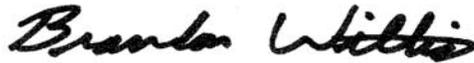


For: State and County Offices

2010 Durum Wheat Quality Program (DWQP) Workbook Instructions

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

A workbook was created to assist in calculating DWQP payments for 2010. The workbook is in Microsoft Excel format and shall be completed by the County Offices for all producers applying for DWQP based on producer data collected on CCC-551. County Offices will submit completed county workbooks to State Offices.

State Offices will compile the DWQP workbooks from the County Offices into one DWQP State workbook to be submitted to the National Office.

B Purpose

This notice provides instructions for the following:

- completing the DWQP workbook in the State and County Offices
- submitting the completed State workbooks to the National Office by September 22, 2010.

2 DWQP Workbook

A About the Workbook

The workbook was created to assist in calculating DWQP payments for 2010. The workbook is in Microsoft Excel 2007 format and must be accessed and completed on a computer running Microsoft Excel 2007 software.

Each county workbook will accommodate approximately 5,000 line entries. If more than 5,000 line entries are needed, the County Office will need to complete 2 or more county workbooks to capture all of the applicants. When greater than 5,000 line entries in a county workbook is needed, the County Office shall contact the State Office to receive an additional workbook. The County Office shall only fill out and submit more than 1 workbook if there are greater than 5,000 line entries in a county workbook.

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

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2 DWQP Workbook (Continued)

B State Office Action

State Offices shall:

- download the DWQP workbook according to subparagraph 3 A
- enter the State Fungicide Application Payment Rate established by STC and protect the Payment Rate worksheet according to subparagraph 3 A
- e-mail the State workbook, containing the State Fungicide Application Payment Rate, to each County Office according to subparagraph 3 A
- provide County Offices instructions on naming and storing the county workbooks, as determined by the State Office
- provide additional workbooks to counties that have greater than 5,000 line entries per workbook
- coordinate and provide instruction to County Offices for the safe and secure transmission of the completed county workbooks to the State Office by encrypted electronic transmission
- compile all completed county workbooks for the State into 1 completed State workbook according to subparagraph 6 B
- encrypt and e-mail the completed State workbook to the National Office after compiling the completed county workbooks into 1 completed state workbook according to subparagraph 6 C no later than September 22, 2010

Note: The completed State workbook shall not be submitted to the National Office, until **all** county workbooks in the State have been compiled.

- submit a negative report if the State did not complete a workbook because of zero DWQP applicants in the State to Dan Culli by e-mail at **daniel.culli@wdc.usda.gov** no later than September 22, 2010
- contact either of the following with questions about this notice:
 - Dan Culli by either of the following:
 - e-mail at **daniel.culli@wdc.usda.gov**
 - telephone at 202-690-1942
 - Amy Mitchell by either of the following:
 - e-mail at **amy.mitchell1@wdc.usda.gov**
 - telephone at 202-720-8954.

2 DWQP Workbook (Continued)

C County Office Action

County Offices shall:

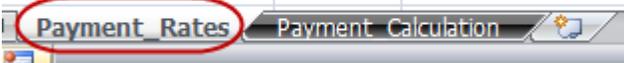
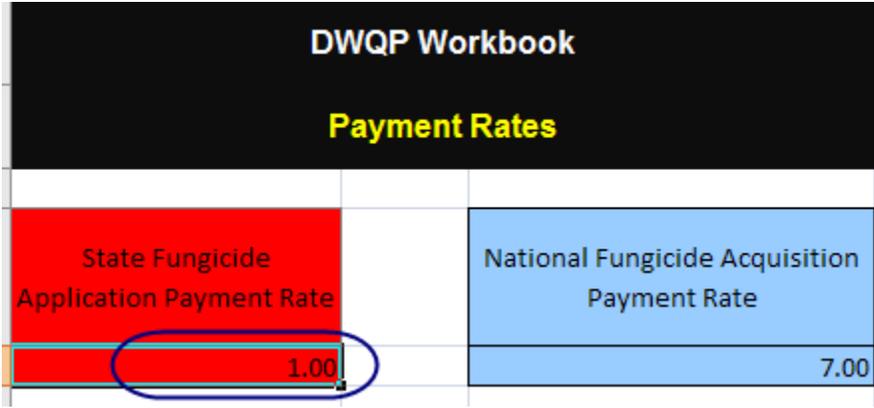
- complete the county workbook for the 2010 program year according to paragraphs 4 and 5
- enter DWQP data from all approved CCC-551's into the county workbook, including all DWQP applications in appeal status or anticipated to be appealed according to paragraph 4
- encrypt and e-mail the completed county workbook to the State Office according to subparagraph 5 B.

Notice DCP-240

3 Creating and Navigating Through the DWQP Workbook

A Accessing and Preparing the State Workbook

The State Office shall take the following steps to access and prepare the State workbook which will be provided to County Offices for data entry.

