

For: State and County Offices

**2000 Contract Enrollment Data Report (PF-2R)**

Approved by: Deputy Administrator, Farm Programs

*Christie White*

**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 1998, 1999, and 2000 PF-2R reports.

A dedicated system is **not** necessary.

**C**

**Automation Prerequisites**

County Release No. 437 and State Release No. 360 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
- for the State Summary Report, verify that all County Office files have been processed before forwarding the requested copies.

<b>Disposal Date</b>	<b>Distribution</b>
November 1, 2000	State Offices; State Offices relay to County Offices

## Notice PF-137

### 2 County Office Action

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#### A

##### County Office Processing

Timely processing by County Office requires **installing County Release No. 437** by July 31, 2000. PF-2R will automatically process and transmit a TPO report file to KC-ITSDO on August 1, 2000.

If County Release No. 437 has **not** been installed by July 31, 2000, 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 KC-ITSDO will not receive a transmission file.

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#### B

##### County Office Review

County Offices shall use the following procedure to print and verify report accuracy on or after July 31, 2000.

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

Step	Action	Result
1	Before July 31, 2000, verify that County Office Release No. 437 has been installed.	System 36 will automatically process the report on July 31.
2	Sign on to System 36.	Menu FAX250 will be displayed.
3	On Menu FAX250, if a: <ul style="list-style-type: none"><li>• single or Headquarter County Office, ENTER "3", "Application Processing"</li><li>• multi-County Office, ENTER "4", "Application Processing".</li></ul> PRESS "Enter".	Screen FAX09002 will be displayed.

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**Notice PF-137**

**2 County Office Action (Continued)**

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**B  
County Office  
Review  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
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 "2000 Program Year", and PRESS "Enter".	Screen TPA100 will be displayed.
9	On Screen TPA100, ENTER "1", "Print Report", and PRESS "Enter".  <b>Note:</b> 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, KC-ITSDO, 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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## Notice PF-137

### 3 State Office Action

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#### A

#### State Office Processing

Processing at the State Office level requires **installing State Release No. 360**.

The system will automatically generate PF-2R during the first start-of-day process after the KC-ITSDO download (TH0 file) is received.

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

A dedicated system is **not** required.

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#### 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	When received, install State Office Release No. 360.	System 36 is ready to accept KC-ITSDO 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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**Notice PF-137**

**3 State Office Action (Continued)**

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**B  
State Office  
Review  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
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 "2000 Program Year", and PRESS "Enter".	Screen TPF100 will be displayed.
9	On Screen TPF100, enter either of the following: <ul style="list-style-type: none"> <li>• "3", "Print Missing County Report", to verify all county files have been received</li> <li>• "2", "Print State Summary Report", to verify accuracy of the State PF-60.</li> </ul> PRESS "Enter."	Screen TOFPRT01 will be displayed.
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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