

For: State and County Offices

County Office Preparation for Issuing CRP Annual Rental Payments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Currently, CRP annual rental payments are processed through System 36 by County Offices. Beginning with FY 2010, CRP annual rental payments, including State Acres for Wildlife Enhancement (SAFE), are scheduled to be processed through the web-based Conservation Payments system. CRP-SIP's and Practice Incentive Payments (PIP's) will also be processed through the Conservation Payments system beginning with FY 2010. CRP cost-share payments will continue to be issued through System 36.

Kansas City is scheduled to initiate a batch payment process for CRP annual rental payments in early October. Emergency Forestry CRP (EFCRP) contracts due an annual rental payment in October will be included in this same batch payment process. Beginning in November, the batch process will be executed the first week of each month.

Conservation payment processing, both System 36 and web-based, will be shutdown on September 18, 2009, and will **not** be available until after the batch annual payment process is completed. No CRP contract activity (including approving contracts and obligating funds) will occur during this time. **Before September 18, 2009, County Offices must:**

- update applicable producer eligibility files
- establish receivables for payment reductions, such as haying and grazing
- record contract extensions
- perform all needed CRP contract maintenance.

B Purpose

This notice provides State and County Offices with the following:

- an overview of the upcoming FY 2010 annual rental payment process
- instructions to prepare for FY 2010 payments
- notification of available supporting materials.

Disposal Date	Distribution
April 1, 2010	State Offices; State Offices relay to County Offices

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2 Overview of CRP Payment Processing

A Changes to CRP Payment Process

Beginning in October 2009, annual CRP rental payments will be initiated as a web-based batch process from Kansas City. County Offices will have multiple steps that **must** be completed **before** the batch process. If the steps are **not** completed, producers may **not** be paid during the batch process. Before **September 18, 2009**, County Offices **must**:

- update applicable producer eligibility files
- establish receivables for payment reductions, such as haying and grazing
- record contract extensions
- perform all needed CRP contract maintenance
- record contract approvals.

The batch process initiated by Kansas City will send payment information to NPS. County Offices must review CRP annual rental payments in NPS, and perform the normal certifying and signing process for payments **before** they will be released to the Treasury and sent to the producers. The batch payment process will automatically run each month. County Offices will be allowed to block a payment from being included in the batch payment process by going into Conservation Payments.

B CRP-SIP and PIP

Since December 2008, CRP-SIP and PIP payments have been issued using Online Payments (OLP's). Beginning October 1, 2009, all CRP-SIP and PIP payments **must** be issued through web-based Conservation Payments software. By accessing the Conservation Payments software, the County Office will have the option of choosing to make CRP-SIP or PIP payments.

C Conservation Payments User Guide

The Conservation Payments User Guide posted on the State and County Office CEPD Information Center web site is in the process of being updated to provide detailed instructions for payment reports, making and canceling payments, and blocking and unblocking payments. The Conservation Payments User Guide will be used to process individual payments that fail the batch process.

Until the updated Conservation Payments User Guide is posted; however; paragraph 5 provides examples of screens from the Conservation Payments software. There will be minor differences from paragraph 5 after the Conservation Payments User Guide is posted.

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2 Overview of CRP Payment Processing (Continued)

D Transaction Statements

Transaction statements will be mailed by Kansas City to the CRP participants receiving payments processed through the Conservation Payments system. Only payments that are processed successfully by NPS will receive a transaction statement. Producers will **not** be notified if the payment was manually blocked by the County Office or was not included in a batch process because of producer ineligibility. County Offices will **not** receive copies of transaction statements.

E Blocking and Unblocking Individual Payments

The Conservation Payments software “Block Payment” option (subparagraph 5 G) allows County Offices to block any payment that should not be included in the batch payment process. County Offices shall use the “Block Payment” option if:

- a contract has a payment reduction, but the receivable has not been created
- 1 or more of the producers on a contract may be eligible
- contract maintenance has not been completed before September 18, 2009.

After the problem has been resolved, the County Office shall unblock the payment using the “Unblock Payment” option (subparagraph 5 H). The County Office can then issue the payment manually using the “Make NPS Payment” option (subparagraph 5 D) or the payment will be issued by the next batch process cycle.

F Payment Corrections or Cancellations

Current System 36 functionality will still be available for maintaining payments previously issued through System 36, unless the payments have been canceled. Cancellations, refunds, and refund cancellations of CRP annual rental payments previously issued through System 36 will still be completed in System 36. Maintaining payments issued through the web-based Conservation Payments system will be completed in the Conservation Payments system.

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3 Preparing for FY 2010 CRP Annual Rental Payments

A Reports Review

County Offices shall review all reports listed in this subparagraph to prepare for CRP annual rental payments. Available reports include acreage reports, crop reports, producer eligibility reports, and prepayment reports.

County Offices shall run the following Farm, Tract, and Crop Reports according to 3-CM, Part 10 and resolve any outstanding issues:

- CRP Cropland Out-of-Balance Report
- CRP Pending Acres Out-of-Balance Report
- CRP Pending Report
- CRP Reduction Acres Out-of-Balance Report.

County Offices must run prepayment reports after June 1 each year to prepare for making annual rental payments in October (1-CRP, paragraph 354). Prepayment reports assist County Offices with identifying and correcting potential issues that will prevent timely payment of annual CRP rental payments to producers. Prepayment reports do **not** include data for the web-based SAFE and EFCRP contracts.

