FSA
HANDBOOK

Conservation Cost-Share Automation System Operations

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

1-CONSV
(Revision 2)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Conservation Cost-Share Automation System Operations 1-CONSV (Revision 2)	**Amendment 1**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Revision

County Release No. 492 contained software that provides an accounting interface with CRES payment processing. This handbook has been revised to:

- provide instructions for using the following:
  - accounting interface
  - correction after performance process
- update screen examples to correspond with current software
- remove references to the following because they are no longer applicable:
  - universal soil loss equation
  - revised universal soil loss equation.

B Obsolete Material

1-CONSV (Rev. 1) is obsolete.

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Part 1 General Provisions

1 Overview

A Handbook Purpose

This handbook contains continuing policies, interpretations, and manual and automated instructions for STC's and COC's to follow in administering the following program operations:

- accepting requests, issuing approvals, determining C/S earned, and controlling funds for cost-sharing
- processing applications for payment
- preparing and submitting recurring reports.

1 Overview (Continued)

B Related Handbooks

Related handbooks include the following.

IF the material concerns...	THEN see...
ACP policy and procedure	1-ACP.
appeals	1-APP.
supplementing provisions to this handbook	1-AS.
records management	25-AS.
common management provisions	1-CM.
FFC	4-CP.
CRP policy and procedure and automation procedure pertaining to the contract file	1-CRP and 2-CRP.
ECP policy and procedure	1-ECP.
handling receipts and deposits	3-FI.
establishing receivables	6-FI and 67-FI.
making payments through the automated accounting interface	1-FI.
assigning payments	63-FI.
SIP policy and procedure and automated disbursement procedure	1-SIP.
CRES validations for AD-862	DM 9500-1.

1 Overview (Continued)

C Sources of Authority

Authority for the conservation C/S automation system is authorized as follows.

Program	Legislation
ACP	Sections 7 through 15, 16 A, and 17 of the Soil Conservation and Domestic Allotment Act, as amended, and the Food Agriculture, Conservation, and Trade Act of 1990 (WQIP)
CRP	Sections 1201 through 1245, Subtitles A through F, Title XII of the Food Security Act of 1985 as amended by the Food, Agriculture, Conservation, and Trade Act of 1990
ECP	Agriculture Credit Act of 1978 (Pub. L. 95-334) as amended by Disaster Assistance Act of 1989 (Section 402)
SIP	Food, Agriculture, Conservation, and Trade Act of 1990 (36 CFR Part 230)

2 Relief Actions by DAFP

A DAFP Waivers

DAFP may waive any procedural operation provisions in this handbook to grant relief to a participant:

- upon justification and recommendation by STC
- unless prohibited by statute.

This provision is in addition to, and not a substitute for:

- the appeals provision in 1-APP
- the waiver provisions in 4-CP based on misaction or misinformation.

3 State Supplementation and Forms

A Supplement Instructions

State Offices may supplement the instructions in this handbook.

B Forms

State and County Offices shall use nationally prescribed forms.

CEPD shall approve local forms designed by State or County Offices.

4 General Keyboard Guidelines

A Directional Keys

The following directional keys may be used to advance to data fields on a screen.

3180 or 3197 Directional Key	PC Directional Key	Use
Right and left arrow	Same	Adjust the current cursor position within a field.
Up and down arrow	Same	Adjust current cursor position to a particular data field above or below the current cursor position.
Up and down arrow holding "Shift" down	"Page Up" and "Page Down"	To roll information up and down for viewing when there is too much information to be displayed on 1 screen.
Field Exit	"Enter" on the number pad, "+" on the number pad, and "Tab"	To advance cursor to the next data field. **Notes:** If cursor is on data previously entered, the data the cursor is on and to the right of the cursor within the field will be erased from the field if the "Field Exit", "Enter" on number pad, or "+" on number pad is pressed.
Advance (→|) and prior field keys (Shift →|)	(→|) (|←)	Move to the beginning of the next or prior fields

4 General Keyboard Guidelines (Continued)

B Command Keys

The presence or absence of command keys on a screen varies by its function; however, the use of these keys is consistent throughout the conservation automation software.

The command keys are identified as follows.

<table>
<tr><th>IF screen instructs user to PRESS...</th><th>THEN on PC PRESS...</th><th colspan="2">Function</th></tr>
<tr><td>“Cmd3”</td><td>“F3”</td><td colspan="2">Previous menu will display.</td></tr>
<tr><td>“Cmd4”</td><td>“F4”</td><td colspan="2">Previous screen will display.</td></tr>
<tr><td rowspan="4">“Cmd7”</td><td rowspan="4">“F7”</td><td colspan="2">Current process will end.</td></tr>
<tr><td>IF the current process has...</td><td>THEN the original menu will display, and data entered will...</td></tr>
<tr><td>been completed</td><td>be updated.</td></tr>
<tr><td>not been completed</td><td>not be updated.</td></tr>
<tr><td>“Cmd13”</td><td>“Shift” + “F1”</td><td colspan="2">Additional information will display.</td></tr>
<tr><td>“Cmd16”</td><td>“Shift” + “F4”</td><td colspan="2">Provides a function to add data.</td></tr>
<tr><td>“Cmd20”</td><td>“Shift” + “F8”</td><td colspan="2">Provides a function to change data.</td></tr>
<tr><td>“Cmd24”</td><td>“Shift” + “F12”</td><td colspan="2">Provides a function to delete data.</td></tr>
<tr><td>“Help”</td><td>“Alt” + “F1” or right click mouse, then PRESS “Help” (Pad2)</td><td colspan="2">Guidance on how to proceed or an explanation will be displayed.</td></tr>
</table>

5 Accessing the County Conservation Main Menu

A Example of Menu EEA000

The following is an example of Conservation Main Menu EEA000.

```
COMMAND                                    EEA000                                    E0
Conservation Main Menu
-------------------------------------------------------------------------------------------------

                                1.  AD-245/AD-862 Menu
                                2.  CRP Offer (Bid) Processing Menu
                                3.  CRP Contract File Menu
                                4.  Ledger Menu
                                5.  Progress Reports Menu
                                6.  USLE/RUSLE Selection Menu
                                7.  CCC-1200/CCC-1245 Menu
                                8.  SIP Disbursement Menu

                                21.  Return To Application Selection Screen
                                22.  Return To Office Selection Screen
                                23.  Return To Primary Selection Menu
                                24.  Sign Off

 Cmd3=Previous Menu

 Enter option and press "Enter".
```

B Accessing Menu EEA000

Access Menu EEA000 according to the following.

Step	Action	Result
1	On Menu FAX250: • ENTER “3” • PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002: • enter the option number that corresponds to the county • PRESS “Enter”.	Menu FAX07001 will be displayed.
3	On Menu FAX07001: • ENTER “5” • PRESS “Enter”.	Menu EEA000 will be displayed.

6 Accessing the State Conservation Main Menu

A Example of Menu EEF000

The following is an example of Conservation State Main Menu EEF000.

```
COMMAND                                        EEF000                                                E0
Conservation State Main Menu
-------------------------------------------------------------------------------------------------------

                                  1.  State CCC Processing Menu
                                  2.  State AD-245/AD-862 Reports Menu
                                  3.  CRP Offer (Bid) Processing Menu
                                  4.  State Ledger Menu
                                  5.  Progress Reports Menu



                                  21.  Return To Application Selection Screen
                                  22.  Return To Office Selection Screen
                                  23.  Return To Primary Selection Menu
                                  24.  Sign Off


Cmd3=Previous Menu

Enter option and press "Enter".
```

B Accessing Menu EEF000

Access Menu EEF000 according to the following.

Step	Action	Result
1	On Menu FAX250: • ENTER “3” • PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002: • enter the option number that corresponds to the State • PRESS “Enter”.	Menu FAF07001 will be displayed.
3	On Menu FAF07001: • ENTER “5” • PRESS “Enter”.	Menu EEF000 will be displayed.

7 Session Date Error

A Never Alter Session Date

State and County Offices should never alter the session date on a system terminal to record conservation activity.

If the session date is changed on a system terminal:

- conservation activity through the following options cannot be processed:
  - Menu EEA000, options 1, 4, 6, and 8 (county)
  - Menu EEF000, option 4 (State)
- either of the following Session Date Error Screens will be displayed if an attempt is made to process any of the aforementioned options on Menus EEA000 and EEF000:
  - EEA10100 (county)
  - EEF40100 (State).

B Example of Screen EEA10100

The following is an example of Session Date Error Screen EEA10100 (county).

Note: State Screen EEF40100 is the same as the example, except for the screen number.

```
 Conservation                              000-ANYCOUNTY                                    EEA10100
 Session Date Error Screen                 Version: AC89    07-22-2001     14:18            Term E0
-------------------------------------------------------------------------------------------------------

                                     SESSION DATE ERROR

                           The system has detected that the session date has been
                           altered.  Please correct the session date to continue
                           processing conservation activity.

                                           OR

                           Call TAC if you are restoring files at the end of the
                           fiscal year.  TAC will ask you for the session date and
                           time listed below and then give you the password that
                           will allow entry into the system.

                           Current Session Date: 2001-07-22    Time: 14:18:53

                                     Password:


 Enter=Continue
```

7 Session Date Error (Continued)

C Action on Screen EEA10100 or EEF40100

Complete the following on Screen EEA10100 or EEF40100.

IF the State or County Office...	THEN...
is **not** restoring FY-end conservation files	• PRESS "Enter" **Note:** The system will return to the original menu. • correct the session date • process conservation activity as usual.

needs to restore FY-end conservation files and re-enter conservation data not on the backup, and needs to have the session date altered to do so	• call the National Help Desk through the State Office computer specialist
	
	Note: The National Help Desk shall:
	
	  • request the session date and time from Screen EEA10100 or EEF40100
	
	  • provide a password to be entered on Screen EEA10100 or EEF40100.
	
	• after the password is entered, record conservation activity with the altered session date
	
	• after the needed conservation data is recorded with the altered session date, immediately correct the session date.

8 Terms

A ANA and LTA

In this handbook:

- ANA refers to any CRES program that provides for practices to be processed individually on an annual basis

- LTA refers to CRES program that provide for multi-year contracts, generally consisting of 2 or more practices.

9-15 (Reserved)

Part 2 County Eligibility Table

16 Overview

A County Eligibility Table Contents

The County Eligibility Table contains the applicable programs, fund codes, practices, component codes, C/S rates, and C/S levels that are eligible for the county.

Note: The data must be correct on the County Eligibility Table for the conservation software to work properly. This data must be kept up-to-date at all times.

B Example of Menu EEA100

The following is an example of Conservation AD-245/AD-862 Menu EEA100.

```
COMMAND                                    EEA100                                    E0
Conservation AD-245/AD-862 Menu
-------------------------------------------------------------------------------------------------

 1.  Create Initial AD-245                 11.  Display Conservation Status
 2.  Update Initial AD-245                 12.  County Eligibility Table Update Menu
 3.  Needs Determination                   13.  Primary Purpose Table Reports Menu
 4.  Approval Process                      14.  AD-245/AD-862 Reports/Forms Menu
 5.  Partial Performance                   15.  Print/Update Letters
 6.  Final Performance                     16.  Reprint Form
 7.  Cancellation Process
 8.  Reinstatement
 9.  Delete                                20.  Return To Application Primary Menu
10.  Correction After Performance          21.  Return To Application Selection Screen
                                           22.  Return To Office Selection Screen
                                           23.  Return To Primary Selection Menu
                                           24.  Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

16 Overview (Continued)

C Example of Menu EEA205

The following is an example of County Eligibility Table Update Menu EEA205.

```
COMMAND                                        EEA205                                              E0
County Eligibility Table Update Menu
-------------------------------------------------------------------------------------------------------

                  1.  Programs
                  2.  Practices
                  3.  Fund Codes
                  4.  Component Codes
                  5.  State Special Practice Initial Component Codes
                  6.  Control Number
                  7.  Print County Eligibility Status

                 20.  Return To Application Primary Menu
                 21.  Return To Application Selection Screen
                 22.  Return To Office Selection Screen
                 23.  Return To Primary Selection Menu
                 24.  Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

D Accessing Menu EEA205

Access Menu EEA205 according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER “1” • PRESS “Enter”.	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER “12” • PRESS “Enter”.	Menu EEA205 will be displayed.

17 Updating Programs on the County Eligibility Table

A Eligible Programs

All eligible programs in the county must have a "Y" status on the County Eligibility Table.

Important: If the status for a program is changed to "N", the status for all applicable practices for that program will be set to "N". If the program status is set to "N" by mistake, all program and practice data for that program must be re-entered.

B Example of Screen EEA21000

The following is an example of Update Program Eligibility Screen EEA21000. All conservation programs will be displayed on the screen.

```
Conservation                          000-ANYCOUNTY                Selection            EEA21000
Update Program Eligibility Screen                          Version: AC89  07-20-2001  14:37  Term E0
 ------------------------------------------------------------------------------------------------

                                                                                    Eligibility
  Program                                  Description                               Status

  ACP                            Agricultural Conservation Program                     Y
  CRP                            Conservation Reserve Program                          Y
  ECP                            Emergency Conservation Program                        Y
  PRP                            Pasture Recovery Program                              Y
  SIP                            Stewardship Incentive Program                         Y
  TAP                            Tree Assistance Program                               N
  1997TAP                        1997 Tree Assistance Program                          N



  VCSL                           Variable Cost-Share County                            N

  NO MORE PROGRAM CODES

 Enter=Continue  Cmd7=End
```

17 Updating Programs on the County Eligibility Table (Continued)

C Updating Program Eligibility Status

Update the program eligibility status according to the following.

Step	Action	Result
1	On Menu EEA205: • ENTER "1" • PRESS "Enter".	Screen EEA21000 will be displayed.
2	On Screen EEA21000, ENTER: • "Y" in the "Eligibility Status" column if the program is eligible in the county • on the VC/SL line, "Y" in the "Eligibility Status" column if the county is a variable C/S level county for ACP. **Note:** ACP must have a "Y" flag for VC/SL to be entered as "Y". When the program eligibility statuses have been entered, PRESS "Enter".	Screen EEA21000 will be redisplayed with the message, "Program eligibility statuses have been updated", at the bottom of the screen. • PRESS "Cmd4" or "F4" to return to the "Eligibility Status" column to make a change. • PRESS "Cmd7" or "F7" to return to Menu EEA205.

18 Updating Practices on the County Eligibility Table

A Eligible Practices

All eligible practices in the county must have a "Y" status, agency in charge of soil loss calculation and technical determination, C/S level percent, and maximum lifespan data entered on the County Eligibility Table. See DM 9500-1 for a list of all conservation practices.

Note: Separate ANA and LTA data must be entered for ACP practices.

B Example of Screen EEA21010

The following is an example of Update Practice Eligibility Screen EEA21010. All conservation practices associated with eligible programs in the county will be displayed on the screen for use with the Roll=Page option (Shift = up or down arrow or Page Up and Page Down keys). Practices will be displayed according to the alphabetical order of the eligible programs in the county which the practices are associated.

```
Conservation                          000-ANYCOUNTY            Selection              EEA21010
Update Practice Eligibility Screen                      Version: AC89  07-20-2001 14:44 Term E0
-------------------------------------------------------------------------------------------------

                                                                                    Practice
Practice                                                                              ELIG
  Code              Practice Description                                Program       Status

  CP8           Grassed waterways (Ac)                                    CRP           N
  CP8A          Grassed waterways (Ac)                                    CRP           N
  CP9           Shallow water areas for wildlife (Ac)                     CRP           Y
  CP9C          Shallow water areas for wildlife (Ac)                     CRP           N
  CP9N          Shallow water areas for wildlife (Ac)                     CRP           N
  CP10          Vegetative cover, grass already established (Ac)          CRP           N
  CP11          Vegetative cover, trees already established (Ac)          CRP           Y
  CP12          Wildlife food plot (Ac)                                   CRP           N
  CP13          Filter strips (Ac)                                        CRP           Y
  CP13A         Vegetative filter strips (grass) (Ac)                     CRP           N
  CP13B         Vegetative filter strips (trees) (Ac)                     CRP           N
  CP13C         Vegetative filter strips (grass) (Ac)                     CRP           N
  MORE PRACTICE CODES       Practice Code To Change:

Enter=Continue  Cmd7=End  Roll=Page
```

18 Updating Practices on the County Eligibility Table (Continued)

C Example of Screen EEA21015

The following is an example of Update Practice Eligibility Screen EEA21015.

```
Conservation                      000-ANYCOUNTY                 Selection                    EEA21015
Update Practice Eligibility Screen                            Version: AC89  07-20-2001 14:52 Term E0
-------------------------------------------------------------------------------------------------------

Practice - Code:          EC3
         - Description:   Restoring permanent fences (AS)
Program:                  ECP
Primary Purpose Codes:    C D E F G                        Cost Share Required:  Y
Units:                    ACRES SRVD                       Rates - Amortization: 0.1490
Maximum Extent Requested: 0640                                   - Erosion:      000


                Practice Eligibility Status:                    Y


                Responsible Agency For - Soil Loss Calculation:  FSA
                                       - Tech Determination:     FSA
                Cost Share Level:                                 64
                     Maximum Level Allowed:                       64
                Lifespan:                                        10
                     Minimum Lifespan Allowed:                   10

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

18 Updating Practices on the County Eligibility Table (Continued)

D Displayed Data on Screen EEA21015

The following data is displayed on Screen EEA21015 and cannot be changed.

Displayed Data	Description	Used for Validation Purposes Throughout AD-245 and AD-862 Software
Practice Code		
Practice Description		
Program Code		
Units	The units are either acres served, acres treated, or number.	X
Primary Purpose Codes	The displayed entries are the only acceptable codes to be entered on AD-245 and AD-862 for this practice.	X
Cost Share Required	"Y", "N", or "E" will be displayed. This determines whether estimated C/S must be entered when AD-245 is created in the system. If: • "Y" is displayed, estimated C/S must be entered • "N" is displayed, estimated C/S cannot be entered **Note:** Only CP12 has this setting. • "E" is displayed, estimated C/S may be entered or left blank. **Note:** Only CP practices, except CP12, have this setting.	X

18 Updating Practices on the County Eligibility Table (Continued)

D Displayed Data on Screen EEA21015 (Continued)

Displayed Data	Description	Used for Validation Purposes Throughout AD-245 and AD-862 Software
Amortization Rate	This rate is used to compute calculations for this practice on the primary purpose reports.	X
Erosion Rate	This rate is used to compute calculations for this practice on the primary purpose reports.	X
Maximum Extent Requested	If an extent requested greater than the displayed amount is entered on AD-245 and AD-862, a warning message will be displayed.	X
Maximum Level Allowed	This is the maximum C/S level percent allowed for this practice.	
Minimum Lifespan Allowed	This is the minimum lifespan allowed for this practice.	

E Accessing Screen EEA21015

Access Screen EEA21015 according to the following.

Step	Action	Result
1	On Menu EEA205: • ENTER “2” • PRESS “Enter”.	Screen EEA21010 will be displayed.
2	On Screen EEA21010, enter the practice code to be changed.	Screen EEA21015 will be displayed.

18 Updating Practices on the County Eligibility Table (Continued)

F Updating Practice Data

On Screen EEA21015, update the applicable practice data. The following data must be entered.

Data To Be Entered	Description
Practice Eligibility Status	If the practice is eligible in the county, the status must be "Y". If the practice is not eligible in the county, the status must be "N".
Responsible Agency for Soil Loss Calculation and Technical Determination	Enter the technical service provider responsible for computing the soil loss calculation and providing technical determinations for this practice in the county. For ACP, enter separately the technical service provider responsible for ANA and LTA. If the county does not have any LTA's, enter the technical service provider responsible for ANA's in both the ANA and LTA fields. The eligible codes are: • NRCS, Natural Resources Conservation Service • SFA, State Forestry Agency • FSA, Farm Service Agency • ES, Extension Service • Other, if none of the preceding technical agencies are applicable.
C/S Level	This is the C/S level percent that is eligible for this practice in the county. This amount cannot exceed the amount displayed in the "Maximum Level Allowed" field. The amount entered will not print on AD-245. For ACP, enter separately the C/S percent for ANA and LTA. If the county does not have any LTA's, enter the C/S percent entered for ANA's in both the ANA and LTA fields.
Lifespan	This is the maximum lifespan determined for this practice in the county. This amount cannot be less than the amount displayed in the "Minimum Lifespan Allowed" field. The amount entered will automatically print on AD-245, page 2, except for CRP practices. For ACP, enter separately the lifespan for ANA and LTA. If the county does not have LTA's, enter the lifespan entered for ANA's in both the ANA and LTA fields.

18 Updating Practices on the County Eligibility Table (Continued)

F Updating Practice Data (Continued)

When all data is correct, PRESS "Enter" to update. If all required data have been entered, Screen EEA21010 will be displayed with the message, "Practice has been successfully changed".

IF...	THEN...
other practices need to be updated	enter the practice code to be changed and PRESS "Enter". Follow the instructions in this subparagraph to enter practice data.
there are no other practices that need to be updated	PRESS "Cmd7" or "F7". Menu EEA205 will be displayed.

19 Updating Fund Codes on the County Eligibility Table

A Eligible Fund Codes

All eligible ACP, PRP, and SIP fund codes in the county must have a "Y" status on the County Eligibility Table.

Note: Fund code "00" for each program is automatically considered eligible and will not be displayed.

B Example of Screen EEA21020

The following is an example of Update Fund Code Eligibility Screen EEA21020. All applicable ACP fund codes will be displayed on this screen.

```
Conservation                  000-ANYCOUNTY                              Selection          EEA21020
Update Fund Code Eligibility Screen                          Version: AC89  07-20-2001 15:37 Term E0
-------------------------------------------------------------------------------------------------------


                                                                          Fund Code
  Fund                                                                    Eligibility
  Code          Description                                  Program       Status

   07           Water Quality Special Project                  ACP          N
   08           Hydrological Unit (WQ)                         ACP          N
   09           USDA Demo Project (WQ)                         ACP          N
   10           FY 1992 Water Quality Incentive Project        ACP          N
   11           FY 1993 Water Quality Incentive Project        ACP          N
   12           FY 1994 Water Quality Incentive Project        ACP          N
   13           FY 1995 Water Quality Incentive Project        ACP          N
   14           FY 1996 Water Quality Incentive Project        ACP          N
   50           State Funded ACP Special Project               ACP          Y
   60           ACP/Interim EQIP - Cropping                    ACP          Y

   MORE FUND CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
```

19 Updating ACP Fund Codes on the County Eligibility Table (Continued)

C Updating Fund Code Status

Update the fund code eligibility status according to the following.

Step	Action	Result
1	On Menu EEA205: • ENTER "3" • PRESS "Enter".	Screen EEA21020 will be displayed.
2	On Screen EEA21020, ENTER "Y" in the "Fund Code Eligibility Status" column if the fund code is eligible in the county. When the fund code eligibility statuses have been updated, PRESS "Enter".	Screen EEA21020 will be redisplayed with the message, "Fund Code eligibility statuses have been updated", at the bottom of the screen. • PRESS "Cmd4" or "F4" to return to "Fund Code Eligibility Status" column to make a change. • PRESS "Cmd7" or "F7" to return to Menu EEA205.

20 Adding, Deleting, and Changing Component Codes on the County Eligibility Table

A Component Codes

Eligible component codes and applicable data must be entered on the County Eligibility Table.

Component codes are unique for each State. The State Office shall establish and maintain standardized components according to 1-ACP, Part 2, Section 4.

Important: **Never** delete a component code that has been entered on an active AD-245 and AD-862.

B Example of Screen EEA21030

The following is an example of Update Component Screen EEA21030.

```
Conservation                          000-ANYCOUNTY                    Selection            EEA21030
Update Component Screen                                        Version: AC89  07-20-2001 15:46 Term E0
-------------------------------------------------------------------------------------------------------

COMP                                                                          C/S     C/S
Code                Description                                     Unit      Rate    Level

MML          MULCH MATERIAL (LITTER)                                TONS    15.000
MPB          PRESCRIBED BURN ($1000.00 MAX)                         AC       3.500
MSF          MOIST SOIL FACILITY                                    EA    3000.000
MSM          MEDIUM SITE PREPARATION (MECHANICAL)                   AC      41.000
NCL          NON-COMMERCIAL THINNING (LIGHT)                        AC      21.000
NCM          NON-COMMERCIAL THINNING (MEDIUM)                       AC      33.000
NCT          NON-COMMERCIAL THINNING (MECHANICAL)                   ACRE    41.000
NIT          NITROGEN (TOTAL UNITS)                                 UNITS     .160
NM1          EROSION CONTROL-NPK72 UNITS/AC (SIP)                   AC      25.000
NM2          FOOD PLOTS                                             AC      13.000
NM3          LIME 1 TON PER ACRE (SIP)                              AC      15.000
NM4          LIME 2 TON PER ACRE (SIP)                              AC      34.000
NO-$         COMPONENT FOR NON-COST/SHARED PRACTICES                ACRE
MORE COMPONENT CODES

Cmd7=End  Cmd16=Add  Cmd20=Change  Cmd24=Delete  Help=Help Text  Roll=Page
```

20 Adding, Deleting, and Changing Component Codes on the County Eligibility Table (Continued)

C Example of Screen EEA21035

The following is an example of Update Component Screen EEA21035.

```
Conservation                        000-ANYCOUNTY                          Selection     EEA21035
Update Component Screen                                        Version: AC89  07-20-2001 15:46 Term E0
-------------------------------------------------------------------------------------------------------



Component - Code:        ....
          - Description: ..........................................



            Unit:             .....
            Cost Share   Rate:  .........
            Cost Share Level: ....



Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

D Adding a Component Code

Add a component code to the County Eligibility Table according to the following.

Step	Action	Result
1	On Menu EEA205: • ENTER “4” • PRESS “Enter”.	Screen EEA21030 will be displayed. All active component codes will be displayed on the screen.
2	On Screen EEA21030, PRESS “Cmd16” or “Shift” + “F4” to add a component code. **Note:** PRESS “Help” or “Alt” + “F1” for additional information.	Screen EEA21035 will be displayed.

20 Adding, Deleting, and Changing Component Codes on the County Eligibility Table (Continued)

D Adding a Component Code (Continued)

Step	Action	Result

3	On Screen EEA21035, enter the following data.
	
	• **Component Code**. Component codes shall:
	
	  • be alpha, numeric, or alphanumeric
	  • not be more than 4 characters.
	
	• **Component Description**. The description shall not be more than 44 characters.
	
	• **Unit.** The unit shall not be more than 5 characters. Examples of units are CY, FT, LB, or acre.
	
	• **C/S Rate**. The rate shall be numeric with 2 or 3 decimal places. Do not include any symbols, except for a decimal point. If a flat rate or percent of cost not to exceed a rate is used, there must be an entry in this field. If a percent of actual cost is used or if component is non-C/S, leave this field blank.
	
	• **C/S Level**. The percentage shall be in whole numbers. Do not include any symbols. If a percent of cost not to exceed a flat rate is used, there must be an entry in this field. If a flat rate is used or if component is non-C/S, leave this field blank. WQP1 shall be entered as 100.
	
	Note: If the component is a non-C/S component for CRP, leave both C/S rate and level fields blank.
	
	When all component data is entered, PRESS "Enter".
		Screen EEA21030 will be redisplayed with the message, "Component has been added".
		
		PRESS "Cmd7" or "F7" to return to Menu EEA205.

20 Adding, Deleting, and Changing Component Codes on the County Eligibility Table (Continued)

E Deleting a Component Code

Delete a component code from the County Eligibility Table according to the following.

Important: **Never** delete a component code that has been entered on an active AD-245 and AD-862. If this occurs, AD-245 cannot be accessed until component code is added to the County Eligibility Table.

Step	Action	Result	
1	On Menu EEA205: • ENTER "4" • PRESS "Enter".	Screen EEA21030 will be displayed with all active component codes.	
2	On Screen EEA21030, PRESS "Cmd24" or "Shift" + "F12" to delete a component code. **Note:** PRESS "Help" or "Alt" + "F1" for additional information.	Screen EEA21030 will be redisplayed with the "Component Code to Delete" field.	
3	On Screen EEA21030: • enter the component code that is to be deleted • PRESS "Enter".	Screen EEA21045 will be displayed with the component code that was entered on Screen EEA21030.	
4	On Screen EEA21045, the question, "Is this the component you wish to delete (Y or N)?", will be displayed. • ENTER "Y" to delete the component code and PRESS "Enter". • ENTER "N" if the component code should not be deleted and PRESS "Enter".	**IF...**	**THEN...**
		"Y" was entered	Screen EEA21030 will be displayed with the message, "Component has been deleted", at the bottom of the screen.
		"N" was entered	Screen EEA21030 will be displayed and the cursor will display in the "Component Code to Delete" field.

20 Adding, Deleting, and Changing Component Codes on the County Eligibility Table (Continued)

F Changing Data for a Component Code

Change data for a component code on the County Eligibility Table according to the following.

Note: Follow this subparagraph to change component description, C/S rate, C/S level, or unit for a component code.

Step	Action	Result
1	On Menu EEA205: • ENTER "4" • PRESS "Enter".	Screen EEA21030 will be displayed with all active component codes.
2	On Screen EEA21030, PRESS "Cmd20" or "Shift" + "F8" to change data for a component code. **Note:** PRESS "Help" or "Alt" + "F1" for additional information.	Screen EEA21030 will be redisplayed with the "Component Code to Change" field.
3	On Screen EEA21030: • enter the component code that is to be changed • PRESS "Enter".	Screen EEA21040 will be displayed with the current data for the component code.
4	On Screen EA21040, change the necessary data. When all applicable data have been changed, PRESS "Enter".	Screen EEA21030 will be displayed with the message, "Component has been changed", at the bottom of the screen.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table

A Background on SSP's

SSP's are ACP practices developed by States to address local environmental needs. There may be multiple SSP's developed by a State, but all AD-245's processed for these practices will use the practice code and practice title SSP. SSP's may be used for ANA, LTA, EAN, and ELT.

Since all applications are processed and reported as SSP, the only way to differentiate between SSP's is by using the initial component code on AD-245's for SSP's as the means of identifying what the particular special practice is. Initial component codes for SSP's are handled differently in the system and require different data recorded in the system than other component codes.

Initial component codes for SSP's shall be established and maintained at the State level, as they are for all other component codes.

B SSP Initial Component Codes

Since the initial component code for SSP's only identifies what the practice is, no C/S will be paid for the initial component code. However, component codes 2 through 6 for SSP's are eligible for C/S, and will be processed as they would be for any other practice.

SSP initial component codes and applicable data must be entered on the County Eligibility Table before creating AD-245's in the system for SSP's.

Add, change, or delete SSP initial component codes in the system through option 5, "State Special Practice Initial Component Codes", on Menu EEA205, according to this paragraph.

Important: **Never** delete an SSP initial component code that has been entered on an active AD-245 and AD-862.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

C Accessing Screen EEA21030

On Menu EEA205, ENTER "5" and PRESS "Enter" to access Screen EEA21030. Adding, changing, and deleting SSP initial component codes are performed from Screen EEA21030. The following is an example of Screen EEA21030.

```
Conservation                 000-ANYCOUNTY              Selection                  EEA21030
Update Component Screen                            Version: AC90             08-21-2001 10:47 Term E0
-------------------------------------------------------------------------------------------------------------

COMP
Code       Description                                    Unit

SSP1  AQUACULTURE WASTE CONTROL FACILITY                  NO
SSP2  SITE PREPARATION FOR NATURAL REGENERATION           AC
SSP3  RESTORATION OF SALT DAMAGED SOIL                    AC









NO MORE COMPONENT CODES

Cmd7=End  Cmd16=Add  Cmd20=Change  Cmd24=Delete  Help=Help Text
IM: Use Cmd16, Cmd20, & Cmd24 to process components.
```

Note: The screen will be displayed blank if no SSP initial component codes have been added.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

D Accessing Screen EEA21050

On Screen EEA21030, PRESS “Cmd16” or “Shift” + “F4” to add an SSP initial component code. Update Component Screen EEA21050 will be displayed. The following is an example of Screen EEA21050.

```
 Conservation                              000-ANYCOUNTY             Selection     EEA21050
Update Component Screen                                          Version: AC89  07-20-2001 16:01 Term E0
-------------------------------------------------------------------------------------------------------


Component - Code:        .....
          - Description: ........................................
          - Unit:        ......

                                                        -ANA-   -LTA-
        Responsible Agency For - Soil Loss Calculation:  ...... ......
                               - Tech Determination:     ...... ......
        Cost Share Level:                               ....    ....
             Maximum Level Allowed:                      80      80
        Lifespan:                                       ...     ...
             Minimum Lifespan Allowed:                   3       3



Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

E Adding an SSP Initial Component Code on Screen EEA21050

To add an SSP initial component code, enter data on Screen EEA21050 according to the following.

Step	Action
1	Enter the SSP initial component code. Component codes shall: • be alpha, numeric, or alphanumeric • not be more than 4 characters.
2	Enter the SSP initial component code description. The description shall not be more than 44 characters.
3	Enter the unit. The unit shall be either "AC" for acre or "NO" for number.
4	Enter the technical service provider responsible for computing soil loss and providing technical determinations for this SSP initial component in the county. Enter separately the technical service provider responsible for ANA and LTA. If the county does not have any LTA's for the component, enter the agency responsible for ANA's in both the ANA and LTA fields. The eligible codes are: • NRCS, Natural Resources Conservation Service • SFA, State Forestry Agency • FSA, Farm Service Agency • ES, Extension Service • other, if none of the preceding technical agencies are applicable.
5	Enter the C/S level percent that is eligible for this SSP initial component in the county. This amount cannot exceed 80 percent, which is displayed in the "Maximum Level Allowed" field. The amount entered will not print on AD-245. Enter separately the C/S percent for ANA and LTA. If the county does not have any LTA's for the component, enter the C/S percent for ANA's in both the ANA and LTA fields.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

E Adding an SSP Initial Component Code on Screen EEA21050 (Continued)

Step	Action
6	Enter the lifespan determined for this SSP initial component in the county. This amount cannot be less than 3 years, which is displayed in the "Minimum Lifespan Allowed" field. The amount entered will automatically print on AD-245, page 2. Enter separately the lifespan for ANA and LTA. If the county does not have LTA's, enter the lifespan entered for ANA's in both the ANA and LTA fields.
7	PRESS "Enter" when all data has been correctly entered on Screen EEA21050. Screen EEA21030 will be displayed with the: • new component • message, "Component has been added", at the bottom of the screen.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

F Changing an SSP Initial Component Code

Change the following data for an SSP initial component code on the County Eligibility Table according to the following:

- component description
- unit
- responsible agency for soil loss calculation and technical determination
- C/S level
- lifespan.

Step	Action	Result
1	On Screen EEA21030, PRESS "Cmd20" or "Shift" + "F8" to change data for an SSP initial component code. **Note:** PRESS "Help" or "Alt" + "F1" for additional information.	Screen EEA21030 will be redisplayed with the "Component Code to Change" field.
2	On Screen EEA21030: • enter the component code that is to be changed • PRESS "Enter".	Screen EEA21050 will be displayed with the current data for the SSP initial component code.
3	On Screen EEA21050: • change the necessary data • PRESS "Enter" when all the applicable data has been changed.	Screen EEA21030 will be displayed with the message, "Component has been changed", at the bottom of the screen.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

G Deleting an SSP Initial Component Code

Delete an SSP initial component code from the County Eligibility Table according to the following.

Important: **Never** delete an SSP initial component code that has been entered on an active AD-245 and AD-862. If this occurs, AD-245 cannot be accessed until the component code is added to the County Eligibility Table.

Step	Action	Result
1	On Screen EEA21030, PRESS "Cmd24" or "Shift" + "F12" to delete an SSP initial component code. **Note:** PRESS "Help" or "Alt" + "F1" for additional information.	Screen EEA21030 will be redisplayed with the "Component Code to Delete" field.
2	On Screen EEA21030: • enter the SSP initial component code that is to be deleted • PRESS "Enter".	Screen EEA21050 will be displayed with the SSP initial component code that was entered on Screen EEA21030.

21 Adding, Changing, and Deleting SSP Initial Component Codes on the County Eligibility Table (Continued)

G Deleting an SSP Initial Component Code (Continued)

Step	Action	Result	
3	On Screen EEA21050, the question, "Is this the component you wish to delete (Y or N)?", will be displayed. • ENTER "Y" to delete the SSP initial component code and PRESS "Enter". • ENTER "N" if the SSP initial component code should not be deleted and PRESS "Enter".	**IF...**	**THEN...**
		"Y" was entered	Screen EEA21030 will be displayed with the message, "Component has been deleted", at the bottom of the screen.
		"N" was entered	Screen EEA21030 will be displayed and the cursor will display in the "Component Code to Delete" field.

22 Establishing Components for Non-C/S CP Practices

A Background

Some non-C/S CP practices, such as CP10 or CP11, when processed as a non-C/S CP practice, may not need components, because there is nothing to implement. In these cases, components are needed only to satisfy the system requirement that at least 1 component must be added to AD-245.

Note: All CP practices, except CP12, are flagged "E" in the "C/S required" field of the County Eligibility Table allowing processing as either a C/S or non-C/S CP practice.

Other non-C/S CP practices may need components to assist the participant in practice implementation.

Components used for C/S CP practices may be used for non-C/S CP practices or specific components may be established for use with non-C/S CP practices according to this paragraph.

B State Office Responsibility

State Offices shall determine what components will be used for non-C/S CP practices. Examples of component options are provided in subparagraphs D through H to assist in the determination process.

C Guidelines for Establishing Non-C/S Components for Non-C/S Practices

Create non-C/S components by establishing only the following elements for each component:

- component code
- component description
- unit.

Do **not** include the C/S level or rate for the component. Omitting these 2 elements makes the component non-C/S.

22 Establishing Components for Non-C/S CP Practices (Continued)

C Guidelines for Establishing Non-C/S Components for Non-C/S Practices (Continued)

For established practices, such as CP10 or CP11, when processed as a non-C/S CP practice, 1 possibility is to create a single "generic" non-C/S component that can be used for both practices.

Example:

Code:	N-CS
Description:	Non-cost-shared component
Unit:	Acre

Non-C/S components may be established for other non-C/S practices by copying existing C/S components with the following changes:

- using different component code
- omitting the C/S levels and/or rates.

Example: Current C/S component:

Code:	FES
Description:	Tall Fescue - 30 pounds per acre
Unit:	Pound
C/S Rate:	.300

Non-C/S version:

Code:	NFES
Description:	Tall Fescue - 30 pounds per acre (non-C/S)
Unit:	Pound

Suggestion: All non-C/S components may be grouped together on the County Eligibility Table by beginning each component code with the same letter or number, such as "N" for non-C/S or "Z" for all non-C/S components, to appear at the end of the County Eligibility List.

22 Establishing Components for Non-C/S CP Practices (Continued)

D C/S CP2

The following is an example of approved AD-245 for CP2 for which C/S will be paid. All of the components used are percent-of-cost with a not-to-exceed rate. It is included as a reference for examples in subparagraphs E and F.

Page 2 — FORM APPROVED OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION | ST. & CO. & C/D: 22 077 3 | CONTROL NO.(F/Y & NO.): 2001 0033

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
1898	U.S. FARMER 555 SHORT ROWS	105.0					Practice must be completed and reported by 10-30-2001
TRACT No. 1959	COUNTRYVIEW, LA 11111-1111	CROPLAND 75.5				OTHER	
			CRP		2000 0001	ASSISTANCE	ID 439 06 0858 S
	Telephone No.						

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
WILDLIFE HABITAT IMPROVEMENT

FOR APPROVING OFFICIAL USE

Number	Practice Title	Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
-- A --	-------- B --------	---- C ----	---- D ----	-- E --	----- F -----	---- G ----	---- H ----
CP2	Establishment of permanent native grasses (Ac	40.0	40.0		3600*		
CP2F	FERTILIZER FOR CP2 50# OF 20-20-20 ACRE	40.0	40.0	30.000	1200		
CP2S	SEED AND SEEDBED PREPARATION FOR CP2 ACRE	40.0	40.0	60.000	2400		

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
CP2F - 50% of cost not to exceed rate in column E. CP2S - 50% of cost not to exceed rate in column E.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED — DATE

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES /_/ NO /_/

Total Cost-Shares Earned
Payment Advance (Partial Payment)
Is Partic. on FSA Debt Reg.? Y / / N / /
Setoff
Debt Assignment
Net Payment

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_/ NO /_/

Payment Approved (initials) (For SIP) C/S Earned Approved By/Date | ACH/Check Number (For SIP) Calc. Verif. By/Date

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least __ years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Offical, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: — DATE:

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

22 Establishing Components for Non-C/S CP Practices (Continued)

E Non-C/S CP2 With C/S Components

The following is an example of approved AD-245 for CP2. This practice is being processed as a non-C/S practice, but uses existing components for C/S CP practices. The same components are used on this AD-245 that are used for the C/S CP2 in subparagraph D.

Page 2 — FORM APPROVED OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION | ST. & CO. & C/D: 22 077 3 | CONTROL NO.(F/Y & NO.): 2003 0015

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
1898	U S FARMER 555 SHORT ROWS	105.0					Practice must be completed and reported by 05-15-2003
TRACT No. 1959	COUNTRYVIEW, LA 11111-1111	CROPLAND 75.5					
			CRP		2003 0004	EROSION	ID 439 06 0858 S
	Telephone No.						

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION

FOR APPROVING OFFICIAL USE

Number	Practice Title		Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
-- A --	---------- B ----------		---- C ----	---- D ----	-- E ---	----- F -----	---- G ----	---- H -----
CP2	Establishment of permanent native grasses (Ac		48.0	48.0		*		
CP2S	SEED AND SEEDBED PREPARATION FOR CP2	ACRE	48.0	48.0	60.000			
CP2W	WEED CONTROL (MECHANICAL)	ACRE	48.0	48.0	5.000			

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
CP2S - 50% of cost not to exceed rate in column E. CP2W - Flat rate.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED — DATE

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES /_/ NO /_/

Total Cost-Shares Earned

Payment Advance (Partial Payment)

Is Partic. on FSA Debt Reg.? Y / / N / /

Setoff

Debt Assignment

Net Payment

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_ / NO /_ /

Payment Approved (initials) (For SIP) C/S Earned Approved By/Date

ACH/Check Number (For SIP) Calc. Verif. By/Date

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least __ years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Offical, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: DATE:

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

22 Establishing Components for Non-C/S CP Practices (Continued)

E Non-C/S CP2 With C/S Components (Continued)

The advantage of using existing components for C/S practices is that no additional components need to be established or maintained.

The disadvantage is that the component information printed on AD-245 for C/S components could be misleading. It could be interpreted from the component messages printed above the instructions to the participant and rates in column E, that C/S will be paid, even though no approved C/S amounts are printed in column F. This is also true for flat rate and percent-of-cost components.

22 Establishing Components for Non-C/S CP Practices (Continued)

F Non-C/S CP2 With Non-C/S Components

The following is an example of approved AD-245 for CP2 using non-C/S components that have been created from the C/S components in subparagraphs D and E.

Page 2

FORM APPROVED
OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION | ST. & CO. & C/D: 22 077 3 | CONTROL NO.(F/Y & NO.): 2003 0017

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
1898	U S FARMER 555 SHORT ROWS	105.0					Practice must be completed and reported by 05-15-2003
TRACT No. 1959	COUNTRYVIEW, LA 11111-1111	CROPLAND 75.5					
	Telephone No.		CRP		2003 0015	EROSION	ID 439 06 0858 S

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION

FOR APPROVING OFFICIAL USE

Number	Practice Title	Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
-- A --	---------- B ----------	---- C ----	---- D ---	-- E ---	----- F -----	---- G ----	---- H -----
CP2	Establishment of permanent native grasses (Ac	48.0	48.0		*		
ZP2F	FERTILIZER FOR CP2 50# OF 20-20-20 NO C/S ACRES	48.0	48.0				
ZP2S	SEED AND SEEDBED PREPARATION FOR CP2 NO C/S ACRES	48.0	48.0				

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
ZP2F - Cannot exceed the amount in column F. ZP2S - Cannot exceed the amount in column F.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED — DATE

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES /_/ NO /_/

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_/ NO /_/

Total Cost-Shares Earned
Payment Advance (Partial Payment)
Is Partic. on FSA Debt Reg.? Y / / N / /
Setoff
Debt Assignment
Net Payment

Payment Approved (Initials) (For SIP) C/S Earned Approved By/Date
ACH/Check Number (For SIP) Calc. Verif. By/Date

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least __ years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Offical, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: DATE:

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

22 Establishing Components for Non-C/S CP Practices (Continued)

F Non-C/S CP2 With Non-C/S Components (Continued)

The non-C/S components in this subparagraph are basically copies of the C/S components in subparagraphs D and E with the following changes, according to subparagraph C.

- The first character of the original 4 character component code is replaced with the letter "Z". This will group all non-C/S components together at the end of the County Eligibility List.

- C/S levels and rates were not entered when the non-C/S components were added to the County Eligibility Table.

The advantage of creating non-C/S components is they are more reflective of the fact that C/S are not being paid. No rate is printed in column E, and although the component message indicates that the component cannot exceed the amount in column F, there are no C/S in column F. So it should be less misleading for participants.

The disadvantage of creating non-C/S components is that some time will be invested in establishing and loading them, and more components will be maintained on the County Eligibility Table.

22 Establishing Components for Non-C/S CP Practices (Continued)

G Non-C/S CP2 With One Non-C/S Component

The following is an example of approved AD-245 for CP2 using 1 all-purpose non-C/S component.

Page 2

FORM APPROVED
OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE
PRACTICE APPROVAL AND PAYMENT APPLICATION

ST. & CO. & C/D	CONTROL NO.(F/Y & NO.)
22 077 3	2001 0035

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM	FUND	CONTRACT/LTA	PRIMARY	EXPIRATION NOTICE
1898	U.S. FARMER	105.0	CODE	CODE	& ITEM NO.	PURPOSE	Practice must be completed and reported by 10-31-2001
	555 SHORT ROWS						
TRACT No. 1959	COUNTRYVIEW, LA 11111-1111	CROPLAND 75.5				OTHER ASSISTANCE	
			CRP		2000 0001		ID 439 06 0858 S
	Telephone No.						

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
CONSERVATION RESERVE WILDLIFE HABITAT IMPROVEMENT

FOR APPROVING OFFICIAL USE

Number	Practice Title	Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
-- A --	---------- B ----------	---- C ----	---- D ----	-- E --	----- F -----	---- G ----	---- H ----
CP2	Establishment of permanent native grasses (Ac	40.0	40.0		*		
NO-$	COMPONENT FOR NON-COST/SHARED PRACTICES ACRE	40.0	40.0				

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
NO-$ - Cannot exceed the amount in column F.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED — DATE

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES /_/ NO /_/

Total Cost-Shares Earned
Payment Advance (Partial Payment)
Is Partic. on FSA Debt Req.? Y / / N / /
Setoff
Debt Assignment
Net Payment

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_/ NO /_/

Payment Approved (initials) (For SIP) C/S Earned Approved By/Date
ACH/Check Number (For SIP) Calc. Verif. By/Date

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least __ years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Offical, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: — DATE:

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

22 Establishing Components for Non-C/S CP Practices (Continued)

G Non-C/S CP2 With One Non-C/S Component (Continued)

Using this type of component means that only 1 component is used for the non-C/S practice on AD-245 and AD-862. In this case, whatever is required to implement the practice is not detailed in components on AD-245. The advantages are that:

- only 1 non-C/S component would:
  - need to be created
  - be used on all AD-245's and AD-862's for non-C/S CP practices
- AD-245 processing time for non-C/S CP practices would be saved.

The disadvantage is that AD-245 would not provide the participant with information on required components for implementing the practice.

22 Establishing Components for Non-C/S CP Practices (Continued)

H Non-C/S CP10 With One Non-C/S Component

The following is an example of approved AD-245 for CP10 using 1 all-purpose non-C/S component.

Page 2 — FORM APPROVED OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION | ST. & CO. & C/D: 22 069 0 | CONTROL NO.(F/Y & NO.): 2000 0030

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
1964	U.S. FARMER 555 DRY SUMMER ROAD	4,026.0					Practice must be completed and reported by 09-30-2000
TRACT No. 9329	ANYTOWN, LA 71412-9707	CROPLAND 2,973.1					
			CRP		1998 0034	EROSION	ID 437 28 1325 S
	Telephone No.						

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION CONTROL

FOR APPROVING OFFICIAL USE

Number	Practice Title	Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
-- A --	B	C	D	E	F	G	H
CP10	Vegetative cover, grass already established (	25.9	25.9		*		
NO$$	COMPONENT FOR NON-COST/SHARED PRACTICES ACRE	25.9	25.9				

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
NO$$ - Cannot exceed the amount in column F.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED — DATE

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES /_/ NO /_/

Total Cost-Shares Earned
Payment Advance (Partial Payment)
Is Partic. on FSA Debt Reg.? Y / / N / /
Setoff
Debt Assignment
Net Payment

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_/ NO /_/

Payment Approved (initials) (For SIP) C/S Earned Approved By/Date
ACH/Check Number (For SIP) Calc. Verif. By/Date

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least __ years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Offical, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: DATE:

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

22 Establishing Components for Non-C/S CP Practices (Continued)

H Non-C/S CP10 With One Non-C/S Component (Continued)

For CP10 or CP11, when processed as a non-C/S CP practice, using 1 all-purpose non-C/S component is highly recommended, because there is nothing to implement. It will save AD-245 processing time and help avoid misleading producers about C/S amounts.

23 Reset Control Number

A Control Numbers

The system automatically assigns a sequential control number to each AD-245 and AD-862 when they are created.

If a control number is not used or is deleted, the control number sequence can be reset to use unused control numbers.

Note: County Offices are not required to reset the control number to use every available sequential control number.

Important: The FY portion of the control number cannot be changed. The system will automatically use the current FY as the FY portion of the control number.

B Example of Screen EEA21065

The following is an example of AD-245 Control Number Selection Screen EEA21065.

```
Conservation                              047-Uintah                              Selection   EEA21065
AD-245 Control Number Selection Screen                Version: AA01  03-01-1998        8:00       Term W2
_____________________________________________________________________________________________________


                                  Current Control Number:  1998 0045

                                  New Control Number:      1998 ____


Enter=Continue   Cmd7=End
```

23 Reset Control Number (Continued)

C Reset Control Number Sequence

Reset or change the control number sequence according to the following.

Step	Action	Result
1	On Menu EEA205: • ENTER "6" • PRESS "Enter".	Screen EEA21065 will be displayed with the last control number used in the "Current Control Number" field.
2	On Screen EEA21605, in the "New Control Number" field: • enter the desired control number minus 1 **Example:** If "1998 0021" is an unused number, ENTER "1998 0020" for the next unused sequential number "1998 0021" to be assigned to the next created AD-245. • if the first control number used in FY is entered, the system will assign the first unused sequential control number to the next created AD-245. When the new control number is entered, PRESS "Enter".	Screen EEA21070 will be displayed with the following: • control number that was entered on Screen EEA21065 • message, "Control Number has been updated", at the bottom of the screen. PRESS: • "Cmd4" or "F4" to make another change to the control number sequence • "Cmd7" or "F7" to return to Menu EEA205.

24 Printing the County Eligibility List

A County Eligibility Status Contents

The County Eligibility List will list all programs, fund codes, practices, and component codes that have a "Y" status on the County Eligibility Table.

Important: Print the County Eligibility List each time the County Eligibility Table is updated. Maintain a copy of this list in a folder and provide a copy to all applicable technical agencies.

B Printing the List

Print the County Eligibility List according to the following.

Step	Action	Result
1	On Screen EEA205: • ENTER "6" • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter". **Note:** Up to 9 copies may be printed.	The number of copies of County Eligibility Lists entered on Screen EZZ50000 will be printed. Review to ensure that all data are correct.

24 Printing the County Eligibility List (Continued)

C Example of County Eligibility List

The following is an example of the County Eligibility List.

Utah — U.S. Department of Agriculture — Prepared: 03-01-1998
Uintah — Farm Service Agency
Report No.: EEA215-R001 — County Eligibility List — Page: 1

Prog Code	Elig Status	Program Description
ACP	Y	Agricultural Conservation Program
CRP	Y	Conservation Reserve Program
SIP	Y	Stewardship Incentive Program

VCSL Code	Elig Status	VC/SL Description
VCSL	N	Variable Cost Share Level

Fund Code	Elig Status	Fund Description
07	Y	Water Quality - Special Project

Prac Code	Elig Status	Practice Description	Extent	Soil Calc.	Tech Deter.	C/S Level	Lifespan	C/S Req.
FR1	Y	Forest tree plantations	AC	SFA	SFA	60	10	Y
		LTA Values		SFA	SFA	60	10	
SL2	Y	Perm vegetative cover improvement	AC	FSA	FSA	60	5	Y
		LTA Values		NRCS	NRCS	60	5	
SL5	Y	Terrace Systems	AC	NRCS	NRCS	60	10	Y
		LTA Values		NRCS	NRCS	65	10	
CP2	Y	Estab perm native grasses	AC	NRCS	NRCS	50	10	Y

Comp Code	Elig Status	Component Description	Unit	Rate	C/S Level
BR1	Y	Brome Seeding for Waterway	LB	.30	
CTF	Y	Contour Farming (non-C/S)	LF		
SM1	Y	Seeding Mixture #1	AC		60
TR1	Y	Terrace System	LF	.32	60

SSP Init Comp Code	Component Description	Unit	Soil Calc.	Tech Deter.	C/S Level	Lifespan
SSP1	AQUACULTURE WASTE CONTROL FACILITY	NO	NRCS	NRCS	75	15
	LTA Values		NRCS	NRCS	75	15
SSP2	SITE PREPARATION FOR NATURAL REGENERATION	AC	SFA	SFA	60	3
	LTA Values	SFA	SFA		60	3
SSP3	RESTORATION OF SALT DAMAGED SOIL	AC	NRCS	NRCS	75	15
	LTA Values	NRCS	NRCS	75	15	

24 Printing the County Eligibility List (Continued)

C Example of County Eligibility List (Continued)

Note: The "C/S Req." column indicates whether the practice is:

- a C/S practice (Y)
- a non-C/S practice (N)
- either a C/S practice or a non-C/S practice (E).

This cannot be changed by the County Office.

25-50 (Reserved)

--

Part 3 Printing Blank Forms

51 Overview

A Blank Forms

County Offices shall maintain a blank copy of AD-245, pages 1 and 2, Continuation for AD-245, pages 1 and 2, and AD-862 on file. Blank forms shall be for manual use:

- when the system is inoperable
- when a new program or practice is implemented and the software has not been revised to include the provisions for the program or practice
- according to this handbook.

52 Printing Blank AD-245

A Print Blank AD-245

Print a blank AD-245, pages 1 and 2, and Continuation for AD-245, pages 1 and 2, according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER "1" • PRESS "Enter".	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER "14" • PRESS "Enter".	Menu EEA350 will be displayed.
3	On Menu EEA350: • ENTER "11" • PRESS "Enter".	Screen EZZ50000 will be displayed.
4	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter". **Note:** Up to 9 copies may be printed.	The number of copies of blank AD-245's, pages 1 and 2, and Continuation for AD-245, pages 1 and 2, entered on Screen EZZ50000 will be printed. Menu EEA350 will be redisplayed.

53 Printing Blank AD-862

A Print Blank AD-862

Print a blank AD-862 according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER "1" • PRESS "Enter".	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER "14" • PRESS "Enter".	Menu EEA350 will be displayed.
3	On Menu EEA350: • ENTER "12" • PRESS "Enter".	Screen EZZ50000 will be displayed.
4	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter". **Note:** Up to 9 copies may be printed.	The number of copies of blank AD-862's entered on Screen EZZ50000 will be printed. Menu EEA350 will be redisplayed.

54-81 (Reserved)

--

Part 4 Conservation Status Screen

82 Accessing Conservation Status Screen

A Review of Status

Review Screen EEA20005 according to the following.

Who	When
County Office	• 15th of each month • Last workday of each month
DD	Each time DD visits the County Office

B Example of Screen EEA20005

The following is an example of Conservation Status Screen EEA20005.

```
                              000-ANYCOUNTY                          Display              EEA20005
Conservation Status Screen                          Version: AC89      07-24-2001   16:04        Term E0
-------------------------------------------------------------------------------------------------------

                           Conservation Status
    Conservation
                                                                 Due in
                                                        Count    30 Days   Overdue

  AD-245's/AD-862's not Transmitted for over 15 Days      10
* Contract/LTA Requests for Priority over 60 Days
* Contract/LTA Requests for CPO over 60 Days
  Awaiting Referrals (AD-862's)                           8                   8
  Pending Approvals (AD-245's)                            6
  COC Reports on Applications Pending Approval                                1
  COC Approved but not Completed (AD-245's)               9         1         3
  Performance Completed (AD-245's)-Prior FY
  Performance Completed (AD-245's)-Current FY

* - Not yet available


Cmd7=End
```

82 Accessing Conservation Status Screen (Continued)

C Accessing Screen EEA20005

Access Screen EEA20005 according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER “1” • PRESS “Enter”.	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER “11” • PRESS “Enter”.	Screen EEA20000 will be displayed while conservation status data is being processed.
3	Screen EEA20005 will be displayed. • Press the print key for a copy of the data on the screen. • PRESS “Cmd7” or “F7” to return to Menu EEA100.	Menu EEA100 will be displayed.

83 Description of Data on Conservation Status Screen

A Data on Screen EEA20005

This paragraph provides a description of the data on Screen EEA20005. See subparagraphs B through J for a description of each line of data.

B AD-245's and AD-862's Not Transmitted

The description of data for "AD-245's/AD-862's not Transmitted for over 15 Days" is as follows. Print ACP-301 report according to Part 7, Section 1 to obtain a list of the data for this item and compare the performance date and transmission date columns.

Column	Description
Count	The number of AD-245's and AD-862's with a completed performance date that is more than 15 calendar days from the current date and have not been transmitted.
Due in 30 Days	Not applicable.
Overdue	Not applicable.

C LTA's for Priority

The data for "Contract/LTA Requests for Priority over 60 days" is not available.

D LTA's for CPO

The data for "Contract/LTA Requests for CPO over 60 days" is not available.

83 Description of Data on Conservation Status Screen (Continued)

E Awaiting Referrals

The description of data for "Awaiting Referrals (AD-862's)" is as follows. Print Needs Determination Not Yet Made Report EEA370-R001 according to Part 7, Section 1 to obtain a list of the data for this item.

Column	Description
Count	The number of AD-862's that have been referred to the technical service provider, but no needs determination has been received.
Due in 30 Days	Not applicable.
Overdue	The number of AD-862's that have exceeded the referral expires date and no needs determination has been received.

F Pending Approvals

The description of data for "Pending Approvals (AD-245's)" is as follows. Print AD-245's Neither Approved Nor Disapproved Report EEA355-R003 according to Part 7, Section 1 to obtain a list of the data for this item.

Column	Description
Count	The number of AD-245's for which AD-862, or this agency's determination, has been received with needs determination completed, but COC has neither approved nor disapproved the request.
Due in 30 Days	Not applicable.
Overdue	Not applicable.

83 Description of Data on Conservation Status Screen (Continued)

G COC Reports

The description of data for "COC Reports on Applications Pending Approval" is as follows. Print COC Report on Applications Pending Approval Report EEA365-R001 according to Part 7, Section 1 to obtain a list of the data for the count column for this item.

Column	Description
Count	The number of ANA AD-245's pending approval for which AD-862, or this agency's determination, has been received with the needs determination completed, but COC Report on Applications Pending Approval has not been printed.
Due in 30 Days	Not applicable.
Overdue	The number of ANA AD-245's that have an approval date of the current FY, but a final COC Report on Applications Pending Approval was not printed.

H COC Approved AD-245's

The description of data for "COC Approved but not Completed (AD-245's)" is as follows. Print AD-245's Expiring Within 30 Days Report EEA355-R001 and AD-245's With Expiration Date Exceeded Report EEA355-R002 according to Part 7, Section 1 to obtain a list of data for this item.

Column	Description
Count	The number of AD-245's that have a date approved by COC but do not have a disapproved date or performance date.
Due in 30 Days	The number of AD-245's that are scheduled for completion within 30 days or less. The current date is within 30 days of expiration date.
Overdue	The number of AD-245's for which the current date is later than expiration date.

83 Description of Data on Conservation Status Screen (Continued)

I Performance Completed - Prior FY

The description of data for "Performance Completed (AD-245's)-Prior FY" is as follows. Review prior FY's ACP-301 report to obtain data for this item.

Column	Description
Count	The number of AD-245's with a previous FY performance date that were transmitted in the current FY.
Due in 30 Days	Not applicable.
Overdue	Not applicable.

J Performance Completed - Current FY

The description of data for "Performance Completed (AD-245's)-Current FY" is as follows. Print ACP-301 report according to Part 7, Section 1 to obtain a list of the data for this item.

Column	Description
Count	The number of AD-245's with a current FY performance date that were transmitted in the current FY.
Due in 30 Days	Not applicable.
Overdue	Not applicable.

84-99 (Reserved)

Part 5 Processing AD-245's and AD-862's

100 Overview

A Use of AD-245 and LTA

AD-245's used in this part shall be interpreted to mean AD-245's for all conservation programs, including SIP.

LTA used in this part shall be interpreted to mean all conservation programs with an LTA or a contract, including interim EQIP.

B Example of Menu EEA100

The following is an example of Conservation AD-245/AD-862 Menu EEA100.

```
COMMAND                                          EEA100                                    E0
Conservation AD-245/AD-862 Menu
-------------------------------------------------------------------------------------------------

 1.  Create Initial AD-245                11.  Display Conservation Status
 2.  Update Initial AD-245                12.  County Eligibility Table Update Menu
 3.  Needs Determination                  13.  Primary Purpose Table Reports Menu
 4.  Approval Process                     14.  AD-245/AD-862 Reports/Forms Menu
 5.  Partial Performance                  15.  Print/Update Letters
 6.  Final Performance                    16.  Reprint Form
 7.  Cancellation Process
 8.  Reinstatement
 9.  Delete                               20.  Return To Application Primary Menu
10.  Correction After Performance         21.  Return To Application Selection Screen
                                          22.  Return To Office Selection Screen
                                          23.  Return To Primary Selection Menu
                                          24.  Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

100 Overview (Continued)

C Accessing Menu EEA100

On Menu EEA000, ENTER “1” and PRESS “Enter” to access Menu EEA100.

D Process Step Chart

See Exhibits 4 and 5 for AD-245 and AD-862 process step charts.

101 Practices Requiring More Than Eleven Components

A Eleven Components Allowed

The CRES software allows up to 11 components to be processed on each AD-245 and AD-862 for a single practice.

B Two Methods of Handling More Than Eleven Components

Use either of the following methods, or a combination of the methods, to process AD-245 and AD-862 when a practice requires more than 11 components.

- Combine components so there are no more than 11 components for the practice. This method allows 1 practice to be processed in the usual manner on one AD-245 and AD-862.

  Important: County Offices shall contact the State Office when component combinations are needed. Since the State Office is responsible for establishing components, they shall also be responsible for establishing component combinations, when needed.

- Process multiple AD-245's and AD-862's to accommodate all of the required components without combining components. Although this method overstates the number of practices actually implemented, because of processing multiple AD-245's and AD-862's for 1 practice, it is still an acceptable method.

101 Practices Requiring More Than Eleven Components (Continued)

C Guidelines for Using Multiple Forms

Use the following guidelines to process multiple AD-245's and AD-862's when more than 11 components are required for an individual practice's implementation.

Note: These guidelines are applicable for all programs processed through CRES.

- Use 11 components on **all** AD-245's and AD-862's created for an individual practice.

Exception: The last AD-245 and AD-862 created for a practice may contain less than 11 components, if there are less than 6 components remaining for the practice.

Example: CP8A requires 15 components for implementation. Create AD-245's and AD-862's as follows:

- first AD-245 and AD-862 will contain 11 components
- second AD-245 and AD-862 will contain 4 components.

- **Except** as provided in the first bullet of this subparagraph, do **not** create AD-245 and AD-862 for single components.

  Example: Practice CP2 requires 12 components for implementation. Do **not** create twelve AD-245's and AD-862's, each with 1 component. Instead, create two AD-245's and AD-862's, 1 with 11 components and the other with 1 component.

101 Practices Requiring More Than Eleven Components (Continued)

C Guidelines for Using Multiple Forms (Continued)

- If possible, group components on the same AD-245 and AD-862 that are likely to be completed at the same time. This may be helpful for practices implemented under the following conditions:

  - require more than 11 components
  - implementation will occur over months or years
  - 1 or more partial payments may be made.

  Note: The intention of this approach it to simplify processing partial performance, if applicable. It should be easier and take less time to process partial performance for a few components included on the same AD-245, rather than if they are spread across multiple AD-245's.

- Create each AD-245 and AD-862 for an individual practice to contain exactly the same data, except the following:

  - to the degree possible, the estimated C/S amount, if applicable, should represent only the components included on AD-245 and AD-862 being processed

  - the components will be different.

- Provide **all** AD-862's generated for a single practice to the technical agency for needs determination and performance certification. Attach them together and indicate that they are for a single practice.

  Note: The technical service provider is required to complete and return all AD-862's for single practices.

- When recording needs determination, to the degree possible, the estimated total cost, if applicable, should represent the total cost of only the components included on AD-245 and AD-862 being processed.

- Calculate the total installation cost on AD-862, block H 1, to represent only the components included on AD-245 and AD-862 being processed. The sum of the total installation cost on all AD-862's for the practice should equal the total installation cost for the entire practice.

102 CP Practices

A Background

The County Eligibility Table contains a "C/S Required" flag for every FSA practice. The flag indicates whether the following cost and C/S fields will be available for the practice and its components, if applicable, during AD-245 and AD-862 processing:

- estimated C/S
- estimated total cost
- C/S approved
- C/S earned
- total installation cost.

Note: The "C/S Required" flag is established by the National Office and set by KCFO. County Offices cannot change the flag setting.

The following is an explanation of each possible "C/S Required" flag setting.

IF the "C/S Required" flag setting is...	**THEN the cost and C/S fields will...**
Y	be displayed and entries must be made.
N	not be displayed; therefore, no entries can be made.
E	be displayed as follows. When AD-245 is created, if the estimated C/S amount is: • **not** entered, none of the other cost or C/S fields will be displayed for entry • entered, all of the other cost and C/S fields will be displayed, and entry will be required.

Important: The "E" flag setting makes it possible for AD-245 and AD-862 to be processed for a practice that may be C/S or non-C/S.

Leaving the "estimated C/S" amount blank enables the practice to become non-C/S. Entering the "estimated C/S" amount enables the same practice to be C/S on a different AD-245 and AD-862.

102 CP Practices (Continued)

B C/S Required Flag Settings

The following is the "C/S Required" flag setting for CP practices.

IF the practice is...	THEN the "C/S Required" flag is...
CP12	N.
any CP practice other CP12	E.

Note: CRP is the only program whose practices use the "N" and "E" settings.

C Guidelines for Processing AD-245's and AD-862's

Use the following guidelines for processing AD-245's and AD-862's for CP practices.

Note: These guidelines are for CP practices **only**. They are not applicable for any other program processed through CRES, because CRP is the only CRES program that provides non-C/S practices.

- Process AD-245's and AD-862's through the entire cycle of creation, needs determination, approval, and final performance, **for all CP practices** on an approved CRP-1 regardless of whether C/S will be paid or not.

- Although practices such as CP10 or CP11, when processed as a non-C/S CP practice, are already established and the participant has no additional C/S items to implement, complete the entire AD-245 and AD-862 cycle for CP10 and CP11, if is processed as a non-C/S CP practice.

  Notes: When notifying the participant of practice approval, it might be helpful to provide an explanation that there is nothing to implement, but certification is needed from the participant that the practice is actually already established.

  Certification must be made by the participant on AD-245, page 2, **and** the technical service provider on AD-862 that the practice is established and complete.

  It is likely that the time to complete the AD-245 and AD-862 cycle for CP10 and CP11 will be much shorter than other practices, since there is really nothing to implement.

102 CP Practices (Continued)

C Guidelines for Processing AD-245's and AD-862's (Continued)

- The system requires at least 1 component to be added when AD-245 is created, even for non-C/S practices. Some CP practices, such as CP10 and CP11, when processed as a non-C/S CP practice, do not really need components other than to satisfy system requirements, because there is nothing to implement.

  Notes: Use any of the following to process components for non-C/S CP practices:

  - use existing components for C/S CP practices
  - establish 1 or more components for use only with CP10 or CP11
  - a combination of the above.

  See paragraph 22 for the following about specific components for non-C/S practices:

  - suggestions for establishing components
  - assistance evaluating whether or not to establish components.

103 Accepting Requests for C/S

A Accepting Requests

Requests for C/S on AD-245 shall be accepted by the County Office according to the following.

IF a producer wishes to make a request for C/S and the system is...	THEN...
down or the program or practice has not been released in the software	accept the request on a blank AD-245. **Notes:** The producer shall sign the request. This form shall become the original form. The County Office must enter the data in the system according to this section as soon as the system is operable or the software has been enhanced with the program or practice code.
operable and the program and practice have been released in the software	the data for the request for C/S shall be entered in the system and a page 1 printed according to this section. **Note:** The producer shall sign the automated request. This form shall become the original form.

104 Creating Initial AD-245

A Create

Create AD-245 according to this paragraph and paragraphs 105 through 109.

B Selecting Create Option

On Menu EEA100:

- ENTER “1”
- PRESS “Enter” to select the create option.

Screen EEA11000 will be displayed. See paragraph 105.

C Control Number

The control number will automatically be assigned by the system to each AD-245 and AD-862 as it is created.

The control number consists of the 4 digits of FY and a sequential 4 character number (CCFY NNNN).

Example: 2001 0036.

105 AD-245 Initial Data Screen

A Example of Screen EEA11000

The following is an example of AD-245 Initial Data Screen EEA11000.

```
Conservation                          000-ANYCOUNTY                    Selection     EEA11000
AD-245 Initial Data Screen                     Version: AC89       07-24-2001       16:45 Term E0
-------------------------------------------------------------------------------------------------

   Control Number:    2001  0036                  Creation Date:  07-24-2001
   Last 4 positions
    of Applicant ID:
       (Leave blank to do inquiry)



   Farm Number:                                   Pool Agree No:
      (Leave Last 4 positions of Applicant ID blank and Enter a Farm Number
       to list all producers associated to the farm)

      (Leave both Farm Number and Pool Agree No blank to list all farms
       associated to Applicant ID)


   Tract Number:
      (Leave blank to list all Tracts associated to this Farm)

Enter=Continue  Cmd7=End
```

105 AD-245 Initial Data Screen (Continued)

B Entering Data on Screen EEA11000

Enter data on Screen EEA11000 according to the following.