Step	Action
1	Go to http://fsaintranet.sc.egov.usda.gov/dafp/ .
2	<p>On the DAFF Farm Bill Home Page:</p> <ul style="list-style-type: none"> • CLICK “DWQP Workbook v 1.0” and the file download dialog box will be displayed • CLICK “Open”. <p>The workbook will open with Microsoft Excel 2007.</p>
3	<ul style="list-style-type: none"> • Click the “Payment_Rates” tab at the bottom of the workbook.  <ul style="list-style-type: none"> • In cell A5, enter the State Fungicide Application Payment Rate established by STC according to Notice DCP-235.  <p>Notes: This step is necessary for workbook calculations to function correctly.</p> <p>The National Fungicide Acquisition Payment Rate for 2010 is \$7.00, as indicated in cell C5.</p> <p>Do not modify the National Fungicide Acquisition Payment Rate.</p>

3 Creating and Navigating Through the DWQP Workbook (Continued)

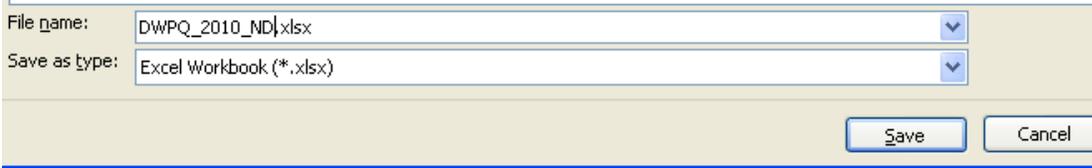
A Accessing and Preparing the State Workbook (Continued)

Step	Action
4	<ul style="list-style-type: none"> At the top of the “Payment_Rates” worksheet, click the “Review” tab. CLICK “Protect Sheet”.  <ul style="list-style-type: none"> A prompt will be displayed to enter a password to protect the sheet. Create and enter a password. <p>Important: Ensure that the password is written down. There is no way to unlock the spreadsheet without this password. Ensure that only “Select locked cells” and “Select unlocked cells” are checked under “Allow all users of this worksheet to:”.  <ul style="list-style-type: none"> Re-enter the password when requested and CLICK “OK” to protect the worksheet.  </p>

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3 Creating and Navigating Through the DWQP Workbook (Continued)

A Accessing and Preparing the State Workbook (Continued)

Step	Action
5	<ul style="list-style-type: none"> • CLICK “”. • CLICK “Save As”. • Navigate to “S:\Service Center\FSA\”. <p>Note: State Offices may create a subfolder if preferred, but it must be located within “S:\Service Center\FSA\”.</p> <ul style="list-style-type: none"> • Enter the “File Name” as “DWQP_{year}_{State abbr}”. <p>Note: For the “File Name”:</p> <ul style="list-style-type: none"> • {year} is 4-digit year (2010) • {State abbr} is the 2 letter State abbreviation, such as “ND” for North Dakota. <ul style="list-style-type: none"> • Pull down the “Save as type:” menu and select “Excel Workbook (*.xlsx)”. • CLICK “Save”. 
6	<ul style="list-style-type: none"> • E-mail the saved State workbook to each County Office for DWQP data entry. • If necessary, provide instruction to the County Office for procedures on where to save the county workbook and a naming convention. <p>Note: The County Office will send the completed county workbook to the State Office. Therefore, it is strongly advised that the State Office instruct the County Office to rename the county workbook based on a specific naming convention which includes the county name or FSA county code.</p>

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3 Creating and Navigating Through the DWQP Workbook (Continued)

B Data Worksheets

The workbook contains 2 worksheets, both of which require data entry.

Worksheet Tab Name	Worksheet Contents	Populated by...	See Subparagraph...
Payment_Rates	State Fungicide Application Payment Rate and National Fungicide Acquisition Payment Rate	State and National Office.	A.
Payment_Calculation	DWQP producer data from CCC-551 and payment calculations.	County Office.	4 B.

C Worksheet Layout and Data Entry

On each worksheet, the data cells are color-coded, depending on what type of data the cell contains.

IF the cell color is...	THEN the cell will...	Action
yellow	allow user to enter data.	Enter the correct data in the cell, if applicable.
blue	contain a formula to perform a calculation.	None. The user is not permitted to change or modify the cell contents.
Red	contain the State Fungicide Application Payment Rate.	State Office shall enter the State Fungicide Application Payment Rate.

The column headers for the yellow data entry cells contain comments that can assist the user with entering data. Header cells that contain comments are indicated with a small red triangle in the upper right corner of the cell. When the cursor is hovered over the cell, no click required, a light green comment box will appear. The comment will contain descriptive information about the data to be entered into the cells in that column. This descriptive information will provide a column reference from CCC-551 or other information to ensure the user enters the correct data into the column. No data entry is permitted in blue cells.

DWQP Workbook							Fungicide Acquisition Cost Information				
Producer Information Entry											
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Farm's Actual Fungicide Cost (Excluding Application Cost) (\$)	50% of Farm Fungicide C	75.00%	100.00%	ment Due for Fungicide Acquisition Cost
07	013	1234	Producer	Any	D	Jr.	\$ 30,000.00	\$ 15,000.00	75.00%	\$ 11,250.00	
07	015	4321	Farmer	This	A		\$ 7,500.00	\$ 3,750.00	100.00%	\$ 3,500.00	

A portion of each worksheet is “frozen” so that it can be scrolled right or down the page, the producer and farm information and the column headers will still be able to be viewed. Columns A through H and Rows 1 through 4 are frozen and will always remain in view, regardless of the position of the worksheet.

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4 Entering Data into the County Workbook

A Receiving the State Workbook

The County Office will receive the State workbook by e-mail from the State Office, which will include the State Fungicide Application Payment Rate. The County Office shall save and rename the workbook according to instructions from the State Office. This saved/renamed workbook will be referred to as the “county workbook”.

