

**For:** State and County Offices

**2005 National Crop Table (NCT) Shell Process**

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



**1 Overview**

**A Background**

According to Notice NAP-74, crop data loaded on the 2004 NCT was rolled over for 2005. NAP-74 stated that a decision was made to initiate rollover of the 2004 NCT records as shell records. The shell records were downloaded to the County Office to allow applications for coverage to be taken, and to meet the deadline for entering applications in the automated system. Notice-74 also stated that a future enhancement will be made to enable State Offices to add crop records to the shell record process.

**B Purpose**

This notice alerts State and County Offices that:

- the shell process is available as of May 27, 2004
- applications for coverage may be taken
- crops not loaded on the 2004 NCT before rollover can be added as 2005 shell records
- prices and yields cannot be updated in the shell process
- 2005 NCT to update price and yield data will be available soon.

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

## Notice NAP-75

### 2 Action

#### A County Offices Action

County Offices shall:

- enter all manual applications for coverage
- enter crop year 2005 applications for coverage
- request State Offices to add shell records for crops not included in the County Office crop table.

**Note:** For crop year 2005, applications for coverage must be loaded in the automated system no later than 7 days after the application closing date.

#### B State Office Action

State Offices shall ensure that:

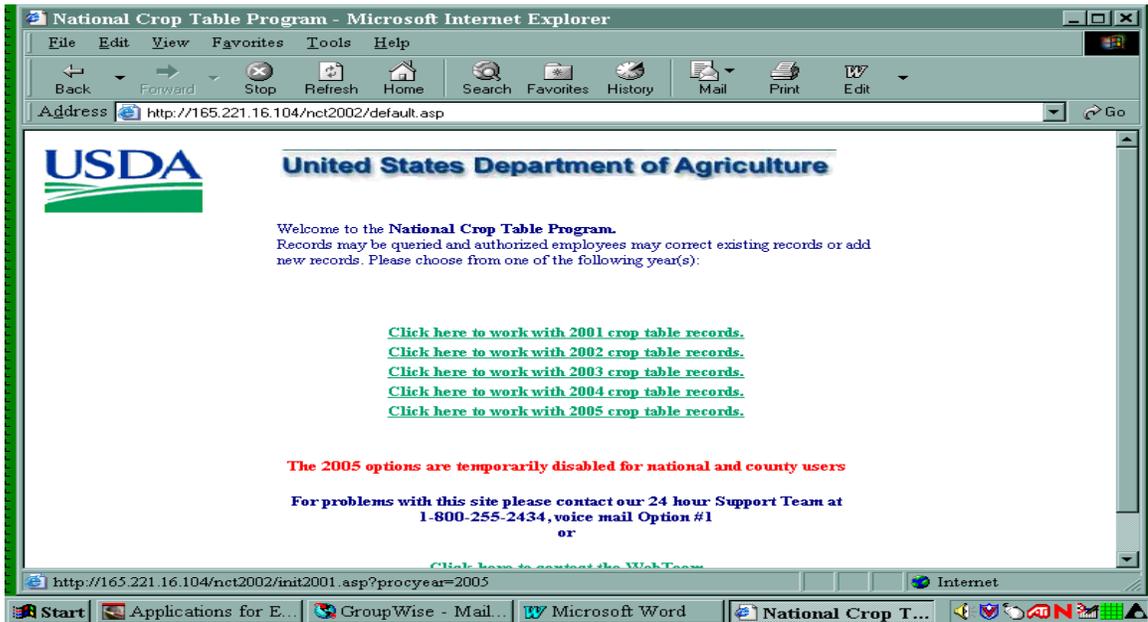
- County Offices load manual applications for coverage that were taken before the release of the software
- County Offices enter all crop year 2005 applications for coverage
- shell records are timely entered for additional crops to allow County Offices sufficient time to enter manual applications for coverage