Note: Prepayment Exception Report –EPCK50 currently reflects incorrect data about AGI and actively engaged information for producers. This report is being updated by Kansas City and should be available for County Office use in late-August.

Subsidiary web-based reports are available for County Offices to use to identify CRP producer eligibility determinations and certifications that may need to be updated to prepare for CRP annual rental payments. Subsidiary web-based reports are described in detail in 3-L, Part 8. County Offices can print the Subsidiary Print Report to show the status of all eligibility determinations and certifications for a customer. The County Eligibility Reports option is available for County Offices to display selected eligibility criteria for all producers.

Conservation Payments software contains options for County Offices to run prepayment reports and nonpayment reports (subparagraph 5 I) for a selected contract or group of contracts. After selecting the option to run a prepayment report, an Adobe Acrobat document will be generated for each contract and display the producer's information. If the information is accurate, no further action is needed for the annual rental payments to be issued and the batch process will send the payment to NPS for certifying and signing by the County Office. If the payment is being reduced, the report will provide the County Office with a message describing the issue that caused the reduction in payment. After any necessary corrections have been recorded, the County Office shall rerun the prepayment report for the contract.

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3 Preparing for FY 2010 CRP Annual Rental Payments (Continued)

A Reports Review (Continued)

Note: The Conservation Payments software reports are essential because the List of Producers Under Paid Report in 1-CRP, paragraph 391 and the CRP Overpayment Report for all producers referenced in 1-CRP, paragraph 394 will **no longer be available** for payments issued through the Conservation Payments software. SAFE and EFCRP payment information is **not** included in the prepayment reports listed in 1-CRP, paragraph 354.

B Contract Maintenance

County Offices are instructed to:

- complete **all** contract maintenance activities for web-based EFCRP and SAFE offers and System 36 CRP contracts **before the September 18 shutdown**

Note: Any contract maintenance activity not completed by September 18 **cannot** be recorded until after the initial batch payment process is completed in October.

- recorded contracts that are being extended through CRP Extensions 2009 in System 36 by **September 18**
- resolve any outstanding CRP contract payment and refund issues.

Note: The web-based payment functionality will not be available from September 18 until the batch payment process has been completed in October.

No new CRP contracts shall be entered into System 36 after the shutdown until after the initial batch payment process is completed in October.

C Eligibility

In FY 2010 the Conservation Payments system will read 2009 determinations and certification information to determine producer eligibility for the CRP annual rental payments. The rules in effect at contract approval determine which determinations and certification information apply to the contract. The applicable determinations and certification information **must** be updated for 2009 for a producer to receive the CRP annual rental payment.

Note: These can only be updated if documentation is filed and determinations are made.

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3 Preparing for FY 2010 CRP Annual Rental Payments (Continued)

C Eligibility (Continued)

The following determinations and certification information in the web-based subsidiary eligibility system apply to all CRP contracts.

- Conservation Compliance
- Controlled Substance
- Fraud-including FCIC Fraud
- Federal Crop Insurance.

The following determinations and certification information in the web-based Subsidiary Eligibility System apply to CRP contracts approved before October 1, 2008. These determinations and certification information do **not** apply to CRP contracts approved on or after October 1, 2008, and will **not** apply to the extension period approved for 2009 Extensions:

- Actively Engaged - 2002 Farm Bill
- Cash Rent Tenant
- Permitted Entity - 2002 Farm Bill
- Person Eligibility - 2002 Farm Bill.

AGI provisions are effective at contract approval and remain in effect for the life of the CRP contract, as follows:

- 2002 Farm Bill:
 - applies to CRP contracts approved before October 1, 2008, but after May 14, 2002
 - applies to extension periods approved during the 2005 Re-Enrollment and Extension option (REX) regardless of the original contract approval date
 - does **not** apply to CRP contracts approved on or after October 1, 2008
- Conservation Program Certification:
 - applies to contracts approved on or after October 1, 2008
 - applies to the extension period for contracts recently extended through 2009 extensions
 - does **not** apply to CRP contracts approved before October 1, 2008.

Note: For contracts other than contracts extended through the REX process, with an effective date before October 1, 2002, AGI provisions do **not** apply.

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3 Preparing for FY 2010 CRP Annual Rental Payments (Continued)

D Haying/Grazing and Unauthorized Use Reductions

Haying/grazing and unauthorized use reductions will continue to be recorded in System 36 according to 1-CRP, paragraphs 355 and 355.3. This will allow County Offices to keep a record of the reductions to create the receivables using the Producers Selected for Special Payment and/or Reductions Report according to 1-CRP, paragraph 386.

To ensure that haying/grazing and unauthorized use reductions are deducted from the annual rental payment, County Offices **must** create receivables for haying/grazing and unauthorized use reductions that have **not** been paid by the producers. **The receivables must be in place in NPS before the initial batch payment process is run by Kansas City.** The receivable creation timing will be **important** for the receivable to be paid by the CRP annual rental payment and **not** through another program payment to the producer.

Program codes for establishing receivables for CRP are in 67-FI, Exhibit 4. Use program code XXHAYGRZ to create receivables for haying/grazing reductions, XXMANHAYGRZ to create receivables for CRP managed haying and grazing reductions, and XXCRPRED to create receivables for unauthorized use.