B Payment Calculation Worksheet Overview

As previously indicated, the workbook contains 2 worksheets. The County Office will only use the second worksheet titled “Payment Calculation”. This worksheet will be used to enter data from CCC-551’s to calculate DWQP benefits, before applying a National payment factor, if applicable. Click the “Payment_Calculation” tab at the bottom of the county workbook.



Enter each line entry on CCC-551 as a separate line entry in the county workbook. As on CCC-551, there may be multiple line entries per producer and/or farm depending on planting dates and fungicide application dates, as provided in Notice DCP-238.

Notes: The county workbook will calculate benefits earned for each line item entered in the “Payment Calculation” worksheet. The National Office will later determine DWQP payments, by producer, and if a national payment factor will be applied.

All DWQP applications that are in appeal status or anticipated to be appealed shall be entered in the county workbook. This shall be indicated in the county workbook by placing an “A” in the final column of the “Payment Calculation” worksheet for all applicable line entries for DWQP applications under appeal in the county.

The county workbook has room for 5000 line entries. If your county has more than 5000 line entries, contact your State Office for an additional workbook.

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4 Entering Data into the County Workbook (Continued)

C Payment Calculation Worksheet – Producer Information Section

Begin on row 5 of the worksheet, the very first yellow row on the worksheet, and enter the State, county, and producer data from CCC-551, items 1 through 4.

- State code – enter the 2-digit State code according to 1-CM, Exhibit 101.
- Cnty code – enter the 3-digit county code according to 1-CM, Exhibit 101.
- Prod TIN – enter the last 4-digits of the producer’s TIN from SCIMS according to 1-CM.
- Producer Last Name – enter the producer’s last name as it appears in SCIMS.
- Producer First Name – enter the producer’s first name as it appears in SCIMS.
- Prod MI – enter the producer’s middle initial, if applicable, as it appears in SCIMS.
- Prod Suffix – enter the producer’s name suffix, such as Jr., III, etc., if applicable, as it appears in SCIMS.
- Data Loader – enter the initials of the person completing the data entry for this producer.

Note: This is required as a contact for the State Office.

	A	B	C	D	E	F	G	H	I	J	
1	DWQP Workbook										
2	Producer Information Entry							Enter Initials			
3	State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Data Loader	Secondary Reviewer		
4											
5	07	013	1234	Producer	Any	D	Jr.	DRC			
6	07	015	4321	Farmer	This	A		DRC			
7	07	015	2341	Producer	That		III	DRC			
8											

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4 Entering Data into the County Workbook (Continued)

C Payment Calculation Worksheet – Producer Information Section (Continued)

If an invalid State or county code is entered, 1 of the following error message will be displayed.



If TIN is entered with less than or greater than 4 digits, the following error message will be displayed.



If a DWQP application is in appeal status or anticipated to be appealed, scroll to the very end of the worksheet and ENTER "A" in the "Appeal?" column for all line entries entered in the county workbook that are applicable to the appealed DWQP applications.

DWQP Workbook									
Producer Information Entry									
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Total Payment Due (\$)	Appeal?	
07	015	6758	Farmer	Any				A	

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4 Entering Data into the County Workbook (Continued)

D Payment Calculation Worksheet - Durum Wheat Crop Information Section

For each line entry on CCC-551, Part B, enter the applicable data as a separate line entry in the Durum Wheat Crop Information Section of the worksheet.

PART B – DURUM WHEAT CROP INFORMATION				
5. Farm Number	6. Durum Wheat Acres on which Fungicide was Applied	7. Durum Wheat Planting Date(s)	8. Producer Share of Durum Wheat Acres in Item 6	9. COC USE ONLY COC Adjusted Durum Wheat Acres
1	2500	4/1/2010 - 4/7/2010	75 %	

DWQP Workbook							Durum Wheat Crop Information					
Producer Information Entry												
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Farm Number	Treated Durum Wheat Acres	Earliest Durum Wheat Planting Date	Latest Durum Wheat Planting Date	Producer Share of Durum Wheat Acres	
07	013	1234	Producer	Any	D	Jr.	1	2500.00	4/1/2010	4/7/2010	75.00%	
07	015	4321	Farmer	This	A		2	500.00	4/10/2010		50.00%	
07	015	2341	Producer	That		III	3	5000.00	4/12/2010		100.00%	

Worksheet Column Header	Description	Enter value from CCC-551:
Farm Number	FSA farm serial number.	item 5.
Treated Durum Wheat Acres	Number of durum wheat acres certified as planted and treated with an eligible fungicide during the flowering stage.	item 6. Note: If there was a COC adjustment, use the adjusted durum wheat acres from CCC-551, item 9.
Earliest Durum Wheat Planting Date	Durum wheat planting date or earliest planting date if multiple dates or a date range was entered in CCC-551, item 7 Note: Data entry is required.	item 7. Notes: If only 1 planting date was entered for the farm, enter the date in this column and leave the column “Latest Durum Wheat Planting Date” blank. If more than 1 planting date or a date range was entered in CCC-551, item 7, enter the earliest planting date in this column.