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>1</td><td colspan="3">Enter the last 4 positions of the applicant's ID number. If the ID number is not known, leave field blank and PRESS "Enter", then take the following action. For LTA's, enter the participant that was entered for the LTA contract approval on the ledger.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>When Screen MACR01-02 is displayed, enter the participant's last name and PRESS "Enter".</td><td>Screen MACR01-01 will be displayed.</td></tr>
<tr><td>2</td><td>Select the desired name and PRESS "Enter".</td><td>Screen EZZ51000 will be displayed.</td></tr>
<tr><td>3</td><td>Enter the number of the farm to be selected and PRESS "Enter".</td><td>Screen EZZ51500 will be displayed.</td></tr>
<tr><td>4</td><td>Enter the number of the predominant tract of the land where the practice will be applied and PRESS "Enter".</td><td>Screen EEA11005 will be displayed.</td></tr>
</table></td></tr>
<tr><td>2</td><td colspan="3">If the common routine in step 1 was not used, enter the farm number or leave the field blank to obtain a list of farm numbers to select from that are associated with the applicant. If request is for P-A, leave the farm number blank.</td></tr>
<tr><td>3</td><td colspan="3">Enter the P-A number, if applicable. If P-A is entered, farm number must be left blank.</td></tr>
<tr><td>4</td><td colspan="3">If the common routine in step 1 was not used, enter the tract number of the predominant tract of the land where the practice will be applied or leave the field blank to obtain a list of tract numbers to select from that are associated with the farm number.</td></tr>
<tr><td>5</td><td colspan="3">When the data in steps 1 through 4 are entered, PRESS "Enter". The screen number will be changed to Screen EEA11005 and additional fields will be displayed.</td></tr>
</table>

105 AD-245 Initial Data Screen (Continued)

C Example of Screen EEA11005

The following is an example of AD-245 Initial Data Screen EEA11005.

```
Conservation                          000-ANYCOUNTY                        Selection     EEA11005
AD-245 Initial Data Screen                                    Version: AC98  01-18-2002 08:33 Term E0
-------------------------------------------------------------------------------------------------------

   Control Number:    2002  0035                              Creation Date:  01-18-2002
   Applicant ID:      111 22 3333 S                          U.S. FARMER
                                                             555 SHORT ROWS
                                                             COUNTRYVIEW, LA 11111-1111



   Farm Number:          1898
   Tract Number:         1959
   Program Code #:    17                                     Practice Code:         SIP4
                                                             (Leave blank to list all
                                                             practices for program)

Eligible Program Codes:
 1. ACP-ANA      5. CRP            9. ECPO
 2. ACP-EAN      6. ECPD          10. ECPT
 3. ACP-ELT      7. ECPF          11. PRP
 4. ACP-LTA      8. ECPH          12. SIP

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

D Entering Data on Screen EEA11005

Enter data on Screen EEA11005 according to the following.

Step	Action
1	Enter the number of the program code to be selected. The eligible programs on the County Eligibility Table will be displayed for selection.
2	Enter the practice code. If the practice code is not known, leave field blank and PRESS “Enter”. When Screen EZZ52000 is displayed, enter the practice code from the list displayed for the program and PRESS “Enter”. Screen EEA11010 will be displayed.
3	When the data in steps 1 and 2 are entered, PRESS “Enter”. The screen number will be changed to Screen EEA11010 and additional fields will be displayed.

105 AD-245 Initial Data Screen (Continued)

E Example of Screen EEA11010

The following is an example of AD-245 Initial Data Screen EEA11010.

```
Conservation                    000-ANYCOUNTY                              Selection     EEA11010
AD-245 Initial Data Screen                          Version: AC98    01-18-2002       08:33    Term E0
-------------------------------------------------------------------------------------------------------

  Control Number:     2002  0035                          Creation Date:  01-18-2002
  Applicant ID:       111 22 3333 S                       U.S. FARMER
                                                          555 SHORT ROWS
                                                          COUNTRYVIEW, LA 11111-1111


   Farm Number:          1898
   Tract Number:         1959
   Program Code:       SIP                               Practice Code:         SIP4
   Fund Code:          00
    Valid    00 21 22
    Choices:
                                                         Multi-Participants:    Y


   Describe Problem: CONTROL UNDESIRABLE SPECIES

   Practice Location: G-15
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Help=Help Text
```

F Entering Data on Screen EEA11010

Enter data on Screen EEA11010 according to the following.

Step	Action
1	If program code is for a program with multiple fund codes, enter the desired fund code. Fund codes recorded as eligible for the selected program code on the County Eligibility Table will be displayed for selection.
2	Enter the primary purpose code for the practice. Valid primary purpose codes for the practice will be displayed for selection. See DM 9500-1 for primary purpose codes. If the practice has only 1 primary purpose, the system will automatically assign the primary purpose code. In this case, the "Primary Purpose Code" field will not be displayed for entry. **Note:** After installing County Software Release No. 522, the primary purpose code for all CP practices will be default to "G".

105 AD-245 Initial Data Screen (Continued)

F Entering Data on Screen EEA11010 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>3</td><td colspan="2">“Low Income” field will be defaulted to N. ENTER “Y” for low income if applicable. Low income is only eligible for ACP, except for ACP fund codes 10, 11, 12, 13, and 14.</td></tr>
<tr><td>4</td><td colspan="2">“Multi-Participants” field will be defaulted to “Y” if:

• the farm selected has more than 1 producer, with valid IRS numbers, associated

Note: If only 1 producer will receive C/S payment on AD-245, change “Y” to “N”.

• a P-A number was entered.

Note: The field will not display if the farm selected only has 1 producer associated or a P-A number was not entered.</td></tr>
<tr><td>5</td><td colspan="2">If the program is an LTA program, enter the contract LTA number. Except for CRP, leave “Contract/LTA ID” field blank and PRESS “Enter” to obtain a list of all contracts approved on the ledger for the program. On Screen EZZ59500, enter the number for the LTA control number desired and PRESS “Enter”.
Screen EEA11010 will be redisplayed.</td></tr>
<tr><td>6</td><td colspan="2">Enter the producer’s description of the conservation or environmental problem.</td></tr>
<tr><td>7</td><td colspan="2">The system defaults the practice location to the description of the tract number as entered in the farm file. If a different practice location is desired, delete the defaulted information and enter the desired information.</td></tr>
<tr><td>8</td><td colspan="2">When the data in steps 1 through 6 are entered, PRESS “Enter”.</td></tr>
<tr><td></td><td>IF...</td><td>THEN...</td></tr>
<tr><td></td><td>“Y” was entered for multi-participants</td><td>Screen EEA11500 will be displayed. See paragraph 106.</td></tr>
<tr><td></td><td>“N” was entered for multi-participants</td><td>Screen EEA12000 will be displayed. See paragraph 107.</td></tr>
</table>

106 Multi-Participants Screen

A Example of Screen EEA11500

The following is an example of Multi-Participants Screen EEA11500.

```
Conservation                      000-ANYCOUNTY                      Selection        EEA11500
 Multi-Participants Screen                                  Version: AC90  07-26-2001 10:19 Term E0
 ---------------------------------------------------------------------------------------------------

 Control NO:    2001 0015                  Program:  ECPD
 Farm NO:       1898                       Practice: EC6       Primary Purpose: G
 Producer ID:   111 22 3333 S              Name:     U.S. FARMER

 H.  Performance Data (Cont)
                                                      NO. Of Eligible Persons:   2
   #   Producer ID        Name                                        Farm NO
   1  111 11 1111 S  U.S. FARMER                                        1898
   2  222 22 2222 S  WILL C. PROFIT                                     1898









 NO MORE PRODUCERS
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
```

106 Multi-Participants Screen (Continued)

B Entering Data on Screen EEA11500

Enter data on Screen EEA11500 according to the following.

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1</td><td>Enter the number of eligible persons that are determined as 1 person for payment limitations. For SIP, number of eligible persons must be one.</td></tr>
<tr><td>2</td><td>Use the following command keys to update participants on Screen EEA11500. PRESS “Help” or “Alt” + “F1” for additional information.

• PRESS “Cmd16” or “Shift” + “F4” to add a participant. See step 3.

• PRESS “Cmd20” or “Shift” + “F8” to change participant data previously entered, including the farm number and low income data. See step 4.

• PRESS “Cmd24” or “Shift” + “F12” to delete a participant previously entered. See step 5.</td></tr>
<tr><td>3</td><td>PRESS “Cmd16” or “Shift” + “F4”to add a participant.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>When Screen EEA11505 is displayed, enter the producer ID or PRESS “Enter”.</td><td>Screen EZZ52500 will be displayed.</td></tr>
<tr><td>2</td><td>Select the producer to be added and PRESS “Enter”.</td><td>Screen EEA11515 will be displayed.</td></tr>
<tr><td>3</td><td>Low income will default to “N”. Enter low income as “Y” if applicable. Low income is only applicable for ACP, except for ACP fund codes 10 through 14.</td><td>Screen EEA11500 will redisplay the participant’s data.</td></tr>
<tr><td colspan="3">Repeat the action in this step to add more participants.

Note: Producers with temporary ID numbers will not be allowed to be added to AD-245 as a participant except those with entity type 15.</td></tr>
</table></td></tr>
</table>

106 Multi-Participants Screen (Continued)

B Entering Data on Screen EEA11500 (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>4</td><td colspan="3">PRESS “Cmd20” or “Shift” + “F8” to change data for a participant that was previously entered on AD-245.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>On Screen EEA11500, enter the number of the producer to be changed and PRESS “Enter”.</td><td>Screen EEA11515 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>Change the desired data and PRESS “Enter”.</td><td>Screen EEA11500 will be redisplayed with changes.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to change participant data previously entered on AD-245.</td></tr>
<tr><td>5</td><td colspan="3">PRESS “Cmd24” or “Shift” + “F12” to delete a participant previously entered on AD-245.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>On Screen EEA11500, enter the number of the participant to be deleted from AD-245 and PRESS “Enter”.</td><td>Screen EEA11520 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>The question, “Is this the producer you wish to delete (Y or N)?”, will be displayed. ENTER “Y” to delete the producer and PRESS “Enter”.</td><td>Screen EEA11500 will be redisplayed.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to delete other participants on AD-245.</td></tr>
<tr><td>6</td><td colspan="3">When the data in steps 1 through 5 are entered, PRESS “Enter”.
Screen EEA12000 will be displayed. See paragraph 107.</td></tr>
</table>

107 AD-245 Practice/Component Screen

A Example of Screen EEA12000

The following is an example of AD-245 Practice/Component Screen EEA12000.

```
Conservation                      000-ANYCOUNTY                                  Selection     EEA12000
AD-245 Practice/Component Screen                  Version: AC90    07-26-2001       10:15    Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2001 0015                  Program:  ECPD
Farm NO:       1898                       Practice: EC6       Primary Purpose: G
Producer ID:   111 22 3333 S              Name:     U.S. FARMER

Willing To Cost-Share:           2000
Conserv. Plan:    For Farm by NRCS: N              Forest Mgmt by SFA: N  Other:         N
                  Other Farms:      Y              Partnership:        N  Joint Venture: N
Component                                                                          Extent
  Code                Description                                            Units   Requested
      Drought emergency measures (AS)                                                220.0
  WEL  WATER WELL (DEPTH)                                                      LF      250.0
  PI3  PIPELINE (1 1/2 IN)                                                     FT     1000.0




Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete  Help=Help Text
IM: Use Cmd16, Cmd20, & Cmd24 to process components.
```

107 AD-245 Practice/Component Screen (Continued)

B Entering Data on Screen EEA12000

Enter data on Screen EEA12000 according to the following.

Step	Action	
1	Enter the estimated C/S amount. This amount is required at the create option, except for CP practices, as follows.	
	IF the practice is...	**THEN the "Estimated Cost-Share" field will...**
	CP12	not be displayed. The "C/S Required" flag setting of "N" for this practice on the County Eligibility Table determines that none of the cost and C/S fields listed in subparagraph 102 A will be displayed on AD-245 and AD-862 processing screens. These fields are not needed, because CP12 is a non-C/S practice.
	any CP practice other than CP12	be displayed. The "C/S Required" flag setting of "E" for CP practices other than CP12 on the County Eligibility Table determines that they may be processed as C/S or non-C/S practices. If the practice is being processed as: • non-C/S, leave the "Estimated Cost-Share" field blank **Note:** This will cause the remaining 4 cost and C/S fields listed in subparagraph 102 A **not** to be displayed on AD-245 and AD-862 processing screens. These fields are not needed for non-C/S practices. • C/S, enter the estimated C/S amount. **Note:** This will cause the remaining 4 cost and C/S fields listed in subparagraph 102 A to be displayed on AD-245 and AD-862 processing screens. These fields are needed and will be required entries for C/S practices.

107 AD-245 Practice/Component Screen (Continued)

B Entering Data on Screen EEA12000 (Continued)

Step	Action
2	Enter whether the farm has an NRCS conservation plan, forest management plan, or other plan. Fields are defaulted to "N". If program is for LTA, there must be a "Y" entered for 1 of the plans. If data are being entered for SIP AD-245, an "LFS Plan" field will be displayed. ENTER "Y" if the farm has an LFS plan already developed.
3	Enter whether the producers on this farm have other farms. The system will default to "Y" if producers have other farms in the administering county.
4	Enter whether the producers entered on AD-245 are part of a partnership or joint venture.
5	Enter the extent requested for the practice. This is the acres served, acres treated, or number requested by the producer.
6	Use the following command keys to update components on Screen EEA12000. **Important:** At least 1 component must be added before processing can continue, even if the practice is a non-C/S CP practice. See paragraph 22 and subparagraph 102 C for establishing components for non-C/S practices. **Note:** If the practice is SSP, the system will require 2 components to be added. The first component must be an SSP initial component that has been added to the County Eligibility Table according to paragraph 21. The SSP initial component identifies what SSP is and the extent requested for the SSP initial component must equal the extent requested for the practice entered in step 5. The second component must be a component that has been added to the County Eligibility Table according to paragraph 20. • PRESS "Cmd16" or "Shift" + "F4" to add a component to AD-245. See step 7. • PRESS "Cmd20" or "Shift" + "F8" to change component data previously entered, including the extent requested data. See step 8. • PRESS "Cmd24" or "Shift" + "F12" to delete a component previously entered. See step 9.

107 AD-245 Practice/Component Screen (Continued)

B Entering Data on Screen EEA12000 (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>7</td><td>PRESS “Cmd16” or “Shift” + “F4” to add a component to AD-245.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>When Screen EEA12005 is displayed, enter the component code or PRESS “Enter”.</td><td>Screen EZZ53000 will be displayed.</td></tr>
<tr><td>2</td><td>Select the component code to be added and PRESS “Enter”.</td><td>Screen EEA12010 will be displayed.</td></tr>
<tr><td>3</td><td>Enter the extent requested for the component and PRESS “Enter”.</td><td>Screen EEA12000 will be redisplayed with the component data.</td></tr>
<tr><td colspan="3">Repeat the action in this step to add more components to AD-245.

Reminder: If the practice is SSP, at least 2 components must be added.</td></tr>
</table></td></tr>
<tr><td>8</td><td>PRESS “Cmd20” or “Shift” + “F8” to change component data previously entered, including the extent requested data.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>On Screen EEA12000, enter the component code to be changed and PRESS “Enter”.</td><td>Screen EEA12010 will be displayed.</td></tr>
<tr><td>2</td><td>Change the data and PRESS “Enter”.</td><td>Screen EEA12000 will be redisplayed with changes made.</td></tr>
<tr><td colspan="3">Repeat the action in this step to change data on other components on AD-245.</td></tr>
</table></td></tr>
</table>

107 AD-245 Practice/Component Screen (Continued)

B Entering Data on Screen EEA12000 (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>9</td><td colspan="3">PRESS “Cmd24” or “Shift” + “F12” to delete a component previously entered.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>On Screen EEA12000, enter the component code to be deleted from AD-245 and PRESS “Enter”.</td><td>Screen EEA12015 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>The question, “Is this the component you wish to delete (Y or N)?”, will be displayed. ENTER “Y” to delete the component and PRESS “Enter”.</td><td>Screen EEA12000 will be redisplayed.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to delete other components on AD-245.</td></tr>
<tr><td>10</td><td colspan="3">When the data in steps 1 through 9 is entered, PRESS “Enter”. Screen EEA16000 will be displayed. See paragraph 108.</td></tr>
</table>

108 AD-245 Application Status Screen

A Example of Screen EEA16000

The following is an example of AD-245 Application Status Screen EEA16000.

```
Conservation                      000-ANYCOUNTY                        Selection     EEA16000
AD-245 Application Status Screen                   Version: AC90              07-26-2001 12:49 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2001 0015                  Program:  ECPD
Farm NO:       1898                       Practice: EC6       Primary Purpose: G
Producer ID:   111 22 3333 S              Name:     U.S. FARMER

-Dates- Practice To Begin                                          04152001
        Practice To Be Completed By                                06302001
        COC Willing To Approve    (Initial Approval)               03202001
        Referral Expires                                           04152001









Note:   Enter dates in MMDDCCYY format.
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

108 AD-245 Application Status Screen (Continued)

B Entering Data on Screen EEA16000

Enter data on Screen EEA16000 according to the following. All dates shall be entered in MMDDCCYY format.

Step	Action
1	Enter the date that the participant will begin the practice. This date must be before the "Practice To Be Completed By" date and after the "Referral Expires" date.
2	Enter the date the participant will complete the practice. This date must be after the "Practice To Begin" date and the "Referral Expires" date.
3	Enter the date COC made the willing to approve determination. This field will not be displayed for entry for LTA programs and SIP. For ANA programs, this date must be present before AD-862 can be printed. **Important:** For ANA programs, if COC has not made a willing to approve determination when the request is created, leave the "COC Willing To Approve" date field blank. The "COC Willing To Approve" date can be entered through option 2 on Menu EEA100 when the willing to approve determination is made.
4	Enter the date the referral expires. This is the date that COC wants the needs determination data returned from the technical service provider. This date must be after the "COC Willing To Approve" date and before the "Practice To Begin" date. **Important:** For ANA programs, leave the "Referral Expires" field blank if the "COC Willing To Approve" date is blank. The "Referral Expires" date can be entered through option 2 on Menu EEA100 when the willing to approve determination is made.
5	When dates in steps 1 through 4 are entered, PRESS "Enter". Screen EEA17000 will be displayed. See paragraph 109.

109 AD-245 Process Status Screen

A Example of Screen EEA17000

The following is an example of AD-245 Process Status Screen EEA17000.

```
Conservation                      077-ANYCOUNTY                      Entry            EEA17000
AD-245 Process Status Screen                                 Version: AD12  10-17-2002 10:15 Term E0
-------------------------------------------------------------------------------------------------

Control NO:    2003 0003                  Program:  CRP             Contract NO:     2002 0023
Farm NO:       1898                       Practice: CP1             Primary Purpose: C
Producer ID:   111 22 3333 S              Name:     U S FARMER
If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.
   Print 245 Page 1
                                          Print AD-862



           1.  Create Initial AD-245       7.  Cancellation Process
           2.  Update Initial AD-245       8.  Reinstatement
           3.  Needs Determination         9.  Delete
           4.  Approval Process           10.  Correction After Performance
           5.  Partial Performance
           6.  Final Performance          16.  Reprint Form

Enter option and press "Enter".
Enter=Continue  Cmd7=End
IM: Initial 245 information has been added to the AD-245/AD-862 file.
```

109 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000

Enter data on Screen EEA17000 according to the following.

Note: When Screen EEA17000 is displayed, the data entered will be updated to the AD-245/AD-862 file.

Step	Action	
1	Print a form or report as follows.	
	IF...	**THEN...**
	only AD-245, page 1 is desired	ENTER "X" next to the "Print 245 Page 1" field.
	both AD-245, page 1 and AD-862 are desired **Note:** For ANA's, this option will not be displayed if a COC willing to approve date was not entered.	ENTER "X" next to the "Print 245 Page 1 & AD-862" field. For LTA's and SIP, and ANA's if COC is willing to approve, ENTER "X" in this field.
	only AD-862 is desired **Note:** For ANA's, this option will not be displayed if a COC willing to approve date was not entered.	ENTER "X" next to the "Print AD-862" field.
	no forms or reports need to be printed	do not enter "X" next to any of the fields.

109 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000 (Continued)

Step	Action	
2	**IF...**	**THEN...**
	AD-245 is desired to be created or a process on AD-245 is desired	enter an option number from the bottom of the screen and PRESS “Enter”.
	no process needs to be completed on another AD-245	PRESS “Cmd7” or “F7” to return to Menu EEA100.
	If a form or report was selected to be printed, Screen EZZ50000 will be displayed when “Enter” or “Cmd7” is pressed on Screen EEA17000. • Enter the printer ID and the number of copies to be printed. • PRESS “Enter” and the number of copies of forms or reports entered on Screen EZZ50000 will be printed.	

110 Printed Forms

A Producer's Signature

Obtain the producer's signature on AD-245, page 1. For LTA's, the producer's signature is not required on AD-245, page 1.

B If COC Willing to Approve

If COC is willing to approve determination was made when the producer made the request for the practice:

- notify producer of action by printing a referral letter according to Part 6
- refer AD-862 to the applicable technical service provider. Refer AD-862's for LTA's and SIP to the applicable technical service provider without obtaining a COC willing to approve determination.

Note: See 1-SIP for necessary action to be taken for SIP AD-245.

111-121 (Reserved)

--

Section 2 Update Initial AD-245

122 Correcting Data Entered Through Create Option

A Correcting Data Entered Through Create

Data that was entered through the create option can only be corrected or modified through option 2 on Menu EEA100.

When option 2, "Update Initial AD-245", is selected on Menu EEA100, the same screens that were accessed through option 1 on Menu EEA100 will be displayed.

Important: The screens accessed through option 1 on Menu EEA100 can only be accessed for modification through option 2 on Menu EEA100.

Exception: Multi-Participants Screen EEA11500 will be displayed at final performance for all programs with multi-participants and partial performance for SIP if multi-participants are present.

B Applicant ID, Farm and Tract Numbers, Program, Practice, Fund, and Primary Purpose Codes

Once AD-245 has been created through the create option, but has **not** been approved through option 4, "Approval Process", on Menu EEA100, the following can be changed through option 2 on Menu EEA100:

- applicant ID
- farm number
- tract number
- program code
- practice code
- fund code
- primary purpose code.

After AD-245 is accessed according to subparagraph E, use "Cmd4" or "F4" to display the field or fields to be changed, if necessary.

122 Correcting Data Entered Through Create Option (Continued)

B Applicant ID, Farm and Tract Numbers, Program, Practice, Fund, and Primary Purpose Codes (Continued)

Once AD-245 has been approved through option 4 on Menu EEA100, only the following fields can be changed:

- applicant ID
- farm number
- tract number
- primary purpose.

Note: Once AD-245 has had performance recorded through options 5 or 6 on Menu EEA100, only the primary purpose code can be changed.

C Component Codes

Once AD-245 has been created through the create option, component codes that need to be added, deleted, or changed can only be processed through option 2 on Menu EEA100.

Notes: Component codes cannot be deleted from AD-245 if C/S amount has been entered for component on Ledger Data Screen EEA14005. If C/S amount is removed from component code through option 4 on Menu EEA100, the component code can be deleted according to this subparagraph.

SSP initial component code cannot be deleted if the practice has been approved through option 4 on Menu EEA100.

D Multi-participant Field

If performance has been recorded and it is necessary to change the “Multi-Participant” field back to “Y” on Screen EEA11015 so that an additional participant(s) can be associated, then the “Previous C/S Earned” must be attributed to the original payee on Screen EEA11515. The amount attributed to the original payee must be the same as C/S earned for the practice during partial performance.

122 Correcting Data Entered Through Create Option (Continued)

E Accessing Option to Update Initial Data

Access the option to modify data entered through the create option according to the following.

Step	Action	Result
1	On Menu EEA100: • ENTER "2" • PRESS "Enter".	Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".	See Section 1 for instructions for displayed screen. **Notes:** Access to change producer ID, farm number, or tract number will not be allowed if any performance has been recorded. See subparagraph 122 B. To bypass a screen with data that does not need to be modified, PRESS "Enter" on that screen.
3	Enter data according to Section 1. PRESS "Enter" on each screen until Screen EEA17000 is displayed.	When Screen EEA17000 is displayed, the data will be updated to the file.

123 Entering COC Willing to Approve Determination

A COC Willing to Approve

After COC reviews the request and determines the C/S amount they are willing to approve, COC shall document the action taken by entering the amount and date and by initialing on the hard copy AD-245, page 1, in the C/S willing to approve block. See Exhibit 10.

To expedite the request, CED may be delegated authority to determine the amount COC is willing to approve if sufficient information for the practice is present at the initial signup. CED should document AD-245, page 1, as stated in this subparagraph.

B Entering COC Willing to Approve

If the COC willing to approve determination was not entered at create, the "Amount Willing To Approve", "COC Willing To Approve", and "Referral Expires" fields can be completed by accessing option 2 on Menu EEA100.

- This determination is required for all annual programs, except SIP.
- This determination must be entered before AD-862 can be printed.

123 Entering COC Willing to Approve Determination (Continued)

C Accessing Option to Enter COC Willing to Approve

Access the option to enter the COC willing to approve determination according to the following.

Note: After the COC willing to approve data is entered, print AD-862 and send to the applicable technical service provider.

Step	Action	Result
1	On Menu EEA100: • ENTER "2" • PRESS "Enter".	Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".	See Section 1 for instructions for displayed screen. **Note:** To bypass a screen with data that does not need to be modified, PRESS "Enter" on that screen.
3	Enter data according to Section 1. PRESS "Enter" on each screen until Screen EEA17000 is displayed.	When Screen EEA17000 is displayed, the data will be updated to the file.

D Not Willing to Approve

If COC is not willing to approve AD-245, page 1, enter the disapproval data according to Section 7.

Print disapproval letter according to Part 6 and send to the producer.

124 Applicant Notification of Referral

A Notification

When AD-862 is issued to the applicable technical service provider, notify the applicant of either of the following.

Notification	Additional Information
Approval of the practice, subject to determination of feasibility.	The approval subject to feasibility letter in Part 6 may be used for this notification. This letter allows the producer to start the practice after a feasibility determination has been completed with the risk that the practice may not be approved by COC if the feasibility determination is not favorable. Do not use this letter for: • practices SL1, SL2, SL6, SL14, and SL15, and practices with a primary purpose of erosion control • VC/SL • any other special requirements established at the national, State, or local level that make a review of AD-862 necessary before approval of the practice request.
Referral to determine that the practice is practical and needed.	The applicant shall not start the practice before receiving COC approval. The notice of referral letter in Part 6 may be used for this notification.

125 Follow Up on Referrals

A Review ACP-301

Regular reviews of ACP-301 report shall be made throughout FY to:

- ensure that outstanding referrals are acted on in time to issue approval before the starting dates given by the applicant
    - print the Needs Determination Not Yet Made Report according to Part 7, Section 1
    - remind the applicable technical service provider of the expiration date
- resolve any workload problems between agencies.

126-135 (Reserved)

--

Section 3 Needs Determination

136 Overview

A In This Section

This section provides instructions to enter needs determination data from AD-862. When the technical service provider makes the needs determination, updating data in the system is necessary. Enter data even if the needs determination is unfavorable.

Important: Needs determination data must be entered before C/S approval process can be accessed.

Note: Needs determination data can only be entered or corrected according to this section.

137 Entering Needs Determination Data

A Needs Data

Enter the needs determination data from AD-862 according to this paragraph and paragraphs 138 through 143.

Note: If the primary purpose code is incorrect, enter the correct primary purpose code through option 2 on Menu EEA100, according to paragraph 122, and then record needs determination.

B Selecting Needs Determination Option

Select the needs determination option as follows.

Step	Action	Result
1	On Menu EEA100: • ENTER "3" • PRESS "Enter".	Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".	Screen EEA13500 will be displayed. See paragraph 138.

138 AD-245 Site Charac/Tech Practice Screen

A Example of Screen EEA13500

The following is an example of AD-245 Site Charac/Tech Practice Screen EEA13500.

```
Conservation                        000-ANYCOUNTY         Selection     EEA13500
 AD-245 Site Char/Tech Practice Screen               Version: AC93  10-05-2001 12:59 Term E0
 ------------------------------------------------------------------------------------------------------------

 Control NO:    2002 0001              Program:  CRP         Contract NO:     2002 0037
 Farm NO:       1898                   Practice: CP1         Primary Purpose: C
 Producer ID:   111 22 3333 S          Name:     U.S. FARMER
 Land Capability Class & Subclass: ...          Soil Loss Tolerance(T-Value):..
                                                    Estimated -  Total Cost:........
 Hydrologic Unit:      ..............                         -  Cost-Share:....4550
   Component    Extent       Extent                    Endangered Species Code:..
     Code     Requested      Needed             # Technical    Cost
                   70.0     .........                 Code     Shared?
     ACPF          70.0     .........
     ACPS          70.0     .........




 Do you wish to see component and technical code descriptions (Y or N)?      N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
```

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500

Enter data on Screen EEA13500 according to the following.

Step	Action
1	Enter the land capability class and subclass for AD-862. This is not required for programs CRP, ECP, and practice SP53.
2	Enter the soil loss tolerance (T-value) for AD-862. This is not required for programs CRP, ECP, and practice SP53.
3	Enter the land cover use before and after code for AD-862. PRESS "Help" to display a help screen with the applicable codes. This is not required for programs CRP, ECP, and practice SP53.

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

Step	Action	
4	**IF the practice is...**	**THEN the "Estimated Total Cost" and "Estimated Cost-Share" fields will...**
	• a C/S CP practice • for a program other than CRP	be displayed. • Enter the estimated total cost from AD-862. • The estimated C/S amount entered through the create option will automatically be displayed. Correct this amount if necessary. • Go to step 5. **Reminder:** If the estimated C/S amount is entered through the create option for CP practices other than CP12: • the CP practice will be treated by the system as a C/S practice • these fields will be displayed. If it is discovered that the CP practice being processed through this option, other than CP12, should **not** be C/S, and has not been through the approval option: • exit this option • delete the estimated C/S amount through Menu EEA100, option 2 • record needs determination according to this section.

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

Step	Action	
4 (Cntd)	**IF the practice is...**	**THEN the "Estimated Total Cost" and "Estimated Cost-Share" fields will...**
	a non-C/S CP practice	not be displayed. Go to step 5. **Reminder:** The estimated C/S cannot be entered through the create option for CP12. It can be entered for all other CP practices; however, if it is not entered: • the CP practice will be treated by the system as a non-C/S practice • these fields will not be displayed. If it is discovered that the CP practice being processed through this option, except CP12, **should** be C/S and has not been through the approval option: • exit this option • enter the estimated C/S amount through Menu EEA100, option 2 • record needs determination according to this section.

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

Step	Action

5	Enter the hydrologic unit code for ACP practices WQP1 and SSP.
	
	• If the farm on AD-245 and AD-862 is physically located in either of the following, enter the hydrologic unit code for the administrative county:
	
	  • another State
	  • county within the State at the top of the screen.
	
	  Note: The system only accepts hydrologic unit codes applicable for the State code at the top of the screen.
	
	• The code shall be at least 8 numeric characters and no more than 14 numeric characters. The system will validate that the first 2 characters are correct and that there are at least 8 characters entered. This code must be obtained from the technical service provider.
	
	• If an entry less than 14 characters is entered, the system will add zeros to the front of the code to fill all 14 spaces in the field. Do not update a code entered like this.
	
	• To prevent the system from entering zeros to the front of the code, enter the applicable amount of zeros to the end of the code to equal 14 characters in the field.
	
	  Example: If 02145083 is the code to be entered, ENTER “02145083000000”.

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>6</td><td colspan="2">Enter the endangered species code for ACP practices WQP1 and WP7, and SIP practices SIP7 and SIP8. See DM 9500-1 for applicable codes.</td></tr>
<tr><td>7</td><td colspan="2">Enter the extent needed for the practice and each component for AD-862. Components can only be added or deleted through the update option according to Section 1.

If the practice is SSP, the extent needed for the SSP initial component must equal the extent needed for the practice.</td></tr>
<tr><td rowspan="3">8</td><td colspan="2">Technical practices may be entered when needs determination data is being recorded according to this section, or during final performance. Use the table to determine appropriate action.</td></tr>
<tr><td>IF technical practices are...</td><td>THEN...</td></tr>
<tr><td>available</td><td>continue with step 8 to process technical practices.</td></tr>
<tr><td></td><td>not available</td><td>• PRESS “Enter” to bypass technical practice processing through needs determination

• Screen EEA13000 will be displayed.

Go to paragraph 139.</td></tr>
</table>

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

Step	Action
8 (Cntd)	Technical practices: • associated to FSA practices are listed in DM 9500-1, Appendix G • associated to an FSA practice are flagged "Y" in the system as being eligible for C/S • **not** associated to an FSA practice are flagged "N" in the system as **not** being eligible for C/S. **Notes:** Program policy determines which technical practices are associated to FSA practices in DM 9500-1. FSA pays C/S, if applicable, only for technical practices flagged "Y" for the practice being processed on AD-862. FSA does not pay C/S for technical practices flagged "N" for the FSA practice. Process technical practices for **both** FSA C/S practices **and** non-C/S practices according to the following guidelines. • **At least 1** technical practice must be added that is associated to the practice according to DM 9500-1, Appendix G. The technical practice's "Cost-Shared" flag must be left set to "Y". Processing cannot continue without this requirement being met. **Important:** Even if the practice is a non-C/S CP practice, the "Cost-Shared" flag must be left set to "Y". • If the technical service provider has not provided at least 1 technical practice associated to the FSA practice in DM 9500-1, Appendix G, return AD-862 to the technical service provider and request the correct technical practice or practices be provided.

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>8
(Cntd)</td><td>
• Other technical practices may be added, if applicable, that are:

  • associated to the FSA practice; the “Cost-Shared” flag may be left set to “Y” or changed to “N”, as applicable

  • not associated to the FSA practice; the “Cost-Shared” flag cannot be changed from “N” to “Y”.

Use the following command keys to process technical practice codes for AD-862. PRESS:

• “Cmd16” or “Shift” + “F4” to add a technical practice code; see step 9

• “Cmd20” or “Shift” + “F8” to change technical practice data previously entered; see step 10

• “Cmd24” or “Shift” + “F12” to delete a technical practice code previously entered; see step 11

• “Help” or “Alt” + “F1” for additional information.
</td></tr>
<tr><td>9</td><td>
PRESS “Cmd16” or “Shift” + “F4” to add a technical practice code.

Note: Up to 6 technical practice codes may be added.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>When Screen EEA13505 is displayed, enter the technical code or PRESS “Enter” to display a list of technical codes to select from.</td><td>Screen EZZ54500 will be displayed.</td></tr>
</table>
</td></tr>
</table>

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

Step	Action		
9 (Cntd)	**Step**	**Action**	**Result**
	2	The technical practice codes that are associated to the practice and are eligible for C/S for the practice will be displayed with a "Y" in the "C/S Eligible" column. Use the up and down arrow while holding "Shift" or "Page Up" and "Page Down"to display the technical codes on the screen. **Notes:** These codes are set according to DM 9500-1 and cannot be changed in the system by the County Office. "Y" will be displayed in the "C/S Eligible" column even for non-C/S CP practices. Enter the technical practice code to be added and PRESS "Enter".	Screen EEA13510 will be displayed.
	3	ENTER: • "Y" if the technical practice code will be C/S and/or it is meeting the requirement that at least 1 technical code has the "Cost-Share" flag set to "Y" and PRESS "Enter" • "N" if the technical practice code will not be C/S or is not eligible for C/S and PRESS "Enter".	Screen EEA13500 will be redisplayed.
	Repeat the action in this step if additional technical practice codes need to be added.		

138 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>10</td><td colspan="3">PRESS “Cmd20” or “Shift” + “F8” to change technical practice data previously entered.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>Enter the number of the technical practice code to be changed and PRESS “Enter”.</td><td>Screen EEA13510 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>Change the desired data and PRESS “Enter”.</td><td>Screen EEA13500 will be redisplayed.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step if other technical practice data need to be changed.</td></tr>
<tr><td>11</td><td colspan="3">PRESS “Cmd24” or “Shift” + “F12” to delete a technical practice previously entered.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>Enter the number of the technical practice code to be deleted and PRESS “Enter”.</td><td>Screen EEA13515 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>The question, “Is this the technical code you wish to delete (Y or N)?”, will be displayed. ENTER “Y” to delete the technical practice code and PRESS “Enter”.</td><td>Screen EEA13500 will be redisplayed.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to delete other technical practice code data.</td></tr>
<tr><td>12</td><td colspan="3">When all data in steps 1 through 11 have been entered, PRESS “Enter”. Screen EEA13000 will be displayed. See paragraph 139.</td></tr>
</table>

139 AD-862 Erosion Control Screen

A Example of Screen EEA13000

The following is an example of AD-862 Erosion Control Screen EEA13000.

```
Conservation              000-ANYCOUNTY                              Selection     EEA13000
 AD-862 Erosion Control Screen                                  Version: AC93  10-05-2001 13:52 Term E0
-------------------------------------------------------------------------------------------------------------

 Control NO:    2002 0001              Program:  CRP             Contract NO:     2002 0037
 Farm NO:       1898                   Practice: CP1             Primary Purpose: C
 Producer ID:   111 22 3333 S          Name:     U.S. FARMER

 C.  Erosion Control Data:

                                       Problem                                   Acres
                                       Type      Before       After     Affected
      Sheet & Rill (Tons/AC/YR):
      Wind (Tons/AC/YR):                 ....         ...      .......
      Other (Tons/YR):                   ....         ...      .......
                                  ..     ......       .....     .......

    Range Codes:                       Before       After
      Range Condition:                    ..           ..
      Trend In Range Condition:           ..           ..


 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Help=Help Text
```

139 AD-862 Erosion Control Screen (Continued)

B Entering Data on Screen EEA13000

Enter data on Screen EEA13000 according to the following.

Important: If primary purpose is "C", data for at least 1 type of erosion must be entered. If erosion data are not required to be entered, PRESS "Enter" on Screen EEA13000 to bypass all fields.

Note: The range code fields on Screen EEA13000 will only display when the land cover use code is for rangeland.

Step	Action	
1	Enter the sheet and rill erosion data for AD-862 as follows.	
	Field	**Data Validation**
	Before	Enter the before in whole numbers in tons per acre per year for AD-862. Required if "after" is present.
	After	Enter the after in whole numbers in tons per acre per year for AD-862. This amount cannot be greater than the "before" and cannot be zero. Required if "before" is present.
	Acres Affected	Enter the acres affected for the number of acres on which erosion is reduced for AD-862. Required if "before" and "after" are present. Must be greater than zero.
2	Enter the wind erosion data for AD-862 as follows.	
	Field	**Data Validation**
	Before	Enter the before in whole numbers in tons per acre per year for AD-862. Required if "after" is present.
	After	Enter the after in whole numbers in tons per acre per year for AD-862. This amount cannot be greater than the "before" and cannot be zero. Required if "before" is present.
	Acres Affected	Enter the acres affected for the number of acres on which erosion is reduced for AD-862. Required if "before" and "after" are present. Must be greater than zero.

139 AD-862 Erosion Control Screen (Continued)

B Entering Data on Screen EEA13000 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>3</td><td colspan="2">Enter the other erosion data for AD-862 as follows.</td></tr>
<tr><td></td><td>Field</td><td>Data Validation</td></tr>
<tr><td></td><td>Problem Type</td><td>Enter the problem type for AD-862. PRESS “Help” to obtain a list of applicable problem types.</td></tr>
<tr><td></td><td>Before</td><td>Enter the before in whole numbers in tons per year for AD-862. Required if “after” is present.</td></tr>
<tr><td></td><td>After</td><td>Enter the after in whole numbers in tons per year for AD-862. This amount cannot be greater than the “before” and cannot be zero. Required if “before” is present.</td></tr>
<tr><td></td><td>Acres Affected</td><td>Enter the acres affected for the number of acres on which erosion is reduced for AD-862. Required if “before” and “after” are present. Must be greater than zero.</td></tr>
<tr><td>4</td><td colspan="2">Enter the range condition data for AD-862 as follows.</td></tr>
<tr><td></td><td>Field</td><td>Data Validation</td></tr>
<tr><td></td><td>Before</td><td>Enter the range condition before code for AD-862. Required if “after” is present. PRESS “Help” or “Alt” + “F1” to obtain a list of applicable range condition before codes.</td></tr>
<tr><td></td><td>After</td><td>Enter the range condition after code for AD-862. Required if “before” is present. PRESS “Help” or “Alt” + “F1” to obtain a list of applicable range condition after codes.</td></tr>
</table>

139 AD-862 Erosion Control Screen (Continued)

B Entering Data on Screen EEA13000 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>5</td><td colspan="2">Enter the trend in range condition data for AD-862 as follows.</td></tr>
<tr><td></td><td>Field</td><td>Data Validation</td></tr>
<tr><td></td><td>Before</td><td>Enter the trend in range condition before code for AD-862. Required if “after” is present. PRESS “Help” or “Alt” + “F1” to obtain a list of applicable trend before codes.</td></tr>
<tr><td></td><td>After</td><td>Enter the trend in range condition after code for AD-862. Required if “before” is present. PRESS “Help” or “Alt” + “F1” to obtain a list of applicable trend after codes.</td></tr>
<tr><td>6</td><td colspan="2">After data in steps 1 through 5 have been entered, PRESS “Enter”.
Screen EEA13005 will be displayed. See paragraph 140.</td></tr>
</table>

140 AD-862 Water Conservation Screen

A Example of Screen EEA13005

The following is an example of AD-862 Water Conservation Screen EEA13005.

```
Conservation                          000-ANYCOUNTY                Selection     EEA13005
 AD-862 Water Conservation Screen                        Version: AC93  10-05-2001 13:52 Term E0
 ---------------------------------------------------------------------------------------------------------

 Control NO:    2002 0001              Program:  CRP             Contract NO:     2002 0037
 Farm NO:       1898                   Practice: CP1             Primary Purpose: C
 Producer ID:   111 22 3333            Name:     U.S. FARMER

 D. Water Conservation Data:
    1. Irrigation Water Conservation:
        Irrigation Situation:       ..              Water Applied - Before:       ....
                                                    (AC-IN/AC)  - After:        ....
        Water Conservation Acres:   ......          System Efficiency - Before:    ...
                                                                      - After:     ...
    2. Increased Water Storage:
        Primary Use:                ..
        Capacity(AC-IN) - Before:   ......
                        - After:    ......          Soil Moisture Measure Applied: ..
 E. Water Quality Data:
        Problem Type:               ..              Water Body Treated/Protected:  ..
        Severity of Pollution:      ..

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Help=Help Text
```

140 AD-862 Water Conservation Screen (Continued)

B Entering Data on Screen EEA13005 for Water Conservation

Enter the following data on Screen EEA13005.

Important: If primary purpose is:

- "D", data for water conservation must be entered according to this subparagraph
- "E", data for water quality must be entered according to subparagraph C.

If water conservation and water quality data is not required to be entered, PRESS "Enter" on Screen EEA13005 to bypass all fields.

Step	Action
1	**Important:** If any data in "1. Irrigation Water Conservation" are present, all data must be completed for that category. If any data in "2. Increase Water Storage" are present, all data must be present for that category.
2	Enter the irrigation situation code for AD-862. PRESS "Help" and "Alt" + "F1" to obtain a list of applicable irrigation situation codes.
3	Enter the water applied before and after in acres-inches per acre per year in whole numbers for AD-862. There must be an entry in "before" and "after" if either is present.
4	Enter the water conservation acres that apply to the irrigation water conservation for AD-862.
5	Enter the system efficiency before and after percentage in whole numbers for AD-862.
6	Enter the primary use code for AD-862. PRESS "Help" or "Alt" + "F1" to obtain a list of applicable primary use codes.
7	Enter the capacity before and after in acres-inches of storage capacity for AD-862. There must be an entry in "before" and "after" if either is present.
8	Enter a "Y" if soil moisture measures are applied for AD-862.
9	When all data in steps 1 through 8 are entered, PRESS "Enter". Screen EEA13010 will be displayed. See paragraph 141.

140 AD-862 Water Conservation Screen (Continued)

C Entering Data on Screen EEA13005 for Water Quality

Enter the following data on Screen EEA13005.

Important: If primary purpose is:

- "E", data for water quality must be entered according to this subparagraph
- "D", data for water conservation must be entered according to subparagraph B.

If water conservation and water quality data is not required to be entered, PRESS "Enter" on Screen EEA13005 to bypass all fields.

Step	Action
1	Enter the problem type code for AD-862. PRESS "Help" or "Alt" + "F1" to obtain a list of applicable problem type codes.
2	Enter the water body treated or protected code for AD-862. PRESS "Help" or "Alt" + "F1" to obtain a list of applicable water body codes.
3	Enter the severity of pollution code for AD-862. PRESS "Help" or "Alt" + "F1" to obtain a list of applicable severity of pollution codes.
4	When all data in steps 1 through 3 has been entered, PRESS "Enter". Screen EEA13010 will be displayed. See paragraph 141.

141 AD-862 Wood Production and Other Screen

A Example of Screen EEA13010

The following is an example of AD-862 Wood Production and Other Screen EEA13010.

```
Conservation                              000-ANYCOUNTY              Selection     EEA13010
AD-862 Wood Production And Other                              Screen Version: AC93  10-05-2001 14:22 Term E0
-------------------------------------------------------------------------------------------------------------

Control NO:    2002 0001                  Program:  CRP              Contract NO:     2002 0037
Farm NO:       1898                       Practice: CP1              Primary Purpose: C
Producer ID:   111 22 3333 S              Name:     U.S. FARMER

F. Wood Production Data:
   1. Site Description:
         Site Index:                      ....     Potential Production:     ..
   2. Stand Condition:
         Forest Cover  - Before:          .... <-- (Leave either field blank to list
                       - After:           .... <--  all Forestry Practices)
         Stock Level   - Before:          ....
                       - After:           ....
   3. Site Preparation:
         Acres:                           .......  Cost Share:               ......

G. Other Assistance Data:
        Primary Purpose:                  ..

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Help=Help Text
```

141 AD-862 Wood Production and Other Screen (Continued)

B Entering Data on Screen EEA13010 for Wood Production

Enter data on Screen EEA13010 as follows.

Important: If primary purpose is:

- "F", data for wood production must be entered according to this subparagraph
- "G", data for other assistance must be entered according to subparagraph C.

If wood production and other assistance data are not required to be entered, PRESS "Enter" on Screen EEA13010 to bypass all fields.

Step	Action
1	Enter the site index for AD-862. See DM 9500-1 for applicable codes. Site index must be entered for ACP practices FR1 and FR2 and all SIP practices except SIP1. Site index is required if a potential production code is present. See DM 9500-1 for further instructions for SIP.
2	Enter the potential production code for AD-862. PRESS "Help" or "Alt" + "F1" to obtain a list of applicable potential production codes. Potential production code is required if a site index is present.
3	Enter the forest cover before and after code for AD-862. If field is required, leave field blank to obtain a list of all forest cover codes to select from.
4	Enter the stock level before and after code for AD-862. PRESS "Help" or "Alt" + "F1" to obtain a list of applicable stock level codes.
5	Enter the site preparation acres for AD-862. If present, site preparation C/S amount must be present. This amount must be correct when final performance process is accessed.
6	Enter the site preparation C/S amount for AD-862. This amount must be correct when final performance process is accessed.
7	When all data for steps 1 through 6 have been entered, PRESS "Enter". Screen EEA16005 will be displayed. See paragraph 142.

141 AD-862 Wood Production and Other Screen (Continued)

C Entering Data on Screen EEA13010 for Other Assistance

Enter data on Screen EEA13010 as follows.

Important: If primary purpose is:

- "G", data for other assistance must be entered according to this subparagraph
- "F", data for wood production must be entered according to subparagraph B.

  If wood production and other assistance data are not required to be entered, PRESS "Enter" on Screen EEA13010 to bypass all fields.

Step	Action
1	Enter the other assistance primary purpose code. PRESS "Help" to obtain a list of applicable other assistance primary purpose codes. **Note:** If the primary purpose at the top of the screen is "G" and the practice code is for any CP practice, then the only valid entry in the "G. Other Assistance Data, Primary Purpose" field is "1" or "8".
2	When data for step 1 have been entered, PRESS "Enter". Screen EEA16005 will be displayed. See paragraph 142.

142 AD-245 Application Status Screen

A Example of Screen EEA16005

The following is an example of AD-245 Application Status Screen EEA16005.

```
Conservation                              000-ANYCOUNTY             Selection     EEA16005
AD-245 Application Status Screen                    Version: AC93             10-05-2001 14:33 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0001                  Program:  CRP       Contract NO:     2002 0037
Farm NO:       1898                       Practice: CP1       Primary Purpose: C
Producer ID:   111 22 3333 S              Name:     U.S. FARMER

-Dates- Practice To Begin                                                     05012002
        Practice To Be Completed By                                           06152002

        Referral Expires                                                      05012002

        Needs Determination:
          Referred: *Needs Determination Made By Another Agency               .04152002
          Non Referred: *Needs Determination Made By FSA                      .........
                        *Soil Loss Determined By Another Agency               .........



Note:   Enter dates in MMDDCCYY format.
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

142 AD-245 Application Status Screen (Continued)

B Entering Data on Screen EEA16005

Enter data on Screen EEA16005 as follows. Enter all dates in MMDDCCYY format.

Note: The practice to begin, practice to be completed by, COC willing to approve, and referral expires dates cannot be entered or changed on Screen EEA16005. If 1 of these dates needs to be entered or changed, see Section 2.

Step	Action	
1	Enter the needs determination date as follows. Only enter 1 needs determination date.	
	IF...	**THEN...**
	a technical service provider other than this agency completed the needs determination for the practice	enter the date AD-862 was signed by the technical service provider in the "Needs Determination Made By Another Agency" field.
	this agency made the needs determination	enter the date AD-862 was signed by this agency in the "Needs Determination Made By FSA" field.
	this agency is responsible for the technical determinations for the practice, but another technical service provider completed the soil loss determination	enter the date AD-862 was signed by this agency and the technical service provider in the "Soil Loss Determined By Another Agency" field.
2	When the data in step 1 have been entered, PRESS "Enter". Screen EEA17000 will be displayed. See paragraph 143.	

143 AD-245 Process Status Screen

A Example of Screen EEA17000

The following is an example of AD-245 Process Status Screen EEA17000.

```
Conservation                                  077-ANYCOUNTY              Entry  EEA17000
AD-245 Process Status Screen                                Version: AD12  10-17-2002 10:22 Term E0
-------------------------------------------------------------------------------------------------------------

Control NO:    2003 0003          Program:  CRP             Contract NO:     2002 0023
Farm NO:       1898               Practice: CP1             Primary Purpose: C
Producer ID:   11 22 3333 S       Name:     U S FARMER
If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.
   Print 245 Page 1
                                     Print AD-862



                1.  Create Initial AD-245     7.  Cancellation Process
                2.  Update Initial AD-245     8.  Reinstatement
                3.  Needs Determination       9.  Delete
                4.  Approval Process         10.  Correction After Performance
                5.  Partial Performance
                6.  Final Performance        16.  Reprint Form

Enter option and press "Enter".
Enter=Continue  Cmd7=End
IM: Initial 245 information has been updated on the AD-245/AD-862 file.
```

143 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000

Enter data on Screen EEA17000 according to the following.

Note: When Screen EEA17000 is displayed, the data entered will be updated to the AD-245/AD-862 file.

Important: When needs determination data is entered, no other forms should need to be printed.

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="5">1</td><td colspan="2">Print a form or report as follows.</td></tr>
<tr><td>IF...</td><td>THEN...</td></tr>
<tr><td>AD-245, page 1 is desired</td><td>ENTER “X” next to the “Print 245 Page 1” field.</td></tr>
<tr><td>AD-862 is desired</td><td>ENTER “X” next to the “Print AD-862” field.</td></tr>
<tr><td>both AD-245, page 1 and AD-862 are desired</td><td>ENTER “X” in both fields.</td></tr>
<tr><td></td><td>no forms or reports need to be printed</td><td>do not enter “X” next to any of the fields.</td></tr>
<tr><td rowspan="4">2</td><td>IF...</td><td>THEN...</td></tr>
<tr><td>another process needs to be completed on this control number or another control number</td><td>enter an option number from the bottom of the screen and PRESS “Enter”.</td></tr>
<tr><td>no process needs to be completed on this control number or another control number at this time</td><td>PRESS “Cmd7” or “F7” to return to Menu EEA100.</td></tr>
<tr><td colspan="2">If a form or report was selected to be printed, Screen EZZ50000 will be displayed when “Enter” or “Cmd7” is pressed on Screen EEA17000.
• Enter the printer ID and the number of copies to be printed.
• PRESS “Enter” and the number of copies of forms or reports entered on Screen EZZ50000 will be printed.</td></tr>
</table>

144-153 (Reserved)

Section 4 Approval Process

154 Overview

A In This Section

This section provides instructions to:

- document action taken on ANA's AD-245, page 1
- enter approval data from AD-245, page 1 for either:
  - ANA's
  - CPO for LTA's
- complete practice extensions.

Approval data:

- can only be entered and corrected according to this section
- must be entered:
  - before partial or final performance can be accessed
  - for LTA AD-245's even though all AD-245's were officially approved when LTA or CRP contract was approved
  - for non-C/S CP practices, including CP12.

Once approval has been updated in the system, the program code, fund code, and practice code cannot be changed on AD-245. If the wrong program code, fund code, or practice code was approved in the system, cancel AD-245 according to Section 7 and create a new AD-245 for the correct program code, fund code, or practice code according to Section 1.

155 (Reserved)

--

156 Documenting COC's Approval or Disapproval of ANA Requests

A Action

Document COC action on the hard copy of AD-245, page 1, and record data in the system according to this section. See Exhibit 10.

After needs determination, if needs determination by COC or a technical service provider is:

- favorable, and AD-245, page 1 is approved, see paragraph 157
- favorable or not favorable, and AD-245, page 1 is disapproved, see paragraph 158.

157 Documenting COC Approval of ANA Requests

A Favorable Determination

If needs determination by COC or technical service provider is favorable, and AD-245 is approved, following the instructions in this paragraph.

Important: The C/S amount must be sufficient, with program limitations, to provide the necessary incentive for timely performance of the approved measure. Do not use arbitrary holddowns.

B Completing AD-245, Page 1

Manually enter the following on AD-245, page 1.

Step	Action
1	In column D, enter the extent approved for the practice and each component. If the practice is SSP, the extent approved for the SSP initial component must equal the extent approved for the practice.
2	In column E, enter the rate or C/S level for the practice and each component, if request is VC/SL or low income. If request is not VC/SL or low income, the following will be printed by the system in column E. • If a rate and C/S level or only a rate is entered on the County Eligibility Table for the component, the rate will be displayed. • If only a C/S level is entered on the County Eligibility Table for the component, the C/S level will be displayed. If the practice is SSP, the SSP initial component is a non-C/S component, because it only identifies what SSP is. Therefore, if the request is VC/SL or low income, **do not** enter a rate or C/S level for the SSP initial component. If the request is not VC/SL or low income, neither rate nor C/S level will print for the SSP initial component code.

157 Documenting COC Approval of ANA Requests (Continued)

B Completing AD-245, Page 1 (Continued)

Step	Action
3	In column F, enter the approved C/S amount for the practice and each component in whole dollars. If the practice is SSP, do not enter an approved C/S amount for the SSP initial component, since it is a non-C/S component.
4	Enter the date the practice expires.
5	COC shall date and sign AD-245, page 1.

Note: See paragraphs 159 and 160 for further instructions on documenting extents.

C Notification

Give the applicant timely notice of the extent of the approved C/S amount on AD-245, page 2. See approval letter in Part 6. The applicant shall not be disqualified for cost-sharing if the practice is started before AD-245, page 2 is received; however, the letter of approval subject to feasibility determination must be received before performance is started. See Section 2.

D Authorized Signature

To document COC action on AD-245, page 1, a committee member or CED, where so authorized, who has no personal interest in the farm shall sign the request.

- See 1-ACP for limitations on delegations of authority to act for COC.
- Enter the date AD-245 is signed.

E Enter Data in System

Enter the approval data in the system from AD-245, page 1, according to this section.

158 Documenting COC Disapproval of ANA Requests

A Determination

After needs determination, if needs determination by COC or technical service provider is favorable or not favorable, and AD-245, page 1 is disapproved, follow the instructions in this paragraph.

B Completing AD-245, Page 1

On AD-245, page 1:

- manually enter zero in columns D and F
- date and sign.

C Notification

Promptly notify the applicant, in writing, of COC's action.

- Give the reason for disapproval.
- Advise the applicant of the right to appeal the decision.
- See disapproval letter in Part 6.

D Authorized Signature

To document COC action on AD-245, a committee member or CED, where so authorized, who has no personal interest in the farm shall sign the request.

- See 1-ACP for limitations on delegations of authority to act for COC.
- Enter the date AD-245 is signed.

E Entering Data in System

Enter the disapproval data in the system from AD-245, page 1, according to Section 7.

159 Showing Extents and Amounts on AD-245, Page 1

A Approving Extents

Important: Completing approval documentation on AD-245, page 1 for:

- LTA programs is not required

  Note: County Offices may fill out approval data on AD-245, page 1 if it is helpful for entering approval data in the system.

- ANA programs is required.

Approve cost-sharing only on a definite, guaranteed basis. See subparagraphs B and C for exceptions.

- Farm allowances or conditional, minimum, or factored C/S approvals are not authorized.

- AD-245, page 1, column D or F shall not be issued blank or with entries in indefinite terms.

  Note: Column F may be blank for non-C/S CP practices.

- AD-245, page 1, column D shall show the number of units of practice approved.

- AD-245, page 1, column F must show the amount of C/S offered, if applicable.

  Example:
  - Cost-sharing is requested on 20 acres with an $8 per acre rate. C/S approval would be $160.
  - The extent to enter on AD-245, page 1, column D is 20.0. The amount to enter on AD-245, page 1, column F is $160.
  - Determine the amount of C/S, except under subparagraph B or C, by multiplying the established rate times the approved units. Round the approved total to the nearest whole dollar by increasing amounts of $.50 or more and decreasing amounts of $.49 or less. Individual components must be expressed in whole dollars.

159 Showing Extents and Amounts on AD-245, Page 1 (Continued)

B Less Than the Full Extent Requested

Document the decision to limit C/S amount as follows.

- COC may approve C/S amount less than the full extent requested when either of the following occurs:
  - unable to approve all needed units to complete a practice because of inadequate funding
  - a determination is made that a lesser amount would be appropriate to solve the conservation or environmental problem.
- Document approval on AD-245, page 1 by completing 1 of the following:
  - enter in column D the number of units for which cost-sharing can be given, with an approval for C/S in column F at the full rate for the units approved
  - enter in column D all the units needed to complete the practice, with an approval of C/S in column F in the specific amount determined.

Notify the producer, in writing or by notation on AD-245, page 2, that cost-sharing is conditioned upon performing all of the units needed to complete the practice.

C Possibility of Exceeding Maximum Limitation

Document the decision to limit C/S amount for the possibility of exceeding the maximum payment limitation.

When the amount that could be earned on the extent approved could exceed the maximum limitation, document approval on AD-245, page 1 by entering in:

- column D, the extent approved
- column F, the smaller of:
  - the estimated C/S to be earned
  - the applicable maximum limitation.

160 Approvals Where Maximum Payment Limitation May Apply

A Payment Limitation

Software is being developed to limit approvals and/or payments from exceeding program maximum payment limitations as required by 1-ACP and 1-ECP.

Important: Until software is available, follow instructions in subparagraphs B through D to prevent producers from believing they will receive an amount greater than the maximum payment limitations.

B Amount to Approve

Issue approval on AD-245, page 2 for each practice for the smaller of the maximum limitation or the amount COC approved.

- If more than 1 eligible person will share in the payment, limit the approval to the number of persons times the limitation.

- See applicable program handbook for additional instructions.

- See 1-ACP for additional instructions on P-A's.

160 Approvals Where Maximum Payment Limitation May Apply (Continued)

C Statement

If the amount of cost-sharing approved, and all other current FY approvals for a person in the county, will exceed the limitation, enter on AD-245, page 2, or attach to AD-245, page 2, on a separate sheet the following statement:

"The total of all cost-shares under the (enter FY) FY program to any person for all farms in which he or she has an interest anywhere for practices that are not performed under pooling agreements shall not exceed $3500, and for all practices, including those performed under pooling agreements shall not exceed $10,000."

Note: Maximum payment limitations shown in the statement are for ACP. For programs other than ACP, enter the maximum payment limitation amount for the applicable program.

D Inform Applicant

Inform the applicant of maximum payment limitations.

Publicize:

- the amount of the maximum limitation
- that applicants are responsible to keep within maximum limitation.

161 Entering Approval Data

A Approval Data

Enter the approval data from AD-245, page 1, or CPO for LTA programs, according to this paragraph and paragraphs 162 through 164.

B Selecting Approval Process Option

Select the approval process option as follows.

Important: Review ledger balance to ensure that there are sufficient funds to approve C/S, for applicable programs.

Step	Action	Result
1	On Menu EEA100: • ENTER “4” • PRESS “Enter”.	Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS “Enter”.	Screen EEA14000 will be displayed. See paragraph 162.

162 AD-245 Ledger Data Screen

A Example of Screen EEA14000

The following is an example of AD-245 Ledger Data Screen EEA14000.

```
Conservation                              000-ANYCOUNTY             Selection     EEA14000
 AD-245 Ledger Data Screen                                    Version: AC93  10-05-2001 15:44 Term E0
 ---------------------------------------------------------------------------------------------------------

 Control NO:    2002 0001                  Program:  CRP             Contract NO:     2002 0037
 Farm NO:       1898                       Practice: CP1             Primary Purpose: C
 Producer ID:   111 22 3333 S              Name:     U.S. FARMER

 Practice Description: Estab perm introduced grasses & legumes (Ac)

 Comp    Extent    Extent   C/S             C/S            Extent      C/S
 Code  Requested  Approved  Lev     Rate  Approved  Unit   Performed    Earned
            70.0 .....70.0              ........
 ACPF       70.0 .....70.0   50    30.000 ........  ACRE
 ACPS       70.0 .....70.0   50    35.000 ........  ACRE




 Do you wish to see component code descriptions (Y or N)?                   N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

162 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14000

Enter data on Screen EEA14000 according to the following. Enter the data from AD-245, page 1.

Note: Component codes can only be added or deleted through option 2 according to Section 1.

Step	Action	
1	The "Extent Approved" column will display amounts entered through the needs determination option. The extent needed for: • the practice will be displayed as the extent approved for the practice • each component will be displayed as the extent approved for each component. If COC or SF approved a different extent for the practice, component, or components than what is displayed, change the entry to the actual extent approved. If the practice is SSP, the extent approved for the SSP initial component must equal the extent approved for the practice.	
2	**IF the practice being processed is...**	**THEN follow these guidelines.**
	a non-C/S CP practice	For each component: • "C/S Lev" will be displayed from the County Eligibility Table, if it was entered on the table for the component • "Rate" will be displayed from the County Eligibility Table, if it was entered on the table for the component • Neither "C/S Lev" nor "Rate" will be displayed from the County Eligibility Table, if they were not entered on the table for the component (non-C/S component). Go to step 3.

162 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14000 (Continued)

Step	Action	
2 (Cntd)	**IF the practice being processed is...**	**THEN follow these guidelines.**
	• a C/S practice • for a program other than CRP	For each component: • "C/S Lev" will be displayed from the County Eligibility Table, if it was entered on the table for the component • "Rate" will be displayed from the County Eligibility Table, if it was entered on the table for the component. If the control number was approved for a different rate or C/S level than displayed, enter the correct rate or C/S level for the component. **Note:** If neither a rate nor C/S level was entered on the County Eligibility Table for a component, only a C/S level can be entered. If the practice is SSP, neither C/S level nor rate will be displayed for the SSP initial component, because it is a non-C/S component. Go to step 3.

162 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14000 (Continued)

Step	Action	
3	**IF the practice being processed is...**	**THEN follow these guidelines.**
	a non-C/S CP practice	No entries in the "C/S Approved" column are allowed. Go to step 4.
	• a C/S CP practice • for a program other than CRP	Enter the following in the "C/S Approved" column, on: • the top line, enter the total C/S amount approved by COC or SF for the practice in whole dollars • each component line, enter the C/S amount approved for the component. **Important:** The total of the C/S amount approved for the components must equal the total C/S amount approved for the practice. If the practice is SSP, no C/S amount approved will be entered for the SSP initial component, and no entry field is provided. However, the total of the C/S amount approved for all other components must equal the total C/S amount approved for the practice. For programs that have ledgers, the total C/S amount approved cannot exceed the funds available on the ledger for the program. The total C/S amount approved for SIP cannot exceed $10,000. For LTA programs that use ledgers, the C/S amount approved cannot exceed the unobligated contract balance. Go to step 4.

162 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14000 (Continued)

Step	Action	
4	**Reminder for CP Practices**	
	IF it is discovered that the CP practice being processed through this option, other than CP12, is being processed as a...	**THEN exit this option and...**

	C/S practice, but should be non-C/S	• complete the following through Menu EEA100, option 2:
		  • delete the estimated C/S amount
		  • delete existing C/S components and add non-C/S components, if applicable
		• update needs determination through Menu EEA100, option 3, for new components, if applicable
		• record approval according to this section.

	non-C/S practice, but should be C/S	• cancel and delete AD-245 • create a replacement AD-245 and AD-862, ensuring that the estimated C/S amount is entered to trigger other cost and C/S fields to be displayed when needs determination is recorded • record needs determination through Menu EEA100, option 3 • record approval according to this section.
	Entry fields in the following columns are not provided, because they are only used in the performance options: • "Extent Performed" • "C/S Earned". When actions in steps 1 through 3 have been completed, PRESS "Enter". Screen EEA16010 will be displayed. Go to paragraph 163.	

163 AD-245 Application Status Screen

A Example of Screen EEA16010

The following is an example of AD-245 Application Status Screen EEA16010.

```
Conservation                              000-ANYCOUNTY                Selection     EEA16010
AD-245 Application Status Screen                                Version: AC93  10-05-2001 15:56 Term E0
 ---------------------------------------------------------------------------------------------------------

 Control NO:    2002 0001              Program:  CRP             Contract NO:     2002 0037
 Farm NO:       1898                   Practice: CP1             Primary Purpose: C
 Producer ID:   111 22 3333 S          Name:     U.S. FARMER

 -Dates- Practice To Begin                                        05012002
         Practice To Be Completed By                              06152002

         Referral Expires                                         05012002

         Needs Determination:
           Referred: *Needs Determination Made By Another Agency  10052001
           Non Referred: *Needs Determination Made By FSA
                         *Soil Loss Determined By Another Agency

         Approved By COC Or SF                                    10052001
         Practice Expires                                         06152002

 Note:   Enter dates in MMDDCCYY format.
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

163 AD-245 Application Status Screen (Continued)

B Entering Data on Screen EEA16010

Enter data on Screen EEA16010 according to the following. Enter dates in MMDDCCYY format.

Notes: The practice to begin, practice to be completed by, COC willing to approve, and referral expires dates cannot be entered or changed on Screen EEA16010. If 1 of these dates needs to be entered or changed, see Section 2.

The needs determination dates cannot be entered or changed on Screen EEA16010. If 1 of these dates needs to be entered or changed, see Section 3.

Step	Action
1	Enter the date AD-245 was approved by COC or SF for: • ANA programs from AD-245, page 1 • LTA programs as of the date the LTA or contract was approved.
2	Enter the date the practice expires from AD-245, page 1. This is the date that the practice must be completed and performance reported.
3	When the data in steps 1 and 2 have been entered, PRESS “Enter”. Screen EEA17000 will be displayed. See paragraph 164.

164 AD-245 Process Status Screen

A Example of Screen EEA17000

The following is an example of AD-245 Process Status Screen EEA17000.

Note: For LTA's, the screen will display the remaining balance to be earned for the contract.

```
Conservation                                  077-ANYCOUNTY             Entry         EEA17000
AD-245 Process Status Screen                                  Version: AD12  10-17-2002 12:31 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2003 0003                  Program:  CRP                 Contract NO:     2002 0023
Farm NO:       1898                       Practice: CP1                 Primary Purpose: C
Producer ID:   111 22 3333 S              Name:     U S FARMER
If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.
   Print 245 Page 1                Print 245 Page 2                   Approval Letter
   Print 245 Page 1 & AD-862       Print AD-862


                    1.  Create Initial AD-245     7.  Cancellation Process
                    2.  Update Initial AD-245     8.  Reinstatement
                    3.  Needs Determination       9.  Delete
                    4.  Approval Process         10.  Correction After Performance
                    5.  Partial Performance
                    6.  Final Performance        16.  Reprint Form

Enter option and press "Enter".
Enter=Continue  Cmd7=End
IM: Approval information has been updated on the AD-245/AD-862 file.
```

164 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000

Enter data on Screen EEA17000 according to the following.

Note: When Screen EEA17000 is displayed, the data entered will be updated to the AD-245/AD-862 file and the ledger.

Important: When C/S approval has been entered, AD-245, page 2 **must** be printed. Any time AD-245, page 2 is printed, Continuation for AD-245, pages 1 and 2 will also print.

Step	Action	
1	Print a form, report, or approval letter as follows.	
	IF...	**THEN...**
	only AD-245, page 1 is desired	ENTER "X" next to the "Print 245 Page 1" field.
	only AD-245, page 2 is desired **Note:** This option **must** be selected when the practice is approved.	ENTER "X" next to the "Print 245 Page 2" field. AD-245, page 2 **must** be printed when the practice is approved.
	both AD-245, page 1 and AD-862 are desired	ENTER "X" next to the "Print 245 Page 1 & AD-862" field.
	only AD-862 is desired	ENTER "X" next to the "Print AD-862" field.
	the approval letter is desired	ENTER "X" next to the "Approval Letter" field.
	no forms need to be printed	do not enter "X" next to any of the fields.

164 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000 (Continued)

Step	Action	
2	**IF...**	**THEN...**
	another process needs to be completed on this control number or another control number	enter an option from the bottom of the screen and PRESS “Enter”.
	no process needs to be completed on this control number or another control number at this time	PRESS “Cmd7” or “F7” to return to Menu EEA100.
	If a form, report, or approval letter was selected to be printed, Screen EZZ50000 will be displayed when “Enter” or “Cmd7” is pressed on Screen EEA17000. • Enter the printer ID and the number of copies to be printed. • PRESS “Enter”. The number of copies of forms, reports, or approval letters entered on Screen EZZ50000 will be printed.	

165 Notifying Applicant of Approved Practice

A AD-245, Page 2

Notify the applicant of the practice extent and approved C/S, as applicable, with a copy of AD-245, page 2 and Continuation for AD-245, pages 1 and 2. See 1-ACP for P-A's.

- Ensure that AD-245, page 2 has been approved and completed through column F, as applicable, according to this section.

- Do not issue AD-245, page 2 until the technician's concurring certification on AD-862 is received for technically assigned practices. For LTA's, see applicable program handbook.

Important: The participant must be notified according to this paragraph even when the practice is a non-C/S CP practice.

Although CP10 and CP11 are previously established practices, the participant and technical service provider will need to certify that the practice is, in fact, established.

165 Notifying Applicant of Approved Practice (Continued)

B Issue Approval

Issue approval as follows.

- Complete AD-245, page 2 according to this section.
- Manually enter the lifespan years for CRP practices on AD-245, page 2.
- The person issuing the approval for COC must sign and date AD-245, page 2. See Exhibit 15.
- Include with AD-245, page 2, other explanatory information needed to help the applicant perform the practice and qualify for C/S, if applicable. Explanatory information may include the following, as applicable.
  - Practice specifications and any other information needed to comply with program requirements.
  - An explanation of how to make a performance report. Have the applicant complete AD-245, page 2, column G as follows:
    - enter the extent performed, if known
    - if extent performed is not known, or is determined by a technical service provider, enter the word "Yes".

    Note: See approval letter in Part 6.
  - An explanation that, once implemented, the practice must be maintained for its useful lifespan, indicated on AD-245, page 2.

    Note: Lifespans begin January 1 after the calendar year the practice is installed.
  - The rules governing the division or withholding of C/S when another "person" contributes to the cost of performing the practice and the necessity for reporting those contributions on AD-245, page 2.
  - Encouragement to the applicant to complete the practice at the earliest possible time.
  - Describing the applicant's responsibility to obtain the necessary easements, permits, etc.

Important: Send AD-245, page 2 and letter of approval to the applicant as soon as possible.

Return AD-862 to applicable technical service provider.

166 Expiration Notice and Extensions

A Notification

Print AD-245's Expiring in 30 Days Report EEA355-R001 according to Part 7, Section 1, every 15 calendar days to keep tract of approvals that need to be completed within a 30-day period.

- Mail all applicants on the report, that have not reported performance, an expiration notice no later than 15 calendar days before the date the approval expires.

- Print expiration notice letter according to Part 6, Section 1.

B Extensions

For extensions of time to complete the practice, see the applicable program handbook.

If an extension to complete the practice has been granted by COC, the practice expires date must be changed in the system for the control number.

- The practice expires date can only be changed by accessing option 4 on Menu EEA100.

- Follow the instructions in this section to access option 4 on Menu EEA100 to change the practice expires date. The "practice expires" field is on Screen EEA16010.

Note: Notify the applicant of the extension granted. Inform the applicant to notify the County Office immediately if he or she does not intend to perform the practice.

167-176 (Reserved)

Section 5 Partial Performance Process

177 Overview

A In This Section

This section provides instructions to enter partial performance data from AD-245, page 2.

- Partial performance must be recorded when the participant has requested, and will receive, payment on the portion of the practice that has been completed. Although it is possible to record partial performance for non-C/S CP practices, it is highly unlikely the need to do so will arise, because no C/S will be paid for these practices. Therefore, partial performance instructions are provided in this section for C/S practices only.

- For CRP only, the technical service provider must certify partial performance on AD-862, item I, before FSA records partial performance or issues partial payment.

- See Section 6 for instructions for computing C/S earned amount and completing AD-245, page 2.

- See 1-SIP for instructions for computing SIP C/S earned amount and completing AD-245, page 2 for SIP practices.

Important: C/S approval must be entered before partial performance or final performance data can been entered. If C/S approved amount needs to be corrected before partial performance is entered, follow instructions in Section 4.

Notes: Partial performance data can only be entered according to this section.

For successor-in-interest situations that involve prior partial payments and the successor-in-interest is to perform and receive the remaining payment:

- record final performance, with no additional earning, on the original AD-245 for the performance completed and earned before succession

- create and issue a new AD-245 for the remaining components for the successor-in-interest

- document action on both AD-245's.

178 Entering Partial Performance Data

A Partial Performance Data

Enter the partial performance data from AD-245, page 2, according to this paragraph and paragraphs 179 and 180.

B Selecting Partial Performance Option

Select the partial performance option as follows.

Step	Action	Result
1	On Menu EEA100: • ENTER “5” • PRESS “Enter”.	Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS “Enter”.	Screen EEA14000 will be displayed. See paragraph 179.

179 AD-245 Earnings Entry/Adjustment Screen

A Example of Screen EEA14000

The following is an example of AD-245 Earnings Entry/Adjustment Screen EEA14000.

Note: The C/S approved amount is displayed on Screen EEA14000, but cannot be changed. See Section 4 to make changes to the C/S Approved

Important: Because of the interface of conservation software with accounting software it is important that the correct Control No. is processed. Verify the information on this screen before continuing. Recording performance for the incorrect AD-245 will result in improper payments issued or receivables established.