Reductions in CRP annual rental payments because of commercial use of forest refuse for pruning, thinning, or timber improvement approved on CRP-37 before June 25, 2009, are subject to payment reductions. Reductions in CRP annual rental payments because of commercial use of forest refuse for pruning, thinning, or timber improvement will be recorded in System 36 according to 1-CRP, paragraphs 355 and 355.3. County Offices will create receivables using the Producers Selected for Special Payment and/or Reductions Report according to 1-CRP, paragraph 386. Program code XXCRPRED should be used when creating this receivable (67-FI, Exhibit 4).

Note: The current procedure for creating receivables using System 36 is expected to change in the near future. When that occurs, an FI Notice will be issued with instructions for creating receivables.

Contracts that are recorded in System 36 according to 1-CRP, paragraphs 355 and 355.3 for reductions will be batch blocked by Kansas City to ensure that the County Office creates the receivables for the reductions. After the receivable is created, the County Office will go into the Conservation Payments software and remove the payment block (subparagraph 5 H). The unblocked payment will then be processed by the batch payment process initiated by Kansas City. If the payment is unblocked after the batch process is run, the County Office will issue the payment using the Conservation Payments software, "Make NPS Payment" option (subparagraph 5 D).

Prorated payments will be recorded in System 36 according to 1-CRP, paragraph 355.3. The prorated amount for these contracts will upload to the Conservation Payments system and will be captured by the batch payment process.

Exception: Prorated reductions for commercial use of forest refuse for pruning, thinning, or timber improvement will **not** be entered as a prorated payment because the County Office will create receivables for these reductions.

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4 Action

A State Office Action

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

B County Office Action

County Offices shall read and follow the provisions of this notice.

C Contact

For questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Bryan Rogers, CEPD at 202-720-6825.

5 Conservation Payments Software

A Accessing the Conservation Payments Software

To access the Conservation Payments software, go to http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html and under “Conservation”, CLICK “Conservation Payments”.

The screenshot displays the USDA Farm Service Agency (FSA) Intranet homepage. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the date 'Tuesday July 28, 2009'. The main navigation bar includes links for Home, About FSA, Newsroom, Help, Contact Us, Offices, Phone, and Employee Information. The page title is 'FSA Applications'. The main content area is divided into two columns: 'Common Applications' and 'Conservation'. The 'Common Applications' column lists various services such as eForm, eRep, eRep Report, Farm Records, ICAMS, Fed Traveler, FSA Data Marts, LRA Site, OTIS, SCIMS, SCIMS Link Manager, Subsidiary, and 2003-2005 Tax Booklets. The 'Conservation' column lists 'Conservation On-Line System', 'Conservation Payments', 'CRP Extensions 2009', 'CRP Soils Database Management System', 'Emergency Forestry CRP', 'HELIC/Wetlands Program', and 'State Acres for Wildlife Enhancement (SAFE)'. Below these are sections for 'Farm Loan Programs' (Farm Loan Programs Systems) and 'Price Support' (Cotton Information Center). A search bar and a 'Links' sidebar are also present on the left side of the page.

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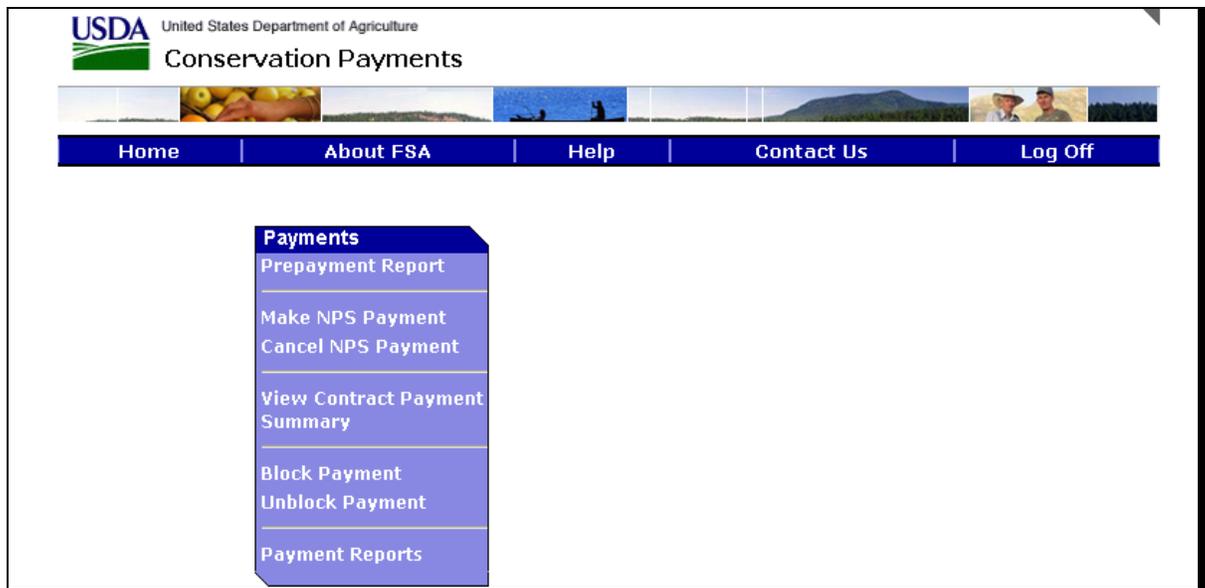
5 Conservation Payments Software (Continued)

B Conservation Payments

The Conservation Payment Home Page for EFCRP, SAFE, and other CRP initiatives will be displayed.