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4 Entering Data into the County Workbook (Continued)

**D Payment Calculation Worksheet - Durum Wheat Crop Information Section
(Continued)**

Worksheet Column Header	Description	Enter value from CCC-551:
Latest Durum Wheat Planting Date	<p>Latest durum wheat planting date.</p> <p>Note: Data entry is only required when multiple dates or a date range was entered in CCC-551, item 7.</p>	<p>item 7 or nothing.</p> <p>Notes: If there is only 1 planting date for the farm, enter the date in the column “Earliest Durum Wheat Planting Date” and leave this column blank.</p> <p>If more than 1 planting date or a date range was entered in CCC-551, item 7, enter the latest planting date in this column.</p>
Producer Share of Durum Wheat Acres	<p>Producer share of durum wheat acres listed in CCC-551, item 6.</p>	<p>item 8.</p> <p>Note: The producer must have a share in the crop to be eligible for DWQP. However, this share is not used in calculating program benefits.</p>

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4 Entering Data into the County Workbook (Continued)

E Payment Calculation Worksheet - Fungicide Information Section

In the Fungicide Information Section of the worksheet, enter the applicable data from CCC-551, Part C in the Fungicide Information Section.

CCC 551 (07-23-10) Page 2 of 3

PART C – FUNGICIDE INFORMATION (Figures Must Be For One Application Only)									
10. Farm Number	11. Name of Fungicide Applied	12. Fungicide Application Date(s)	13. Farm's Actual Fungicide Cost (Excluding Application Cost) \$	14. Share in Farm's Actual Fungicide Cost	15. Farm's Actual Fungicide Application Cost \$	16. Share in Farm's Actual Fungicide Application Cost	17. Applicant's Fungicide Application Cost Per Acre \$	COC USE ONLY	
								18. COC Adjusted Farm's Actual Fungicide Cost \$	19. COC Adjusted Actual Farm Fungicide Application Cost \$
1	Caramba	6/1/2010 - 6/5/2010	30000	75 %	500	75 %	1.50		

Worksheet Column Header	Description	Enter value from CCC-551:
Name of Fungicide Applied	Name of fungicide applied to durum wheat.	item 11.
Earliest Fungicide Application Date	Earliest fungicide application date, if multiple application dates or an application date range was entered in CCC-551, item 12. Note: Data entry is only required if multiple dates or a date range was entered in CCC-551, item 12.	item 12. Notes: If there is only 1 application date for the farm, enter the date in the column “Latest Fungicide Application Date” and leave this column blank. If multiple application dates or a date range is entered in CCC-551, item 12, enter the earliest application date in this column.
Latest Fungicide Application Date	Fungicide application date or latest fungicide application date if multiple application dates or an application date range is entered in CCC-551, item 12. Note: Data entry required.	item 12. Notes: If there is only 1 application date for the farm, enter the date in this column and leave the column “Earliest Fungicide Application Date” blank. If more than 1 application date is entered in CCC-551, item 12, enter the latest application date in this column.

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4 Entering Data into the County Workbook (Continued)

E Payment Calculation Worksheet - Fungicide Information Section (Continued)

DWQP Workbook							Fungicide Information			
Producer Information Entry										
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Name of Fungicide Applied	Earliest Fungicide Application Date	Latest Fungicide Application Date	# Days between planting and application
07	013	1234	Producer	Any	D	Jr.	Caramba	6/1/2010	6/5/2010	65
07	015	4321	Farmer	This	A		Prosaro		6/10/2010	61
07	015	2341	Producer	That		III	Prosaro		6/1/2010	50

After the “Latest Fungicide Application Date” column is populated, the number of days between the “Latest Fungicide Application Date” column and the “Earliest Durum Wheat Planting Date” column is calculated in the “# Days between planting and application” column. Any number of calendar days less than 56 or greater than 84 appears in red font.

County Offices shall review line entries with red font in the “# Days between planting and application” column to ensure that the length of time between the planting date and fungicide application date is considered acceptable with respect to ensuring that the fungicide is applied specifically to control Fusarium head blight during the flowering stage.

Notes: The “# Days between planting and application” column is only to be used by County Offices as a tool when verifying that fungicide was applied to control Fusarium head blight during the flowering stage of the crop. Red font will not stop the calculation of benefits for the line entry.

In the example, the third line entry must be reviewed because only 50 calendar days are between the earliest crop planting date and the latest fungicide application date. County Offices must ensure that based on conditions of the durum crop in the county, the durum wheat crop may be in the flowering stage only 50 calendar days after the crop planting date.

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4 Entering Data into the County Workbook (Continued)

F Payment Calculation Worksheet - Fungicide Acquisition Cost Information Section

Enter applicable data from CCC-551, Part C in the Fungicide Acquisition Cost Information Section of the worksheet.

CCC-551 (07-23-10) Page 2 of 3

PART C – FUNGICIDE INFORMATION (Figures Must Be For One Application Only)									
10. Farm Number	11. Name of Fungicide Applied	12. Fungicide Application Date (mm-dd-yyyy)	13. Farm's Actual Fungicide Cost (Excluding Application Cost) \$	14. Share in Farm's Actual Fungicide Cost	15. Farm's Actual Fungicide Application Cost \$	16. Share in Farm's Actual Fungicide Application Cost	17. Applicant's Fungicide Application Cost Per Acre \$	COC USE ONLY	
								18. COC Adjusted Farm's Actual Fungicide Cost \$	19. COC Adjusted Actual Farm Fungicide Application Cost \$
1	Caramba	6/5/2010	30000	75 %	500	75 %	1.50		

Worksheet Column Header	Description	Enter value from CCC-551:
Farm's Actual Fungicide Cost (Excluding Application Cost)	Cost incurred by the farm for purchasing the eligible fungicide used to treat durum wheat acres on the farm.	item 13. Note: If COC adjusted the farm's actual fungicide cost, enter the adjusted farm's actual fungicide cost from CCC-551, item 18.
Share in Farm's Actual Fungicide Cost	Producers share of the farm's actual fungicide cost.	item 14.

