

For: Peanut State and County Offices

End of Year Automation Sequence Before Rollover to 2002 Marketing Year

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Purpose

This notice provides a sequence of automated steps that must be completed before rollover.

Note: Because of pending legislation, software to lockout rollover was transmitted to State and County Offices on January 17, 2002, reference Peanut Information Bulletin No. 40. A forthcoming notice will provide instruction for future action.

B

**County Office
Software
Releases**

County Release No. 476 and 477 will open option 5, "Peanuts", to summarize peanut-planted acreage to the sales file.

2 County Office Action

A

**Pre-Rollover
Requirements**

All County Offices with peanut farm records present on the automation system shall be required to complete the pre-rollover steps according to this paragraph.

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<p>Disposal Date</p> <p>August 1, 2002</p>	<p>Distribution</p> <p>Peanut State Offices; State Offices relay to applicable County Offices</p>
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2 County Office Action (Continued)

B

Pre-Rollover Steps

County Offices shall complete the following steps according to procedure in 1-PN, by February 28, 2002.

Step	Action
1	Ensure that: <ul style="list-style-type: none"> • all smart cards have been returned to the County Office and read • Operator's Sales Certifications have been printed, reviewed by the producer and signed, according to paragraphs 648 and 649.
2	Complete loading miscellaneous marketings and any missing electronic FSA-1007 data according to paragraphs 70 through 75.
3	Complete review of marketings on the producer sales file according to paragraphs 811 and 812.
4	Reconcile FSA-1002 and save files to tape according to Part 22, Sections 8 and 9.
5	Summarize FSA-578 data according to paragraph 76.
6	Summarize marketings according to paragraph 77.
7	Review the following reports: <ul style="list-style-type: none"> • COC Listing of Potential Violations, according to paragraph 78 • Contract Marketings Compared to Contract and Contract Handlers, according to paragraph 79.
8	Review farms with quota marketings exceeding the effective quota according to paragraph 80.
9	Obtain report PA-82R and transmit to the State Office according to paragraph 81.
10	Update considered-produced credit according to paragraphs 347 and 348.
11	Update the adjustment of quota for deficiency in tillable cropland according to paragraph 82.

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2 County Office Action (Continued)

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Pre-Rollover Steps (Continued) County Offices shall complete the following steps according to procedure in 1-PN, by February 28, 2002.

Step	Action
1	Receiving county shall notify transferring county of the pounds to update to actual production on transferring farms on out-of-county owner and operator transfers on Report MPK250-R001, according to paragraph 348.
2	Save CTM and MP files to tape according to paragraph 83. This is needed if the National Help Desk is requested to roll back the files to the previous crop year. Rollover has been blocked.

3 State Office Action

A

Action Before February 1, 2002 State Offices shall delete 2001 transmission files (reports) according to this table **before February 1, 2002.**

Note: State Office files for the 2001 crop year **must** be deleted before current year reports are transmitted to the State Office.

Step	Action
1	On Screen FAF07001: <ul style="list-style-type: none"> • ENTER "11", "Production Adjustment/Compliance" • PRESS "Enter".
2	On Menu MOF000: <ul style="list-style-type: none"> • ENTER "4", "Peanuts" • PRESS "Enter".
3	On Menu MPF000: <ul style="list-style-type: none"> • ENTER "7", "Delete State Report Files" • PRESS "Enter".
4	On Menu MPF040, select the applicable option and delete reports 1 through 10.

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3 State Office Action (Continued)

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Action Before State Offices shall complete the steps in this table **before March 8, 2002.**
March 8, 2002

Step	Action
1	Access PA-82R according to 1-PN, paragraph 81.
2	FAX PA-82R to TPD, Peanut Branch at 202 690-1536.
