

For: State and County Offices

1999 Total Farm Acreage Report (PF-3R)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Purpose

This notice informs State and County Offices about accessing, producing, and transmitting 1999 Total Farm Acreage Report, PF-3R.

Note: County Office PF-3R's are computer-generated and are not required to be initiated.

B

Automation Prerequisites

County Release No. 415 **shall be** installed before PF-3R processing can occur.

<p>Disposal Date</p> <p>March 1, 2000</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 PF-3R Processing

A Processing Information

PF-3R has been automated to process and queue for transmission without State or County Office intervention. PF-3R Processing Data Table will trigger the process during the end-of-day process and queue PF-3R for transmission.

B County Office Processing

County Release No. 415 **shall be** installed before processing PF-3R. PF-3R processing will be triggered during the end-of-day process on September 7, 1999.

Note: If County Release No. 415 has not been installed by September 7, 1999, the system will generate a report during the first end-of-day process after installing County Release No. 415.

The first unattended end-of-day process will queue the TF9 file for transmission to KCMO. The TF9 files will be transmitted during the next end-of day process.

Note: The following actions will abort the report process and KCMO will not receive a transmission file. Do **not**:

- cancel procedure TFA91P
- cancel evoked procedure TFA9P1
- turn off power to the system.

County Offices will be provided an option to print a report. Only PF-3R's generated on September 7, 1999, or the first end-of-day process after installing County Release No. 415, will transmit to KCMO.

C State Office Processing

The State Office PF-3R TG9 transmission file will:

- be downloaded after all County Office transmission files have been received
 - print through a menu option.
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2 PF-3R Processing (Continued)

D

NASS Data Request

State Offices are required to provide the following, if requested by the local NASS Office:

- a printed copy of PF-3R
- an electronic copy of the county detail file, S.TF.PC9.

Procedures for transferring System/36 files to PC's are in 6-CM, paragraphs 601 through 603. According to paragraph 603, step 7, ENTER:

- "S.TF.PC9", in the "FROM" field
 - "C:\SUNPC9.TXT", in the "TO PC filename..." field.
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3 County Office Action

A

Action Required County Offices shall do the following.

Step	Action
1	Ensure that County Office Release No. 415 has been installed.
2	Transmit the files by taking normal end-of-day processes on 2 consecutive days.
3	Select the print option that produces PF-3R according to subparagraph B.
4	Review PF-3R for accuracy. Note: If discrepancies are found, contact Chuck Smith, Analysis and Procedures Division, KCMO, at 816-926-2166.

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3 County Office Action (Continued)

**B
Printing
PF-3R**

County Offices shall print PF-3R according to the following table.

Step	Menu or Screen	Action
1	FAX250	Select the applicable option: <ul style="list-style-type: none"> • a single County Office or Headquarter County Office shall ENTER "3", "Application Processing" • multiple County Offices shall ENTER "4", "Application Processing".
2	FAX09002	Select the applicable County Office, and PRESS "Enter". Note: For systems with multiple County Offices, each County Office will have to be accessed separately.
3	FAX07001	ENTER "11", "PFC/Compliance".
4	M00000	ENTER "5", "AMTA and Compliance Reports".
5	T0A000	ENTER "5", "Total Farm Acreage (PF-3R)".
6	TFA050	ENTER "3", "1999 Program Year".
7	TFA910	ENTER "1", "Print Report". Note: If the print option is selected before completion of the calculation process, Screen T0A00021 will display the message, "Cannot run option selected because the calculation process is currently being executed. Please try later."
8	T0APRT21	Enter the appropriate printer ID, and PRESS "Enter" as prompted.
9	T0APRT22	PRESS "Enter" to generate the County Office PF-3R.

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4 State Office Action

A

Action Required State Offices shall do the following.

Step	Action
1	Print County Detail, if desired, and State Summary PF-3R after download file, TG9, is received.
2	Review PF-3R for accuracy.
3	Report PF-3R discrepancies transmission delays to Chuck Smith, Analysis and Procedures Division, KCMO, at 816-926-2166.
4	Forward a copy of the State and County Office PF-3R's to the local NASS Office if a request is received.

B

Accessing PF-3R State Offices may access PF-3R according to the following table.

Step	Menu or Screen	Action
1	FAX250	ENTER "3", "Application Processing".
2	FAX09002	Select the applicable State Office, and PRESS "Enter".
3	FAF07001	ENTER "11", "Production Adjustment/Compliance".
4	MOF000	ENTER "10", "Production Adjustment/Compliance Reports".
5	T0F000	ENTER "5 ", "Total Farm Acreage (PF-3R)".
6	TFF010	ENTER "3 ", "1999 Program Year".
7	TFF910	ENTER "1", "Print County Report(s)".
8	T0F00028	Select "ALL" or "Specific Counties" and PRESS "Enter".
9	T0FPRT21	Enter applicable printer ID and PRESS "Enter".
10	T0FPRT22	PRESS "Enter" to generate County Offices' PF-3R's. Menu TFF910 will be displayed.
11	TFF910	ENTER "2", "Print State Summary".
12	T0FPRT21	Select applicable printer ID and PRESS "Enter".
13	T0FPRT22	PRESS "Enter" to generate the State PF-3R.