## Notice NAP-75

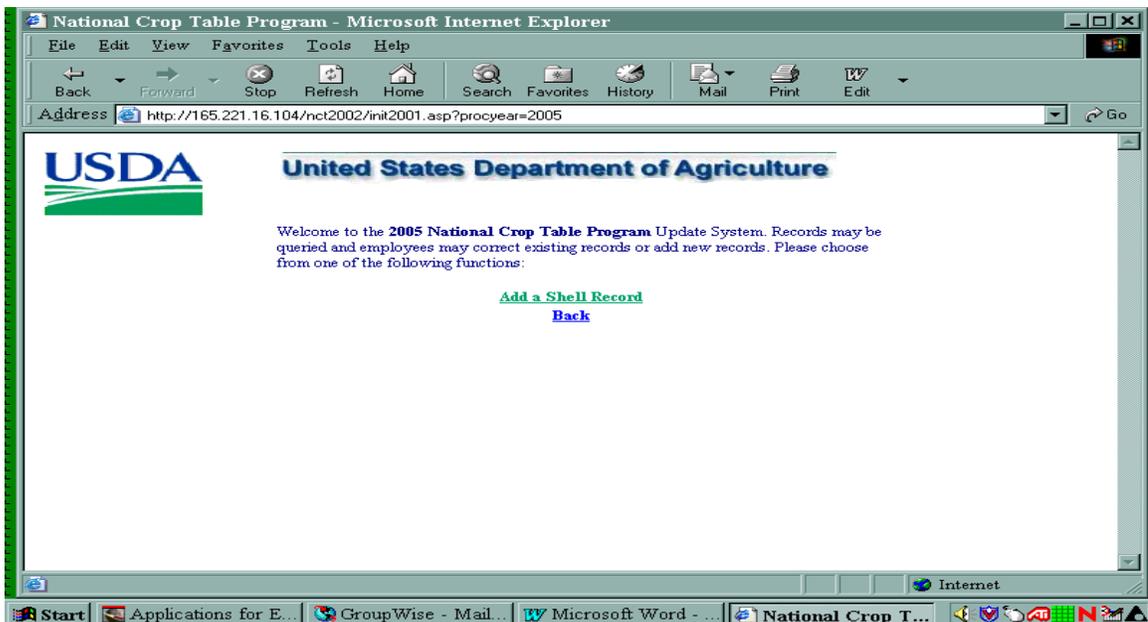
### 3 Shell Records

#### A Adding a Shell Record

State Office user can access the shell option by selecting “Click here to work with the 2005 crop table records”. The message, “The 2005 options are temporarily disabled for national and county users”, will be displayed.



The following screen will be displayed with the only option available to the State user. The user will click “Add a Shell Record”.

