

For: DMA State and DMA Service County Offices, and Peanut DMA's

**Handling Preprocessed Designated Marketing Association (DMA) Files**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Peanut DMA's have the option to submit preprocessed files containing paper warehouse receipts or EWR data to their designated service County Office when requesting peanut MAL's or LDP's. 1-CMA and Notice PS-671 provide instructions on handling the preprocessed files received by the County Office.

**B Purpose**

This notice provides DMA Service County Offices and Peanut DMA's with additional instructions for handling preprocessed DMA files submitted by peanut DMA's.

**2 Handling Preprocessed DMA Files**

**A Organizing the Preprocessed DMA File**

To organize the preprocessed DMA files used to process MAL/LDP requests more effectively, County Offices shall:

- create crop year-specific folders named **F:\Application Data\yyyy Peanut EWR** where "yyyy" is the applicable crop year

**Examples:** F:\Application Data\2009 Peanut EWR, for 2009 crop year preprocessed files.

F:\Application Data\2010 Peanut EWR, for 2010 crop year preprocessed files.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2011	DMA State Offices; State Offices relay to DMA County Offices and Peanut DMA's

## Notice PS-674

### 2 Handling Preprocessed DMA Files (Continued)

#### A Organizing the Preprocessed DMA File (Continued)

- move the existing preprocessed DMA files from the **F:\Application Data\PeanutEWR** folder to the applicable crop year-specific folder that was created

**Note:** The first digit of the file sequence number next to the file prefix corresponds to the last digit of the crop year.

- save future preprocessed DMA files received by the service County Office to the crop year-specific folder, as applicable.

**Note:** All other procedures for handling preprocessed DMA files remain unchanged.

#### B Uploading Preprocessed DMA File to FSA's Web-based EWR System

Upload the preprocessed DMA file to the FSA web-based EWR system according to Notice PS-671, subparagraph 11 E.

The following is an example of the Select Upload File for DMA Screen.

USDA United States Department of Agriculture  
Farm Service Agency

ELECTRONIC WAREHOUSE RECEIPTS

EWR Home About EWR Help Contact Us Exit EWR Logout of eAuth

**EWR Applications**  
Request Receipts  
Send Receipts to APSS  
Release Receipts  
View Receipts  
DMA's Upload  
Change State, County, Commodity and Crop Year

**Select Upload File For DMA**

State : Texas - 48 County : Peanut DMA Services - 899

Commodity : Peanuts - SPW Crop Year : 2010

Select File for DMA Upload :  
F:\Application Data\PeanutEWR\2010 Peanut EWR\SXE00003.dat Browse...

Upload

Screen Id : EWR070