DWQP Workbook							Fungicide Acquisition Cost Information			
Producer Information Entry										
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Farm's Actual Fungicide Cost (Excluding Application Cost) (\$)	50% of Farm's Actual Fungicide Cost (\$)	Share in Farm's Actual Fungicide Cost (%)	Payment Due for Fungicide Acquisition Cost (\$)
07	013	1234	Producer	Any	D	Jr.	\$ 30,000.00	\$ 15,000.00	75.00%	\$ 11,250.00
07	015	4321	Farmer	This	A		\$ 7,500.00	\$ 3,750.00	100.00%	\$ 3,500.00

The other 2 columns in this section are automatically calculated based on information previously entered in the worksheet. The "50% of Farm's Actual Fungicide Cost" column, is calculated by taking 50 percent of the, "Farm's Actual Fungicide Cost (Excluding Application Cost)" column. The "Payment Due for Fungicide Acquisition Cost" column, is calculated according to Notice DCP-238, subparagraph 4 E.

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4 Entering Data into the County Workbook (Continued)

G Payment Calculation Worksheet - Fungicide Application Cost Information Section

Enter the data from CCC-551, Part C in the Fungicide Application Cost Information Section of the worksheet.

CCC-551 (07-23-10) Page 2 of 3

PART C – FUNGICIDE INFORMATION (Figures Must Be For One Application Only)									
10. Farm Number	11. Name of Fungicide Applied	12. Fungicide Application Date (mm-dd-yyyy)	13. Farm's Actual Fungicide Cost (Excluding Application Cost) \$	14. Share in Farm's Actual Fungicide Cost	15. Farm's Actual Fungicide Application Cost \$	16. Share in Farm's Actual Fungicide Application Cost	17. Applicant's Fungicide Application Cost Per Acre \$	COC USE ONLY	
								18. COC Adjusted Farm's Actual Fungicide Cost \$	19. COC Adjusted Actual Farm Fungicide Application Cost \$
1	Caramba	6/5/2010	30000	75 %	500	75 %	1.50		

Worksheet Column Header	Description:	Enter value from CCC-551:
Farm's Actual Fungicide Application Cost	Cost incurred by the farm for applying the eligible fungicide used to treat the durum acres.	item 15. Notes: No entry is required if CCC-551, item 15 is blank. If COC adjusted the farm's actual fungicide application cost, use the adjusted farm's actual fungicide application cost amount entered in CCC-551, item 19.
Share in Farm's Actual Fungicide Application Cost	Share the producer has in the farm's fungicide application cost.	item 16. Note: No entry is required if CCC-551, item 15 is blank.

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4 Entering Data into the County Workbook (Continued)

G Payment Calculation Worksheet - Fungicide Application Cost Information Section (Continued)

DWQP Workbook							Fungicide Application Cost Information				
Producer Information Entry											
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Farm's Actual Fungicide Application Cost (\$)	Farm's Actual Fungicide Application Cost Per Acre	50% of Farm's Actual Application Cost Per Acre	Share in Farm's Actual Fungicide Application Cost (%)	Payment Due for Fungicide Application Cost (\$)
07	013	1234	Producer	Any	D	Jr.	\$ 3,750.00	\$ 1.50	\$ 0.75	75.00%	\$ 1,406.00
07	015	4321	Farmer	This	A			\$ -	\$ -	100.00%	\$ 500.00

The other 3 columns in this section are automatically calculated based on information entered in this section and previous sections in the county workbook.

The “Farm’s Actual Fungicide Application Cost Per Acre” column, is the result of dividing the “Farm’s Actual Fungicide Application Cost” column, by the “Treated Durum Wheat Acres” column.

The “50% of Farm’s Actual Application Cost Per Acre” column, is calculated by taking 50 percent of the “Farm’s Actual Fungicide Application Cost Per Acre column”.

The “Payment Due for Fungicide Application Cost” column, is calculated according to Notice DCP-238, subparagraph 4 E.

H Payment Calculation Worksheet - Total Payment Due Column

The “Total Payment Due” column, is automatically calculated by adding the “Payment Due for Fungicide Acquisition Cost” column, and “Payment Due for Fungicide Application Cost” column.

Note: The “Total Payment Due” column is calculated for each line entry of the worksheet and does not necessarily reflect the total amount due for a farm or producer. The National Office will calculate DWQP payments, by producer, for all farms in the county and will determine if a National payment factor will be applied to DWQP benefits.

