

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

Instructions for Using Peanut Electronic Warehouse Receipts (EWR's)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Peanut EWR's have been successfully used to process price support benefits since the 2003 crop year, as follows:

- producers requesting loans or LDP's provide FSA Service Centers with EWR numbers that go with the loan or LDP request
- using the PC Peanut EWR System, County Offices request EWR data from the Provider to complete the producer's loan or LDP in APSS.

For the 2008 crop year:

- peanut EWR's shall continue to be issued by warehouses through a single peanut EWR Provider, EWR, Inc.
- County Offices shall use the existing PC Peanut EWR System, which is the same as the 2007 crop year software, to handle peanut EWR for price support benefits.

B Purpose

This notice provides FSA Service Centers with updated instructions for processing EWR's for peanuts for the 2008 crop year.

Disposal Date	Distribution
January 1, 2009	Peanut State Offices; State Offices relay to County Offices, Peanut CMA's, and DMA's

Notice PS-631

2 Using the PC Peanut EWR System

A Accessing the PC Peanut EWR Software

After installing PC Peanut EWR Software, access the peanut EWR application from the Start Menu.

B Login/Setup Menu

The following options are provided on Peanut EWR System Login/Setup Menu 000.

Option	Title	Paragraph Reference	Function	
1	Login to Peanut EWR System	5	Login to PC Peanut EWR System.	
			Process loan/LDP file including: <ul style="list-style-type: none"> • building loan/LDP file • downloading EWR information • completing loan and LDP file • correcting loan/LDP file. 	
		6	Transfer loan/LDP file to APSS including: <ul style="list-style-type: none"> • adding files to APSS transfer queue • deleting files from the APSS transfer queue • transferring loan and LDP files to APSS. 	
			8	Release EWR.
			9	Perform other PC Peanut EWR System functions.
2	Update Office Profile	3	Establish, update, or delete office profile.	
		4	Establish, update, or delete table files including: <ul style="list-style-type: none"> • frequently used holder codes • EWR transmission profile • APSS transmission profile. 	
5	Update Configuration Information	10	Update EWR System configuration.	
6	Restore Peanut Files from Server		Restore corrupted peanut files.	
7	Backup Peanut Files to Server		Backup peanut files.	

Notice PS-631

3 Office Profiles

A Establishing Office Profile

County Offices shall set their profiles from Menu 000. ENTER “2”, “**Update Office Profile before Using the Peanut PC EWR System**”.

Establish an office profile for each:

- County Office processing peanut loans and LDP’s for more than 1 county
- peanut CMA, if applicable
- peanut DMA, if applicable.

Use the same option to:

- add County Office, CMA, or DMA profiles
- update existing profiles
- delete office profiles.

County Offices using 2 PC’s to process EWR’s for the same County Office, CMA, or DMA **must:**

- establish the office profile in second PC according to this subparagraph
- enter file sequence numbers (FSN’s) in second PC according to subparagraph B, step 3.

Notice PS-631

3 Office Profiles (Continued)

B Entering Office Profile Data

Complete the office profile information for each County Office maintained in the system according to the following.

Step	Action	Result	
1	On Menu 000, ENTER "2".	Update Office Profiles Screen PNC20000 will be displayed.	
2	On Screen PNC20000, CLICK "Add".	Screen PNC20010 will be displayed.	
3	On Screen PNC20010, enter the following.		
	Field	Entry	
	State Code	The 2-digit State code.	
	County Code	The 3-digit county code.	
	County Name	County Office name.	
	File Prefix	The 3-digit alpha prefix code assigned to the County Office. Note: Contact the State Office for the 3-digit file prefix.	
	File Seq. #	The 5-digit FSN (ynnnn), where: <ul style="list-style-type: none"> • "y" = last digit of the crop year • "nnnn" = is a sequential number starting with "0001". Example: For 2008 crop year, ENTER "80001". Note: County Offices using 2 PC's to process peanut EWR's must start the sequential number in the second PC at "80500".	
	Print Supplemental Rcpt List	This field defaults to print the supplemental receipt list.	
		IF the user...	THEN...
		wants to print the supplemental receipt list	indicate the number of copies to print.
		does not want to print the supplemental receipt list	uncheck the box.
	Print Review List	This field defaults to print the review list.	
IF the user...		THEN...	
wants to print the review list		indicate the number of copies to print.	
	does not want to print the review list	uncheck the box.	
4	CLICK "OK".	Screen PNC20000 will be redisplayed.	
5	On Screen PNC20000, CLICK "Prev Screen".	PC Peanut Menu 000 will be redisplayed.	

Notice PS-631

3 Office Profiles (Continued)

C Updating or Deleting Office Profiles

Update or delete an existing office profile according to the following.

Step	Action	Result
1	On Screen PNC20000, click the county name.	Screen PNC20010 will be displayed.
2	On Screen PNC20010, do the following.	
	IF...	THEN...
	updating office profile	<ul style="list-style-type: none"> • modify the applicable profile entries • CLICK “Update”.
	deleting office profile	CLICK “ Delete ”.
3	On Screen PNC20000, CLICK “ Prev Screen ”.	Peanut EWR Menu 000 will be redisplayed.