Note: The Conservation Payment software will **only** be used for contracts that have **not** been paid by Kansas City through the batch payment processes.

To create a Prepayment Report, under “Payments”, CLICK “**Prepayment Report**”. Prepayment Reports are presented in real-time, capturing any prior corrections that were entered by a user. When county users run prepayment reports, the software checks eligibility, direct ownership/AGI, direct attribution, etc.



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5 Conservation Payments Software (Continued)

C Prepayment Reports

On the Prepayment Report Screen, follow this table to create prepayment reports.

IF field is...	THEN use...
Program Name	drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	drop-down box to select the year the payment is earned . Example: CRP payment is issued in October 2008. The payment year is 2007.
State and County	drop-down boxes to select applicable State and county.
Contract Number	box to enter contract number (this is an optional field).
Contract Payment Type	drop-down box to select “ALL”, “Lump Sum” (for EFCRP only), or “Annual” (for ‘SAFE’ and other CRP initiatives).
Payment Status	drop-down box to select “All”, “Paid”, or “Unpaid” depending on the user’s desired result.

CLICK “**Search**” to generate the Prepayment Report.

Note: If “Contract Number” is left blank and users click “**Search**”, a list of contracts will be displayed.

The screenshot shows the 'Prepayment Report' screen. On the left is a vertical navigation menu with the following items: **Payments**, Prepayment Report, Make NPS Payment, Cancel NPS Payment, View Contract Payment Summary, Block Payment, Unblock Payment, and Payment Reports. The main area is titled 'Prepayment Report' and contains the following fields:

- Program Name: EFCRP (dropdown menu)
- Payment Year: EFCRP (dropdown menu)
- State: SAFE (dropdown menu)
- County: Select County (dropdown menu)
- Contract Number: (text input field)
- Contract Payment Type: All (dropdown menu)
- Payment Status: All (dropdown menu)
- Search (button)

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5 Conservation Payments Software (Continued)

C Prepayment Reports (Continued)

The following is an example of the Prepayment Report with 1 contract number select. To view the report, CLICK “**View Report**”. A pop-up window will be displayed with the report. To print, CLICK “**print icon**” on the displayed Conservation Prepayment Report.

Notes: To return to the Prepayment Report Screen, close the report.

To view and print other reports, click “**Home**” or “**Prepayment Report**”.

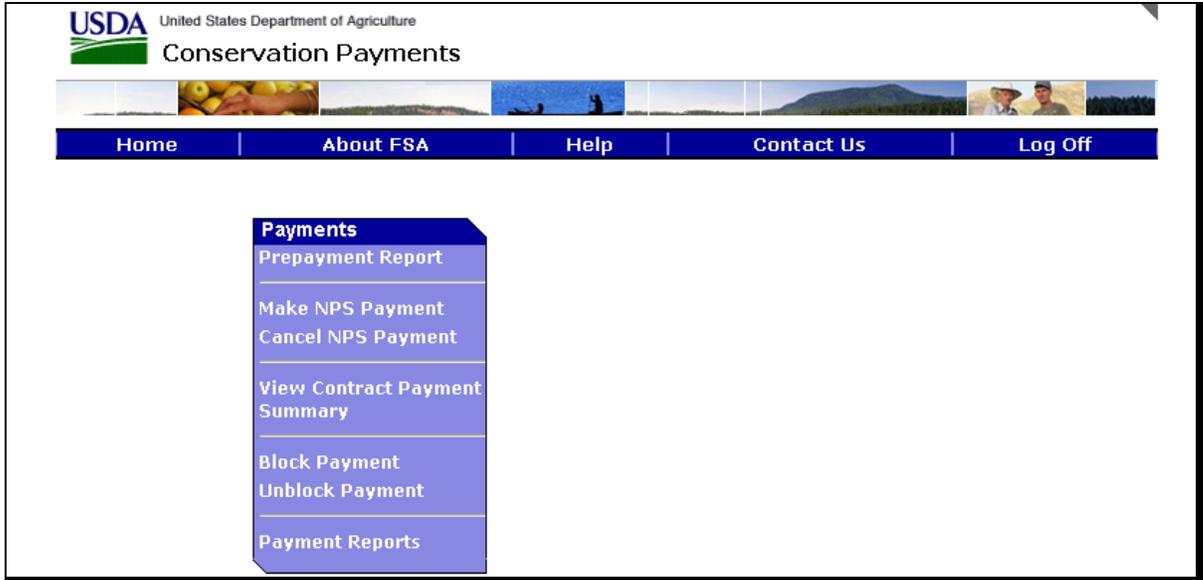
The screenshot displays the 'Prepayment Report' interface. At the top left, a 'Payments' menu is open, showing options: 'Prepayment Report', 'Make NPS Payment', 'Cancel NPS Payment', and 'View Contract Payment Summary'. The main area features a table with columns for 'State', 'County', and 'Contract Number'. A single row is visible with 'Contract Number' 50B and a 'View Report' link. Below this, a browser window is open, displaying the 'Conservation Payment Report' for Contract Number 50B, dated June 29, 2009. The report details include: Program: CRP, Payment Fiscal Year: 2009, State, County, and Start Date. The browser window also shows the address bar with the URL 'https://outlet.cert.sc.egov.usda.gov/conservation-payment/DisplayReportServ...' and various navigation and tool icons.