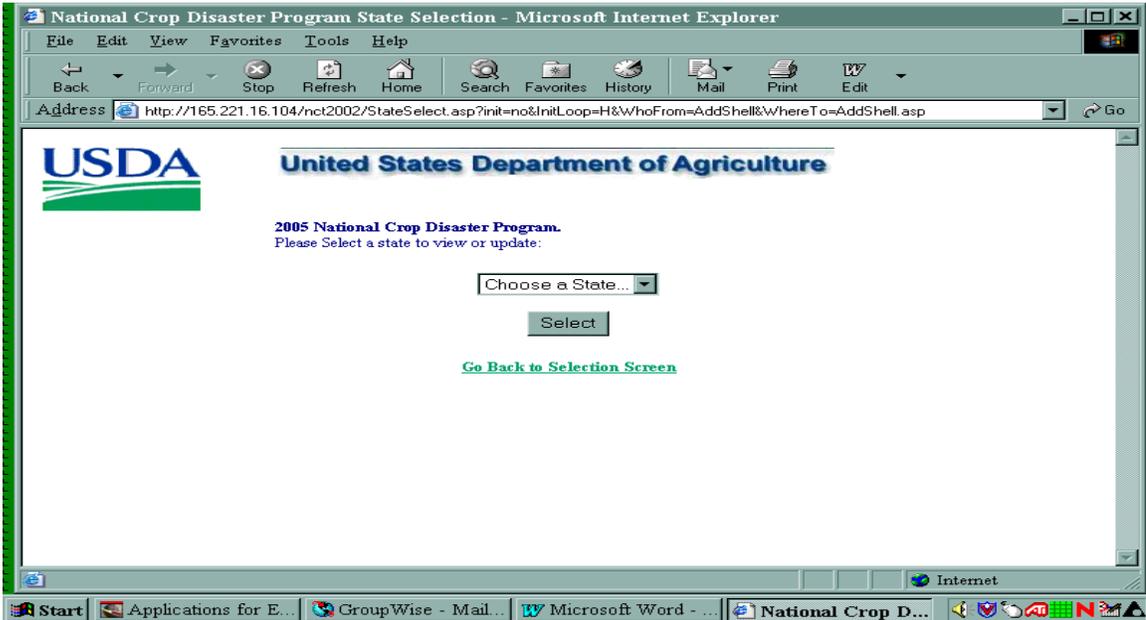


## Notice NAP-75

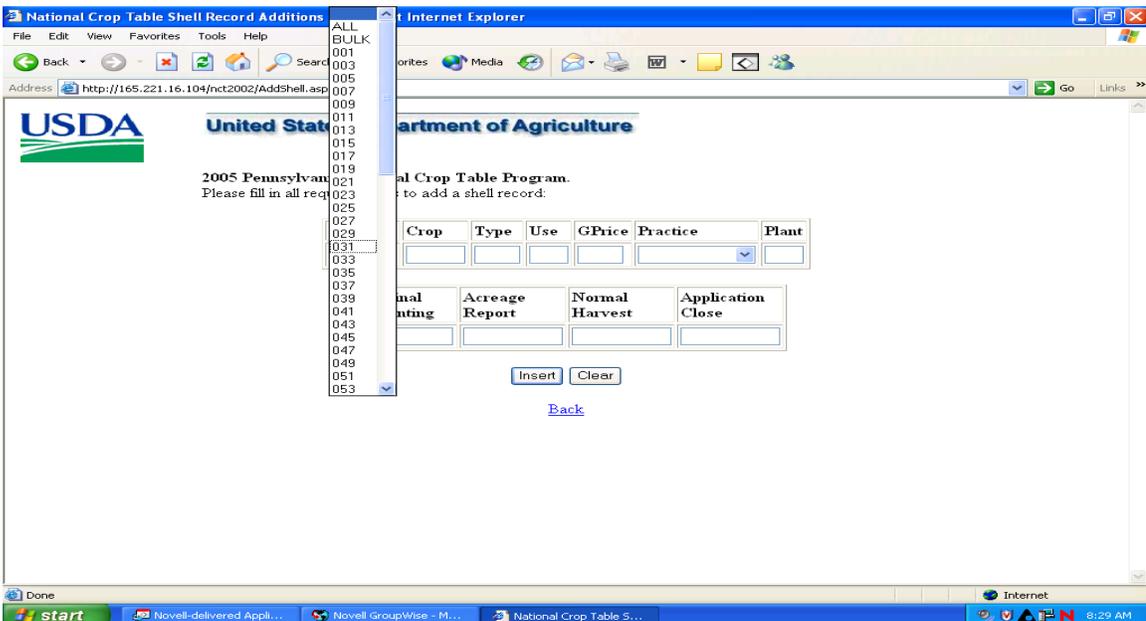
### 3 Shell Records (Continued)

#### A Adding a Shell Record (Continued)

The following screen will be displayed. The user will select the State from the drop-down box and PRESS “Select”.



The following screen will be displayed. Click on the “Cty” drop-down box and load data for a single county, all counties, or bulk counties.