4 Table Files

A General Information

After office profiles have been completed according to paragraph 3, establish the table files according to the following.

IF establishing...	THEN go to subparagraph...
frequently used buyer/new holder codes	B.
EWR transmission profile	C.
APSS transmission profile	D.

Notice PS-631

4 Table Files (Continued)

B Frequently Used Buyer/New Holder Codes

EWR holder ID's are issued by the Provider to identify the person/entity who redeemed the loan. The holder ID **must** be provided, by the producer or the entity redeeming the loan, to the County Office when the loan is repaid.

Establish and maintain EWR buyer/holder profiles of the most frequently used EWR holder ID codes in the Frequently Used Buyer/New Holder Code file.

Note: This file does **not** have to be established **before** using the PC Peanut EWR System; however, establishing this file will allow the user to select the holder ID from the list of holder ID's when releasing the receipt.

Enter the frequently used buyer/new holder codes according to the following.

Step	Action		Result
1	On Menu 000, ENTER "1".		Screen PNC00000 will be displayed.
2	On Screen PNC00000, click the county name.		Peanut EWR System Menu 001 will be displayed.
3	On Menu 001, ENTER "3".		Update Table Files Menu 300 will be displayed.
4	On Menu 300, ENTER "1".		Screen PNC22000 will be displayed.
5	On Screen PNC22000, do the following.		
	IF EWR holder ID has...	THEN...	
	not been established		CLICK "Add". Screen PNC22100 will be displayed. To create or update a warehouse profile, go to step 6.
	been established		enter EWR holder code to update or delete. Screen PNC22100 will be displayed. To delete a warehouse profile, go to step 7.
6	Create or update holder ID information according to the following.		
	Field	Entry	
	EWR Holder ID	EWR ID number. Note: The producer must contact the Provider to get the EWR holder ID and provide that information to the County Office when redeeming the loan.	
	EWR Holder Name	Name of EWR holder.	
7	On Screen PNC22100, do the following.		
	IF holder profile is being...	CLICK...	
	added	"OK".	Screen PNC22000 will be redisplayed.
	updated	"Update".	
deleted	"Delete".		
8	On Screen PNC22000, CLICK "Prev Screen".		Peanut EWR Main Menu 600 will be redisplayed.

Notice PS-631

4 Table Files (Continued)

C EWR Transmission Profile

EWR transmission profile entries shall be the same as the 2007 CY. Verify that the information displayed on the screen is unchanged.

Access EWR Transmission Profile according to the following table.

Step	Action	Result
1	Access Update Table Files Menu 300 according to subparagraph B, steps 1 through 3.	Menu 300 will be displayed.
2	On Menu 300, ENTER “2”.	Update EWR Transmission Profile Screen PNC24000 will be displayed.
3	On Screen PNC24000, the following default entries will be displayed.	
	IF field...	THEN ENTER...
	“IP Address to access Peanut EWR Database”	“ ftp.ccc.peanutewr.com ”.
	“Upload – Receipt Request File Name”	“ PEANUTLN ”.
	“Download – Receipt Request File Name”	“ PEANUTLN ”.
	“Upload – Receipt Release File Name”	“ PEANUTRL ”.
	“Download – Release File Name”	“ PEANUTRL ”.
CLICK “OK”. Menu 300 will be redisplayed.		

D APSS Transmission Profile

APSS transmission profiles have to be entered **before** processing peanut loan/LDP files according to paragraph 5. The 1-time process **must** be completed according to the following.

Step	Action	Result
1	Access Update Table Files Menu 300 according to subparagraph B, steps 1 through 3.	Menu 300 will be displayed.
2	On Menu 300, ENTER “3”.	Update APSS Transmission Profile Screen PNC25000 will be displayed.
3	On Screen PNC25000, enter the IP address to access County Office AS400 System, field “199.xxx.xxx.160”, where “xxx.xxx” is the number assigned to the County Office. Note: If unsure of the correct IP address for the AS400, then contact State IT Specialist or the National Help Desk for assistance. CLICK “OK”.	Menu 300 will be redisplayed.

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System

A Accessing the Peanut EWR System Main Menu

After the table files have been updated according to subparagraph 4 B, the PC Peanut EWR System is ready to process the loan/LDP files. Access the Peanut EWR System Main Menu 001 according to the following.

Step	Action	Result
1	On Menu 000, ENTER "1".	Screen PNC00000 will be displayed.
2	On Screen PNC00000, click the County Office name. Note: For counties with more than 1 office profile, select the applicable County Office, CMA, or DMA.	Peanut EWR System Menu 001 will be displayed.

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

B Building Loan/LDP File Using Data Entry

The loan/LDP file lists EWR data being requested by the County Office.