5 Conservation Payments Software (Continued)

D Making NPS Payments

To make NPS payments, from the Conservation Payment Home Page for annual CRP, EFCRP, and SAFE, under “Payments”, CLICK “**Make NPS Payment**”.

Note: The Conservation Payment software will **only** be used for contracts that have **not** been paid by Kansas City through the batch payment processes.



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5 Conservation Payments Software (Continued)

D Making NPS Payments (Continued)

On the Make NPS Payment Screen, follow this table to make payments.

IF field is...	THEN use...
Program Name	drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	drop-down box to select the year the payment is earned . Example: CRP payment is earned October 1, 2006, through September 30, 2007. CRP payment is issued in October 2008. The payment year is 2007.
State and County	drop-down boxes to select applicable State and county.
Contract Number	box to enter contract number (this is an optional field).
Contract Payment Type	drop-down box to select “All”, “Lumpsum, or “Annual” (for EFCRP only); or “Annual”, “SIP”, or “PIP” (for SAFE and CRP).
Payment Status	drop-down box to select “All”, “Paid”, or “Unpaid” depending on the user’s desired result.

CLICK “**Search**” to generate NPS payments.

Note: If “Contract Number” is left blank and users click “**Search**”, a list of contracts will be displayed.

5 Conservation Payments Software (Continued)

D Making NPS Payments (Continued)

After users click “Search”, the following screen will be displayed with a list of contracts. Users shall check (✓) the box to the left of the desired contract number that the user wants to pay and CLICK “Continue”.

The payment type displayed will correspond to the choice made by the user. If:

- “Annual” is selected, “AN” will be displayed
- “PIP” is selected, “PIP” will be displayed
- “SIP” is selected, “SIP” will be displayed.

When SIP and PIP are chosen, users will be given an amount field to populate.

Note: After October 1, 2009, SIP and PIP payments will be made through Conservation Payments and **not** through OLP.

The status may display “Paid” or “Unpaid”, but either status will **not** indicate whether or not a producer needs payment if another producer associated with that contract has already been paid.

	Contract Number	Contract Effective Date	Farm Number	Tract Number	Payment Type	Payment Status
<input checked="" type="radio"/>					AN	Unpaid
<input type="radio"/>					AN	Unpaid
<input type="radio"/>					AN	Unpaid
<input type="radio"/>					PIP	0.0
<input type="radio"/>					PIP	0.0
<input type="radio"/>					PIP	0.0

Note: The user may only select 1 contract at a time for payment.

5 Conservation Payments Software (Continued)

D Making NPS Payments (Continued)

After users click “Continue”, the contract payment information will be displayed. Users may change the existing “Prompt Pay Interest Date”, if needed. Click “**Send Payment**” to process the payment or “**Return to List**” to return to the list of contracts.

The screenshot displays the USDA Conservation Payments web application. At the top, the USDA logo and 'United States Department of Agriculture' are visible, along with the page title 'Conservation Payments'. A navigation bar includes links for Home, About FSA, Help, Contact Us, and Log Off. A sidebar menu under 'Payments' lists options: Prepayment Report, Make NPS Payment, Cancel NPS Payment, View Contract Payment Summary, Block Payment, and Unblock Payment. The main content area is titled 'Make NPS Payment' and contains a form with the following fields:

- Program Name: SAFE
- Contract Number: [Empty]
- Start Date: [Empty]
- Farm Number: [Empty]
- Tract Number: [Empty]
- Contract Payment Type: Annual
- Payment Amount: \$ 3,000

Below the form is a table with the following data:

Tax ID	Customer Name	Shared Amount	Calculated Paid Amount	Payment Code
		\$ 3,000	\$ 3,000	P

At the bottom of the form, there is a 'Prompt Pay Interest Date' field, a legend for 'Payment Code: P=Payment, O=Overpayment, U=Underpayment', and two buttons: 'Send Payment' and 'Return to List'.

5 Conservation Payments Software (Continued)

D Making NPS Payments (Continued)

The Make NPS Payment Screen will be redisplayed indicating the payment was sent successfully.

The screenshot shows the 'Make NPS Payment' interface. On the left is a 'Payments' sidebar with options: Prepayment Report, Make NPS Payment, Cancel NPS Payment, View Contract Payment Summary, Block Payment, and Unblock Payment. The main area is titled 'Make NPS Payment' and displays a confirmation message: 'Contract payments have been sent successfully.' Below this is a form with the following fields:

Program Name	SAFE
Contract Number	
Start Date	
Farm Number	
Tract Number	
Contract Payment Type	Annual
Payment Amount	\$ 3,000

Below the form is a table with the following data:

Tax ID	Customer Name	Shared Amount	Paid Amount	Payment Code	Transaction Status
		\$ 3,000	\$ 3,000	P	SUCCESS

At the bottom, a legend states: 'Payment Code: P=Payment, O=Overpayment, U=Underpayment'.