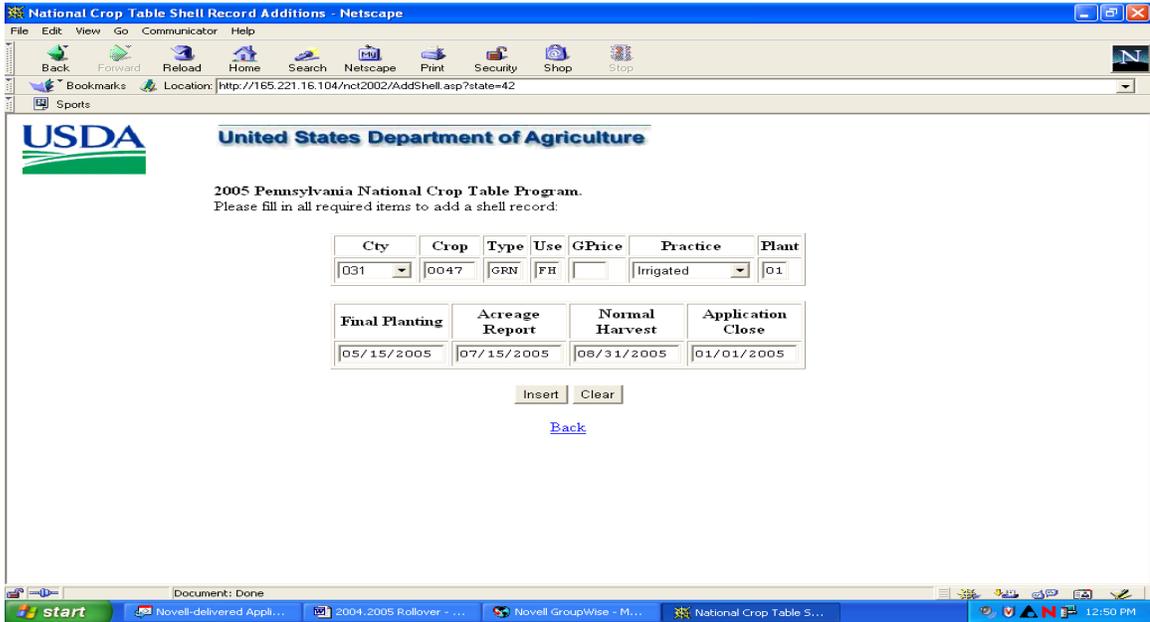


# Notice NAP-75

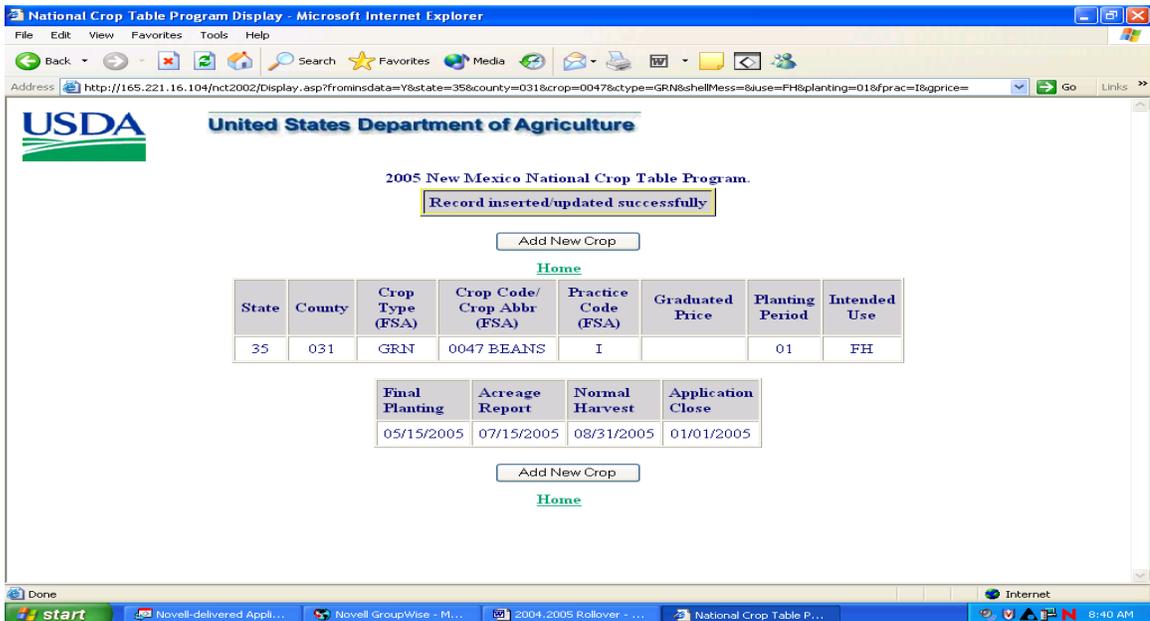
## 3 Shell Records (Continued)

### B Loading Crop Data for a Single County

To load crop data for a single county, the user will select the county code in the “Cty” field, enter applicable crop data, and PRESS “Insert”.



The following screen will be displayed with the message, “Record inserted/updated successfully”.