Note: To streamline loan processing, each request must be for the same producer, peanut type, warehouse code, and inspection State. If the requested EWR's do **not** meet these requirements, then the file can be split and regrouped when completing the loan/LDP file according to subparagraph D.

Use the data provided in the loan request to create a loan/LDP file according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER "1".	Enter Producer and Payment Information Screen PNC01000 will be displayed.
4	On Screen PNC01000, enter the loan and payment information according to the following.	
	Field	Entry
	Producer Name	Producer's name. Note: CLICK "Use Previous Producer's Name" to enter the previous producer's name in this field.
	File Seq. #	The system automatically assigns this number.
	Warehouse Code	Applicable warehouse code of the storing warehouse.
	License Type	If the warehouse license type is: <ul style="list-style-type: none"> • Federal, ENTER "US" • State, enter the State abbreviation • Unlicensed, ENTER "NL".
	Crop Year	Defaults to the current crop year.
	Payment Type	Click the applicable payment type: <ul style="list-style-type: none"> • loan using EWR • LDP using EWR.
	Peanut Type	Click the applicable peanut type: <ul style="list-style-type: none"> • Runner (RUN) • Virginia (VIR) • Valencia (VAL) • Spanish Southeast (SPE) • Spanish Southwest (SPW).

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

B Building Loan/LDP File Using Data Entry (Continued)

Step	Action	Result
5	CLICK "Next Screen".	Enter Warehouse Receipt Screen PNC02000 will be displayed.
6	On Screen PNC02000, complete the information required on the screen according to the following.	
	Field	Entry
	Last receipt on previous page	The system automatically displays this warehouse receipt number.
	Auto Fill Receipt Numbers By Note: This function is optional. Users may enter all receipt numbers individually.	If downloading several EWR numbers in sequence, enter the warehouse receipt interval in the "Auto Fill Receipt Number By:" field. Notes: Entering "1" will auto fill each warehouse receipt number in intervals of 1. Example: 101, 102, 103, 104, 105, etc. Entering "2" will auto fill each warehouse receipt number in intervals of 2. Example: 101, 103, 105, 107, 109, etc. To auto fill the box, position the cursor in the EWR number that has been entered and PRESS " F2 ". All EWR number fields following that field will be filled in sequence. To auto delete : <ul style="list-style-type: none"> • position the cursor in the "EWR Number" field to be deleted • delete the entry • PRESS "F2". All "EWR Number" fields following that field will be deleted.
	File Seq. #	The system automatically assigns the number.
	Enter Receipt Numbers	Enter EWR numbers associated with the producer's loan/LDP request.
Total Receipts Entered	The system automatically fills in the entry.	

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

B Building Loan/LDP File Using Data Entry (Continued)

Step	Action	Result
7	After completing the entries on the screen, continue the process according to the following.	
	IF users CLICK...	THEN...
	“Update”	the entries on the screen will be saved. Screen PNC02000 will be redisplayed and the “Total Receipt Entered” field will be updated. Warning: If the user does not CLICK “Update”, all changes to the data on the screen will be lost .
	“Page Backward”	Screen PNC02000 that was previously completed will be displayed.
	“Page Forward”	a blank Screen PNC02000 will be redisplayed to enter additional receipt information.
	“Update and Page Forward”	existing Screen PNC02000 will be updated and a blank Screen PNC02000 will be redisplayed to enter additional receipt information.
	“Next Screen”	Loan/LDP File Summary Screen PNC03000 will be displayed.
	“Prev Screen”	Screen PNC01000 will be redisplayed.
8	Verify the loan/LDP file summary on Screen PNC03000. Note: Check the Print the Review List and indicate the number of copies to print. Uncheck the box if the review list is not being printed. It is highly recommended that the user prints the review list and verify the receipts included in the loan/LDP file.	
	IF entries are...	THEN...
	not correct, CLICK “Prev Screen”	Screen PNC02000 will be redisplayed.
	correct, CLICK “Next Screen”	the EWR File Preview List will be printed and Menu 100 will be redisplayed. The loan/LDP file will be ready to be downloaded.

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

C Downloading EWR Information

After building loan/LDP file according to subparagraph B, users may download EWR data by sending the file to the Provider. Download EWR information according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER “1”.	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER “3”.	Screen PNC12000 will be displayed.
4	<p>On Screen PNC12000:</p> <ul style="list-style-type: none"> • select the file to be transmitted by clicking FSN • the following will be displayed: <ul style="list-style-type: none"> • “Yes” in the Selected column • “Selected Files” field filled • “Selected Rcpts” field filled. <p>To select all files displayed, CLICK “Select All”.</p> <p>CLICK “Next Screen”.</p>	Screen PNC12200 will be displayed.
5	<p>On Screen PNC12200, enter the County Office EWR user ID and password.</p> <p>EWR user ID shall be “U0STCTY”, where:</p> <ul style="list-style-type: none"> • “U0” = constant • “ST” = 2-digit State code • “CTY” = 3-digit county code. <p>EWR user password can be obtained from the State Office.</p> <p>CLICK “Next Screen”.</p>	Screen PNTFTP will be displayed to enter EWR holder ID and EWR password.

