

For: State and County Offices

1999 Contract Enrollment Data Report (PF-2R)

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Purpose

This notice informs State and County Offices about processing and transmitting PF-2R.

B

General Processing Information

PF-2R is automated to process and queue for transmission without State or County Office intervention.

The report print option is available for 1997, 1998, and 1999 PF-2R reports.

A dedicated system is not necessary.

C

Automation Prerequisites

County Release No. 412 and State Release No. 335 must be installed before PF-2R processing can occur.

Note: It is critical that County Offices ensure that the COC enrollment date is entered into the system for all participating farms.

D

Local NASS Requests

If the local NASS Office requests copies of PF-2R, verify the accuracy of the report data, and for the State Summary Report, verify all County Office files have been processed before forwarding the requested copies.

<p>Disposal Date</p> <p>November 1, 1999</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 County Office Action

A

County Office Processing

Timely processing by County Office requires **installing County Release No. 412** by August 2, 1999. PF-2R will automatically process and transmit a TP9 report file to KCMO on August 2, 1999.

If County Release No. 412 has not been installed by August 2, 1999, the system will generate and transmit a report file during the first end-of-day process after the release has been installed.

Caution: Do **not** cancel procedure TPAC000, TPAC10E, or TPAC30, or turn off power to the system. These actions will cause the report process to abort and KCMO will not receive a transmission file.

B

County Office Review

County Offices shall use the following procedure to print and verify report accuracy on or after August 2, 1999.

Note: For systems with multiple County Offices, access each County Office separately.

Step	Action	Result
1	Before August 2, 1999, verify County Office Release No. 412 has been installed.	System 36 will automatically process the report on August 2.
2	Sign on to System 36.	Menu FAX250 will be displayed.
3	On Menu FAX250, if a: <ul style="list-style-type: none">• single or Headquarter County Office, ENTER "3", "Application Processing"• multi-County Office, ENTER "4", "Application Processing". PRESS "Enter".	Screen FAX09002 will be displayed.

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2 County Office Action (Continued)

**B
County Office
Review
(Continued)**

Step	Action	Result
4	On Screen FAX09002, select the applicable County Office, and PRESS "Enter".	Screen FAX07001 will be displayed.
5	On Screen FAX07001, ENTER "11", "PFC/Compliance", and PRESS "Enter".	Screen M00000 will be displayed.
6	On Screen M00000, ENTER "5", "AMTA and Compliance Reports", and PRESS "Enter".	Screen TOA000 will be displayed.
7	On Screen TOA000, ENTER "2", "Contract Enrollment Data", and PRESS "Enter".	Screen TPA000 will be displayed.
8	On Screen TPA000, select "1999 Program Year", and PRESS "Enter".	Screen TPA100 will be displayed.
9	On Screen TPA100, ENTER "1", "Print Report", and PRESS "Enter". Note: If the print option is selected before report processing is complete, Screen TPACERR1 will display the message, "This option is not currently available.", PRESS "Enter" as prompted.	Screen TOAPRT01 will be displayed.
10	On Screen TOAPRT01, enter the appropriate printer ID, and PRESS "Enter".	Screen TOAPRT02 will be displayed.
11	On Screen TOAPRT02, PRESS "Enter" to generate the County Office report.	Review PF-2R for accuracy.

**C
Processing
Difficulties**

If data errors are identified in the report, contact Chuck Smith, Analysis and Procedures Division, KCMO, at 816-926-2166.

If processing application problems occur, contact the National Help Desk at 816-926-1552 (FTS) or 800-255-2434 (non-FTS).

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3 State Office Action

A

State Office Processing

Processing at the State Office level requires **installing State Release No. 335**.

The system will automatically generate PF-2R during the first start-of-day process after the KCMO download (TH9 file) is received.

- KCMO download of PF-2R to State Offices will occur on a timely basis as the County Office data is received in KCMO.
- State Offices should print a Missing County Report to verify all County Office files have been received.

A dedicated system is not required.

B

State Office Review

State Offices shall use the following procedure to verify:

- all county files have been received
- State report data for accuracy.

Step	Action	Result
1	On August 3, 1999, install State Office Release No. 335.	System 36 is ready to accept KCMO County Office download files.
2	Sign on to System 36.	Screen FAX250 will be displayed.
3	On Screen FAX250, ENTER "3", "Application Processing", and PRESS "Enter".	Screen FAX09002 will be displayed.
4	On Screen FAX09002, select the applicable State Office, and PRESS "Enter".	Screen FAF07001 will be displayed.
5	On Screen FAF07001, ENTER "11", "Production Adjustment/Compliance", and PRESS "Enter".	Screen MOF000 will be displayed.

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3 State Office Action (Continued)

**B
State Office
Review
(Continued)**

Step	Action	Result
6	On Screen MOF000, ENTER "10", "Production Adjustment/Compliance Reports", and PRESS "Enter".	Screen TOF000 will be displayed.
7	On Screen TOF000, select "Contract Enrollment Data Report", and PRESS "Enter".	Screen TPF000 will be displayed.
8	On Screen TPF000, select "1999 Program Year", and PRESS "Enter".	Screen TPF100 will be displayed.
9	On Screen TPF100, enter 1 of the following: <ul style="list-style-type: none"> • "3", "Print Missing County Report", to verify all county files have been received • "2", "Print State Summary Report", to verify accuracy of the State PF-60. PRESS "Enter."	Screen TOFPRT01 will be display.
10	On Screen TOFPRT01, select the applicable printer ID, and PRESS "Enter".	Screen TOFPRT02 will be displayed.
11	On Screen TOFPRT02, PRESS "Enter" to generate the selected State Office report.	Screen TOFPRT01 will be displayed.

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