DWQP Workbook							
Producer Information Entry							
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix	Total Payment Due (\$)
07	013	1234	Producer	Any	D	Jr.	\$ 12,656.00
07	015	4321	Farmer	This	A		\$ 4,000.00

Notice DCP-240

5 Finalizing the County Workbook

A Secondary Review

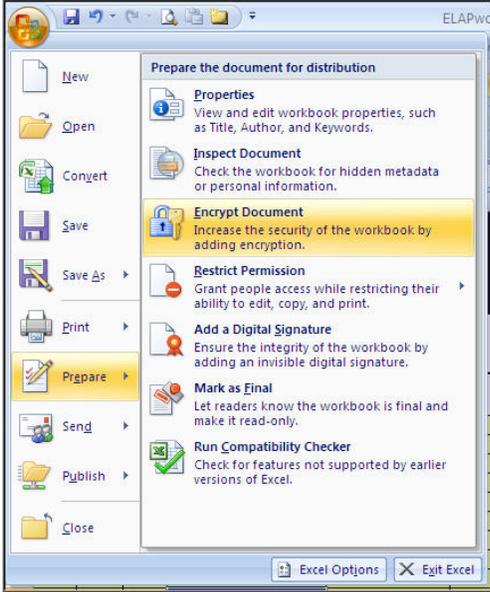
All data entered into the completed county workbook shall be reviewed and verified by a County Office employee to ensure data accuracy. The secondary reviewer shall put their name or initials in column J of the “Payment_Calculation” worksheet. If any discrepancies are discovered during the review, the County Office shall correct the data before sending the county workbook back to the State Office.

DWQP Workbook							Enter Initials	
Producer Information Entry							Data Loader	Secondary Reviewer
State code	Cnty code	Prod TIN	Producer Last Name	Producer First Name	Prod MI	Prod Suffix		
07	013	1234	Producer	Any	D	Jr.	DRC	KAS
07	015	4321	Farmer	This	A		DRC	KAS
07	015	2341	Producer	That		III	DRC	KAS

5 Finalizing the County Workbook (Continued)

B Encrypting and Transmitting the County Workbook

The County Office shall encrypt the completed county workbook file according to the following.

Step	Action
1	<p>Important: Choose an encryption password and write it down using paper and pen. This is critical so that the password can be relayed to the State Office. The workbook will not be usable without the password.</p> <ul style="list-style-type: none"> • Open the county workbook in Excel. • CLICK “”. • CLICK “Prepare”. • CLICK “Encrypt Document”. 
2	<p>Enter password from Step 1 into the password field in the “Encrypt Document” window and CLICK “OK”.</p> 

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5 Finalizing the County Workbook (Continued)

B Encrypting and Transmitting the County Workbook (Continued)

Step	Action
3	<ul style="list-style-type: none">• Re-enter the password from Step 1 into the password field on the “Confirm Password” window and CLICK “OK”.  <ul style="list-style-type: none">• CLICK “Save” and close the file.
4	<p>E-mail the encrypted Excel file to the State Office.</p> <p>Notes: Identify in the e-mail the DWQP applications that were entered in the workbook that are in appeal status or anticipated to be appealed.</p> <p>If there were more than 5000 line entries in the county, and multiple workbooks were created, be sure to send all completed county workbooks to the State Office.</p>
5	<p>Call the State Office with the encryption password after it has been sent.</p>

Notice DCP-240

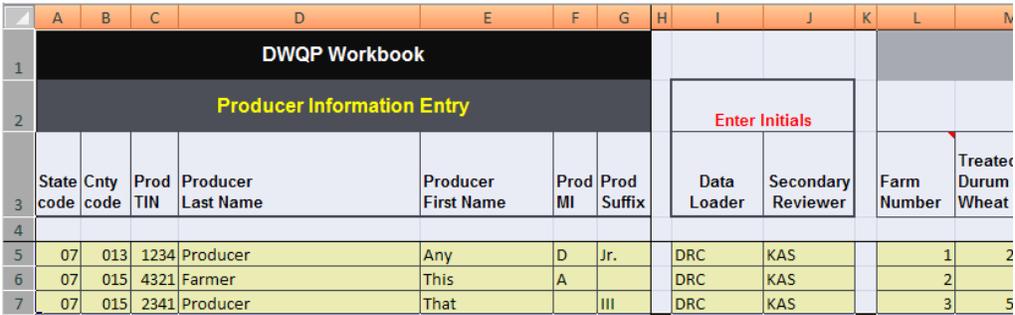
6 Compiling the County Workbooks

A Overview

After receiving the completed county workbooks, the State Office shall compile all the completed county workbooks into 1 completed state workbook. The completed State workbook will then be encrypted and e-mailed to the National Office.

