

**For:** GA, TX, and VA State Offices, Applicable DMA Service County Offices, and Peanut DMA's

**Handling Pre-Processed Files Submitted With  
Designated Marketing Association (DMA) Peanut Loan and LDP Requests**

**Approved by:** Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Peanut DMA's have the option to submit pre-processed files containing paper or electronic warehouse receipt (EWR) data to their designated service County Office when requesting for peanut marketing assistance loans and LDP. DMA's shall:

- prepare the file according to the requirements specified by FSA
- e-mail the pre-processed file with the loan application to the DMA service County Office.

**B Purpose**

This notice provides updated instructions to the State Offices, DMA service County Offices, and approved peanut DMA's on handling the pre-processed DMA file.

**2 General Instructions**

**A Service County Office Responsibility**

In addition to the normal manner of processing loans/LDP's from DMA's, service County Offices shall also accept pre-processed files submitted by DMA's, and:

- validate the pre-processed file according to 1-CMA and all other requirements for processing peanut loans and LDP's
- transfer the validated file to APSS
- notify DMA of errors in the pre-processed file
- complete and disburse DMA loan/LDP applications in APSS.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2009	Above State Offices; State Offices relay to applicable DMA service County Offices and peanut DMA's

## Notice CMA-116

### 2 General Instructions (Continued)

#### B DMA Responsibility

Approved peanut DMA's electing to submit pre-processed files to apply for loan/LDP shall follow provisions in 1-CMA, and this notice as follows:

- prepare the pre-processed file according to paragraph 3
- e-mail the loan/LDP request with the pre-processed files attached to the DMA service County Office
- correct any errors in the pre-processed files.

### 3 Preparing Pre-Processed File

#### A Creating Pre-Processed Files

Each pre-processed file submitted by DMA's shall be prepared according to the file layout in Exhibit 1. The receipts on each file shall be bundled according to a 1-CMA and this notice.

**Note:** Pre-processed files using paper receipts shall be created separate from EWR's.

#### B Submitting the Pre-Processed File to the Service County Office

In addition to all other loan/LDP requirements, DMA's electing to use pre-processed files shall e-mail their loan requests to their designated service County Office with pre-processed files attached. The e-mail shall include a list of the pre-processed attached files with the following information associated with **each** file:

- application date
- original approval date
- date of lien search
- disbursement date (same as "Date Documents Received" date).

See Exhibit 2 for e-mail addresses of DMA service County Offices.

**Note:** DMA's electing **not** to use a pre-processed file shall continue to submit loan/LDP requests to their service County Office according to normal procedures for loan/LDP's.

**Notice CMA-116**

**4 Service County Office Pre-Processed File Handling**

**A General Instructions**

The pre-processed files submitted by DMA’s are processed using the PC Peanut EWR System. See Notice PS-631 for instructions on handling peanut EWR’s.

**B Accepting Pre-Processed DMA Files**

Upon receiving the e-mail from DMA’s containing the loan/LDP request with pre-processed file attachment, service County Office shall process the loan request according to this table.

Step	Action						
1	Print the e-mail received with DMA loan/LDP application. Keep a copy of the e-mail in DMA’s loan folder.						
2	Save the pre-processed file attachment to the <b>c:\Program Files\USDA\PeanutPC\EXT</b> directory.  <b>Note:</b> Pre-processed files should be saved in PC where the Peanut EWR System resides.						
3	Sign on to the PC Peanut EWR System according to Notice PS-631. On Menu 001, ENTER Option “1”, “ <b>Process Loan/LDP Files.</b> ”						
4	Using the third letter of the File Prefix, identify the type of warehouse receipt in the file and proceed according to the following. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the third letter is...</th> <th style="text-align: left;">THEN go to ...</th> </tr> </thead> <tbody> <tr> <td>“E” for EWR’s</td> <td>step 5.</td> </tr> <tr> <td>“P” for paper receipts</td> <td>step 7.</td> </tr> </tbody> </table>	IF the third letter is...	THEN go to ...	“E” for EWR’s	step 5.	“P” for paper receipts	step 7.
IF the third letter is...	THEN go to ...						
“E” for EWR’s	step 5.						
“P” for paper receipts	step 7.						
5	Download EWR information according to Notice PS-631, subparagraph 5 C. Click the File Sequence Number of each file that was loaded according to step 1. Verify the following: <ul style="list-style-type: none"> <li>• that EWR Download Message Report (PNC744-R001) indicates that the receipts have been previously downloaded</li> <li>• if application is for loan, EWR Validation Review Report (PKC742-R001) <b>must</b> show that: <ul style="list-style-type: none"> <li>• CCC is the current holder of the receipt</li> <li>• the date that CCC becomes the current holder of the receipt is the <b>same</b> as the loan disbursement date indicated by DMA in the e-mailed loan request.</li> </ul> </li> </ul> <p><b>Note:</b> CCC does <b>not</b> have to be the current receipt holder if the application is for LDP.</p>						

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**4 Handling of Pre-processed File by the Service County Office (Continued)**