```
Conservation                              077-BEACONSTREET              Selection     EEA14000
AD-245 Earnings Entry/Adjustment Screen                    Version: AD05  07-09-2002 08:26 Term E0
-------------------------------------------------------------------------------------------------

Control NO:    2002 0053          Program:  CRP         Contract NO:     2003 0005
Farm NO:       843                Practice: CP1         Primary Purpose: C
Producer ID:   436 70 6227 S      Name:     NO.5 FARMER


                                          C/S Approved:        625

                                                          Previous
                                                            C/S
                                          Change(+/-)      Earned

                       C/S This Transaction:         500              0


   The amount entered in the 'Change' column will be added to or subtracted from the Previous
   C/S Earned amount.  Enter only the amount you wish to increase(+) or decrease(-) the C/S Earned.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

179 AD-245 Earnings Entry/Adjustment Screen (Continued)

B Entering Data on Screen EEA14000

On Screen EEA14000, enter data according to the following.

Note: Obtain data from AD-245, page 2.

Step	Action
1	Enter the amount earned for this transaction in the "Change(+/-)" field. **Notes:** The "Previous C/S Earned" field will display the total of all previously earned amounts. For the initial payment on AD-245 the "Previous C/S Earned" field will display a 0. For partial payments, the entry in the "Change(+/-)" field must be less than "C/S Approved" amount displayed.
2	PRESS "Enter" and Screen EEA14001 will be displayed. See paragraph 180.

180 AD-245 Earnings Entry/Adjustment Screen

A Example of Screen EEA14001

The following is an example of AD-245 Earnings Entry/Adjustment Screen EEA14001.

Note: This screen displays for verification the "Change(+/-)" amount entered on Screen EEA14000 and the resulting "Current C/S Earned". Verify the entries are correct before continuing.

```
Conservation                              077-ANYCOUNTY            Selection     EEA14001
AD-245 Earnings Entry/Adjustment Screen                          Version: AD12  10-17-2002 13:04 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0053              Program:  CRP             Contract NO:     2003 0005
Farm NO:       843                    Practice: CP1             Primary Purpose: C
Producer ID:   111 11 1111 S          Name:     NO.5 FARMER


                                                      C/S Approved:        625

                                                                        Current
                                                                          C/S
                                                      Change(+/-)       Earned

   C/S Increase/Decrease By This Transaction:              500              500


    The amount entered in the 'Change' column has now been added to or subtracted from the Previous
    C/S Earned amount.  Continue only if the Current C/S Earned figure is the net C/S Earned for the
    AD-245.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

B Correcting Data on Screen EEA14001

There is no data entry allowed on Screen EEA14001. If corrections are required for the "Change(+/-)" field:

- PRESS "Cmd4" or "F4"to return to Screen EEA14000
- correct the entry.

If no corrections are necessary:

- PRESS "Enter"
- Screen EEA14010 will be displayed.

181 AD-245 Ledger Data Screen

A Example of Screen EEA14010

The following is an example of AD-245 Ledger Data Screen EEA14010.

Notes: The "C/S Approved"amounts displayed cannot be changed on this screen. See Section 4 to make changes to the "C/S Approved" displayed amounts.

The "C/S Earned" amount for the practice also cannot be changed on this screen. If the "C/S Earned" amount for the practice is incorrect PRESS "Cmd4" twice to return to Screen EEA14000 and change the "C/S This Transaction" entry to adjust the "C/S Earned" displayed amount for the practice on Screen EEA14010.

```
Conservation                              077-BEACONSTREET                  Selection     EEA14010
AD-245 Ledger Data Screen                                        Version: AD05  07-09-2002 17:11 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0053              Program:  CRP             Contract NO:     2003 0005
Farm NO:       843                    Practice: CP1             Primary Purpose: C
Producer ID:   111 11 1111 S          Name:     NO.5 FARMER

Practice Description: Estab perm introduced grasses & legumes (Ac)

Comp        Extent       Extent     C/S                C/S                Extent       C/S
Code      Requested    Approved     Lev     Rate     Approved   Unit     Performed    Earned
               5.0          5.0                          625                           500
A01C           5.0          5.0      50   100.000         500   ACRES        4.0       500
A05C           5.0          5.0           25.000         125   EACH



NO MORE COMPONENT CODES
Do you wish to see component code descriptions (Y or N)?                    N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

181 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14010

Enter the following on Screen EEA14010.

Step	Action
1	On the component line for each completed component, enter the total C/S amount earned for that component. The total of the C/S amount earned for all the components must equal the C/S amount earned for the practice. If the practice is SSP, no C/S amount earned will be entered for the SSP initial component., and no entry field is provided. However, the total of the C/S amount earned for the other components must equal the total C./S amount earned for the practice.
2	Enter the extent performed for the components that have been completed for the practice. If the practice is SSP, no extent performed will be entered for the SSP initial component, and no entry field is provided.
3	The extent approved will be displayed as entered according to Section 4. If it is necessary to change the extent approved, access the control number through the approval process and change the approval amounts on screen EEA14005 according to Section 4.

181 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14010 (Continued)

Step	Action	
4	**IF the program is...**	**THEN...**
	not SIP and there is a single participant	PRESS "Enter" and Screen EEA17610 will be displayed. See subparagraph 203 A.
	SIP and there is a single participant **Note:** Ensure the following: • no participants have temporary ID's • all participants to receive payments are listed on the AD-245 • FS has certified a partial payment is to be issued • the correct control number is being processed • the C/S amount earned has been calculated and entered correctly.	PRESS "Enter" and control will be passed to the disbursement function. **Warning:** Once control has been passed to the disbursement function, do not attempt to exit the process. Do **not**, under any circumstance, cancel the job at the system console. If this occurs, files will have to be saved and sent to the KCAO to be manually corrected. Screen EUA05001 will be displayed. Create disbursement according to 1-SIP, Part 7, Section 2. Control will pass back to CRES after the disbursement has been created and Screen EEA17000 will be displayed. See paragraph 182.
	any CRES program including SIP and there are multiple participants	PRESS "Enter" and Screen EEA11500 will be displayed. See subparagraph 202 A

182 AD-245 Process Status Screen

A Example of Screen EEA17000

The following is an example of AD-245 Process Status Screen EEA17000.

Note: For LTA's, the screen will display the remaining balance to be earned for the contract.

```
 Conservation                              077-ANYCOUNTY                Entry         EEA17000
 AD-245 Process Status Screen                                    Version: AD12  10-17-2002 12:54 Term E0
 ------------------------------------------------------------------------------------------------------

 Control NO:    2002 0053              Program:  CRP             Contract NO:     2003 0005
 Farm NO:       843                    Practice: CP1             Primary Purpose: C
 Producer ID:   111 11 1111 S          Name:     NO.5 FARMER
 If you wish to print a form/report, place an "X" next to the one(s) you want before entering option or
command key.
    Print 245 Page 1                        Print 245 Page 2
    Print 245 Page 1 & AD-862               Print AD-862



                     1.  Create Initial AD-245     7.  Cancellation Process
                     2.  Update Initial AD-245     8.  Reinstatement
                     3.  Needs Determination       9.  Delete
                     4.  Approval Process         10.  Correction After Performance
                     5.  Partial Performance
                     6.  Final Performance        16.  Reprint Form

 Enter option and press "Enter".
 Enter=Continue  Cmd7=End
 IM: Partial performance info has been updated on the AD-245/AD-862 file.
```

182 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000

Enter data on Screen EEA17000 according to the following.

Note: When Screen EEA17000 is displayed, the data entered will be updated to the AD-245/AD-862 file and the ledger.

Important: When partial performance data are entered, an additional AD-245, page 2 **must** be printed. Any time AD-245, page 2 is printed, Continuation for AD-245, pages 1 and 2 will also print.

Step	Action	
1	Print form or report as follows.	
	IF...	**THEN...**
	only AD-245, page 1 is desired	ENTER "X" next to the "Print 245 Page 1" field.
	only AD-245, page 2 is desired **Note:** This option **must** be selected when partial performance has been entered.	ENTER "X" next to the "Print 245 Page 2" field. AD-245, page 2 **must** be printed when partial performance data is entered.
	both AD-245, page 1 and AD-862 are desired	ENTER "X" next to the "Print 245 Page 1 & AD-862" field.
	only AD-862 is desired	ENTER "X" next to the "Print AD-862" field.
	no forms need to be printed	do not enter "X" next to any of the fields.

182 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000 (Continued)

Step	Action	
2	**IF...**	**THEN...**
	another process needs to be completed on this control number or another control number	enter an option from the bottom of the screen and PRESS "Enter".
	no process needs to be completed on this control number or another control number at this time	PRESS "Cmd7" or "F7" to return to Menu EEA100.
	If a form or report was selected to be printed, Screen EZZ50000 will be displayed when "Enter", "Cmd7", or "F7" is pressed on Screen EEA17000. • Enter the printer ID and the number of copies to be printed. • PRESS "Enter" and the number of copies of forms or reports entered on Screen EZZ50000 will be printed. **Note:** Send AD-245, page 2 and Continuation for AD-245, pages 1 and 2 to the producer.	

183-190 (Reserved)

--

Section 6 Final Performance Process

191 Overview

A In This Section

This section provides instructions to:

- compute C/S earned, if applicable
- complete AD-245, page 2

  Note: See 1-SIP for instructions for computing C/S earned amount and completing AD-245, page 2 for SIP practices.

- enter final performance data from AD-245, page 2 and AD-862.

Important: Approval data must be entered before final performance data can be entered.

For C/S practices:

- the C/S amount earned cannot be greater than the C/S amount approved
- if C/S amount approved needs to be changed before final performance data are entered, follow instructions in Section 4.

Notes: Final performance data can only be entered according to this section. After the original final performance is recorded, see Section 10 for corrections.

Corrections to final performance data must be entered according to Section 10.

For successor-in-interest situations that involve prior partial payments and the successor-in-interest is to perform and receive the remaining payment:

- record final performance, with no additional earning, on the original AD-245 for the performance completed and earned before succession
- create and issue a new AD-245 for the remaining components for the successor-in-interest
- document action on both AD-245's.

192 Recording Performance Earned

A Performance Earned

Update the automated AD-245, page 2, according to this section, after computations on the hard copy of AD-245, page 2 have been completed. When performance is updated in the system for C/S practices:

- accounting records will be automatically passed to accounting where either, as applicable:
  - payments will be issued
  - receivable will be established
- ledgers, if applicable, will be updated.

193 Computation of C/S' Through AD-245, Page 2, Column H

A Applicability

This paragraph is applicable for C/S practices only. See paragraph 195 to complete AD-245, page 2 for non-C/S practices.

B Increases

Before computing C/S earned, make any increases in approved extents or C/S amount approved according to Section 4.

See applicable program handbook for policy concerning increases.

C Computing C/S Earned

After the performance report has been reviewed, all required information obtained, and necessary adjustments made, compute C/S earned for the practice and components and enter on AD-245, page 2, column H, according to this paragraph.

If the practice is SSP, no C/S earned will be computed or entered in column H for the SSP initial component.

Note: See Exhibit 15 for an example of AD-245, page 2.

D Rounding

Round C/S amount earned to the nearest whole dollar by:

- increasing an amount of $.50 or more
- decreasing an amount of $.49 or less.

E Extent Performed

If total extent performed (column G) is greater than the extent approved (column D):

- circle the column G entry
- enter the extent approved in column G.

If the practice is SSP, no extent performed will be entered in column G for the SSP initial component.

193 Computation of C/S' Through AD-245, Page 2, Column H (Continued)

F Flat Rate

If a flat rate, enter prorated cost of performing the extent on which cost-sharing is approved in column H. This prorated cost is the smaller of:

- the amount approved in column F
- the result of multiplying the uncircled extent in column G times the rate in column E.

G Percent of Cost

If the rate is a percent of cost, and if the total extent performed (column G) before any adjustment under subparagraph D is greater than the extent approved in column D, circle the cost of performing the practice in column G, and enter the prorated cost of performing the extent on which cost-sharing is approved.

- Do not adjust the cost for cases approved where the practice exceeded requirements.

- To determine the prorated costs, divide the extent approved (column D) by the extent performed (column G). Multiply the result times the total cost.

- Enter, in column H, the smaller of:

  - the uncircled cost multiplied times the applicable percent
  - the uncircled extent performed multiplied times the extent limitation, if any
  - the C/S amount approved in column F.

H Ineligible Contributors

See applicable program handbook for computations if ineligible persons contributed to the cost of the practice.

194 Completing AD-245, Page 2, for C/S Practices

A Performance Report

Manually record the following data on the hard copy of AD-245, page 2 to report the participant's performance.

Data	Action
Total Cost-Share Earned	Enter the total C/S amount earned from column H.
Partial Payment	Automated function - requires no entry.
Is Partic. on FSA Debt Reg.? Y/N	For use with NRCS administered programs only. If NRCS provides AD-245, page 2 for a participant in 1 of NRCS' C/S programs, and requests certification as to whether that participant is listed on this agency's debt record, check FSA-604 or other debt record used. If the participant is: • on this agency's debt record, check the "Y" block • not on this agency's debt record, check the "N" block. Initial and date the certification and return AD-245 to NRCS.
Setoff	Automated function - requires no entry.
Debt Assignment	Automated function - requires no entry.
Net Payment	Automated function - requires no entry.
Payment Approved	The performance report and related computations on AD-245, page 2 shall be reviewed by an employee other than the 1 who computed cost-sharing. The reviewer: • may be CED, a designated employee, or a COC member • shall initial and date AD-245, page 2 and ACP-246, if applicable • shall not have an interest in the farm involved • shall approve ACP-153A for P-A's.

195 Completing AD-245, Page 2, for Non-C/S Practices

A Participant Certification

The participant shall manually enter the following on the hard copy of AD-245, page 2, to report performance for non-C/S CP practices:

- extent performed in column G

  Note: If the extent performed for the practice in column G is greater than the extent approved in column D:

  - circle the column G entry
  - enter the extent approved in column G.

- sign and date the certification by the participant block at the bottom of the page.

Note: The participant does not need to complete items X and Y, since no C/S are being paid.

The County Office shall manually enter the lifespan years for the practice in the certification by participant block, if it was not entered previously.

None of the following AD-245 items need to be completed for non-C/S practices:

- Item H
- Total Cost-Share Earned
- Payment Advance (Partial Payment)
- Is Partic. On FSA Debt Reg.? Y / / N / /
- Setoff
- Debt Assignment
- Net Payment
- Payment Approved
- Check Number.

Note: See subparagraph C for an example of completed AD-245, page 2 for a non-C/S CP practice.

B AD-862 Certification

After AD-245 performance certification has been completed according to subparagraph A, FSA shall:

- refer AD-862 to the technical service provider for performance certification

- record final performance in the system according to this section after performance certification on AD-862 has been received.

195 Completing AD-245, Page 2, for Non-C/S Practices (Continued)

C Example of AD-245, Page 2

The following is an example of completed AD-245, page 2, for a non-C/S CP practice.

Page 2 — FORM APPROVED OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION | ST. & CO. & C/D: 22 077 3 | CONTROL NO.(F/Y & NO.): 2003 0017

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
1898	U S FARMER	105.0					Practice must be completed and reported by 05-15-2003
	555 SHORT ROWS						
TRACT No.	COUNTRYVIEW, LA 11111-1111	CROPLAND					
1959		75.5					
			CRP		2003 0015	EROSION	ID 439 06 0858 S
	Telephone No.						

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION

FOR APPROVING OFFICIAL USE

Number	Practice Title	Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
-- A --	---------- B ----------	---- C ----	---- D ----	-- E ---	----- F -----	---- G ----	---- H ----
CP2	Establishment of permanent native grasses (Ac	48.0	48.0		*	48	
ZP2F	FERTILIZER FOR CP2 50# OF 20-20-20 NO C/S ACRES	48.0	48.0			48	
ZP2S	SEED AND SEEDBED PREPARATION FOR CP2 NO C/S ACRES	48.0	48.0			48	

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
ZP2F - Cannot exceed the amount in column F. ZP2S - Cannot exceed the amount in column F.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED — DATE

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES /X/ NO /_/

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_/ NO /X/

Total Cost-Shares Earned
Payment Advance (Partial Payment)
Is Partic. on FSA Debt Reg.? Y / / N / /
Setoff
Debt Assignment
Net Payment

Payment Approved (initials) (For SIP) C/S Earned Approved By/Date | ACH/Check Number (For SIP) Calc. Verif. By/Date

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least __ years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Offical, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: U. S. Farmer — DATE: 5/10/2003

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

196 Entering Final Performance Data

A Final Performance Data

Enter the final performance data from AD-245, page 2, according to this paragraph and paragraphs 197 through 205.

Notes: If needs determination data needs to be changed or corrected, do so **before** recording final performance data. See Section 3 to record changes or corrections to needs determination data.

- If primary purpose is wood production, ensure that site preparation amount and acres are correct according to Section 3 before recording final performance.

- The system will not allow final performance data to be recorded if the site preparation amount is greater than the C/S earned amount or site preparation acres are greater than the extent performed.

If C/S approved amount needs to be changed or corrected, do so **before** recording final performance data. See Section 4 to record C/S approved data. For LTA's, once final performance has been recorded, the C/S approved amount **cannot** be changed.

B Selecting Final Performance Option

Select the final performance option according to the following.

Step	Action	Result
1	On Menu EEA100: • ENTER "6" • PRESS "Enter".	Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".	Screen EEA13500 will be displayed. See paragraph 197.

197 AD-245 Site Charac/Tech Practice Screen

A Example of Screen EEA13500

The following is an example of AD-245 Site Charac/Tech Practice Screen EEA13500.

```
Conservation                        077-BEACONSTREET                    Selection     EEA13500
AD-245 Site Char/Tech Practice Screen                                 Version: AD13  11-05-2002 09:44 Term E0
 ------------------------------------------------------------------------------------------------------------

 Control NO:    2002 0063              Program:  CRP             Contract NO:     2002 0012
 Farm NO:       1234                   Practice: CP1             Primary Purpose: C
 Producer ID:   111 11 1111 S          Name:     NO.6 FARMER
 Land Capability Class & Subclass:  3E  Soil Loss Tolerance(T-Value): 3
                                             Estimated -  Total Cost:    6600
 Hydrologic Unit:            11000000                -  Cost-Share:    1000
   Component     Extent       Extent           Endangered    Species Code: 0
     Code      Requested      Needed          # Technical      Cost       Units
                  33.0         33.0               Code       Shared?    Applied
     A01C         33.0         33.0       1.    512            Y          33.0



 NO MORE COMPONENT CODES
 Do you wish to see component and technical code descriptions (Y or N)?      N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Technical code has been added.
```

197 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500

Enter data on Screen EEA13500 according to the following.

Step	Action
1	The following data, entered previously through the needs determination option, will be displayed, as applicable: • land capability class and subclass • soil loss tolerance • land cover use before and after • estimated total cost • estimated C/S • endangered species code • hydrologic unit code • extent needed. Correct any data, if necessary. See paragraph 138.
2	Technical practices: • associated to FSA practices are listed in DM 9500-1, Appendix G • associated to an FSA practice are flagged "Y" in the system as being eligible for C/S • **not** associated to an FSA practice are flagged "N" in the system as **not** being eligible for C/S. **Notes:** Program policy determines which technical practices are associated to FSA practices in DM 9500-1. FSA pays C/S, if applicable, only for technical practices flagged "Y" for the practice being processed on AD-862. FSA does not pay C/S for technical practices flagged "N" for the FSA practice.

197 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

Step	Action
2 (Cntd)	Process technical practices for **both** FSA C/S practices **and** non-C/S practices according to the following guidelines. • **At least 1** technical practice must be added that is associated to the practice according to DM 9500-1, Appendix G. The technical practice's "Cost-Shared" flag must be left set to "Y". Processing cannot continue without this requirement being met. **Important:** Even if the practice is a non-C/S CP practice, the "Cost-Shared" flag must be left set to "Y". • If the technical service provider has not provided at least 1 technical practice associated to the FSA practice in DM 9500-1, Appendix G, return AD-862 to the technical service provider and request the correct technical practice or practices be provided. • Other technical practices may be added, if applicable, that are: • associated to the FSA practice; the "Cost-Shared" flag may be left set to "Y" or changed to "N", as applicable • **not** associated to the FSA practice; the "Cost-Shared" flag cannot be changed from "N" to "Y". Use the following command keys to process technical practice codes for AD-862. PRESS: • "Cmd16" or "Shift" + "F4" to add a technical practice code; see step 9 • "Cmd20" or "Shift" + "F8" to change technical practice data previously entered; see step 10 • "Cmd24" or "Shift" + "F12" to delete a technical practice code previously entered; see step 11 • "Help" or "Alt" + "F1" for additional information.

197 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>3</td><td>PRESS “Cmd16” or “Shift” + “F4” to add a technical practice code.

Note: Up to 6 technical practice codes may be added.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>When Screen EEA13505 is displayed, enter the technical code or PRESS “Enter” to display a list of technical codes to select from.</td><td>Screen EZZ54500 will be displayed.</td></tr>
<tr><td>2</td><td>The technical practice codes that are associated to the practice and are eligible for C/S for the practice will be displayed with a “Y” in the “C/S Eligible” column. Use the up and down arrows while holding down shift or “Page Up” or Page Down” to display the technical codes on the screen.

Notes: These codes are set by DM 9500-1 and cannot be changed in the system by the County Office.

“Y” will be displayed in the “C/S Eligible” column even for non-C/S CP practices.

Enter the technical practice code to be added and PRESS “Enter”.</td><td>Screen EEA13510 will be displayed.</td></tr>
<tr><td>3</td><td>In the “Cost-Shared” field, ENTER:

• “Y” if the technical practice will be C/S and/or it is meeting the requirement that at least 1 technical code has the “Cost-Share” flag set to “Y”

• “N” if the technical practice will not be C/S or is not eligible for C/S.

Enter units applied in feet, acres, or number from AD-862 and PRESS “Enter”.</td><td>Screen EEA13500 will be redisplayed.</td></tr>
<tr><td colspan="3">Repeat the action in this step if additional technical practice codes need to be added.</td></tr>
</table></td></tr>
</table>

197 AD-245 Site Charac/Tech Practice Screen (Continued)

B Entering Data on Screen EEA13500 (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>4</td><td colspan="3">PRESS “Cmd20”or “Shift” + “F8” to change technical practice data previously entered, including units applied data.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>Enter the number of the technical practice code to be changed and PRESS “Enter”.</td><td>Screen EEA13510 will be displayed.</td></tr>
<tr><td>2</td><td>Change the desired data and PRESS “Enter”.</td><td>Screen EEA13500 will be redisplayed.</td></tr>
<tr><td colspan="3">Repeat the action in this step if other technical practice data need to be changed.</td></tr>
</table></td></tr>
<tr><td>5</td><td colspan="3">PRESS “Cmd24” or “Shift” + “F12” to delete a technical practice previously entered.
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>Enter the number of the technical practice code to be deleted and PRESS “Enter”.</td><td>Screen EEA13515 will be displayed.</td></tr>
<tr><td>2</td><td>The question, “Is this the technical code you wish to delete (Y or N)?”, will be displayed. ENTER “Y” to delete the technical practice code and PRESS “Enter”.</td><td>Screen EEA13500 will be redisplayed.</td></tr>
<tr><td colspan="3">Repeat the action in this step to delete other technical practice code data.</td></tr>
</table></td></tr>
<tr><td>6</td><td colspan="3">When all data in steps 1 through 5 have been entered, PRESS “Enter”. Screen EEA14000 will be displayed.

Exceptions for non-C/S practices, Screen EEA14010 will be displayed. See subparagraphs 200 C and D.</td></tr>
</table>

198 AD-245 Earnings Entry/Adjustment Screen

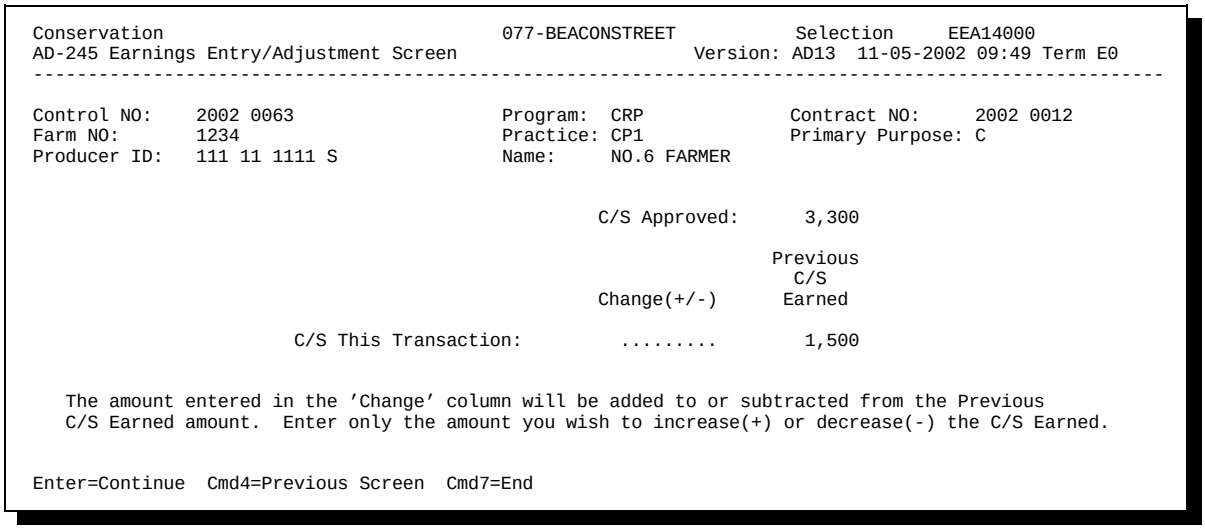
A Example of Screen EEA14000

The following is an example of AD-245 Earnings Entry/Adjustment Screen EEA14000.

Notes: The C/S approved amount is displayed on Screen EEA14000, but cannot be changed. See Section 4 to make changes to the "C/S Approved" field.

Payments issued previously as partial payments will be displayed in the "Previous C/S Earned" field. If no previous payments were issued a "0" will be displayed.

Important: Because of the interface of conservation software with accounting software it is important that the correct Control Number is processed. Verify the information on this screen before continuing. Recording performance for the incorrect AD-245 will result in improper payments issued or receivables established.



```
Conservation                          077-BEACONSTREET          Selection     EEA14000
AD-245 Earnings Entry/Adjustment Screen                  Version: AD13  11-05-2002 09:49 Term E0
-------------------------------------------------------------------------------------------------

Control NO:    2002 0063              Program:  CRP             Contract NO:     2002 0012
Farm NO:       1234                   Practice: CP1             Primary Purpose: C
Producer ID:   111 11 1111 S          Name:     NO.6 FARMER


                                              C/S Approved:      3,300

                                                              Previous
                                                                C/S
                                              Change(+/-)      Earned

                      C/S This Transaction:      .........       1,500


   The amount entered in the 'Change' column will be added to or subtracted from the Previous
   C/S Earned amount.  Enter only the amount you wish to increase(+) or decrease(-) the C/S Earned.


Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

198 AD-245 Earnings Entry/Adjustment Screen (Continued)

B Entering Data on Screen EEA14000

Enter data on Screen EEA14000 according to the following. Obtain data from AD-245, page 2.

Step	Action
1	Enter the amount earned for this transaction in the "Change(+/-)" field. **Note:** The "Previous C/S Earned" field will display the total of all previously earned amounts. For the initial payment on an AD-245 the "Previous C/S Earned" field will display a zero.
2	PRESS "Enter" and Screen EEA14001 will be displayed. See paragraph 199.

199 AD-245 Earnings Entry/Adjustment Screen

A Example of Screen EEA14001

The following is an example of AD-245 Earnings Entry/Adjustment Screen EEA14001.

Note: This screen displays for verification the “Change(+/-)” amount entered on Screen EEA14000 and the resulting "Current C/S Earned". Verify the entries are correct before continuing.

```
Conservation                              077-BEACONSTREET                    Selection     EEA14001
AD-245 Earnings Entry/Adjustment Screen                       Version: AD13  11-05-2002 09:49 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0063                  Program:  CRP             Contract NO:     2002 0012
Farm NO:       1234                       Practice: CP1             Primary Purpose: C
Producer ID:   111 11 1111 S              Name:     NO.6 FARMER


                                               C/S Approved:      3,300

                                                               Current
                                                                C/S
                                               Change(+/-)     Earned

   C/S Increase/Decrease By This Transaction:        1800          3,300


   The amount entered in the 'Change' column has now been added to or
   subtracted from the Previous C/S Earned amount.  Continue only if
   the Current C/S Earned figure is the net C/S Earned for the AD-245.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

B Correcting Data on Screen EEA14001

There is no data entry allowed on Screen EEA14001. If corrections are required for “C/S Increase/Decrease By This Transaction”:

- PRESS “Cmd4” to return to Screen EEA14000
- correct the entry.

If no corrections are necessary:

- PRESS “Enter”
- Screen EEA14010 will be displayed.

200 AD-245 Ledger Data Screen

A Example of Screen EEA14010

The following is an example of AD-245 Ledger Data Screen EEA14010.

Notes: The "C/S Approved"amounts displayed cannot be changed on this screen. See Section 4 to make changes to the "C/S Approved" amounts.

The "C/S Earned" amount for the practice also cannot be changed on this screen. If the "C/S Earned" amount for the practice is incorrect, PRESS "Cmd4" twice to return to Screen EEA14000 and change the "C/S This Transaction" entry which will result in a change to the "C/S Earned" amount for the practice on Screen EEA14010.

```
Conservation                      077-BEACONSTREET          Selection     EEA14010
AD-245 Ledger Data Screen                              Version: AD13  11-05-2002 09:49 Term E0
-------------------------------------------------------------------------------------------------

Control NO:    2002 0063              Program:  CRP             Contract NO:     2002 0012
Farm NO:       1234                   Practice: CP1             Primary Purpose: C
Producer ID:   111 11 1111 S          Name:     NO.6 FARMER

Practice Description: Estab perm introduced grasses & legumes (Ac)

Comp        Extent       Extent      C/S              C/S                  Extent        C/S
Code      Requested     Approved     Lev     Rate   Approved     Unit     Performed     Earned
           33.0          33.0                        3300                               3300
A01C       33.0          33.0         50    100.000   3300       ACRES       33.0       3300




NO MORE COMPONENT CODES
Do you wish to see component code descriptions (Y or N)?                    N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

B Entering Data on Screen EEA14010

Enter data for C/S practices on Screen EEA14010 as follows. Enter the data from AD-245, page 2.

For corrections to this screen after final performance has previously been recorded, see Section 10.

200 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14010

Enter the following on Screen EEA14010.

Step	Action
1	On the component line for each completed component, enter the total C/S amount earned for that component. The total of the C/S amount earned for all the components must equal the C/S amount earned for the practice. If the practice is SSP, no C/S amount earned will be entered for the SSP initial component., and no entry field is provided. However, the total of the C/S amount earned for the other components must equal the total C/S amount earned for the practice. **Notes:** For ANA's, the difference between the C/S amount approved and the C/S amount earned will be added to the balance available on the Sequential Ledger Entry Report when final performance is updated. For LTA's, a slippage occurs if the C/S amount earned is less than the C/S amount approved. The difference (slippage) will **not** automatically be returned to the ledger balance available and will **not** be decreased from the contract balance. See paragraph 205 for instructions when slippage occurs on LTA contracts.
2	Enter the extent performed for the components that have been completed for the practice. If the practice is SSP, no extent performed will be entered for the SSP initial component, and no entry field is provided.
3	The extent approved will be displayed as entered according to Section 4. If it is necessary to change the extent approved, exit the final performance process and go through the approval process to change the approval amounts on Screen EEA14005 according to Section 4.

200 AD-245 Ledger Data Screen (Continued)

B Entering Data on Screen EEA14010 (Continued)

Step	Action	
4	**IF the program is...**	**THEN...**
	not SIP and there is a single participant	PRESS "Enter" and Screen EEA14500 will be displayed. See paragraph 201.
	SIP and there is a single participant: **Note:** Ensure that: • no participants have temporary ID's. • all participants to receive payments are listed on the AD-245 • FS has certified a partial payment is to be issued • the correct control number is being processed • the C/S amount earned has been calculated and entered correctly.	PRESS "Enter". • Control will be passed to the disbursement function and Screen EUA05001 will be displayed. **Warning:** Once control has been passed to the disbursement function, do not attempt to exit the process. Do **not**, under any circumstance, cancel the job at the system console. If that occurs, files will have to be saved and sent to KCAO to be manually corrected. • Create disbursement according to 1-SIP, Part 7, Section 2. • Control will pass back to CRES after the disbursement has been created. • Screen EEA17000 will be displayed. See paragraph 204.
	any CRES program including SIP, and there are multiple participants	PRESS "Enter" and Screen EEA14500 will be displayed. See paragraph 201.

200 AD-245 Ledger Data Screen (Continued)

C Example of Screen EEA14010 for Non-C/S CP Practices

The following is an example of AD-245 Ledger Data Screen EEA14010 for non-C/S CP practices.

```
Conservation                              077-BEACONSTREET                  Selection     EEA14010
AD-245 Ledger Data Screen                                        Version: AD13  11-05-2002 15:38 Term E1
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0040                  Program:  CRP              Contract NO:     2001 0307
Farm NO:       1898                       Practice: CP2              Primary Purpose: C
Producer ID:   111 11 1111 S              Name:     U S FARMER

Practice Description: Establishment of permanent native grasses (Ac)

Comp    Extent    Extent   C/S             C/S            Extent      C/S
Code  Requested  Approved  Lev     Rate  Approved  Unit   Performed    Earned
           10.0      10.0
CP2F       10.0             50   30.000           ACRE
CP2W       10.0                   5.000           ACRE
CP2S       10.0             50   60.000           ACRE



NO MORE COMPONENT CODES
Do you wish to see component code descriptions (Y or N)?                   N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

200 AD-245 Ledger Data Screen (Continued)

D Description of Data Displayed on Screen EEA14010

The following describes data displayed on Screen EEA14010 for non-C/S CP practices.

<table>
<tr><th>Column</th><th colspan="2">Description</th></tr>
<tr><td>Comp Code</td><td colspan="2">Component codes previously entered through the create or update option will be displayed.</td></tr>
<tr><td>Extent Requested</td><td colspan="2">The extents requested for the practice and components previously entered through the create or update option will be displayed.</td></tr>
<tr><td>Extent Approved</td><td colspan="2">The extents approved for the practice and components previously entered through the approval option will be displayed.

If any of the extents approved need to be changed:

• exit this option
• correct the extent approved according to Section 4
• record final performance according to this section.</td></tr>
<tr><td rowspan="5">C/S Lev and Rate</td><td colspan="2">The C/S level and/or rate will be displayed only if they were entered on the County Eligibility Table.</td></tr>
<tr><td>IF the following was entered on the County Eligibility Table for the component...</td><td>THEN the following will be displayed for the component on Screen EEA14005...</td></tr>
<tr><td>both C/S level and rate</td><td>both C/S level and rate.</td></tr>
<tr><td>only the C/S level</td><td>only the C/S level.</td></tr>
<tr><td>only the rate</td><td>only the rate.</td></tr>
<tr><td>neither C/S level or rate</td><td>both C/S level and rate will be blank.</td></tr>
<tr><td>C/S Approved</td><td colspan="2">The “C/S Approved” fields for the practice and all components will be displayed blank, because the practice is being processed as a non-C/S practice. Since no C/S approved amounts were entered for the practice and components through the approval option, the C/S approved column is blank.

If it is discovered that the CP practice being processed through this option, other than CP10 or CP12, is being processed as a non-C/S practice, but should be C/S:

• exit this option
• cancel AD-245.</td></tr>
</table>

200 AD-245 Ledger Data Screen (Continued)

D Description of Data Displayed on Screen EEA14010 (Continued)

Column	Description
Unit	The unit entered on the County Eligibility Table for each component will be displayed.
Extent Performed	Extent earned entry fields for components will be displayed blank. These are the only fields that can have entries recorded or changed on this screen. See subparagraph E.
C/S Earned	"C/S Earned" fields for the practice and components will not be displayed, because the practice is being processed as a non-C/S practice. There are no C/S earned amounts to enter. If it is discovered that the CP practice being processed through this option, other than CP10 or CP12, is being processed as a non-C/S practice, but should be C/S: • exit this option • cancel and delete AD-245 • create a replacement AD-245 and AD-862, ensuring that the estimated C/S amount is entered to trigger other cost and C/S fields to be displayed when needs determination and approval are recorded • enter needs determination and approval data **Note:** Except for the estimated C/S and total cost amounts, needs determination data should be the same as the original AD-862. • ensure that proper supporting bills, etc., and participant certification for C/S practices are obtained on new AD-245, page 2 • record final performance according to this section.

201 AD-245 Final Performance Data Screen

A Example of Screen EEA14500

The following is an example of AD-245 Final Performance Data Screen EEA14500.

Depending on the practice being processed, the “Practice Extents Number” field may or may not be displayed. However, the “Acres Served/Treated” field will be displayed for all practices.

The “Total Installation Cost” field will not be displayed for non-C/S CRP practices.

```
Conservation                              000-ANYCOUNTY             Selection     EEA14500
 AD-245 Final Performance Data Screen                        Version: AC99  03-15-2002 16:25 Term E0
 ------------------------------------------------------------------------------------------------------------

 Control NO:    2002 0041                  Program:  CRP             Contract NO:     2002 0046
 Farm NO:       1898                       Practice: CP2             Primary Purpose: C
 Producer ID:   111 22 3333 S              Name:     U S FARMER

 H.  Performance Data:

     Practice Extents Number  ..
     Acres Served/Treated:    .......
     Total Installation Cost: .......
     Cost-Share Earned:       ....950
     Date Performed:          .......
     ACH/Check Number:        00000000

     Multiple Participant:    N
     Low Income:              N


 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

201 AD-245 Final Performance Data Screen (Continued)

B Entering Data on Screen EEA14500

Enter data on Screen EEA14500 according to the following. Enter data from AD-245, page 2 and AD-862.

Step	Action	
1	Enter the practice extents number from AD-862, if applicable for the practice. See DM 9500-1 for practices with a number extent requirement.	
2	Enter the practice extents acres served or acres treated from AD-862, if applicable for the practice. See DM 9500-1 for practices with an acres served or acres treated extent requirement.	
3	Enter the total installation cost from AD-862 for C/S practices only. Enter in whole dollars. **Reminder:** The "Total Installation Cost" field will not be displayed for non-C/S CRP practices.	
4	**IF the practice being processed is a...**	**THEN the total C/S earned amount...**
	C/S practice	entered on Screen EEA14005 will be displayed. This amount: • cannot be changed on this screen • must be the total C/S amount earned for the practice, including partial payments.
	non-C/S CP practice	will be defaulted to zero. This amount cannot be changed.
5	Enter the date performed. Date must be in MMDDCCYY format. The date performed is either the date the participant certified performance on AD-245, page 2, or the date the technical service provider certified performance on AD-862, whichever is later. This date cannot be greater than the current date.	
6	The "multiple participants" and "low income" fields will display the data entered at create. This data cannot be changed on Screen EEA14500.	
7	**IF the "multiple participants" field is...**	**THEN...**
	"Y"	Screen EEA11500 will be displayed. Go to paragraph 202.
	"N"	Go to step 8.

201 AD-245 Final Performance Data Screen (Continued)

B Entering Data on Screen EEA14500 (Continued)

Step	Action	
8	**IF the program is...**	**THEN...**
	not SIP	PRESS "Enter" and Screen EEA17000 will be displayed. See paragraph 204.
	SIP, ensure that: • no participants have temporary ID's • all participants eligible to receive a payment are included on AD-245 • FS has certified practice completion • the correct control number is being processed • the C/S amount earned has been calculated and entered correctly **Important:** If any corrections need to be made, exit the process or return to an earlier screen **now** and make necessary corrections before creating the disbursement.	• PRESS "Enter" • control will be passed to the disbursement function and Screen EUA05001 will be displayed **Warning:** Once control has been passed to the disbursement function, no means of exiting the process is available. County Offices **shall not, under any circumstance,** cancel the job at the system console. This causes performance to be posted to the ledger, but no disbursement can be queued, because the job was canceled before the disbursement was created. • create the disbursement according to 1-SIP, Part 7, Section 2 • control will be passed back to CRES after the disbursement has been created • Screen EEA17000 will be displayed. See paragraph 204.

202 Multi-Participants Screen

A Example of Screen EEA11500

The following is an example of Multi-Participants Screen EEA11500.

```
Conservation                      077-BEACONSTREET                  Selection     EEA11500
Multi-Participants Screen                                  Version: AD13  11-05-2002 14:33 Term E0
-------------------------------------------------------------------------------------------------

Control NO:    2002 0063                  Program:  CRP             Contract NO:     2002 0012
Farm NO:       1234                       Practice: CP1             Primary Purpose: C
Producer ID:   435 54 1904 S              Name:     NO.6 FARMER
                                       C/S Earned - Practice:         3,300
H.  Performance Data (Cont)                       - Producers:        1,500
               NO. Of Eligible Persons:   2                  Change  Previous
  #  Producer ID  Name                          Farm NO       (+/-)   C/S Earn
  1 111 11 1111 S NO. 8 RANCHER                   1234                     200
  2 222 22 2222 S NO.6 FARMER                     1234                    1300




NO MORE PRODUCERS
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete  Help=Help Text
IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
```

202 Multi-Participants Screen (Continued)

B Entering Data on Screen EEA11500

Enter data on Screen EEA11500 according to the following.

Notes: The total of the C/S amount earned entered for each participant must equal the total C/S amount earned for the practice.

The following apply for non-C/S CP practices.

- The total C/S amount earned for the practice will automatically be zero; therefore, the C/S amount earned for each participant must also be zero.
- PRESS "Enter" to bypass Screen EEA11500, if the following are true:
  - all participants are correctly displayed with no entry in the "C/S Amount" column
  - the "No. of Eligible Persons" field contains an entry greater than zero.
- Although payments will not be issued for non-C/S practices, the "No. of Eligible Persons" field must still contain an entry greater than zero for processing to continue.

Step	Action
1	Enter the number of eligible persons that are determined as 1 person for payment limitations. The number of eligible persons must be 1: • for SIP • or greater for all other programs, including non-C/S CP practices, even though payments will not be issued for non-C/S practices.
2	Use the following command keys to update participants on Screen EEA11500. PRESS "Help" to obtain additional information. • PRESS "Cmd16" or "Shift" + "F4" to add a participant. See step 3. • PRESS "Cmd20" or "Shift" + "F8" to change participant data previously entered, including the C/S amount earned for the participant. See step 4. • PRESS "Cmd24" or "Shift" + "F12" to delete a participant previously entered. See step 5.

202 Multi-Participants Screen (Continued)

B Entering Data on Screen EEA11500 (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>3</td><td colspan="3">PRESS “Cmd16” or “Alt” + “F4” to add a participant.</td></tr>
<tr><td></td><td>
<table>
<tr><th>Step</th><th>Action</th><th>Result</th></tr>
<tr><td>1</td><td>When Screen EEA11505 is displayed, enter the producer ID or PRESS “Enter”.</td><td>Screen EZZ52500 will be displayed.</td></tr>
<tr><td>2</td><td>Select the producer to be added and PRESS “Enter”.</td><td>Screen EEA11515 will be displayed.</td></tr>
<tr><td>3</td><td>Low income will default to “N”. Enter low income as “Y”, if applicable. Low income is only applicable for ACP, except for ACP fund codes 10, 11, 12, 13, and 14.

Enter the amount of C/S earned for the participant and PRESS “Enter”. Enter in whole dollars. This amount must be zero for non-C/S CP practices.</td><td>Screen EEA11500 will be redisplayed.</td></tr>
</table>
</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to add more participants.</td></tr>
</table>

202 Multi-Participants Screen (Continued)

B Entering Data on Screen EEA11500 (Continued)

<table>
<tr><th>Step</th><th colspan="3">Action</th></tr>
<tr><td>4</td><td colspan="3">PRESS “Cmd20” or “Shift” + “F8” to change participant data previously entered, including the C/S amount earned for the participant.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>On Screen EEA11500, enter the number of the producer to be changed and PRESS “Enter”.</td><td>Screen EEA11515 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>Change the desired data or enter the amount of C/S earned for the participant and PRESS “Enter”. Enter in whole dollars.</td><td>Screen EEA11500 will be redisplayed.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to change participant data previously entered or to enter the amount of C/S earned for the participant. For non-C/S CP practices, the C/S earned for the participant must be zero.</td></tr>
<tr><td>5</td><td colspan="3">PRESS “Cmd24” or “Shift” + “F12” to delete a participant previously entered.</td></tr>
<tr><td></td><td>Step</td><td>Action</td><td>Result</td></tr>
<tr><td></td><td>1</td><td>On Screen EEA11500, enter the number of the participant to be deleted and PRESS “Enter”.</td><td>Screen EEA11520 will be displayed.</td></tr>
<tr><td></td><td>2</td><td>The question, “Is this the producer you wish to delete (Y or N)?”, will be displayed. ENTER “Y” to delete the producer and PRESS “Enter”.</td><td>Screen EEA11500 will be redisplayed.</td></tr>
<tr><td></td><td colspan="3">Repeat the action in this step to delete other participants previously entered.</td></tr>
</table>

202 Multi-Participants Screen (Continued)

B Entering Data on Screen EEA11500 (Continued)

Step	Action	
6	**IF all data in steps 1 through 5 has been entered and the program is...**	**THEN...**
	not SIP	PRESS "Enter" and Screen EEA17610 will be displayed. See paragraph 203.
	SIP, ensure that: • no participants have temporary ID's • all participants eligible to receive a payment are included on AD-245 • FS has certified practice completion • the correct control number is being processed • the C/S amount earned has been calculated and entered correctly **Important:** If any corrections need to be made, exit the process or return to an earlier screen **now** and make necessary corrections before creating the disbursement.	• PRESS "Enter" • control will be passed to the disbursement function and Screen EUA05001 will be displayed **Warning:** Once control has been passed to the disbursement function, no means of exiting the process is available. County Offices **shall not, under any circumstance,** cancel the job at the system console. This causes performance to be posted to the ledger, but no disbursement can be queued, because the job was canceled before the disbursement was created. • create the disbursement according to 1-SIP, Part 7, Section 2 • control will be passed back to CRES after the disbursement has been created • Screen EEA17000 will be displayed • see paragraph 204.

203 AD-245 Transaction Payment/Receivable Screen

A Example of Screen EEA17610

The following is an example AD-245 Transaction Payment/Receivable Screen EEA17610.

```
 Conservation                              077-ANYCOUNTY                        Display    EEA17610
 Transaction Payment/Receivable Screen                        Version: AD14  11-21-2002 16:07 Term E1
 ------------------------------------------------------------------------------------------------------

 Performance has been recorded for Control No. 2003 0010 that will result in the following
payment(s)/receivable(s) issued to the listed producer(s).  Payments are in addition to any payments
issued due to performance from prior transactions.

                                                                                  Payment
                                                                                    This
   #  Producer ID  Name                          Farm NO                      Transaction
   1 111 22 3333 S NO. 3 RANCHER                    755                              200









 NO MORE PRODUCERS
                              Do you wish to issue the payment(s) (Y or N)?
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

B Action on Transaction Payment/Receivable Screen EEA17610

Screen EEA17610 must be reviewed carefully before responding to the message, “Do you wish to issue the payment(s) (Yor N)?”. The entry or entries, if multiple producers, beneath the “Payment This Transaction” will be the amount of the payment issued to each producer listed. If payments are not intended to be issued as listed, ENTER “N”. Screen EEA11500 will be redisplayed to make corrections or end processing without updating.

Be sure that performance has been recorded on the correct AD-245 and that the correct amount has been recorded for payment.

PRESS "Enter" to pass control to the Accounting software to issue the payments.

204 AD-245 Process Status Screen

A Example of Screen EEA17000

The following is an example of AD-245 Process Status Screen EEA17000.

Note: For LTA's that use ledgers, the screen will display the remaining balance to be earned for the contract.

```
Conservation                              000-ANYCOUNTY             Entry         EEA17000
AD-245 Process Status Screen                                  Version: AC99  03-15-2002 16:51 Term E0
-------------------------------------------------------------------------------------------------------------

Control NO:    2002 0041                  Program:  CRP             Contract NO:     2002 0046
Farm NO:       1898                       Practice: CP2             Primary Purpose: C
Producer ID:   111 22 3333 S              Name:     U S FARMER
If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.
   Print 245 Page 1                 Print 245 Page 2
   Print 245 Page 1 & AD-862        Print AD-862



           1.  Create Initial AD-245     7.  Cancellation Process
           2.  Update Initial AD-245     8.  Reinstatement
           3.  Needs Determination       9.  Delete
           4.  Approval Process         10.  Correction After Performance
           5.  Partial Performance
           6.  Final Performance        16.  Reprint Form


Enter option and press "Enter".
Enter=Continue  Cmd7=End
IM: Final performance info has been updated on the AD-245/AD-862 file.
```

204 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000

Enter data on Screen EEA17000 according to the following.

Notes: When Screen EEA17000 is displayed, the data entered will be updated to the AD-245/AD-862 file and the ledger.

No forms or reports should need to be printed after final performance has been recorded.

Exception: If slippage occurs on an LTA contract, AD-245 Slippage Report for LTA's will automatically be printed. See paragraph 205.

Step	Action	
1	Print a form or report as follows.	
	IF..	**THEN...**
	only AD-245, page 1 is desired	ENTER "X" next to the "Print 245 Page 1" field.
	only AD-245, page 2 is desired	ENTER "X" next to the "Print 245 Page 2" field.
	both AD-245, page 1 and AD-862 are desired	ENTER "X" next to the "Print 245 Page 1 & AD-862" field.
	only AD-862 is desired	ENTER "X" next to the "Print AD-862" field.
	no forms need to be printed	do not enter "X" next to any of the fields.

204 AD-245 Process Status Screen (Continued)

B Entering Data on Screen EEA17000 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td rowspan="4">2</td><td>IF...</td><td>THEN...</td></tr>
<tr><td>another process needs to be completed on another control number</td><td>enter an option from the bottom of Screen EEA17000 and PRESS “Enter”.</td></tr>
<tr><td>no process needs to be completed on another control number at this time</td><td>PRESS “Cmd7” or “F7” to return to Menu EEA100.</td></tr>
<tr><td colspan="2">If a form or report was selected to be printed, or there is slippage for an LTA contract, Screen EZZ50000 will be displayed when “Enter”, “Cmd7”, or “F7” is pressed on Screen EEA17000.

• Enter the printer ID and the number of copies to be printed.

• PRESS “Enter” and the number of copies of forms or reports entered on Screen EZZ50000 will be printed. For LTA’s, if a slippage occurs, see paragraph 205 for action needed on AD-245 Slippage Report for LTA’s.</td></tr>
</table>

205 C/S Approved Amount Exceeds C/S Earned Amount (Slippage) for LTA AD-245's

A Slippage for LTA AD-245's

If the C/S approved amount is greater than the C/S earned amount on LTA AD-245, the difference represents a slippage.

This slippage will **not** be returned to the ledger balance available and will **not** be reduced from the contract balance.

If a slippage exists, the following will occur.

- The slippage will **not** be:
  - returned to the ledger balance available
  - reduced from the contract balance.
- The system will provide a warning screen after Screen EEA14005 is displayed informing the County Office that this condition exists.
- AD-245 Slippage Report for LTA's Report EEA390-R001 will print when the data are updated to the file.
- A "SLIPPAGE" line and the amount of the slippage will print on column 2 of the Sequential Ledger Entry Report under the final performance transaction. This slippage detail line is for future reference if the County Office wants to know which AD-245's had slippage for the contract.
- The system will automatically overlay the C/S approved amount with the C/S earned amount when the data are updated to the file.

205 C/S Approved Amount Exceeds C/S Earned Amount (Slippage) for LTA AD-245's (Continued)

B AD-245 Slippage Report for LTA's

The following is an example of Report EEA390-R001.

Important: This report must be maintained with AD-245 in the producer's LTA file.

```
ANYSTATE                          U.S. Department of Agriculture                    Prepared: 03-18-2002
ANYCOUNTY                               Farm Service Agency                            As of: 03-18-2002
Report ID: EEA390-R001                                                                  Page:   1
Fiscal Year: 2002                                                                Ledger Code: ACP-LTA
                                  AD-245 SLIPPAGE REPORT FOR LTA'S                 Fund Code: 00
                                                        C/S Approved
                                                        Amount Before          C/S Earned

 Contract No.      Control No.      Practice       Final Performance      Amount          Slippage
-------------------------------------------------------------------------------------------------
   1992 0112       2002 0042          SL1              2,500               2,000             500
IMPORTANT:   When final performance was recorded on the above AD-245 the C/S approved amount was greater
             than the C/S earned amount.  This difference is indicated in the "Slippage" column.  The
             slippage amount has NOT been decreased from the contract balance.  If this slippage is
             needed for other practices to be completed on this contract, no action is needed.  If the
             slippage is NOT needed for this contract, decrease the contract approval amount through
             option 6 on Menu EEA400 to return the funds to the program ledger balance.

     NOTE:   When final performance data was updated to the file for this AD-245 the system automatically
             changed the C/S approved amount to reflect the C/S earned amount as posted on the sequential
             ledger entry report
```

205 C/S Approved Amount Exceeds C/S Earned Amount (Slippage) for LTA AD-245's (Continued)

C Action for LTA AD-245 Slippage

The amount in the slippage column on Report EEA390-R001 represents the amount that was approved for AD-245, but was not earned. Do 1 of the following to take necessary action when a slippage occurs.

- If the amount of slippage is needed for other practices to be completed on the contract, no action is needed. The slippage amount remained in the contract balance when final performance was updated.

- If the amount of slippage is **not** needed for this contract, decrease the contract approval amount according to Part 8, Section 3. No action is needed on AD-245. When the contract approval amount is decreased according to Part 8, Section 3, the amount will be reduced from the contract balance and returned to the program ledger balance available. These funds will be available for the program and can be used for other contracts or returned to the State Office, whichever the State Office determines.

206-214 (Reserved)

--

Section 7 Cancellation and Disapproval Process

215 Overview

A In This Section

This section provides instructions to:

- cancel AD-245's and AD-862's
- disapprove AD-245's and AD-862's.

Note: Cancellation and disapproval data can only be entered according to this section. See Section 4 for documenting disapproval on AD-245 and notifying producer of action.

Important: SIP AD-245's that have had a disbursement processed according to 1-SIP **cannot** be canceled.

B Reinstatement

If a canceled or disapproved AD-245 and AD-862 needs to be reinstated, see Section 8.

Important: LTA's AD-245 and AD-862 that have been canceled or disapproved **cannot** be reinstated.

C Delete

To delete AD-245 and AD-862, see Section 9.

216 Cancel or Disapprove AD-245 and AD-862

A Cancel or Disapprove Data

Cancel or disapprove AD-245 and AD-862 according to this section.

- SIP AD-245's that have a disbursement processed according to 1-SIP **cannot** be canceled.
- LTA AD-245's that have partial or final performance recorded **shall not** be canceled.
- LTA's AD-245's that are canceled or disapproved **cannot** be reinstated.

B Disapprove

Disapprove AD-245's and AD-862 if COC:

- will not make a willing to approve determination
- does not find the needs determination data favorable and disapproves AD-245
- finds the needs determination data favorable but disapproves AD-245.

Disapprove SIP AD-245's and AD-862 if SF:

- does not find the needs determination data favorable and disapproves SIP AD-245
- finds the needs determination data favorable but disapproves SIP AD-245.

216 Cancel or Disapprove AD-245 and AD-862 (Continued)

C Cancel

Cancel AD-245 and AD-862 if COC has approved the practice and:

- then cancels the approval because the producer does not complete the practice before the expiration date
- the producer does not wish to complete the practice according to specifications.

Important: See subparagraphs E and F for AD-245's with partial or final performance recorded.

Cancel SIP AD-245 and AD-862 if SF has approved the practice and:

- then cancels the approval because the producer does not complete the practice before the expiration date
- the producer does not wish to complete the practice according to specifications.

D Expiration Date

For ANA's, print the List of AD-245's With Expiration Date Exceeded Report EEA355-R002 according to Part 7, Section 1, every 15 calendar days to keep track of approvals that need to be canceled because performance is not reported on time. COC shall review this report.

COC has authority to cancel the approved AD-245 and AD-862 when the performance report is not filed by the expiration date.

See applicable program handbooks for additional instructions for canceling AD-245 and AD-862.

216 Cancel or Disapprove AD-245 and AD-862 (Continued)

E Non-LTA Partial Performance Recorded

Producer has to repay partial payment.

If a non-LTA AD-245 has partial performance recorded and the producer does not complete the rest of the practice and COC determines that the portion of the practice completed cannot stand alone, the producer will have to repay the partial payment issued. In this case, cancel AD-245 according to this section.

For programs with ledgers, the system will cancel the approval amount and will add the entire approval amount back to the balance available. An accounting record will be sent to the Accounting application that will establish a receivable for the amount previously earned.

Notes: If the cancel request is made immediately after the partial performance is recorded and before the ACH record being transmitted, any ACH still pending for that AD-245 will be canceled. A receivable will be established for any ACH's previously transmitted or CCC-184's previously issued for that AD-245..

If payment was by CCC-184, then the question, "Is CCC-184 available?" will be displayed. ENTER:

- "Y" if available and CCC-184 will be canceled
- "N" and a receivable will be established.

Producer does not have to repay partial payment.

If a non-LTA AD-245 has partial performance recorded and the producer does not complete the rest of the practice and COC determines that the portion of the practice completed can stand alone, the producer does not have to repay the partial payment issued. In this case, record final performance according to Section 6 and do **not** cancel AD-245.

216 Cancel or Disapprove AD-245 and AD-862 (Continued)

F LTA Partial Performance Recorded

Producer has to repay partial payment.

If LTA AD-245 has partial performance recorded and the producer does not complete the rest of the practice and COC determines that the portion of the practice completed cannot stand alone, the producer will have to repay the partial payment issued. In this case, record correction after performance according to Section 10 and do **not** cancel AD-245. The correction process will send an accounting record to the Accounting application where a receivable will be established.

The ledger will be updated by the correction process. After AD-245 has been corrected to zero earnings, it can be canceled as AD-245 with nonperformance recorded according to this section.

Producer does not have to repay partial payment.

If LTA AD-245 has partial performance recorded and the producer does not complete the rest of the practice and COC determines that the portion of the practice completed can stand alone, the producer does not have to repay the partial payment issued. In this case, record final performance according to Section 6 with no additional earnings and do **not** cancel AD-245.

Important: LTA AD-245's shall not be canceled if a partial payment has been issued, because if canceled, the partial payment amount will be subtracted from the ledger. The partial payment amount must remain on the ledger.

217 Entering Cancellation and Disapproval Data

A Action

Enter cancellation and disapproval data according to the following.

Note: On Menu EEA100, option 7, "Cancellation Process" is for **both canceling and disapproving** AD-245 and AD-862.

Step	Action	Result	
1	On Menu EEA100: • ENTER "7" • PRESS "Enter".	Screen EEA10500 will be displayed	
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".	Screen EEA10550 will be displayed.	
3	On Screen EEA10550, the question, "Is this the AD-245 you wish to cancel (Y or N)?", will be displayed. Enter "Y" to cancel or disapprove AD-245 or AD-862.	**IF...**	**Then...**
		AD-245 has prior earnings recorded	Screen EEA17610 will be displayed. Go to step 4
		Ad-245 has **no** prior earnings recorded	Screen EEA17000 will be displayed. Go to Step 5.

217 Entering Cancellation and Disapproval Data

A Action (Continued)

Step	Action		Result
4	On Screen EEA17610, verify that the listed producer(s) should have receivables established to repay C/S payments due to the cancellation of the AD-245. If correct, answer "Y" to the question. **Note:** A response of "N" will return processing to Screen EEA10500. AD-245 will **not** be canceled.		Processing control will be passed to Accounting to establish the applicable receivable(s). When processing is complete control will transfer back to conservation and Screen EEA17000 will be displayed. **Note:** ACH(s) for AD-245 being canceled still in the pending file will be canceled. Receivable(s) will be established for the canceled amount that exceeds pending ACH(s).
5	**IF processing on...**	**THEN...**	
	another control number needs to be completed	enter the applicable processing option and PRESS "Enter".	
	an additional AD-245 will not be completed	PRESS "Cmd7" or "F7" to return to Menu EEA100.	

217 Entering Cancellation and Disapproval Data (Continued)

B Ledger Transactions

When AD-245 is canceled according to subparagraph A, transactions for the cancellation will be posted to the ledger as follows.

- **Partial Performance Recorded**. The system will cancel the entire approval amount, the C/S approved amount, and the performance amount earned. The following example is for ANA.

  Note: A receivable will be established for the performance earned amount that was canceled.

Date	Description	-4- C/S Amount Approved	-5- Performed Amount Approved	-6- Performed Amount Earned	-7- Balance Available
12-31-2001	Month End				50,000
01-02-2002	C/S Approved 2002 0005	1000			49,000
01-17-2002	Partial Payment 2002 0005		700	700	49,000
01-31-2002	Cancel 2002 0005	-1000	-700	-700	50,000

217 Entering Cancellation and Disapproval Data (Continued)

B Ledger Transactions (Continued)

- **Final Performance Recorded**. The system will cancel all transactions that have been posted for the C/S approval and performance. The following example is for ANA.

Date	Description	-4- C/S Amount Approved	-5- Performed Amount Approved	-6- Performed Amount Earned	-7- Balance Available
12-31-2001	Month End				50,000
01-02-2002	C/S Approved 2002 0004	1000			49,000
01-17-2002	Final Payment 2002 0005		1000	900	49,100
01-31-2002	Cancel 2002 0005	-1000	-1000	-900	50,000

217 Entering Cancellation and Disapproval Data (Continued)

C Accounting Transaction

Canceling AD-245 with:

- no earning recorded will have no affect on payments
- earnings recorded will affect payments according to the following table.

IF the payment method for AD-245 being canceled is...	AND...	THEN an automated cancel payment record will be sent to the Accounting application and ...
ACH	ACH is still in the pending file	ACH will be canceled and removed from the pending file. **Notes:** Receivables will be established for earnings recorded on the canceled AD-245 that are in excess of the ACH(s) in the pending file. See 67-FI for additional information on processing interfaced accounting transactions.
	ACH has been transmitted	a receivable will be established for the amount of earnings recorded on AD-245.
CCC-184	CCC-184 is still available	CCC-184 can be canceled by responding that CCC-184 is available in the office. **Notes:** Receivables will be established for earnings recorded on the canceled AD-245 that are in excess of available CCC-184's being canceled. See 67-FI for additional information on processing interfaced accounting transactions.
	CCC-184 has been issued and is not available	a receivable will be established for the amount of earnings recorded on AD-245.

218-227 (Reserved)

Section 8 Reinstatement Process

228 Overview

A In This Section

This section provides instructions to reinstate a disapproved or canceled AD-245.

Note: AD-245's can only be reinstated according to this section. AD-245's that have been deleted according to Section 9 **cannot** be reinstated.

Important: LTA AD-245's **cannot** be reinstated. In this case, a new AD-245 would need to be created according to Section 1.

229 Reinstating a Disapproved ANA AD-245

A Disapproved

COC may reinstate a disapproved ANA AD-245 if the:

- disapproval determination has been reversed
- participant requests a reinstatement and the appeal is approved
- current FY is the same FY that AD-245 was disapproved.

Note: The system deletes disapproved AD-245's during rollover.

Note: See 1-SIP for policy about SIP AD-245.

Important: Deleted LTA AD-245's **cannot** be reinstated.

230 Reinstating a Canceled ANA AD-245

A Canceled

COC may reinstate a canceled AD-245 that had been approved when all of the following conditions apply.

- The participant requests reinstatement and the appeal is approved.
- The practice was started before cancellation.
- The practice was, or can reasonably be expected to be, completed within a time prescribed by COC.
- Funds are available to reinstate the approval.

Note: See 1-SIP for policy concerning SIP AD-245.

Important: Canceled LTA AD-245's and deleted AD-245's **cannot** be reinstated.

B Accounting Transactions

The reinstatement of AD-245 that had earnings recorded before cancellation will result in payments issued to the same producers who received the initial payments. The payments will be for the same amounts that were recorded as earned on the canceled AD-245.

Payments resulting from a reinstatement will be issued to the producer if no receivables exist. If receivables have previously been established, follow 67-FI to select receivables for repayment.

231 Entering Reinstatement Data

A Entering Data

Enter the following to reinstate a disapproved or canceled AD-245.

Step	Action		Result
1	On Menu EEA100: • ENTER "8" • PRESS "Enter".		Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".		Screen EEA10550 will be displayed.
3	On Screen EEA10550, the question, "Is this the AD-245 you wish to reinstate (Y or N)?", will be displayed. ENTER "Y" to reinstate the control number and PRESS "Enter".		Screen EEA17000 will be displayed and the data will be updated on the AD-245/AD-862 file and the ledger. The system will use the current date as the reinstatement date.
4	**IF...**	**THEN...**	If a form was selected to be printed, Screen EZZ50000 will be displayed when "Enter", "Cmd7", or "F7" is pressed. Enter the printer ID number and PRESS "Enter" to print the form.
	a form needs to be printed	enter an "X" next to the applicable form field.	
	a process on this control number or another control number needs to be completed	enter an option from the bottom of the screen and PRESS "Enter".	
	no process needs to be completed on any control number at this time	PRESS "Cmd7" or "F7" to return to Menu EEA100.	

232-242 (Reserved)

Section 9 Delete Process

243 Deleting AD-245 and AD-862

A Records That Should Be Deleted

The only records that should be deleted are:

- those that have been erroneously entered
- duplicate records.

Notes: If COC or SF approval for SIP was issued, AD-245 must be canceled before it can be deleted.

A deleted record cannot be reinstated.

Important: Do **not** delete a control number that needs to be counted on ACP-305 or for work load or work measurement purposes. A deleted control number will not be displayed on the ACP-301 report and will be deleted from the AD-245/AD-862 file.

244 Entering Delete Data

A Action

Enter the following to delete AD-245. Once deleted from the AD-245/AD-862 file, the record can never be accessed again.

Step	Action		Result
1	On Menu EEA100: • ENTER "9" • PRESS "Enter".		Screen EEA10500 will be displayed.
2	On Screen EEA10500: • enter the control number to be accessed • PRESS "Enter".		Screen EEA10550 will be displayed.
3	On Screen EEA10550, the question, "Is this the AD-245 you wish to delete (Y or N)?", will be displayed. ENTER "Y" to delete the control number from the AD-245/AD-862 file and PRESS "Enter".		Screen EEA17000 will be displayed and control number will have been deleted from the AD-245/AD-862 file.
4	**IF...**	**THEN...**	
	a process for another control number needs to be completed	enter an option from the bottom of the screen and PRESS "Enter".	
	no process needs to be completed on another control number at this time	PRESS "Cmd7" or "F7" to return to Menu EEA100.	

245-267 (Reserved)

Section 10 Corrections Process

268 Correction After Performance Process

A Overview

On Menu EEA100, option 10, “Correction After Performance” shall be used to correct performance (practice extent and C/S earned) for AD-245's that either:

- have performance recorded in error
- need to have performance changed after the performance has been partially or finally recorded based on reductions or increases necessary because of:
  - appeals
  - certification errors
  - other valid reasons requiring payment increases or reductions.

Do not use option 10, “Correction After Performance” to record performance for additional certifications of “Partial Performance” or “Final Performance”.

The corrections process will be available for use throughout the life span of the practice. Access to practices after the normal cutoff date for recording changes (March 15 of the FY following the FY Final Performance is recorded) will be protected by a password available from CEPD through the State Office.

Note: Practices that are still within their life span but were purged by pre-interface software will not be available for the correction process. Repayments for practices in this situation shall be processed using CRS in the Accounting application, according to 67-FI, to establish receivables. Use option 2, “Record Refund” on Conservation Ledger Menu EEA400 in the Conservation software to adjust the ledger according to paragraph 464 when repayment is received.

268 Correction After Performance Process (Continued)

A Overview (Continued)

Record the following on AD-245.

- An increase in performance will result in a payable record being passed to Accounting for each participant on AD-245 whose original payment is being increased.

- A decrease in performance will result in a receivable record being passed to Accounting for each participant on AD-245 whose original payment is being reduced.

- Either an increase or decrease will update the ledger with an increase or decrease in earnings as applicable.

Note: The automated interface with accounting will not establish an automated receivable for those AD-245 control numbers that have had payments recorded before installing the interface software. When recording corrections for AD-245's in this category, a message will be displayed warning the user that the Accounting Interface will not create the receivable and instruct the user to manually establish a receivable using CRS in the Accounting application, according to 67-FI.

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance

The “Corrections After Performance” process uses the same processing screens as the “Partial Performance” and “Final Performance” processes. This paragraph provides example screens of a performance reduction that results in receivable records being passed to Accounting for multiple participants on AD-245.

In the following example, on Menu EEA100, option 7 “Correction After Performance” was selected to decrease the performance (earnings) for AD-245 Control No. 2002-0068 by $50. There are 2 participants, each to be reduced by $25.

Screen EEA13500 will be the first screen displayed after selecting the Control No. which should be reviewed closely to verify that the correct AD-245 is being corrected, before pressing "Enter" to continue.