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

C Downloading EWR Information (Continued)

Step	Action	Result
6	<p>On Screen PNUTFTP, enter EWR holder ID and password.</p> <p>Notes: EWR holder ID shall be pre-filled and does not need to be entered by the user.</p> <p>EWR holder ID displayed on the screen will be in the format “C0STCNTY”, where:</p> <ul style="list-style-type: none"> • “C0” (Czero) = constant • “ST” = 2-digit State code • “CTY” = 3-digit county code. <p>EWR holder password can be obtained from the State Office.</p> <p>CLICK “Send”.</p>	<p>EWR Transfer Screen will be displayed with a series of communication messages and the file will be downloaded.</p> <p>EWR Validation Review Report and/or EWR Download Message Report will be printed.</p> <p>Notes: The Validation Review Report provides a list of the downloaded warehouse receipt with the producer, previous and current holder names, and the date and time when the current holder took possession of the receipt.</p> <p>The Download Message Report prints any download message from the Provider.</p> <p>County Office can view but not use the warehouse receipt that has already been downloaded by another County Office.</p> <p>Menu 100 will be redisplayed.</p>

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

D Completing the Loan/LDP File

After EWR data has been downloaded according to subparagraph B, review and complete the loan/LDP file received by the County Office from the Provider according to this table.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER "4".	Select Loan/LDP File to Complete Screen PNC13500 will be displayed.
4	On Screen PNC13500, select the file to complete by clicking on FSN.	
	IF...	THEN...
	the warehouse receipt is valid	CLICK "Page forward".
an error exists in the warehouse receipt	an error message will be displayed and the field with the error will be highlighted. CLICK "Move Receipt to New File". CLICK "Next Error" to display next record with error.	Display Receipt Information Screen PNC14500 will be displayed. EWR will be moved to the error receipt file.
5	After a receipt has been validated, CLICK "Page Forward".	Screen PNC15400 will be redisplayed with data for the next warehouse receipt in the file.
6	After all the receipts have been validated, CLICK "Next Screen".	Loan/LDP File Summary Screen PNC15000 will be displayed.

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

D Completing the Loan/LDP File (Continued)

Step	Action	Result						
7	<p>Review the receipt summary for accuracy.</p> <p>CLICK “Edit Receipts” to make corrections, if necessary.</p> <p>Example: If a receipt has different peanut types, then the receipt may be removed from the existing loan/LDP file and moved to a new file. The new file name will be displayed on Screen PNC15000.</p> <p>Check “Print Rcpt List” to print the EWR File Review List and indicate the number of copies to print. Uncheck the box if not printing the report.</p> <p>Create backup diskette by checking the create diskette box.</p> <p>Note: Backing up the completed files is highly recommended. The file will also be backed up to the server.</p>							
	<table border="1"> <tr> <td data-bbox="393 1081 721 1142">IF backup diskette will...</td> <td data-bbox="721 1081 1029 1142">THEN CLICK...</td> </tr> <tr> <td data-bbox="393 1142 721 1182">not be created</td> <td data-bbox="721 1142 1029 1182">“Next Screen”.</td> </tr> <tr> <td data-bbox="393 1182 721 1442">be created</td> <td data-bbox="721 1182 1029 1442"></td> </tr> </table>	IF backup diskette will...	THEN CLICK...	not be created	“Next Screen” .	be created		<p>Menu 100 will be redisplayed.</p> <p>“Save Loan/LDP File to Diskette or Other Media” will be displayed.</p> <p>Insert a diskette or other storage device into the specified input/output drive and CLICK “OK”. The file will be copied accordingly.</p>
IF backup diskette will...	THEN CLICK...							
not be created	“Next Screen” .							
be created								
8	<p>Repeat steps 4 through 8 to complete the remaining file.</p> <p>After all files are completed, CLICK “Next Screen”.</p>	<p>Menu 100 will be redisplayed.</p>						
9	<p>Transfer the file to APSS according to paragraph 7.</p> <p>Note: Files containing receipts with errors shall be released back to the Provider according to paragraph 9. On the release reason code, select the “downloaded by mistake/return to previous holder for correction” radio button.</p>							

Notice PS-631

5 Processing Loan/LDP Files in PC Peanut EWR System (Continued)

E Correcting a Loan/LDP File

Loan/LDP files that have been processed, according to this paragraph or paragraph 7, may be corrected according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER "5".	Select File for Correction Screen PNC19000 will be displayed.
4	On Screen PNC19000, select the file to correct by checking FSN.	Enter Producer and Payment Information Screen PNC01000 will be displayed.
5	CLICK "Next Screen".	Screen PNC02000 will be displayed.
6	On Screen PNC02000: <ul style="list-style-type: none"> • click warehouse receipt number to be updated • CLICK "Update". 	Screen PNC0300 will be displayed.
7	Review the loan/LDP file summary and print the review list according to subparagraph A, step 8.	The EWR File Review List will be printed. Menu 001 will be redisplayed.
8	Download the loan/LDP file according to subparagraph B.	

