: none"> <li>• ENTER "5", "Conservation"</li> <li>• PRESS "Enter".</li> </ul>	Menu EEA000 will be displayed.	
2	On Menu EEA000, "Conservation Main Menu":  <ul style="list-style-type: none"> <li>• ENTER "3", "CRP Contract File"</li> <li>• PRESS "Enter".</li> </ul>	Menu EPCA00 will be displayed.	
3	On Menu EPCA00, "Conservation CRP Contract File":  <ul style="list-style-type: none"> <li>• ENTER "4", "Update Contract File 10 &amp; up"</li> <li>• PRESS "Enter".</li> </ul>	Menu EPCR0001 will be displayed.	
4	On Menu EPCR0001, "Conservation CRP Contract File":  <ul style="list-style-type: none"> <li>• enter contract number</li> <li>• ENTER "1", "Add Contract"</li> <li>• PRESS "Enter" (screen will blink)</li> <li>• enter signup number</li> <li>• PRESS "Enter".</li> </ul>	Menu EPCR0301 will be displayed.	The contract number entered should be the next available number
5	On Menu EPCR0301, "Conservation Offer Selection":  <ul style="list-style-type: none"> <li>• enter offer tract number</li> <li>• enter program year</li> <li>• PRESS "Enter".</li> </ul>	Menu EPCR1001 will be displayed.	User must create a separate contract offer for practice(s) having different lifespans.

**Notice CRP-447**

**2 Adding CRP Signup 26 Contracts (Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>	<b>Comments</b>
6	On Menu EPCR1001, "CRP Contracts Basic Contract Data":  <ul style="list-style-type: none"> <li>• enter date approved</li> <li>• enter farm cropland</li> <li>• PRESS "Enter".</li> </ul>	Menu EPCR1501 will be displayed.	"Warning Message" acres approved maybe greater than land available for CRP in future years. PRESS "Enter" to continue.
7	On Menu EPCR1501, "CRP Contracts CRP-2 Data":  <ul style="list-style-type: none"> <li>• ENTER "Y" or "N"</li> <li>• PRESS "Enter"</li> <li>• PRESS "Enter" for Screens EPCR1701, 1705, and 1801.</li> </ul>	Menu EPCR2001 will be displayed.	Screens EPCR1701, 1705, and 1801 no data to be added.
8	On Menu EPCR2001, "CRP Contracts Practice Selection":  <ul style="list-style-type: none"> <li>• select practice(s)</li> <li>• PRESS "Enter".</li> </ul>	Menu EPCR2801 will be displayed.	User must create a separate contract offer for practice(s) having different lifespans.  Only practice(s) with same lifespans are pre-populated for a contract.
9	On Menu EPCR2801:  <ul style="list-style-type: none"> <li>• PRESS "Enter"</li> </ul>	Menu MAC91001 will be displayed.	
10	On Menu MAC91001:  <ul style="list-style-type: none"> <li>• select producer(s)</li> <li>• PRESS "Cmd5" to complete transaction.</li> </ul>	Menu EPCR8001 will be displayed.	
11	On Menu EPCR8001:  <ul style="list-style-type: none"> <li>• PRESS "Cmd16".</li> </ul>	Contract is added.	

## Notice CRP-447

### 3 Correcting Signup 26 Offers That Were Incorrectly Recorded

#### A Correcting Existing Contracts

To correct an existing contract on Menu EPCA00, ENTER "4" and PRESS "Enter". Screen EPCR0001 will be displayed. Follow 1-CRP, paragraph 290, for correcting an existing contract.

When adding or correcting a contract created using data from the Offer Data File, users are not permitted to change the data pulled from the offer file.

**Exception:** Farm number.

If data needs to be changed, users must modify the offer via AGSS and import again to the S/36.

#### B Correcting Previously Pulled Contracts

When correcting a contract previously pulled from the Offer Data File, Screen EPC0301 will prompt the user if the data is to be updated on the existing contract.

**Note:** Entering a:

- "Y" will allow the system to transmit the modified data (modified via AGSS) and import to the S/36 to be updated to the existing contract
- "N" will **not** update the existing contract data.

### 4 Action

#### A County Office Action

County Offices shall follow the provisions of this notice to add General Signup 26 contracts. Signup 26 offers approved for FY 2003 must be entered in the S/36 before September 30, 2003.

#### B State Office Action

State Offices shall ensure that County Offices follow the instructions in this notice.