B State Workbook

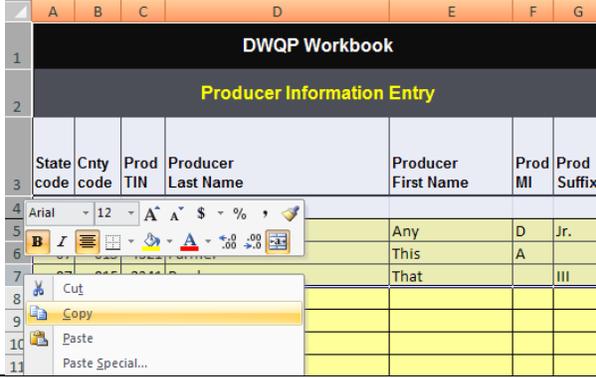
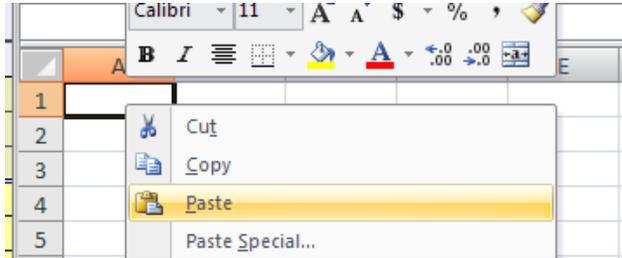
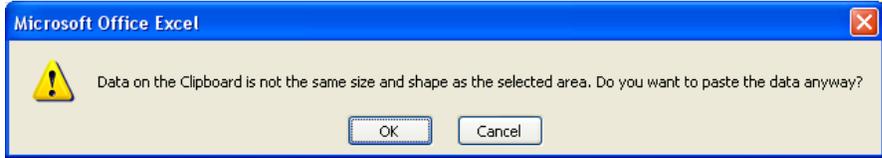
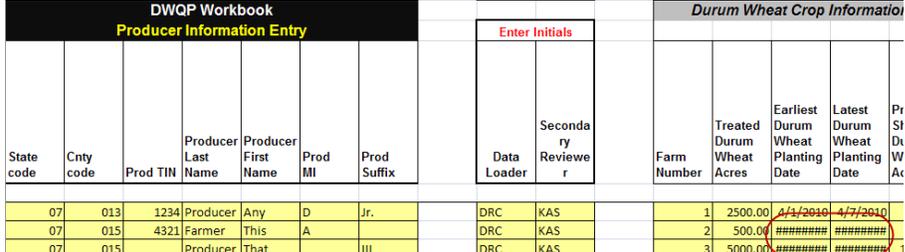
The State Office shall create 1 completed State workbook according to the following.

Step	Action
1	<p>Open the following:</p> <ul style="list-style-type: none"> • completed county workbook using the e-mailed County Office password • new, blank Excel workbook.
2	<ul style="list-style-type: none"> • Starting with row 1 of the “Payment Calculation” worksheet in the completed county workbook, select all rows through the end of the DWQP data. <p>Notes: To select rows:</p> <ul style="list-style-type: none"> • hover the cursor over row 1 • click and hold the left mouse button • drag the mouse straight down to the end of the DWQP data. <div style="text-align: center; margin: 10px 0;">  </div> <p style="text-align: center;">In this screenshot, there are only 3 line entries in the completed county workbook.</p>

Notice DCP-240

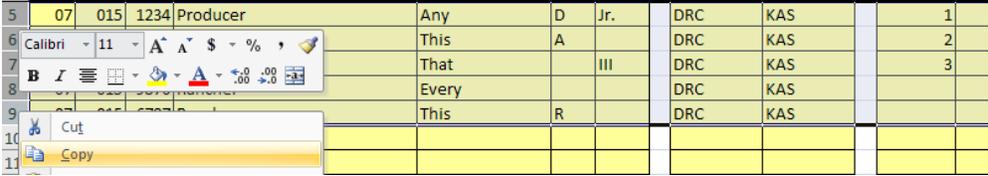
6 Compiling the County Workbooks (Continued)

B State Workbook (Continued)

Step	Action
3	<p>Once all rows are selected, click the right mouse button and CLICK “Copy”.</p> 
4	<p>In the new, blank excel workbook opened in Step 1, right click on cell A1 and CLICK “Paste” to paste the data into the blank Excel workbook.</p>  <p>The following warning message will be displayed.</p>  <p>CLICK “OK” and the records will be pasted into the Excel document.</p> <p>Note: The column sizes might need to be adjusted to see data in some cells which will show up as “#####” because of the column width being too small.</p> 

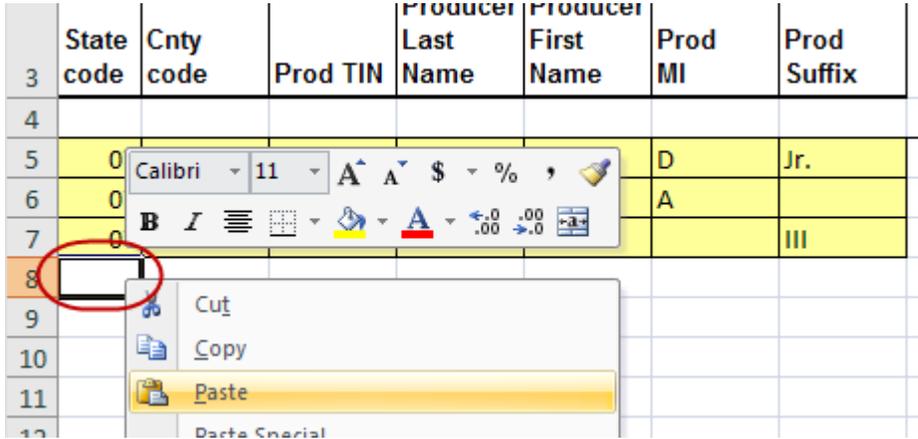
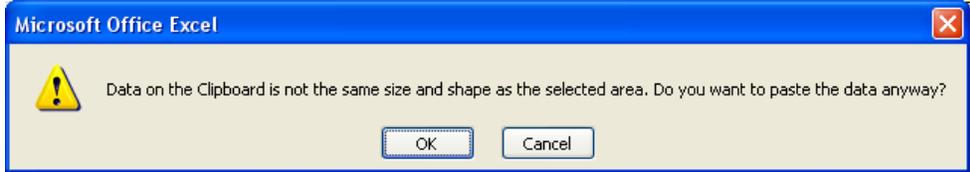
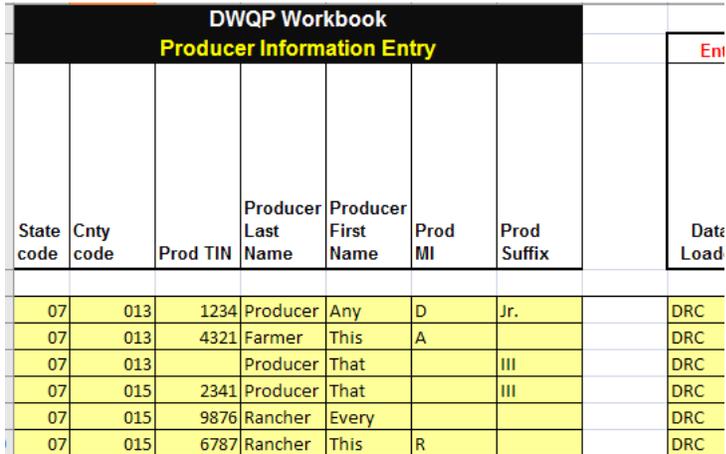
6 Compiling the County Workbooks (Continued)