Important: Corrections to AD-245 will result in either a payment or a receivable being established. Reducing performance on the wrong AD-245 will result in receivables established for producers that do not owe a repayment.

```
Conservation                              077-BEACONSTREET              Selection     EEA13500
AD-245 Site Char/Tech Practice Screen                            Version: AD05  08-03-2002 13:44 Term V9
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0068                  Program:  ECPD
Farm NO:       695                        Practice: EC6             Primary Purpose: G
Producer ID:   111 11 1111 S              Name:     NO.28 RANCHER

                                                      Estimated -  Total Cost:    6000
Hydrologic Unit:                                                -  Cost-Share:    3750
  Component            Extent          Extent
    Code             Requested         Needed          # Technical      Cost         Units
                          25.0            25.0             Code       Shared?      Applied
    A09C                  25.0            25.0         1.    575          Y           25.0



NO MORE COMPONENT CODES
Do you wish to see component and technical code descriptions (Y or N)?      N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                Cmd24=Delete  Help=Help Text
IM: Use Cmd16, Cmd20, & Cmd24 to process technical codes.
```

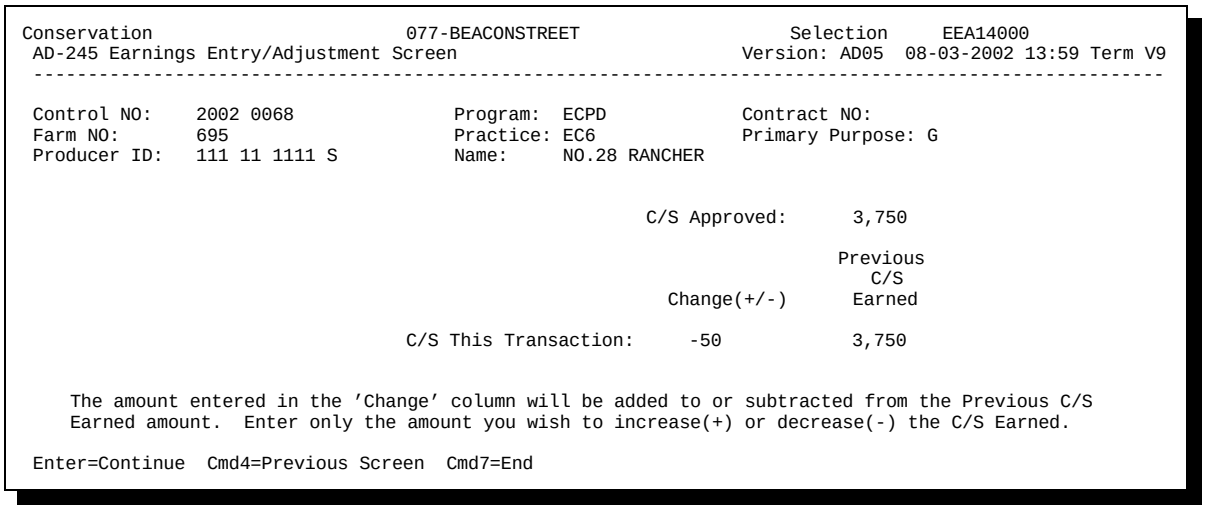
268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

Screen EEA14000, the same screen used when recording “Partial Performance” or “Final Performance”, allows the user to enter the earnings increase or decrease as required by this correction. The entry will be the amount that will be passed to Accounting to establish a receivable(s) if negative or a payment(s) if positive.

In the following example, the “Previous C/S Earned” is being reduced, therefore, a negative amount is entered in the “Change(+/-)” for “C/S This Transaction”. PRESS “Enter” to continue processing.

Note: The “Previous C/S Earned” amount is displayed and will be reduced by the amount entered in the “C/S This Transaction” entry space.



```
Conservation                      077-BEACONSTREET                Selection     EEA14000
 AD-245 Earnings Entry/Adjustment Screen                      Version: AD05  08-03-2002 13:59 Term V9
 ---------------------------------------------------------------------------------------------------

 Control NO:    2002 0068             Program:  ECPD            Contract NO:
 Farm NO:       695                   Practice: EC6             Primary Purpose: G
 Producer ID:   111 11 1111 S         Name:     NO.28 RANCHER


                                                    C/S Approved:      3,750

                                                                     Previous
                                                                       C/S
                                                      Change(+/-)     Earned

                                  C/S This Transaction:     -50          3,750


    The amount entered in the 'Change' column will be added to or subtracted from the Previous C/S
    Earned amount.  Enter only the amount you wish to increase(+) or decrease(-) the C/S Earned.

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

Screen EEA14001 will display the results of the reduction entered on Screen EEA14000. The “Current C/S Earned” field now displays the reduced total earned. Verify this amount before pressing “Enter” to continue processing.

```
Conservation                              077-BEACONSTREET          Selection     EEA14001
 AD-245 Earnings Entry/Adjustment Screen                    Version: AD05  08-03-2002 13:59 Term V9
 ------------------------------------------------------------------------------------------------

 Control NO:    2002 0068                 Program:  ECPD            Contract NO:
 Farm NO:       695                       Practice: EC6             Primary Purpose: G
 Producer ID:   111 11 1111 S             Name:     NO.28 RANCHER


                                                          C/S Approved:      3,750

                                                                           Current
                                                                             C/S
                                                            Change(+/-)     Earned

    C/S Increase/Decrease By This Transaction:                      50-       3,700


         The amount entered in the 'Change' column has now been added to or subtracted from the
         Previous C/S Earned amount.  Continue only if the Current C/S Earned figure is the net
         C/S Earned for the AD-245.

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

On Screen EEA14010, the "C/S Earned" entries for the components must be adjusted to equal the amount of "C/S Earned" displayed for the practice. For the following example, $3700 was entered to replace the $3750 that was originally in the "C/S Earned" field for component A09C. After data has been verified as correct, PRESS "Enter" to continue processing.

Note: The "C/S Earned" displayed for the practice is locked on Screen EEA14010. If it is not correct, PRESS "Cmd4" or "F4" to return to Screen EEA14000 to correct the "Change(+/-)" entry thereby correcting the "C/S Earned" amount displayed for the practice on Screen EEA14010.

```
Conservation                        077-BEACONSTREET                    Selection     EEA14010
 AD-245 Ledger Data Screen                                      Version: AD05  08-03-2002 13:59 Term V9
 ---------------------------------------------------------------------------------------------------------

 Control NO:    2002 0068                            Program:  ECPD
 Farm NO:       695                                  Practice: EC6       Primary Purpose: G
 Producer ID:   111 11 1111 S                        Name:     NO.28 RANCHER

 Practice Description: Drought emergency measures (AS)

 Comp        Extent           Extent       C/S                C/S             Extent      C/S
 Code      Requested        Approved       Lev     Rate     Approved  Unit   Performed    Earned
              25.0             25.0                             3750                        3700
 A09C         25.0             25.0         64    150.000      3750   ACRES       25.0      3700



 NO MORE COMPONENT CODES
 Do you wish to see component code descriptions (Y or N)?                   N
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

Screen EEA14500 will be displayed to make changes if the correction was because of a reduction in the number of acres served or treated. Otherwise, PRESS "Enter" to continue.

```
Conservation                              077-BEACONSTREET          Selection     EEA14500
AD-245 Final Performance Data Screen                          Version: AD05  08-03-2002 15:42 Term V9
-------------------------------------------------------------------------------------------------

Control NO:    2002 0068                  Program:  ECPD
Farm NO:       695                        Practice: EC6             Primary Purpose: G
Producer ID:   111 11 1111 S              Name:     NO.28 RANCHER

H.  Performance Data:


    Acres Served/Treated:       25.0
    Total Installation Cost:    6200
    Cost-Share Earned:         3,700
    Date Performed:          07292002


    Multiple Participant:    Y
    Low Income:              N


Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

For corrections involving multiple participants, Screen EEA11500 will be displayed. To correct the earnings for each producer, PRESS “Cmd 20” or “Shift” + “F8” and follow the screen prompts on Screen 11500 to select the producer(s) to change. Screen EEA11515 will be displayed.

```
Conservation                                077-BEACONSTREET           Selection     EEA11500
 Multi-Participants Screen                                    Version: AD05  08-03-2002 15:44 Term V9
 ---------------------------------------------------------------------------------------------------------------

 Control NO:    2002 0068                   Program:  ECPD
 Farm NO:       695                         Practice: EC6             Primary Purpose: G
 Producer ID:   111 11 1111 S               Name:     NO.28 RANCHER
                                                    C/S Earned - Practice:         3,700
 H.  Performance Data (Cont)                                   - Producers:        3,750
                NO. Of Eligible Persons:   2                          Change            Previous
   #  Producer ID  Name                                Farm NO       (+/-)            C/S Earn
   1 111 11 1111 S NO.28 RANCHER                          695                              1875
   2 111 11 1111 S NO.26 RANCHER                          695                              1875




 NO MORE PRODUCERS
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Use Cmd16, Cmd20, & Cmd24 to process producers.
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

Once a producer has been selected to change, Screen EEA11515 will be displayed allowing the user to enter the change in "Change (+/-)" for the displayed producer. In the following example, $25 has been entered with "-" to reduce the earnings. Repeat the steps to change the earnings for each producer as necessary.

Important: The process of recording adjustments in "Change(+/-)" for a producer will result in either a payment or a receivable being created. Be sure that the correct producer, farm no., control number, and amounts are correct before continuing processing. It is much easier to make corrections before the accounting application processes take place.

```
Conservation                              077-BEACONSTREET          Selection     EEA11515
AD-245 Initial Data Screen                                 Version: AD05  08-03-2002 15:44 Term V9
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0068                  Program:  ECPD
Farm NO:       695                        Practice: EC6             Primary Purpose: G
Producer ID:   111 11 1111 S              Name:     NO.28 RANCHER
                                                  C/S Earned - Practice:         3,700
H.  Performance Data (Continued)                            - Producers:         3,750
                                                  NO. Of Eligible Persons:   2

          Producer ID: 111 11 1111 S              NO.28 RANCHER
                                                  NO.28 CONSERVATION DR
                                                  ANYTOWN, US 11111-1111

          Farm No:         695


          Change(+/-):         -25

          Previous C/S Earned:    1875

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

Screen EEA11500 will be redisplayed with the results of the adjustment for the selected producer. By repeating the previous screens to change the remaining producer earnings, the "Producer C/S Earned" must be adjusted to equal the "Practice C/S Earned" for the practice. Once the 2 are equal, processing can continue.

In the following example, both producers were selected and had earnings reduced by $25. PRESS "Enter" continue processing and the accounting application process will create receivables for both producers.

```
Conservation                              077-BEACONSTREET           Selection     EEA11500
 Multi-Participants Screen                                  Version: AD05  07-29-2002 14:07 Term U1
 ------------------------------------------------------------------------------------------------

 Control NO:    2002 0068                  Program:  ECPD
 Farm NO:       695                        Practice: EC6       Primary Purpose: G
 Producer ID:   111 11 1111 S              Name:     NO.28 RANCHER
                                                  C/S Earned - Practice:         3,700
 H.  Performance Data (Cont)                                - Producers:         3,700
                NO. Of Eligible Persons:   2                        Change  Previous
   #  Producer ID  Name                                 Farm NO      (+/-)   C/S Earn
   1 111 11 1111 S NO.28 RANCHER                          695         25-     1875
   2 111 11 1111 S NO.26 RANCHER                          695         25-     1875









 NO MORE PRODUCERS
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
                 Cmd24=Delete  Help=Help Text
 IM: Producer has been changed.
```

268 Correction After Performance Process (Continued)

B Example Screens Correction After Performance (Continued)

Screen EEA17610 will be displayed to verify the amount of each receivable and/or payment that will be created as the result of the correction just recorded.

In the following example, each producer will have a receivable established for $25. ENTER "Y" and PRESS "Enter" to continue processing and the accounting application process will create a receivable for each producer.

Information on Screen EEA17610 should be closely examined for errors before proceeding. If any information is not valid, ENTER "N" and PRESS "Enter" to return to Screen EEA11500.

See 6-FI for instructions to complete the integrated correction process that establishes the receivable(s). See 67-FI for instructions on handling receivables.

After the accounting application has completed processing, control will be returned to Conservation software on Screen EEA17000.

```
 Conservation                              077-BEACONSTREET           Display       EEA17610
 Transaction Payment/Receivable Screen                       Version: AD17  01-06-2003 10:51 Term E0
 ------------------------------------------------------------------------------------------------------------

Performance has been recorded for Control No. 2002 0068 that will result in the following
payment(s)/receivable(s) issued to the listed producer(s).  Payments are in addition to any payments
issued due to performance from prior transactions.

                                                                 Receivable
                                                                 Estab. This
   #  Producer ID  Name                          Farm NO        Transaction
   1 111 11 1111 S NO.28 RANCHER                     695                 25
   2 111 11 1111 S NO.26 RANCHER                     695                 25









 NO MORE PRODUCERS
                          Do you wish to create the receivable(s) (Y or N)?
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

269 Final Performance Recorded on Wrong AD-245 or Contract Number Incorrect

A Overview

This paragraph provides instructions to correct AD-245's when performance has been recorded on the wrong AD-245 or the wrong contract number was entered on AD-245 for LTA.

B Corrections When Performance Recorded on Wrong AD-245 or Contract Number Incorrect

If performance was recorded on the wrong AD-245 or the wrong contract number was entered on AD-245, take the following action.

- Cancel AD-245 on which the wrong performance was recorded or the wrong contract number was entered, according to Section 7. When AD-245 is canceled, the ledger transactions will be canceled on the Sequential Ledger Entry Report. The C/S earned amount will be added to the contract on the Sequential LTA Contracts/Agreements Report. Canceling AD-245 which has had performance recorded will affect prior payments according to the following.

IF payment method for AD-245 being canceled is...	AND...	THEN an automated cancel payment record will be sent to the Accounting application and...
ACH	ACH is still in the pending file	ACH will be canceled and removed from the pending file. **Notes:** Receivables will be established for earnings recorded on the canceled AD-245 that are in excess of ACH(s) in the pending file. See 6-FI for instructions to complete the integrated correction process that establishes the receivable(s). See 67-FI for instructions on handling receivables.
	ACH has been transmitted	a receivable will be established for the amount of earnings recorded on AD-245.

269 Final Performance Recorded on Wrong AD-245 or Contract Number Incorrect (Continued)

B Corrections When Final Performance Recorded on Wrong AD-245 or Contract Number Incorrect (Continued)

IF payment method for AD-245 being canceled is...	AND...	THEN an automated cancel payment record will be sent to the Accounting application and...
CCC-184	CCC-184 is still available	CCC-184 can be canceled by responding that CCC-184 is available in the office. **Notes:** Receivables will be established for earnings recorded on the canceled AD-245 that are in excess of available CCC-184's being canceled. See 6-FI for instructions to complete the integrated correction process that establishes the receivable(s). See 67-FI for instructions on handling receivables.
	CCC-184 has been issued and is not available	a receivable will be established for the amount of earnings recorded on AD-245.

- Create a new control number according to Section 1 for the canceled AD-245. Ensure that the correct data, including contract number, are entered for the new control number.

- Record final performance on the correct AD-245.

270 Correcting Primary Purpose Data After Final Performance Is Recorded

A Incorrect Primary Purpose Data

If primary purpose data is determined to be incorrect for AD-862 after final performance has been recorded:

- on Menu EEA100, select option 3, "Needs Determination"
- correct the primary purpose data for AD-862
- when Screen EEA17000 is displayed, the corrected data will be updated to the file.

Note: Corrections can only be recorded up to March 15 of the following FY. After that date, AD-245 and AD-862 cannot be accessed.

B Incorrect Primary Purpose Code

If the primary purpose code is determined to be incorrect for AD-862:

- on Menu EEA100, select option 2, "Update Initial AD-245"
- correct the primary purpose code
- when Screen EEA17000 is displayed, the correct code will be updated to the file. Correct primary purpose data according to subparagraph A.

Note: Corrections can only be recorded up to March 15 of the following FY. After that date, AD-245 and AD-862 cannot be accessed.

271-280 (Reserved)

Section 11 Reprinting Active AD-245's and AD-862's

281 Reprinting Forms

A Additional Copy of Forms

An additional copy of an active AD-245 or AD-862 can be printed according to this paragraph.

Note: AD-245's and AD-862's that have been canceled or deleted **cannot** be printed.

B Example of Screen EEA17000

The following is an example of AD-245 Process Status Screen EEA17000.

```
Conservation                      000-ANYCOUNTY                      Entry         EEA17000
AD-245 Process Status Screen                                 Version: AC99  03-15-2002 16:51 Term E0
-------------------------------------------------------------------------------------------------------

Control NO:    2002 0041                  Program:  CRP       Contract NO:     2002 0046
Farm NO:       1898                       Practice: CP2       Primary Purpose: C
Producer ID:   111 22 3333 S              Name:     U S FARMER
If you wish to print a form/report, place an "X" next to the one(s) you want
before entering option or command key.
   Print 245 Page 1                Print 245 Page 2         Approval Letter
   Print 245 Page 1 & AD-862       Print AD-862



                    1.  Create Initial AD-245     7.  Cancellation Process
                    2.  Update Initial AD-245     8.  Reinstatement
                    3.  Needs Determination       9.  Delete
                    4.  Approval Process         10.  Correction After Performance
                    5.  Partial Performance
                    6.  Final Performance        16.  Reprint Form


Enter option and press "Enter".
Enter=Continue  Cmd7=End
```

281 Reprinting Forms (Continued)

C Accessing Screen EEA17000 to Reprint Forms

Access Screen EEA17000 to reprint forms according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER “1” • PRESS “Enter”.	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER “16” • PRESS “Enter”.	Screen EEA10500 will be displayed.
3	On Screen EEA10500: • enter the control number for the form to be printed • PRESS “Enter”.	Screen EEA17000 will be displayed.

281 Reprinting Forms (Continued)

D Completing Screen EEA17000

Enter data on Screen EEA17000 according to the following.

Step	Action	
1	Print a form as follows.	
	IF...	**THEN...**
	only AD-245, page 1 is desired	ENTER “X” next to the “Print 245 Page 1” field.
	only AD-245, page 2 is desired	ENTER “X” next to the “Print 245 Page 2” field.
	both AD-245, page 1 and AD-862 are desired	ENTER “X” next to the “Print 245 Page 1 & AD-862” field.
	only AD-862 is desired	ENTER “X” next to the “Print AD-862” field.
	no forms need to be printed	do not enter “X” next to any of the fields.
2	**IF...**	**THEN...**
	another process needs to be completed on this control number or another control number	enter an option from the bottom of the screen and PRESS “Enter”.
	no process needs to be completed on this control number or another control number at this time	PRESS “Cmd7” or “F7” to return to Menu EEA100.
	If a form was selected to be printed, Screen EZZ50000 will be displayed when “Enter”, “Cmd7”, or “F7” is pressed on Screen EEA17000. • Enter the printer ID and the number of copies to be printed. • PRESS “Enter” and the number of copies of forms entered on Screen EZZ50000 will be printed.	

282-286 (Reserved)

--

Part 6 Letters

287 CED Responsibility for Letters

A CED Responsibility

CED is responsible for ensuring that the correct letter is:

- printed
- sent to the participant.

Important: CED shall carefully review each letter before signing to ensure that the correct letter is sent to the participant.

B Letter Sources

The County Office may create and issue the proper letters using either the following:

- System 36 software according to this part
- PC generated letters created using MS Word.

Note: MS Word letters created on PC must contain all the information described in the example letters for each situation as described in this part.

288 Accessing Letters Update/Print Screen

A Other Conservation Programs

Only some of the conservation program letters are automated. See applicable program handbooks for nonautomated letters.

Note: The letters in this section shall **not** be used for SIP.

B Accessing Screen EEA28000

Access Screen EEA28000 according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER “1” • PRESS “Enter”.	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER “15” • PRESS “Enter”.	Screen EEA28000 will be displayed.

C Example of Screen EEA28000

The following is an example of Letters Update/Print Screen EEA28000.

```
Conservation                              000-ANYCOUNTY             Rpt Print     EEA28000
Letters Update/Print Screen                                  Version: AC98  02-11-2002 13:17 Term E0
-------------------------------------------------------------------------------------------------------


                                    Letters Name

                          1.  Approval letter
                          2.  Disapproval letter
                          3.  Notice of 15 days to Expiration (Letter)
                          4.  High Priority practices turned down for lack of funds
                          5.  Notice of Approval Subject to Feasibility Determination
                          6.  Notice of Referral
                          7.  Miscellaneous Letter - 1
                          8.  Miscellaneous Letter - 2
                          9.  Miscellaneous Letter - 3

                          Do you wish to (U)pdate or (P)rint this letter?



Enter option and press "Enter".
Enter=Continue  Cmd7=End
```

289 Editing/Updating Automated Letters

A Editing Automated Letters

Automated letters on Screen EEA28000 can be edited to provide additional information to the producer, if desired by the County Office. Automated letters are county specific for each County Office on the system.

Example: The NRCS office address and telephone number that the producer must contact to receive technical assistance to complete the practice.

Miscellaneous letters 1, 2, and 3 on Screen EEA28000 can be created by the County Office to provide up to 3 additional letters that are not provided in options 1 through 6 on Screen EEA28000.

Example: Letter notifying producer of ECP approval.

B Process to Edit Letters

On Screen EEA28000, edit a letter provided in options 1 through 6, or create a miscellaneous letter in options 7 through 9 as follows.

Step	Action	Result
1	On Screen EEA28000: • enter the option for the letter that needs to be edited or created • ENTER "U" to update/edit the letter • PRESS "Enter".	A screen will display the text of the letter selected on Screen EEA28000.

289 Editing/Updating Automated Letters (Continued)

B Process to Edit Letters (Continued)

Step	Action		Result
2	**IF...**	**THEN...**	
	existing text needs to be changed	type over the existing text with the changes needed.	
	an entire line, sentence, or paragraph needs to be deleted	PRESS "Cmd24" or "Shift" + "F12". Enter both of the following: • the number of the line to start deleting • the number of lines to be deleted. When the entries are made, PRESS "Enter". The revised text will be displayed with the message, "Line(s) have been deleted".	

289 Editing/Updating Automated Letters (Continued)

B Process to Edit Letters (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td rowspan="3">2
(Cntd)</td><td>IF...</td><td>THEN...</td><td rowspan="3">The message, “Letter has been updated”, will be displayed.

• PRESS “Cmd4” or “F4” to return to Screen EEA28000.

• PRESS “Cmd7” or “F7” to return to Menu EEA100.</td></tr>
<tr><td>additional space is needed to insert a sentence or paragraph</td><td>PRESS “Cmd16” or “Shift” + “F4”. Enter both of the following:

• the number of the line to insert additional text after

• the number of lines needed for the additional text.

When the entries are made, PRESS “Enter”. The revised text will be displayed with the message, “Line(s) have been added”. Type the additional text needed on the lines that have been inserted.</td></tr>
<tr><td colspan="2">When the text has been changed, as desired, ENTER “Y” to the question, “Do you wish to update the Table File with the current text?”. If “Y” is not entered, the text will not be updated with the new changes. This question is displayed at the bottom of the screen.</td></tr>
</table>

290 Approval Letter

A When to Print

Print the approval letter according to this paragraph when AD-245 has been approved for C/S by COC. When the approval letter is mailed to the producer, AD-245, page 2 and Continuation for AD-245, pages 1 and 2 must be attached.

Note: Follow paragraph 289 to edit/update the text of the approval letter.

Important: The "Approved by COC or SF" date must have been entered for the control number to print the approval letter.

B Printing Approval Letter

Print the approval letter according to the following.

Note: The approval letter can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER "1" • ENTER "P" to print the letter • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA29000 will be displayed.

290 Approval Letter (Continued)

B Printing Approval Letter (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter" and the letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter" and the letters will print.
	
	• Option 3, to print the letter for all control numbers with a specific "Approved by COC" date.
	
	  • Enter the "Approved by COC" date.
	
	  • PRESS "Enter" and the letter will print for all control numbers with the "Approved by COC" date entered.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

290 Approval Letter (Continued)

C Example of Approval Letter

The following is an example of the approval letter.

U.S DEPARTMENT OF AGRICULTURE
Farm Service Agency
ANYCOUNTY COUNTY, FSA OFFICE
PO BOX 2002
COUNTRYVILLE, LA 11111-1111
Telephone: (111) 111-1111
02-11-2002

U. S. FARMER
555 SHORT ROWS
COUNTRYVIEW, LA 11111-1111

Farm No:	1898 Control No: 2002-0026
Program:	Emergency Conservation Program
Technical Service Provider:	Natural Resources Conservation Service
Lifespan: (yrs) 10	

Dear MR. FARMER:

Your request for cost-sharing under the above program has been approved for the practice indicated on the attached ACP-245.

If you are not satisfied with the practice approval or cost-shares approved, you may appeal in writing to the County FSA Committee within 15 days from the date of this letter.

The following items should serve as a guide in completing and reporting the approved practice.

1. Make arrangements to install the conservation practice as soon as practical.

2. Make arrangements to obtain the necessary easements and permits to perform the practice.

3. Carry out the practice in accordance with specified requirements to ensure an effective practice. The specifications must be met to qualify for the cost-shares approved.

4. If you start the practice and cannot complete it before the expiration date, please notify us in advance. If the reasons justify an extension of time, the committee may approve an extension.

5. Furnish a report of performance on the attached AD-245 immediately upon completion of the practice and not later than the expiration date indicated on the form; otherwise, the approval for cost-sharing will be canceled. In column G, enter the extent performed, if known, otherwise enter the word "Yes".

6. Furnish sales slips, invoices, or other evidence for the materials used in connection with each practice so it can be used in determining your cost-share payment.

_____
County Executive Director

291 Disapproval Letter

A When to Print

Print the disapproval letter according to this paragraph when AD-245 has been disapproved or canceled by COC. When the disapproval letter is mailed to the producer, AD-245, page 1 must be attached.

Note: Follow paragraph 289 to update/edit the text of the disapproval letter.

Important: The "Disapproved/Canceled" date must have been entered for the control number to print the disapproval letter.

B Printing Disapproval Letter

Print the disapproval letter according to the following.

Note: The disapproval letter can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER "2" • ENTER "P" to print the letter • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA29000 will be displayed.

291 Disapproval Letter (Continued)

B Printing Disapproval Letter (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter" and the letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter" and the letters will print.
	
	• Option 3, to print the letter for all control numbers with a specific "Disapproved/ Canceled" date.
	
	  • Enter the "Disapproved/Canceled" date.
	
	  • PRESS "Enter" and the letter will print for all control numbers with the "Disapproved/ Canceled" date entered.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

291 Disapproval Letter (Continued)

C Example of Disapproval Letter

The following is an example of the disapproval letter.

Note: CED must indicate why the practice has been disapproved or canceled by checking the applicable box on the letter.

U.S DEPARTMENT OF AGRICULTURE
Farm Service Agency
ANYCOUNTY COUNTY, FSA OFFICE
PO BOX 2002
COUNTRYVILLE, LA 11111-1111
Telephone: (111) 111-1111
02-11-2002

U. S. FARMER
555 SHORT ROWS
COUNTRYVIEW, LA 11111-1111

Farm No: 1898 Control No: 2002-0026
Program: Emergency Conservation Program
/ / Low Priority
/ / Lack of Funds
/ / Practice or program requirements not met

Dear MR. FARMER:

The County FSA committee has disapproved your request for cost-sharing for the practice listed on the attached AD-245 for the reason(s) indicated above. The County FSA committee determined that the land for which this practice was requested is not eligible for ECP.

If you feel that we have not properly considered the facts in this case, you may request reconsideration of this decision in writing to the county committee within 15 days of the date of this letter. If you request reconsideration, you should furnish factual information and why you believe the county committee's determination is incorrect.

_____
County Executive Director

292 Notice of 15 Days to Expiration Letter

A When to Print

Print the notice of 15 days to expiration letter according to this paragraph when an expiration date for AD-245 is 15 calendar days from the current date.

Note: Follow paragraph 289 to edit/update the text of the notice of 15 days to expiration letter.

Important: The "Practice Expires" date must have been entered for the control number to print the notice of 15 days to expiration letter.

B Printing Notice of 15 Days to Expiration Letter

Print the notice of 15 days to expiration letter according to the following.

Note: The notice of 15 days to expiration letter can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER "3" • ENTER "P" to print the letter • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA29000 will be displayed.

292 Notice of 15 Days to Expiration Letter (Continued)

B Printing Notice of 15 Days to Expiration Letter (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter" and the letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter". The letters will print.
	
	• Option 3, to print the letter for all control numbers with a specific "Practice Expires" date.
	
	  • Enter the "Practice Expires" date.
	
	  • PRESS "Enter". The letter will print for all control numbers with the "Practice Expires" date entered.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

292 Notice of 15 Days to Expiration Letter (Continued)

C Example of Notice of 15 Days to Expiration Letter

The following is an example of the notice of 15 days to expiration letter.

U.S DEPARTMENT OF AGRICULTURE
Farm Service Agency
ANYCOUNTY COUNTY, FSA OFFICE
PO BOX 2002
COUNTRYVILLE, LA 11111-1111
Telephone: (111) 111-1111
02-11-2002

U. S. FARMER
555 SHORT ROWS
COUNTRYVIEW, LA 11111-1111

Farm No: 1898 Control No: 2002-0026
Program: Emergency Conservation Program
Practice: Restoring permanent fences (AS)
Expiration Date: 02-27-2002

Dear MR. FARMER:

THIS PRACTICE APPROVAL EXPIRES ON THE EXPIRATION DATE LISTED ABOVE.

If you have completed this practice and desire cost-sharing, you must file your performance report and application for payment with this office. Follow the instructions on Form AD-245 furnished to you earlier for this practice. A copy of AD-245 is available from this office.

If you have not completed this practice and need more time to do so, you should contact this office at once.

If we do not hear from you by the expiration date of this practice we will assume that you are no longer interested in the practice and the cost-share approval will be canceled.

_____
County Executive Director

293 High Priority Practices Turned Down for Lack of Funds Letter

A When to Print

Print the high priority practices turned down for lack of funds letter according to this paragraph when a high priority AD-245 is deferred because funds are not currently available, but would otherwise be approved.

Note: Follow paragraph 289 to edit/update the text of the high priority practices turned down for lack of funds letter.

B Printing High Priority Practices Turned Down for Lack of Funds Letter

Print the high priority practices turned down for lack of funds letter according to the following.

Note: The high priority practices turned down for lack of funds letter can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER “4” • ENTER “P” to print the letter • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS “Enter”.	Screen EEA29000 will be displayed.

293 High Priority Practices Turned Down for Lack of Funds Letter (Continued)

B Printing High Priority Practices Turned Down for Lack of Funds Letter (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter" and the letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter" and the letters will print.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

293 High Priority Practices Turned Down for Lack of Funds Letter (Continued)

C Example of High Priority Practices Turned Down for Lack of Funds Letter

The following is an example of the high priority practices turned down for lack of funds letter.

U.S DEPARTMENT OF AGRICULTURE
Farm Service Agency
ANYCOUNTY COUNTY, FSA OFFICE
PO BOX 2002
COUNTRYVILLE, LA 11111-1111
Telephone: (111) 111-1111
02-11-2002

U. S. FARMER
555 SHORT ROWS
COUNTRYVIEW, LA 11111-1111

Farm No: 1898 Control No: 2002-0026
Program: Emergency Conservation Program
Practice: Restoring permanent fences (AS)

Dear MR. FARMER:

The County FSA Committee has reviewed your request for cost-sharing for the practice and program listed above. The demand for the practices under this program have, unfortunately, exceeded funds available to us at this time.

Should additional funds become available, we will contact you to see if you are still interested in performing the practice. A practice started prior to county FSA committee approval is ineligible for cost-sharing. We assure you that your request at that time will receive every consideration.

_____
County Executive Director

294 Notice of Approval Subject to Feasibility Determination Letter

A When to Print

Print the notice of approval subject to feasibility determination letter according to this paragraph when a high priority AD-245 is approved subject to a feasibility determination by the technical service provider. Ensure that the producer knows that receiving this letter only tentatively approves the practice until a needs determination is completed. This practice can be disapproved if the needs determination is unfavorable when returned from the technical service provider. Do not print this letter for a control number if the following conditions exists:

- practice is for VC/SL
- practice is SL1, SL2, SL6, SL14, or SL15
- funds are not available to approve the practice.

Note: Follow paragraph 289 to edit/update the text of the notice of approval subject to feasibility determination letter.

Important: The "COC Willing to Approve" date must have been entered for ANA control numbers to print the notice of approval subject to feasibility determination letter.

B Printing Notice of Approval Subject to Feasibility Determination Letter

Print the notice of approval subject to feasibility determination letter according to the following.

Note: The notice of approval subject to feasibility determination letter can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER "5" • ENTER "P" to print the letter • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA29000 will be displayed.

294 Notice of Approval Subject to Feasibility Determination Letter (Continued)

B Printing Notice of Approval Subject to Feasibility Determination Letter (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for one ANA control number.
	
	  • Enter the control number.
	  • PRESS "Enter" and the letter will print.
	
	• Option 2, to print the letter for multiple ANA control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter" and the letters will print.
	
	• Option 3, to print the letter for all ANA control numbers with a specific "COC Willing to Approve" date.
	
	  • Enter the "COC Willing to Approve" date.
	
	  • PRESS "Enter" and the letter will print for all control numbers with the "COC Willing to Approve" date entered, except those for practices SL1, SL2, SL6, SL14, and SL15.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

294 Notice of Approval Subject to Feasibility Determination Letter (Continued)

C Example of Notice of Approval Subject to Feasibility Determination Letter

The following is an example of the notice of approval subject to feasibility determination letter.

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency
Uintah County FSA Office
80 North Avenue
Vernal, UT 84078-2202

Telephone: (801) 789-7133

05/12/92

Mary Green
543 4th Street
Lapoint, UT 84039-1202

Farm No:	582 Control Number: 92 0014
Program:	Agricultural Conservation Program
Practice:	Forest Tree Plantations
Technical Service Provider:	State Forestry Agency
Lifespan: (yrs)	10

Dear Ms. Green

Your request for the above practice has been approved by the County FSA Committee SUBJECT TO a needs determination by the technical service provider listed above to determine that the practice is feasible. A needs determination must be made before the practice is started. Contact the technical service provider as soon as possible to arrange a date with them to make these determinations and provide other design and layout assistance needed. The specifications the practice must meet, if approved, will be discussed with you by the agency representative.

If the technical service provider finds the practice is not feasible, the tentative approval will be canceled and no cost-shares will be paid. If findings are favorable, FSA will send you an approval on Form AD-245 showing the number of units and the dollar amount of cost-shares approved.

If you receive cost-share assistance to complete this practice, you must maintain it for the minimum number of years listed above as LIFESPAN following the calendar year of the practice completion.

If you decide not to perform this practice, please notify us immediately.

_____
County Executive Director

295 Notice of Referral Letter

A When to Print

Print the notice of referral letter according to this paragraph when COC was made a willing to approve determination on a high priority AD-245 and AD-862 was referred to the technical service provider for needs determination.

Note: Follow paragraph 289 to update/edit the text of the notice of referral letter.

Important: The "COC Willing to Approve" date must have been entered for ANA control numbers to print the notice of referral letter.

B Process to Print Notice of Referral Letter

Print the notice of referral letter according to the following.

Note: The notice of referral letter can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER "6" • ENTER "P" to print the letter • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA29000 will be displayed.

295 Notice of Referral Letter (Continued)

B Process to Print Notice of Referral Letter (Continued)

Step	Action	Result

3	On Scren EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for one ANA control number.
	
	  • Enter the control number.
	  • PRESS "Enter". The letter will print.
	
	• Option 2, to print the letter for multiple ANA control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter". The letters will print.
	
	• Option 3, to print the letter for all ANA control numbers with a specific "COC Willing to Approve" date.
	
	  • Enter the "COC Willing to Approve" date.
	
	  • PRESS "Enter". The letter will print for all control numbers with the "COC Willing to Approve" date entered.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

295 Notice of Referral Letter (Continued)

C Example of Notice of Referral Letter

The following is an example of the notice of referral letter.

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency
Uintah County FSA Office
80 North Avenue
Vernal, UT 84078-2202

Telephone: (801) 789-7133

05/12/92

Martin Carter
45 High Point Rd.
Lapoint, UT 84039-1202

Farm No:	132 Control Number: 92 0009
Program:	Agricultural Conservation Program
Practice:	Terrace Systems
Technical Service Provider:	Natural Resources Conservation Service
Lifespan: (yrs) 10	

Dear Mr. Carter

Your request for the above practice has been referred by the County FSA Committee to the technical service provider listed above to determine that the practice is practical and needed. A practicability and needs determination must be made before the practice is approved. Contact the technical service provider as soon as possible to arrange a date for them to make these determinations and provide other design and layout assistance needed. The specifications the practice must meet, if approved, will be discussed with you by the agency representative.

The technical service provider will provide the county committee with the needed information. The COC will then review and prioritize your request. If findings are favorable, FSA will send you an approval on Form AD-245 showing the number of units and the dollar amount of cost-shares approved.

DO NOT START THE PRACTICE UNTIL YOU RECEIVE APPROVAL FROM THE COUNTY FSA COMMITTEE ON FORM AD-245, PRACTICE APPROVAL AND PAYMENT APPLICATION.

If you receive cost-share assistance to complete this practice, you must maintain it for the minimum number of years listed above as LIFESPAN following the calendar year of the practice completion.

If you decide not to perform this practice, please notify us immediately by calling the telephone number listed above for the FSA office.

_____
County Executive Director

296 Miscellaneous Letter - 1

A When to Print

Note: Miscellaneous letter - 1 is created by the County Office to be used as producer notification of a conservation activity.

Print the miscellaneous letter - 1 according to this paragraph when applicable.

Important: Follow paragraph 289 to create and update/edit the text of the miscellaneous letter - 1.

B Process to Print Miscellaneous Letter - 1

Print the miscellaneous letter - 1 according to the following.

Note: The miscellaneous letter - 1 can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER "7" • ENTER "P" to print the letter • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA29000 will be displayed.

296 Miscellaneous Letter - 1 (Continued)

B Process to Print Miscellaneous Letter - 1 (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter". The letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter". The letters will print.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

297 Miscellaneous Letter - 2

A When to Print

Note: Miscellaneous letter - 2 is created by the County Office to be used as producer notification of a conservation activity.

Print the miscellaneous letter - 2 according to this paragraph when applicable.

Important: Follow paragraph 289 to create and update/edit the text of the miscellaneous letter - 2.

B Process to Print Miscellaneous Letter - 2

Print the miscellaneous letter - 2 according to the following.

Note: The miscellaneous letter - 2 can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER “8” • ENTER “P” to print the letter • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS “Enter”.	Screen EEA29000 will be displayed.

297 Miscellaneous Letter - 2 (Continued)

B Process to Print Miscellaneous Letter - 2 (Continued)

Step	Action	Result

3	On Screen EEZ29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter". The letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter". The letters will print.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

298 Miscellaneous Letter - 3

A When to Print

Note: Miscellaneous letter - 3 is created by the County Office to be used as producer notification of a conservation activity.

Print the miscellaneous letter - 3 according to this paragraph when applicable.

Important: Follow paragraph 289 to create and update/edit the text of the miscellaneous letter - 3.

B Process to Print Miscellaneous Letter - 3

Print the miscellaneous letter - 3 according to the following.

Note: The miscellaneous letter - 3 can be printed for 1 control number or multiple control numbers during 1 process.

Step	Action	Result
1	On Screen EEA28000: • ENTER “9” and PRESS “Field Exit” • ENTER “P” to print the letter • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS “Enter”.	Screen EEA29000 will be displayed.

298 Miscellaneous Letter - 3 (Continued)

B Process to Print Miscellaneous Letter - 3 (Continued)

Step	Action	Result

3	On Screen EEA29000, enter 1 of the following options and concurring data, if required.
	
	• Option 1, to print the letter for 1 control number.
	
	  • Enter the control number.
	  • PRESS "Enter". The letter will print.
	
	• Option 2, to print the letter for multiple control numbers.
	
	  • Screen EEA29005 will be displayed.
	  • Enter the control numbers.
	  • PRESS "Enter". The letters will print.
		After the letter is printed, Screen EEA28000 will be redisplayed with the message, "Letter has been printed".
		
		Review the letter to ensure that the correct letter was printed for the control number desired.

299-325 (Reserved)

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Part 7 Reports

326 Overview

A Automated Reports

This part provides:

- instructions to print the AD-245 and AD-862 reports, County Primary Purpose Table reports, and State Primary Purpose Table reports

  Note: See Exhibit 20 for County Office monthly checklist.

- examples of AD-245 and AD-862 reports, County Primary Purpose Table reports, and State Primary Purpose Table reports

- description of data on AD-245 and AD-862 reports, County Primary Purpose Table reports, and State Primary Purpose Table reports.

B Disposal of Reports

Unless otherwise indicated, after data on the report are verified, the report can be disposed of.

C Evoked Print Jobs

Many of the reports in this part are very lengthy. All print jobs are evoked. The system may take a lot of time to build the report before it is placed on a job queue to be printed.

327 Overview

A Example of Menu EEA350

The following is an example of Conservation AD-245/AD-862 Reports/Forms Menu EEA350.

```
 COMMAND                                          EEA350                                    E0
Conservation AD-245/AD-862 Reports/Forms Menu
-------------------------------------------------------------------------------------------------------------

 1.  AD-245's Expiring Within 30 Days                                  11.  Blank AD-245 Form
 2.  AD-245's With Expiration Date Exceeded                            12.  Blank AD-862 Form
 3.  AD-245's Neither Approved Nor Disapproved                         13.  Blank AD-245(PRP) Form
 4.  ACP-301 Record Of AD-862's
 5.  COC Report On Applications Pending Approval
 6.  Needs Determination Not Yet Made Report
 7.  List of Completed AD-862's Versus Payments Issued


                                  20.  Return To Application Primary Menu
                                  21.  Return To Application Selection Screen
                                  22.  Return To Office Selection Screen
                                  23.  Return To Primary Selection Menu
                                  24.  Sign Off
 Cmd3=Previous Menu

 Enter option and press "Enter".
```

B Accessing Menu EEA350

Access Menu EEA350 as follows.

Step	Action	Result
1	On Menu EEA000: • ENTER "1" • PRESS "Enter".	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER "14" • PRESS "Enter".	Menu EEA350 will be displayed.

328 AD-245's Expiring Within 30 Days Report

A When to Print

Print AD-245's Expiring Within 30 Days Report EEA355-R001 to obtain a list of approved practices that have an expiration date within the next 30 calendar days.

This report shall be printed the first workday of each month.

Print an expiration letter, according to paragraph 292, 15 calendar days before the expiration date for practices that display on this report.

B Printing Report EEA355-R001

Print Report EEA355-R001 according to the following.

Step	Action	Result
1	On Menu EEA350: • ENTER "1" • PRESS "Enter".	Screen EZZ5000 will be displayed
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30590 will be displayed.
3	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA355-R001 entered on Screen EZZ50000 will be printed.	Menu EEA350 will be displayed

328 AD-245's Expiring Within 30 Days Report (Continued)

C Example of Report EEA355-R001

The following is an example of Report EEA355-R001.

ANYSTATE U.S. Department of Agriculture Prepared: 01-15-2002
ANYCOUNTY Farm Service Agency
Report ID: EEA355-R001 AD-245's Expiring Within 30 Days Page: 1

CONTROL NUMBER	APPLICANT NAME	FARM/PA NUMBER	CONTRACT NUMBER	PROGRAM CODE	PRACTICE CODE	APPROVAL DATE	PRACTICE EXPIRES DATE	COST-SHARE AMOUNT	CREATION DATE
20020031	U.S. FARMER	1898		SIP	SIP4	01-03-2002	01-31-2002	400	01-03-2002

TOTAL NUMBER OF DOCUMENTS: 1

D Description of Report EEA355-R001

The following is a description of data on Report EEA355-R001.

Column Title	Description
Control Number	This is the control number for AD-245.
Applicant Name	This is the applicant's name for AD-245.
Farm/PA Number	This is the farm number or P-A number for AD-245.
Contract Number	This is the contract number for AD-245 if AD-245 is for CRP, ELT, or LTA.
Program Code	This is the program code for AD-245.
Practice Code	This is this agency's practice code for AD-245.
Approval Date	This is the "Approved by COC or FS" date for AD-245.
Practice Expires Date	This is the "Practice Expiration" date for AD-245.
Cost-Share Amount	This is the "C/S Amount Approved" for AD-245.
Creation Date	This is the date AD-245 was created in the system.

329 AD-245's With Expiration Date Exceeded Report

A When to Print

Print AD-245's With Expiration Date Exceeded Report EEA355-R002 to obtain a list of approved practices that were not reported as performed before the expiration date. These are AD-245's that have not had final performance recorded and the current date is greater than the practice expiration date.

This report shall be printed each month the day before the COC meeting to be reviewed by COC for proper action.

B Printing Report EEA355-R002

Print Report EEA355-R002 according to the following.

Step	Action	Result
1	On Menu EEA350: • ENTER "2" • PRESS "Enter".	Screen EZZ5000 will be displayed
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30590 will be displayed.
3	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA355-R002 entered on Screen EZZ50000 will be printed.	Menu EEA350 will be displayed

329 AD-245's With Expiration Date Exceeded Report (Continued)

C Example of Report EEA355-R002

The following is an example of Report EEA355-R002.

ANYSTATE U.S. Department of Agriculture Prepared: 10-15-2001
ANYCOUNTY Farm Service Agency
Report ID: EEA355-R002 AD-245's With Expiration Date Exceeded Page: 1

CONTROL NUMBER	APPLICANT NAME	FARM/PA NUMBER	CONTRACT NUMBER	PROGRAM CODE	PRACTICE CODE	APPROVAL DATE	PRACTICE EXPIRES DATE	COST-SHARE AMOUNT	CREATION DATE
20010002	JOS CONSERVATIONIST	699	20000002	CRP	CP7	01-18-2000	05-31-2000	2,750	01-18-2001
20010010	U.S. FARMER	1898		PRP	PRP2	03-12-2001	09-30-2001	2,200	02-23-2001

TOTAL NUMBER OF DOCUMENTS: 2

D Description of Report EEA355-R002

The following is a description of data on Report EEA355-R002.

Column Title	Description
Control Number	This is the control number for AD-245.
Applicant Name	This is the applicant's name for AD-245.
Farm/PA Number	This is the farm number or P-A number for AD-245.
Contract Number	This is the contract number for AD-245 if AD-245 is for CRP, ELT, or LTA.
Program Code	This is the program code for AD-245.
Practice Code	This is this agency's practice code for AD-245.
Approval Date	This is the "Approved by COC or FS" date for AD-245.
Practice Expires Date	This is the "Practice Expiration" date for AD-245.
Cost-Share Amount	This is the "C/S Amount Approved" for AD-245.
Creation Date	This is the date AD-245 was created in the system.

330 AD-245's Neither Approved Nor Disapproved Report

A When to Print

Print AD-245's Neither Approved Nor Disapproved Report EEA355-R003 to obtain a list of AD-245's that do not have an "Approved by COC Date" or "Disapproved/Canceled Date" recorded.

This report shall be printed each month the day before the COC meeting to be reviewed by COC for proper action.

B Printing Report EEA355-R003

Print Report EEA355-R003 according to the following.

Step	Action	Result
1	On Menu EEA350: • ENTER "3" • PRESS "Enter".	Screen EZZ5000 will be displayed
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30590 will be displayed.
3	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA355-R003 entered on Screen EZZ50000 will be printed.	Menu EEA350 will be displayed

330 AD-245's Neither Approved Nor Disapproved Report (Continued)

C Example of Report EEA355-R003

The following is an example of Report EEA355-R003.

```
ANYSTATE                                  U.S. Department of Agriculture                  Prepared: 05-15-2001
ANYCOUNTY                                        Farm Service Agency
Report ID: EEA355-R003                AD-245's Neither Approved Nor Disapproved                        Page:     1

CONTROL    APPLICANT              FARM/PA  CONTRACT  PROGRAM   PRACTICE   BEGIN      PRACTICE     EST. C/S     CREATION
NUMBER     NAME                   NUMBER    NUMBER    CODE      CODE      DATE      COMPL DATE    AMOUNT       DATE
_________  _____________________  _______  ________  _______  ________  __________  __________  ___________  __________

    20010005   U.S. FARMER         1898               PRP      PRP1     05-15-2001  09-01-2001        2,200  02-22-2001
20010009   U.S. RANCHER            1899               PRP      PRP1     05-15-2001  09-30-2001          500  02-23-2001
20010011   JIMMY GRAZER            1799               PRP      PRP2     05-15-2001  09-30-2001        1,000  02-27-2001
20010023   U.S. PLANTER            1907    20000005   CRP      CP2      04-26-2001  08-30-2001          300  04-26-2001

TOTAL NUMBER OF DOCUMENTS:     4
```

D Description of Report EEA355-R003

The following is a description of data on Report EEA355-R003.

Column Title	Description
Control Number	This is the control number for AD-245.
Applicant Name	This is the applicant's name for AD-245.
Farm/PA Number	This is the farm number or P-A number for AD-245.
Contract Number	This is the contract number for AD-245 if AD-245 is for CRP, ELT, or LTA.
Program Code	This is the program code for AD-245.
Practice Code	This is this agency's practice code for AD-245.
Begin Date	This is the "Practice to Begin" date for AD-245.
Practice Compl Date	This is the "Practice to be Completed by" date for AD-245.
Est. C/S Amount	This is the "Estimated C/S" amount for AD-245.
Creation Date	This is the date AD-245 was created in the system.

331 ACP-301 Record of AD-862's Report

A When to Print

Print ACP-301 Record of AD-862's Report EEA360-R001 to obtain a list of AD-245's and AD-862's that are either LTA's or have a "COC Willing to Approve Date" recorded. ANA requests that do not have a "COC Willing to Approve Date" recorded will not display on this report because ANA's without this date cannot have an AD-862 printed.

The entire ACP-301 report shall be printed the last workday of each month to determine if action is needed. Provide a copy to the applicable technical service provider.

Important: The entire ACP-301 report that is printed on the last workday of FY must be maintained in a file according to 25-AS.

331 ACP-301 Record of AD-862's Report (Continued)

B Printing ACP-301 Record of AD-862's Report EEA360-R001

Print Report EEA360-R001 according to the following.

Step	Action	Result
1	On Menu EEA350: • ENTER "4" • PRESS "Enter".	Screen EZZ5000 will be displayed.
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30515 will be displayed.
3	On Screen EEA30515, ENTER: • "1" to print the entire ACP301 report • "2" to print ACP-301 for a specific technical service provider **Note:** Enter the technical service provider desired • "3" to print ACP-301 for a specific producer. **Note:** Enter the producer ID or PRESS "Enter" to do an inquiry to select a producer's name.	Screen EEA30590 will be displayed.
4	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA360-R001 entered on Screen EZZ50000 will be printed.	Menu EEA350 will be displayed.

331 ACP-301 Record of AD-862's Report (Continued)

C Example of Report EEA360-R001

The following is an example of Report EEA360-R001.

Form Date (06-01-89)
ANYSTATE — U. S. Department of Agriculture — Prepared: 01-15-2002
ANYCOUNTY — Farm Service Agency
Report ID: EEA360-R001 — ACP-301 Record Of AD-862's — Page: 1

Technical Agency: NRCS

CONTROL NUMBER	FARM/PA NUMBER	CONTRACT NUMBER	PROGRAM CODE	FUND CODE	PRACTICE NUMBER	DATE AD-862 REFERRED	DATE AD-862 RETURNED	APPROVAL DATE	C/S AMOUNT	PERFORM DATE	TRANSMIT DATE
20010015	1898		ECPD	00	EC6	03-20-2001			2,000		
20010019	1898		ECPD	00	EC6	03-29-2001	03-29-2001	03-29-2001	2,000*	04-12-2001	05-08-2001
20010020	1898		ECPD	00	EC6	04-12-2001	04-12-2001		1,000		
20010028	1898		ECPD	00	EC1	06-26-2001	06-26-2001	06-26-2001	1,200*	06-26-2001	07-12-2001
20010030	1898		ECPD	00	EC6	07-19-2001			1,000		
20020005	1898		ECPD	00	EC6	10-29-2001			100		
20020006	1898		ECPD	00	EC6	11-01-2001	11-01-2001	11-01-2001	1,000*		
20020011	1898		ECPD	00	EC6	11-05-2001			2,000		
20020013	1898		ECPD	00	EC6	11-05-2001			2,500		
20020032	1898		ECPD	00	EC1	01-04-2002	01-04-2002	01-04-2002	840*	01-04-2002	01-17-2001
PROGRAM TOTALS:											
10						10	5	4	8,600		
									5,040*		

*=COC APPROVED

331 ACP-301 Record of AD-862's Report (Continued)

D Description of Report EEA360-R001

The following is a description of data on Report EEA360-R001.

Column Title	Description
Control Number	This is the control number for AD-862.
Farm/PA Number	This is the farm number or P-A number for AD-862.
Contract Number	This is the contract number for AD-862 if AD-862 is for CRP, ELT, or LTA.
Program Code	This is the program code for AD-862.
Fund Code	This is the fund code for AD-862. This is only applicable if the program code is ACP.
Practice Number	This is this agency's practice code for AD-862.
Date AD-862 Referred	This is the "COC Willing to Approve" date for an ANA or the "Creation Date" for an LTA.
Date AD-862 Returned	This is the "Needs Determination" date for AD-862.
Approval Date	This is the "COC Willing to Approve" date for an ANA or the "Creation Date" for an LTA if the "Approved by COC or SF" date is not present. If AD-862 has been approved by COC or SF, this is the "Approved by COC or SF" date. If the control number has been approved, it will have an asterisk (*) next to it.
C/S Amount	This is the "Estimated C/S" amount for those that have not been approved and the "C/S Amount Approved" for those that have been approved.
Perform Date	This is the "Performance Date" for AD-862.
Transm Date	This is the date AD-245 and AD-862 were last transmitted.

332 Report to COC on Applications Pending Approval

A When to Print

Print Report to COC on Applications Pending Approval Report EEA365-R001 to obtain a separate printout for ACP-ANA AD-862's that have needs determination data recorded but do not have an "Approved by COC Date" entered.

Print this report as soon as needs determination data are recorded for practices under program ACP-ANA. This report must be provided to COC for an approval or disapproval determination. This report cannot be printed after an approval or disapproval date is entered for AD-862.

If this report is not printed before approval data are recorded, a count will be added to the overdue column on the Conservation Status Screen. See Part 4.

Important: Report EEA365-R001 can be printed when the needs determination data are recorded according to Part 5, Section 3.

Maintain a copy of the report in the producer's folder.

332 Report to COC on Applications Pending Approval (Continued)

B Printing Report EEA365-R001

Print Report EEA365-R001 according to the following.

Step	Action	Result
1	On Menu EEA350: • ENTER "5" • PRESS "Enter".	Screen EZZ5000 will be displayed
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30590 will be displayed.
3	On Screen EEA30590, the question, "Do you wish to include previously printed COC reports (Y or N)?", will be displayed. Enter 1 of the following: • "Y" if previously printed reports need to be printed again along with new applications that have not been printed • "N" if previously printed reports do not need to be printed again. Only new applications that have not had a COC report printed previously will print.	Screen EEA30590 will be redisplayed
4	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA365-R001 entered on Screen EZZ50000 will be printed.	Menu EEA350 will be displayed

332 Report to COC on Applications Pending Approval (Continued)

C Example of Report EEA365-R001

The following is an example of Report EEA360-R001.

Utah — U.S. Department of Agriculture — Prepared: 02/03/92
Uintah — Farm Service Agency — Page: 1
Report ID: EEA365-R001 — Report to COC on Applications Pending Approval

Name	:	Freddy Farmer	Primary Purpose:	Erosion Control
Address	:	Rt 4 Anytown, UT 00001		
Farm/P-A No	:	554	Practice to Begin:	03/15/92
Control No.	:	92 0009	Tech. Data Completed:	02/03/92
Program	:	ACP-ANA		
FSA Practice No	:	SL1		
FSA Practice Name	:	Perm vegetative cover establishment (AC)		
Estimated C/S	:	$500.00		
Special Project	:	Regular		

Component Description	Units	Extent Requested	Extent Needed
Native Grass Mixture #1	AC	20.0	20.0

Technical Description	Cost Shared

LCC: 3E — Land Use Before: Cropland-Not Grain — Land Use After: Pasture

Primary Purpose: Erosion Control

S & R Erosion Before (T/AC/YR) : 16 Acres: 20.0
Wind Erosion Before (T/AC/YR) : Acres:
Other Erosion Before (Tons/YR) : Acres:

T-Value: 4

Average Erosion Before (T/AC/YR) : 16.0
Average Erosion After (T/AC/YR) : 2.0

Total Tons Saved: 280.0
C/S Per Ton of Soil Saved: $0.31
Number of Times Eroding in Excess of T: 4.0

Variable Cost-Share Level: 75%
If this practice had been approved under VC/SL the cost-share level would be the percent shown.
This percent may be helpful in ranking applications.

Range Condition Before:
Range Condition After:

332 Report to COC on Applications Pending Approval (Continued)

D Description of Report EEA365-R001

From the data recorded for AD-245 and AD-862, the system will compute the following to assist COC in prioritizing requests for approval:

- "Average Erosion Before"
- "Average Erosion After"
- "Total Tons Saved"
- "C/S Per Ton of Soil Saved"
- "Number of Times Eroding in Excess of T"
- "Variable Cost-Share Level".

333 Needs Determination Not Yet Made Report

A When to Print

Print Needs Determination Not Yet Made Report EEA370-R001 to obtain a list of AD-862's that have a "Referral Expires Date" but no "Needs Determination Date". These are AD-862's that were referred but do **not** have needs determination data recorded.

A separate page is printed for each applicable technical service provider.

This report shall be printed on the first workday of each month and provided to the applicable technical service provider. COC shall review this report each month to determine if needs determination data are being provided by the technical service provider in a timely manner.

B Printing Report EEA370-R001

Print Report EEA370-R001 according to the following.

Step	Action	Result
1	On Menu EEA350: • ENTER "6" • PRESS "Enter".	Screen EZZ5000 will be displayed
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30590 will be displayed.
3	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA370-R001 entered on Screen EZZ50000 will be printed.	Menu EEA350 will be displayed

333 Needs Determination Not Yet Made Report (Continued)

C Example of Report EEA370-R001

The following is an example of Report EEA370-R001.

```
LOUISIANA                                U. S. Department of Agriculture                Prepared: 05-14-2001
POINTE COUPEE                                  Farm Service Agency
Report ID: EEA370-R001                   Needs Determination Not Yet Made                    Page:          1
Technical Agency: FSA

 CONTROL     PROGRAM   FUND        PRACTICE       FARM/PA        PRODUCER                          DATE REFERRAL
 NUMBER        CODE    CODE         NUMBER        NUMBER         NAME                                 EXPIRES
-------------------------------------------------------------------------------------------------------------------

2001 0009      PRP      80           PRP1          1898         U.S. FARMER                        02-23-2001
2001 0016      PRP      80           PRP1          1899         U.S. FARMER                        04-14-2001
2001 0018      PRP      80           PRP2          1900         U.S. FARMER                        03-27-2001
PROGRAM TOTAL:      3
```

D Description of Report EEA370-R001

The following is a description of data on Report EEA370-R001.

Column Title	Description
Control Number	This is the control number for AD-862.
Program Code	This is the program code for AD-862.
Fund Code	This is the fund code for AD-862. The fund code is only applicable for program code ACP.
Practice Number	This is this agency's practice code for AD-862.
Farm/PA Number	This is the farm number or P-A number for AD-862.
Producer Name	This is the producer's name for AD-862.
Date Referral Expires	This is the date AD-862 expires. This represents the date that the technical service provider shall return the needs determination data to this agency.

334-350 (Reserved)

Section 2 County Primary Purpose Table Reports

351 Overview

A Example of Menu EEA300

The following is an example of Conservation Primary Purpose Table Reports Menu EEA300.

Note: The County Primary Purpose Table reports only include data for practices that have been performed.

```
COMMAND                                          EEA300                                          E0
Conservation Primary Purpose Table Reports Menu
-------------------------------------------------------------------------------------------------------

                1.  Table 1 - Percent Distribution of Cost-Shares - All Programs
                2.  Table 2 - ACP Data by Practice - Erosion Control
                3.  Table 3 - ACP Data by Practice - Water Conservation
                4.  Table 4A - Detail Data - Erosion Control
                5.  Table 4B - Detail Data - Water Conservation
                6.  Table 4C - Detail Data - Water Quality / Other
                7.  Table 4D - Detail Data - Wood Production

               20.  Return To Application Primary Menu
               21.  Return To Application Selection Screen
               22.  Return To Office Selection Screen
               23.  Return To Primary Selection Menu
               24.  Sign Off

Cmd3=Previous Menu

 Enter option and press "Enter".
```

B Accessing Menu EEA300

Access Menu EEA300 according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER “1” • PRESS “Enter”.	Menu EEA100 will be displayed.
2	On Menu EEA100: • ENTER “13” • PRESS “Enter”.	Menu EEA300 will be displayed.

352 Table 1 - Percent Distribution of Cost-Shares - All Programs

A When to Print

Print Table 1 - Percent Distribution of Cost-Shares Report EEA310-R001 to obtain a list of a program practices by percent of C/S' for all primary purposes.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA310-R001

Print Report EEA310-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER "1" • PRESS "Enter".	Screen EZZ5000 will be displayed
2	On Screen EZZ5000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30500 will be displayed.

352 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

B Printing Report EEA310-R001 (Continued)

Step	Action		Result	
3	**IF...**	**THEN...**	Screen EEA30505 will be displayed.	
	a net count of farms and participants is desired	ENTER "Y" to the question at the top of the screen.		
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEA30510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEA30590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEA30590 will be displayed. Go to step 6.	

352 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

B Printing Report EEA310-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA310-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

352 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

C Example of Report EEA310-R001

The following is an example of Report EEA310-R001.

LOUISIANA — U.S. Department of Agriculture — Prepared: 01-14-2002
POINTE COUPEE — Farm Service Agency
Report ID: EEA310-R001 — CRES - ACP, CRP, ECP, RCWP, OTHER — Page: 1
TABLE 1 - DISTRIBUTION OF COST-SHARES
IN PERCENT OF COST-SHARES FOR ALL PRIMARY PURPOSES

Performance Date 01-01-1998 Thru 01-14-2002

PRACTICE	NUMBER OF FARMS	NUMBER OF PARTS	ACRES SERVED OR TREATED	NUMBER OF STRUCTURES	TOTAL COST-SHARES	PERCENT OF COST-SHARES FOR: EROSION CONTROL	WATER CONSV	WATER QUALITY	WOOD PROD	OTHER
SL1	1	1	5.0		$100	100.0				
TOTAL ACP-ANA	1	1	5.0		$100	100.0				
CP2	2	3	490.0		$29,550	100.0				
CP3	1	1	17.0		$6,600				100.0	
CP7	1	2	21.0		$500	100.0				
CP22	2	2	40.9		$3,422			100.0		
TOTAL CRP	4	6	568.9		$40,072	75.0		8.5	16.5	
EC1	1	2	30.0		$1,740	48.3				51.7
EC6	1	1	100.0		$2,000					100.0
TOTAL ECPD	1	2	130.0		$3,740	22.5				77.5
EC3	1	1	160.0		$122					100.0
TOTAL ECPF	1	1	160.0		$122					100.0
PRP1	1	2	150.0		$9,000					100.0
PRP2	1	1	40.0		$1,768					100.0
TOTAL PRP	2	3	190.0		$10,768					100.0

352 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

D Description of Report EEA310-R001

The following is a description of data on Report EEA310-R001.

Column Title	Description
Practice	This is the practice code of data included on the report.
Number of Farms	This is the total number of unique farms by program and practice for a single producer application or a multi-participant application for pooling agreements.
Number of Parts	This is the total number of unique participants by program and practice for a single producer application or a multi-participant application.
Acres Served or Treated	This is the total number of acres served or treated by program and practice.
Number of Structures	This is the total number of structures by program and practice.
Total Cost-Shares	This is the total C/S earned amount by program and practice.
Percent of Cost-Shares for: • Erosion Control • Water Consv • Water Quality • Wood Prod • Other	This is the percent of C/S' for each primary purpose by program and practice.

353 Table 2 - ACP Data by Practice - Erosion Control

A When to Print

Print Table 2 - ACP Data by Practice - Erosion Control Report EEA320-R001 to obtain a list of ACP practice data for primary purpose erosion control.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA320-R001

Print Report EEA320-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER “2” • PRESS “Enter”.	Screen EZZ50000 will be displayed
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS “Enter”.	Screen EEA30500 will be displayed.

353 Table 2 - ACP Data by Practice - Erosion Control (Continued)

B Printing Report EEA320-R001 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th colspan="2">Result</th></tr>
<tr><td rowspan="4">3</td><td>IF...</td><td>THEN...</td><td colspan="2" rowspan="4">Screen EEA30505 will be displayed.</td></tr>
<tr><td>a net count of farms and participants is desired</td><td>ENTER “Y” to the question at the top of the screen.</td></tr>
<tr><td>data are desired within a specific transmission date timeframe</td><td>enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td></tr>
<tr><td>data are desired within a specific performance date timeframe</td><td>enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td></tr>
<tr><td rowspan="4">4</td><td>data are desired within a specific COC approval date timeframe</td><td>enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td><td colspan="2" rowspan="2"></td></tr>
<tr><td>IF data is desired for...</td><td>THEN...</td></tr>
<tr><td rowspan="2">a specific program code</td><td rowspan="2">enter the number for the specific program code.</td><td>IF program entered...</td><td>THEN...</td></tr>
<tr><td>has multiple fund codes</td><td>Screen EEA30510 will be displayed. Go to step 5.</td></tr>
<tr><td>all programs and fund codes</td><td>leave the “Enter Program Code #” field blank and PRESS “Enter”.</td><td>does not have multiple fund codes</td><td>Screen EEA30590 will be displayed. Go to step 6.</td></tr>
<tr><td colspan="2">Screen EEA30590 will be displayed. Go to step 6.</td></tr>
</table>

353 Table 2 - ACP Data by Practice - Erosion Control (Continued)

B Printing Report EEA320-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA320-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

C Example of Report EEA320-R001

The following is an example of Report EEA320-R001.

LOUISIANA — U.S. Department of Agriculture — Prepared: 01-14-2002
POINTE COUPEE — Farm Service Agency
Report ID: EEA320-R001 — CRES - ACP — Page: 1

TABLE 2 - COUNTY DATA BY PRACTICE
PRIMARY PURPOSE OF EROSION CONTROL

Performance Date 01-01-1998 Thru 01-14-2002

PRACTICE	NUMBER OF PARTS.	BEFORE LOSS	AFTER LOSS	SOIL-SAVINGS PER ACRE	AMORTIZED C/S PER TON	AMORTIZED TOTAL-COST/TON	AVERAGE C/S LEVEL (%)
SL1	1	10.0	3.0	7.0	$.50	$.99	50
-ALL-	1	10.0	3.0	7.0	$.50	$.99	50

353 Table 2 - ACP Data by Practice - Erosion Control (Continued)

D Description of Report EEA320-R001

The following is a description of data on Report EEA320-R001.

Column Title	Description
Practice	This is the practice code of data included on the report.
Number of Parts	This is the total number of unique participants by program and practice for a single producer application or a multi-participant application.
Before Loss	This is the tons of soil loss before practice installation for sheet and rill, wind, and other erosion divided by the acres. Weighted averages are used to compute this figure.
After Loss	This is the tons of soil loss after practice installation for sheet and rill, wind, and other erosion divided by the acres.
Soil-Savings Per Acre	This is the tons saved per acre (before erosion rate minus after rate times the acres for sheet and rill and wind erosion plus the tons of other erosion divided by the largest acres for sheet and rill, wind, or other erosion).
Amortized C/S Per Ton	This is this agency's C/S per ton of soil saved amortized over the expected retention time of the practice. The expected retention time may be longer than the lifespan requirement for the practice.
Amortized Total-Cost/Ton	This is the cost per ton soil saved amortized over the expected retention time of the practice. The expected retention time may be longer than the lifespan requirement for the practice.
Average C/S Level (%)	This is this agency's C/S divided by the total installation cost.
ALL line	This is the average for each column except the number of participants column which is the total numbers of participants.

354 Table 3 - ACP Data by Practice - Water Conservation

A When to Print

Print Table 3 - ACP Data by Practice - Water Conservation Report EEA325-R001 to obtain a list of ACP practice data for primary purpose water conservation.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA325-R001

Print Report EEA325-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER "3" • PRESS "Enter".	Screen EZZ50000 will be displayed
2	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS "Enter".	Screen EEA30500 will be displayed.

354 Table 3 - ACP Data by Practice - Water Conservation (Continued)

B Printing Report EEA325-R001 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th colspan="2">Result</th></tr>
<tr><td rowspan="4">3</td><td>IF...</td><td>THEN...</td><td colspan="2" rowspan="4">Screen EEA30505 will be displayed.</td></tr>
<tr><td>a net count of farms and participants is desired</td><td>ENTER “Y” to the question at the top of the screen.</td></tr>
<tr><td>data are desired within a specific transmission date timeframe</td><td>enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td></tr>
<tr><td>data are desired within a specific performance date timeframe</td><td>enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td></tr>
<tr><td rowspan="4">4</td><td>data are desired within a specific COC approval date timeframe</td><td>enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td><td colspan="2" rowspan="4"></td></tr>
<tr><td>IF data is desired for...</td><td>THEN...</td><td>IF program entered...</td><td>THEN...</td></tr>
<tr><td rowspan="2">a specific program code</td><td rowspan="2">enter the number for the specific program code.</td><td>has multiple fund codes</td><td>Screen EEA30510 will be displayed. Go to step 5.</td></tr>
<tr><td>does not have multiple fund codes</td><td>Screen EEA30590 will be displayed. Go to step 6.</td></tr>
<tr><td>all programs and fund codes.</td><td>leave the “Enter Program Code #” field blank and PRESS “Enter”.</td><td colspan="2">Screen EEA30590 will be displayed. Go to step 6.</td></tr>
</table>

354 Table 3 - ACP Data by Practice - Water Conservation (Continued)

B Printing Report EEA325-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA325-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

C Example of Report EEA325-R001

The following is an example of Report EEA325-R001.

```
Utah                                    U.S. Department of Agriculture                    Prepared: 01/23/2001
Uintah                                       Farm Service Agency                               Page:  1
Report ID: EEA325-R001                            CRES - ACP
                                    Table 3 - Summary Data by Practice
                                  For Primary Purpose of Water Conservation

                                  COC Approval Date:   10-01-2000  Thru  01-23-2001

           Number     Irrig       Avg Irrig    Avg Incrsd    C/S Per   Total    Irrig   Irrig    Incrsd  Soil Moisture
Practice   of         Water App.  Water-Svg    Storage In Ac Ac-Ft     Cost Per Effic   Effic    Irrig   Measures
           Parts      Bf A-Ft/AC  In A-Ft/Ac   Ft/Structure  Saved      Ac-Ft    Bef(%)  Aft (%)  Eff (%) Applied?

WC4         2         2.67        2.00         4.00          $0.94       $1.89    50      70       20

--ALL--     4         2.61         .97         5.40         $24.85      $52.71    50      69       19

WP1         1                                  8.20            $30.87 $123.51
WC1         1                                  4.00            $50.95 $101.90
SP35        1         1.00         .04                       $357.57 $715.14    50      50
```

354 Table 3 - ACP Data by Practice - Water Conservation (Continued)

D Description of Report EEA325-R001

The following is a description of data on Report EEA325-R001.

Column Title	Description
Practice	This is the practice code of data included on the report.
Number of Parts	This is the total number of unique participants by program and practice for a single producer application or a multi-participant application.
Irrig Water App. Bf A-Ft/Ac	This is the irrigation water applied before divided by 12 (to convert acre-inches to acre-feet per acre). Weighted averages are used to compute this figure.
Avg Irrig Water-Svg In A-Ft/Ac	This is the irrigation water applied before minus after divided by 12 and then divided by the water conservation irrigated acres. Weighted averages are used to compute this figure.
Avg Incrsd Storage In Ac Ft/Structure	This is the water storage capacity after minus before divided by 12 and then divided by the number of structures. Weighted averages are used to compute this figure.
C/S Per Ac-Ft Saved	This is the C/S earned amount divided by the acre-feet of water saved (irrigation plus increased storage) and amortized over the expected retention time of the practice. Weighted averages are used to compute this figure.
Total Cost Per Ac-Ft	This is the total installation cost amortized and divided by the acre-feet of water saved (irrigation plus increased storage). Weighted averages are used to compute this figure.

354 Table 3 - ACP Data by Practice - Water Conservation (Continued)

D Description of Report EEA325-R001 (Continued)

Column Title	Description
Irrig Effic Bef (%)	This is the irrigation efficiency before percent entered for AD-862.
Irrig Effic Aft (%)	This is the irrigation efficiency after percent entered for AD-862.
Incrsd Irrig Eff (%)	This is the increased irrigation water system efficiency (irrigation efficiency before minus irrigation efficiency after).
Soil Moisture Measures Applied?	This is the average acres treated or served for those AD-862's that have soil moisture measures applied and no other water conservation data. Weighted averages are used to compute this figure.
ALL line	This is the average for each column except the number of participants column which is the total numbers of participants. Weighted averages are used to compute these figures.

355 Table 4A - Detail Data - Erosion Control

A When to Print

Print Table 4A - Detail Data - Erosion Control Report EEA330-R001 to obtain a list of a data for primary purpose erosion control.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA330-R001

Print Report EEA330-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER "4" • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS "Enter".	Screen EEA33000 will be displayed.

355 Table 4A - Detail Data - Erosion Control (Continued)

B Printing Report EEA330-R001 (Continued)

Step	Action		Result	
3	**IF...**	**THEN...**	Screen EEA30505 will be displayed.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEA30510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEA30590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEA30590 will be displayed. Go to step 6.	

355 Table 4A - Detail Data - Erosion Control (Continued)

B Printing Report EEA330-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA330-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

C Example of Report EEA330-R001

The following is an example of Report EEA330-R001.