Note: If “Success” is **not** indicated in the “Transaction Status” field, the payment was **not** paid.

E Canceling NPS Payments

To cancel NPS payments, from the Conservation Payment Home Page for EFCRP, SAFE, and other CRP initiatives, under “Payments”, CLICK “**Cancel NPS Payment**”.

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5 Conservation Payments Software (Continued)

E Canceling NPS Payments (Continued)

On the Cancel Payment Screen, follow this table to make payments.

IF field is...	THEN use...
Program Name	drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	drop-down box to select the year the payment is earned . Example: CRP payment is issued in October 2008. The payment year is 2007.
State and County	drop-down boxes to select applicable State and county.
Contract Number	box to enter contract number (this is an optional field).
Contract Payment Type	drop-down box to select “All”, “Lumpsum, or “Annual” (for EFCRP only); or “Annual”, “SIP”, or “PIP” (for SAFE and CRP).

CLICK “**Search**” to generate payments to cancel.

Notes: If “Contract Number” is left blank and users click “**Search**”, a list of contracts will be displayed.

When users cancel payments, receivables are created and automatically sent to NPS. Once the receivable is recorded in NPS, users may re-issue another payment (if needed) for that contract. If a payment that has **not** been electronically signed is canceled, a receivable will **not** be created and the payment will be automatically removed from NPS.

5 Conservation Payments Software (Continued)

E Canceling NPS Payments (Continued)

The Cancel Payment Screen will be redisplayed with a list of payments to cancel. Select the payment to cancel and CLICK “Continue”.

Payments

- Prepayment Report
- Make NPS Payment
- Cancel NPS Payment
- View Contract Payment Summary
- Block Payment
- Unblock Payment
- Payment Reports

Cancel Payment

3 Contracts found, displaying all Contracts.

1

	<u>Contract Number</u>	<u>EffectiveDate</u>	<u>Farm Number</u>	<u>Track Number</u>	<u>Payment Type</u>
<input checked="" type="radio"/>		05/01/2008			AN
<input type="radio"/>		05/01/2008			AN
<input type="radio"/>		05/01/2008			AN

5 Conservation Payments Software (Continued)

E Canceling NPS Payments (Continued)

After users click “Continue”, the following screen will be displayed. Multiple producers may be listed. Review the information, check the applicable box next to “Tax ID”, and click either “Cancel Payment”, to cancel the payment or “Return to List” to return to the list.

Note: Users can select more than 1 payment to cancel.

Payments Prepayment Report Make NPS Payment Cancel NPS Payment View Contract Payment Summary Block Payment Unblock Payment Payment Reports		<h3>Cancel Payment</h3> <table border="1"> <tr><td>Program Name</td><td colspan="6">SAFE</td></tr> <tr><td>Contract Number</td><td colspan="6">10005</td></tr> <tr><td>Start Date</td><td colspan="6">07/01/2008</td></tr> <tr><td>Farm Number</td><td colspan="6"></td></tr> <tr><td>Tract Number</td><td colspan="6"></td></tr> <tr><td>Contract Payment Type</td><td colspan="6">Annual</td></tr> <tr><td>Payment Amount</td><td colspan="6">\$ 0</td></tr> </table> <table border="1"> <thead> <tr> <th></th> <th>Tax ID</th> <th>Customer Name</th> <th>Paid Date</th> <th>Estimated Amount</th> <th>Paid Amount</th> <th>Payment Code</th> <th>Confirmation Number</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>01/23/2009</td> <td>\$</td> <td>\$</td> <td>P</td> <td>4571611</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> <td>01/23/2009</td> <td>\$</td> <td>\$</td> <td>P</td> <td>4571612</td> </tr> </tbody> </table>						Program Name	SAFE						Contract Number	10005						Start Date	07/01/2008						Farm Number							Tract Number							Contract Payment Type	Annual						Payment Amount	\$ 0							Tax ID	Customer Name	Paid Date	Estimated Amount	Paid Amount	Payment Code	Confirmation Number	<input checked="" type="checkbox"/>			01/23/2009	\$	\$	P	4571611	<input checked="" type="checkbox"/>			01/23/2009	\$	\$	P	4571612
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<input checked="" type="checkbox"/>			01/23/2009	\$	\$	P	4571612																																																																									

The Cancel Payment Screen will be redisplayed with the “Transaction Status” field reading “Success”. If this field does not read “Success”, the payment was **not** canceled.