Notice PS-631

6 Transferring Loan/LDP File to APSS

A Adding Files to APSS Transfer Queue

After completing the loan or LDP file, add the loan/LDP file to APSS transfer queue according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER "6".	Transfer Loan/LDP Files to APSS Menu 110 will be displayed.
4	On Menu 110, ENTER "1".	Screen PNC16000 will be displayed.
5	On Screen PNC16000, click the file to be added to the APSS transfer queue. Note: CLICK "Select All" to add all the loan/LDP files. CLICK "Next Screen".	The Files for Transfer to APSS report will be printed. Menu 110 will be redisplayed.

B Deleting Files From APSS Transfer Queue

Loan/LDP files added to the APSS transfer queue according to subparagraph A may be deleted according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER "6".	Transfer Loan/LDP Files to APSS Menu 110 will be displayed.
4	On Menu 110, ENTER "2".	Delete Files From APSS Transfer Queue Screen PNC17100 will be displayed.
5	On Screen PNC17100, select the file to be deleted from APSS transfer queue. Note: It is highly recommended that the user create a backup according to subparagraph 6 C, step 7 before deleting any file. CLICK "Select All" to delete all the loan/LDP files. CLICK "Next Screen".	Menu 110 will be redisplayed.

Notice PS-631

6 Transferring Loan/LDP File to APSS (Continued)

C Transferring Files to APSS for Processing

Loan/LDP files that have been added to the APSS transfer queue according to subparagraph A may be transferred to APSS to be used for loan/LDP processing.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "1".	Process Loan/LDP Files Menu 100 will be displayed.
3	On Menu 100, ENTER "6".	Transfer Loan/LDP Files to APSS Menu 110 will be displayed.
4	On Menu 110, ENTER "5".	Select Files for Transfer to APSS Screen PNC17000 will be displayed.
5	On Screen PNC17000, select FSN to transfer to APSS. CLICK "Select All" to transfer all the loan/LDP files.	A pop-up screen logon to the AS400 will be displayed.
6	Enter AS400 username and password.	Reports listing the files transferred to APSS will be printed. Note: Files transferred to APSS and not processed on the same day will be deleted. Files deleted from APSS have to be retransferred to APSS according to this subparagraph.
7	Process the loan/LDP file in APSS according to paragraph 7.	

7 Processing EWR's in APSS

A FSA Peanut EWR Report

Upon transferring the loan/LDP file to APSS according to subparagraph 6 C, the FSA Peanut EWR Report (PKA965-R001) will be printed listing the files that were successfully transferred to APSS.

Note: Files transferred to APSS **must** be processed on the same day otherwise, the files will be deleted from APSS and will have to be transferred again when the user is ready to process the loan/LDP.

Notice PS-631

7 Processing EWR's in APSS (Continued)

B Processing Warehouse-Stored Loan in APSS Using EWR

Once the EWR loan/LDP file is transferred to APSS, from Menu PCA005, ENTER "2", perform the normal loan and producer verification routines in APSS. Process the loan according to the following.

Step	Action	Result
1	On Menu PLA000, ENTER "9", " Warehouse Peanut Loans Using Processed Data ".	Screen PLC09500 will be displayed.
2	On Screen PLC09500, enter FSN of the loan/LDP file to be processed in the "Enter file name for the peanut data" field. ENTER "Y" or "N" to the question, "Is this the correct file?". PRESS " Enter ".	The producer name on the file will be displayed. Note: The loan will be processed for the person/entity name displayed on the upper left hand corner of the screen. This name may not exactly match the producer name on the loan/LDP file. Screen PLC10000 will be displayed with the information from the EWR loan/LDP file.
3	Verify and complete Screen PLC10000, then PRESS " Enter ".	Screen PLC10005 will be displayed.
4	On Screen PLC10005, enter the following: <ul style="list-style-type: none"> • "Date Documents/Warehouse Receipt Received" <p>Notes: The "Date Document/ Warehouse Receipt Received" field shall be the later of the date:</p> <ul style="list-style-type: none"> • CCC becomes the holder of the warehouse receipt • of loan application • all other required loan documents are received by the County Office, including the lien waiver. <p>A future CMA notice will be issued on handling the "Date Document Received" date of DMA loans.</p> <ul style="list-style-type: none"> • "State code where peanuts were inspected". <p>Note: This shall be automatically filled in if using EWR, or should be key-entered, if using paper receipt.</p> <p>PRESS "Enter".</p>	Screen PLA11000 will be displayed.