```
Utah                                    U.S. Department of Agriculture                    Prepared: 01/23/2001
Uintah                                        Farm Service Agency                               Page:  1
Report ID: EEA330-R001                      Table 4A - CRES Detail Data
                                          For Primary Purpose Erosion Control

                                      COC Approval Date:   10-01-2000  Thru  01-23-2001

AD-862        ANA        Tech  C/S  Units         C/S  V   L     Pre   Tons   C/S |S&R Eros|Wind Eros|S&R or|-Other Erosion-|Perf
Control  Farm or  Prac-  Prac  By   Ap-    Cost-  Lev  C F C     Eros  Saved  Per |T/AC/YR |T/AC/YR  |Wind  | Type|Area|Tons/Yr|Date
Number   No.   LTA tice  Code  FSA  plied  Share  (%)  S C C  T  Rate  /Acre  Ton |Bef:Aft |Bef:Aft  |Acres |     |    |Bef:Aft|MMYY


910110   106  LTA  SL3   585   Y    40.0  $ 300   50   N   4E 5  15.5 13.0  .40    12    2   3   1     10.0    2    .4   20     1291
910111   106  LTA  SL4   600   Y    40.0  $1000   50   N   4E 5   4.5  3.3  .43              4   1     80.0    2    .5  40 10  0192
```

355 Table 4A - Detail Data - Erosion Control (Continued)

D Description of Report EEA330-R001

The following is a description of data on Report EEA330-R001.

Column Title	Description
AD-862 Control No	This is the control number for AD-862.
Farm No	This is the farm number or pooling agreement number for AD-862.
ANA or LTA	This indicates whether the program code is ANA, EAN, ELT, or LTA for AD-862.
Prac Code	This is this agency's practice code for AD-862.
Tech Prac Code	This is the technical practice code for AD-862.
C/S by FSA	This indicates whether the technical practice code was cost-shared on for AD-862.
Units Applied	This is the units applied for the technical practice code for AD-862.
Cost-Share	This is the C/S earned amount for AD-862.
C/S Lev (%)	This is C/S level percent that was cost-shared on for AD-862.
VCS	This indicates whether the practice was cost-shared under VC/SL.
FC	This is the fund code for AD-862. This is only applicable for ACP.
LCC	This is the land capability class and subclass code for AD-862.
T	This is the soil loss tolerance T value for AD-862.
Pre Tons Eros Saved Rate/Acre	This is the total tons of soil loss before practice installation for sheet and rill, wind, and other erosion divided by the largest acres for either sheet and rill, wind, or other erosion and the tons of soil saved per acre (before erosion rate minus after erosion rate times the acres for sheet and rill and wind erosion plus the tons of other erosion divided by the largest acres for sheet and rill, wind, or other erosion).

355 Table 4A - Detail Data - Erosion Control (Continued)

D Description of Report EEA330-R001 (Continued)

Column Title	Description
C/S Per Ton	This is this agency's C/S' per ton of soil saved amortized over the expected retention time of the practice. The expected retention time may be longer than the lifespan requirement for a practice.
S&R Eros T/Ac/Yr Bef:Aft	This is the sheet and rill erosion before and after for AD-862.
Wind Eros T/Ac/Yr Bef:Aft	This is the wind erosion before and after for AD-862.
S&R or Wind Acres	This is the larger of sheet and rill or wind erosion acres for AD-862.
Other Erosion - Type	This is the other erosion problem type for AD-862.
Other Erosion - Area	This is the other erosion problem area for AD-862.
Other Erosion - Tons/Yr Bef:Aft	This is the other erosion tons per year before and after for AD-862.
Perf Date MMYY	This is the performance date for AD-862.

356 Table 4B - Detail Data - Water Conservation

A When to Print

Print Table 4B - Detail Data - Water Conservation Report EEA335-R001 to obtain a list of a data for primary purpose water conservation.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA335-R001

Print Report EEA335-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER “4” • PRESS “Enter”.	Screen EZZ50000 will be displayed
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEA30500 will be displayed.

356 Table 4B - Detail Data - Water Conservation (Continued)

B Printing Report EEA335-R001 (Continued)

Step	Action		Result	
3	**IF...**	**THEN...**	Screen EEA30505 will be displayed.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEA30510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEA30590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEA30590 will be displayed. Go to step 6.	

356 Table 4B - Detail Data - Water Conservation (Continued)

B Printing Report EEA335-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA335-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

C Example of Report EEA335-R001

The following is an example of Report EEA335-R001.

```
Utah                                    U.S. Department of Agriculture                    Prepared: 01/23/2001
Uintah                                        Farm Service Agency                               Page:  1
Report ID: EEA335-R001                     Table 4B - CRES Detail Data
                                      For Primary Purpose Water Conservation

                                    COC Approval Date:   10-01-2000  Thru  01-23-2001


AD-862         ANA        Tech C/S Units         C/S         Applied  System  Water  -Water Storage-Ac-Ft/Ac Total C/S   Soil  Perf
Control  Farm  or   Prac- Prac By  Ap-    Cost    Lev F  Irr Ac-Ft     Effic  Cons   Prim  Capac    Water     Ac-Ft Per   Moist Date
Number   No.   LTA  tice  Code FSA plied Shares  (%) C  Sit Bef:Aft   B:Inc  Acres  Use   Bef:Aft Saved     SavedAc-Ft  Meas  MMYY


910101   156   ANA  WC4   320  Y   40.0  $1000    50     1    2.7 1.7  50 20   160    3       4.0   1.03      164  .62          1291
910141   122   ANA  WC4   320  Y   40.0  $2000    50     3    2.7 1.7  50 20   160                  1.00      160 1.27          0192
```

356 Table 4B - Detail Data - Water Conservation (Continued)

D Description of Report EEA335-R001

The following is a description of data on Report EEA335-R001.

Column Title	Description
AD-862 Control Number	This is the control number for AD-862.
Farm No	This is the farm number or pooling agreement number for AD-862.
ANA or LTA	This indicates whether the program code is ANA, EAN, ELT, or LTA for AD-862.
Practice	This is this agency's practice code for AD-862.
Tech Prac Code	This is the technical practice code for AD-862.
C/S by FSA	This indicates whether the technical practice code was cost-shared on for AD-862.
Units Applied	This is the units applied for the technical practice code for AD-862.
Cost Shares	This is the C/S earned amount for AD-862.
C/S Lev (%)	This is C/S level percent that was cost-shared on for AD-862.
FC	This is the fund code for AD-862. This is only applicable for ACP.
Irr Sit	This is the irrigation situation for AD-862.
Applied Ac-Ft Bef:Aft	This is the irrigation water applied (acre-inch per acre divided by 12 inches per foot) for AD-862.
System Effic B:Inc	This is the irrigation efficiency percent and the increase in irrigation efficiency (irrigation system efficiency after minus the before) for AD-862.

356 Table 4B - Detail Data - Water Conservation (Continued)

D Description of Report EEA335-R001 (Continued)

Column Title	Description
Water Cons Acres	This is the water conservation acres for AD-862.
Water Storage - Prim Use	This is the water storage primary use for AD-862.
Water Storage- Capac Bef:Aft	This is the water storage capacity before and after for AD-862.
Ac-Ft/Ac Water Saved	This is the acre-feet of water saved (total irrigation water saved plus total increased storage divided by the applicable acres) for AD-862.
Total Ac-Ft Saved	This is the total acre-feet of water saved (total irrigation water saved plus total increased storage) for AD-862.
C/S Per Ac-Ft	This is this agency's C/S amount earned divided by the total acre-feet of water saved (irrigation and increased storage) for AD-862.
Soil Moist Meas	This is the soil moisture measures applied for AD-862.
Perf Date MMYY	This is the performance date for AD-862.

357 Table 4C - Detail Data - Water Quality and Other

A When to Print

Print Table 4C - Detail Data - Water Quality and Other Report EEA340-R001 to obtain a list of a data for primary purposes water quality and other.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA340-R001

Print Report EEA340-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER “6” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEA30500 will be displayed.

357 Table 4C - Detail Data - Water Quality and Other (Continued)

B Printing Report EEA340-R001 (Continued)

Step	Action		Result	
3	**IF...**	**THEN...**	Screen EEA30505 will be displayed.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEA30510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEA30590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEA30590 will be displayed. Go to step 6.	

357 Table 4C - Detail Data - Water Quality and Other (Continued)

B Printing Report EEA340-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	On Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA340-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

C Example of Report EEA340-R001

The following is an example of Report EEA340-R001.

```
Utah                                    U.S. Department of Agriculture                    Prepared: 01/23/2001
Uintah                                        Farm Service Agency                               Page:  1
Report ID: EEA340-R001                      Table 4C - CRES Detail Data
                                       For Primary Purpose Water Quality and Other
                                    COC Approval Date:   10-01-2000  Thru  01-23-2001


AD-862         ANA         Tech  C/S  Units          C/S          WQ    Type Water  Pollu-  Land   Soil Pre  Tons C/S  Other  Perf
Control  Farm  or   Prac-  Prac  By   Ap-    Cost    Lev  F  Prim Prob  Body Trtd/  tion    Cover  Loss Eros Svd  /Ton Assist Date
Number   No.   LTA  tice   Code  FSA  plied  Shares  (%)  C  Purp Type  Protected   Severe  B:A    Tol  Rate /Ac  Savd Purp   mmyy

910131   136   LTA  WP2    386   Y    25.0   1500    50      E    2     1           4       1 4    3                          1200
910181   192        EC1    500   Y    50.0   1500    50      G                                 8 8                     5    0101
```

357 Table 4C - Detail Data - Water Quality and Other (Continued)

D Description of Report EEA340-R001

The following is a description of data on Report EEA340-R001.

Column Title	Description
AD-862 Control Number	This is the control number for AD-862.
Farm No	This is the farm number or pooling agreement number for AD-862.
ANA or LTA	This indicates whether the program code is ANA, EAN, ELT, or LTA for AD-862.
Practice	This is this agency's practice code for AD-862.
Tech Prac Code	This is the technical practice code for AD-862.
C/S by FSA	This indicates whether the technical practice code was cost-shared on for AD-862.
Units Applied	This is the units applied for the technical practice code for AD-862.
Cost Shares	This is the C/S earned amount for AD-862.
C/S Lev (%)	This is C/S level percent that was cost-shared on for AD-862.
FC	This is the fund code for AD-862. This is only applicable for ACP.
Prim Purp	This is the primary purpose code for AD-862.
WQ Prob Type	This is the water quality problem type for AD-862.
Type Water Body Trtd/Protected	This is the type of water body treated or protected for AD-862.

357 Table 4C - Detail Data - Water Quality and Other (Continued)

D Description of Report EEA340-R001 (Continued)

Column Title	Description
Pollution Severe	This is the pollution severity for AD-862.
Land Cover B:A	This is the land cover use code before and after for AD-862.
Soil Loss Tol	This is the soil loss tolerance for AD-862.
Pre Eros Rate	This is the total tons of soil loss before practice installation for sheet and rill, wind, and other erosion divided by the largest acres for either sheet and rill, wind, or other erosion for AD-862.
Tons Svd/Ac	This is the tons of soil saved per acre (before erosion rate minus after erosion rate times the acres for sheet and rill and wind erosion plus the tons of other erosion divided by the largest acres for sheet and rill, wind, or other erosion for AD-862).
C/S /Ton Savd	This is this agency's C/S amount earned per ton of soil saved amortized over the expected retention time of the practice. The expected retention time may be longer than the lifespan requirement for a practice.
Other Assist Purp	This is the other assistance code for AD-862.
Perf Date MMYY	This is the performance date for AD-862.

358 Table 4D - Detail Data - Wood Production

A When to Print

Print Table 4D - Detail Data - Wood Production Report EEA345-R001 to obtain a list of a data for primary purpose wood production.

COC shall review this report periodically. County conservation review group members shall review this report yearly.

B Printing Report EEA345-R001

Print Report EEA345-R001 according to the following.

Step	Action	Result
1	On Menu EEA300: • ENTER "7" • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000 • enter the printer ID and number of copies to be printed • PRESS "Enter".	Screen EEA30500 will be displayed.

358 Table 4D - Detail Data - Wood Production (Continued)

B Printing Report EEA345-R001 (Continued)

Step	Action		Result	
3	**IF...**	**THEN...**	Screen EEA30505 will be displayed.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS "Enter".		
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEA30510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEA30590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEA30590 will be displayed. Go to step 6.	

358 Table 4D - Detail Data - Wood Production (Continued)

B Printing Report EEA345-R001 (Continued)

Step	Action	Result
5	On Screen EEA30510, enter the fund code and PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA30590 will be displayed.
6	Screen EEA30590, PRESS "Enter". **Note:** The number of copies of Report EEA345-R001 entered on Screen EZZ50000 will print.	Menu EEA300 will be displayed.

C Example of Report EEA345-R001

The following is an example of Report EEA345-R001.

```
LOUISIANA                                U.S. Department of Agriculture                Prepared: 01-14-2002
ANYCOUNTY                                     Farm Service Agency
Report ID: EEA345-R001                    TABLE 4D - CRES DETAIL DATA                                  Page:     1

                                       FOR PRIMARY PURPOSE WOOD PRODUCTION

                                      COC Approval Date  01-01-2001  Thru  01-14-2002

-------------------------------------------------------------------------------------------------------------------------------
 AD-862          ANA       TECH C/S  UNITS          C/S     L LAND  SITE       FOREST  STOCK   C/S PER  SITE   C/S PER  C/S PER PERF
 CONTROL  FARM   OR  PRAC- PRAC BY    AP-   COST     LEV  F  C COVER IN-  POT.  COVER   LEVEL    ACRE    PREP   AC SITE  CU. FT. DATE
 NUMBER   NUMBER LTA TICE  CODE FSA   PLIED  SHARES  (%)  C  C  B:A  DEX  PROD BEF:AFT BEF:AFT  TREATED  ACRES   PREP    POT PROD MMYY
-------------------------------------------------------------------------------------------------------------------------------

20010029    1898     CP3       2 Y      5.0    $500  50    3E        1   24    1   1   1   1  $100.00    4.0   $12.50     $.62 0701
20020003    1898     CP3       1 Y      5.0    $500  50    3E        1  183       10 800 901  $100.00    5.0  $100.00     $.08 1001
20020017    1898     CP3       1 Y      2.0   $1600  50    3E        4   68   13  13   1   2  $800.00    1.8  $444.44    $1.75 1101
20020024    1898     CP3       2 Y      5.0   $4000  50    3E        1  142  110 110 800 901  $800.00    5.0  $800.00     $.84 1201
*** NO MORE RECORDS THIS ENTRY ***
```

358 Table 4D - Detail Data - Wood Production (Continued)

D Description of Report EEA345-R001

The following is a description of data on Report EEA345-R001.

Column Title	Description
AD-862 Control Number	This is the control number for AD-862.
Farm No	This is the farm number or pooling agreement number for AD-862.
ANA or LTA	This indicates whether the program code is ANA, EAN, ELT, or LTA for AD-862.
Practice	This is this agency's practice code for AD-862.
Tech Prac Code	This is the technical practice code for AD-862.
C/S by FSA	This indicates whether the technical practice code was cost-shared on for AD-862.
Units Applied	This is the units applied for the technical practice code for AD-862.
Cost Shares	This is the C/S earned amount for AD-862.
C/S Lev (%)	This is C/S level percent that was cost-shared on for AD-862.
FC	This is the fund code for AD-862. This is only applicable for ACP.
LCC	This is the land capability class and subclass code for AD-862.
Land Cover B:A	This is the land cover use before and after code for AD-862.
Site Index	This is the site index for AD-862.
Pot. Prod	This is the potential production for AD-862. The midpoint of range is used, meaning if the potential production is 86-119 cubic feet/acre/year, 103 is used.

358 Table 4D - Detail Data - Wood Production (Continued)

D Description of Report EEA345-R001 (Continued)

Column Title	Description
Forest Cover Bef:Aft	This is the forest cover before and after code for AD-862.
Stock Level Bef:Aft	This is the stocking level before and after code for AD-862.
C/S Per Acre Treated	This is this agency's C/S amount earned divided by acres treated for AD-862.
Site Prep Acres	This is the site preparation acres for AD-862.
C/S Per Ac Site Prep	This is the site preparation C/S divided by the site preparation acres for AD-862.
C/S Per Cu. Ft. Pot Prod	This is this agency's C/S amount earned divided by potential production in cubic feet per year and amortized for AD-862.
Perf Date MMYY	This is the performance date for AD-862.

359-373 (Reserved)

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Section 3 State Primary Purpose Table Reports

374 Overview

A Example of Menu EEF200

The following is an example of Conservation State AD-245/AD-862 Reports Menu EEF200.

```
COMMAND                                        EEF200                                                E0
Conservation State AD-245/AD-862 Reports Menu
-------------------------------------------------------------------------------------------------------

                 1.  Table 1 - Percent Distribution of Cost-Shares - All Programs
                 2.  Table 1A thru 1F - Distribution of Cost-Shares by County
                 3.  Table 2 - ACP Data by Practice and County - Erosion Control
                 4.  Table 3 - ACP Data by Practice and County - Water Conservation
                 5.  Table 4A - Detail Data - Erosion Control
                 6.  Table 4B - Detail Data - Water Conservation
                 7.  Table 4C - Detail Data - Water Quality / Other
                 8.  Table 4D - Detail Data - Wood Production

                20.  Return To Application Primary Menu
                21.  Return To Application Selection Screen
                22.  Return To Office Selection Screen
                23.  Return To Primary Selection Menu
                24.  Sign Off
Cmd3=Previous Menu

Enter option and press "Enter".
```

B Accessing Menu EEF200

On Menu EEF000, ENTER “2” and PRESS “Enter” to access Menu EEF200.

375 Table 1 - Percent Distribution of Cost-Shares - All Programs

A When to Print

Print Table 1 - Percent Distribution of Cost-Shares - All Programs Report EEF210-R001 to obtain a list of program practices by percent of C/S' for all primary purposes.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF210-R001

Print Report EEF210-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER "1" • PRESS "Enter".	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS "Enter".	Screen EEF20500 will be displayed.

375 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

B Printing Report EEF210-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	a net count of farms and participants is desired	ENTER “Y” to the question at the top of the screen.	
	only a State summary is desired	ENTER “STATESUM”.	
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER “ALL”.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	

375 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

B Printing Report EEF210-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed. Go to step 6.	
5	On Screen EEF20510, enter the fund code and PRESS "Enter". Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS "Enter". **Note:** The number of copies of Report EEF210-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

375 Table 1 - Percent Distribution of Cost-Shares - All Programs (Continued)

C Example of Report EEF210-R001

The following is an example of Report EEF210-R001.

ANYSTATE — U.S. Department of Agriculture — Prepared: 01-14-2001
Farm Service Agency
Report ID: EEF210-R001 — CRES - ACP, CRP, ECP, RCWP, OTHER — Page: 1
TABLE 1 - DISTRIBUTION OF COST-SHARES
IN PERCENT OF COST-SHARES FOR ALL PRIMARY PURPOSES
Program: CRP Fund Code: 00

Performance Date 01-01-2000 Thru 01-01-2001

PRACTICE	NUMBER OF FARMS	NUMBER OF PARTS.	ACRES SERVED OR TREATED	NUMBER OF STRUCTURES	TOTAL COST-SHARES	PERCENT OF COST-SHARES FOR: EROSION CONTROL	WATER CONSV	WATER QUALITY	WOOD PROD	OTHER
CP1			4.5		$139	100.0				
CP2			627.7		$20,204	78.4				21.6
CP3			6,377.4		$391,862				100.0	
CP3A			16,537.3		$1,109,612				100.0	
CP4B			3.8		$263	100.0				
CP7			1.0		$99			100.0		
CP10			1.8							
CP11			1,887.6							
CP12			4.4							
CP22			18.3		$1,074			100.0		
CP23			2,322.4		$82,822			37.3	22.7	40.0
TOTAL CRP			27,786.2		$1,606,075	1.0		2.0	94.7	2.3

D Description of Report EEF210-R001

See paragraph 352 for description of data on Table 1 - Percent Distribution of Cost-Shares.

376 Table 1A Through 1F - Distribution of Cost-Shares by County

A When to Print

Print Table 1A Through 1F - Distribution of Cost-Shares by County Report EEF215 to obtain a list by percent of C/S' for all primary purposes by county.

Report	Contents
Report EEF215-R001, Table 1A	ACP data
Report EEF215-R002, Table 1B	CRP data
Report EEF215-R003, Table 1C	ECP data
Report EEF215-R006, Table 1F	Data for all other conservation programs not included on the preceding reports.

Note: These reports do not indicate the practice as on the Table 1 in paragraph 375.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

376 Table 1A Through 1F - Distribution of Cost-Shares by County (Continued)

B Printing Report EEF215

Print Report EEF215 according to the following.

Step	Action		Result
1	On Menu EEF200: • ENTER "2" • PRESS "Enter".		Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS "Enter".		Screen EEF20500 will be displayed.
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	a net count of farms and participants is desired	ENTER "Y" to the question at the top of the screen.	
	only a State summary is desired	ENTER "STATESUM".	
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER "ALL".	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".	

376 Table 1A Through 1F - Distribution of Cost-Shares by County (Continued)

B Printing Report EEF215 (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th colspan="2">Result</th></tr>
<tr><td rowspan="2">3
(Cntd)</td><td>IF...</td><td>THEN...</td><td colspan="2" rowspan="2">Screen EEF20505 will be displayed.</td></tr>
<tr><td>data are desired within a specific COC approval date timeframe</td><td>enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.</td></tr>
<tr><td rowspan="4">4</td><td>IF data is desired for...</td><td>THEN...</td><td>IF program entered was...</td><td>THEN...</td></tr>
<tr><td rowspan="2">a specific program code</td><td rowspan="2">enter the number for the specific program code.</td><td>has multiple fund codes</td><td>Screen EEF20510 will be displayed. Go to step 5.</td></tr>
<tr><td>does not have multiple fund codes</td><td>Screen EEF20590 will be displayed. Go to step 6.</td></tr>
<tr><td>all programs and fund codes</td><td>leave the “Enter Program Code #” field blank and PRESS “Enter”.</td><td colspan="2">Screen EEF20590 will be displayed. Go to step 6.</td></tr>
<tr><td>5</td><td colspan="2">Enter the fund code and PRESS “Enter”. Fund codes eligible for the program will be displayed for selection.</td><td colspan="2">Screen EEF20590 will be displayed.</td></tr>
<tr><td>6</td><td colspan="2">On Screen EEF20590, PRESS “Enter”. The number of copies of Reports EEF215-R001, EEF215-R002, EEF215-R003, EEF215-R004, EEF215-R005, and EEF215-R006 entered on Screen EZZ50000 will print.</td><td colspan="2">Menu EEF200 will be displayed.</td></tr>
</table>

376 Table 1A Through 1F - Distribution of Cost-Shares by County (Continued)

C Example of Report EEF215-R002

The following is an example of Report EEF215-R002 for CRP.

Anystate
Report ID: EEF215-R002 CRES - CRP Page: 1

Table 1B - DISTRIBUTION OF COST-SHARES BY COUNTY
IN PERCENT OF COST-SHARES FOR ALL PRIMARY PURPOSES

COC Approval Date 01-01-2000 Thru 01-01-2001

COUNTY	NUMBER OF FARMS	NUMBER OF PARTS.	ACRES SERVED OR TREATED	NUMBER OF STRUCTURES	TOTAL COST-SHARES	PERCENT OF COST-SHARES FOR: EROSION CONTROL	WATER CONSV	WATER QUALITY	WOOD PROD	OTHER
WASHINGTON	1	1	1.0		$99			100.0		
LINCOLN	10	11	1,082.7		$1,003				100.0	
JEFFERSON	2	3	217.3		$12,563				100.0	
MADSION	17	25	2,750.2		$174,189				100.0	
WILSON	1	1	443.4							
POLK	11	10	926.7		$59,292				100.0	
JOHNSON	5	3	149.6		$1,420				100.0	
FRANKLIN	15	15	1,377.1		$97,972	16.4			83.6	
GRANT	2	1	70.4		$4,187				100.0	
BUCHANAN	23	25	3,136.4		$166,067			4.0	96.0	
MONROE	2	2	23.8		$1,780				36.2	63.8
HENRY	22	42	3,461.2		$245,465			7.6	92.4	
HARRISON	6	5	107.7		$5,251				100.0	
TOTAL	117	144	13,747.5		$769,288	2.1		3.3	94.4	.1

D Description of Report EEF215

See paragraph 352 for description of data on Table 1A Through 1F - Distribution of Cost-Shares by County.

Exception: The data on Table 1A Through 1F - Distribution of Cost-Shares by County do not indicate the program practice.

377 Table 2 - ACP Data by Practice and County - Erosion Control

A When to Print

Print Table 2 - ACP Data by Practice and County - Erosion Control Report EEF220-R001 to obtain a list of ACP program practices for all primary purpose erosion control.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF220-R001

Print Report EEF220-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER “3” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEF20500 will be displayed.

377 Table 2 - ACP Data by Practice and County - Erosion Control (Continued)

B Printing Report EEF220-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	a net count of farms and participants is desired	ENTER "Y" to the question at the top of the screen.	
	only a State summary is desired	ENTER "STATESUM".	
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER "ALL".	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS "Enter".	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS "Enter".	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS "Enter".	

377 Table 2 - ACP Data by Practice and County - Erosion Control (Continued)

B Printing Report EEF220-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed. Go to step 6.	
5	Enter the fund code and PRESS "Enter". Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS "Enter". The number of copies of Report EEF220-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

377 Table 2 - ACP Data by Practice and County - Erosion Control (Continued)

C Example of Report EEF220-R001

The following is an example of Report EEF220-R001.

ANYSTATE — U.S. Department of Agriculture — Prepared: 01-15-2002
Farm Service Agency
Report ID: EEF220-R001 — CRES - ACP — Page: 1
TABLE 2 - STATE AND COUNTY DATA BY PRACTICE
PRIMARY PURPOSE OF EROSION CONTROL

COC Approval Date 01-01-1996 Thru 01-15-2002

PRACTICE	NUMBER OF PARTS.	BEFORE LOSS	AFTER LOSS	SOIL-SAVINGS PER ACRE	AMORTIZED C/S PER TON	AMORTIZED TOTAL-COST/TON	AVERAGE C/S LEVEL (%)
SL1		7.1	1.3	5.9	$1.37	$2.87	48
FR1		5.0	1.0	4.0	$1.89	$6.88	27
-ALL-		6.3	1.1	5.2	$1.97	$4.25	44
SL2		6.0	1.0	5.0	$2.02	$3.38	60
WP1		6.6	.5	6.1	$2.87	$5.78	50
SL6		1.0	1.0	1.0	$254.79	$610.90	42

D Description of Report EEF220-R001

See paragraph 353 for description of data on Table 2 - ACP Data by Practice - Erosion Control.

378 Table 3 - ACP Data by Practice and County - Water Conservation

A When to Print

Print Table 3 - ACP Data by Practice and County - Water Conservation
Report EEF225-R001 to obtain a list of ACP program practices for primary purpose water conservation.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF225-R001

Print Report EEF225-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER “4” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEF20500 will be displayed.

378 Table 3 - ACP Data by Practice and County - Water Conservation (Continued)

B Printing Report EEF225-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	a net count of farms and participants is desired	ENTER “Y” to the question at the top of the screen.	
	only a State summary is desired	ENTER “STATESUM”.	
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER “ALL”.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	

378 Table 3 - ACP Data by Practice and County - Water Conservation (Continued)

B Printing Report EEF225-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered was...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed. Go to step 6.	
5	Enter the fund code and PRESS "Enter". Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS "Enter". The number of copies of Report EEF225-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

378 Table 3 - ACP Data by Practice and County - Water Conservation (Continued)

C Example of Report EEF225-R001

The following is an example of Report EEF225-R001.

ANYSTATE U.S. Department of Agriculture Prepared:
01-15-2001 Farm Service Agency
Report ID: EEF225-R001 CRES - ACP
Page: 1 TABLE 3 - SUMMARY DATA BY PRACTICE
FOR PRIMARY PURPOSE WATER CONSERVATION

COC Approval Date 01-01-2000 Thru 01-15-2001

PRACTICE	NUMBER OF PARTS.	IRRIG WATER APP. BF A-FT/AC	AVG IRRIG WATER-SVG IN A-FT/AC	AVG INCRSD STORAGE IN AC FT/STRUCTURE	C/S PER AC-FT SAVED	TOTAL COST PER AC-FT	IRRIG EFFIC BEF (%)	IRRIG EFFIC AFT (%)	INCRSD IRRIG EFF (%)	SOIL MOISTURE MEASURES APPLIED?
WC4		7.50	.33		$9.76	$39.25	66	75	9	
-ALL-		7.50	.33		$9.76	$39.25	66	75	9	

D Description of Report EEF225-R001

See paragraph 354 for description of data on Table 3 - ACP Data by Practice and County - Water Conservation.

379 Table 4A - Detail Data - Erosion Control

A When to Print

Print Table 4A - Detail Data - Erosion Control Report EEF230-R001 to obtain a list of practice data for primary purpose erosion control.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF230-R001

Print Report EEF230-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER “5” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEF20500 will be displayed.

379 Table 4A - Detail Data - Erosion Control (Continued)

B Printing Report EEF230-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER “ALL”.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	

379 Table 4A - Detail Data - Erosion Control (Continued)

B Printing Report EEF230-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the “Enter Program Code #” field blank and PRESS “Enter”.	Screen EEF20590 will be displayed. Go to step 6.	
5	Enter the fund code and PRESS “Enter”. Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS “Enter”. The number of copies of Report EEF230-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

379 Table 4A - Detail Data - Erosion Control (Continued)

C Example of Report EEF230-R001

The following is an example of Report EEF230-R001.

ANYSTATE U.S. Department of Agriculture Prepared: 01-15-2000
ANYCOUNTY Farm Service Agency
Report ID: EEF230-R001 TABLE 4A - CRES DETAIL DATA Page: 1
FOR PRIMARY PURPOSE EROSION CONTROL

COC Approval Date 01-01-1999 Thru 01-15-2000

AD-862 CONTROL NUMBER	FARM NUMBER	ANA OR LTA	PRAC-TICE	TECH PRAC CODE	C/S BY FSA	UNITS AP-PLIED	COST-SHARES	C/S LEV (%)	V S	F C	L C T	PRE EROS RATE	TONS SAVED /ACRE	C/S PER TON	S&R ERS T/AC/YR BEF:AFT	WIND EROS T/AC/YR BEF:AFT	ERO-SION ACRES	---OTHER EROSION--- TYPE	AREA	TONS/YR BEF	TONS/YR AFT	PERF DATE MMYY
19980033	1400		CP1	512	Y	1.8	$36	10	N		3W 5	2.0	1.1		2 1		1.8					0300
19990044	1250		CP2	327	Y	1.0	$156	78	N		3W 5	3.0	2.0		3 1		1.0					0799
19990048	1250		CP2	327	Y	12.7	$684	38	N		2W 5	3.0	2.0		3 1		12.7					0799
19990054	1473		CP2	327	Y	645.6	$20825	42	N		3W 5	2.0	1.0		2 1		645.6					0699
19990056	1472		CP2	327	Y	12.2	$392	71	N		3W 5	2.0	1.0		2 1		12.2					0699
19990058	1473		CP2	327	Y	61.9	$1998	40	N		3W 5	2.0	1.0		2 1		61.9					0699
19990060	1472		CP2	327	Y	2.4	$78	47	N		3W 5	2.0	.8		2 1		2.4					0699

D Description of Report EEF230-R001

See paragraph 355 for description of data on Table 4A - Detail Data - Erosion Control.

380 Table 4B - Detail Data - Water Conservation

A When to Print

Print Table 4B - Detail Data - Water Conservation Report EEF235-R001 to obtain a list of practice data for primary purpose water conservation.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF235-R001

Print Report EEF235-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER “6” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEF20500 will be displayed.

380 Table 4B - Detail Data - Water Conservation (Continued)

B Printing Report EEF235-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER “ALL”.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	

380 Table 4B - Detail Data - Water Conservation (Continued)

B Printing Report EEF235-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed. Go to step 6.	
5	Enter the fund code and PRESS "Enter". Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS "Enter". The number of copies of Report EEF235-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

380 Table 4B - Detail Data - Water Conservation (Continued)

C Example of Report EEF235-R001

The following is an example of Report EEF235-R001.

ANYSTATE U.S. Department of Agriculture Prepared: 01-15-2000
ANYCOUNTY Farm Service Agency
Report ID: EEF235-R001 TABLE 4B - CRES DETAIL DATA Page: 1
FOR PRIMARY PURPOSE WATER CONSERVATION

COC Approval Date 01-01-1998 Thru 01-01-1999

AD-862 CONTROL NUMBER	FARM NUMBER	ANA OR LTA	PRAC-TICE	TECH PRAC CODE	C/S BY FSA	UNITS AP-PLIED	C/S SHARES	LEV (%)	F C	IRR SIT	APPLIED AC-FT BEF:AFT	SYSTEM EFFIC B:INC	WATER CONS ACRES	-WATER PRIM USE	STORAGE- CAPACITY BEF : AFT	AC-FT/AC WATER SAVED	TOTAL AC-FT SAVED	C/S PER AC-FT	SOIL MOIST MEAS	PERF DATE MMYY
19960270	3761	ELT	WC4	430	Y	2700.0	$9306	68	60 1	2.5	2.2	66	9 574.3			.33	191	$4.95		1298
19990001	3761	ELT	WC4	430	Y	460.0	$1182	50	60 1	2.5	2.2	66	9 574.3			.33	191	$.63		1299

D Description of Report EEF235-R001

See paragraph 356 for description of data on Table 4B - Detail Data - Water Conservation.

381 Table 4C - Detail Data - Water Quality and Other

A When to Print

Print Table 4C - Detail Data - Water Quality and Other Report EEF240-R001 to obtain a list of practice data for primary purposes water quality and other assistance.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF240-R001

Print Report EEF240-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER “7” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEF20500 will be displayed.

381 Table 4C - Detail Data - Water Quality and Other (Continued)

B Printing Report EEF240-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER “ALL”.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	

381 Table 4C - Detail Data - Water Quality and Other (Continued)

B Printing Report EEF240-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed. Go to step 6.	
5	On Screen EEF20510, enter the fund code and PRESS "Enter". Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS "Enter". The number of copies of Report EEF240-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

381 Table 4C - Detail Data - Water Quality and Other (Continued)

C Example of Report EEF240-R001

The following is an example of Report EEF240-R001.

ANYSTATE U.S. Department of Agriculture Prepared: 01-15-2000
ANYCOUNTY Farm Service Agency
Report ID: EEF240-R001 ABLE 4C - CRES DETAIL DATA Page: 1
FOR PRIMARY PURPOSE WATER QUALITY AND OTHER

COC Approval Date 01-01-1996 Thru 01-15-1999

AD 862 CONTROL NUMBER	FARM NUMBER	ANA OR LTA	PRAC-TICE	TECH PRAC CODE	C/S BY FSA	UNITS AP-PLIED	COST SHARES	C/S LEV (%)	F PRIM C PURP	WQ PROB TYPE	TYPE WATER BODY TRTD/ PROTECTED	POLLU-TION SEVERE	LAND COVER B:A	SOIL LOSS TOL	PRE EROS RATE	TONS SAVED /AC	C/S /TON SAVED	OTHER ASSIST PURPOSE	PERF DATE MMYY
19990003	237	ELT	WQP1	328	Y	420.0	$10500	50	60 E	1	1	1	1 1	5					0899
				449	Y	420.0													
				344	Y	420.0													
19990004	1380	ELT	WQP1	328	Y	140.0	$3500	50	60 E	1	1	1	1 1	5					0899
				449	Y	140.0													
				344	Y	140.0													
19990005	1173	ELT	WQP1	328	Y	116.9	$2922	50	60 E	1	1	1	1 1	5					0999
				449	Y	116.9													
				344	Y	116.9													
19990006	200	ELT	WQP1	328	Y	280.0	$7000	50	60 E	1	1	1	1 1	5					0999
				449	Y	280.0													
				344	Y	280.0													
19990007	1057	ELT	WQP1	328	Y	280.0	$7000	50	60 E	1	1	1	1 1	5					0899
				449	Y	280.0													
				344	Y	280.0													
19990008	1542	ELT	WQP1	328	Y	280.0	$7000	50	60 E	1	1	1	1 1	5					0899
				449	Y	280.0													
				344	Y	280.0													
19990009	1082	ELT	WQP1	328	Y	420.0	$10500	50	60 E	1	1	1	1 1	5					0899
				449	Y	420.0													
				344	Y	420.0													
19990010	1400	ELT	WQP1	328	Y	183.7	$4593	50	60 E	1	1	1	1 1	5					0999
				449	Y	183.7													
				344	Y	183.7													
19990011	114	ELT	WQP1	328	Y	134.0	$3350	50	60 E	1	1	1	1 1	5					0899
				449	Y	134.0													
				344	Y	134.0													
19990012	1567	ELT	WQP1	328	Y	280.0	$7000	50	60 E	1	1	1	1 1	5					0899
				449	Y	280.0													
				344	Y	280.0													

D Description of Report EEF240-R001

See paragraph 357 for description of data on Table 4C - Detail Data - Water Quality and Other.

382 Table 4D - Detail Data - Wood Production

A When to Print

Print Table 4D - Detail Data - Wood Production Report EEF245-R001 to obtain a list of practice data for primary purpose wood production assistance.

STC shall review this report periodically. State conservation review group members shall review this report yearly.

B Printing Report EEF245-R001

Print Report EEF245-R001 according to the following.

Step	Action	Result
1	On Menu EEF200: • ENTER “8” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
2	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS “Enter”.	Screen EEF20500 will be displayed.

382 Table 4D - Detail Data - Wood Production (Continued)

B Printing Report EEF245-R001 (Continued)

Step	Action		Result
3	**IF...**	**THEN...**	Screen EEF20505 will be displayed.
	only data for a specific county are desired	enter the county name.	
	data are desired for all counties	ENTER “ALL”.	
	data are desired within a specific transmission date timeframe	enter the transmission to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific performance date timeframe	enter the performance to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	
	data are desired within a specific COC approval date timeframe	enter COC approval to and through dates. Enter in MMDDCCYY format and PRESS “Enter”.	

382 Table 4D - Detail Data - Wood Production (Continued)

B Printing Report EEF245-R001 (Continued)

Step	Action		Result	
4	**IF data is desired for...**	**THEN...**	**IF program entered...**	**THEN...**
	a specific program code	enter the number for the specific program code.	has multiple fund codes	Screen EEF20510 will be displayed. Go to step 5.
			does not have multiple fund codes	Screen EEF20590 will be displayed. Go to step 6.
	all programs and fund codes	leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed. Go to step 6.	
5	On Screen EEF20510, enter the fund code and PRESS "Enter". Fund codes eligible for the program will be displayed for selection.		Screen EEF20590 will be displayed.	
6	On Screen EEF20590, PRESS "Enter". The number of copies of Report EEF245-R001 entered on Screen EZZ50000 will print.		Menu EEF200 will be displayed.	

382 Table 4D - Detail Data - Wood Production (Continued)

C Example of Report EEF245-R001

The following is an example of Report EEF245-R001.

ANYSTATE — U.S. Department of Agriculture — Prepared: 01-15-2001
ANYCOUNTY — Farm Service Agency
Report ID: EEF245-R001 — TABLE 4D - CRES DETAIL DATA — Page: 1
FOR PRIMARY PURPOSE WOOD PRODUCTION

COC Approval Date 01-01-1998 Thru 01-15-2000

AD-862 CONTROL NUMBER	FARM NUMBER	ANA OR LTA	PRAC-TICE	TECH PRAC CODE	C/S BY FSA	UNITS AP-PLIED	COST SHARES	C/S LEV (%)	F C	L C	LAND COVER B:A	SITE IN-DEX	POT. PROD	FOREST COVER BEF:AFT	STOCK LEVEL BEF:AFT	C/S PER ACRE TREATED	SITE PREP ACRES	C/S PER AC SITE PREP	C/S PER CU. FT. POT PROD	PERF DATE MMYY
19970013	2227		SIP2	4	Y	57.0	$5700	55	4E		7 7	83	103	51	40 900 901	$100.00	57.0	$60.00	$.14	0200
19980001	2299		SIP2	3	Y	64.0	$5184	60	3W		7 7	81	103	50	41 900 901	$81.00	64.0	$45.00	$.12	0299
19980003	740		SIP2	3	Y	22.0	$2200	15	3W		7 7	80	103	50	41 900 901	$100.00	22.0	$60.00	$.14	0199
19980005	2358		SIP2	4	Y	30.0	$3150	64	3W		7 7	83	103	50	40 900 901	$105.00	30.0	$65.00	$.15	0200
19980009	2333		CP3A	2	Y	27.9	$1395	50	3W			84	103	50	56 900 901	$50.00	27.9	$21.97	$.06	0400
19980023	2131		CP3A	2	Y	55.1	$6160	8	3W			90	103	50	72 900 901	$111.80	55.1	$10.00	$.13	0300
19980024	2239		CP3A	2	Y	225.0	$15393	48	6W			90	24	50	60 901 999	$68.41	225.0	$10.00	$.33	0599
19980025	2239		CP3	612	Y	21.1	$1308	30	6E			90	24	60	60 999 901	$61.99	21.1	$21.99	$.38	0899
19990001	782		SIP2	2	Y	18.0	$943	75	3E		4 7	86	142	50	41 999 901	$52.39	18.0	$45.00	$.05	0599
19990003	2239		CP3A	2	Y	72.6	$5036	49	6W			90	24	50	60 901 999	$69.37	72.6	$10.00	$.34	0400
19990005	2333		CP3A	2	Y	36.3	$2559	45	3W			80	68	40	50 900 901	$70.50	36.3	$10.00	$.12	0400
19990009	2239		CP3	2	Y	243.4	$20568	46	3E			80	68	40	40 900 901	$84.50	243.4	$22.00	$.19	0400
19990010	2239		CP3	2	Y	44.7	$3451	48	3E			80	68	50	50 900 901	$77.20	44.7	$23.00	$.17	0400
20000005	2333		CP3A	2	Y	15.7	$1121	49	3W			76	103	58	58 900 901	$70.50	15.9	$10.00	$.08	0400

D Description of Report EEF245-R001

See paragraph 358 for description of data on Table 4D - Detail Data - Wood Production.

383-397 (Reserved)

Part 8 County Office Ledgers

398 Overview

A Accounting Document

The automated ledger reports shall be used to monitor allocations, C/S approvals, and C/S earnings.

All ledger entries are created from entries on AD-245, or data recorded on ledger screens accessed on Menu EEA400.

Entries on ledgers must be in whole dollars.

The system will maintain FY allocation control ledgers from the entries made in the conservation automation system.

- Separate ledgers for national special projects will be maintained by the system and will be created upon entry of the fund code on the County Eligibility Table.

- Separate ledgers will be maintained by the system for ANA's and LTA's.

B FY Close Out

See Part 11 to close out FY ledgers and perform FY rollover.

398 Overview (Continued)

C Example of Menu EEA400

This is an example of Conservation Ledger Menu EEA400.

```
COMMAND                                  EEA400                                          E0
Conservation Ledger Menu
-------------------------------------------------------------------------------------------------------------

                    1.  Record Allocations
                    2.  Record Refunds
                    3.  Ledger Reports
                    4.  Record Ledger Adjustments
                    5.  Record LTA Contract Approvals
                    6.  Display Month-End Summaries
                    7.  Delete LTA Contract(s)

                   20.  Return To Application Primary Menu
                   21.  Return To Application Selection Screen
                   22.  Return To Office Selection Screen
                   23.  Return To Primary Selection Menu
                   24.  Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

D Accessing Menu EEA400

On Menu EEA000, ENTER “4” and PRESS “Enter” to access Menu EEA400.

E Checklist

See Exhibit 20 for County Office monthly checklist.

399 (Reserved)

Section 1 Record Allocations

400 Allocations

A Changes in Allocations

Follow the instructions in this paragraph to record an increase or decrease in allocations.

Reminder: Allocations for CRP C/S are not recorded in the System 36 CRES ledgers.

Important: Programs and fund codes must be eligible on the County Eligibility Table to record allocations for the program.

B Recording Allocations

Record allocations according to the following.

Step	Action	Result
1	On Menu EEA400: • ENTER "1" • PRESS "Enter".	Screen EEA40500 will be displayed.
2	On Screen EEA40500: • enter the number for the program to be accessed • PRESS "Enter".	Screen EEA41000 will be displayed.
3	On Screen EEA41000, in the "Change" field, enter the amount of the allocation increase or decrease for the program or fund code. **Note:** A decrease shall be entered with a negative sign (-) before the amount. A sign is not required for a positive amount. When all data are verified to be correct, PRESS "Enter".	Screen EEA41005 will be displayed with the message, "IM: Change(s) updated on ledger as shown above".
4	On Screen EEA41005, the new total allocation will be displayed for the program or fund code. Verify data displayed. • PRESS "Cmd2" or "F2" to record an allocation for another program. Repeat steps 1 and 2. • PRESS "Cmd7" or "F7" to return to Menu EEA400.	Menu EEA400 will be displayed.

400 Allocations (Continued)

C Example of Screen EEA41000

The following is an example of Ledger Allocations/Authorizations Screen EEA41000.

```
Conservation                              001-ANYCOUNTY             Display       EEA41000
Ledger Allocation/Authorization Screen                      Version: AC98  01-15-2002 15:46 Term E0
-------------------------------------------------------------------------------------------------

Fiscal Year: 2002 Ledger Code: ECPD                         Total Allocation $             8,713

                                                                      Change(+/-)     Allocation
ECPD    ECP - Drought                                                                      8,713









NO MORE LEDGER CODES

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

401-411 (Reserved)

Section 2 C/S Obligations and Transactions

412 Obligating Funds for Cost-Sharing

A C/S Obligations

If an obligation is incurred, it remains an obligation until canceled or performed. This applies although the obligation is carried out or canceled in a later FY.

B LTA Obligations

For LTA's, the obligation is made when all required signatures are obtained on the LTA contract. See applicable program handbooks for required signatures on LTA contracts.

- The total obligation for all years of the LTA contract is entered according to Section 3.
- Increases and decreases in LTA contract approvals are recorded on the ledger by entering the increase or decrease according to Section 3.
- Decreases in LTA contract approvals, because of a canceled practice, are recorded on the ledger by entering the decrease amount with a negative sign (-) according to Section 3. This is only used when AD-245 will not be issued or performance will not be earned on AD-245. If AD-245 has been created, it must be canceled before the LTA contract approval is decreased.
- See Part 5, Section 6 for instructions on LTA AD-245 slippage.

C ANA Obligations

For ANA's, the approval of the applicant's request on AD-245, page 1 creates the obligation.

- The ANA entries from the ledger are from the automated AD-245.
- The C/S amount approved and C/S amount earned entered for the practice according to Part 5 are posted to the ledger.

413 C/S Transactions

A LTA Transactions

For LTA's, changes to the C/S amount approved on AD-245 according to Part 5, Section 4, will not generate an entry to the C/S approved amount column on the ledger. Only a contract approval, increase, or decrease according to Section 3 will generate an entry to the C/S approved amount on the ledger. See Part 5, Section 6 for additional LTA ledger entries.

B ANA Transactions

The C/S amount approved and C/S amount earned are posted to the ledger when AD-245 is updated according to Part 5.

Increases and decreases in the C/S amount approved on AD-245 will post an entry to the ledger.

414-425 (Reserved)

Section 3 LTA Contract Approvals

426 Record LTA Contract Approvals

A LTA Contract Approvals

Record LTA contract approvals and any increase or decrease in C/S approval for LTA, including contract terminations, according to this paragraph. When a new LTA or contract is approved, the approval must be recorded according to this paragraph. When a contract is terminated, any unearned balance must be reduced to zero according to this paragraph.

Note: LTA shall be interpreted to mean all conservation programs with LTA's or contracts, except CRP.

B Entering LTA Contract Approval Data

Enter LTA contract approval, or increases or decreases to contract approval as follows.

Step	Action	Result	
1	On Menu EEA000: • ENTER "4" • PRESS "Enter".	Menu EEA400 will be displayed.	
2	On Menu EEA400: • ENTER "5" • PRESS "Enter".	Screen EEA40500 will be displayed.	
3	On Screen EEA40500, enter the ledger code to be accessed and PRESS "Enter". The eligible program codes on the County Eligibility Table will be displayed for selection.	**IF ACP-LTA or ACP-ELT was...**	**THEN...**
		the program code entered	Screen EEA40505 will be displayed. Go to step 4.
		not the program code entered	Screen EEA44000 will be displayed. Go to step 5.
4	On Screen EEA40505, enter the fund code and PRESS "Enter". The eligible fund codes on the County Eligibility Table will be displayed for selection.	Screen EEA44000 will be displayed.	

426 Record LTA Contract Approvals (Continued)

B Entering LTA Contract Approval Data (Continued)

Step	Action	Result	
5	On Screen EEA44000: • enter the contract number for LTA • PRESS "Enter". The contract number consists of FY the contract was approved, the sequential number assigned to the contract, and a suffix if applicable (CCFY XXXX X). **Ensure** that the **correct** contract number is entered before pressing "Enter".	Screen EEA44005 will be displayed.	
6	On Screen EEA44005, enter the last 4 positions of the applicant's ID or leave blank and PRESS "Enter". **Note:** Only enter 1 applicant for the contract. Use the primary applicant.	**IF...**	**THEN...**
		the field was left blank	Screen MACR01-02 will be displayed. Go to step 7.
		the last 4 positions of the applicant's ID were entered	Screen EEA44010 will be displayed. Go to step 9.
7	On Screen MACR01-02: • enter the last name of the applicant • PRESS "Enter".	Screen MACR01-01 will be displayed.	
8	On Screen MACR01-01: • select the applicant • PRESS "Enter".	Screen EEA44010 will be displayed with current contract balances.	

426 Record LTA Contract Approvals (Continued)

B Entering LTA Contract Approval Data (Continued)

Step	Action		Result
9	**IF...**	**THEN enter the...**	
	entering a new contract approval	C/S amount approved and PRESS "Enter". This is the total obligation COC has approved for the contract.	
	an increase in C/S approval on a previously approved contract is needed	amount approved for increase and PRESS "Enter". Do not enter a plus sign (+) for increases.	

426 Record LTA Contract Approvals (Continued)

B Entering LTA Contract Approval Data (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td rowspan="3">9
(Cntd)</td><td>IF...</td><td>THEN enter the...</td><td rowspan="3">Screen EEA44015 with the message, “Change(s) updated on ledger as shown above.”, and new contract balances will be displayed.

• PRESS “Cmd7” or “F7” to return to Menu EEA400.

• PRESS “Cmd2” or “F2” to enter another LTA contract approval.</td></tr>
<tr><td>a decrease in C/S approval on a previously approved contract is needed for the following reasons:

• AD-245 will not be issued for a scheduled practice

• performance will not be earned for a practice

Note: In this case, ensure that AD-245 is canceled before decreasing the contract approval. See paragraph 427.

• LTA is canceled or terminated

• slippage occurred on AD-245 for the contract and the funds will not be needed for the contract</td><td>amount of the decrease with a negative sign (-) and PRESS “Enter”.</td></tr>
<tr><td colspan="2">When all data is verified to be correct, PRESS "Enter".</td></tr>
</table>

427 Canceling AD-245's for LTA Contracts

A Canceling AD-245's

Before decreasing the approval amount on an LTA contract according to paragraph 426, do the following.

- Print ACP-301. Review the report for control numbers that have been created for the LTA contract.

- All AD-245's that have not had performance recorded and practices that will not be performed **shall** be canceled according to Part 5 **before** the LTA contract approval is decreased.

428 Changing Applicant ID on LTA Contract

A Applicant ID

When an LTA contract approval is recorded according to paragraph 426, the applicant's ID is entered for LTA.

Change or correct the applicant ID on an LTA contract according to subparagraph B.

B Entering Applicant ID Change

Change or correct the applicant ID on an LTA contract as follows.

<table>
<tr><th>Step</th><th>Action</th><th colspan="2">Result</th></tr>
<tr><td>1</td><td>On Menu EEA000:

• ENTER “4”
• PRESS “Enter”.</td><td colspan="2">Menu EEA400 will be displayed.</td></tr>
<tr><td>2</td><td>On Menu EEA400:

• ENTER “5”
• PRESS “Enter”.</td><td colspan="2">Screen EEA40500 will be displayed.</td></tr>
<tr><td rowspan="3">3</td><td rowspan="3">On Screen EEA40500:

• enter the ledger code to be accessed
• PRESS “Enter”.

The eligible program codes on the County Eligibility Table will be displayed for selection.</td><td>IF the program code selected...</td><td>THEN...</td></tr>
<tr><td>has multiple fund codes</td><td>Screen EEA40505 will be displayed. Go to step 4.</td></tr>
<tr><td>does not have multiple fund codes</td><td>Screen EEA44000 will be displayed. Go to step 5.</td></tr>
<tr><td>4</td><td>On Screen EEA40505:

• enter the fund code
• PRESS “Enter”.

The eligible fund codes on the County Eligibility Table will be displayed for selection.</td><td colspan="2">Screen EEA44000 will be displayed.</td></tr>
</table>

428 Changing Applicant ID on LTA Contract (Continued)

B Entering Applicant ID Change (Continued)

Step	Action	Result
5	On Screen EEA44000: • enter the contract number for LTA • PRESS "Enter". The contract number consists of FY the contract was approved, the sequential number assigned to the contract, and a suffix if applicable (CCFY XXXX X). **Ensure** that the correct contract number is entered before pressing "Enter".	Screen EEA44005 will be displayed.
6	On Screen EEA44005, the previously entered applicant ID, name, and address will be displayed. Complete the following to change the applicant ID. • Delete the last 4 positions of the previously entered applicant's ID. • Enter the last 4 positions of ID for the applicant to be recorded on LTA and PRESS "Enter".	Screen EEA44010 will be displayed.
7	On Screen EEA44010, the new applicant ID, name, and address will be displayed. • Leave the "C/S amount approved" field blank. • PRESS "Enter".	Screen EEA44015 will be displayed with the message, "Change(s) updated on ledger as shown above". A ledger transaction will be posted to the ledger as "Producer Change" with the new applicant's name and no changes to the contract approval amount. All subsequent ledger postings for LTA will be recorded with the new applicant's name.

429-438 (Reserved)

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Section 4 Delete LTA Contracts

439 Deleting LTA Contracts

A Criteria

LTA contracts can be deleted according to this paragraph if all of the following criteria exists.

- LTA contract has expired or been canceled.
- LTA contract has had no performance recorded in the previous or current FY.
- On the Sequential LTA Contracts/Agreements Report, the LTA contract has no amount in the C/S amount approved, performance amount approved, and performance amount earned columns, and a zero in the balance available column.

  Note: See paragraph 426 for instructions to reduce C/S amounts approved to zero.

- All AD-245's for the LTA contract have been canceled or have final performance recorded in the system. To ensure that this exists, complete the following:
  - print the ACP-301 report
  - verify that all AD-245's for the LTA contract have either been canceled or have a performance date.

Important: LTA contracts that have accelerated payments and are paid in the first year of the contract shall not be deleted in case further action is needed throughout the lifespan of the contract.

439 Deleting LTA Contracts (Continued)

B Deleting Contracts From the System

Delete LTA contracts that meet criteria in subparagraph A as follows.

Step	Action	Result	
1	On Menu EEA000: • ENTER "4" • PRESS "Enter".	Menu EEA400 will be displayed.	
2	On Menu EEa400: • ENTER "7" • PRESS "Enter".	Screen EEA40500 will be displayed.	
3	On Screen EEA40500: • enter the number for the ledger code • PRESS "Enter". The eligible programs on the County Eligibility Table will be displayed for selection.	**IF the program code selected...**	**THEN...**
		has multiple fund codes	Screen EEA40505 will be displayed. Go to step 4.
		does not have multiple fund codes	Screen EEA45000 will be displayed. Go to step 5.
4	On Screen EEA40505: • enter the fund code • PRESS "Enter". The eligible fund code on the County Eligibility Table will be displayed for selection.	Screen EEA45000 will be displayed.	

439 Deleting LTA Contracts (Continued)

B Deleting Contracts From the System (Continued)

Step	Action	Result
5	On Screen EEA45000, LTA contracts that have a zero balance available and have no amounts in the C/S amount approved, performance amount approved, and performance amount earned columns on the Sequential LTA Contracts/Agreements Report and have not had any performance recorded in the previous and current FY will be displayed. Ensure that all AD-245's for the contract either have been canceled or have final performance recorded according to subparagraph A. Enter the number for the contract number to be deleted and PRESS "Enter".	Screen EEA45005 will be displayed.
6	On Screen EEA45005, the question, "Is this the contract you wish to delete (Y or N)?", will be displayed. ENTER "Y" to delete the contract and PRESS "Enter".	Screen EEA45000 will be redisplayed with the message, "Contract has been deleted". PRESS "Cmd7" or "F7" to return to Menu EEA400.

440-463 (Reserved)

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Section 5 Refunds

464 Record Refunds

A Refunds

Handle refunds according to 3-FI.

The refund option is available only by using a password available from CEPD through your State Office.

Refunds shall be recorded only for:

- repayment of C/S on AD-245's that are no longer accessible to record the correction through AD-245 correction after performance processing
- recording expired checks that will not be replaced by a substitute check
- payments on a claim that is based on a receivable established before installing conservation/accounting interface software contained in County Software Release No. 492.

This paragraph does not apply to SIP or CRP.

Important: Refunds are not interfaced with accounting software so they must be processed on CCC-257 before recording the refund on the ledger. Refunds on claims originating from CRES overpayments that are collected on CCC-257 in the current year must be recorded on the ledger by the end of the current FY according to this section.

464 Record Refunds (Continued)

B Recording Refunds

Record refunds according to the following.

Step	Action	Result	
1	On Menu EEA400: • ENTER "2" • PRESS "Enter".	Screen EEA40501 will be displayed.	
2	Screen EEA40501 requires a password to be entered. Because of the restrictive nature of using the refund option after the accounting interface software installation, a password will be provided by CEPD through the State Office to allow access. **Note:** The user can PRESS "Cmd7" or "F7" to end the refund process and return to this screen later when contacted by CEPD. When the proper password is entered, PRESS "Enter".	Screen EEA40500 will be displayed.	
3	Enter the number for the program to be accessed and PRESS "Enter".	**IF the program entered...**	**THEN...**
		has multiple fund codes	Screen EEA40505 will be displayed. Go to step 3.
		does not have multiple fund codes	Screen EEA41500 will be displayed. Go to step 4.

464 Record Refunds (Continued)

B Recording Refunds (Continued)

<table>
<tr><th>Step</th><th>Action</th><th colspan="2">Result</th></tr>
<tr><td>4</td><td>On Screen EEA40505:

• enter the fund code
• PRESS “Enter”.</td><td colspan="2">Screen EEA41500 will be displayed.</td></tr>
<tr><td rowspan="4">5</td><td rowspan="4">On Screen EEA41500, enter:

• 4-digit program year that the original payment was issued.

• control number for the original payment. If original payment did not have a control number (issued before CRES AD-862 data), enter the program year and CCC-257 number.

• refund amount.

• Do not include any interest paid.

• Do not enter a minus or plus sign when entering an initial refund. The system will automatically post refunds as negatives on the ledger.

• If an adjustment is being made to a previously entered refund and the refund amount needs to be decreased for the initially entered refund amount, indicate with a negative sign (-).

• If an adjustment is being made to a previously entered refund and the refund amount needs to be increased, do not enter a sign.

• When all data are verified to be correct, PRESS “Enter”.</td><td colspan="2">Screen EEA41505 will be displayed.</td></tr>
<tr><td>IF the control number is...</td><td>THEN...</td></tr>
<tr><td>not found on file</td><td>go to step 6.</td></tr>
<tr><td>found on file</td><td>go to step 7.</td></tr>
</table>

464 Record Refunds (Continued)

B Recording Refunds (Continued)

Step	Action	Result
6	On Screen EEA41505, the message, "The entered control number is not present on the AD-245 file. Press "Enter" if you still wish to record this refund", will be displayed on the screen. • PRESS "Enter" if control number is correct. • PRESS "Cmd4" or "F4" to enter a new control number.	Go to step 7.
7	Screen EEA41505 will be displayed with the message, "Refund has been recorded on ledger". • PRESS "Cmd2" or "F2" to enter another refund and follow steps 1 through 5. • PRESS "Cmd7" or "F7" to return to Menu EEA400.	Menu EEA400 will be displayed.

464 Record Refunds (Continued)

C Example of Screen EEA41505

The following is an example of Ledger Refunds Screen EEA41505.

```
Conservation                          077-BEACONSTREET                  Display       EEA41505
Ledger Refunds Screen                                                Version: AD20  02-11-2003 12:23 Term E1
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 2003        Ledger Code: ECPD

                                  Program Year:          2000

                                  Control Number:  2000    12

                                  Refund Amount:         350









Cmd2=Return To "Enter Ledger Code"  Cmd4=Previous Screen  Cmd7=End
IM: Refund has been recorded on ledger.
```

465 Record Refunds in a Closed Ledger

A Record Refund

If the program ended in a prior FY with all obligations either paid or canceled, and a refund is collected this FY, the transaction should be handled as follows.

- Update County Eligibility Table to make the program eligible.
- Record the refund on the Ledger Refund Screen according to paragraph 464.
- The refund amount will display on the ledger as a negative entry in columns 4, 5, and 6 and as a positive entry in column 7.

B Return Funds to State Office

Since the program was completed in a prior FY in the county, the funds may not be needed in the county and should be returned to the State Office. Handle as follows.

- Record the allocation decrease on the Allocation Ledger Entry Screen according to Section 1.
- Notify the State Office that the funds are being returned.
- The allocation column of the ledger will be a negative entry.
- The ledger balance should reflect a negative entry in columns 3, 4, 5, and 6 and a zero in column 7. At the end of FY, rollover will zero out this ledger.

465 Record Refunds in a Closed Ledger (Continued)

C Example of Ledger

The following is an example of the Sequential Ledger Entry Report EEA425-R007 reflecting the refund recorded in a closed ledger and returned to the State Office.

At the end of FY, rollover will automatically zero out this ledger.

ANYSTATE — U. S. Department of Agriculture — Prepared: 01-15-2002
ANYCOUNTY — Farm Service Agency — As Of: 01-15-2002
Report ID: EEA425-R007 — County Allocation Control Ledger — Page: 1
Fiscal Year: 2002 — Sequential Ledger Entry — Ledger Code: ECPT
Date From 10-01-2001 Thru 01-15-2002 — Fund Code: 00

DATE	DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. / FARM/P-A, CNTR # - PROD.)	ALLOCATION AND CHANGES AMOUNT	COST-SHARE ASSISTANCE PERFORMED APPROVED	COST-SHARE ASSISTANCE PERFORMED AMOUNT APPROVED	COST-SHARE ASSISTANCE PERFORMED AMOUNT EARNED	BALANCE AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
01-15-2002	2000 REFUND 2000 0036		500-	500-	500-	500
01-15-2002	CURRENT BALANCE		500-	500-	500-	500

466 Record Returned Refund in State Reserve

A Record Refund

When the County Office returns the refund amount to the State Office, the State Office must record the returned refund amount in the State reserve. The allocation amount on FSA-357 will not change because of refunds.

The refund amount can be transferred to other County Offices as an allocation. If the program is completed in the State (such as ECP), the funds should be returned to the national level.

B If Refund Allocated to Another County

If the refund amount will be allocated to another County Office:

- allocate the funds to the County Office the same as other allocation changes
- instruct the County Office to record the allocation according to Section 1
- reduce the State reserve by the amount allocated to the County Office.

Note: The sum of the county allocations plus the State C/S reserve and the technical assistance reserve will equal the State allocation on FSA-357.

467 Return Refunds to National Level for Closed Programs

A Funds Returned to National Level

Refund for closed programs should be returned to the National Office as soon as received.

Notify CEPD, by memorandum, of the return of funds. When FSA-357 is received in the State Office, reduce the State reserve by the amount of the refund. If the program had been completed in the State in a prior FY, the State allocation will be a negative entry on FSA-357. At the end of FY, rollover will zero out this program.

468-478 (Reserved)

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Section 6 Ledger Adjustments

479 Record Ledger Adjustments

A Password and Approval for Ledger Adjustments

Under no circumstances shall a County Office make a ledger adjustment according to this paragraph **without** obtaining approval from the State Office. Access to ledger adjustments is limited by a password available from CEPD through the State Office.

Important: County Offices **are required** to contact State Offices for a password and approval to make ledger adjustments or contract adjustments.

B Adjustments to Ledgers

Make adjustments to the ledger according to this paragraph only when the adjustment cannot be made by correcting an automated AD-245. Correcting the automated AD-245 may adjust the ledger without having to make a ledger adjustment according to this paragraph. Always ensure that the amounts are correct on AD-245 before making a ledger adjustment according to this paragraph.

Ledger adjustments according to this paragraph are primarily to be used to correct posting errors that occurred before installing the accounting interface software contained in County Software Release No. 492.

When a ledger adjustment is made according to this paragraph, the ledger will not reflect a transaction for a specific control number, only that an adjustment has been made.

After an adjustment is updated to the ledger, print the Sequential Ledger Entry Report according to Section 9. Manually document on the ledger why the ledger adjustment was made (control number, reason why, person's name that authorized the adjustment, etc.). File the ledger according to 25-AS.

479 Record Ledger Adjustments (Continued)

C Example of Screen EEA40501

The following is an example of County Allocation Control Ledger Screen EEA40501. This warning screen will be displayed when option 5 is selected on Menu EEA400.

```
Conservation                              077-ANYCOUNTY                              EEA40501
County Allocation Control Ledger Screen                    Version: AD14  11-15-2002 15:21 Term E0
-------------------------------------------------------------------------------------------------

                                    Record Ledger Adjustments

                                        W A R N I N G

                    To run this procedure, you must obtain authorization and a
                    password from CEPD through your State Office.