Payments Prepayment Report Make NPS Payment Cancel NPS Payment View Contract Payment Summary Block Payment Unblock Payment		<h3>Cancel Payment</h3> <table border="1"> <tr><td>Program Name</td><td colspan="4">SAFE</td></tr> <tr><td>Contract Number</td><td colspan="4">10087</td></tr> <tr><td>Start Date</td><td colspan="4">11/01/2006</td></tr> <tr><td>Farm Number</td><td colspan="4"></td></tr> <tr><td>Tract Number</td><td colspan="4"></td></tr> <tr><td>Contract Payment Type</td><td colspan="4">Annual</td></tr> <tr><td>Payment Amount</td><td colspan="4">\$ 3,000</td></tr> </table> <table border="1"> <thead> <tr> <th>Tax ID</th> <th>Customer Name</th> <th>Shared Amount</th> <th>Paid Amount</th> <th>Payment Code</th> <th>Transaction Status</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>\$ 3,000</td> <td>\$ 3,000</td> <td>P</td> <td>SUCCESS</td> </tr> </tbody> </table> <p>Payment Code: P=Payment, O=Overpayment, U=Underpayment</p>				Program Name	SAFE				Contract Number	10087				Start Date	11/01/2006				Farm Number					Tract Number					Contract Payment Type	Annual				Payment Amount	\$ 3,000				Tax ID	Customer Name	Shared Amount	Paid Amount	Payment Code	Transaction Status			\$ 3,000	\$ 3,000	P	SUCCESS
Program Name	SAFE																																																			
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		\$ 3,000	\$ 3,000	P	SUCCESS																																															

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5 Conservation Payments Software (Continued)

F Viewing Contract Payment Summaries

To view a contract payment summary, from the Conservation Payment Home Page for EFCRP, SAFE, and other CRP initiatives, under “Payments”, CLICK “**View Contract Payment**”.

On the View Payment Screen, follow this table to view the contract payment summary.

IF field is...	THEN use...
Program Name	drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	drop-down box to select the year the payment is earned. Example: CRP payment is issued in October 2008. The payment year is 2007.
State and County	drop-down boxes to select applicable State and county.
Contract Number	box to enter contract number (this is an optional field).
Contract Payment Type	drop-down box to select “All”, “Lumpsum, or “Annual” (for EFCRP only); or “Annual”, “SIP”, or “PIP” (for SAFE and CRP).

CLICK “**Search**” to generate payments to view.

Notes: If “Contract Number” is left blank and users click “**Search**”, a list of contracts will be displayed.

5 Conservation Payments Software (Continued)

F Viewing Contract Payment Summaries (Continued)

The View Payment Screen will be displayed with a list of payments to view. Select the payment to view and CLICK “Continue”.

Payments Prepayment Report <hr/> Make NPS Payment Cancel NPS Payment <hr/> View Contract Payment Summary <hr/> Block Payment Unblock Payment	View Payment					
		Contract Number	Start Date	Farm Number	Tract Number	Contract Payment Type
	⊕		11/01/2006			AN
	<input type="button" value="Continue"/> <input type="button" value="Reset"/>					

The payment selected will be displayed for viewing. Click “Return to List” to return to the previous list.

Payments Prepayment Report <hr/> Make NPS Payment Cancel NPS Payment <hr/> View Contract Payment Summary <hr/> Block Payment Unblock Payment	View Payment					
	Program Name		SAFE			
	Contract Number		10087			
	Start Date		11/01/2006			
	Farm Number					
	Tract Number					
Contract Payment Type		Annual				
Payment Amount		\$ 2,745				
Tax ID	Customer Name	Paid Date	Estimated Amount	Paid Amount	Payment Code	Confirmation Number
*****		10/03/2008	\$ 2,745	\$ 2,745	P	7115556
Payment Code: P=Payment, O=Overpayment, U=Underpayment						
<input type="button" value="Return to List"/>						

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5 Conservation Payments Software (Continued)

G Blocking Payments

To block payments, from the Conservation Payment Home Page for EFCRP, SAFE, and other CRP initiatives, under “Payments”, CLICK “**Block Payment**”.

On the Block Payment Screen, follow this table to block payments.

IF field is...	THEN use...
Program Name	drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	drop-down box to select the year the payment is earned. Example: CRP payment is issued in October 2008. The payment year is 2007.
State and County	drop-down boxes to select applicable State and county.
Contract Number	box to enter contract number (this is an optional field).
Contract Payment Type	drop-down box to select “Lumpsum” (for EFCRP only), “Annual”, or “All”. Note: The “All” option displays each contract in the county. The user can select the contract to be blocked.

CLICK “**Search**” to generate payments to block.

Notes: If “Contract Number” is left blank and users click “**Search**”, a list of contracts will be displayed.

5 Conservation Payments Software (Continued)

G Blocking Payments (Continued)

A list of contracts for which the user can block payment will be displayed. Select the desired contract and click either “Continue” to continue or “Reset” to reset the field.

Payments
 Prepayment Report
 Make NPS Payment
 Cancel NPS Payment
 View Contract Payment Summary
 Block Payment
 Unblock Payment
 Payment Reports

Block Payment

One Contract found.

1

Contract Number	Contract Effective Date	Farm Number	Tract Number	Payment Type
2			0011882	AN

If user clicked “Continue” the information for the selected payment will be displayed. Enter the reason for blocking payment, and CLICK “Submit”.

Payments
 Prepayment Report
 Make NPS Payment
 Cancel NPS Payment
 View Contract Payment Summary
 Block Payment
 Unblock Payment

Block Payment

Program Name	SAFE
Contract Number	10087
Start Date	11/01/2006
Farm Number	
Tract Number	
Contract Payment Type	Annual
Payment Amount	\$ 2,745

Tax ID	Customer Name	Shared %	Shared Amount
*****		100.0	\$ 2,745

Reason:

5 Conservation Payments Software (Continued)

G Blocking Payments (Continued)

The Block Payment Screen will be redisplayed with the message, “The selected contract has been blocked for payment.” If this statement is not displayed, the payment was **not** blocked.