Notice PS-631

7 Processing EWR's in APSS (Continued)

B Processing Warehouse-Stored Loan in APSS Using EWR (Continued)

Step	Action	Result
5	On Screen PLA11000, enter the farm number where the commodity was produced, and PRESS "Enter" to continue.	Screen PLC40005 will be displayed.
6	On Screen PLC40005, PRESS "Enter".	Screen PLC40000 will be displayed with information from the EWR loan/LDP file.
7	Verify and complete Screen PLC40000, and PRESS "Enter".	Screen PLC23505 will be displayed.
8	Verify and complete Screen PLC23505. Note: If "Y" is entered to the question, "Do you have additional receipts?", then repeat steps 6 and 7 until "N" is entered in response to the question.	Screen PLC11000 will be displayed for each warehouse receipt that was processed.
9	Complete the warehouse-stored loan according to 12-PS.	
10	Release EWR associated with a repaid loan according to paragraph 8.	

C Processing LDP in APSS Using EWR

EWR receipts can be used as production evidence when requesting LDP by selecting LDP using EWR as payment type according to subparagraph 6 B, step 4. CCC does **not** have to be the holder of EWR's used for LDP.

Once the EWR loan/LDP file has been transferred to APSS, from Menu PCA005, select option 13. Perform the normal loan/LDP and producer verification routines in APSS. Process LDP according to the following.

Step	Action	Result
1	On Menu PGA000, ENTER "8".	Screen PGA09500 will be displayed.
2	On Screen PCA09500, enter FSN of the loan/LDP file to be processed in the "Enter file name for the peanut data" field. ENTER "Y" or "N" to the question, "Is this the correct file?". PRESS "Enter".	The producer name on the file will be displayed. Note: LDP will be processed for the person/entity name displayed on the upper left hand corner of the screen. This name may not exactly match the producer name on the loan/LDP file. Screen PGA10000 will be displayed with the information from the EWR loan/LDP file.
3	Verify and complete Screen PGA10000, then PRESS "Enter".	Screen PGA10005 will be displayed.
4	Complete LDP according to 12-PS.	

Notice PS-631

8 Releasing EWR's

A Conditions for Releasing EWR's

EWR's downloaded by the County Office **must** be released to the Provider according to the following conditions.

IF EWR is being release because of...	THEN on Screen PNC50000, select Release Reason Code...	AND for...
repayment Note: County Office shall process peanut loan repayment in APSS according to 12-PS, Part 7 before releasing EWR to new holder.	"Receipt is being released to new holder" Important: Do not release the receipt to a new holder until the repayment or forfeiture has been processed in APSS.	repayment , either: <ul style="list-style-type: none"> • enter the "New Holder ID" field • select the holder ID from the list of holder ID's.
forfeiture Note: Peanut forfeitures shall be processed immediately after loan maturity.		forfeiture , ENTER "C000002" in the "Holder ID" field.
error in warehouse receipt data download in error	"Downloaded by Mistake/Return to Previous Holder for Correction".	

Warning: Do not take the option to release the receipt to a new holder if:

- the receipt was downloaded in error
- there is error on the EWR data.

Select the reason code "Receipt being released to new holder" when EWR has been repaid or forfeited.

Notice PS-631

8 Releasing EWR's (Continued)

B Procedure for Releasing EWR's

Release EWR to the Provider according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "2" .	Release Electronic Warehouse Receipt Menu 200 will be displayed.
3	On Menu 200, ENTER "1" .	Select Electronic Warehouse Receipts Screen PNC50000 will be displayed.
4	<p>On Screen PNC50000, enter FSN or select FSN by clicking "Select FSN from List".</p> <p>In the "Release Reason Code" field, click either of the following reasons for releasing the receipt:</p> <ul style="list-style-type: none"> • "Receipt is being released to a new holder" <p style="padding-left: 40px;">Note: If the receipt is forfeited, ENTER "C000002" in the "New Holder ID" field.</p> <ul style="list-style-type: none"> • "Downloaded by mistake/return to previous holder for correction". <p>When releasing the receipt to a new holder, enter the new holder ID and name, or select holder ID by clicking "Select Holder ID".</p> <p>CLICK "Next Screen".</p>	Screen PNC53000 will be displayed.
5	<p>On Screen PNC53000, click the receipt number to be released.</p> <p>"Yes" will be displayed in the Selected Column.</p> <p>CLICK "Select All" to select all receipts for release. CLICK "Next Screen".</p>	Menu 200 will be redisplayed.

Notice PS-631

8 Releasing EWR's (Continued)

C Transmitting Release Request

This option will be used to release a group of receipts in a loan/LDP file to the Provider. Loan/LDP file to be released may be transmitted to the Provider according to the following.

Step	Action	Result
1	On Menu 200, ENTER "2".	Screen PNC12200 will be displayed.
2	Enter EWR user ID and password to transfer the file for release to the Provider.	Select Electronic Receipts for Release Screen PNC54000 will be displayed.
3	On Screen PNC54000, select FSN to select a group of receipts to release. Select "All" to transmit all the files. CLICK "Next Screen" to transmit the files to the Provider.	Screen PNC54000 will be displayed with the number of files and receipts selected. EWR Transfer Screen will be displayed with series of communication messages. EWR Release Confirmation List will be printed. Menu 200 will be redisplayed.