                                 Current Session Date:  20021115
                                                Time:  152124

                                          Password:



Enter=Continue  Cmd7=End
```

479 Record Ledger Adjustments (Continued)

D Entering Ledger Adjustment Data

Complete the following to record a ledger adjustment to the Sequential Ledger Entry Report. An adjustment made according to this subparagraph will **not** post an adjustment to an LTA contract or the Sequential LTA Contracts/Agreements Report. If an adjustment needs to be made to an LTA contract, follow paragraph 480.

Step	Action	Result
1	On Menu EEA000: • ENTER "4" • PRESS "Enter".	Menu EEA400 will be displayed
2	On Menu EEA400: • ENTER "4" • PRESS "Enter".	Screen EEA40501 will be displayed
3	Screen EEA40501 requires a password to be entered. Because of the limited reasons for recording ledger adjustments after the accounting interface software installation, a password will be provided by CEPD through the State Office to allow access. **Note:** PRESS "Cmd7" or "F7" to end the ledger adjustment process and return to this screen later when contacted by CEPD. When the proper password is entered, PRESS "Enter".	Screen EEA40500 will be displayed.

479 Record Ledger Adjustments (Continued)

D Entering Ledger Adjustment Data (Continued)

Step	Action	Result	
4	On Screen EEA40500: • enter the number for the ledger code to be accessed • PRESS "Enter". Programs eligible on the County Eligibility Table will be displayed for selection.	**IF the ledger code entered...**	**THEN...**
		has multiple fund codes	Screen EEA40505 will be displayed. Go to step 5.
		does not have multiple fund codes	• Screen EEA43500 will be displayed if program is for LTA (go to step 6) • Screen EEA43505 will be displayed if program is not for LTA. Go to step 7.
5	On Screen EEA40505: • enter the fund code • PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	• Screen EEA43500 will be displayed if program is for LTA. Go to step 6. • Screen EEA43505 will be displayed if program is not for LTA. Go to step 7.	
6	On Screen EEA43500: • leave the "contract number" field blank • PRESS "Enter" to adjust Sequential Ledger Entry Report. **Note:** To make a contract adjustment, see paragraph 480.	Screen EEA43505 will be displayed with current ledger balances.	

479 Record Ledger Adjustments (Continued)

D Entering Ledger Adjustment Data (Continued)

Step	Action	Result
7	**"C/S Amount Approved" field**. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the C/S amount approved column on the Sequential Ledger Entry Report. • If an adjustment to this field is not needed, leave the field blank.	
	"Performance Amount Approved" field. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the performance amount approved column on the Sequential Ledger Entry Report. • If an adjustment to this field is not needed, leave the field blank.	

479 Record Ledger Adjustments (Continued)

D Entering Ledger Adjustment Data (Continued)

Step	Action	Result
7 (Cntd)	"**Performance Amount Earned" field**. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the performance amount earned column on the Sequential Ledger Entry Report. • If an adjustment to this field is not needed, leave the field blank.	

479 Record Ledger Adjustments (Continued)

D Entering Ledger Adjustment Data (Continued)

Step	Action	Result
7 (Cntd)	**"Balance Available" field**. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the balance available for commitment column on the Sequential Ledger Entry Report. • If an adjustment to this field is not needed, leave the field blank.	Screen EEA43510 will be displayed with the message, "Changes(s) updated on ledger as shown above", and the ledger will be updated. New ledger balances will be displayed on the screen. • PRESS "Cmd7" or "F7" to return to Menu EEA400. • PRESS "Cmd2" or "F2" to make a ledger adjustment for a different program.
	When all data have been verified to be correct, PRESS "Enter".	

480 Record Ledger Adjustments for a Specific LTA Contract

A Password and Approval for Contract Ledger Adjustments

Under no circumstances shall a County Office make a ledger adjustment according to this paragraph **without** obtaining approval from the State Office. Access to ledger adjustments is limited by a password available from CEPD through the State Office.

Important: County Offices **are required** to contact State Offices for a password and approval to make ledger adjustments or contract adjustments.

B Adjustments to Ledgers for a Specific Contract

Make adjustments to the ledger for a specific LTA contract according to this paragraph only when the adjustment cannot be made by correcting an automated AD-245. Correcting the automated AD-245 may adjust the ledger and contract without having to make a ledger adjustment according to this paragraph. Always ensure that the amounts are correct on AD-245 for the contract before making a ledger adjustment for a specific contract according to this paragraph.

When a ledger adjustment is made according to this paragraph:

- the Sequential Ledger Entry Report will not reflect a transaction for a specific control number, only that a contract adjustment has been made

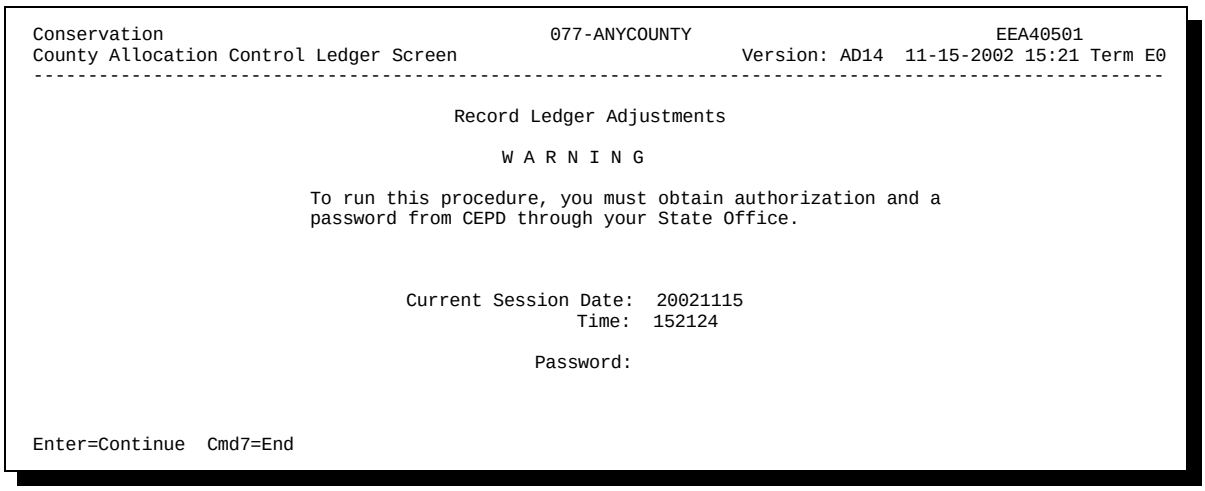
- only the Sequential LTA Contracts/Agreements Report will reflect the adjustment for the contract.

After an adjustment is updated to the ledger, print the Sequential Ledger Entry Report according to Section 9. Manually document on the ledger why the ledger adjustment for a specific contract was made (control number, contract number, amount of adjustment, reason why, person's name that authorized the adjustment, etc.). File the ledger according to 25-AS.

480 Record Ledger Adjustments for a Specific LTA Contract (Continued)

C Example of Screen EEA40501

The following is an example of County Allocation Control Ledger Screen EEA40501. This warning screen will be displayed when option 5 is selected on Menu EEA400.



D Two Ledger Adjustments Needed for LTA's

LTA ledger adjustments must be done twice to keep the two LTA ledgers in agreement. Record adjustments according to:

- paragraph 479 (without the contract number) to correct the Sequential Ledger Entry Report
- this paragraph (with the contract number) to correct the Sequential LTA Contracts/Agreements Report.

After the manual adjustments are made, print the Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Report. Ensure that columns 4, 5, and 6 on the Sequential LTA Contracts/Agreements Report match columns 4, 5, and 6 on the Sequential Ledger Entry Report for the program and fund code. There should only be a difference if a refund has been posted on the Sequential Ledger Entry Report.

480 Record Ledger Adjustments for a Specific LTA Contract (Continued)

E Entering Ledger Adjustment Data for a Specific Contract

Complete the following to record a contract adjustment to a specific LTA contract and the Sequential LTA Contracts/Agreements Report.

Note: An adjustment made according to this subparagraph will **not** post an adjustment to the Sequential Ledger Entry Report although a contract adjustment entry will print without any amount entries. If an adjustment needs to be made to the LTA Sequential Ledger Entry Report, follow paragraph 479.

Step	Action	Result
1	On Menu EEA000: • ENTER "4" • PRESS "Enter"	Menu EEA400 will be displayed
2	On Menu EEA400" • ENTER "4" • PRESS "Enter".	Screen EEA40501 will be displayed
3	Screen EEA40501 requires a password to be entered. Because of the limited reasons for recording ledger adjustments after the accounting interface software installation, a password will be provided by CEPD through the State Office to allow access. **Note:** PRESS "Cmd7" or "F7" to end the ledger adjustment process and return to this screen later when contacted by CEPD. When the proper password is entered, PRESS "Enter".	Screen EEA40500 will be displayed.

480 Record Ledger Adjustments for a Specific LTA Contract (Continued)

E Entering Ledger Adjustment Data for a Specific Contract (Continued)

Step	Action	Result	
4	On Screen EEA40500: • enter the number for the LTA ledger code to be accessed • PRESS "Enter". Programs eligible on the County Eligibility Table will be displayed for selection.	**IF the ledger code entered...**	**THEN...**
		has multiple fund codes	Screen EEA40505 will be displayed. Go to step 5.
		does not have multiple fund codes	Screen EEA43500 will be displayed. Go to step 6.
5	On Screen EEA40505: • Enter the fund code • PRESS "Enter". Fund codes eligible on the County Eligibility Table will be displayed for selection.	Screen EEA43500 will be displayed.	
6	On Screen EEA43500: • enter the contract number • PRESS "Enter" to adjust a specific contract and the Sequential LTA Contracts/Agreements Report.	Screen EEA43505 will be displayed with the current contract balances.	

480 Record Ledger Adjustments for a Specific LTA Contract (Continued)

E Entering Ledger Adjustment Data for a Specific Contract (Continued)

Step	Action	Result
7	**"C/S Amount Approved" field**. An amount cannot be entered in this field for a contract adjustment. If an increase or decrease in the C/S approved amount for the contract needs to be made, see Section 3.	
	"Performance Amount Approved" field. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the performance amount approved column on the Sequential LTA Contracts/Agreements Report. • If an adjustment to this field is not needed, leave the field blank.	
	"Performance Amount Earned" field. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the performance amount earned column on the Sequential LTA Contracts/Agreements Report. • If an adjustment to this field is not needed, leave the field blank.	

480 Record Ledger Adjustments for a Specific LTA Contract (Continued)

E Entering Ledger Adjustment Data for a Specific Contract (Continued)

Step	Action	Result
7 (Cntd)	**"Balance Available" field**. Enter the amount to be adjusted in this field. • If the correction is to be subtracted, enter minus sign (-) before the amount. • A plus sign (+) shall not be used when entering a positive amount. • The amount will only adjust the balance available for commitment column on the Sequential LTA Contracts/Agreements Report which in turn will provide a new remaining balance to be earned for the contract. • If an adjustment to this field is not needed, leave the field blank.	Screen EEA43510 will be displayed with the message, "Changes(s) updated on ledger as shown above", and the ledger will be updated. New contract balances will be displayed on the screen. • PRESS "Cmd7" or "F7" to return to Menu EEA400. • PRESS "Cmd2" or "F2" to make a ledger adjustment for a different program.
	When all data is verified to be correct, PRESS "Enter".	

481-491 (Reserved)

Section 7 (Reserved)

492-506 (Reserved)

--

Section 8 Monthend Summaries

507 Monthend Record

A Monthend Ledger Record

On the first day of each month, the system creates a monthend record in the ledger file containing the ledger balances for the last day of the month.

The monthend records can be obtained by either of the following methods:

- printing the Sequential Ledger Entry Report according to Section 9
- displaying the monthend summary screen according to paragraph 508.

508 Display Monthend Summaries

A Monthend Summaries

Display a summary of the monthend records and the current balance for a ledger as follows.

Step	Action	Result	
1	On Menu EEA000: • ENTER "4" • PRESS "Enter".	Menu EEA400 will be displayed.	
2	On Menu EEA400: • ENTER "6" • PRESS "Enter".	Screen EEA40500 will be displayed.	
3	On Screen EEA40500: • enter the number for the ledger code • PRESS "Enter". The eligible programs on the County Eligibility Table will be displayed for selection.	**IF ledger code...**	**THEN...**
		has multiple fund codes	Screen EEA40505 will be displayed. Go to step 4.
		does not have multiple fund codes	Screen EEA44500 will be displayed. Go to step 5.
4	On Screen EEA40505: • enter the applicable fund code from the displayed list of eligible fund codes • PRESS "Enter".	Screen EEA44500 will be displayed.	
5	The carry forward amount, monthend amount for each past month, and current balance amount will be displayed.	• PRESS "Cmd7" or "F7" to return to Menu EEA400. • PRESS "Cmd4" or "F4" to display monthend summary for another program.	

509-519 (Reserved)

Section 9 Ledger Reports

520 Verifying Ledger Report Data

A Ledgers

Automated ledger reports are the accounting control documents for conservation funds.

B Review Ledgers

Review the Sequential Ledger Entry Report for all ANA and LTA programs and the Sequential LTA Contracts/Agreements Report for all LTA programs on the last workday of each month. See subparagraph C.

Ensure that ledgers are in balance.

- Make any necessary corrections on the last workday of the month so that progress reports prepared on the first workday of the month are correct.

- Contact the State Office for assistance.

Review the LTA Contracts/Agreements With No Active AD-245's Report for all LTA programs on the last workday of each month. See subparagraph C.

C Verifying Ledger Data

Verify ledger data on the **last workday of each month**.

For ANA's, ensure that the ledger balance on the Sequential Ledger Entry Report is correct for each column.

Important: Column 3, minus column 4, plus column 5, minus column 6, **must** equal column 7. If it does not, determine the problem and take the necessary action to correct the ledger. ACP-305 will not transmit on the first workday of the month if ledger is out of balance.

520 Verifying Ledger Report Data (Continued)

C Verifying Ledger Data (Continued)

For LTA's, verify the following.

- Ensure that the ledger balance on the Sequential Ledger Entry Report is correct for each column.

  Important: Column 3, minus column 4, plus column 5, minus column 6, **must** equal column 7. If it does not, determine the problem and take the necessary action to correct the ledger. ACP-305 will not transmit on the first workday of the month if ledger is out of balance.

- Ensure that columns 4, 5, and 6 on the Sequential LTA Contracts/Agreements Report match columns 4, 5, and 6 on the Sequential Ledger Entry Report for the program and fund code. There should only be a difference if a refund has been posted on the Sequential Ledger Entry Report.

- Ensure that column 4, minus 5 on the Sequential Ledger Entry Report equals column 7 on the Sequential LTA Contracts/Agreements Report for the program and fund code.

- Review the LTA Contracts/Agreements With No Active AD-245's Report. This report will indicate LTA's with a remaining contract balance that have no current AD-245's associated with the contract.

  - Review CPO to ensure that the remaining contract balance will be earned at a subsequent time for LTA. If the remaining balance will be earned for the contract and AD-245's will be created in the future, no action is needed at this time.

  - If all practices have been completed for LTA and the remaining balance is no longer needed for the contract, decrease the remaining contract balance according to Section 3. The contract balance will be decreased from the contract and added to the ledger balance available for commitment for the program.

521 Printing Ledger Reports

A Ledger Reports

Print ledger reports according to this paragraph.

B Example of Screen EEA42000

The following is an example of Ledger Reports Screen EEA42000.

Note: On Screen EEA42000, options 6, 8, and 9 will not display on the screen if the ledger code entered is an ANA program.

```
Conservation                      000-ANYCOUNTY             Selection     EEA42000
Ledger Reports Screen                                Version: AC98  02-12-2002 15:39 Term E0
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 2002        Ledger Code: ACP-LTA           Fund Code: 00

            Action
             Code                 Ledger Reports

                  1.    Current Fiscal Year Ledger Report
                         Request For Specific Ledger Information:
                  2.          Control Number
                  3.          Farm Number
                  4.          Pooling Agreement Number
                  5.          Last 4 Positions Of Producer ID
                               (Leave Blank To Do Inquiry)
                  6.          Contract/LTA/NO
                  7.    Sequential Ledger Entry Report
                  8.    Sequential LTA Contract/Agreement Report
                  9.    LTA Contracts/Agreements With No Active AD-245's

Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

521 Printing Ledger Reports (Continued)

C Printing Ledgers

Print ledger reports according to the following.

Step	Action	Result
1	On Menu EEA000: • ENTER “4” • PRESS “Enter”.	Menu EEA400 will be displayed.
2	On Menu EEA400: • ENTER “3” • PRESS “Enter”.	Screen EZZ50000 will be displayed.
3	On Screen EZZ50000, enter • printer ID and PRESS “Field Exit”. • number of copies to be printed. PRESS “Enter”.	Screen EEA40500 will be displayed.

521 Printing Ledger Reports (Continued)

C Printing Ledgers (Continued)

Step	Action	Result	
4	On Screen EEA40500: • enter the number for the ledger code to be accessed • PRESS "Enter". Programs eligible on the County Eligibility Table will be displayed for selection.	**IF program entered...**	**THEN...**
		has multiple fund codes	Screen EEA40505 will be displayed. Go to step 5.
		does not have multiple fund codes	Screen EEA42000 will be displayed. Go to step 6.
5	On Screen EEA40505: • enter the applicable fund code from the displayed list of eligible fund codes • PRESS "Enter".	Screen EEA42000 will be displayed.	

521 Printing Ledger Reports (Continued)

C Printing Ledgers (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td rowspan="4">6</td><td colspan="2">On Screen EEA42000:

• enter the option of the ledger report to be printed and the corresponding data for options 2, 3, 4, 5, and 6

• PRESS “Enter”.</td><td rowspan="4">The number of copies of the ledger entered on Screen EZZ5000 will print. Enter another report option or PRESS “Cmd7” or “F7” to return to Menu EEA400.</td></tr>
<tr><td>IF...</td><td>THEN...</td></tr>
<tr><td>option 2, 3, 4, 5, 6, or 7 was entered</td><td>• enter the date of the data desired and PRESS “Enter”

• leave “Date” field blank if entire FY data are desired and PRESS “Enter”.</td></tr>
<tr><td>option 1, 8, or 9 was entered</td><td>“Date” field will not be displayed.</td></tr>
</table>

521 Printing Ledger Reports (Continued)

C Printing Ledgers (Continued)

Step	Action		Result
7	See the following paragraphs for applicable ledger reports.		
	Paragraph	**Report**	
	522	Current FY Balance Report EEA425-R001	
	523	Transactions by Control Number Report EEA425-R002	
	524	Transactions by Farm Number Report EEA425-R003	
	525	Transactions by Pooling Agreement Number Report EEA425-R004	
	526	Transactions by Producer ID Report EEA425-R005	
	527	Transactions by Contract/LTA Number Report EEA425-R006	
	528	Sequential Ledger Entry Report EEA425-R007	
	529	Sequential LTA Contracts/Agreements Report EEA425-R008	
	530	LTA Contracts/Agreements With No Active AD-245's Report EEA425-R009	

522 Current FY Balance Report

A Example of Current FY Balance Report

The following is an example of Current FY Balance Report EEA425-R001. To print the report, see paragraph 521.

Note: This report will show the ledger balance for the FY as of the current date.

LOUISIANA — U. S. Department of Agriculture — Prepared: 02-12-20
ANYCOUNTY — Farm Service Agency — As Of: 02-12-20
Report ID: EEA425-R001 — County Allocation Control Ledger — Page:
Fiscal Year: 2002 — Current Fiscal Year Balances — Ledger Code: ECPD
Fund Code: 00

DATE	DESCRIPTION OF TRANS. (DESCR. - CONTROL NO. FARM/P-A, CNTR # - PROD.)	ALLOCATION AND CHANGES AMOUNT	COST-SHARE ASSISTANCE AMOUNT APPROVED	COST-SHARE ASSISTANCE PERFORMED AMOUNT APPROVED	COST-SHARE ASSISTANCE PERFORMED AMOUNT EARNED	BALANCE AVAILABLE FOR COMMITMENT
(1)	(2)	(3)	(4)	(5)	(6)	(7)
02-12-2002	CURRENT BALANCE	8,713	2,053	1,740	1,740	6,660

523 Transactions by Control Number Report

A Example of Transactions by Control Number Report

The following is an example of Transactions by Control Number Report EEA425-R002. This report can be printed for specific ledger information. To print the report, see paragraph 521.

Important: The data for this report only contain current FY transactions. These are the same data that print on the Sequential Ledger Entry Report for the current FY.

```
ANYSTATE                                  U. S. Department of Agriculture                  Prepared: 03-19-2002
ANYCOUNTY                                      Farm Service Agency                            As Of: 03-19-2002
Report ID: EEA425-R002                     County Allocation Control Ledger                     Page:          1
Fiscal Year: 2002                        Transactions By Control Number                 Ledger Code:  ECPD
                                        Date From 10-01-2001 Thru 03-19-2002              Fund Code:  00
-------------------------------------------------------------------------------------------------------------------
           *   DESCRIPTION OF TRANS.    * ALLOCATION  *           COST-SHARE ASSISTANCE              *     BALANCE
                                                      ___________________________________
    DATE   *   (DESCR. - CONTROL NO.    * AND CHANGES *   AMOUNT   *           PERFORMED            *  AVAILABLE FOR
                                                                   _____________________________
           *  FARM/P-A, CNTR # - PROD.) *   AMOUNT    *  APPROVED  * AMOUNT APPROVED * AMOUNT EARNED *   COMMITMENT
-----(1)---------------(2)------------------(3)-----------(4)------------(5)--------------(6)--------------(7)-------


10-04-2001  C/S APPROVED    2002 0032                        840                                            6,660
               1898            U S FARMER
10-31-2001  FINAL PAYMENT   2002 0032                                          840            840            6,660
               1898            U S FARMER
```

524 Transactions by Farm Number Report

A Example of Transactions by Farm Number Report

The following is an example of Transactions by Farm Number Report EEA425-R003. This report can be printed for specific ledger information. To print the report, see paragraph 521.

Important: The data for this report only contain current FY transactions. These are the same data that print on the Sequential Ledger Entry Report for the current FY.

```
ANYSTATE                                  U. S. Department of Agriculture                  Prepared: 03-19-2002
ANYCOUNTY                                      Farm Service Agency                           As Of: 03-19-2002
Report ID: EEA425-R003                    County Allocation Control Ledger                     Page:          1
Fiscal Year: 2002                          Transactions By Farm Number                 Ledger Code:  ECPD
                                         Date From 10-01-2001 Thru 03-19-2002            Fund Code:  00
-------------------------------------------------------------------------------------------------------------
           *   DESCRIPTION OF TRANS.    * ALLOCATION  *           COST-SHARE ASSISTANCE              *     BALANCE
                                                      ___________________________________________
    DATE   *   (DESCR. - CONTROL NO.    * AND CHANGES *   AMOUNT   *           PERFORMED            *  AVAILABLE FOR
                                                                   ___________________________________
           *  FARM/P-A, CNTR # - PROD.) *   AMOUNT    *  APPROVED  * AMOUNT APPROVED * AMOUNT EARNED *   COMMITMENT
-----(1)---------------(2)-----------------(3)----------(4)-----------(5)-------------(6)-------------(7)-------

10-04-2001  C/S APPROVED    2002 0032                          840                                        6,660
              1898            U S FARMER
10-31-2001  FINAL PAYMENT   2002 0032                                                840            840  6,660
                              U S FARMER
```

525 Transactions by Pooling Agreement Number Report

A Example of Transactions by Pooling Agreement Number Report

The following is an example of Transactions by Pooling Agreement Number Report EEA425-R004. This report can be printed for specific ledger information. To print the report, see paragraph 521.

Important: The data for this report only contain current FY transactions. These are the same data that print on the Sequential Ledger Entry Report for the current FY.

```
ANYSTATE                                    U. S. Department of Agriculture                    Prepared: 03-19-2002
ANYCOUNTY                                         Farm Service Agency                           As Of: 03-19-2002
Report ID: EEA425-R003                       County Allocation Control Ledger                    Page:          1
Fiscal Year: 2002                      Transactions by Pooling Agreement Number          Ledger Code:  ECPD
                                          Date From 10-01-2001 Thru 03-19-2002            Fund Code:  00
-------------------------------------------------------------------------------------------------------------------
            *   DESCRIPTION OF TRANS.    * ALLOCATION  *           COST-SHARE ASSISTANCE              *     BALANCE
                                                       ___________________________________________
    DATE    *   (DESCR. - CONTROL NO.    * AND CHANGES *   AMOUNT   *           PERFORMED            *  AVAILABLE FOR
                                                                     ___________________________________
            *  FARM/P-A, CNTR # - PROD.) *   AMOUNT    *  APPROVED  * AMOUNT APPROVED * AMOUNT EARNED *   COMMITMENT
-----(1)----------------(2)-----------------(3)----------(4)-----------(5)-------------(6)-------------(7)-------

10-01-2001  C/S APPROVED    2001 0006                        1,000                                          8,400
                2               U S FARMER
11-04-2001  FINAL PAYMENT   2002 0006                                              1,000           900       8,500
                2               U S FARMER
```

526 Transactions by Producer ID Report

A Example of Transactions by Producer ID Report

The following is an example of Transactions by Producer ID Report EEA425-R005. This report can be printed for specific ledger information. To print the report, see paragraph 521.

Important: The data for this report only contain current FY transactions. These are the same data that print on the Sequential Ledger Entry Report for the current FY.

```
ANYSTATE                                  U. S. Department of Agriculture                  Prepared: 03-19-2002
ANYCOUNTY                                      Farm Service Agency                            As Of: 03-19-2002
Report ID: EEA425-R003                    County Allocation Control Ledger                     Page:          1
Fiscal Year: 2002                           Transactions By Producer ID                 Ledger Code:  ECPD
                                         Date From 10-01-2001 Thru 03-19-2002             Fund Code:  00
-------------------------------------------------------------------------------------------------------------------
           *   DESCRIPTION OF TRANS.    * ALLOCATION  *           COST-SHARE ASSISTANCE              *     BALANCE
                                                      ___________________________________________
    DATE   *   (DESCR. - CONTROL NO.    * AND CHANGES *   AMOUNT   *           PERFORMED            *  AVAILABLE FOR
                                                                   ____________________________________
           *  FARM/P-A, CNTR # - PROD.) *   AMOUNT    *  APPROVED  * AMOUNT APPROVED * AMOUNT EARNED *   COMMITMENT
-----(1)---------------(2)-----------------(3)----------(4)-----------(5)-------------(6)-------------(7)-------

10-01-2001  C/S APPROVED    2001 0006                       1,000                                          8,400
               1898           U S FARMER
 11-04-2001  FINAL PAYMENT   2002 0006                                          1,000           900            8,500
               1898           U S FARMER
```

527 Transactions by Contract/LTA Number Report

A Example of Transactions by Contract/LTA Number Report

The following is an example of Transactions by Contract/LTA Number Report EEA425-R006. This report can be printed for specific ledger information. To print the report, see paragraph 521.

Important: The data for this report only contain current FY transactions. These are the same data that print on the Sequential Ledger Entry Report for the current FY. If a contract number has a balance on the Sequential LTA Contracts/Agreements Report but no transactions have been posted for the current FY, the following report cannot be printed since there has been no current FY transactions for the contract number.

```
ANYSTATE                                  U. S. Department of Agriculture                  Prepared: 03-19-2002
ANYCOOUNTY                                      Farm Service Agency                           As Of: 03-19-2002
Report ID: EEA425-R005                     County Allocation Control Ledger                    Page:          1
Fiscal Year: 2002                        Transactions By Contract/LTA Number             Ledger Code:  ACP-LTA
                                         Date From 10-01-2001 Thru 03-19-2002             Fund Code:  00
-------------------------------------------------------------------------------------------------------------------
           *   DESCRIPTION OF TRANS.    * ALLOCATION  *           COST-SHARE ASSISTANCE              *     BALANCE
                                                                  _____________________________
    DATE   *   (DESCR. - CONTROL NO.    * AND CHANGES *   AMOUNT   *           PERFORMED          *  AVAILABLE FOR
                                                                  _____________________________
           *  FARM/P-A, CNTR # - PROD.) *   AMOUNT    *  APPROVED  * AMOUNT APPROVED * AMOUNT EARNED *   COMMITMENT
---(1)-----------------(2)-----------------(3)-----------(4)-----------(5)-------------(6)-------------(7)-------

01-04-2002  CANCELLED       2001 0037                                          100-           100-               0
                 1898 19900001  U S FARMER
01-04-2002  C/S APPROVED    0000                            300-                                              300
                        19900001  U S FARMER
```

528 Sequential Ledger Entry Report

A Example of Sequential Ledger Entry Report

The following is an example of Sequential Ledger Entry Report EEA425-R007. This report is the main control ledger for conservation funds. The data on this report will be current FY data from the ledger file. To verify data on this report, see paragraph 520. To print or display the report, see paragraph 521.

Important: This ledger must be in balance at all times. Column 3, minus column 4, plus column 5, minus column 6 must equal column 7.

Utah — U.S.Department of Agriculture — Prepared: 01-31-92
Uintah — Farm Service Agency — As of: 01-31-92
Report ID: EEA425-R007 — County Allocation Control Ledger — Page: 1
Fiscal Year: 1992 — Sequential Ledger Entry — Ledger Code: ACP-ANA
Date From 10-01-91 Thru 01-31-92 — Fund Code: 00

Date	Description of Trans. (Descr. - Control No Farm/P-A, Cntr# -Prod.) (1)(2)	Allocation and Changes Amount (3)	Cost-Share Assistance Amount Approvd (4)	Cost-Share Assistance Performed Amt Approvd (5)	Cost-Share Assistance Performed Amt Earned (6)	Balance Available For Commitment (7)
10-01-91	Carry Forward	121,039	20,000			101,039
01-03-92	C/S Approved 92 0011 984 Blanch Smith		2,000			99,039
01-03-92	C/S Approved 92 0012 1024 Fred Jones		3,000			96,039
01-17-92	Final Payment 92 0011 984 Blanch Smith			2,000	1,800	96,239
01-17-92	Final Payment 91 0045 425 Carl Freed			3,000	3,000	96,239
01-21-92	86 Refund 86 0034		500-	500-	500-	96,739
01-22-92	Partial Payment 91 0052			1,400	1,400	96,739
10-31-91	Month End	121,039	20,000			101,039
11-30-91	Month End	121,039	20,000			101,039
12-31-91	Month End	121,039	20,000			101,039
01-31-92	Current Balance	121,039	24,500	5,900	5,700	96,739

529 Sequential LTA Contracts/Agreements Report

A Example of Sequential LTA Contracts/Agreements Report

The following is an example of Sequential LTA Contracts/Agreements Report EEA425-R008. This report provides the amount of outstanding obligated funds for an LTA contract that are unearned. To verify data on the report, see paragraph 520. To print the report, see paragraph 521.

```
Utah                                    U.S.Department of Agriculture                          Prepared:  01-31-92
Uintah                                       Farm Service Agency                                As of: 01-31-92
Report ID:  EEA425-R008                  County Allocation Control Ledger                        Page: 1
Fiscal Year:  1992                     Sequential LTA Contracts/Agreements                  Ledger Code: ACP-LTA
                                         Date From 10-01-91 Thru 01-31-92                     Fund Code: 00
-------------------------------------------------------------------------------------------------------------------
          *    Description of Trans.   *   Allocation    *           Cost-Share Assistance          *  Balance
 Date     *    (Descr. - Control No    *   and Changes   *  Amount   *   Performed                  *  Available For
          *    Farm/P-A, Cntr# -Prod.  *   Amount        *  Approvd  * Amt Approvd *  Amt Earned    *  Commitment
--(1)---- *--------(2)-----------------*----(3)----------*---(4)-----*---(5)------------*-----(6)---*-------(7)-----

01-31-92       Current Balance                               10,500       2,000              2,000          8,500
                    89 0005   Fred Smith

01-31-92       Current Balance                                5,000                                          5,000
                    91 0006   Carl Hays

01-31-92       Current Balance                                8,000       4,000              4,000          4,000
                    91 0007   Mark Jones

01-31-92       Current Balance                               14,000       1,000              1,000         13,000
                    92 0008   Jay Reynolds

01-31-92       Totals                                        37,500       7,000              7,000         30,500
```

530 LTA Contracts/Agreements With No Active AD-245's Report

A Example of LTA Contracts/ Agreements With No Active AD-245's Report

The following is an example of LTA Contracts/ Agreements With No Active AD-245's Report EEA425-R009. This report provides a list of LTA's with an outstanding obligated balance with no outstanding AD-245's created for the contract. To verify data on the report, see paragraph 520. To print the report, see paragraph 521.

```
Utah                                    U.S.Department of Agriculture                        Prepared:  01-31-92
Uintah                                       Farm Service Agency                                As of: 01-31-92
Report ID:  EEA425-R009                  County Allocation Control Ledger                        Page: 1
Fiscal Year:  1992                LTA Contracts/Agreements With No Active AD-245's          Ledger Code: ACP-LTA
                                        Date From 10-01-91 Thru 01-31-92                      Fund Code: 00
-------------------------------------------------------------------------------------------------------------------
          *    Description of Trans.   *    Allocation    *      Cost-Share Assistance               *  Balance
 Date     *    (Descr. - Control No    *    and Changes   *   Amount *       Performed               *  Available For
          *    Farm/P-A, Cntr# -Prod.  *    Amount        *   Approvd*   Amt Approvd  *   Amt Earned  *  Commitment
--(1)---- *--------(2)-----------------*-----(3)----------*---(4)----*-----(5)--------*------(6)------*------(7)------

01-31-92       Current Balance                                  5,000                                      5,000
                    91 0006   Carl Hays

01-31-92       Totals                                           5,000                                      5,000
```

531-562 (Reserved)

Part 9 State Ledgers

563 Overview

A Ledgers

The automated State ledgers shall be used at the State level to control county allocations, T/A reserves, T/A payments issued, and C/S reserves.

Entries on ledgers must be in whole dollars.

The system will maintain FY State ledgers from entries made in the State CRES and county earnings at FY-end from uploaded ACP-305's.

Separate automated ledgers shall be maintained for all applicable programs and fund codes. National special projects as well as State special projects shall also be maintained by the system once they are created and entries recorded.

B State Office T.EU.TBL File

The current T.EU.TBL file is comprised of KCAO- and county-maintained records.

Some State Offices have restored a T.EU.TBL file from a County Office onto the State system when loading county files used for training purposes with no adverse effects.

However, once State ledger software is loaded, the T.EU.TBL file will be updated with State-maintained records. If this file is deleted and a county T.EU.TBL file is loaded, the State T/A and C/S reserve account records, as well as end-of-month and FY rollover processes, will be affected. Therefore, do **not** restore a T.EU.TBL file from a County Office onto the State system.

Important: Do **not** delete the T.EU.TBL file from the State computer once State ledger software has been loaded.

Note: Ensure that State computer operators are aware of this information.

563 Overview (Continued)

C Example of Menu EEF400

The following is an example of Conservation State Ledger Menu EEF400.

```
COMMAND                                        EEF400                                        INQUIRY 00
Conservation State Ledger Menu
-------------------------------------------------------------------------------------------------------

                          1.  Record Allocations
                          2.  Record T/A Reserve Account Payments
                          3.  Ledger Reports
                          4.  Update Prior FY Data Menu
                          5.  Establish Reserve Accounts Menu
                          6.  Establish Default Values

                         20.  Return to Application Primary Menu
                         21.  Return to Application Selection Menu
                         22.  Return to Office Selection Screen
                         23.  Return to Primary Selection Menu
                         24.  Sign Off

Cmd3=Previous Menu
Enter option and press “Enter”
```

D Accessing Menu EEF400

On Menu EEF000, ENTER “4” and PRESS “Enter” to access Menu EEF400.

564 (Reserved)

565 Recording Allocations and Reserves to State Ledger

A State Office Action

State Offices shall:

- immediately record allocations when received from the National Office
- record any county allocation changes, T/A reserve changes, or C/S reserve changes according to this section.

Note: T/A or C/S reserves established at the State level are referred to as “reserves” or “reserve amounts”, not “allocations.”

B Recording Data

Record State allocation changes, county allocation changes, T/A reserve amount changes, and C/S reserve amount changes in the system as follows.

Step	Action	Result	
1	On Menu EEF000: • ENTER “4” • PRESS “Enter”.	Menu EEF400 will be displayed.	
2	On Menu EEF400: • ENTER “1” • PRESS “Enter”.	Screen EEF40500 will be displayed.	
3	On Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS “Enter”. All ledger codes will be listed.	**IF the ledger code selected...**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed.
		does not have multiple fund codes	Screen EEF41000 will be displayed. Go to step 5.

565 Recording Allocations and Reserves to State Ledger (Continued)

B Recording Data (Continued)

Step	Action	Result	
4	On Screen EEF40505: • enter the fund code • PRESS "Enter".	**IF, on Screen EEF40500...**	**THEN...**
		ACP or ECP was the program selected	Screen EEF41000 will be displayed to reflect total program summary and selected ledger data.
		ECPHS, ECPHSF, SIP, or any single ledger program was the program selected	Screen EEF41000 will be displayed. Only the bottom portion of the screen will be displayed.
5	On Screen EEF41000, carefully review the entries to ensure that the allocation agrees with the allocation as recorded on FSA-357 before making changes. PRESS "Enter" to continue. **Note:** See subparagraphs C through E for examples of the screen	Screen EEF41005 will be displayed. See subparagraph F for an example of the screen.	

565 Recording Allocations and Reserves to State Ledger (Continued)

B Recording Data (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td>6</td><td colspan="2">Record increases or decreases in the “Total State Allocation” field, which will be reflected in the “Balance” field. The “Balance” field must be reduced to “0” by recording the allocation change in the “Total County Allocation” field, or 1 or more of the C/S or T/A reserve accounts.

Note: Funds may be placed in a C/S reserve account until county allocations are determined. The “Balance” field must be “0” before continuing. Enter allocation changes and PRESS “Enter” to continue.</td><td>Screen EEF41010 will be displayed. See subparagraph G for an example of the screen.</td></tr>
<tr><td rowspan="4">7</td><td colspan="2">Enter applicable county allocations if an amount was recorded in the “Total County Allocation” field on the previous screen. The “Balance” field reflects the amount that has not been designated for a specific county and must be “0” before the ledger will be updated. ENTER “Y” or “N” to the question, “Do you wish to see summary by District Director (Y or N)?”.</td><td rowspan="4">The message, “The ledger is in balance, PRESS ENTER to continue.”, will be displayed.

Important: PRESS “Enter” to update the ledger.

Screen EEF41020 will be displayed.</td></tr>
<tr><td>IF...</td><td>THEN...</td></tr>
<tr><td>“Y” was entered</td><td>Screen EEF41015 will be displayed by DD.

• PRESS “Cmd4” or “F4” to return to Screen EEF41010.

• PRESS “Enter” to continue.</td></tr>
<tr><td>“N” was entered</td><td>PRESS “Enter” to continue.</td></tr>
</table>

565 Recording Allocations and Reserves to State Ledger (Continued)

B Recording Data (Continued)

Step	Action		Result
8	On Screen EEF41020, ENTER "Y" or "N" to the question, "Do you wish to update the Ledger File (Y or N)?".		
	IF...	**THEN...**	
	"N" was entered	the system will automatically return to Menu EEF400.	Allocation and reserve changes will not be updated in the State ledger.
	"Y" was entered	Screen EEZ5000 will be displayed requesting printer ID.	The County Allocations Increases or Decreases Report will be routed to the print queue after the question in step 9 is answered. See paragraph 566 for an example of the report.

565 Recording Allocations and Reserves to State Ledger (Continued)

B Recording Data (Continued)

Step	Action		Result
9	On Screen EEF41020, ENTER "Y" or "N" to the question, "Do you want to print the county allocation memos (Y or N)?".		
	IF...	**THEN...**	
	"N" was entered	data will have to be gathered manually from the County Allocations Increases or Decreases Report if manual memorandums will be prepared later.	Memorandums will not be printed. Go to step 10.
	"Y" was entered to print automated memorandums to be sent to County Offices	Screen EEF41020 will display the message, "Change(s) updated on ledger file." PRESS "Cmd2", "F2", "Cmd7", or "F7". Screen EEZ5000 will be displayed requesting the printer ID.	The county allocation memorandums will be printed. See paragraph 567 for an example of memorandum.
10	When all allocation changes have been entered and updated according to steps 1 through 9: • PRESS "Cmd2" or "F2" to return to step 3 • PRESS "Cmd7" or "F7" to return to Menu EEF400.		

565 Recording Allocations and Reserves to State Ledger (Continued)

C Example of Screen EEF41000 for ACP

The following is an example of Ledger Program Summary Screen EEF41000 for ACP. The requested ledger and fund code will be reflected in reverse image on the bottom portion of the screen.

For an example of Screen EEF41000 for:

- ECP, see subparagraph D

  Note: The requested ledger will be displayed in reverse image.

- single ledger programs such as SIP, see subparagraph E.

Notes: The "Total T/A Reserve" field will only be displayed for applicable programs.

Review entries each time screen is accessed to ensure allocations agree with FSA-357.

```
 Conservation                                00-ANYSTATE                    Display       EEF41000
 Ledger Program Summary Screen                                  Version: AB53  03-08-2002 09:32 Term E0
 ------------------------------------------------------------------------------------------------------

                                   ALLOCATION PROGRAM SUMMARY FOR ACP

                                                 Total Program      Total ANA         Total LTA
   Total State Allocation                  $         871,113  $        558,611  $         312,502
 = Total T/A Reserve                                       0               0                 0
 + Total C/S Reserve                                 803,525         546,678           256,847
 + Total County Allocation                            67,588          11,933            55,655
 ------------------------------------------------------------------------------------------------------
 Fiscal Year: 2002   Ledger Code: ACP-ANA   Fund Code: 00

                                                 LEDGER SUMMARY

                                                 Total Program      Total ANA         Total LTA
   Total State Allocation                  $         673,410  $        558,611  $         114,799
 = Total T/A Reserve                                       0               0                 0
 + Total C/S Reserve                                 621,662         546,678            74,984
 + Total County Allocation                            51,748          11,933            39,815

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

565 Recording Allocations and Reserves to State Ledger (Continued)

D Example of Screen EEF41000 for ECP

The following is an example of Screen EEF41000 for ECP.

```
 Conservation                 00-ANYSTATE                    Display       EEF41000
 Ledger Program Summary Screen                      Version: AB53  03-08-2002 09:49 Term E0
 ---------------------------------------------------------------------------------------------------------------

                          ALLOCATION PROGRAM SUMMARY FOR ECP

                                      Total Program
  Total State Allocation          $        324,581
= Total T/A Reserve                             0
+ Total C/S Reserve                        17,434
+ Total County Allocation                 307,147
---------------------------------------------------------------------------------------------------------------
 Fiscal Year: 2002   Ledger Code: ECPD

                                       LEDGER SUMMARY

                                         Total Program
  Total State Allocation                $         48,913
= Total T/A Reserve                                    0
+ Total C/S Reserve                               17,413
+ Total County Allocation                         31,500

 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

565 Recording Allocations and Reserves to State Ledger (Continued)

E Example of Screen EEF41000 for Single Ledger Programs

The following is an example of Screen EEF41000 for single ledger programs such as SIP.

```
 Conservation                 00-ANYSTATE                    Display       EEF41000
 Ledger Program Summary Screen                        Version: AB53  03-07-2002 16:46 Term E0
 ---------------------
```

565 Recording Allocations and Reserves to State Ledger (Continued)

F Example of Screen EEF41005

The following is an example of Ledger Allocations/Reserves Entry Screen EEF41005. Make total State allocation changes, total county allocation changes, and individual T/A and C/S reserves account changes on this screen.

```
Conservation                      00-ANYSTATE              Display       EEF41005
Ledger Allocations/Reserves Screen                 Version: AB53  03-08-2002 09:49 Term E0
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 2002   Ledger Code: ECPD

                               Change(+/-)         Amount          T/A Paid
    Total State Allocation      ....20000. $         48,913
 -  Total T/A Reserve           ..........               0  $              0
 -  Total C/S Reserve           ..........          17,413
 -  Total County Allocation     ....35000.          31,500
 =  Balance                                             0
-------------------------------------------------------------------------------------------------------------
         Reserve Accounts
              CSECPD             ....15000-          17,413                 0




NO MORE ACCOUNT CODES
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

565 Recording Allocations and Reserves to State Ledger (Continued)

G Example of Screen EEF41010

The following is an example of Enter County Allocations Screen EEF41010. Enter individual county allocations on this screen.

```
Conservation                 00-ANYSTATE                    Display       EEF41010
Enter County Allocations Screen                  Version: AB53  03-08-2002 09:49 Term E0
-------------------------------------------------------------------------------------------------------

Fiscal Year: 2002   Ledger Code: ECPD

            Total County Allocation:                    $         66,500

            DD    County Name              Change(+/-)        Allocation
            01    COUNTY#1                  35000.....                 0
            05    COUNTY#2                  ..........                 0
            02    COUNTY#3                  ..........                 0
            02    COUNTY#5                  ..........                 0
            03    COUNTY#6                  ..........             6,500
            05    COUNTY#7                  ..........                 0
            01    COUNTY#8                  ..........                 0
            05    COUNTY#9                  ..........                 0
            05    COUNTY#10                 ..........            25,000
            03    COUNTY#11                 ..........                 0

MORE COUNTIES                                    Balance:            35,000
Do you wish to see a summary by District Director (Y or N)?                          N
Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
```

566 Example of County Allocations Increases or Decreases Report

A Example of Report

The following is an example of the County Allocation Increases or Decreases Report EEF431-R001.

ANYSTATE U.S. Department of Agriculture Prepared: 03-08-2002
Report ID: EEF431-R001 Farm Service Agency Page: 1
Fiscal Year: 2002 County Allocation Increases or Decreases Ledger Code: ECPD
Fund Code: 00

County	Previous Allocation	Increase	Decrease	Current Allocation
COUNTY#1	$0	$35,000		$35,000
Total	$0	$35,000		$35,000

567 Example of County Allocation Memorandum

A Example of Memorandum

The following is an example of the county allocation memorandum.

```
TO     :    CED, COUNTY#1                                          03-08-2002
FROM   :    ANYSTATE STATE FSA OFFICE
SUBJECT:    Increase Allocation to Program ECPD


The subject allocation has been changed as shown below as of the date of this memo.
Please immediately update the county office ledger to reflect this change.

         Previous                                                  Current
        Allocation              Increase            Decrease      Allocation
                $0              $35,000                              $35,000
```

568-581 (Reserved)

Section 2 Recording T/A Reserve Account Payments

582 Recording T/A Reserve Payments

A Maintaining Reserve Accounts

State Offices shall maintain all reserve accounts at the individual ledger level rather than at the program level.

Example: There will be a separate T/A ledger for:

- ACPANA fund code 00
- ACPLTA fund code 00
- ACPLTA fund code 12.

Note: T/A reserve accounts are established through option 5 on Menu EF400. See Section 5.

B Breakout T/A Payment by Ledger Code and Fund Code

When T/A is paid, usually only one payment is issued to a technical service provider for each program regardless of fund codes or ledger codes involved.

Example: For ACP, one payment is written to NRCS as “ACPSCS”. The payment amount includes all ACP funds (ANA and LTA for all fund codes).

582 Recording T/A Reserve Payments (Continued)

B Breakout T/A Payment by Ledger Code and Fund Code (Continued)

For the State ledgers, T/A payment amounts **must** be separated and recorded in the system for the applicable fund code or ledger code.

Example: The State Office received a total ACP allocation of $612,000, which included:

- $454,000 for ANA
- $58,000 for LTA
- $100,000 for fund code 13 (1995 WQIP).

The State Office transfers 5 percent to NRCS for T/A. One T/A payment coded "ACPSCS" was written for $30,600. This amount must be distributed and recorded as T/A payments in the applicable ledgers and fund codes as follows:

- $22,700 for ACPANA fund code 00
- $2,900 for ACPLTA fund code 00
- $5,000 for ACPLTA fund code 13.

C Miscoded T/A Checks

Miscoded T/A checks are usually not found until FY-end reconciliation. The T/A checks should have been recorded correctly in the intended State ledger. Miscoded checks should be corrected immediately. However, if not found until FY-end reconciliation, the miscoded check should be treated as a reconcilable item by notifying KCAO that the check was written with the wrong program code, but correctly recorded in the proper ledger.

Note: Do **not** record miscoded checks in the wrong ledger for reconciliation purposes.

582 Recording T/A Reserve Payments (Continued)

D Recording Payments Issued

Record all State Office-issued payments to technical service providers as follows.

Step	Action	Result	
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.	
2	On Menu EEF400: • ENTER "2" • PRESS "Enter".	Screen EEF40500 will be displayed.	
3	On Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS "Enter". **Note:** Only ledger codes for programs that support T/A accounts will be listed.	**IF ledger code entered...**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed. Go to step 4.
		does not have multiple fund codes	Screen EEF42000 will be displayed. Go to step 5.
4	On Screen EEF40505: • enter the fund code • PRESS "Enter".	Screen EEF42000 will be displayed. See subparagraph 583 A for an example of the screen.	
5	Screen EEF42000 will display all T/A accounts on file for the selected ledger. Enter the account to be updated and PRESS "Enter".	Screen EEF42005 will be displayed. See subparagraph 583 B for an example of the screen.	

582 Recording T/A Reserve Payments (Continued)

D Recording Payments Issued (Continued)

Step	Action	Result
6	Screen EEF42005 will display all payments issued during the current FY for the selected account. Use the following command keys to enter T/A payment data. • PRESS "Cmd16" or "Shift" + "F4" to add T/A payment data. See step 7. • PRESS "Cmd20" or "Shift" + "F8" to change T/A payment data. See step 8. • PRESS "Cmd24" or "Shift" + "F12" to delete T/A payment data. See step 9.	Screen EEF42010 will be displayed for payment data to be updated. See subparagraph 583 C for an example of Screen EEF42010.
7	PRESS "Cmd16" or "Shift" + "F4" to add payment data. On Screen EEF42010, enter the payment date and payment amount, and PRESS "Enter".	Screen EEF42005 will be displayed notifying the user that the payment data has been added.
8	PRESS "Cmd20" or "Shift" + "F8" and select number to be changed. On Screen EEF42010, change the CCC-184 amount and PRESS "Enter".	Screen EEF42005 will be displayed notifying the user that the payment data has been changed.
9	PRESS "Cmd24" or "Shift" + "F12" and select number to be deleted. On Screen EEF42020, ENTER "Y" or "N" to the question, "Is this the check data you wish to delete (Y or N)?". ENTER "Y" to delete the CCC-184 data, and PRESS "Enter".	Screen EEF42005 will be displayed notifying the user that the payment data has been deleted. **Note:** If "N" is entered, Screen EEF42005 will be displayed.
10	When all payment data in steps 1 through 9 have been entered, PRESS "Cmd7" or "F7".	Menu EEF400 will be displayed.

583 Examples of Update Payments Screens

A Example of Screen EEF42000

The following is an example of Update Payments Screen EEF42000.

```
Conservation      00000000000000000000000000  0000000000        EEF42000
Update Payments Screen                        Version: 0000 00000000 00000 Term 00
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 00   Ledger Code: 0000000  Fund Code: 00

T/A Reserve       Current         FY Checks         Remaining
  Account         Reserve       Issued to Date           Balance

  000000           000000000000000  000000000000000         000000000000000
  000000           000000000000000  000000000000000         000000000000000
  000000           000000000000000  000000000000000         000000000000000
  000000           000000000000000  000000000000000         000000000000000
  000000           000000000000000  000000000000000         000000000000000

             Account to update: XXXXXX

Enter=Continued Cmd4=Previous Screen Cmd7=End
```

B Example of Screen EEF42005

The following is an example of Update Payments Screen EEF42005.

```
Conservation      00000000000000000000000000  0000000000        EEF42005
Update Payments Screen                        Version: 0000 00000000 00000 Term 00
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 00   Ledger Code: 0000000  Fund Code: 00

T/A Reserve Account: 000000
Current Reserve:     000000000000000   Remaining Balance: 000000000000000

         #        Check Date        Check Amount

                  000                 00000000               000000000000000
                  000                 00000000               000000000000000
                  000                 00000000               000000000000000
                  000                 00000000               000000000000000
                  000                 00000000               000000000000000
                  000                 00000000               000000000000000
                  000                 00000000               000000000000000
                  000                 00000000               000000000000000

MORE CHECK DATA

Cmd4=Previous Screen Cmd7=End Cmd16=Add Cmd20=Change
               Cmd24=Delete
```

583 Examples of Update Payments Screens (Continued)

C Example of Screen EEF42010

The following is an example of Update Payments Screen EEF42010.

```
Conservation              00000000000000000000000000      0000000000            EEF42010
Update Payments Screen                                    Version: 0000 00000000 00000 Term 00
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 00           Ledger Code: 0000000           Fund Code: 00

T/A Reserve Account:           000000
Current Reserve:      000000000000000                Remaining Balance:    000000000000000


                               Check Date:          XXXXXX

                               Check Amount:     XXXXXXXXXXXX


Enter=Continued Cmd4=Previous Screen Cmd7=End
```

584-595 (Reserved)

Section 3 Printing and Reviewing Ledger Reports

596 Reviewing Ledger Report Data

A Reviewing Sequential Ledger Entry Report

Review Sequential Ledger Entry Report EEF435-R003 the last workday of each month to ensure that all:

- State allocations received from the National Office and all county allocations are recorded correctly on the State ledger
- C/S and T/A reserves are correct
- T/A payments issued are recorded promptly.

Each month, when ACP-305's are transmitted to KCAO, the C/S and T/A reserve amounts will be:

- recorded automatically from the State ledgers
- transmitted to KCAO along with the county ACP-305's.

B Reviewing Differences Between ACP-305 and State Ledgers Report

Review the Differences Between ACP-305 and State Ledgers Report and ensure that all differences, either at the State level or the county level, are corrected for the next month's ACP-305.

Note: The Differences Between ACP-305 and State Ledgers Report will automatically queue to print after ACP-305's are transmitted, if any allocation discrepancies are present.

597 Printing Ledger Reports

A Ledger Reports

Print ledger reports according to this paragraph. The following table lists the:

- ledger reports by screen and option number
- paragraph reference for each report.

Screen	Option	Report	Paragraph Reference
EEF43000	1	Program Summary Ledger Report EEF435-R001	598
EEF43000	2	Technical Assistance Summary Ledger Report EEA435-R002	599
EEF43000	3	Sequential Ledger Entry Report EEF435-R003 (for all entries)	600
EEF43005	1		
EEF43000	3	T/A Reserves Sequential Ledger Entry Report EEF435-R004 (for T/A reserve accounts entries only)	601
EEF43005	2		
EEF43000	3	C/S Reserves Sequential Ledger Entry Report EEF435-R005 (for C/S reserve accounts entries only)	602
EEF43005	3		
EEF43000	4	Differences Between ACP-305 and State Ledgers Report EEF435-R006	603

597 Printing Ledger Reports (Continued)

B Example of Screen EEF43000

The following is an example of Ledger Reports Selection Screen EEF43000.

```
Conservation                      00-ANYSTATE              Selection     EEF43000
Ledger Reports Selection Screen                    Version: AB53  03-08-2002 14:18 Term E0
--------------------------------------------------------------------------------------------------------------


            Action
             Code             Ledger Reports

               1.     Program Summary Ledger Report
               2.     T/A Summary Ledger Report
               3.     Sequential Ledger Entry Report
               4.     Differences Between ACP-305 and State Ledgers Report




Enter option and press "Enter".
Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

C Example of Screen EEF43005

The following is an example of Ledger Reports Selection Screen EEF43005 for the Sequential Ledger Entry Report.

```
Conservation                      00-ANYSTATE              Selection     EEF43005
 Ledger Reports Selection Screen                   Version: AB53  03-08-2002 14:18 Term E0
 -------------------------------------------------------------------------------------------------------------

                                    Sequential Ledger Entry Report

                                Date From: ............ Thru ...........
                             (Leave Dates Blank to Print Entire Fiscal Year)


             Entries to include on report:

             1.  All Entries
             2.  T/A Reserve Accounts Entries ONLY
             3.  C/S Reserve Accounts Entries ONLY



 Enter option and press "Enter".
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

597 Printing Ledger Reports (Continued)

D Printing Ledgers

Print ledger reports according to the following.

Step	Action	Result	
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.	
2	On Menu EEF400: • ENTER "3" • PRESS "Enter".	Screen EZZ50000 will be displayed.	
3	On Screen EZZ50000: • enter the printer ID and number of copies to be printed • PRESS "Enter".	Screen EEF43000 will be displayed.	
4	On Screen EEF43000: • enter the option of the ledger report to be printed • PRESS "Enter". See subparagraph A for a list of applicable reports.	**IF option...**	**THEN...**
		1 was entered	Screen EEF40500 will be displayed. See steps 5 through 7.
		2 was entered	Screen EEF40500 will be displayed. See step 8.
		3 was entered	Screen EEF43005 will be displayed. See steps 9 through 11.
		4 was entered	Report will be produced. See step 12.

597 Printing Ledger Reports (Continued)

D Printing Ledgers (Continued)

Step	Action	Result	
5	For the **option 1** report, on Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS "Enter". **Note:** All ledger codes as well as parent program codes (ACP and ECP) will be listed.	**IF code...**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed. Go to step 6.
		for parent program (ACP or ECP) was entered	Screen EEF40510 will be displayed. Go to step 7.
		other than those listed in this step was entered	Screen EEF40590 will be displayed. Go to step 12.
6	On Screen EEF40505: • enter the fund code • PRESS "Enter".	**IF code was...**	**THEN...**
		entered	Screen EEF40590 will be displayed. Go to step 12.
		left blank	Screen EEF40510 will be displayed. Go to step 7.

597 Printing Ledger Reports (Continued)

D Printing Ledgers (Continued)

Step	Action	Result	
7	On Screen EEF40510, the message, "Print Selected Ledger at a (D)etail or (S)ummary level?", will be displayed. • To obtain a separate report for each unique ledger and fund code, ENTER "D" and PRESS "Enter". • To obtain a separate report combining all applicable fund codes for the selected ledger, ENTER "S" and PRESS "Enter".	Screen EEF40590 will be displayed. Go to step 12.	
8	For the **option 2** report, on Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS "Enter". **Note:** Only ledger programs that can have T/A accounts, such as ACPANA, ECPD, and ECPF will be listed	**IF code was...**	**THEN...**
		left blank	Screen EEF40590 will be displayed. Go to step 12.
		entered	Screen EEF40590 will be displayed. Go to step 12.

597 Printing Ledger Reports (Continued)

D Printing Ledgers (Continued)

Step	Action	Result	
9	For the **option 3** report, 3 additional report options are available. On Screen EEF43005, do either of the following: • select report option, PRESS "Tab" to enter the date of the data desired, and PRESS "Enter" • select report option and PRESS "Enter" if entire FY data is desired.	Screen EEF40500 will be displayed. Go to step 10.	
10	For the report type selected, on Screen EEF40500, enter the number of the ledger code to be accessed and PRESS "Enter". **Notes:** Only ledger programs will be listed, **not** parent programs. When accessing the T/A only version of the option 3 report, only the applicable ledger programs that can have T/A will be listed.	**IF ledger code selected...**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed to select fund code. Go to step 11.
		does not have multiple fund codes	Screen EEF40590 will be displayed. Go to step 12.
11	On Screen EEF40505: • enter the fund code • PRESS "Enter".	Screen EEF40590 will be displayed. Go to step 12.	

597 Printing Ledger Reports (Continued)

D Printing Ledgers (Continued)

Step	Action	Result
12	On Screen EEF40590, PRESS "Enter".	• Selected ledger report will print. • Enter another report option or PRESS "Cmd7" or "F7" to return to Menu EEF400.
13	When all reports in step 1 through 12 have been printed, PRESS "Cmd7" or "F7".	Menu EEF400 will be displayed.

598 Program Summary Ledger Report

A Explanation of Program Summary Ledger Report

Program Summary Ledger Report EEF435-R001 is a summary that can be requested by a specific ledger code or as a summary for a whole program.

Examples: If “ACP” is selected as the ledger code, the report will reflect the total of all ACPANA, ACPLTA, and all fund codes.

If “ECP” is selected as the ledger code, the report will reflect the total of all ECPD, ECPF, ECPH, ECPT, and ECPO.

Note: When the ledger code is left blank, which means “All”, a separate report will be produced for each program and ledger code. Two print options are available for “All”.

- Detail level will produce a separate report for each unique ledger and fund code.
- Summary level will produce a separate report combining all applicable fund codes for the selected ledger.

598 Program Summary Ledger Report (Continued)

B Example of Report

The following is an example of Report EEF435-R001. To print the report, see paragraph 597.

ANYSTATE — U. S. Department of Agriculture — Farm Service Agency — Program Summary Ledger Report — Prepared: 03-08-2002 — As Of: 03-08-2002 — Report ID: EEF435-R001 — Page: 1 — Fiscal Year: 2002 — Ledger Code: ECPH — Fund Code: 00

Total State Allocation:	62,800
Total T/A Reserve:	0
Total C/S Reserve:	2,000
Total County Allocation:	60,800

COUNTY	PRIOR FY ALLOCATION	PRIOR FY EARNINGS	CARRYOVER FROM PRIOR FY	INCREASES	DECREASES	CURRENT ALLOCATION
COUNTY#1	22,758	12,958	9,800	15,000	0	24,800
COUNTY#2	37,190	9,190	28,000	10,000	2,000	36,000
TOTALS	59,948	22,148	37,800	25,000	2,000	60,800

599 Technical Assistance Summary Ledger Report

A Explanation of Technical Assistance Summary Ledger Report

Technical Assistance Summary Ledger Report EEF435-R002 is a summary of all T/A reserves on 1 report.

Example: If "ACP-ANA" is selected as the ledger code, the report will reflect the status of all T/A accounts showing 1 line for each fund code and T/A account.

Note: When the ledger code is left blank, which means "All", a separate report will be produced for each program listed.

B Example of Report

The following is an example of Report EEF435-R002. To print the report, see paragraph 597.

ANYSTATE — U. S. Department of Agriculture — Farm Service Agency — Prepared: 04-04-2002 — As Of: 04-04-2002
Report ID: EEF435-R002 — Technical Assistance Summary Ledger Report — Page: 1
Fiscal Year: 2002 — Ledger Code: ALL — Fund Code: ALL

PROGRAM CODE	FUND CODE	T/A ACCOUNT	PRIOR FY RESERVE	PRIOR FY CHECKS ISSUED	PRIOR FY RESERVE CARRYOVER	INCREASES	DECREASES	CURRENT RESERVE AMOUNT	CHECKS ISSUED	RESERVE LESS CHECKS
ECPD	00	TANRCS	8,000	8,000	0	5,000	0	5,000	2,800	2,200
ECPF	00	TANRCS	0	0	0	2,000	0	2,000	1,600	400
ECPH	00	TANRCS	0	0	0	3,000	0	3,000	0	3,000

600 Sequential Ledger Entry Report (for All Entries)

A Explanation of Sequential Ledger Entry Report

Sequential Ledger Entry Report EEF435-R003 will be produced by ledger code. This report includes all State and county allocation changes and T/A and C/S reserve changes by the date recorded in the ledger.

B Example of Report

The following is an example of Report EEF435-R003 for all entries. To print the report, see paragraph 597.

```
ANYSTATE                                U. S. Department of Agriculture                    Prepared: 11-11-2001
                                              Farm Service Agency                             As Of: 11-11-2001
Report ID: EEF435-R003                     Sequential Ledger Entry Report                      Page:        1
Fiscal Year: 2002                    Date From 10-01-2001 Thru 11-11-2002                Ledger Code:  ECPT
                                                                                           Fund Code:  00
-------------------------------------------------------------------------------------------------------------------

           COUNTY/                                                                                        T/A
           RESERVE                                    STATE          T/A         C/S         COUNTY       CHECKS
 DATE      ACCOUNT          DESCRIPTION             ALLOCATION     RESERVE     RESERVE      ALLOCATION     ISSUED
-------------------------------------------------------------------------------------------------------------------

10-01-2001               CARRY FORWARD TOTALS      280,300                    421         279,879
-------------------------------------------------------------------------------------------------------------------
10-01-2001 CS0001        CARRY FORWARD                                        421
10-01-2001 COUNTY#1      CARRY FORWARD                                                    140,316
10-01-2001 COUNTY#2      CARRY FORWARD                                                     46,480
10-01-2001 COUNTY#3      CARRY FORWARD                                                     93,483

10-31-2001               MONTH END                 280,300                    421         280,279
11-11-2001               CURRENT BALANCE           280,300                    421         280,279
```

601 T/A Reserves Sequential Ledger Entry Report

A Explanation of T/A Reserves Sequential Ledger Entry Report

T/A Reserves Sequential Ledger Entry Report EEF435-R004 will be produced by ledger code. This report includes all T/A reserve increases and decreases and payments issued by the date recorded in the ledger.

Note: The "Current Reserve less T/A Checks Issued" column reflects the amount remaining in the reserve account for which payments have not yet been issued.

B Example of Report

The following is an example of Report EEF435-R004, for T/A reserve accounts entries only. To print the report, see paragraph 597.

U. S. Department of Agriculture — Prepared: xx-xx-xxxx
State — Farm Service Agency — As of: xx-xx-xxxx
Report ID: EEF435-R004 — T/A Reserves Sequential Ledger Entry Report — Page: 1
Fiscal Year: 19XX — Date From Thru — Ledger Code: ACP-ANA
Fund Code: 00

DATE	RESERVE ACCOUNT	DESCRIPTION	INCREASES/ DECREASES	T/A CHECKS ISSUED	CURRENT RESERVE LESS T/A CHECKS ISSUED
10/1/xx	TASCS1	CARRY FORWARD			0
10/1/XX	TADNR1	CARRY FORWARD			0
11/15/XX	TASCS1	INCREASE	7,750		7,750
11/15/XX	TADNR1	INCREASE	1,500		1,500
11/20/XX	TASCS1	CHECK ISSUED		5,750	2,000
12/21/XX	TASCS1	CHECK ISSUED		500	1,500
12/21/XX	TADNR1	CHECK ISSUED		1,000	500
12/23/XX	TADNR1	DECREASE	-500		0
10/31/XX	TASCS1	MONTH END BALANCES	0	0	0
11/30/XX	TASCS1	MONTH END BALANCES	7,750	5,750	2,000
12/31/XX	TASCS1	MONTH END BALANCES	7,750	6,250	1,500
10/31/XX	TADNR1	MONTH END BALANCES	0	0	0
11/30/XX	TADNR1	MONTH END BALANCES	1,500	0	1,500
12/31/XX	TADNR1	MONTH END BALANCES	1,000	1,000	0

602 C/S Reserves Sequential Ledger Entry Report

A Explanation of C/S Reserves Sequential Ledger Entry Report

C/S Reserves Sequential Ledger Entry Report EEF435-R005 will be produced by ledger code. This report includes all C/S reserve increases and decreases by the date recorded in the ledger.

Note: "Current Reserve Amount" column is the running total of the "Increases" and "Decreases" columns, including any carry forward amounts for a specific C/S account.

B Example of Report

The following is an example of Report EEF435-R005, for C/S reserve accounts entries only. To print the report, see paragraph 597.

```
ANYSTATE                                U. S. Department of Agriculture                  Prepared: 04-04-2002
                                               Farm Service Agency                        As Of: 04-04-2002
Report ID: EEF435-R005              C/S Reserves Sequential Ledger Entry Report            Page:        1
Fiscal Year: 2002                       Date From 10-01-2001 Thru 04-04-2002          Ledger Code:  ECPD
                                                                                        Fund Code:  00
-------------------------------------------------------------------------------------------------------------------

                                                                                  CURRENT
              RESERVE                                                INCREASES/   RESERVE
  DATE        ACCOUNT     DESCRIPTION                                DECREASES    AMOUNT
-------------------------------------------------------------------------------------------------------------------

10-01-2001                CARRY FORWARD TOTALS                           1,000        1,000

-------------------------------------------------------------------------------------------------------------------
10-01-2001    CSECPD      CARRY FORWARD                                  1,000        1,000
03-08-2002    CSECPD      INCREASE                                      50,000       51,000
03-08-2002    CSECPD      DECREASE                                       2,087-      48,913
03-08-2002    CSECPD      DECREASE                                      31,500-      17,413
03-08-2002    CSECPD      DECREASE                                      15,000-       2,413
03-12-2002    CSECPD      INCREASE                                      35,000       37,413
03-12-2002    CSECPD      DECREASE                                      20,000-      17,413
04-04-2002    CSECPD      DECREASE                                       5,000-      12,413

10-31-2001    CSECPD      MONTH END                                      1,000        1,000
11-30-2001    CSECPD      MONTH END                                      1,000        1,000
12-31-2001    CSECPD      MONTH END                                      1,000        1,000
01-31-2002    CSECPD      MONTH END                                      1,000        1,000
02-28-2002    CSECPD      MONTH END                                      1,000        1,000
03-31-2002    CSECPD      MONTH END                                     17,413       17,413
04-04-2002    CSECPD      CURRENT BALANCE                               12,413       12,413
```

603 Differences Between ACP-305 and State Ledgers Report

A Explanation of Differences Between ACP-305 and State Ledgers Report

Differences Between ACP-305 and State Ledgers Report EEF435-R006 will be produced each monthend after:

- ACP-305's are received in the State Office
- the progress reports are printed.

This report is only printed when there is a difference between actual allocations recorded in the County Office ledger and the amount recorded in the State ledger for the county.

All programs and fund codes will be reflected on 1 report. If a County Office is unable to transmit, the report will use the last transmitted report for the "County Alloc. on ACP-305" column and ENTER "##" to the left of the county name. The "##" footnote will read, "Date of ACP-305 data does not match As Of date."

Note: This report will be printed automatically with the State ACP-305 Transmission Report when the State transmits to KCAO. In addition, the State Office will be able to print the report upon request for the last submitted ACP-305.

Corrections to the State ledgers or County Office ledger, whichever is applicable, shall be made before the next month's monthend progress reports are transmitted.

603 Differences Between ACP-305 and State Ledgers Report (Continued)

B Example of Report

The following is an example of Report EEF435-R006. To print the report, see paragraph 597.

ANYSTATE U. S. Department of Agriculture Prepared: 04-04-2002
Farm Service Agency As Of: 03-31-2002
Report ID: EEF435-R006 Differences Between ACP-305 and State Ledgers Page: 1
Fiscal Year: 2002

PROGRAM CODE	FUND CODE	COUNTY	COUNTY ALLOC. ON ACP-305	COUNTY ALLOC. ON STATE LEDGER	DIFFERENCE
ECPD		ADAMS	8,200	6,500	1,700
	##	WASHINGTON	28,500	25,000	3,500
ECPF		JEFFERSON	0	800	800
		MONROE	5,122	*****	5,122
SIP	00	JACKSON	2,508	1,692	816
	##	WASHINGTON	4,165	165	4,000

***** - No record on file for this ledger.
- Date of ACP-305 data does not match As Of date.

604-615 (Reserved)

Section 4 Updating Prior FY Data

616 Overview

A In This Section

This section provides instructions for State Offices for updating, when necessary, prior FY:

- county allocations and earnings
- T/A reserve amounts and CCC-184's issued
- C/S reserve amounts.

B Necessity for Correcting Prior FY Data

After September 30, no changes can be made in the County Office to the prior FY ledger. Therefore, the only allocation and earnings changes that can be made to prior FY county data in the State ledger are those changes necessary to correct the State ledger to agree with the automated county ledger.

Updating prior FY county allocations or earnings is necessary when:

- County Office fails to transmit a September 30 ACP-305 because of automation problems or ledger imbalance conditions and the actual September 30 county ledger is different from the last transmitted ACP-305 recorded on the September 30 ACP-305

- State Office fails to record a county allocation change correctly in the State ledger.

Correct the State ledger to agree with the county ledger as of September 30.

616 Overview (Continued)

C Prior FY Adjustments Affect State Allocation

Any prior FY adjustment will affect the State allocation. If a prior FY county allocation is increased or decreased, it must either be:

- set off from another county allocation change
- an adjustment to the C/S reserve.

Important: Any prior FY changes to allocations and earnings must be reconciled with KCAO, according to Part 11, and will be reflected on a revised FSA-357. The total State allocation **must** agree with the revised FSA-357.

Any prior FY changes, which change the carry forward to the next FY amount, will trigger the printing of a county allocation memorandum reflecting the adjustment.

616 Overview (Continued)

D Example of Menu EEF440

The following is an example of Update Prior FY Data Menu EEF440.

```
COMMAND                                        EEF440                              INQUIRY 00
Update Prior FY Data Menu
-------------------------------------------------------------------------------------------------

                                    1.  Update Prior FY County Data
                                    2.  Update Prior FY T/A Data
                                    3.  Update Prior FY C/S Data



                                    20. Return to Application Primary Menu
                                    21. Return to Application Selection Screen
                                    22. Return to Office Selection Screen
                                    23. Return to Primary Selection Menu
                                    24. Sign Off

Cmd3=Previous Menu

Enter option and press “Enter”.
```

E Accessing Menu EEF440

On Menu EEF400, ENTER “4” and PRESS “Enter” to access Menu EEF440.

617 Updating Prior FY County Data

A Recording Data

Record the prior FY corrections in county allocations and earnings in the system as follows.

Note: Prior FY allocation and prior FY earnings shall only be changed to agree with county allocation ledgers as of September 30.

Step	Action	Result	
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.	
2	On Menu EEF400: • ENTER "4" • PRESS "Enter".	Menu EEF440 will be displayed.	
3	On Menu EEF440: • ENTER "1" • PRESS "Enter".	Screen EEF40520 will be displayed. Select a county or leave blank for a list of counties.	
		IF...	**THEN...**
		county name is selected	Screen EEF40500 will be displayed. Go to step 4.
		county name is left blank	Screen EZZ50505 will be displayed. Select county name and PRESS "Enter". Screen EEF40500 will be displayed. Go to step 4.
4	On Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS "Enter".	**IF ledger code for the program selected...**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed. Go to step 5.
		does not have multiple fund codes	Screen EEF44500 will be displayed. See subparagraph B. Go to step 6.

617 Updating Prior FY County Data (Continued)

A Recording Data (Continued)

Step	Action	Result
5	On Screen EEF40505: • enter the fund code • PRESS "Enter".	Screen EEF44500 will be displayed.
6	On Screen EEF44500, 1 of the following messages will be displayed. • "No current FY State allocation exists for this program and fund code." • "No current FY county allocation exists for this program and fund code." • "These figures are the original figures." • "These figures have been updated previously." Record the prior FY allocation and earnings changes. The "Total Amount" column consists of the following: • Prior FY Allocation (from State ledger) • Prior FY Earnings (from the September 30 ACP-305's transmitted from the county) • Prior FY Allocation less Prior FY Earnings as of October 1 • Current FY County Allocation (from State ledger) • Current FY State Allocation (from State ledger). **Note:** When prior FY changes are made, any differences will adjust the current State and county allocations.	Screen EEF44502 will be displayed. See subparagraph C for an example of Screen EEF44502.

617 Updating Prior FY County Data (Continued)

A Recording Data (Continued)

Step	Action	Result	
7	Screen EEF44502 will be displayed with the warning, "This prior FY adjustment will change the current State allocation which MUST agree with the State allocation on FSA-357. This adjustment should be due to a FY-end reconciliation." **Note:** Prior FY allocation and prior FY earnings should only be changed to agree with county allocation ledgers as of September 30. Therefore, any correction that changes the State allocation must be part of the KCAO FY-end reconciliation. CEPD will issue a revised FSA-357 when the revised data is received from KCAO. ENTER "Y" or "N" to the question, "Do you wish to continue (Y or N)?", and PRESS "Enter".	**IF...**	**THEN...**
		"Y" was entered and prior FY adjustment changed current FY county allocation	• Screen EEF44505 will be displayed with the message, "State Ledger has been updated." • a question about memorandums will be displayed. Go to step 8.
		"Y" was entered and prior FY adjustment did **not** change the current FY State allocation	Screen EEF44505 will be displayed with the message, "State Ledger has been updated." Go to step 9.
		"N" was entered	• ledger will not be updated with prior FY changes • Screen EEF44500 will be redisplayed. Go to step 6.

617 Updating Prior FY County Data (Continued)

A Recording Data (Continued)

Step	Action		Result
8	On Screen EEF44505, ENTER "Y" or "N" to the question, "Do you wish to print the prior FY adjustment memo (Y or N)?".		
	IF...	**THEN...**	
	"N" was entered	if memorandum will be prepared later, manually gather data from the County Allocations Increases or Decreases Report.	Memorandum will not be printed. Go to step 9.
	"Y" was entered to print automated memorandum to be sent to County Office	• Screen EEF44505 will be redisplayed with the message, "State Ledger has been updated." • Screen EEZ5000 will be displayed requesting printer ID.	The prior FY adjustment memorandum will be printed. See subparagraph D for an example of memorandum.
9	Screen EEF44505 is a confirmation screen. See subparagraph E for an example of Screen EEF44505. • PRESS "Cmd2" or "F2" to return to step 4 • PRESS "Cmd7" or "F7" to return to Menu EEF400.		

617 Updating Prior FY County Data (Continued)

B Example of Screen EEF44500

The following is an example of Prior FY Manual Adjustment Screen EEF44500.

```
Conservation                          22-ANYSTATE                    Selection     EEF44500
Prior FY Manual Adjustment Screen                                 Version: AB53  03-11-2002 13:03 Term E0
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 2002        Ledger Code: ECPHSF
County:      ANYCOUNTY


                                FY Ending Balances as of: 03-11-2002

                                                                    Total
                                          Change(+/-)             Amount

    Prior FY Allocation:                 ...........                 0
    Prior FY Earnings:                   ...........                 0
    Prior FY Allocation less Prior FY
      Earnings as of Oct. 1:                                         0

    Current FY County Allocation:                                 15,000
    Current FY State  Allocation:                                231,000


Enter=Continue  Cmd4=Previous Screen  Cmd7=End
IM: No current FY County allocation exists for this program and fund code.
```

617 Updating Prior FY County Data (Continued)

C Example of Screen EEF44502

The following is an example of Prior FY Manual Adjustment Screen EEF44502.