**B Accepting the Pre-Processed DMA File (Continued)**

<b>Step</b>	<b>Action</b>
6	Complete the selected pre-processed file according to Notice PS-631, subparagraph 5 D.
7	Add the completed pre-processed file to APSS transfer queue according to Notice PS-631, subparagraph 6 A.
8	Transfer the completed pre-processed file to APSS according to Notice PS-631, subparagraph 6 C.  <b>Note:</b> FSA Peanut Report (PKA965-R001) will be printed. Files transferred to APSS <b>must</b> be processed on the same day; otherwise, the files will be deleted from APSS and will have to be transferred again.
9	Perform the normal loan/LDP and producer identification and verification routines in APSS.  <b>Notes:</b> Process the loan/LDP as a manual action and assign a 90000 series loan number according to the register maintained by County Office, to be able to process the loan/LDP with the same disbursement date DMA loan/LDP.  The loan/LDP shall be processed with DMA as the producer that may <b>not</b> necessarily match the producer name displayed on Screen PLC09500.
10	Process: <ul style="list-style-type: none"> <li>• the loan in APSS; on Price Support – Loan Making Menu PLA000, ENTER option “9”</li> <li>• LDP in APSS; on Price Support – Loan Deficiency Payment Making Menu PGA000, ENTER option “8”.</li> </ul>
11	Disburse the loan/LDP to the account specified by DMA in the normal manner.  <b>Note:</b> APSS provides the capability for automatic check writing, or electronic fund transfer loan disbursement when DMA service County Office records DMA peanut loans as manual action.

**Pre-Processed File Specifications**

**A File Naming Conventions and Standards**

Format standards require that each peanut loan/LDP receipt data file name consist of the following:

- a 3-character alphabetic prefix code that identifies the creating entity

**Note:** PSD shall issue this code.

- Concordia Allied Producers (13-806)
  - SEP – for file using paper receipts
  - SEE – for file using EWR’s
- American Peanut Marketing Associations, LLC (13-808)
  - SFP – for file using paper receipts
  - SFE – for file using EWR’s
- Peanut Processing Center (48-830)
  - SWP – for file using paper receipts
  - SWE – for file using EWR’s
- V-C Peanut DMA LCC (51-802)
  - VCP – for file using paper receipts
  - VCE – for file using EWR’s

- a 5-digit numeric file sequence number

**Note:** The first digit of the sequence number shall be the last digit of the crop year. The remaining digits shall:

- start at 0001
- will be in increments of 1 for each file created by an entity.

**Examples:**

VCP80001.DAT	(1st file using paper receipts created by VC Peanut DMA LCC during 2008 crop year)
VCP80002.DAT	(2nd file using paper receipts created by VC Peanut DMA LCC during 2008 crop year)
VCP80025.DAT	(25th file using paper receipts created by VC Peanut DMA LCC during 2008 crop year).

**Pre-Processed File Specifications (Continued)**

**A File Naming Conventions and Standards (Continued)**

- all files will have a “. DAT” file extension.

**Notes:** All file names will consist of capital letters and numbers.

Each record in the file will contain 256 bytes plus a carriage return and line feed character at the end of each record.

**B Header Record Format**

Each file must have a header record with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of crop year.	05
8	5	Numeric	Right	File sequence number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	50001
13	1	Alpha	Left	ENTER “A”.	A
14	17			Space fill.	
31	5	Alpha	Left	Commodity code “PNUT”.	PNUT
36	3	Alpha	Left	Peanut type code; must be “RUN”, “VAL”, “VIR”, “SPE”, or “SPW”.	RUN
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-Numeric	Left	Preparation code.  <b>Note:</b> For loan/LDP based on:  <ul style="list-style-type: none"> <li>• paper receipts use code “<b>2P</b>”</li> <li>• EWR use code “<b>2E</b>”.</li> </ul>	2E or 2P
47	33	Alpha	Left	Enter the producer name; free form text.	John T. Logan

Pre-Processed File Specifications (Continued)

B Header Record Format (Continued)

Position	Size	Type	Justified	Explanation		Example
80	1	Numeric	Right	Indicate either payment type as follows: <ul style="list-style-type: none"><li>• “1” for loan</li><li>• “2” for LDP.</li></ul>		1
81	2	Alpha	Left	License type code. Enter 1 of the following: <ul style="list-style-type: none"><li>• “US” for Federal license</li><li>• “NL” for nonlicense</li><li>• the standard 2 letter postal abbreviation (such as TX for Texas) for State-licensed warehouses.</li></ul>		US
83	2	Numeric	Right	Numeric State code where peanuts were inspected.		01
85	157			Space fill.		
242	3	Alpha	Left	Entry should match the first 3 letters of the file name. This is the file prefix code assigned by PSD to the entity creating the file.		VCP (for VC Peanut DMA using paper receipt)
245	1			Space fill.		
246	4	Numeric	Right	<b>IF using...</b>	<b>THEN enter...</b>	0000
				EWR’s paper receipts	the number of receipt records. zeros.	
250	4	Numeric	Right	EWR’s	zeros.	0004
				paper receipts	the number of receipt records.	
254	1			Space fill.		
255	1	Alpha	Left	<b>IF using...</b>	<b>THEN enter...</b>	
				EWR’s	<ul style="list-style-type: none"><li>• “1” for loan</li><li>• “2” for LDP.</li></ul>	
				paper receipts	space fill.	
256	1	Numeric	Right	EWR’s	“1”	3
				paper receipts	“3”.	

