

For: State and County Offices

2002 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 PF-3R.

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

B

Automation

Prerequisites

County Release No. **498 shall be** installed before PF-3R processing can occur.

<p>Disposal Date</p> <p>March 1, 2003</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
--	--

Notice PF-195

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. **498 shall be** installed before processing PF-3R. PF-3R processing was triggered during the end-of-day process on November 1, 2002.

Note: If County Release No. **498** was not installed by November 1, 2002, the system will generate a report during the first end-of-day process after installing County Release No. **498**.

The first unattended end-of-day process will queue the TF2 file for transmission to KCAO. The TF2 files will be transmitted during the next end-of day process.

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

- cancel procedure **TFA21P**
- cancel evoked procedure **TFA2P1**
- turn off power to the system.

County Offices will be provided an option to print a report. Only PF-3R's generated on November 1, 2002, or the first end-of-day process after installing County Release No. **498**, will transmit to KCAO.

C

State Office Processing

The State Office PF-3R TG2 transmission file will:

- be downloaded after all County Office transmission files have been received
 - print through a menu option.
-

Continued on the next page

Notice PF-195

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.PC2. Refer to subparagraph 4 C for instructions.
-

3 County Office Action

A

Action Required County Offices shall do the following.

Step	Action
1	Ensure that County Release No. 498 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, KCAO, at 816-926-2166.

Continued on the next page

Notice PF-195

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", "2002 Program Year".
7	TFA210	ENTER "1", "Print Report". Note: If the print option is selected before completing 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.

Notice PF-195

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, TG 2, is received.
2	Review PF-3R for accuracy.
3	Report PF-3R discrepancies transmission delays to Chuck Smith, Analysis and Procedures Division, KCAO, 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", "2002 Program Year".
7	TFF220	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 TFF211 will be displayed.
11	TFF220	ENTER "2", "Print State Summary".
12	T0FPRT21	Select applicable printer ID and PRESS "Enter".
13	T0FPRT22	PRESS "Enter" to generate the State PF-3R.

Continued on the next page

Notice PF-195

4 State Office Action (Continued)

C

Creating PC File State Offices may create PC file S.TF.PC2 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", "2002 Program Year".
7	TFF220	ENTER "3", "Create PC File".