```
 Conservation                              00-ANYSTATE                  Selection     EEF44502
 Prior FY Manual Adjustment Screen                                Version: AB53  03-11-2002 13:03 Term E0
 ---------------------------------------------------------------------------------------------------------

 Fiscal Year: 2002        Ledger Code: ECPHSF

                                          W A R N I N G

  This prior FY adjustment will change the current State allocation which MUST agree with the State
allocation on the FSA-357.  This adjustment should be due to a FY-end reconciliation.




                                      Do you wish to continue (Y or N)? ..
 Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

D Example of Prior FY County Adjustment Memorandum

The following is an example of the county allocation memorandum when county allocations change because of a prior FY adjustment.

TO : CED, ANY COUNTY FSA OFFICE 03-10-2000

FROM : ANY STATE FSA OFFICE

SUBJECT: Decrease Allocation to Program ECPD Fund Code 00

The subject allocation has been changed as shown below as of the date of this memo.

Previous Allocation	Increase	Decrease	Current Allocation
$63,063		$500	$62,563

Note: This change is due to a prior FY county adjustment which corrects the county allocation in the state ledger to agree with the actual county ledger. There should be no change needed to the ledger. The "Current Allocation" column should agree with your current allocation.

617 Updating Prior FY County Data (Continued)

E Example of Screen EEF44505

The following is an example of Prior FY Manual Adjustment Screen EEF44505 which is a confirmation screen.

```
Conservation           OOOOOOOOOOOOOOOOOOOOOOO       OOOOOOOOOO    EEF44505
 Prior FY Manual Adjustment Screen               Version: OOOO  OOOOOOOO OOOOO    Term OO
--------------------------------------------------------------------------------------------

 Fiscal Year: OO  Ledger Code: OOOOOOO  Fund Code: OO
 County:        OOOOOOOOOOOOOOOOO



                            FY Ending Balances as of: OOOOOOOO


                                                                    Total
                                              Change(+/-)          Amount

     Prior FY Allocation:                    XXXXXXXXXX         OOOOOOOOOOOOOOO
     Prior FY Earnings:                      XXXXXXXXXX            OOOOOOOOOOO
     Prior FY Allocation less Prior FY
        Earnings as of Oct. 1:                                   OOOOOOOOOOOOOOO

Current FY County Allocation:                                       OOOOOOOOOOO
Current FY State  Allocation:                                       OOOOOOOOOOO

Do you wish to print the prior FY adjustment memo (Y or N)   __
Cmd2=Return to "Enter Ledger Code"    Cmd7=End
 IM:  Change(s) updated on ledger file
```

618 Updating Prior FY T/A Data

A Recording Data

Record changes to the prior FY T/A reserve amount and T/A payments issued in the system as follows.

Note: Prior FY T/A reserve amounts and prior FY T/A payments issued should only be changed to correct actual payments issued before September 30 and recorded incorrectly or not recorded in the prior FY State ledger.

Step	Action	Result	
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.	
2	Menu EEF400: • ENTER "4" • PRESS "Enter".	Menu EEF440 will be displayed.	
3	On Menu EEF440: • ENTER "2" • PRESS "Enter".	Screen EEF40500 will be displayed.	
4	On Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS "Enter".	**IF the ledger code for the program selected...**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed. Go to step 5.
		does not have multiple fund codes	Screen EEF44510 will be displayed. See subparagraph B for an example of Screen EEF44510. Go to step 6.

618 Updating Prior FY T/A Data (Continued)

A Recording Data (Continued)

Step	Action	Result
5	On Screen EEF40505: • enter the fund code • PRESS "Enter".	Screen EEF44510 will be displayed.
6	Screen EEF44510 reflects, for all applicable T/A reserve accounts, the prior FY reserve, prior FY checks issued, and the current FY carryover. Select the T/A account to be updated and PRESS "Enter". **Note:** If no T/A accounts exist for the ledger, the message, "No T/A Ledger records present-please create through option 1 of Menu EEF400.", will be displayed.	Screen EEF44515 will be displayed.

618 Updating Prior FY T/A Data (Continued)

A Recording Data (Continued)

Step	Action	Result	
7	On Screen EEF44515, 1 of the following messages will be displayed. • "No current FY State allocation exists for this program and fund code." • "No current FY account exists for this program and fund code." • "These figures are the original figures." • "These figures have been updated previously."	**IF...**	**THEN...**
		T/A reserve changes adjust the State allocation	Screen EEF44502 will be displayed. See subparagraph 617 C for an example of Screen EEF44502. Go to step 8.
	Record the prior FY T/A reserve amount and the prior FY T/A checks issued changes, and PRESS "Enter". The "Total Amount" column consists of the following entries from the State ledger: • Prior FY T/A Reserve • Prior FY T/A Checks Issued • Prior FY Reserve less Prior FY Checks Issued as of October 1 • Current FY Reserve • Current FY Checks Issued • Current FY State Allocation. **Note:** When prior FY changes are made, any differences will adjust the current T/A and State allocation.	T/A reserve changes did **not** adjust the State allocation	Screen EEF44520 will be displayed. See subparagraph D for an example Screen EEF44520. Go to step 9.

618 Updating Prior FY T/A Data (Continued)

A Recording Data (Continued)

Step	Action	Result	
8	Screen EEF44502 displays the warning, "This prior FY adjustment will change the current State allocation which MUST agree with the State allocation on the FSA-357. This adjustment should be due to a FY-end reconciliation." **Note:** Prior FY T/A reserve amounts and prior FY T/A checks issued should only be changed to correct actual checks issued before September 30 and recorded incorrectly or not recorded in the prior FY State ledger. Any correction that changes the State allocation must be part of the KCAO FY-end reconciliation. CEPD will issue a revised FSA-357 when the revised data is received from KCAO. ENTER "Y" or "N" to the question, "Do you wish to continue (Y or N)?", and PRESS "Enter".	**IF...**	**THEN...**
		"Y" was entered	go to step 9.
		"N" was entered	• ledger will not be updated with prior FY changes • Screen EEF44515 will be redisplayed. See subparagraph C for an example of Screen EEF44515. Go to step 7.
9	Screen EEF44520 is an update confirmation screen. See paragraph D for an example of Screen EEF44520. • PRESS "Cmd2" or "F2" to return to step 4. • PRESS "Cmd7" or "F7" to return to Menu EEF440.		

618 Updating Prior FY T/A Data (Continued)

B Example of Screen EEF44510

The following is an example of Select Prior FY Account Screen EEF44510.

```
Conservation                          OOOOOOOOOOOOOOOOOOOOOOOO  OOOOOOOOOO    EEF44510
Select Prior FY Account Screen                                  Version: OOOO  OOOOOOOO OOOOO   Term OO
-------------------------------------------------------------------------------------------------------------

Fiscal Year: OO       Ledger Code: OOOOOOO  Fund Code: OO

T/A Reserve              Prior FY               Prior FY                  Current FY
Account                   Reserve             Checks Issued               Carryover

000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO
000000                OOOOOOOOOOOOOOO          OOOOOOOOOOOOOO          OOOOOOOOOOOOOOO

                          Account to update:  OOOOOO

Enter=Continue   Cmd4=Previous Screen   Cmd7=End
```

618 Updating Prior FY T/A Data (Continued)

C Example of Screen EEF44515

The following is an example of Prior FY Manual Adjustment Screen EEF44515.

```
Conservation                              00000000000000000000000  0000000000    EEF44515
Prior FY Manual Adjustment Screen                                  Version: 0000  00000000 00000   Term 00
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 00       Ledger Code: 0000000  Fund Code: 00
T/A Reserve Account:               000000


                                  FY Ending Balances as of: 00000000
                                                                                    Total
                                                                 Change (+/-)       Amount


                          Prior FY T/A Reserve:                  0000000000     0000000000000000
                          Prior FY T/A Checks Issued:            0000000000     0000000000000000
                          Prior FY Reserve less Prior FY
                            Checks Issued as of Oct. 1:                         0000000000000000


                          Current FY Reserve:                                   0000000000000000
                          Current FY Checks Issued:                             0000000000000000
                          Current FY State Allocation:                          0000000000000000


Enter=Continue Cmd4=Previous Screen Cmd7=End
```

618 Updating Prior FY T/A Data (Continued)

D Example of Screen EEF44520

The following is an example of Prior FY Manual Adjustment Screen EEF44520 which is a confirmation screen.

```
Conservation                      OOOOOOOOOOOOOOOOOOOOOOOO  OOOOOOOOOO    EEF44520
Prior FY Manual Adjustment Screen                              Version: OOOO  OOOOOOOO OOOOO   Term OO
-------------------------------------------------------------------------------------------------------

Fiscal Year: OO       Ledger Code: OOOOOOO  Fund Code: OO
T/A Reserve Account:               000000

                                   FY Ending Balances as of: OOOOOOOO
                                                                                    Total
                                                                 Change(+/-)        Amount

                                Prior FY T/A Reserve               0000000000      000000000000
                                Prior FY T/A Checks Issued:        0000000000      000000000000
                                Prior FY Reserve less Prior FY
                                  Checks Issued as of Oct. 1:                      000000000000

                                Current FY Reserve:                                000000000000
                                Current FY Checks Issued                           000000000000
                                Current FY State Allocation                        000000000000

Cmd2=Return to "Enter Ledger Code"          Cmd7=End
IM:  Change(s) updated on ledger file
```

619 Updating Prior FY C/S Data

A Recording Data

Record changes to the prior FY C/S reserve amount in the system according to the following.

Note: Prior FY C/S reserve amount changes should only be necessary if the State Office:

- did not record a county allocation
- incorrectly recorded a county allocation
- incorrectly recorded a T/A reserve amount.

Step	Action	Result	
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.	
2	On Menu EEF400: • ENTER "4" • PRESS "Enter".	Menu EEF440 will be displayed.	
3	On Menu EEF440: • ENTER "3" • PRESS "Enter".	Screen EEF40500 will be displayed.	
4	On Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS "Enter".	**IF the ledger code for the program selected....**	**THEN...**
		has multiple fund codes	Screen EEF40505 will be displayed. Go to step 5.
		does not have multiple fund codes	Screen EEF44510 will be displayed. See subparagraph B for an example of Screen EEF44510. Go to step 6.

619 Updating Prior FY C/S Data (Continued)

A Recording Data (Continued)

Step	Action	Result
5	On Screen EEF40505: • enter the fund code • PRESS "Enter".	Screen EEF44510 will be displayed. See subparagraph B for an example of Screen EEF44510.
6	Screen EEF44510 reflects the prior FY carryover for all applicable C/S reserve accounts. Select the C/S reserve account to be updated and PRESS "Enter". **Note:** If applicable, the message, "No CS Ledger records present - please create through Opt. 1 of Menu EEF400", will be displayed.	Screen EEF44515 will be displayed. See subparagraph C for an example of Screen EEF44515. Go to step 7.

619 Updating Prior FY C/S Data (Continued)

A Recording Data (Continued)

Step	Action	Result
7	On Screen EEF44515, if applicable, the message, "No current FY account exists for this program and fund code.", will be displayed. Record the prior FY C/S reserve amount change and PRESS "Enter". The "Total Amount" column consists of the following entries from the State ledger: • Prior FY C/S Reserve • Current FY Reserve • Current FY State Allocation. **Note:** Prior FY C/S reserve amount changes should only be necessary if the State Office: • did not record a county allocation • incorrectly recorded a county allocation • incorrectly recorded a T/A reserve amount.	Screen EEF44502 will be displayed. See subparagraph 617 C for an example Screen EEF44502. Go to step 8.

619 Updating Prior FY C/S Data (Continued)

A Recording Data (Continued)

<table>
<tr><th>Step</th><th>Action</th><th colspan="2">Result</th></tr>
<tr><td rowspan="3">8</td><td rowspan="3">Screen EEF44502 will be displayed with the warning, “This prior FY adjustment will change the current State allocation which MUST agree with the State allocation on the FSA-357. This adjustment should be due to a FY-end reconciliation.”

Note: Prior FY C/S reserve amount changes should only be necessary if the State Office did not record a county allocation, or incorrectly recorded a county allocation or T/A reserve amount and must adjust the C/S reserve to reflect the change. These corrections should not adjust the State allocation. However, if any correction does change the State allocation, the change must be part of the KCAO FY-end reconciliation. CEPD will issue a revised FSA-357 when the revised data is received from KCAO.

ENTER “Y” or “N” to the question, “Do you wish to continue (Y or N)?”, and PRESS “Enter”.</td><td>IF...</td><td>THEN...</td></tr>
<tr><td>“Y” was entered</td><td>go to step 9</td></tr>
<tr><td>“N” was entered</td><td>• ledger will not be updated with prior FY changes

• Screen EEF44520 will be redisplayed. Go to step 7.</td></tr>
<tr><td>9</td><td>Screen EEF44520 is a confirmation screen.

• PRESS “Cmd2” or “F2” to return to step 4.

• PRESS “Cmd7” or “F7” to return to Menu EEF440.</td><td colspan="2"></td></tr>
</table>

619 Updating Prior FY C/S Data (Continued)

B Example of Screen EEF44510

The following is an example of Select Prior FY Account Screen EEF44510.

```
Conservation                              00000000000000000000000  0000000000    EEF44510
Select Prior FY Account Screen                                      Version: 0000  00000000 00000 Term 00
-------------------------------------------------------------------------------------------------------------

Fiscal Year: 00       Ledger Code: 0000000  Fund Code: 00
C/S Reserve Account:

                                       C/S Reserve          Prior FY
                                         Account            Reserve

                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000
                                         000000        000000000000000

                                                     Account to update:  000000

Enter=Continue   Cmd4=Previous Screen   Cmd7=End
```

619 Updating Prior FY C/S Data (Continued)

C Example of Screen EEF44515

The following is an example of Prior FY Manual Adjustment Screen EEF44515.

```
Conservation                              OOOOOOOOOOOOOOOOOOOOOOO  OOOOOOOOOO    EEF44515
Prior FY Manual Adjustment Screen                                  Version: OOOO  OOOOOOOO OOOOO Term OO
 ---------------------------------------------------------------------------------------------------------

Fiscal Year: OO           Ledger Code: OOOOOOO          Fund Code: OO
C/S Reserve Account:                    000000

                                  FY Ending Balances as of:  OOOOOOOO

                                                                                    Total
                                                                    (+/-)           Amount

Prior FY C/S Reserve                                                XXXXXXXXXX  OOOOOOOOOOOO

Current FY Reserve                                                              OOOOOOOOOOOO

Current FY State Allocation                                                     OOOOOOOOOOOO

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

619 Updating Prior FY C/S Data (Continued)

D Example of Screen EEF44520

The following is an example of Prior FY Manual Adjustment Screen EEF44520. This is a confirmation screen.

```
Conservation                              OOOOOOOOOOOOOOOOOOOOOOOO  OOOOOOOOOO    EEF44520
Prior FY Manual Adjustment Screen                                 Version: OOOO  OOOOOOOO OOOOO Term OO
 ------------------------------------------------------------------------------------------------------

Fiscal Year: OO           Ledger Code: OOOOOOO          Fund Code: OO
C/S Reserve Account:                   OOOOOOO

                                  FY Ending Balances as of:  OOOOOOOO

                                                                                    Total
                                                                 Change(+/-)      Amount


Prior FY C/S Reserve                                             XXXXXXXXXX  OOOOOOOOOOOO


Current FY Reserve                                                           OOOOOOOOOOOO

Current FY State Allocation                                                  OOOOOOOOOOOO

Cmd2=Return tp 'Enter Ledger Code" Cmd7=End
IM: Changes(s) updated on ledger file.
```

620-630 (Reserved)

Section 5 Establishing T/A and C/S Reserve Accounts

631 Overview

A In This Section

For the automated State ledgers, individual T/A and C/S reserve accounts shall be established and maintained by the State Office for each individual ledger. This section provides instructions for establishing T/A and C/S reserve accounts in the State ledger software.

B Establishing Accounts

T/A and C/S reserve account names shall be established uniformly at the program level but will exist individually at the ledger level.

Example: T/A reserve account TANRCS will be entered in the system for ACP. However, TANRCS will be available for ACPANA, ACPLTA, and all fund codes under ACP.

Also, account TANRCS may be entered in the system for ECP and will be available for ECPD, ECPF, ECPH, ECPT, and ECPO.

632 Establishing Reserve Accounts

A Establishing T/A Reserve Accounts

Up to 5 T/A reserve accounts can be established for a program. Each T/A code will consist of up to 6 alphanumeric characters, the first 2 of which will always be "TA." State Offices shall establish any or all of the last 4 characters as an identifying code for the technical service provider.

Example: TANRCS, TA0001, etc.

B Establishing C/S Reserve Accounts

Up to 25 C/S reserve accounts can be established for a program. This will allow a separate C/S reserve for each DD as well as other miscellaneous C/S reserves, which the State Office may need to establish.

Note: State Offices are not required to establish DD C/S reserve accounts.

Each C/S code will consist of up to 6 alphanumeric characters, the first 2 of which will be "CS." Use any or all of the last 4 characters as an identifying code for the reserve.

Example: CSDD01, CSDD02, CSMAIN, CSSP53, etc.

632 Establishing Reserve Accounts (Continued)

C Example of Menu EEF450

The following is an example of Establish Reserve Accounts Menu EEF450.

```
COMMAND                                  EEF450                                          E0
Establish Reserve Accounts Menu
-------------------------------------------------------------------------------------------------

                                    1.  Establish T/A Reserve Accounts
                                    2.  Establish C/S Reserve Accounts




                                   20.  Return To Application Primary Menu
                                   21.  Return To Application Selection Screen
                                   22.  Return To Office Selection Screen
                                   23.  Return To Primary Selection Menu
                                   24.  Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".
```

D Accessing Menu EEF450

On Menu EEF400, ENTER “5” and PRESS “Enter” to access Menu EEF450.

633 Creating T/A and C/S Accounts

A Creating Accounts

Create T/A and C/S accounts in the system according to the following.

Step	Action	Result
1	On Menu EEF000: • ENTER “4” • PRESS “Enter”.	Menu EEF400 will be displayed.
2	On Menu EEF400: • ENTER “5” • PRESS “Enter”.	Menu EEF450 will be displayed.
3	On Menu EEF450, enter either of the following and PRESS “Enter”: • “1” to establish T/A reserve accounts • “2” to establish C/S reserve accounts.	Screen EEF40500 will be displayed.
4	On Screen EEF40500: • enter the number of the ledger code to be accessed • PRESS “Enter”. The following will be listed: • ACP, ECP, LAP, and LLP for T/A accounts • ACP, ECP, LAP, LLP, PRP, and SIP for C/S accounts. **Note:** When T/A or C/S accounts are created for ECP, those same accounts will be applicable for all ECP regular programs; such as ECPD, ECPF, ECPH, ECPT, and ECPO, as well as ECP supplemental programs.	Screen EEF45500 will be displayed. See subparagraph B for an example of Screen EEF45500.

633 Creating T/A and C/S Accounts (Continued)

A Creating Accounts (Continued)

<table>
<tr><th>Step</th><th>Action</th><th colspan="2">Result</th></tr>
<tr><td rowspan="4">5</td><td rowspan="4">All T/A or C/S accounts already established, regardless of account balance conditions, will be reflected. A message will be displayed if no accounts have been established. Use the following command keys to update T/A or C/S accounts.

• PRESS “Cmd16” or “Shift” + “F4” to add a T/A or C/S account. See step 6.

• PRESS “Cmd20” or “Shift” + “F8” to change a T/A or C/S account. See step 7.

• PRESS “Cmd24” or “Shift” + “F12”to delete a T/A or C/S account. See step 8.</td><td>IF...</td><td>THEN...</td></tr>
<tr><td>“Cmd16” or “Shift” + “F4” is pressed</td><td>Screen EEF45505 will be displayed. See subparagraph C for an example of Screen EEF45505.</td></tr>
<tr><td>“Cmd20” or “Shift” + “F8” is pressed</td><td>Screen EEF45500 will be redisplayed.</td></tr>
<tr><td>“Cmd24” or “Shift” + “F12” is pressed</td><td>Screen EEF45500 will be redisplayed.</td></tr>
<tr><td rowspan="2">6</td><td>PRESS “Cmd16” or “Shift” + “F4” to add a T/A or C/S account.</td><td colspan="2">Screen EEF45505 will be displayed.</td></tr>
<tr><td>Enter the T/A or C/S reserve account name and PRESS “Enter”.</td><td colspan="2">Screen EEF45500 will be displayed notifying the user that the reserve account has been added.</td></tr>
</table>

633 Creating T/A and C/S Accounts (Continued)

A Creating Accounts (Continued)

Step	Action	Result
7	On Screen EEF45500, PRESS “Cmd20” or “Shift” + “F8” to change a T/A or C/S reserve account.	Screen EEF45500 will be redisplayed reflecting the current T/A or C/S reserve account names.
	On Screen EEF45500: • enter the T/A or C/S reserve account to be changed • PRESS “Enter”.	Screen EEF45510 will be displayed reflecting the selected T/A or C/S reserve account.
	On Screen EEF45510: • make changes • PRESS “Enter”.	Screen EEF45500 will be redisplayed notifying the user that the reserve account has been changed.

633 Creating T/A and C/S Accounts (Continued)

A Creating Accounts (Continued)

Step	Action	Result	
8	On Screen EEF45500, PRESS "Cmd24" or "Shift" + "F12" to delete a T/A or C/S reserve account.	Screen EEF45500 will be redisplayed.	
	On Screen EEF45500: • enter the T/A or C/S reserve account name to be deleted • PRESS "Enter".	Screen EEF45515 will be displayed.	
	On Screen EEF45515: • ENTER "Y" or "N" to the question, "Is this the reserve account you wish to delete (Y or N)?" • PRESS "Enter". **Note:** A "Y" must be entered to delete the account.	**IF...**	**THEN...**
		"Y" was entered	Screen EEF45500 will be displayed notifying the user that the reserve account has been deleted.
		"N" was entered	Screen EEF45500 will be displayed for selecting new T/A account to be deleted.
9	When all T/A or C/S accounts have been updated in steps 1 through 8, PRESS "Cmd7" or "F7".	Menu EEF450 will be redisplayed.	

633 Creating T/A and C/S Accounts (Continued)

B Example of Screen EEF45500

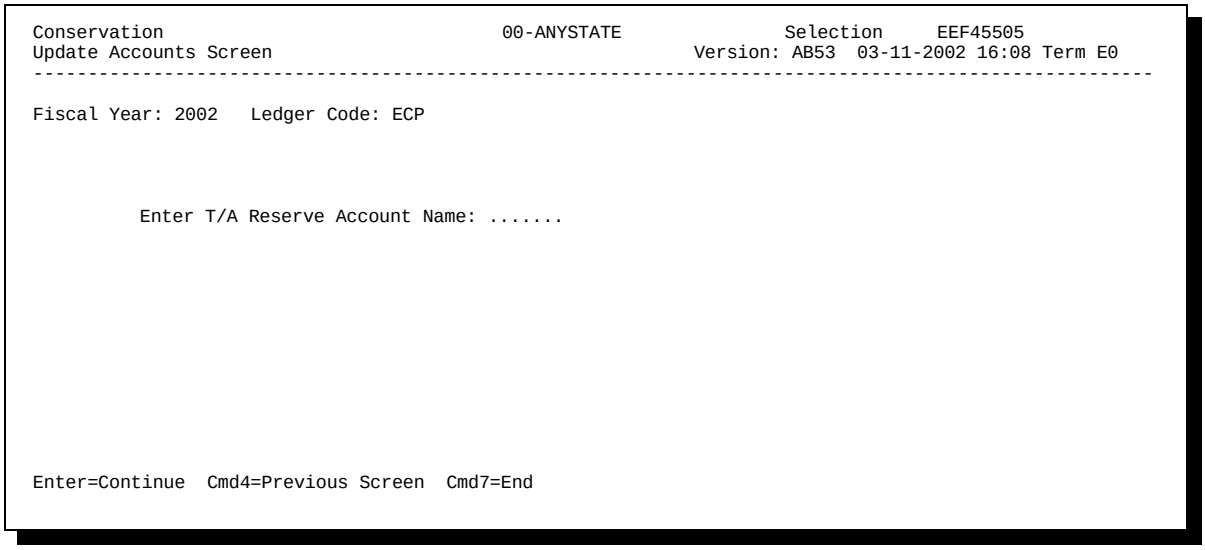
The following is an example of Update Accounts Screen EEF45500 for T/A accounts. This same screen is used for C/S accounts.

```
Conservation                              00-ANYSTATE              Selection     EEF45500
Update Accounts Screen                                    Version: AB53  03-11-2002 16:08 Term E0
-------------------------------------------------------------------------------------------------

Fiscal Year: 2002   Ledger Code: ECP


                          T/A Reserve Accounts:

                          TANRCS
                          TA0001
                          TA0002
                          TA0003
                          TA0004




NO MORE T/A ACCOUNT CODES
Cmd4=Previous Screen  Cmd7=End  Cmd16=Add  Cmd20=Change
               Cmd24=Delete
```

633 Creating T/A and C/S Accounts (Continued)

C Example of Screen EEF45505

The following is an example of Update Accounts Screen EEF45505 for adding a T/A account. This same screen with different screen numbers is used to change (Screen EEF45510) or delete (Screen EEF45515) a T/A or C/S account.



634-645 (Reserved)

--

646 Changing Default Values

A Order of Default Values

Reports and screens will be defaulted automatically to counties in alphabetical order within the State.

If reports and screens are to be reflected by counties in alphabetical order by DD, change the default value.

B Method of Changing Default Values

Change default values for reports and screens in the system according to the following.

Step	Action	Result
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.
2	On Menu EEF400: • ENTER "6" • PRESS "Enter".	Screen EEF46000 will be displayed. See subparagraph C for an example of Screen EEF46000.
3	On Screen EEF46000, ENTER "Y" next to the appropriate response: • State lists Counties in alphabetical order within the State • DD lists Counties in alphabetical order by DD. PRESS "Enter".	Screen EEF46005 will be displayed with the message, "Default value has been set."
4	Screen EEF46005 is a confirmation screen. • PRESS "Cmd4" or "F4" to return to step 3. • PRESS "Cmd7" or "F7" to return to Menu EEF400.	

646 Changing Default Values (Continued)

C Example of Screen EEF46000

The following is an example of State Ledgers Default Values Screen EEF46000.

```
Conservation                              00-ANYSTATE              Selection     EEF46000
State Ledgers Default Values Screen                          Version: AB53  03-11-2002 16:20 Term E0
-------------------------------------------------------------------------------------------------------------

                                  DEFAULT VALUES


Enter "Y" next to the appropriate response:

                           List county names on reports and screens alphabetically within

                                     ..  State

                                          OR

                                     ..  District Director




Enter=Continue  Cmd7=End
```

647-658 (Reserved)

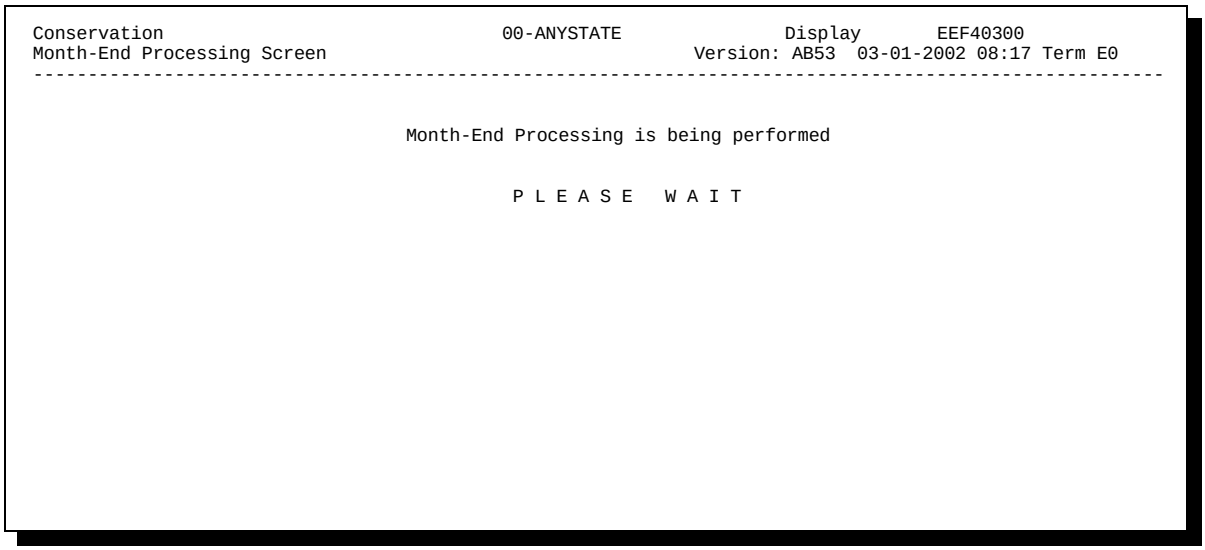
659 Screens for Monthend Processing

A When Process Is Done

Monthend processing is done the first time any option on Menu EEF400 or EEF440 is accessed every month.

B Example of Screen EEF40300

The following is an example of Month-End Processing Screen EEF40300.



659 Screens for Monthend Processing (Continued)

C Example of Screen EEF40300 Confirmation

The following is an example of Screen EEF40300 reflecting the confirmation message.

```
Conservation                              00-ANYSTATE              Display       EEF40300
Month-End Processing Screen                                     Version: AB53  03-01-2002 08:17 Term E0
-------------------------------------------------------------------------------------------------------------


                                    Month-End Processing is being performed









Enter=Continue
IM: Month-End processing is complete.
```

660-677 (Reserved)

Section 8 FY-End Rollover

678 Completing FY Activity and Rollover Deadline

A Ensure Data Are Recorded

Ensure that all current FY activity for all conservation programs is recorded by COB the last workday of September.

B Actions Between September 30 and October 20, Before Rollover

Between COB September 30 and October 20, State Offices that have not rolled over will still be able to:

- access the State ledgers to post allocations, reserve amounts, and T/A payments issued

Important: Do not record any entries that should be posted to the current FY until after rollover.

Be aware that any changes made to the State ledgers after September 30 and before FY-end rollover will be posted as prior FY entries. These changes will not be reflected on the September 30 progress report, but will be part of the FY-end reconciliation used to compute the prior FY carryover.

- print and queue ACP-305 for the month of September.

After October 20, State Offices shall complete rollover before access to State ledger options will be allowed for all options except reports.

678 Completing FY Activity and Rollover Deadline (Continued)

C Rollover Deadline

Rollover can be performed any time after ACP-305's for all County Offices have been transmitted to KCAO, but **no later than October 20**.

D Ledgers

Ledgers must be current for the FY. Ensure that the following are completed.

- All county allocations, T/A reserve amounts, T/A payments issued, and C/S reserve amounts are recorded in the system.

- Any refunds received in the County Office in a closed ledger and returned to the State Office (see paragraphs 465 and 467) are 1 of the following:

  - recorded in the State C/S reserve
  - allocated to another county
  - returned to the national level.

- Print the Program Summary Ledger Report for the parent programs (ACP and ECP), as well as applicable single ledger programs, and ensure that the "State allocation" in the upper left-hand corner agrees with the State allocation on FSA-357.

- Print the Program Summary Ledger Report, the Technical Assistance Summary Ledger Report, and any other ledger reports that the State wants to keep on file.

Note: The Sequential Ledger Entry Report, for all entries, for all conservation programs will automatically print during the rollover process and must be kept on file.

679 Before Starting FY-End Rollover Process

A Before Starting Process

Complete the following before the rollover process is started.

Step	Action
1	Transmit September 30 ACP-305's for all Counties to KCAO. **Exceptions:** County Offices that are unable to: • transmit by the required deadline because system is not operating • queue and transmit because of rejected data on ACP-305.
2	Print September 30 ACP-305 monthend reports. Print and queue September ACP-305's according to Part 10, Section 2 before performing FY-end rollover.
3	Print and review September 30 differences report. After September 30 ACP-305 monthend reports are printed, print the Differences Between ACP-305 and State Ledgers Report. Review and make any corrections necessary to the State Ledger to ensure that the September 30 ACP-305 county allocations agree with the September 30 county allocations recorded in the State ledger. **Notes:** It is not necessary to change the State ledger for **all** county allocations. However, all differences must be justified in the FY-end reconciliation process and corrected through option 4 on Menu EEF400 after rollover. Any corrections made to the State ledger after September 30, but before State ledger rollover, will be considered prior FY transactions. The corrections will not be reflected on the September 30 progress report, but will be reflected in the State rollover figures (prior FY carryover).
4	Prepare 1 blank tape cartridge for file backup. It is not necessary to back up files before rollover. The following files will be automatically backed up during the rollover process: • S.EH.245 - State AD-245 Data • S.EC.259 - State Ledger Data • S.EM.305 - State ACP-305 Data • T.EU.TBL - Conservation Table File.

Note: Data on the progress report will be deleted during rollover to prepare for new FY data.

680 Deadlines for Performing FY-End Rollover

A Before October 20

Once all items in paragraph 679 have been completed, the State ledger rollover process can be performed any time before October 20.

State ledgers can be accessed and entries changed between rollover and October 20.

Note: Any changes made between October 1 and FY-end rollover will be recorded as prior FY changes.

B On or After October 20

On or after October 20, **but in no case later than the last workday of October**, the rollover process **must** be completed as follows:

- September 30 ACP-305 data must be transmitted immediately to KCAO
- September 30 ACP-305 monthend reports must be printed immediately
- September 30 differences report can be printed, but there is no way to make corrections to State ledgers at this time
- data on the progress report will be deleted to prepare for new FY data
- 1 blank tape cartridge must be prepared for file backup.

On or after October 20, and before rollover, no access will be allowed to State ledgers except for ledger reports (see Menu EEF400, option 3) to allow reports to be printed before rollover.

Any differences between ACP-305 county allocations and county allocations, as recorded in the State ledger, must be corrected through option 4 on Menu EEF400 after rollover.

681 FY-End Rollover Screens

A Completing Rollover

FY-end rollover should be completed immediately after all county ACP-305's are transmitted to KCAO, **but no later than October 20**.

Important: Before performing FY-end rollover, ensure that the instructions in paragraph 679 have been completed.

B Example of Screen EEF40200

The following is an example of Fiscal Year-End Rollover Screen EEF40200.

```
Conservation                                  OOOOOOOOOOOOOOOOOOOO              EEF40200
Fiscal Year-End Rollover Screen
-------------------------------------------------------------------------------------------------

                                      Fiscal Year-End Rollover

                    Fiscal Year-End Rollover can be done at this time, if you choose.

                                           *** N O T E ***

Before Processing Fiscal Year-End Rollover, the following should have been done:

                 1.  9/30 ACP-305's transmitted to KCMO.
                 2.  9/30 ACP-305 Month-End report(s) printed.
                 3.  9/30 Differences Report printed and reviewed.
                 4.  One blank tape cartridge prepared for file backup.

Be aware that any allocation/reserve changes made will be posted as PRIOR Fiscal Year entries until State
Ledgers have been rolled over.

Do you wish to process Fiscal Year-End Rollover (Y or N)?
Enter=Continue Cmd7=End
```

681 FY-End Rollover Screens (Continued)

C Example of Screen EEF40205

The following is an example of Fiscal Year-End Rollover Screen EEF40205. This screen will be displayed only if there are September ACP-305's on file that had not been transmitted to KCAO. Rollover will be terminated and Menu EEF400 will be redisplayed.

```
Conservation                              OOOOOOOOOOOOOOOOOOOOO              EEF40205
Fiscal Year-End Rollover Screen
--------------------------------------------------------------------------------------------------------------

                                        Fiscal Year-End Rollover


                              FISCAL YEAR-END ROLLOVER CAN NOT BE PROCESSED NOW


Not all September ACP-305's currently on file have been sent to KCAO.  This data must be transmitted to
KCAO before State Ledgers can be rolled over.  You will be able to perform State Ledger Rollover once all
September ACP-305's have been transmitted to KCAO.




Enter=Continue Cmd7=End
```

681 FY-End Rollover Screens (Continued)

D Example of Screen EEF40210

The following is an example of Fiscal Year-End Rollover Screen EEF40210. This screen will be displayed only if there are counties that have not transmitted September ACP-305's to the State Office.

```
Conservation                                    0000000000000000    00000000              EEF40210
Fiscal Year-End Rollover Screen                          Version:  0000  00000000  00000    Term 00
-------------------------------------------------------------------------------------------------

                                    Fiscal Year-End Rollover


The following counties have not transmitted 9/30 ACP-305's.  If you choose to do a Fiscal Year-End
Rollover now, the ledgers for the counties listed will have to be corrected through Option 4 of Menu
EEF400.


        County                Ledger       County                  Ledger
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        00000000000000000000  0000000000   00000000000000000000    000000000
        MORE LEDGERS

Do you wish to continue (Y or N)?                                          X
Enter=Continue   Cmd7=End   Roll=Page
```

681 FY-End Rollover Screens (Continued)

E Example of Screen EEF40215

The following is an example of Fiscal Year-End Rollover Screen EEF40215. This screen will display either of the first 2 following messages, whichever is applicable, and the last message:

- "All counties have transmitted their ACP-305's to STO."
- "NOT ALL counties have transmitted their ACP-305's to STO."
- "All September ACP-305's currently on file have been transmitted to KCMO."

```
Conservation                                    OOOOOOOOOOOOOOOOOOOOO OOOOOOO            EEF40215
Fiscal Year-End Rollover Screen                 Version:  OOOO  OOOOOOOOOO  OOOOOO   Term OO
--------------------------------------------------------------------------------------------------

                                      Fiscal Year-End Rollover

                                        P L E A S E   N O T E

                NOT ALL counties have transmitted their ACP-305's to STO.

                All September ACP-305's currently on file have been transmitted to KCMO


Do you wish to continue (Y or N)?                                    O
Enter=Continue Cmd7=End
```

681 FY-End Rollover Screens (Continued)

F Example of Message That Displays After Screen EEF40215

The following is an example of the message that will be displayed on the terminal after "Y" is entered to the question, "Do you wish to continue (Y or N)?", on the bottom of Screen EEF40215.

Notes: This is the last chance to cancel rollover if there is something that must be done before rollover.

ENTER "N" to the question, "Has an initialized Tape Cartridge been inserted? (Y/N)", and Menu EEF400 will be redisplayed.

```
Before a FY Rollover is done, certain Conservation files on your system
must be save to a tape cartridge.

PLEASE INSERT AN INITIALIZED TAPE CARTRIDGE NOW.

If a (Y) is entered for the question below, then a backup of the
following files will take place:

     S.EM.245 -- State AD-245 Data
     S.EC.259 -- State Ledger Data
     S.EM.305 -- State ACP-305 Data
     T.EU.TBL -- Conservation Table File

If a (N) is entered for the question below, then the FY Rollover
Process will be terminated.

Has an initialized Tape Cartridge been inserted?  (Y/N)
```

681 FY-End Rollover Screens (Continued)

G Example of Screen EEF40300

The following is an example of Fiscal Year-End Rollover Screen EEF40300. This screen reflects each phase of rollover as it is being completed during the rollover process. The following messages will be displayed, 1 at a time:

- "Prior FY Sequential Ledger Reports are being prepared for print."
- "State ledgers are being rolled over."
- "ACP-305 file is being rolled over."

```
Conservation                    OOOOOOOOOOOOOOOOOOOOOO OOOOOOO        EEF40300
Fiscal Year-End Rollover Screen                    Version:  OOOO  OOOOOOOOOO  OOOOOO   Term OO
-------------------------------------------------------------------------------------------------

                            Fiscal Year-End Rollover is being performed



                                        P L E A S E   W A I T

                        Prior FY Sequential Ledger Reports are being prepared for print.
```

681 FY-End Rollover Screens (Continued)

H Example of Screen EEF40305

The following is an example of Ledger Rollover Screen EEF40305 which is a confirmation screen.

```
Conservation                      OOOOOOOOOOOOOOOOOOOOOOO  OOOOOOOOOO    EEF40305
Ledger Rollover Screen                                    Version: OOOO  OOOOOOOO OOOOO   Term OO
-------------------
```

682 Performing FY-End Rollover

A October Deadline

Access to the State ledgers will be allowed before rollover and until October 20. However, any changes made from October 1 until rollover will be recorded as prior FY changes.

Warning: If for some unforeseen reason, rollover is not done until October 20 or after, access to the State ledgers except for reports option will **not** be allowed until rollover is completed. Rollover must be completed by October 20 or the first time in the system after October 20, **but no later than the last workday of October**.

B Performing Rollover

Complete the following to perform FY-end rollover any time **before** October 20.

Step	Action	Result
1	On Menu EEF000: • ENTER "4" • PRESS "Enter".	Menu EEF400 will be displayed.
2	On Menu EEF400: • enter any option • PRESS "Enter". **Note:** Only 1 person can use the conservation system software at any given time. If more than 1 person is signed on to the conservation software, the system will display the message, "A terminal is using the conservation system. If (Y)es is entered for the question below, that terminal must be out of the conservation system software. Do you want to try to run the procedure again (Y/N)?". Ensure that all other terminals are signed off of the conservation software. ENTER "Y" and PRESS "Enter".	Screen EEF40200 will be displayed.

682 Performing FY-End Rollover (Continued)

B Performing Rollover (Continued)

Step	Action	Result	
3	Ensure that all 4 of the items listed on the screen were completed before starting rollover. On Screen EEF40200, ENTER "Y" or "N" to the question, "Do you wish to process Fiscal Year-End Rollover (Y or N)?".	**IF...**	**THEN...**
		"Y" was entered and all ACP-305's currently on file have been sent to KCAO, **but not all** counties have transmitted to the State	Screen EEF40210 will be displayed. Go to step 4.
		"Y" was entered and all ACP-305's currently on file have been sent to KCAO **and all** counties have transmitted to the State	Screen EEF40215 will be displayed. Go to step 5.
		"Y" was entered and all ACP-305's currently on file have **not** been sent to KCAO	Screen EEF40205 will be displayed. Rollover will be terminated and Menu EEF400 will be redisplayed. **Note:** On or after October 20, **but no later than the last workday of October**, ACP-305's must be transmitted to KCAO before completing rollover or accessing State ledgers.
		"N" was entered	Rollover will be terminated and Menu EEF400 will be redisplayed. **Note:** On or after October 20, **but no later than the last workday of October**, ACP-305's must be transmitted to KCAO before completing rollover or accessing State ledgers.

682 Performing FY-End Rollover (Continued)

B Performing Rollover (Continued)

Step	Action	Result	
4	Screen EEF40210 will be displayed if all counties have **not** transmitted ACP-305's to the State Office. ENTER "Y" or "N" to the question, "Do you wish to continue (Y or N)?".	**IF...**	**THEN...**
		"Y" was entered	Screen EEF40215 will be displayed. Go to step 5.
		"N" was entered	the rollover process will be terminated and Menu EEF400 will be redisplayed. **Note:** On or after October 20, **but no later than the last workday of October**, ACP-305's must be transmitted to KCAO before completing rollover or accessing State ledgers.
5	Screen EEF40215 will be displayed reflecting the ACP-305 status. ENTER "Y" or "N" to the question, "Do you wish to continue (Y or N)?".	**IF...**	**THEN...**
		"Y" was entered	a message will be displayed to insert an initialized tape cartridge now. Go to step 6.
		"N" was entered	the rollover process will be terminated and Menu EEF400 will be displayed. **Note:** On or after October 20, **but no later than the last workday of October**, rollover must be completed before accessing State ledgers.

682 Performing FY-End Rollover (Continued)

B Performing Rollover (Continued)

Step	Action	Result	
6	On Input-Output Screen, ENTER "Y" or "N" to the question, "Has an initialized tape cartridge been inserted? (Y/N)".	**IF...**	**THEN...**
		"Y" was entered	a backup of the following files will occur: • S.EH.245 • S.EC.259 • S.EM.305 • T.EU.TBL. When backup has been completed, Screen EEF40300 will be displayed. Go to step 7.
		"N" was entered	the rollover process will be terminated and Menu EEF400 will be redisplayed. **Note:** On or after October 20, **but no later than the last workday of October**, no access to State ledgers is allowed until rollover is completed, except for ledger reports.

682 Performing FY-End Rollover (Continued)

B Performing Rollover (Continued)

Step	Action	Result
7	Screen EEF40300 reflects each phase of rollover as it is being completed during the rollover process. The following messages will be displayed. • "Prior FY Sequential Ledger Reports are being prepared for print." • "State ledgers are being rolled over." • "ACP-305 file is being rolled over." When completed, the following messages will be displayed. • "Fiscal year rollover process is complete." • "Remove Tape Cartridge and label it as follows: CCYY CRES Conservation FY Backup Tape." Label tape cartridge as instructed.	FY-end process has been completed. User will be returned to the option selected before rollover began.

683 After Completing FY-End Rollover

A After Completing Rollover

After FY-end rollover has been completed, verify county allocations, and C/S and T/A reserves.

During rollover, the system will:

- delete the ledger data for the entire prior FY
- delete the progress report data to prepare the file for new FY progress report data
- calculate the ledger carry forward amounts for the current FY.

B Carry Forward Amounts

The system will automatically rollover the ledger balances from the previous FY.

The "carry forward" amounts for the Sequential Ledger Entry Report, all entries, will be calculated according to the following.

Column	Calculation
State Allocation	Prior FY State allocation minus prior FY county payments issued and T/A payments issued
C/S Reserve	Prior FY C/S reserve **Note:** There is no calculation change.
T/A Reserve	Prior FY T/A reserve minus prior FY T/A payments issued
County Allocation	Prior FY county allocation minus prior FY county payments issued

Note: Sum of county allocations, plus C/S reserves, plus T/A reserves equals the State allocation.

683 After Completing FY-End Rollover (Continued)

C Verifying Ledgers

All differences that appeared on the September 30 Differences Between ACP-305 and State Ledgers Report that were not corrected before rollover must be reconciled with KCAO during the FY-end reconciliation process.

Note: Even if the differences on the September 30 Differences Between ACP-305 and State Ledger Report are corrected, there will be no change to the September 30 ACP-305's or the "Differences Report". However, the recorded corrections will be reflected in the prior FY carryover after State ledger rollover.

The county allocation and earnings as reflected on the county ledger as of September 30 must be used for the FY-end reconciliation process according to Part 11. Follow this table.

IF county allocation on...	THEN...
ACP-305 was incorrect but agrees with the actual September 30 ledger	have the county correct its allocation in the current FY ledger.
ACP-305 was different from the State ledger because the county could not transmit a September 30 report	ensure that the actual September 30 county allocation agrees with the State ledger.
the State ledger was incorrect	correct through option 4 on Menu EEF400, according to Section 4.

Note: If county did not transmit a September 30 ACP-305 and the earnings were different from those last reported, the State ledger must be corrected through option 4 on Menu EEF400, according to Section 4.

683 After Completing FY-End Rollover (Continued)

D Reduce County Allocations

The county FY rollover process reduced county allocations not only by earnings as of September 30, but also by the amount in the balance available as of September 30.

These unobligated balances available printed on CCC Allocation Reduction Report EEA460-R001, which was FAXed to the State Office, as notification that the funds were being returned.

After State FY rollover, and before November 1, State Offices shall use the FAXed Report EEA460-R001 from County Offices to complete the following.

- For each ACP and interim EQIP fund code listed, reduce the county allocation on the State ledger according to Section 1, by the amount in the "Allocation Reduction Amount" column for the fund code being processed on Report EEA460-R001.

- Post the total of all reductions for each fund code as an increase in the C/S reserve account for the fund code.

  Recommendation: It may be easier to post allocation reductions by fund code instead of by county. That is, post all county allocation reductions for a **fund code**, then all county allocation reductions for the next fund code, **rather than** posting allocation reductions for all fund codes in a **county**, then all allocation reductions for the next county.

- Keep the funds in the C/S reserve account until further notice from the National Office is received.

Making the reductions ensures that county allocation reductions on the State ledger for the new FY match county allocations on county ledgers, unless other differences exist.

If the allocation reductions are **not posted before November 1**, the Differences Between ACP-305 and State Ledgers Report EEG435-R006 as of October 30, generated during the November progress reports cycle, will list numerous differences, indicating that State ledgers are out of balance with county ledgers.

684-700 (Reserved)

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Part 10 Progress Reports

701 Overview

A Combined Queuing Process

Although CRES and CCC conservation systems are separate, progress reports for both systems are queued at the same time, from the same option. Instructions in this handbook or 2-CONSV for the actual queuing processes **only** may be used interchangeably. However, all of the preparatory activities for queuing must be completed separately for each system.

B In This Part

This part provides instructions to print and queue progress reports.

- Section 1 provides instructions for County Office CRES progress reports, including ACP-305 Monthly Progress/Transmission Report and Monthly C/S Requests Status Report (CEP-50R).

- Section 2 provides instructions for State Office CRES progress reports, including ACP-305 Monthly Progress Report, ACP-305 Monthly Progress/Transmission Report, and Monthly C/S Requests Status Report (CEP-50R).

Note: See 2-CONSV, Parts 11 and 15, for State and County Office CCC progress report instructions, respectively.

C Checklist

See Exhibit:

- 20 for County Office monthly checklist
- 30 for State Office monthly checklist.

702 (Reserved)

--

Section 1 County Progress Reports

703 Preliminary Preparation of Monthend Progress Reports

A Last Workday of the Month

Complete the preliminary preparation of the monthend progress reports on the **last workday** of the month.

Verify that all AD-245 requests have been entered into the system.

Verify that ledger balances for all conservation programs are current and correct. Ensure that the following have been completed.

- LTA contract approvals have been entered. This includes increases and decreases to an LTA contract amount.
- Allocation increases and decreases have been entered.
- Refunds have been entered.

Verify that ledger balances for all conservation programs are in balance. A ledger is in balance when the balance available for commitment equals the allocation, minus C/S amount approved, plus performance amount approved, minus performance amount earned. The balance available for commitment must never be a negative amount.

Note: Monthly progress reports will not transmit for a ledger that is out of balance.

B State Office Assistance

Contact the State Office **before** the end of the month, if assistance is needed to correct ledgers.

704 Print and Queue Progress Reports

A First Workday of Each Month

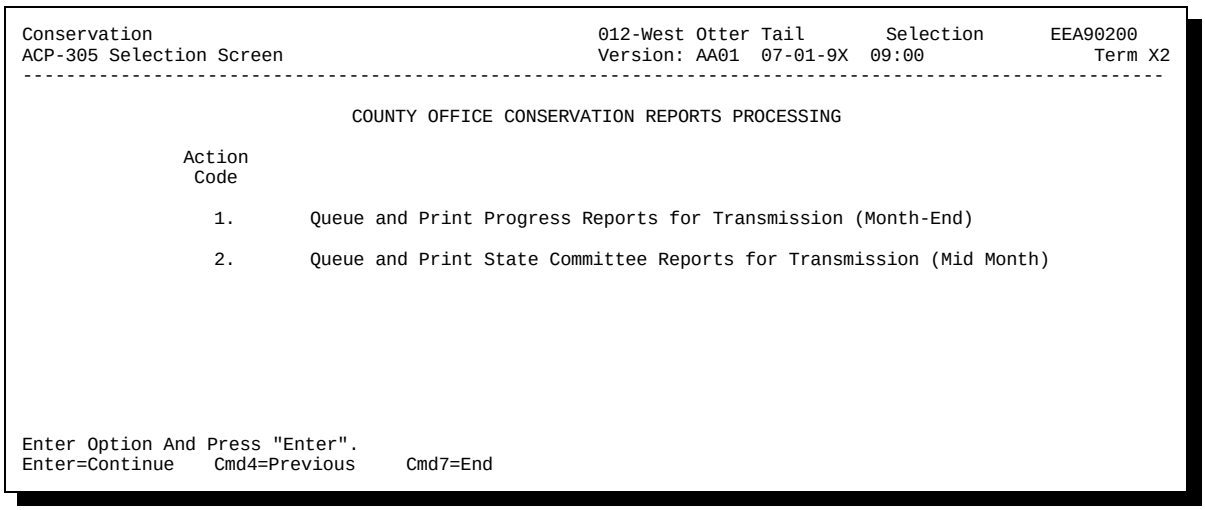
ACP-305 Monthly Progress/Transmission Report and Monthly C/S Requests Status Report will automatically print and queue during SOD on the first workday of each month.

Note: Do not send a printed copy of any of these reports to the State Office unless requested by the State Office or instructed to do so by a notice.

B Example of Screen EEA90200

ACP-305 Selection Screen EEA90200 has been retained to provide a method to prepare, queue, and print progress reports should the automatic process fail. Use this method to process monthend progress reports or STC reports only upon request from the State Office.

The following is an example of ACP-305 Selection Screen EEA90200.



```
Conservation                                  012-West Otter Tail       Selection      EEA90200
ACP-305 Selection Screen                      Version: AA01  07-01-9X  09:00              Term X2
-------------------------------------------------------------------------------------------------

                            COUNTY OFFICE CONSERVATION REPORTS PROCESSING

              Action
               Code

                 1.       Queue and Print Progress Reports for Transmission (Month-End)

                 2.       Queue and Print State Committee Reports for Transmission (Mid Month)









Enter Option And Press "Enter".
Enter=Continue    Cmd4=Previous     Cmd7=End
```

704 Print and Queue Progress Reports (Continued)

C Accessing Screen EEA90200

Access Screen EEA90200 according to the following when requested by the State Office to manually queue and print either:

- a replacement monthend progress report
- the STC report.

Step	Action	Result
1	On Menu FAX250: • ENTER “4” • PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002: • enter the option for the applicable County Office to be accessed • PRESS “Enter”.	Menu FAX07001 will be displayed.
3	On Menu FAX07001: • ENTER “7” • PRESS “Enter”.	Menu FMA901 will be displayed.
4	On Menu FMA901: • ENTER “4” • PRESS “Enter”.	Screen FMA904 will be displayed.
5	On Screen FMA904: • ENTER “3”, “Monthly Progress Reports (EM1, EM2, EH8)” • PRESS “Enter”.	The message FMAQEM1, “Do you wish to queue for all counties? Y/N”, will be displayed.
6	If the County Office administers: • **more than** 1 county, ENTER “Y” and PRESS “Enter” • **only** 1 county, ENTER “N” and PRESS “Enter”.	Screen EZZ50000 will be displayed.
7	On Screen EZZ50000: • enter the printer ID and the number of copies to be printed • PRESS “Enter”.	Screen EEA90200 will be displayed.

704 Print and Queue Progress Reports (Continued)

D Completing Screen EEA90200

Enter 1 of the following to print and queue either the **monthend** ACP-305 Monthly Progress/Transmission Report, Monthly C/S Requests Status Report, and Conservation 305 Monthly Progress/Transmission Report or **STC** ACP-305 and STC Conservation 305.

- To print and queue **Monthend ACP-305 Monthly Progress/Transmission Report, Monthly C/S Requests Status Report, and Conservation 305 Monthly Progress/Transmission Report**, ENTER "1" and PRESS "Enter". This action code must be selected the first workday of each month. Selecting this option will print and queue all 3 reports at the same time.

Note: The monthend ACP-305 and Conservation 305 report can be queued and transmitted more than once each month. However, the option to queue and transmit the monthend ACP-305 and Conservation 305 report shall only be selected if the automatic transmission fails and the State Office requests that the monthend ACP-305 and Conservation 305 report be queued and transmitted a subsequent time.

- To print and queue **STC ACP-305 and STC Conservation 305**, ENTER "2" and PRESS "Enter". This action code shall **only** be entered if STC requests a midmonth report. This action code can be accessed anytime during the month and reflects the status of ACP-305 and Conservation 305 report as of the date of the transmission.

Result: Screen EEA90505 will be displayed.

704 Print and Queue Progress Reports (Continued)

E Completing Screen EEA90505

Messages will be displayed on Screen EEA90505 indicating that progress reports are being queued for transmission. Progress reports are queued and printed in the following order:

- ACP-305 Monthly Progress/Transmission Report
- Monthly C/S Requests Status Report
- Conservation 305 Monthly Progress/Transmission Report.

Print and file the ACP-305 Monthly Progress/Transmission Report according to the following.

IF there are...	THEN...

• AD-245's
  • with COC willing to approve date
  • for LTA's or SIP
• ledger entries
	• the following messages will be displayed:
	  • "ACP-305 Progress Reports"
	  • "Progress reports successfully queued for transmission. The ACP-305 reports will be printed for your verification"
	• PRESS "Enter"
	• the message, "File SSCCCEM1 has been queued for transmission", will be displayed
	• ACP-305 Monthly Progress/Transmission Report EEA530-R001 will be printed
	Note: If there are any exceptions to validations the system performs during the queuing process, ACP-305 Rejections/Exceptions Report EEA530-R002 also will be printed.
	• the monthly C/S Requests Status Report will be processed
	• keep records on file according to 25-AS
	• see subparagraphs 707 A and 708 B for examples of the reports
	• correct any exceptions listed on Report EEA530-R002 before the next month's ACP-305 is queued.

704 Print and Queue Progress Reports (Continued)

E Completing Screen EEA90505 (Continued)

IF there are...	THEN...

• no AD-245's:
 	
  • with COC willing to approve date
 	
  • for LTA's or SIP
 	
• no ledger entries
	• the following messages will be displayed:
	
	  • "ACP-305 Progress Reports"
	  • "No data is on file to be transmitted"
	
	• PRESS "Enter"
	
	• Report EEA530-R001 will be printed with the message, "No AD-245, ledger or checks/refunds data on file. No data is transmitted"
	
	• the Monthly C/S Requests Status Report will be processed.

704 Print and Queue Progress Reports (Continued)

E Completing Screen EEA90505 (Continued)

Print and file Monthly C/S Requests Status Report EEA580-R001 according to the following.

After the ACP-305 Monthly Progress/Transmission Report has been queued, Report EEA580-R001 will be queued.

On Screen EEA90505:

- the following messages will be displayed:
  - "Monthly Cost-Share Status Report"
  - "Monthly cost-share data successfully queued for transmission. The Monthly Cost Share Report will be printed next"
- PRESS "Enter"
- the message, "File SSCCCEH8 has been queued for transmission", will be displayed
- Report EEA580-R001, Monthly C/S Requests Status Report, will print
- the Conservation 305 Monthly Progress/Transmission Report will be processed.

Provide a copy of SIP data on the report to the local SF.

Keep the report on file according to 25-AS.

See subparagraph 709 E for an example of Report EEA580-R001.

704 Print and Queue Progress Reports (Continued)

F Completing Screen EEB90505

Print and file the Conservation 305 Monthly Progress/Transmission Report EEB530-R002 according to the following.

IF there are...	THEN...

• active CCC-1200's with selected for plan development or approval data recorded
 	
• ledger entries
	• the following messages will be displayed:
	
	  • "Conservation 305 Progress Reports"
	
	  • "Progress reports successfully queued for transmission. The Conservation 305 reports will be printed for your verification."
	
	• PRESS "Enter"
	
	• the message, "File SSCCCEM2 has been queued for transmission", will be displayed
	
	• Report EEB530-R001 will be printed
	
	  Note: If there are any exception to validations the system performs during the queuing process, Conservation 305 Rejections/Exceptions Report EEB530-R002, also will be printed.
	
	• Menu FMA904 will be redisplayed. The queuing process is complete.

704 Print and Queue Progress Reports (Continued)

F Completing Screen EEB90505 (Continued)

IF there are...	THEN...

• no active CCC-1200's with selected for plan development or approval data recorded	• the following messages will be displayed:
	  • "Conservation 305 Progress Reports"
	  • "No data is on file to be transmitted"
	• PRESS "Enter"

• no ledger entries	• the message, "File SSCCCEM2 has been queued for transmission", will be displayed **Note:** Three records containing data from the CCC county eligibility table will be queued for tracking purposes in KCAO. This is why the EM2 file is queued even though there is no Report EEB530-R001 data to transmit. • Report EEB530-R001 will be printed with the message, "No CCC-1245, ledger or checks/refunds data on file. No data is transmitted." • Menu FMA904 will be redisplayed. The queuing process is complete. • PRESS "Cmd3" or "F3" twice to return to Menu FAX250 if no other conservation files need to be queued.

705 Report Dates on CRES Progress Reports

A Monthend ACP-305

On the monthend ACP-305 Monthly Progress/Transmission Report, the:

- "Prepared" date is the last date of the prior month
- "As of" date is the date the report is queued for transmission.

B STC ACP-305

On STC ACP-305 report, both "Prepared" and "As of" dates are the date the report is queued for transmission.

C Monthly C/S Requests Status Report

On the Monthly C/S Requests Status Report, the:

- "Prepared" date is the last date of the prior month
- "As of" date is the date the report is queued for transmission.

706 Transmitting Progress Reports

A Second Workday of the Month

County Offices **must** transmit the monthend ACP-305 Monthly Progress/Transmission Report and Monthly C/S Requests Status Report no later than the **second workday** of the month. State Offices are required to transmit data to KCAO no later than the third workday of the month.

If the County Office system is **not** operating on the first workday of the month, notify the State Office of either of the following:

- the system will be operating by the second workday of the month, and the progress reports will be transmitted to the State Office by the third of the month

- the County Office will be unable to transmit progress reports by the third workday of the month. If the County Office cannot transmit the current month's progress reports, the State Office shall use the previous month's progress reports data.

707 ACP-305 Monthly Progress/Transmission Report

A Example of Report EEA530-R001

The following is an example of ACP-305 Monthly Progress/Transmission Report EEA530-R001.

ANYSTATE U.S. Department of Agriculture Prepared: 03-25-2002
ANYCOUNTY Farm Service Agency As of: 02-28-2002
Report ID: EEA530-R001 ACP-305 MONTHLY PROGRESS/TRANSMISSION REPORT Page: 1

Program Code	Fund Code	Total Allocation Amount	Total Amount Approved	Performance Amount Approved	Performance Amount Earned	Balance Available	Amount of Pending Approvals	No. ANA Referrals Total Outstand	No. ANA Referrals Issued this FY	No. of Pending Approvals	No. LTA's Approved this FY
ACP-ANA	00	416	900-	900-	4,900-	5,316			1		
ACP-ANA		416	900-	900-	4,900-	5,316			1		
ACP-LTA	00	8,200	7,700	770	770	500					
ACP-LTA		8,200	7,700	770	770	500					
ACP		8,616	6,800	130-	4,130-	5,816			1		
ECPD		8,713	2,053	1,740	1,740	6,660	9,600	4	6	7	
ECPF		58				58					
ECPH		0				0					
ECPT		0	500-	500-	500-	500					
ECP		8,771	1,553	1,240	1,240	7,218	9,600	4	6	7	
ECPCGF		1,300	500			800	275			1	
ECPMWF		1,000				1,000			1		
PRP	00	965	965	965	965	0					
PRP		965	965	965	965	0					
SIP	00	700	700			0	680	1	4	2	
SIP	21	0				0	1,000		1	1	
SIP		700	700			0	1,680	1	5	3	

707 ACP-305 Monthly Progress/Transmission Report (Continued)

B Description of Report EEA530-R001

The following is a description of Report EEA530-R001.

Note: Report EEA530-R001 is printed and queued automatically during SOD the first workday of each month according to paragraph 704.

Item	Description
Prepared Date	The "Prepared" date is the date the report is queued for transmission.
As of Date	The "As of" date is either of the following: • the last day of the month for the monthend report • the date the report was queued for transmission for the STC report.

707 ACP-305 Monthly Progress/Transmission Report (Continued)

B Description of Report EEA530-R001 (Continued)

<table>
<tr><th>Item</th><th colspan="2">Description</th></tr>
<tr><td rowspan="6">Program Format</td><td colspan="2">Program data will print in the following format.</td></tr>
<tr><td>Program</td><td>Format</td></tr>
<tr><td>ACP</td><td>• Each fund code for ACP-ANA
• Total ACP-ANA (all fund codes)
• Each fund code for ACP-LTA
• Total ACP-LTA (all fund codes)
• Total ACP (ACP-ANA and ACP-LTA)</td></tr>
<tr><td>ACPEQIP</td><td>• Each fund code for ACP-EAN
• Total ACP-EAN (all fund codes)
• Each fund code for ACP-ELT
• Total ACP-ELT (all fund codes)
• Total ACPEQIP (ACP-EAN and ACP-ELT)</td></tr>
<tr><td>ECP</td><td>• ECPD
• ECPF
• ECPH
• ECPO
• ECPT
• Total ECP (ECPD, ECPF, ECPH, ECPO, and ECPT)</td></tr>
<tr><td>ECPCGF, ECPHS, and ECPMP</td><td>One line of data for each program.</td></tr>
<tr><td>PRP</td><td>• Each fund code for PRP
• Total PRP (all fund codes)</td></tr>
<tr><td>SIP</td><td>One line of data for each program.</td></tr>
</table>

707 ACP-305 Monthly Progress/Transmission Report (Continued)

B Description of Report EEA530-R001 (Continued)

Item	Description
Total Allocation Amount, Total Amount Approved, Performance Amount Approved and Amount Earned, and Balance Available	These are the totals from each applicable program ledger.
Amount of Pending Approvals	The dollar amount of pending approvals includes: • all AD-245's for ACP-ANA, ACP-EAN, ECP, and PRP with COC willing to approve date and no approval or disapproval date • all SIP AD-245's without an approval or disapproval date.
No. ANA Referrals - Total Outstanding	The total number of ANA referrals outstanding includes all AD-862's regardless of FY, for ACP-ANA, ACP-EAN, ECP, or other annual C/S program eligible in the CRES system with COC willing to approve date and no approval or disapproval date and no needs determination date. This also includes SIP AD-862's with no approval or disapproval date and no needs determination date. This item excludes all AD-862's with a nonreferral to this agency's date.
No. ANA Referrals - Issued This FY	The number of ANA referrals issued this FY includes all AD-862's for ACP-ANA, ACP-EAN, ECP, SIP, or other annual C/S program eligible in the CRES system that were referred to a technical service provider during the current FY only. This item excludes all AD-862's with a nonreferral to this agency's date.
No. of Pending Approvals	The number of pending approvals for the entry in the amount of pending approvals column.
No. LTA's Approved This FY	The number of LTA's approved this FY includes all LTA's or contracts for ACP-LTA or ACP-ELT with a current FY prefix on the contract number.

708 ACP-305 Rejections/Exceptions Report

A Validating ACP-305

The system will validate ACP-305 data before transmission. Errors will be listed on ACP-305 Rejections/Exceptions Report EEA530-R002. The system will transmit valid and exception records. Rejected records will **not** be transmitted.

B Example of Report EEA530-R002

The following is an example of Report EEA530-R002.

```
ANYSTATE                                        U.S. Department of Agriculture                Prepared: 03-25-2002
ANYCOUNTY                                            Farm Service Agency                         As of: 02-28-2002
Report ID: EEA530-R002                          ACP-305 REJECTIONS/EXCEPTIONS REPORT              Page:    1
                Allocation     Amount    ------ Performed -------      Balance     -- No. ANA Referrals --    No. LTA's
Program  Fund      Amount      Approved    Amt Apprv     Amt Earn      Available    Outstanding    Issued      Approved
-------  ----    ----------   ----------  -----------   ----------    -----------   -----------   ---------    ---------

ACP-ANA   00        10,000       5,500       5,500       6,000         2,000-
                (REJECTED...LEDGER OUT OF BALANCE)

ECPD                3,000       2,000       4,000       4,000         1,000           1             2
                (REJECTED...PERFORMANCE EARNED EXCEEDS ALLOCATION)
                (REJECTED...PERFORMANCE APPROVED EXCEEDS AMOUNT APPROVED)

ECPT                              500-        500-        500-          500
                WARNING...(AMOUNTS ARE NEGATIVE.)
```

708 ACP-305 Rejections/Exceptions Report (Continued)

C Report Messages

The following is a list of the messages that can occur on Report EEA530-R002.

Message	Excepted or Rejected
REJECTED...LEDGER OUT OF BALANCE. • Balance available must be correct as follows: Allocation amount (minus) - Total amount approved (plus) + Total performance amount approved (minus) - Total performance amount earned (equal) = Balance available • Balance available cannot be negative.	Rejected
WARNING...AMOUNTS ARE NEGATIVE. Negative balances are caused by refunds.	Excepted
REJECTED...PERFORMANCE EARNED EXCEEDS ALLOCATION. Total performance amount earned must not exceed the allocation amount, unless amounts are negative.	Rejected
REJECTED...PERFORMANCE APPROVED EXCEEDS AMOUNT APPROVED. Total performance amount approved must not exceed the total amount approved, unless amounts are negative.	Rejected
REJECTED...PERFORMANCE EARNED EXCEEDS PERFORMANCE APPROVED. Total performance amount earned must not exceed the total performance amount approved, unless amounts are negative.	Rejected

Note: If total performance amount earned exceeds the total performance amount approved on the October or November report, there will be no rejection.

709 Monthly C/S Requests Status Report

A When to Print

Monthly C/S Requests Status Report EEA580-R001 will be printed when the progress reports are queued for transmission according to paragraph 704. When it prints during the queuing process, it will print as of the last date of the prior month.

Report EEA580-R001 provides the status of AD-245's.

Maintain a copy of Report EEA580-R001 on file with the monthend ACP-305 according to 25-AS.

The data on Report EEA580-R001 will transmit when the monthend ACP-305 is transmitted to the State Office according to this section. The data that are transmitted will be as of the last date of the prior month. Report EEA580-R001 can only be transmitted through the monthend progress report queue option.

Report EEA580-R001 can also be printed any time during the month, if needed or requested. However, the data can only be transmitted once a month with the monthend progress reports. When Report EEA580-R001 is printed other than when queued for transmission, it can be printed as of the:

- last date of the prior month
- current date.

B Provide Copy of SIP Data

Provide a copy of SIP data on Report EEA580-R001 to the local SF. This is the data printed as of the last date of the prior month.

Provide additional current copies of SIP data on Report EEA580-R001, if requested by the local SF.

709 Monthly C/S Requests Status Report (Continued)

C Differences Between ACP-305 and Monthly C/S Requests Status Report

Report EEA580-R001 provides the status of AD-245's as of the current date or last date of the prior month, depending on the printing option, and should **not** be compared to ACP-305 data. Some of the differences between the Monthly C/S Status Report and the ACP-305 Monthly Progress Report is as follows.

- Monthly C/S Status Report (CEP-50R).
  - Only includes data recorded to AD-245's in the current FY. Does not include refunds or manual adjustments.
  - Partial payments are not reflected on this report until the final payment is recorded on AD-245. Once final performance is recorded, the total amount including any partial payments as well as the final payment will be reflected.
  - Outstanding approvals only include AD-245 data. No LTA contract data is included.
- Monthly Progress Report (ACP-305).
  - Includes all data recorded on AD-245's as well as refunds and manual adjustments during the current FY.
  - Partial payments are reflected on this report when recorded on AD-245 during the current FY. For example, if final performance was recorded in the current FY, but a partial payment had been recorded in the prior FY, this report will only reflect the portion of the payment that was made during this FY rather than the total payment.
  - Outstanding approvals include AD-245 data and contract approvals that were entered on the contract approval screen.

709 Monthly C/S Requests Status Report (Continued)

D Printing Report EEA580-R001

Print Report EEA580-R001 as follows if additional copies are needed or a more current report is needed or requested.

Step	Action	Result
1	On Menu EEA000: • ENTER "5" • PRESS "Enter".	Menu EEA500 will be displayed.
2	On Menu EEA500: • ENTER "2" • PRESS "Enter".	Screen EZZ50000 will be displayed.
3	On Screen EEA30525: • enter printer ID and number of copies to be printed • PRESS "Enter".	Screen EEA30525 will be displayed.
4	On Screen EEA30525, to print the report as of the: • previous monthend, ENTER "1" and PRESS "Enter" • current date, ENTER "2" and PRESS "Enter".	Screen EEA30590 will be displayed.
5	On Screen EEA30590, PRESS "Enter". The number of copies of Report EEA580-R001 entered on Screen EZZ50000 will print.	Menu EEA500 will be displayed.

709 Monthly C/S Requests Status Report (Continued)

E Example of Report EEA580-R001

The following is an example of the Report EEA580-R001.

ANYSTATE — U.S. Department of Agriculture — Prepared: 03-25-2002
ANYCOUNTY — Farm Service Agency — As Of: 02-28-2002
Report ID: EEA580-R001 — MONTHLY COST-SHARE REQUESTS STATUS REPORT — Page: 4
CEP-50R

Program Code/ Fund Code	Practice Code	Total Requests	Estimated C/S (Without COC Willing to Approve)	Estimated C/S (With COC Willing to Approve)	C/S Approved (Without Final Performance)	C/S Earned	Disapproved (Never Approved)	Canceled After C/S Approved
ECPD	EC1	1				840		
	EC6	9	100	9,600	1,000			
*** Total ECPD ***		10	100	9,600	1,000	840		
Total ECP	EC1	1				840		
	EC6	9	100	9,600	1,000			
**** Grand Total ECP ***		10	100	9,600	1,000	840		

-- Footnote -- The data on this report may or may not match data on the ACP-305. There is no comparison between this report and the ACP-305 since the reports are produced using data from different files.

709 Monthly C/S Requests Status Report (Continued)

F Description of Report EEA580-R001

The following is a description of data on the Report EEA580-R001. This report will only contain the current FY data.

Note: A separate page will be printed for each applicable program. As the footnote on the report indicates, the data on this report may not match ACP-305. Do not try to compare the 2 reports.

Column Title	Description
Program Code/Fund Code	This is the applicable program code and fund code in the county.
Practice Code	This is the practices associated to the program and fund code for which there are AD-245's and AD-862's on the file.
Total Requests	This is the number of AD-245's on file.
Estimated C/S (Without COC Willing to Approve)	This is the estimated C/S amount for those AD-245's on file without COC willing to approve date or disapproved date. This column is not applicable for LTA's or SIP. These are AD-245's that do not have AD-862 referred because COC has not made a willing to approve determination. These AD-245's are not counted as pending approvals on ACP-305.
Estimated C/S (With COC Willing to Approve)	This is the estimated C/S amount for those AD-245's on file with COC willing to approve date but not an approved or disapproved date. LTA's and SIP are assumed to be willing to approve when AD-245 is created.
C/S Approved (Without Final Performance)	This is the C/S approved amount for those AD-245's on file with an approved by COC or SF date but not a performance date or canceled date.
C/S Earned	This is the C/S earned amount for those AD-245's on file with a current FY performance date.
Disapproved (Never Approved)	This is the estimated C/S amount for those AD-245's on file with a current FY disapproved date that were never approved.
Canceled After C/S Approval	This is the C/S approved amount for those AD-245's on file with a current FY canceled date that were previously approved.

710 Printing Additional Copy of Last Transmitted ACP-305

A Printed Copy of ACP-305

A copy of the last transmitted ACP-305 Monthly Progress/Transmission Report or State Committee Report must have been printed according to paragraph 704 before the next month's ACP-305 or another State Committee Report can be printed and queued.

B Additional Copy of ACP-305

Print an additional copy of the last transmitted ACP-305 Monthly Progress/Transmission Report or State Committee Report, if needed, as follows.

Note: ACP-305 will only print according to this subparagraph if the report was previously queued for transmission according to paragraph 704. ACP-305 can only be created or queued through the communications/transmission application software, not from the conservation application software.

Step	Action	Result
1	On Menu EEA000: • ENTER "5" • PRESS "Enter".	Menu EEA500 will be displayed.
2	On Menu EEA500: • ENTER "1" • PRESS "Enter".	Screen EZZ50000 will be displayed.
3	On Screen EZZ50000: • enter printer ID and number of copies to be printed • PRESS "Enter".	Screen EEA30520 will be displayed.

710 Printing Additional Copy of Last Transmitted ACP-305 (Continued)

B Additional Copy of ACP-305 (Continued)

Step	Action	Result
4	On Screen EEA30520, to print the: • monthend report, ENTER "1" and PRESS "Enter" • State Committee Report, ENTER "2" and PRESS "Enter".	Screen EEA30590 will be displayed.
5	On Screen EEA30590, PRESS "Enter". The number of copies of the report entered on Screen EZZ50000 will print.	Menu EEA500 will be displayed.

711-721 (Reserved)

Section 2 State Progress Reports

722 Overview

A In This Section

This section provides instructions for State Offices to:

- print and queue:
  - ACP-305 Monthly Progress Report
  - ACP-305 Monthly Progress/Transmission Report
  - Monthly Cost-Share Requests Status Report (CEP-50R)
  - Differences Between ACP-305 and State Ledgers Report
  - Summary of Conservation Programs Progress Reports
- create and print midmonth ACP-305 State Committee Report.

B Notes

In this section:

- "Service Centers" refer to offices from which FSA programs are administered
- "county" or "counties" refer to geographic counties identified by State and county codes.

As levels of CRES and CCC program activity change, it is possible that there may not be CRES and/or CCC progress report data to transmit for some counties. Procedure in this section reflects this possibility.

722 Overview (Continued)

C Transmission Deadlines

Service Centers are required to transmit monthend progress reports to the State Office no later than the fourth workday of each month, according to Section 1.

Important: State Offices shall transmit the monthend progress report to KCAO by the **third workday** of each month, according to this section.

- However, State Offices shall transmit the monthend progress report **before** the third workday if all expected county transmission files have been received and merged, for both CRES and the CCC conservation systems.

- If system problems occur preventing timely transmission to KCAO, State Offices shall transmit monthend progress reports each month even if it is after the third workday.

723 Accessing State Progress Reports Menu

A Example of Menu EEF500

The following is an example of Conservation Progress Reports Menu EEF500.