## Pre-Processed File Specifications (Continued)

## C Receipt Record Format

Each file must have 1 or more receipt records with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of the crop year.	04
8	5	Numeric	Right	File sequence number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	40001
13	1	Alpha	Left	ENTER "W".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt. This must be numeric and have <b>no</b> duplicates within the file.	00076362
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in "CCYYMMDD" format.	20080913
39	8	Numeric		Date storage starts. Enter in "CCYYMMDD" format.	20080913
47	1	Numeric	Right	ENTER "Seg" for this receipt ("1", "2", or "3" as appropriate).	1
48	8	Numeric	Right	Net pounds.	00002500
56	6.2	Numeric	Right	Net tons rounded to 2 decimals.	00000125
64	8	Numeric	Right	Loose shelled kernels (LSK) pounds.	00000500
72	6.2	Numeric	Right	LSK tons rounded to 2 decimals.	00000025
80	8	Numeric	Right	Total pounds.	00003000
88	6.2	Numeric	Right	Total tons rounded to 2 decimals.	00000150
96	3.2	Numeric	Right	Enter extra large kernels (ELK) percent; zero fill if <b>not</b> "VIR" peanuts.	03500 (35 percent)



Pre-Processed File Specifications (Continued)

C Receipt Record Format (Continued)

Position	Size	Type	Justified	Explanation	Example
101	2.2	Numeric	Right	Enter moisture percent.	1000 (10 percent)
105	3.2	Numeric	Right	Enter foreign material percent.	00700 (7 percent)
110	3.2	Numeric	Right	Enter sound split (SS) percent.	00500 (5 percent)
115	3.2	Numeric	Right	Enter sound mature kernels (SMK) percent.	07500 (75 percent)
120	3.2	Numeric	Right	Enter 0other kernels (OK) percent.	00250 (2.5 percent)
125	3.2	Numeric	Right	Enter total damage percent.	00100 (1 percent)
130	3.2	Numeric	Right	Enter hull percent.	02150 (21.5 percent)
135	3.2	Numeric	Right	Enter total hull and kernel percent.	10000 (100 percent)
140	2.2	Numeric	Right	Enter rancidity, mold, and decay (RMD) percent; valid range is 0 (minimum) through 1.00 (maximum). Field will allow 2 digits and 2 decimals.	0050 (.50 percent)
144	2.2	Numeric	Right	Enter the total amount of receiving charges.	1075 (\$10.75)
148	1	Alpha	Left	ENTER "Y" for "Yes" or "N" for "No" to indicate whether the receiving charges have been paid.	Y
149	8	Numeric		Date storage paid thru for this receipt. Enter in "CCYYMMDD" format.	20081231
157	2	Alpha		ENTER "TT" (constant value)	TT
159	1.4	Numeric	Right	Prepaid In Charges per Ton	80000 (\$8.0000)
164	1.4	Numeric	Right	Prepaid Out Charges per Ton	50000 (\$5.0000)
169	1.6	Numeric	Right	Monthly Storage Charge per Ton	2820000 (\$2.820000)
176	81			Space fill	

## Pre-Processed File Specifications (Continued)

## D Trailer Record Format

Each peanut EWR receipt data file must have a trailer record with the following format.

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the county where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter the last 2 digits of crop year.	05
8	5	Numeric	Right	File sequence number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	40001
13	2	Alpha	Left	Code type record, ENTER “ZZ”.	ZZ
15	4	Numeric	Right	Number peanut sequence record; ENTER “9999”. This field will always contain “9999”.	9999
19	12			Space fill.	
31	4	Numeric	Right	Enter total number of receipts records in file.	0003
35	222			Space fill.	

**DMA Service County Contact Information**

The following are the service County Office contacts.

<b>DMA Name</b>	<b>Service County Office</b>	<b>E-Mail Address</b>	<b>Contact</b>
Concordia Allied Producers	Worth, Georgia	<a href="mailto:june.johnston@ga.usda.gov">june.johnston@ga.usda.gov</a>	June Johnston Phone: 229-776-6985, Ext. 100
American Peanut Marketing Associations, LLC	Calhoun, Georgia	<a href="mailto:carla.cook@ga.usda.gov">carla.cook@ga.usda.gov</a>	Carla Cook Phone: 229-849-2415
Peanut Processing Center	Eastland, Texas	<a href="mailto:sharon.curtis@tx.usda.gov">sharon.curtis@tx.usda.gov</a>	Sharon Curtis Phone: 254-629-1636
V-C Peanut DMA, LCC	Southampton, Virginia	<a href="mailto:beth.francis@va.usda.gov">beth.francis@va.usda.gov</a>	Beth Francis Phone: 757-653-2532