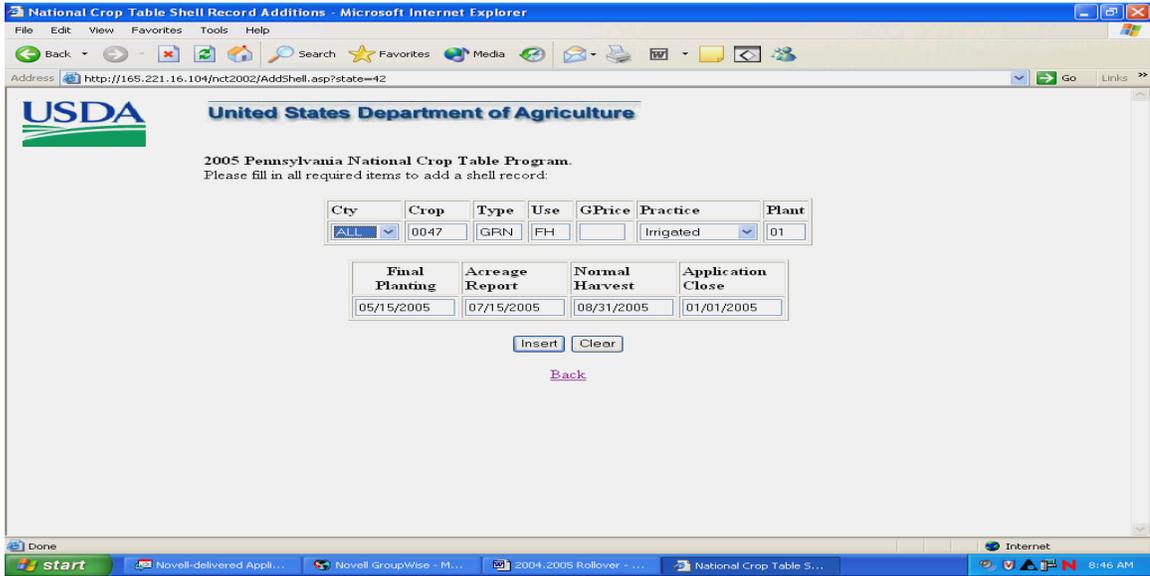


## Notice NAP-75

### 3 Shell Records (Continued)

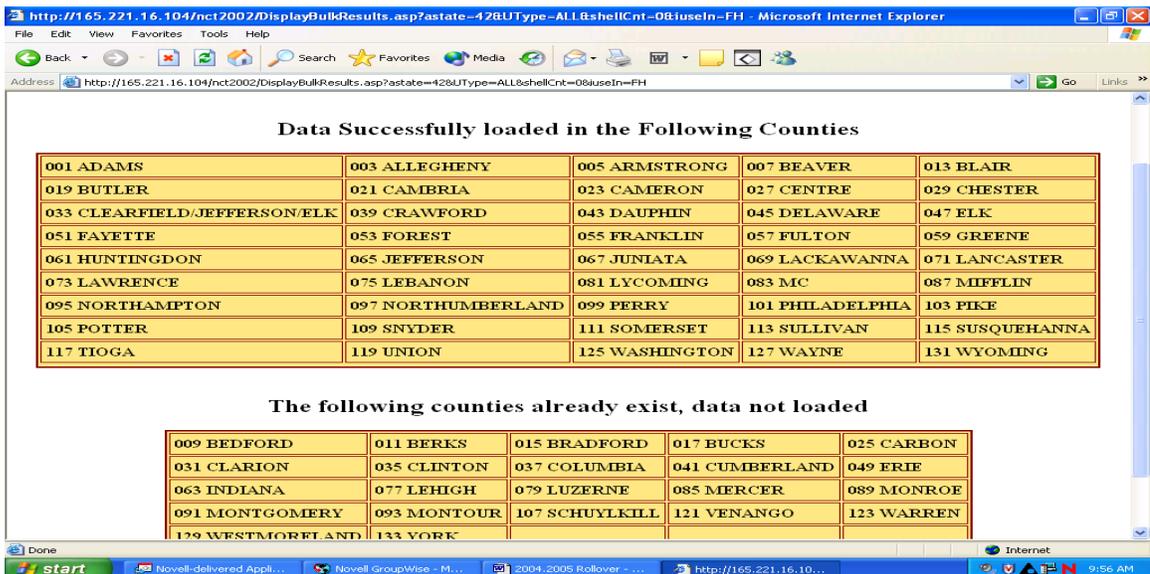
#### C Loading Crop Data for All Counties

To load crop data for all counties, the user will select “All” in the “Cty” field, enter applicable crop data, and PRESS “Insert”.



The following screen will be displayed. For counties:

- **not** previously loaded, the message, “Data Successfully loaded in the Following Counties” will be displayed
- previously loaded, the message, “The following counties already exist, data not loaded”, will be displayed.