H Unblocking Payments

To unblock payments, from the Conservation Payment Home Page for EFCRP, SAFE, and other CRP initiatives, under “Payments”, CLICK “**Unblock Payment**”.

5 Conservation Payments Software (Continued)

H Unblocking Payments (Continued)

On the Unlock Payment Screen, follow this table to unblock payments.

IF field is...	THEN use...
Program Name	drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	drop-down box to select the year the payment is earned. Example: CRP payment is issued in October 2008. The payment year is 2007.
State and County	drop-down boxes to select applicable State and county.
Contract Number	box to enter contract number (this is an optional field).
Contract Payment Type	drop-down box to select “Lumpsum” (for EFCRP only) or “Annual”.

CLICK “Search” to generate a list of payments to unblock.

Notes: If “Contract Number” is left blank and users click “Search”, a list of contracts will be displayed.

5 Conservation Payments Software (Continued)

H Unblocking Payments (Continued)

A list of contracts for which the user can unblock payment will be displayed. Select the desired contract and click either “Continue” to continue or “Reset” to reset the field.

The screenshot shows a web application interface titled "Unblock Payment". On the left is a vertical navigation menu with the following items: "Payments", "Prepayment Report", "Make NPS Payment", "Cancel NPS Payment", "View Contract Payment Summary", "Block Payment", "Unblock Payment", and "Payment Reports". The main content area displays the title "Unblock Payment" and a message "One Contract found." followed by a list of one contract. The contract is shown in a table with the following data:

Contract Number	Contract Effective Date	Farm Number	Tract Number	Payment Type
2	06/01/2008			AN

Below the table are two buttons: "Continue" and "Reset".

If user clicked “Continue”, to unblock the payment displayed, CLICK “Submit”.

The screenshot shows the "Unblock Payment" interface after clicking "Continue". The left navigation menu is the same as in the previous screenshot. The main content area displays the title "Unblock Payment" and a form with the following details:

Program Name	SAFE
Contract Number	10087
Start Date	11/01/2006
Farm Number	
Tract Number	
Contract Payment Type	Annual
Payment Amount	\$ 2,745

Tax ID	Customer Name	Shared %	Shared Amount
*****		100.0	\$ 2,745

Blocked Reason: Breach of contract

At the bottom are two buttons: "Submit" and "Cancel".

5 Conservation Payments Software (Continued)

H Unblocking Payments (Continued)

The Unblock Payment Screen will be redisplayed with the statement, “The selected contract is now available for payment.” If this statement is not displayed, the payment was **not** unblocked.

This contract is now unblocked and available for payment. To make a payment on this contract, follow instructions in subparagraph D.



I Payment Reports

To create Payment Reports, from the Conservation Payment Home Page for EFCRP, SAFE, and other CRP initiatives, under “Payments”, CLICK “**Payment Reports**”.

Payment Reports display information resulting from batch processes. The batches will be run periodically, controlled by Kansas City, with the results stored on the database. Statuses will inform users of the following:

- correct payments
- incorrect AGI information
- SCIMS issues
- failed eligibility, etc.

County Offices can correct eligibility issues, etc., that are preventing payment. The information on Payment Reports is **not** “real time.” If contract and/or producer information has been updated or corrected, the updated information will **not** be displayed until the next update process is run.

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5 Conservation Payments Software (Continued)

I Payment Reports (Continued)

On the Payment Report, follow this table to create payment reports.

IF field is...	THEN...
Program Name	use drop-down box to select EFCRP, SAFE, or CRP.
Payment Year	use drop-down box to select the year the payment is earned. Example: CRP payment is issued in October 2008. The payment year is 2007.
State and County	use drop-down boxes to select applicable State and county.
Contract Number	enter contract number (this is an optional field).
Contract Number Range From / To	enter contract number range (this is an optional field).
Contract Payment Type	use drop-down box to select "Paid", "Unpaid", or "All" with the payment status of each.
Prepayment	CLICK "Prepayment" for a list of producers that can be paid. Note: These Prepayment Reports are not real-time For real-time Prepayment Reports, follow subparagraph C.
Non-payments report	CLICK "Non-payments report" for a list of payments that have failed.

CLICK "Search" to generate a payment report.

Notes: If "Contract Number" fields are left blank and users click "Search", a list of contracts will be displayed.

Payments

- Prepayment Report
- Make NPS Payment
- Cancel NPS Payment
- View Contract Payment Summary
- Block Payment
- Unblock Payment
- Payment Reports

Payment Report

Program Name:

Payment Year:

State:

County:

Contract Number:

Contract Number Range From: To:

Contract Payment Type:

Prepayment:

Non-payments report:

5 Conservation Payments Software (Continued)

I Payment Reports (Continued)

Examples: If users want to see a Prepayment Report for SAFE contracts with the numbers 10001-10009, select “SAFE” for “Program Name”, and in the “Contract Number Range From/To” fields, ENTER “10001” and “10009” respectively, and CLICK “Prepayment”.

If users want to see only 1 contract for non-payment, enter the contract number in the “Contract Number” field and CLICK “Non-payments report”.

Note: Users can run (by checking both “Prepayment” and “Non-payments report” boxes) both a prepayment and a non-payment report simultaneously.