D EWR's Released in Error

If EWR is released in error or released to an incorrect Holder ID, County Offices and DMA's shall:

- document the error including the following information:
 - description of error
 - State and county code where the loan was disbursed
 - loan number
 - warehouse code
 - EWR number
 - EWR release date
 - Holder ID it was released to, if applicable.
- provide this information to Cecile Wynne, PSD, by either of the following
 - e-mail at cecile.wynne@wdc.usda.gov

Note: Send a courtesy copy to Tonye Gross at tonye.gross@wdc.usda.gov.

- telephone at 202-720-8413.

Note: If unable to reach Cecile Wynne, contact Tonye Gross by telephone at 202-720-4319.

Notice PS-631

9 EWR System Main Menu Other Functions

A Printing Receipt List

This function provides the County Office with the ability to print the contents of the loan/LDP file that has been downloaded from the Provider.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER “6”.	Other Functions Menu 600 will be displayed.
3	On Menu 600, ENTER “1”.	Select File for Printing Screen PNC19200 will be displayed.
4	On Screen PNC19200, click FSN to print. CLICK: <ul style="list-style-type: none"> • “All” to print all files • “Next Screen”. 	EWR Peanut Receipt Detail List will be printed and Menu 600 will be redisplayed.

B Restoring Selected Files From Server Backup

County Office must contact National Help Desk before restoring loan/LDP files from the server. Loan/LDP files can be restored from server backup according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER “6”.	Other Functions Menu 600 will be displayed.
3	On Menu 600, ENTER “2”.	Restore Peanut EWR Application Data Screen PNC91000 will be displayed.
4	On Screen PNC91000, enter the server backup location or CLICK “ Change Backup Directory ” to select the directory containing the loan/LDP file backups. Select the backup ID to be restored. CLICK “ Next Screen ”.	Menu 600 will be redisplayed.

Notice PS-631

9 EWR System Main Menu Other Functions (Continued)

C Reloading Loan/LDP Files From Backup

Loan/LDP files can be restored from backup created by the County Office. Do **not** use this option to load file backups that contain **new** loan/LDP files. Reload loan/LDP files from backup according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER "6".	Other Functions Menu 600 will be displayed.
3	On Menu 600, ENTER "3".	Restore Loan/LDP File from Backup Diskette Screen PNC62000 will be displayed.
4	Insert the backup diskette in the diskette drive and CLICK "OK".	Select Files to Reload Screen PNC63000 will be displayed.
5	On Screen PNC63000, click FSN of the loan/LDP file to restore. CLICK "Next Screen".	Menu 600 will be redisplayed.

Notice PS-631

9 EWR System Main Menu Other Functions (Continued)

D Deleting Loan/LDP Files From System

This function will remove the loan/LDP files that are no longer needed from the system. Do **not** remove any files associated with receipts that are still outstanding or receipts that have to be released back to the new or previous holder.

Before using this option, the user **must** backup the files to the server. Loans/LDP files can be deleted from the PC Peanut EWR System according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER “6”.	Other Functions Menu 600 will be displayed.
3	On Menu 600, ENTER “4”.	Remove Loan/LDP Files from System Screen PNC64000 will be displayed.
4	<p>On PNC64000, enter the crop year to remove.</p> <p>Select the type of files to be removed by clicking on either:</p> <ul style="list-style-type: none"> • loan files • LDP files • loan and LDP files. <p>Select the status of files to remove by clicking on either:</p> <ul style="list-style-type: none"> • completed files only • incomplete files only • complete and incomplete files. <p>CLICK “Next Screen”.</p>	Screen PNC65000 will be displayed.
5	<p>On Screen PNC65000, click FSN to delete.</p> <p>CLICK “Yes” or “No” to the question, “Do you wish to delete the selected file?”.</p>	Menu 600 will be redisplayed.

Notice PS-631

9 EWR System Main Menu Other Functions (Continued)

E Splitting a Loan/LDP File

Loan/LDP file containing multiple receipts may be split into 2 separate files. This option allows the user to select a receipt from the original loan/LDP file and move that receipt to another loan/LDP file with a new FSN assignment.

Examples of the reasons for splitting the loan/LDP file are to group the receipts include the following:

- loan/LDP requested by the producer
- warehouse location where the peanuts were inspected
- receipts have different peanut type
- receipts have different warehouse code.

Split the loan/LDP file according to the following.

Step	Action	Result
1	Access the Peanut EWR Main Menu 001 according to subparagraph 5 A, steps 1 and 2.	Menu 001 will be displayed.
2	On Menu 001, ENTER “6”.	Other Functions Menu 600 will be displayed.
3	On Menu 600, ENTER “6”.	Select File to Split Screen PNC66000 will be displayed.
4	On Screen PNC66000, click FSN of the loan/LDP file to be split.	Screen PNC67000 will be displayed.
5	On Screen PNC67000, click the receipt to split from the existing loan/LDP file. “Yes” will be displayed in the Select column. CLICK “Next Screen”.	Screen PNC68000 will be displayed.
6	On Screen PNC68000 the following fields will be displayed: <ul style="list-style-type: none"> • producer name • payment type • original file sequence # • remaining receipts • remaining total tons • new FSN • new file receipts • new file total tons. CLICK “Next Screen”.	Menu 600 will be redisplayed.