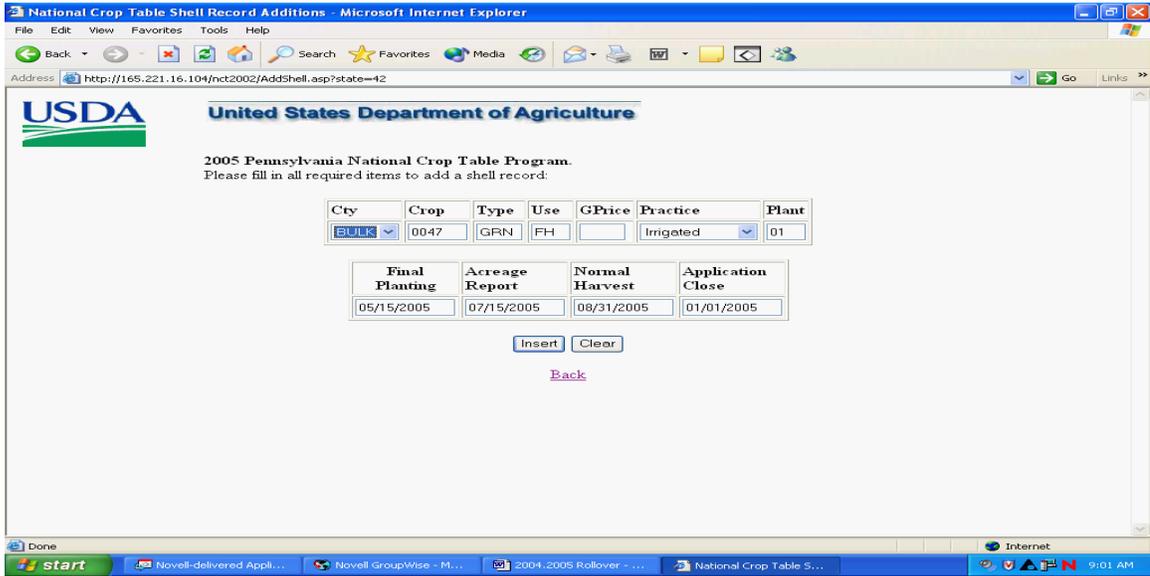


## Notice NAP-75

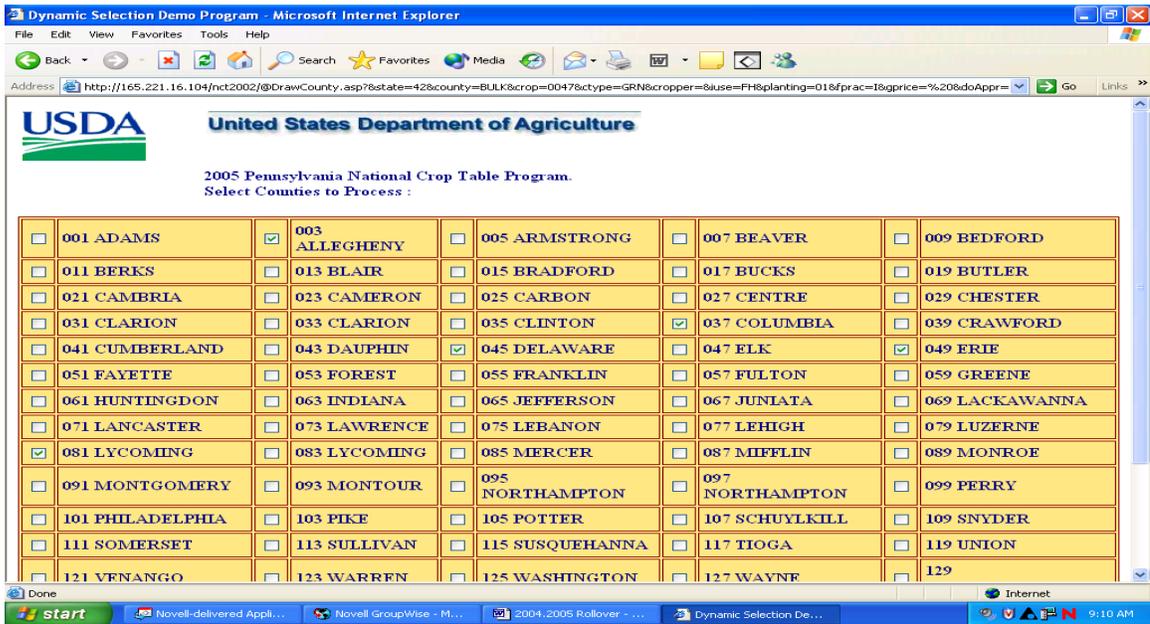
### 3 Shell Records (Continued)

#### D Loading Crop Data for Bulk Counties

To load crop data for bulk counties, the user will select “Bulk” in the “Cty” field, enter applicable crop data, and PRESS “Insert”.



The following screen will be displayed. The user will select counties to be loaded and PRESS “Process Selection” at the bottom of the screen.



## Notice NAP-75

### 3 Shell Records (Continued)

#### D Loading Crop Data for a Bulk Counties (Continued)

The following screen will be displayed with the message, “Data Successfully loaded in the Following Counties”.