B State Workbook (Continued)

Step	Action
5	<p>Save the new workbook with the pasted data as “DWQP_{year}_{State abbr}_all.xlsx”.</p> <p>Notes:</p> <ul style="list-style-type: none"> • {year} is 4-digit year (2010). • {State abbr} is the 2 letter State abbreviation (such as “ND” for North Dakota). <p>Save the new workbook in “S:\Service_Center\FSA\”.</p> <p>The State Office may create a subfolder if preferred, but it must be located within “S:\Service_Center\FSA\”.</p> <p>This workbook will now be referred to as the “completed State workbook”.</p>
6	<ul style="list-style-type: none"> • Re-open the completed State workbook, if necessary. • Open another completed county workbook.
7	<ul style="list-style-type: none"> • For all other completed county workbooks, only copy the line entry data. Do not re-copy all the column heading information. • Starting with row 5 of the “Payment Calculation” worksheet in the completed county workbook, select all rows through the end of the DWQP data.
8	<p>Once all necessary rows are selected, right click and CLICK “Copy”.</p>  <p>Note: In this example, the county had only 5 line entries in the completed county workbook.</p>

6 Compiling the County Workbooks (Continued)

B State Workbook (Continued)

Step	Action
9	<p>In the completed State workbook, right click on the cell in column 1 directly below the last line entry and CLICK “Paste” to paste the data into the completed State workbook.</p> 
	<p>The following warning message will be displayed.</p> 
	<p>CLICK “OK” and the records will be pasted into the completed State workbook.</p> 

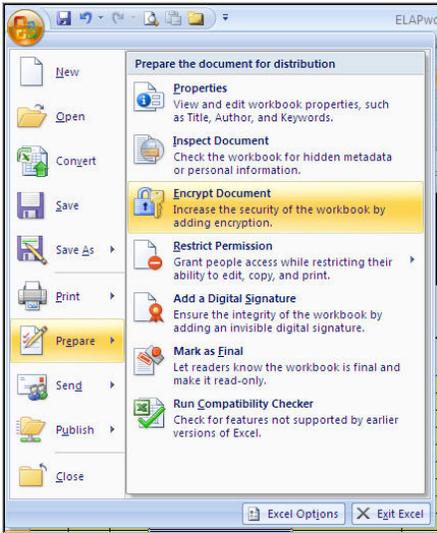
6 Compiling the County Workbooks (Continued)

B State Workbook (Continued)

Step	Action
10	Save the completed State workbook and repeat steps 6 through 8 until all data from all completed county workbooks in the State have been pasted into the completed State workbook. Note: It is recommended to save the completed State workbook each time data is pasted from a completed county workbook.
11	After all data from all completed county workbooks in the State have been pasted into the completed State workbook, save and close the completed State workbook.

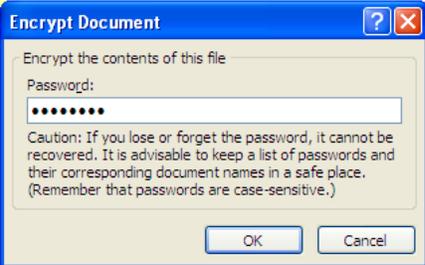
C Encrypting and Transmitting the Completed State Workbook

The State Office shall encrypt the completed State workbook according to the following and e-mail to the National Office.

Step	Action
1	<p>Important: Choose an encryption password and write it down using paper and pen. This is critical so that the password can be relayed to the National Office. The workbook will not be usable without the password.</p> <ul style="list-style-type: none"> Open the completed State workbook in Excel. CLICK “”. CLICK “Prepare”. CLICK “Encrypt Document”. 

6 Compiling the County Workbooks (Continued)

C Encrypting and Transmitting the Completed State Workbook (Continued)

Step	Action
2	<p>Enter password from Step 1 into the password field in the “Encrypt Document” window and CLICK “OK”.</p> 
3	<ul style="list-style-type: none"> Re-enter the password from Step 1 into the password field in the “Confirm Password” window and CLICK “OK”.  <ul style="list-style-type: none"> CLICK “Save” and close the file.
4	<p>E-mail the encrypted Excel file to Dan Culli at daniel.culli@wdc.usda.gov.</p> <p>Note: Identify in the e-mail the DWQP applications that were entered in the workbook that are in appeal status or anticipated to be appealed.</p>
5	<p>Call Dan Culli at 202-690-1942 with the encryption password after the file has been sent.</p>