

For: State and County Offices

2001 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 1999, 2000, and 2001 PF-2R reports.

A dedicated system is **not** necessary.

C

Automation Prerequisites

County Release No. 463 and State Release No. 379 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 Office Requests

If the local NASS Office requests copies of:

- PF-2R, verify the accuracy of the report data
- the State Summary Report, verify that all County Office files have been processed before forwarding the requested copies.

Disposal Date	Distribution
November 1, 2001	State Offices; State Offices relay to County Offices

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2 County Office Action

A

County Office Processing

Timely processing by County Offices requires **installing County Release No. 463** by August 2, 2001. PF-2R will automatically process and transmit a TP1 report file to KCAO on August 2, 2001.

If County Release No. 463 has not been installed by August 2, 2001, 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 KCAO 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 3, 2001.

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

Step	Action	Result
1	Before August 2, 2001, verify that County Release No. 463 has been installed.	System 36 will automatically process PF-2R on August 2, 2001.
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".	Menu M00000 will be displayed.
6	On Menu M00000, ENTER "5", "AMTA and Compliance Reports", and PRESS "Enter".	Menu TOA000 will be displayed.
7	On Menu TOA000, ENTER "2", "Contract Enrollment Data", and PRESS "Enter".	Menu TPA000 will be displayed.
8	On Menu TPA000, select "2001 Program Year" and PRESS "Enter".	Menu TPA100 will be displayed.
9	On Menu 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, KCAO, 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. 379**.

The system will automatically generate PF-2R during the first start-of-day process after the KCAO download (TH1 file) is received.

- KCAO download of PF-2R to State Offices will occur on a timely basis as the County Office data is received in KCAO.
- State Offices should print a Missing County Report to verify that 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:

- that all County Office files have been received
- State report data for accuracy.

Step	Action	Result
1	When received, install State Release No. 379.	System 36 is ready to accept KCAO County Office download files.
2	Sign on to System 36.	Menu FAX250 will be displayed.
3	On Menu 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".	Menu MOF000 will be displayed.

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3 State Office Action (Continued)

**B
State Office
Review
(Continued)**

Step	Action	Result
6	On Menu MOF000, ENTER "10", "Production Adjustment/Compliance Reports", and PRESS "Enter".	Menu TOF000 will be displayed.
7	On Menu TOF000, select "Contract Enrollment Data Report" and PRESS "Enter".	Menu TPF000 will be displayed.
8	On Menu TPF000, select "2001 Program Year" and PRESS "Enter".	Menu TPF100 will be displayed.
9	On Menu TPF100, enter either of the following: <ul style="list-style-type: none"> • "3", "Print Missing County Report", to verify that all County Office files have been received • "2", "Print State Summary Report", to verify accuracy of the State PF-2R. 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 redisplayed.

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