Notice PS-631

10 PC Peanut EWR System Login/Setup Functions and Error Codes

A Using the Other Login/Setup Functions

The PC Peanut EWR System has additional functions to handle changes. From Peanut EWR System/Login Setup Menu 000, the following options are available.

Option	Name
1	Update Configuration Information (Peanut EWR Menu 000, option "5") Note: The Update Configuration Screen PNC23000 has been enhanced to provide the ability to select a diskette or other input/output drive other than the A drive to store and back-up data.
2	Restore Peanut Files from Server Note: Contact the National Help Desk for assistance when using this option.
3	Backup Peanut Files to Server Note: The system is set to automatically backup to the server. If there are questions on this option, contact the National Help Desk.

B Common Error Codes

Exhibit 1 lists error codes commonly encountered when using the PC Peanut EWR System. If there are additional questions, contact the National Help Desk for assistance.

PC Peanut EWR System Common Error Codes

Error Code	Error Text
0000	No error codes detected.
0002	The transmission file is corrupt.
0003	A record of the transmission file has zero length.
0004	The first record of the transmission file is not record type D.
0005	A record of the transmission file has an invalid record type.
0007	A record of the transmission file is too short.
0008	In a multi-record transaction, the Holder ID is changed.
0009	In a multi-record transaction, the User ID is changed.
0010	In a multi-record transaction, the User password changed.
0011	In a multi-record transaction, the Action code is changed.
0012	In a multi-record transaction, the Action code must be "ISU" or "MNT".
0013	The Holder ID does not match the sender.
0014	The User ID is not valid.
0015	The User password is incorrect.
0016	The Action code is invalid.
0017	A field is required but missing.
0018	Data occurs in a field which is neither required nor optional.
0019	Non-digit found in a numeric field.
0020	Numeric field has trailing spaces.
0021	Value too short.
0022	Value invalid.
0023	Year is not 2000 to 2099 .
0024	Invalid date.
0025	Invalid State.
0026	A required field is missing for the graded peanuts.
0027	Virginia ELK Percent and Virginia Fancy Percent is required for type VIR.
0028	Valencia Cracked Percent and Valencia Discolored Percent are required for type VAL.
0029	Lot Number is required for Storage Container = G .
0030	Total Damaged Krs must be ≤ 2.49 if Segregation/Class is 1 .
0031	RMD Percent must be ≤ 1.00 if Segregation/Class is 1 .
0032	Total SMK Percent must = SMK RS Percent + Sound Split Percent.
0033	Segregation/Grade must be 3 if Flavus Found is Y .
0034	Total Hull Kernel Percent must = Total SMK Percent + Other Kernel Percent + Total Damage Percent + Hull Percent.
0035	Total Hull Percent must be between 98.50 and 101.49 inclusive.
0036	Receipt does not exist.
0037	Receipt already exist (ISU).
0038	Lien/Comment records are not contiguous.
0039	Holder not permitted to issue receipt.

PC Peanut EWR System Common Error Codes (Continued)

Error Code	Error Text
0040	Attempt to make loanable and give to disposition holder.
0041	Disposition holder not valid and enabled.
0042	Disposition holder cannot be the issuer.
0043	Disposition holder cannot be 'C' holder.
0044	Lien record Warehouse Code mismatch.
0045	Lien record License Type mismatch.
0046	Lien record Receipt Number mismatch.
0047	Lien record Sequence Number is not numeric.
0048	Lien record Sequence Number is not ascending.
0049	Comment record Warehouse Code mismatch.
0050	Comment record License Type mismatch.
0051	Comment record Receipt Number mismatch.
0052	Comment record Sequence Number is not numeric.
0053	Comment record Sequence Number is not ascending.
0054	License Type is not state or US or NL .
0055	Action attempted by this holder not permitted for the warehouse.
0056	Requesting holder must be the current holder of the receipt.
0057	Receipt status must be Open.
0058	Receipt status must be Cancelled.
0059	Receipt status must be Paper.
0060	Receipt type must be Electronic.
0061	Receipt type must be Paper.
0062	Receipt is already loanable.
0063	Holder not permitted to change holder.
0064	License type is not maintainable.
0065	Required fields cannot be deleted.
0066	Initiator of this action code must be a County Office.
0067	Initiator of action code IPS must be CCC (C000001).
0068	Receipt must be loanable.
0069	Current Holder ID of receipt cannot be CCC (C000001).
0070	Current Holder ID of receipt must be CCC (C000001).
0071	CCC Loan Status must be Pending or Rejected .
0072	CCC Loan Status must be Approved .
0073	Receipt is not in allowable range.
0075	Disposition holder is not allowed with a paper receipt.
0076	Loanable is not allowed with paper receipt.
9000+	EWR is unable to process the transmission file.