```
COMMAND                                          EEF500                                          E0
Conservation State Progress Reports Main Menu
-------------------------------------------------------------------------------------------------------

                     1.  Counties Not Yet Reported To STO (Display)
                   * 2.  (Reserved)
                     3.  ACP-305 State Committee Report
                     4.  ACP-305 Monthly Progress Reports
                     5.  Monthly Cost-Share Requests Status Report
                     6.  Summary of Conservation Programs Progress Reports


                    20.  Return To Application Primary Menu
                    21.  Return To Application Selection Menu
                    22.  Return To Office Selection Screen
                    23.  Return To Primary Selection Menu
                    24.  Sign Off

 Cmd3=Previous Menu                          *=Option Currently Not Available

 Enter option and press "Enter".
```

B Accessing Menu EEF500

Access Menu EEF500 according to the following.

Step	Action	Result
1	On Menu FAX250: • ENTER “4” • PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002: • enter the option number that corresponds to the State Office to be accessed • PRESS “Enter”.	Menu FAF07001 will be displayed.
3	On Menu FAF07001: • ENTER “5” • PRESS “Enter”.	Menu EEF000 will be displayed.
4	On Menu EEF500: • ENTER “5” • PRESS “Enter”.	Menu EEF500 will be displayed.

724 DD Codes

A Data Maintained by District

County progress report data are maintained by district at the State Office for use by the State Office and DD's.

B Codes

The DD code for ACP-305 Monthly Progress Report is determined from the State name and address file on the State Office system.

Ensure that DD codes are correct and maintained on the State name and address file.

725 Displaying Counties Not Yet Transmitted to State Office

A Counties Not Yet Transmitted

On Menu EEF500, access option 1, "Counties Not Yet Transmitted To STO (Display)", on the **second and third workday** of the month to ensure that monthend progress report data for all applicable counties have been received.

Important: Before processing this option, ensure that all county transmission files on the system have been merged into the State progress report file. Any transmission files on the system that **have not** been merged will cause counties to be erroneously displayed.

B Displaying Counties Not Yet Transmitted

Display the list of counties for which Service Centers have not transmitted monthend progress reports to the State Office according to the following.

Step	Action	Result
1	On Menu EEF000: • ENTER "5" • PRESS "Enter".	Menu EEF500 will be displayed.
2	On Menu EEF500: • ENTER "1" • PRESS "Enter".	Screen EEF51000 will be displayed.
3	On Screen EEF51000, enter either of the following to display the County Offices that have not transmitted either the monthend or STC progress report. • ENTER "1" to display counties for which Service Centers have not transmitted the monthend progress report. • ENTER "2" to display counties for which Service Centers have not transmitted the STC midmonth progress report, if a midmonth report was requested.	Screen EEF51005 will be displayed, listing the: • State and county codes and names of all counties for which Service Centers **have not** yet transmitted progress reports • number of counties for which Service Centers **have** transmitted progress reports in the lower-right corner.

725 Displaying Counties Not Yet Transmitted to State Office (Continued)

B Displaying Counties Not Yet Transmitted (Continued)

Step	Action	Result
4	Use the up and down arrow while holding shift down or "PageUp" and "PageDown" to display additional screens of counties for which data has not yet been transmitted, if needed. PRESS "Print" to obtain a printout of the data displayed on the screen. PRESS "Cmd7" or "F7" to exit screen.	Menu EEF500 will be displayed.

C Factors That May Impact What Counties Are Displayed

The following are factors that **may** impact what counties are listed on Screen EEF51005.

- State and county codes and names listed on Screen EEF51005 come from the State name and address file. Any nonofficial county or office of any kind in the State name and address file will also be listed on this screen. Disregard all nonofficial counties or offices that are listed on Screen EEF51005.

725 Displaying Counties Not Yet Transmitted to State Office (Continued)

C Factors That May Impact What Counties Are Displayed (Continued)

- Service Centers queue CRES and CCC monthend progress reports (EM1 and EM2 files, respectively) at the same time through a combined process. These files are also transmitted together. The following table indicates what counties will be listed on Screen EEF51005 in 2 special conditions.

IF progress report activity is...	THEN EM1 and EM2 files...
not present for CRES or CCC	will not be transmitted to the State Office. Applicable counties will always be listed on Screen EEF51005 as not having transmitted an EM1 file. This is correct because the system can only determine whether or not transmissions **have been** received; it cannot determine whether or not these transmissions **should be** received. In this case, transmissions should not be received.
• present for CRES • not present for CCC	will be transmitted to the State Office. **Note:** See 2-CONSV, subparagraph 383 F for an explanation of why the EM2 file is queued even though there is no progress report activity to transmit. If transmissions for monthend progress reports for these counties have: • not been received, the counties will be listed on Screen EEF51005 • been received, the counties will not be listed on Screen EEF51005.

725 Displaying Counties Not Yet Transmitted to State Office (Continued)

C Factors That May Impact What Counties Are Displayed (Continued)

- States, such as Florida, Hawaii, Nevada, Idaho, and South Dakota, receive progress report transmissions for counties that are physically located outside of the State. These "out-of-State" counties will be listed on Screen EEF51005 if transmissions have not been received.

  Notes: Counties are listed in ascending numeric order by State and county code on Screen EEF51005.

  Example: Nevada receives progress report transmissions for a few California counties (State code 06) in addition to Nevada counties (State code 32). The California counties will be listed before the Nevada counties on Screen EEF51005.

  The special conditions described in the table in this subparagraph are applicable to "out-of-State" counties.

Suggestion: It may be helpful for State Offices that routinely expect **not** to receive EM1 transmissions from 1 or more counties to make a list of those counties for reference each month. Screen EEF51005 can be verified against the list. All expected transmissions have been received when Screen EEF51005 displays only those counties on the list. Report EEG530-R002 can be printed, then reports can be queued for transmission.

725 Displaying Counties Not Yet Transmitted to State Office (Continued)

D Contact Service Centers

When all applicable Service Centers have transmitted county progress report data, Screen EEF51005 will be blank, except for nonofficial counties and offices that have no CRES activity.

State Offices shall follow these procedures.

- Contact Service Centers administering counties that are displayed on Screen EEF51005, for which transmissions are expected.
  - Ensure that data are transmitted by the next day.
  - State Office must receive all county monthend progress report data before the third workday of the month.
- Do **not** transmit county ACP-305 data to KCAO until all applicable Service Centers have transmitted county data to the State Office.

  Exceptions: The system is not operating and Service Centers are unable to transmit by the required deadline.

  Service Centers are unable to queue and transmit because of rejected data on ACP-305.

  Transmissions for only 1 or 2 counties have not been received. This is not applicable for the September 30 ACP-305 received in October.
- Use the last ACP-305 data transmitted for counties that are unable to transmit current month's data for the preceding reasons. The system will automatically provide this data.
- Do **not** print ACP-305 Monthly Progress Report until all Service Centers have transmitted data to the State Office, except for the preceding exceptions. The September ACP-305 that is received in October shall **not** be printed and queued until **all** Service Centers' data are received.

Important: State Offices are required to transmit progress report data every month. If the system is inoperable on the third workday of the month, State Offices shall transmit the data as soon as the system is operable.

726 Printing ACP-305 Monthly Progress Report

A Third Workday

By the **third workday** of the month, State Offices shall print the ACP-305 Monthly Progress Report EEF530-R002.

Important: State Offices shall transmit progress report data every month. If the system is inoperable on the third workday of the month, State Offices shall transmit the data as soon as the system is operable.

Report EEF530-R002 must be printed **before** the data are queued for transmission to KCAO, because after the data are queued, the system cannot calculate the activity since last report columns on Report EEF530-R002.

B Printer

Report EEF530-R002 is very lengthy and will take several hours to print.

- Ensure that a printer is available for several hours.
- This print job is evoked and can be placed on hold and released later for overnight printing, if necessary.

726 Printing ACP-305 Monthly Progress Report (Continued)

C Printing Report EEF530-R002

Print Report EEF530-R002 according to the following.

Step	Action	Result
1	On Menu EEF000: • ENTER "5" • PRESS "Enter".	Menu EEF500 will be displayed.
2	On Menu EEF500: • ENTER "4" • PRESS "Enter".	Screen EZZ50000 will be displayed.
3	On Screen EZZ50000, enter the following to print Report EEF530-R002: • printer ID • number of copies to be printed. PRESS "Enter".	Screen EEF20520 will be displayed.
4	On Screen EEF20520, select all eligible program codes to be printed. Leave the "Enter Program Code #" field blank and PRESS "Enter".	Screen EEF20590 will be displayed.
5	On Screen EEF20590, PRESS "Enter".	Menu EEF500 will be displayed. Report EEF530-R002 will be printed. • See subparagraph 727 D for an example of Report EEF530-R002. Maintain a copy of Report EEF530-R002 according to 25-AS. • State Offices shall provide a copy of Report EEF530-R002 for SIP (CEP-46R) to the State Forester. See subparagraph D.

726 Printing ACP-305 Monthly Progress Report (Continued)

D Printing Report by Individual Program

Report EEF530-R002 can be printed by individual program as well as in its entirety. The entire report **must** be printed according to subparagraph C before transmitting to KCAO; however, copies of any eligible program can be printed individually, such as ACP-305 Monthly Progress Report for SIP (CEP-46R) to provide to the State Forester.

To print copies of Report EEF530-R002 for an individual program, follow the steps in subparagraph C, except in step 4 enter the number of the program code to be printed in the "Enter Program Code #" field instead of leaving it blank to print all programs.

727 Example of ACP-305 Monthly Progress Report

A Report EEF530-R002

Print Report EEF530-R002 according to paragraph 726.

B Breakdown of Data on Report

The data on Report EEF530-R002 will be broken down as follows:

- separated by DD and county
- a summary page for each program.

727 Example of ACP-305 Monthly Progress Report (Continued)

C Breakdown of Programs

The following indicates the breakdown of conservation programs on separate reports.

Report	Program
CEP-16R	• Total ACP (accumulation of ACP-ANA and ACP-LTA) • Total ACP-ANA (accumulation of ACP-ANA for all fund codes) • Total ACP-LTA (accumulation of ACP-LTA for all fund codes) • ACP-ANA (each fund code separate) • ACP-LTA (each fund code separate)
CEP-18R	• Total ECP (accumulation of ECPD, ECPF, ECPH, ECPT, and ECPO) • ECPD, ECPF, ECPH, ECPT, and ECPO separate
CEP-46R	SIP
CEP-63R	ECPMP
CEP-65R	PRP
CEP-67R	ECPCGF

727 Example of ACP-305 Monthly Progress Report (Continued)

D Example of Report EEF530-R002

The following is an example of Report EEF530-R002. Report EEF530-R002 shall be printed by the third workday of each month.

LOUISIANA — U.S. Department of Agriculture — Farm Service Agency — Prepared: 08-01-94 — As of: 07-31-94
Report ID: EEF530-R002 — ACP-305 MONTHLY PROGRESS REPORT — Page: 2
CEP-16R
DISTRICT DIRECTOR: 01 — DISTRICT DIRECTOR TOTALS FOR PROGRAM ACP — FUND CODE: ALL

	CURRENT FISCAL YEAR ACTIVITY								
COUNTY NAME	COUNTY ALLOCATION AMOUNT -1-	-2-	-3-	TOTAL AMOUNT APPROVED -4-	PERFORMANCE REPORTED APPROVED -5-	EARNED -6-	BALANCE AVAILABLE -7-	OUTSTANDING APPROVALS -8-	PENDING APPROVALS -9-
EAST FELICIAN	640,724			79,454	41,865	41,123	562,012	37,589	1,031,637
NATCHITOCHES	983,731			220,017	94,684	92,285	766,113	125,333	35,634
POINTE COUPEE	172,664			101,819	46,595	40,466	76,974	55,224	23,241
DD TOTAL	1,797,119			401,290	183,144	173,874	1,405,099	218,146	1,090,512

	CURRENT FISCAL YEAR ACTIVITY					ACTIVITY SINCE LAST REPORT			
COUNTY NAME	TOTAL AMOUNT OBLIGATED -10-	AMOUNT OBLIGATED THIS FY -11-	PERCENT OF CO. ALLOC. OBLIGATED -12-	PERCENT OF CO. ALLOC. EARNED -13-	PERCENT SLIPPAGE -14-		TOTAL AMOUNT APPROVED -16-	PERFORMANCE REPORTED APPROVED -17-	EARNED -18-
EAST FELICIAN	78,712	54,580	12.28	6.42	1.77		79,454	41,865	41,123
NATCHITOCHES	217,618	160,749	22.12	9.38	2.53		220,017	94,684	92.285
POINTE COUPEE	95,690	31,833	55.42	23.44	13.15		101,819	46,595	40,466
DD TOTAL	392,020	247,162	21.81	9.68	5.06		401,290	183,144	173,874

727 Example of ACP-305 Monthly Progress Report (Continued)

E Description of Report EEF530-R002

The following is a description of the data on Report EEF530-R002.

Column Name or Number on Report	Description
County	• Each county and district. • Total for the summary page.
1	County allocation from County Sequential Ledger Entry Report, column 3.
2	Blank.
3	Blank.
4	Total amount approved from County Sequential Ledger Entry Report, column 4.
5	Performance amount approved from County Sequential Ledger Entry Report, column 5.
6	Performance amount earned from County Sequential Ledger Entry Report, column 6.
7	Balance available from County Sequential Ledger Entry Report, column 7.
8	Outstanding approvals is column 4 minus column 5.
9	Pending approvals from county ACP-305.
10	Total amount obligated is column 4 minus column 5 plus column 6.
11	Amount obligated this FY is the October 1 carry forward figure in column 4 on County Sequential Ledger Entry Report subtracted from column 10.

727 Example of ACP-305 Monthly Progress Report (Continued)

E Description of Report EEF530-R002 (Continued)

Column Name or Number on Report	Description
12	Percent of county allocation obligated is column 10 divided by column 1.
13	Percent of county allocation earned is column 6 divided by column 1.
14	Percent slippage is column 5 minus column 6 divided by column 5.
15	Blank.
16	Total amount approved since the last report is column 4 minus the previous month's column 4.
17	Total performance amount approved since the last report is column 5 minus the previous month's column 5.
18	Total performance amount earned since the last report is column 6 minus the previous month's column 6.

728 Printing and Queuing Monthend Progress Reports

A Third Workday of the Month

By the **third workday** of the month, State Offices shall queue the following reports for transmission to KCAO:

- monthend ACP-305 Monthly Progress/Transmission Report
- Monthly Cost-Share Requests Status Report (CEP-50R)
- Differences Between ACP-305 and State Ledgers Report
- Summary of Conservation Programs Progress Reports.

All of these reports are queued at the same time through option 7 on Menu FAF07001. The reports print automatically when they are queued, except Monthly Cost-Share Requests Status Report (CEP-50R) EEF580-R001.

Note: To print this report, see paragraph 730.

B Before Queuing

Before printing and queuing the monthend progress reports, ensure that:

- instructions in paragraph 725 have been followed
- Report EEF530-R002 has been printed according to paragraph 726.

Note: After ACP-305 data has been queued, the system cannot calculate the activity since last report columns on Report EEF530-R002.

728 Printing and Queuing Monthend Progress Reports (Continued)

C Printer

The monthend progress reports include:

- 4 separate reports for CRES, 3 of which will be printed
- 3 separate reports for CCC, all of which will be printed.

These reports can be very lengthy, depending on the State.

- Ensure that a printer is available for several hours.

- This print job is evoked and can be placed on hold and released later for overnight printing, if necessary.

728 Printing and Queuing Monthend Progress Reports (Continued)

D Queuing Progress Reports

As soon as the instructions in subparagraphs B and C have been completed, queue the monthend progress reports to KCAO as follows.

Step	Action	Result
1	On Menu FAX250: • ENTER “4” • PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002: • enter the option number that corresponds to the State Office to be accessed • PRESS “Enter”.	Menu FAF07001 will be displayed.
3	On Menu FAF07001: • ENTER “7” • PRESS “Enter”.	Menu FMF900 will be displayed.
4	On Menu FMF900: • ENTER “1” • PRESS “Enter”.	Screen FMF901 will be displayed.
5	On Screen FMF901: • ENTER “5” • PRESS “Enter”.	Screen FMF905 will be displayed.
6	On Screen FMF905: • ENTER “3”, “Conservation Progress Reports (EM3, EM4, EH8)” • PRESS “Enter”.	File SSCCCEM3, SSCCCEM4, and SSCCCEH8 will be queued for transmission to KCAO. Transmit the data immediately.

729 Examples of Progress Reports Printed During Queuing for Transmission

A In This Paragraph

The following paragraph contains examples and descriptions of progress reports that are printed during queuing for transmission to KCAO through option 7 on Menu FAF07001, according to paragraph 728.

B Example of Report EEF520-R001

The following is an example of Report EEF520-R001.

MINNESOTA — U.S. Department of Agriculture — Prepared: 08-01-94
Farm Service Agency — 2/ As of: 07-31-94
Report ID: EEF520-R001 — ACP-305 MONTHLY PROGRESS/TRANSMISSION REPORT — Page: 1

1/ Program: ACP-ANA Fund Code: 00

COUNTY NAME	Total Allocation Amount	Total Amount Approved	Performance Amount Approved	Performance Amount Earned	Amount Balance Available	Amount Pending Approvals	No. ANA Referrals Total Outst.	No. ANA Referrals Issued this FY	No. of Pending Appr.	No. LTA Approved this FY
3/	<--	--	--	--	--	--	4/ --	--	--	-->
ANOKA	20,000	15,000	7,500	6,540	5,960	4,000	3	6	4	
BECKER	20,000	15,000	0	0	5,000	5,000	5	7	5	
BROWN	65,000	35,000	22,500	20,540	31,960	19,500	11	24	16	
LAKE	50,000	25,000	10,000	10,000	25,000	10,000	3	16	10	
NORMAN	10,000	10,000	10,000	9,000	1,000			3		
WEST OTTER TAIL	45,000	20,000	15,000	14,000	26,000	15,500	8	18	12	
TOTAL 5/	210,000	120,000	65,000	60,080	94,920	54,000	30	72	42	

729 Examples of Progress Reports Printed During Queuing for Transmission (Continued)

C Description of Report EEF520-R001

The following is a description of Report EEF520-R001.

Item Number	Description
1/	Each program and fund code is printed on a separate sheet. • ACP-ANA fund codes 00, 07, 08, 09, 50, and 99 • ACP-LTA fund codes 00, 07, 08, 09, 10, 11, 12, 13, 14, 50, and 99 • ACP-EAN fund code 60 • ACP-ELT fund codes 60 and 70 • ECPD, ECPF, ECPH, ECPO, and ECPT • PRP • SIP
2/	"As of" date is either of the following: • the last day of the month for the monthend report • the day the report is printed for the midmonth STC report.
3/	County names are listed in alphabetical order. This report is not broken down by DD areas.
4/	Data are transmitted from the County Office.
5/	Total line is the total for every column on the report for each program and fund code.

729 Examples of Progress Reports Printed During Queuing for Transmission (Continued)

D Example of Report EEF435-R006

See subparagraph 603 B for an example of Differences Between ACP-305 and State Ledgers. Report EEF435-R006.

E Example of Report EEF590-R001

The following is an example of Summary of Conservation Programs Progress Report EEF590-R001.

MINNESOTA — U.S. Department of Agriculture — Prepared: 08-01-94
STATE OFFICE — Farm Service Agency — As of: 07-31-94
Report ID: EEF590-R001 — Summary of Conservation Programs Progress Reports — Page: 1

	Program And Fund Code	State Allocation (1)	County Allocation (2)	Reserve For Tech Services (3)	State C/S Reserve (4)	Difference (1-2-3-4) (5)	Total Amount Obligated (6)	Funds Available For C/S (7)
	ACP-ANA 00	5,123,110	4,959,989	163,700	32,000	-32,579	4,957,607	1,803
	ACP-ANA 07	47,280	45,770	1,510	0	0	45,728	42
	ACP-ANA 08	80,445	80,445	0	0	0	73,759	6,686
	ACP-ANA 09	210,708	201,403	9, 305	0	0	189,456	11,947
	ACP-ANA 50	410,282	397,182	13,100	0	0	396,905	277
Total	ANA	5,871,825	5,684,789	187,615	32,000	-32,579	5,663,455	20,755
	ACP-LTA 00	1,502,322	1,272,992	59,330	170,000	0	1,272,960	170,032
	ACP-LTA 07	237,576	229,976	7,600	0	0	226,636	3,340
	ACP-LTA 08	211,626	211,626	0	0	0	203,377	8,249
	ACP-LTA 10	155,899	150,919	4,980	0	0	150,919	0
	ACP-LTA 11	468,200	448,400	14,800	5,000	0	280,968	172,432
Total	LTA	2,897,246	2,621,758	96,870	178,618	0	2,442,629	357,747
	ACP 00	6,625,432	6,232,981	223,030	202,000	-32,579	6,230,567	171,835
	ACP 07	284,856	275,746	9,110	0	0	272,364	3,382
	ACP 08	292,071	292,071	0	0	0	277,136	14,935
	ACP 09	210,708	201,403	9,305	0	0	189,456	11,947
	ACP 10	155,899	150,919	4,980	0	0	150,919	0
	ACP 11	468,200	448,400	14,800	5,000	0	280,968	172,432
	ACP 50	731,905	705,027	23,260	3,618	0	704,674	3,971
Total	ACP	8,769,071	8,550,943	284,485	210,618	-32,579	8,106,084	378,502
	ECPF	10,000	10,000	0	0	0	10,000	0
	ECPO	1,535	1,535	0	0	0	1,535	0
Total	ECP	11,535	11,535	0	0	0	11,535	0
	SIP	356,187	356,187	0	0	0	318,712	37,475
	1997 TAP	0	500,000	0	0	-500,000	500,000	0

729 Examples of Progress Reports Printed During Queuing for Transmission (Continued)

F Description of Report EEF590-R001

The following is a description of Report EEF590-R001.

Note: Report EEF590-R001 reflects data only as of the end of the prior month.

Column Name or Number on Report	Description
Program And Fund Code	All eligible programs and fund codes in the State are listed. For ACP, each individual ledger and fund code are listed, with totals for: • ACP-ANA, all fund codes • ACP-LTA, all fund codes • ACP by fund code • total ACP. For ACP EQIP, each individual ledger and fund code are listed, with totals for: • ACP-EAN, all fund codes • ACP-ELT, all fund codes • ACP EQIP by fund code • total ACP EQIP.
1	State allocation is the State allocation from the State ledger.
2	County allocation is the county allocation from county transmitted ACP-305.
3	Reserve for technical services is the total of technical services to other agencies from State ledger.
4	State C/S reserve is the total of C/S reserves from State ledger.
5	Difference is column 1 minus column 2 minus column 3 minus column 4.
6	Total amount obligated is column 4 minus column 5 plus column 6 on transmitted ACP-305.
7	Funds available for C/S is column 1 minus column 3 minus column 6.

729 Examples of Progress Reports Printed During Queuing for Transmission (Continued)

G Additional Copy of Report

If needed, an additional copy of the last transmitted Report EEF590-R001 can be printed as follows.

Note: This report can only be queued for transmission to KCAO according to paragraph 728.

Step	Action	Result
1	On Menu EEF000: • ENTER "5" • PRESS "Enter".	Menu EEF500 will be displayed.
2	On Menu EEF500: • ENTER "7" • PRESS "Enter". **Note:** Selecting this option will only print or display an additional copy of the last transmitted report. See paragraph 728 to queue the report to KCAO.	Screen EZZ50000 will be displayed.
3	On Screen EZZ50000, to print the report, enter the following: • printer ID • number of copies to be printed. PRESS "Enter".	Screen EEF20590 will be displayed.
4	On Screen EEF20590, PRESS "Enter".	Menu EEF500 will be displayed. The Summary of Conservation Program Progress Report EEF590-R001 will be printed.

730 Printing Monthly Cost-Share Requests Status Report

A Printing Report EEF580-R001

Monthly Cost-Share Requests Status Report (CEP-50R) Report EEF580-R001 will **not** print automatically when it is queued for transmission to KCAO according to paragraph 728. A copy of Report EEF580-R001 can be printed as follows.

Important: States Offices are required to provide a copy of SIP data on the report to the State Forester each month.

Step	Action	Result
1	On Menu EEF000: • ENTER "5" • PRESS "Enter".	Menu EEF500 will be displayed.
2	On Menu EEF500: • ENTER "5" • PRESS "Enter". **Note:** Selecting this option will only print the report. See paragraph 728 to queue the report to KCAO.	Screen EZZ50000 will be displayed.
3	On Screen EZZ50000, to print the report, enter the following: • printer ID • number of copies to be printed. PRESS "Enter".	Screen EEF20590 will be displayed.
4	On Screen EEF20590, PRESS "Enter". **Note:** This report is lengthy. Ensure that the printer is available for several hours.	Menu EEF500 will be displayed. The Monthly Cost-Share Requests Status Report (CEP-50R) will be printed.

730 Printing Monthly Cost-Share Requests Status Report (Continued)

B Example of Report EEF580-R001

The following is an example of Report EEF580-R001.

MINNESOTA — U.S. Department of Agriculture — Prepared: 08-01-94
Farm Service Agency — As of: 07-31-94
Report ID: EEF580-R001 — MONTHLY COST-SHARE REQUESTS STATUS REPORT — Page: 1
CEP-50R

County	Program Code/ Fund Code	Practice Code	Total Requests	Est'd C/S (Without COC Willing to Approve)	Est'd C/S (With COC Willing to Approve)	C/S Approved (Without Final Performance)	C/S Earned	Disapproved (Never Approved)	Canceled After C/S Approved
AITKIN	ACP-ANA 00	SL1	4	200	400	1,500	1,500		
		SL2	4			7,000			
		SL6	9	1,500	2,500	2,500	9,500	7,000	
		WP4	1			3,500			
	** Total ACP-ANA 00 **		18	1,700	2,900	14,500	11,500	7,000	
	**** Total ACP-ANA ****		18	1,700	2,900	14,500	11,500	7,500	
	ACP-LTA 00	SL6	1				3,500		
		WC2	2			7,000			
	** Total ACP-LTA 00 **		3			7,000	3,500		
	ACP-LTA 07	WC 4	2			3,200			
	**** Total ACP-LTA ****		5			10,200	6,500		
	Total ACP	SL1	4	200	400	1,500	2,000		
		SL2	4			7,000			
		SL6	10	1,500	2,500	2,500	13,000	7,000	
		WC1	2			7,000			
		WC4	2			3,200	3,000		
		WP4	1			3,400			
**** County Total ACP ****			23	1,700	2,900	24,700	18,000	7,000	

-- Footnote -- The data on this report may or may not match data on the ACP-305. There is no comparison between this report and the ACP-305 since the reports are produced using data from different files

Note: The footnote will actually be printed after State totals for each program, not after county totals.

730 Printing Monthly Cost-Share Requests Status Report (Continued)

C Description of Report EEF580-R001

The following is a description of data on Report EEF580-R001.

Note: Report EEF580-R001 will print by program. As the footnote on the report indicates, the data on this report **may not** match ACP-305. **Do not** try to compare the 2 reports.

Column Title	Description
County	This is the county name, in alphabetical order, for each program.
Program Code/Fund Code	This is the applicable program code and fund code in the county.
Practice Code	This is the practice associated with the program and fund code for which there are AD-245's and/or AD-862's on the file for the county.
Total Requests	This is the number of AD-245's on file for which there is no prior year performance.
Estimated C/S (Without COC Willing to Approve)	This is the estimated C/S amount for those AD-245's on file without a COC willing to approve date or disapproved date. This column is not applicable for LTA's or SIP. These are AD-245's that do not have AD-862 referred because COC has not made a willing to approve determination. These AD-245's are not counted as pending approvals on ACP-305.
Estimated C/S (With COC Willing to Approve)	This is the estimated C/S amount for those AD-245's on file with a COC willing to approve date but not an approved or disapproved date. LTA's and SIP are assumed to be willing to approve when AD-245 is created.

730 Printing Monthly Cost-Share Requests Status Report (Continued)

C Description of Report EEF580-R001 (Continued)

Column Title	Description
C/S Approved (Without Final Performance)	This is the C/S approved amount for those AD-245's on file with an approved by COC or SF date but not a performance date or canceled date. **Note:** This will not compare to outstanding approvals on ACP-305, because this report captures AD-245 data and ACP-305 reflects contract approvals entered on the contract approval screen.
C/S Earned	This is the C/S earned amount for those AD-245's on file with a performance date. **Note:** This will not compare to earnings on ACP-305, because this report does not reflect partial payments until final performance has been recorded and ACP-305 does reflect partial payments at the time they are recorded.
Disapproved (Never Approved)	This is the estimated C/S amount for those AD-245's on file with a disapproved date that were never approved.
Canceled After C/S Approved	This is the C/S approved amount for those AD-245's on file with a canceled date during the current FY that were previously approved.

731 Printing Midmonth ACP-305 State Committee Report

A ACP-305 State Committee Report

ACP-305 State Committee Report EEF510-R001 is a midmonth ACP-305. If the State Office desires current ACP-305 data during the month, the State Office can require County Offices to prepare and transmit a midmonth Report EEF510-R001. Report EEF510-R001 can be prepared and transmitted to the State Office more that once during the month, but only once per day.

Note: Report EEF510-R001 does not transmit to KCAO.

Important: County Offices **cannot** transmit a midmonth report for the Monthly Cost-Share Requests Status Report (CEP-50R).

B Printer

Report EEF510-R001 may be very lengthy, depending on the State.

- Ensure that a printer is available for several hours.
- Ensure that the paper is aligned in the printer so that the print will start at the very left edge of the paper.
- This print job is evoked and can be placed on hold and released later for overnight printing, if necessary.

731 Printing Midmonth ACP-305 State Committee Report (Continued)

C Printing Report EEF510-R001

Ensure that all County Offices have transmitted the report according to paragraph 725. Do not print the report until all County Offices' data have been received.

Print Report EEF510-R001 according to the following.

Step	Action	Result
1	On Menu EEF000: • ENTER "5" • PRESS "Enter".	Menu EEF500 will be displayed.
2	On Menu EEF500: • ENTER "3" • PRESS "Enter".	Screen EZZ50000 will be displayed.
3	On Screen EZZ50000, to print the report, enter the following: • printer ID • number of copies to be printed. PRESS "Enter".	Screen EEF20520 will be displayed.
4	On Screen EEF20520, to print the report for: • all eligible program codes, leave the "Enter Program Code #" field blank and PRESS "Enter" • an individual program code, enter the number of the desired program code and PRESS "Enter".	Screen EEF20590 will be displayed. **Note:** If the individual program selected has multiple fund codes, Screen EEF20525 will be displayed. Select the fund code to be printed and Screen EEF20590 will be displayed.

731 Printing Midmonth ACP-305 State Committee Report (Continued)

C Printing Report EEF510-R001 (Continued)

Step	Action	Result
5	On Screen EEF20590, PRESS “Enter”.	Report EEF510-R001 will be printed. • The same report format is used for the midmonth and the monthend ACP-305. • See paragraph 729 for an example of the monthend Report EEF510-R001. A copy of Report EEF510-R001 does not need to be maintained on file, unless required by temporary directives. **Note:** Report EEF510-R001 will not transmit to KCAO.

732 Correcting Progress Reports

A Corrections Are Not Allowed

No corrections can be made to the current monthend ACP-305 Monthly Progress Report or Monthly Cost-Share Requests Status Report (CEP-50R).

B Where Corrections Are Allowed

Data that are in error must be corrected on the ledger or somewhere else in the conservation system before the next month's progress reports are prepared. ACP-305's shall reflect the automated ledger balances at the end of the month.

733 STC Review of Progress Reports

A ACP-305

STC shall promptly review entries on the State ACP-305 Monthly Progress Report and the State ACP-305 Monthly Progress/Transmission Report to ensure accuracy. See paragraphs 727 and 729.

Each month, STC shall send a copy of the State ACP-305 Monthly Progress Report and the State ACP-305 Monthly Progress/Transmission Report to DD.

B Monthly Cost-Share Requests Status Report

STC shall review the Monthly Cost-Share Requests Status Report (CEP-50R) to:

- ensure that conservation program funds are spent on practices that meet the conservation and environmental objectives of the county and State
- verify the status of conservation program funds in the State
- determine whether County Offices have:
  - a need for increase in funds
  - excess funds not needed.

734 DD Review of Monthly Progress Report

A Review for Accuracy

Each DD shall review the State ACP-305 Monthly Progress/ Transmission Report for accuracy. See paragraph 729.

Ensure that:

- entries balance
- C/S amount approved minus performance amount approved equals outstanding AD-245's on file
- payments issued for conservation program payments during FY equal the amount earned
- corrections are made before the next month's ACP-305 is printed and queued.

735-748 (Reserved)

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Part 11 Reconciliations

749 Overview

A Checklist

See Exhibit:

- 20 for County Office monthly checklist
- 30 for State Office monthly checklist.

Section 1 KCFO Check Listings

750 KCFO Check Listings Reports

A Check Listings

KCFO provides 2 copies each of the Monthly Payment/Refund Activity Report and the Cumulative Reconciliation Report to State Offices for reconciliation purposes. State Offices shall provide copies of these 2 reports to the County Office.

B Report Use

The 2 reports should be used monthly to reconcile payments issued to the earnings as posted in the conservation ledgers.

C Retention of Reports

The Monthly Payment/Refund Activity Report and the Cumulative Reconciliation Report shall be kept on file for 2 years.

751 Monthly Payment/Refund Activity Report

A Report Explanation

Monthly Payment/Refund Activity Report MLD010-R001 reflects detail data for all account activity for all conservation programs in the county for the indicated month.

B Example of Report

The following is an example of Report MLD010-R001.

ALABAMA — U.S. DEPARTMENT OF AGRICULTURE — PREPARED: 05-12-95
FARM SERVICE AGENCY
REPORT ID: MLD010-R001 — PAGE: 18
MONTHLY PAYMENT/REFUND ACTIVITY REPORT AS OF 04/30/95

COUNTY	PROGRAM -1-	CHECK DATE / SCHED DATE -2-	CHECK NO. / SCHED NO. -3-	PRODUCER ID / NUMBER -4-	REFERENCE NUMBER -5-	TRANSACTION AMOUNT -6-	TYPE RECORD -7-
COVINGTON	ACP-ANA	95-04-18	84301595	63 0888284	CN 940289	2,478.00	PAYMENT
		95-04-18	84301596	420 03 4189	CN 940308	3,418.00	PAYMENT
		95-04-18	84301598	423 34 8645	CN 940038	2,374.00	PAYMENT
					TOTAL	8,270.00	
	ECPF	95-04-18	84301594	422 92 4200	CN 940399	40.00	PAYMENT
		95-04-18	84301600	423 76 1428	CN 940223	397.00-	PAYMENT - REV
		95-04-18	84301600	423 76 1428	CN 940223	397.00	PAYMENT
		95-04-18	84301601	63 0659343	CN 940247	51.00	PAYMENT
					TOTAL	91.00	

751 Monthly Payment/Refund Activity Report (Continued)

C Description of Report

The following is a description of data on Report MLD010-R001.

Column Number	Description
1	Applicable program code for which the transaction occurred.
2	The date of CCC-184 or the date on the schedule of deposit. The date of the original CCC-184 or refund if its for a correction or a reversal.
3	The CCC-184 number or 4 digit schedule of deposit number.
4	Producer ID number.
5	Control number from applicable AD-245/AD-862 will display.
6	The amount of CCC-184, expired CCC-184, or refund.
7	The following CCC-184 transmittal messages will display: PAYMENT — Payment PAYMENT REV — Payment Reversal EXPIRED — Expired Check Writeoff EXPIRED REV — Expired Check Writeoff - Reversal REFUND — Collection REFUND REV — Collection Reversal RECEIVE COLL — Receivables Collection RECEIVE REV — Receivables Collection - Reversal CLAIM COLL — Claim Collection CLAIM REV — Claim Collection - Reversal

752 Cumulative Reconciliation Report

A Report Explanation

Cumulative Reconciliation Report MLD016-R001 reflects the cumulative amounts for all account activity for all conservation programs in the county from the first day of FY through the indicated month.

B Example of Report

The following is an example of the Report MLD016-R001.

ALABAMA — U.S. DEPARTMENT OF AGRICULTURE — FARM SERVICE AGENCY — PREPARED: 04-14-95

REPORT ID: MLD016-R001 — PAGE: 3

CUMULATIVE RECONCILIATION REPORT
BY COUNTY FOR PERIOD ENDING 03/31/95

COUNTY -1-	PROGRAM CODE -2-	-3-	KCMO RECORDS PAYMENTS -4-	KCMO RECORDS REFUNDS -5-	-6-	PERFORMANCE EARNED (PROGRESS RPTS) -7-	CTY PERF EARN LESS KCMO RECORDS -8-
CHOCTAW	ACP-ANA		13,299.00			16,797.00	3,498.00
	FIP-ANA		6,390.00			6,390.00	
	TOTAL		19,689.00			23,187.00	3,498.00
COFFEE	ACP-ANA		36,308.00			36,308.00	
	ACP-LTA		6,268.00			6,268.00	
	ECPF		181,683.00	288.00-		181,395.00	
	ECPMWF2		10,314.00			10,314.00	
	SIP		6,954.00			6,954.00	
	TOTAL		241,527.00	288.00-		241,239.00	

752 Cumulative Reconciliation Report (Continued)

C Description of Report MLD016-R001

The following is a description of data on Report MLD016-R001.

Column Number	Explanation
1	County name.
2	Applicable program code for which the transaction occurred.
3	Blank.
4	The cumulative amount of payments (CCC-184's) issued for FY as recorded in KCAO.
5	The cumulative amount of refunds recorded in KCAO from CCC-257's.
6	Blank.
7	The cumulative amount of earnings as reflected on the County Office Sequential Ledger Entry Report and reported on the ACP-305 Monthly Progress/Transmission Report. If refunds were recorded on the County Office Sequential Ledger Entry Report, they would be included in this amount.
8	The difference between the performance earned in the County Office less KCAO payments issued and refunds (column 7 minus column 4 minus column 5). See subparagraph D.

752 Cumulative Reconciliation Report (Continued)

D Explanation of Differences

Differences in column 8 of Report MLD016-R001 will result from the following situations.

IF...	AND...	THEN...
a correction to AD-245 results in a decrease in earnings (receivable created)	a receivable collection is recorded in the same FY for the receivable amount	there will be no difference in column 8 because of transactions for that control number.
	a receivable collection is not yet recorded in the same FY	column 8 will include a difference (-) because of transactions for that control number in the amount of the outstanding receivable. **Note:** Receivable collections not recorded by the end of the current FY will be a FY-end reconciliation item.
	a receivable collection is recorded in a subsequent FY	column 8 will include a difference (+) because of transactions for that control number in the amount of the receivable collection. **Note:** Receivable collections recorded in subsequent FY of the FY the earnings were reduced on AD-245 will be a FY-end reconciliation item.

752 Cumulative Reconciliation Report (Continued)

E Allowable Differences

After installing accounting interface software in County Release No. 492, the only allowable differences in column 8 should be for the following situations.

- Correction to performance is recorded that reduce earnings (column 7) and the resulting receivable has not yet been satisfied and recorded as a receivable collection CCC-257.

- A receivable resulting from a correction to performance recorded in a prior FY is paid and the receivable collection is recorded on CCC-257 in the current FY.

Note: Notify the State Office for assistance if differences are determined to be from other causes.

753-763 (Reserved)

Section 2 County Reconciliations

764 Monthly Review of KCAO Check Listings

A Review and Correct

County Offices shall review the Monthly Payment/Refund Activity Report and the Cumulative Reconciliation Report in Section 1 monthly. Ensure that all differences between the earnings posted to the ledgers and payments issued are reconciled and/or corrected monthly.

765 Monthly or Quarterly Reconciliations

A Complete ACP-259A

County Offices may complete ACP-259A or a similar State-developed form for all conservation programs in the county. ACP-259A should be completed as follows unless otherwise specified by the State Office:

- quarterly
- monthly for July through September.

Note: State Offices may require County Offices to complete ACP-259A monthly to alleviate many FY-end problems. This report is no longer mandatory, but may be used at State Office discretion.

B Outstanding Approvals

When completing ACP-259A or a similar State-developed form, County Offices shall ensure that the outstanding AD-245's equal the outstanding approvals in column 4 minus column 5 on the Sequential Ledger Entry Report.

765 Monthly or Quarterly Reconciliations (Continued)

C Example of ACP-259A

The following is an example of ACP-259A, which includes instructions for completing and mailing.

This form is available electronically.

ACP-259A
(08-22-95)

USDA/FSA

COUNTY OFFICE AUTOMATED LEDGER RECONCILIATION CHECKLIST

1. REPORTING SCHEDULE			
	Oct. - Dec		July
	Jan. - Mar.		August
X	Apr. - June		September

2. County Name	3. State	4. Date of this report
Anycounty	Anystate	June 30, 2002

INSTRUCTIONS:
A. Complete a checklist, for each applicable conservation program in the County Office, as reflected in the reporting schedule before preparing ACP-305. Enter applicable program codes on the Item Description line. Do not include CRP.

B. If the amount in Item 5 below does not agree with Item 8, then check to ensure that all outstanding AD-245's were entered in the system correctly. For LTA's, ensure that all the contract approvals were entered in the system correctly.

C. Send checklist to the State Office by the third workday of the month.

ITEM DESCRIPTION	ACP-ANA	ACP-LTA	ECP				
5. Total from outstanding AD-245's, page 2, Column F. For LTA's add to this amount the subsequent year's obligations from agreements.	75,858	197,056	0				
6. Total from the Sequential Ledger Entry Report, column 4 (Amount Approved).	181,978	301,656	23,272				
7. Total from the Sequential Ledger Entry Report, column 5 (Performed Amount Approved).	106,120	104,600	23,272				
8. Total from the Sequential Ledger Entry Report, column 4 minus column 5 (or Item 6 above minus Item 7). **THIS AMOUNT MUST AGREE WITH ITEM 5**	75,858	197,056	0				

766 Before FY-End Rollover

A Review Ledger Reports

For reconciliation purposes, to ensure as few errors as possible, carefully review the Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Report for all conservation programs several times during the last 2 weeks of FY. Complete the following steps before FY-end rollover.

Step	Action
1	Ensure that all approvals and partial and final payments are recorded.
2	Ensure that all allocation increases and decreases are posted.
3	Ensure that all refunds are recorded correctly.
4	Ensure that the LTA Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Report are in agreement. Columns 4, 5, and 6 on both ledgers should always be the same unless a refund has been posted. Column 4 minus column 5 on the LTA Sequential Ledger Entry Report must equal column 7 on the Sequential LTA Contracts/Agreements Report unless a refund has been posted. The difference between the columns will be the refund amount.
5	Ensure that all differences on the Cumulative Reconciliation Report are reconciled and the ledgers are correctly posted before FY-end rollover.

767 FY-End Reconciliations

A County Office Responsibility

County Offices shall complete the following steps for FY-end reconciliations.

Step	Action
1	Ensure that outstanding AD-245's equal the outstanding approvals in column 4 minus column 5 on the Sequential Ledger Entry Report.
2	Ensure that payments issued minus refunds on the Cumulative Reconciliation Report equal the earnings on the Sequential Ledger Entry Report.
3	Notify State Office, in writing, of all differences between payments issued and earnings and the corrective action taken. If an error in earnings is found on the previous year's Sequential Ledger Entry Report after rollover, corrections should be made according to Part 5, Section 10.
4	Notify the State Office of any differences that cannot be corrected. It may be necessary to process a ledger adjustment authorized by the State Office requiring a password available from CEPD.
5	If a September ACP-305 was not transmitted, send 1 copy of each of the following to the State Office: • Sequential Ledger Entry Report EEA425-R007 for the entire FY • ACP-305 Rejections/Exceptions Report EEA530-R002.

768 After Completion of FY-End Reconciliation

A Ledger Corrections

It is very important that all unrecorded prior FY earnings found during or after completion of FY-end reconciliation are recorded in the current FY ledger. Ensure that all items reconciled with the State Office and KCAO are correctly recorded in the current FY ledger. Contact the State Office for assistance. The automated interface between Conservation and Accounting should have nearly eliminated unrecorded earnings.

If manual adjustments must be made, after authorization from the State Office and receipt of a password from CEPD, ensure that a copy of the Sequential Ledger Entry Report is kept on file along with the explanation of the adjustment.

769-779 (Reserved)

Section 3 State Reconciliations

780 Monthly Review of KCAO Check Listings

A Review and Contact County Office

State Offices shall review the Cumulative Reconciliation Report in Section 1 monthly. Contact County Offices that have differences in column 8 to ensure that the differences are reconciled. If these differences are reconciled during FY, there are less problems with FY-end reconciliation.

781 Monthly or Quarterly Reconciliations of Payments to Earnings

A Request Reconciliation of Payments to Earnings

State Offices shall ensure that County Offices reconcile the differences in column 8 on the Cumulative Reconciliation Report for all conservation programs. The memorandum examples in paragraphs 782 and 783 can be used to request reconciliation of differences between payments issued and earnings as recorded on the Sequential Ledger Entry Report from the County Office.

B Differences

Handle differences as follows.

- Ensure that refunds are recorded correctly.
- Authorize corrective postings to the current FY Sequential Ledger Entry Report, noting for the current FY reconciliation any column 6 adjustments.
- Maintain a file of all County Office differences that were the previous year's posting errors posted to the current FY's Sequential Ledger Entry Report to be used for next year's reconciliation.

782 Memorandum Example When Payments Exceed Earnings

A Memorandum Example

The following is a memorandum example for State Offices to use to reconcile payments issued, as recorded in KCAO, to earnings on the Sequential Ledger Entry Reports when payments issued exceed the earnings.

To: _____ County FSA Office (Date)

From: _____ State Office

Subject: Reconciliation of Payments Issued to Earnings (insert CRES Program)

Based on the Cumulative Reconciliation Report from KCAO, reflecting cumulative data through **(insert date)** for your county, it appears that you are not showing as much earned as KCAO has recorded for you. This may be caused by one or more "Corrections after Performance" that and posted a reduction in earnings and created a receivable which has not yet been satisfied by the producer. During the current FY, until the receivable is paid by the producer and the collection is received in KCAO on CCC-257, this difference will exist.

The difference in column 8 of the subject report is as follows:

KCAO Payments - Refunds	_____
Minus ACP-305 earned	_____
Difference	_____

Please provide this office with written reconciliation of this difference no later than **(insert date)**. It may be helpful to review the receivable records to determine unsatisfied receivables for this program.

If you cannot reconcile, please contact this office.

783 Memorandum Example When Earnings Exceed CCC-184's

A Memorandum Example

The following is a memorandum example for State Offices to use to reconcile payments issued, as recorded in KCAO, to earnings on the Sequential Ledger Entry Reports when earnings exceed payments issued.

To: _____ County FSA Office (Date)

From: _____ State Office

Subject: Reconciliation of Payments Issued to Earnings (insert CRES Program)

Based on the Cumulative Reconciliation Report from KCAO, reflecting cumulative data through **(insert date)** for your county, it appears that you are showing more earned than KCAO has recorded earned minus refunds for the current FY for this program.

This may be caused by a collection this FY that satisfied a receivable that was established during a "Corrections after Performance" recorded during a prior FY.

The difference in column 8 of the subject report is as follows:

ACP-305 earned	$_____
Minus KCAO Payments - Refunds	_____
Difference	_____

Please provide this office with written reconciliation of this difference no later than **(insert date)**. It may be helpful to review schedules of deposit to determine if prior FY receivables for this program have been satisfied resulting in differences.

If you cannot reconcile, please contact this office.

784 ACP-259A

A Require Submission of ACP-259A's

State Offices may require County Offices to complete ACP-259A or a similar State-developed form according to paragraph 765. State Offices that continually have problems with FY-end reconciliations should require County Offices to complete ACP-259A or a similar State-developed form monthly.

B Review ACP-259A's

Review ACP-259A's to ensure that outstanding AD-245's equal the outstanding approvals in column 4 minus column 5 on the Sequential Ledger Entry Report. Assist County Offices, if necessary.

785 Before FY-End Rollover

A Instruct County Offices to Review Ledger Reports

To ensure as few errors as possible during reconciliation, instruct County Offices to carefully review the Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Reports for all conservation programs several times during the last 2 weeks of FY. Complete the following steps before FY-end rollover.

Step	Action
1	Ensure that all approvals and performance are recorded.
2	Ensure that all allocation increases and decreases are posted.
3	Ensure that all refunds are recorded correctly.
4	Ensure that the LTA Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Report are in agreement. Columns 4, 5, and 6 on both ledgers should always be the same unless a refund has been posted. Column 4 minus column 5 on the LTA Sequential Ledger Entry Report must equal column 7 on the Sequential LTA Contracts/Agreements Report unless a refund has been posted. The difference between the columns will be the refund amount.
5	Ensure that all differences shown on the Cumulative Reconciliation Report are reconciled and the ledgers are correctly posted before FY-end rollover.

Note: Assist County Offices in reconciling ledger problems before FY-end if possible.

785 Before FY-End Rollover (Continued)

B Review State Ledger Reports

Review the Program Summary Ledger Report and the Technical Assistance Summary Ledger Report for all conservation programs and fund codes according to the following.

Step	Action
1	Print the Program Summary Ledger Report for each conservation program and fund code.
2	Ensure that the "Total State Allocation" amount agrees with the FSA-357 amount on line 10.
3	Ensure that the "Total T/A Reserve", "Total C/S Reserve", and "Total County Allocations" are correct.
4	Print the Technical Assistance Summary Ledger Report for all applicable conservation programs by leaving the ledger code blank on Screen EEF40500.
5	Ensure that all T/A checks issued have been recorded in the ledger.

786 FY-End Reconciliations

A State Office Responsibility

State Offices shall complete the following steps for FY-end reconciliations.

Step	Action
1	Ensure that County Offices reconcile earnings as reported on the September progress report (or the Sequential Ledger Entry Report as of September 30 for those County Offices that did not transmit September 30) to payments issued as recorded in KCAO.
2	Ensure that the State FY-end reconciliation on ACP-259B using the September ACP-305 (or the Sequential Ledger Entry Report as of September 30 for those County Offices that did not transmit September 30) and the Cumulative Reconciliation Report from KCAO is completed.
3	Notify KCAO of any miscoded T/A checks that were found during FY-end reconciliation. Ensure check code corrections are done immediately. Treat miscoded checks as a reconcilable item. Do **not** record miscoded checks in the wrong ledger for reconciliation purposes.

B Counties That Did Not Transmit September ACP-305

For County Offices that did not transmit September's ACP-305:

- request, from the County Office, a copy of the Sequential Ledger Entry Report and ACP-305 Rejections/Exceptions Report

- see Parts 8 and 10 for examples of these reports, and use these reports to complete FY-end reconciliation

- include on the September 30 progress report the September 30 entries from the Sequential Ledger Entry Report.

Note: All County Offices must transmit September 30 ACP-305's, unless there is an out-of-balance condition on the ledger.

787 ACP-259B

A Use

ACP-259B is used to complete FY-end reconciliation with KCAO for all conservation programs.

B Example of ACP-259B

The following is an example of ACP-259B.

REPRODUCE LOCALLY. Include form number and date on reproductions.

ACP-259B (08-22-95)

U.S. DEPARTMENT OF AGRICULTURE
Farm Service Agency

STATE OFFICE SUMMARIZATION SHEET

(Prepare for all applicable conservation programs in the State, except for CRP.)

1. STATE: Minnesota

2. DATE: November 25,199X

		ACP	OTHER PROGRAMS				
			ECP				
PART A - COMPLETE COMPUTATIONS AS FOLLOWS: Item 1 *MINUS* Item 2 *MINUS* Item 3 *MINUS* Item 4 *EQUALS* Item 5. *(ITEM 5 MUST EQUAL 0.)*							
1. State Allocation (From CFSA-357)		+ 6,548,453	+ 2,026,044	+	+	+	+
2. State Cost-Share Reserve	ANA	- 102,148					
	LTA	- 16,284	- 76,583	-	-	-	-
3. State T/A Reserve	ANA & LTA	- 165,900	- 0	-	-	-	-
4. County Allocation (From 9/30 Progress Report)	ANA	- 4,634,884					
	LTA	- 1,629,237	- 1,949,461	-	-	-	-
5. MUST EQUAL ZERO		= 0	= 0	= 0	= 0	= 0	= 0
PART B - COMPLETE COMPUTATIONS AS FOLLOWS: Item 1 *MINUS* Item 2 *PLUS* Item 3 *MINUS* Item 4 *MINUS* Item 5 *EQUALS* Item 6. *(ITEM 6 MUST AGREE WITH PART C ITEM 4.)*							
1. State Allocation (From CFSA-357)		+ 6,548,453	+ 2,026,044	+	+	+	+
2. Total Amount Approved (From 9/30 Progress Report)	ANA	- 5,044,898					
	LTA	- 1,489,143	- 1,571,945	-	-	-	-
3. Performance Reported Approved (From 9/30 Progress Report)	ANA	+ 3,831,741					
	LTA	+ 596,036	+ 1,130,066	+	+	+	+
4. Performance Reported Earned (From 9/30 Progress Report)	ANA	- 3,084,594					
	LTA	- 516,854	- 1,007,777	-	-	-	-
5. State NRCS/OTS/CME Checks Issued During FY	ANA & LTA	- 155,600	- 0	-	-	-	-
6. Unused Funds for Program in State 1/		= 685,141	= 576,388	=	=	=	=
PART C - COMPLETE COMPUTATIONS AS FOLLOWS: Item 1 *PLUS* Item 2 *PLUS* Item 3 *EQUALS* Item 4. *(ITEM 4 MUST AGREE WITH PART B ITEM 6.)*							
1. State Cost-Share Reserve	ANA	+ 102,148					
	LTA	+ 16,284	+ 76,583	+	+	+	+
2. State T/A Reserve Balance (NRCS/OTS/CME Reserve MINUS NRCS/OTS/CME From 9/30 Progress Report MINUS NRCS/OTS/CME Checks Issued) _____ - _____ =	ANA & LTA	+ 10,300	+ 0	+	+	+	+
3. County Balance Available (From 9/30 Progress Report)	ANA	+ 337,133					
	LTA	+ 219,276	+ 499,805	+	+	+	+
4. Unused Funds for Program in State 1/		= 685,141	= 576,388	=	=	=	=

1/ Dollar items must agree.

788 Completion of ACP-259B and Additional Documentation

A Complete ACP-259B

After all County Offices are reconciled at FY-end, State Offices shall complete ACP-259B (paragraph 787) for each applicable conservation program, using the entries from County Office Sequential Ledger Entry Reports as of September 30, and the State Office Program Summary Ledger Report and the Technical Assistance Summary Ledger Report as of September 30.

B Documentation Required

The following documentation must be sent to KCAO for FY-end reconciliation.

- For those County Offices that transmitted the September 30 ACP-305, do not annotate any changes on the September Progress Report. Send the following to KCAO no later than COB December 31:
  - ACP-259B
  - copies of September 30 Monthly Progress Reports
  - copy of September 30 Differences Between ACP-305 and State Ledgers Report

    Note: In all cases, the allocation as recorded in the County Office Sequential Ledger Entry Report as of September 30 **must** be used for the FY-end reconciliation.
  - other data reflecting the earnings and corrections made to the current FY Sequential Ledger Entry Report for prior FY corrections.

788 Completion of ACP-259B and Additional Documentation (Continued)

B Documentation Required (Continued)

- For those County Offices that did not transmit the September 30 ACP-305, include on the September 30 Progress Report the entries from the Sequential Ledger Entry Report as of September 30. Send the following to KCAO no later than COB December 31:

  - ACP-259B

  - copies of annotated September 30 Monthly Progress Reports

  - copies, from the County Office, of the Sequential Ledger Entry Report for the entire FY and ACP-305 Rejections/Exceptions Report

  - copy of September 30 Differences Between ACP-305 and State Ledgers Report

    Note: In all cases, the allocation as recorded in the County Office Sequential Ledger Entry Report as of September 30 **must** be used for the FY-end reconciliation.

  - other data reflecting the earnings and corrections made to the current FY Sequential Ledger Entry Report.

Maintain copies of all data submitted to KCAO.

789 After Completion of Reconciliation With KCAO

A Ledger Corrections

After the reconciliation is completed with KCAO, the State Office must ensure that all unrecorded prior FY earnings found during or after completion of the FY-end reconciliation are correctly recorded in the current FY ledger. Assist County Offices that require ledger adjustments by requesting a password from CEPD to access the ledger adjustment process.

If manual adjustments must be made, ensure that County Offices print a copy of the Sequential Ledger Entry Report and annotate the reason for the adjustment. The Sequential Ledger Entry Report and the explanation should be kept on file in the County Office.

790-800 (Reserved)

Section 4 KCAO Reconciliation Responsibilities

801 Compiling State Reconciliations

A Receiving State Reconciliations

Ensure that reconciliations, including ACP-259B's and explanations of differences, are received from every State Office. Notify CEPD, by January 15, of State Offices that have not submitted reconciliations.

B Compile and Review Data

Compile data from State Offices.

Ensure that the only differences between payments issued minus refunds and earnings at the end of the current FY are previous year's corrections that were made to the current FY ledger.

C Use September 30 Data

The State Office must use the September 30 ACP-305 Monthly Progress Reports to complete the FY-end reconciliation. For those County Offices that did not transmit a September 30 ACP-305, a copy of the Sequential Ledger Entry Report as of September 30 must accompany the annotated progress reports.

The only allowable changes to the September 30 ACP-305 Monthly Progress Reports are for those County Offices that did not transmit a September 30 ACP-305.

Note: In all cases, the allocation as recorded in the County Office Sequential Ledger Entry Report as of September 30 **must** be used for the FY-end reconciliation.

D Maintain Copies

Maintain a copy of all previous year's adjustments to be made to the current FY Sequential Ledger Entry Report.

When completing the current FY reconciliation, ensure that the corrections that were to be made during the last FY's reconciliation have been completed.

802 Provide Earnings and Obligations to CEPD

A Provide to CEPD

KCAO shall:

- review the State reconciliations and ensure that all prior year corrections from the last FY's reconciliation and this FY's reconciliation have been completed
- compile and send a list of earnings and obligations by States to CEPD.

803-813 (Reserved)

Section 5 CEPD Reconciliation Responsibilities

814 FSA-357 Earnings Before Completing FY-End Reconciliation

A Earnings on FSA-357

Before completing FY-end reconciliation, CEPD will prepare FSA-357's reflecting the earnings as recorded on the September 30 Monthly Progress Report and the technical assistance payments from the Cumulative Reconciliation Report MLD016-R001.

815 Reconciled Earnings on FSA-357

A After Completing Reconciliation

After CEPD receives the reconciled earnings and obligations from KCAO, revised FSA-357's will be issued unless reconciled amounts are the same as reflected on the original FSA-357.

816-827 (Reserved)

Part 12 FY Rollover

Section 1 Completing Current FY Activity

828 Last Workday of September

A Close Out Current FY

Ensure that this paragraph is followed on the last workday of September to conclude all current FY conservation activity for all conservation programs.

Note: See Exhibit 20 for County Office monthly checklist.

Important: Current FY activity **must** be completed by **COB** the **last workday** of **September**.

B Between September 30 and FY Rollover

Between COB September 30 and the completion of FY rollover, County Offices:

- will not be able to access AD-245's, AD-862's, or post any transactions to the ledger until FY rollover has been completed
- can only print the ledger reports according to this paragraph.

828 Last Workday of September (Continued)

C AD-245's and AD-862's

Automated AD-245's and AD-862's must be current by COB the last workday of September.

All of the following must be entered into the system.

- Current FY AD-245 requests.
- AD-245 approvals.
- Partial and final performance recorded (payments issued) for all practices with performance certified.
- Canceled AD-245's and AD-862's must be canceled in the system.
- Verify that data are recorded on the Sequential Ledger Entry Report for approvals, partial and final payments, and cancellations.

D Ledgers

Ledgers must be current for FY. This subparagraph does not apply to CRP. By COB the last workday of September, ensure that the following are completed.

- All "performance" and "corrections after performance" have been recorded on AD-245.
- Ledgers must be in balance.
- All of the following must be entered into the system:
  - refunds
  - ledger adjustments approved by the State Office.
- Compare the Sequential Ledger Entry Report and the Sequential LTA Contracts/Agreements Report according to paragraph 520.

828 Last Workday of September (Continued)

D Ledgers (Continued)

- Print out ledger reports to keep on file, as required. These reports must contain all current FY activity. The current FY ledger data will be deleted at rollover. Print the following ledger reports according to Part 8, Section 9. Maintain these reports according to 25-AS.

  - The entire Sequential Ledger Entry Report for all conservation programs and fund codes applicable to the County Office.

  - The Sequential LTA Contracts/Agreements Report for all LTA programs and fund codes applicable to the County Office.

  - Any other ledger reports that County Offices want to keep on file.

E ACP-301

By COB the last workday of September, print the automated ACP-301 according to Part 7, Section 1 to keep on file.

- ACP-301 must contain all current FY activity for all technical agencies.
- Maintain this report according to 25-AS.

F Conservation Status Screen

By COB the last workday of September, screen print the Conservation Status Screen according to Part 4 to keep on file. Maintain this screen print according to 25-AS.

829-838 (Reserved)

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Section 2 Performing FY Rollover

839 Overview

A In This Section

This section provides instructions to perform FY rollover.

Note: See Exhibit 20 for County Office monthly checklist.

Important: FY rollover **must** be completed on the **first workday of October**. As of October 1 and after, conservation automation activities cannot be performed until FY rollover has been completed for the prior FY.

840 Completing September's ACP-305 Before FY Rollover

A September ACP-305

The September ACP-305 will be automatically queued during SOD on the first workday of October. The system will **not** allow FY rollover to be performed until the queuing is complete.

Important: Once the September ACP-305 has been automatically queued, do **not** delete the ACP-305 queue file for any reason.

841 Backup of T.EU.TBL File Before FY Rollover

A Backup T.EU.TBL File

All CRES conservation files for the prior FY will be automatically backed up to tape cartridge during the FY rollover process, except the T.EU.TBL file.

On the **first workday of October**, save the T.EU.TBL file to tape **before** performing FY rollover for **any** counties that are processed on the system.

Notes: There is only one T.EU.TBL file for each system, regardless of the number of counties processed on the system, using file group designations of A., B., C., etc.

During FY rollover, the system updates data to the T.EU.TBL file for each file group that is processed on the system. Preparing a manual backup of the T.EU.TBL **before** any counties on the system perform FY rollover is the only way to ensure that this file is backed up as of the old FY.

Important: Maintain the backup of the T.EU.TBL file for at least 90 calendar days.

B Initializing Tape Cartridges

On the **first workday of October**, or earlier, initialize 1 tape cartridge for each county processed on the system.

Example: A county system processes 3 counties, A., B., and C. files. Three tape cartridges will need to be initialized.

842 Performing FY Rollover

A County Office Action

On the **first workday of October**, Service Centers shall follow the instructions in this paragraph to complete FY rollover for each county file group processed on the system.

Important: Ensure that all activities in paragraphs 840 and 841 have been completed before performing FY rollover according to this paragraph.

B One Person Performs FY Rollover

Important: Ensure that only 1 person is using the conservation system software when FY rollover is initiated.

If more than 1 person is accessing either the CRES or CCC conservation system software when FY rollover is initiated according to this paragraph, the following message will be displayed on an Input-Output screen:

"The rollover procedure needs to be run before you can continue using the conservation system.

However, the rollover process cannot be run because a terminal is currently using the conservation system.

If a (Y) is entered for the question below, then that terminal(s) must be signed off the conservation system.

Do you want to try to run the procedure again? (Y/N)"

Have all other users exit the conservation software, whether it is CRES or CCC, then ENTER "Y" and PRESS "Enter" to continue.

842 Performing FY Rollover (Continued)

C Accessing Screen EEA10300

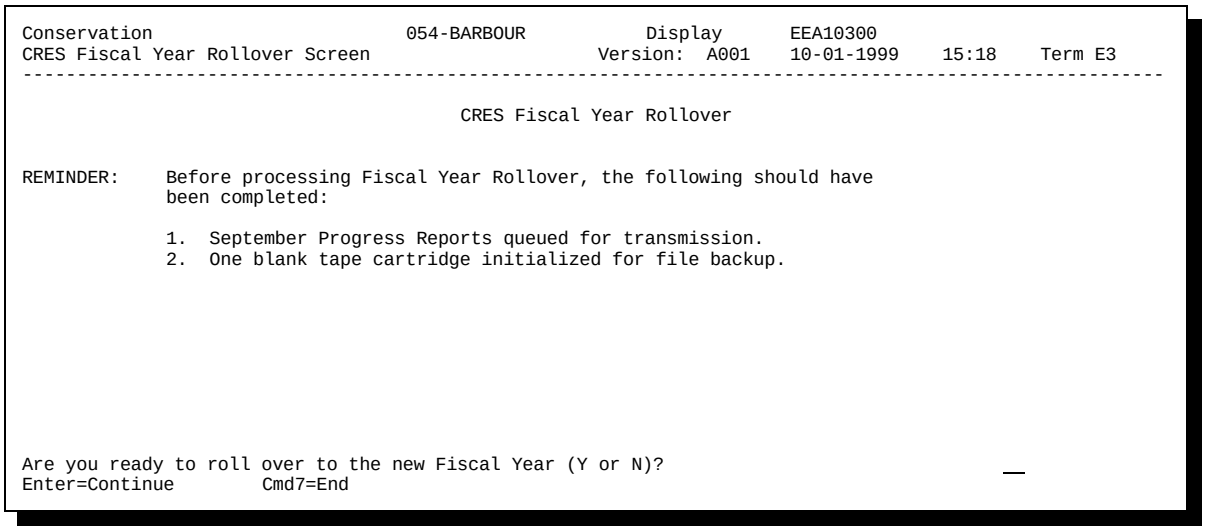
On the first workday of October, select 1 option from any of the following and PRESS "Enter":

- County Eligibility Table Update Menu EEA205, options 1 through 6
- Conservation AD245/AD-862 Menu EEA100, options 1 through 10
- Conservation Ledger Menu EEA400, options 1 through 7
- Conservation SIP Disbursement Menu EUA000, options 1 and 2.

Screen EEA10300 will be displayed.

D Example of Screen EEA10300

The following is an example of Screen EEA10300.



```
Conservation                      054-BARBOUR          Display      EEA10300
CRES Fiscal Year Rollover Screen                    Version:  A001   10-01-1999    15:18    Term E3
-------------------------------------------------------------------------------------------------------

                                        CRES Fiscal Year Rollover


REMINDER:    Before processing Fiscal Year Rollover, the following should have
             been completed:

             1.  September Progress Reports queued for transmission.
             2.  One blank tape cartridge initialized for file backup.









Are you ready to roll over to the new Fiscal Year (Y or N)?                          _
Enter=Continue        Cmd7=End
```

842 Performing FY Rollover (Continued)

E Perform Rollover

Perform FY rollover from Screen EEA10300 according to the following.

Step	Action	
1	**IF both items on Screen EEA10300 have...**	**THEN in response to the question, "Are you ready to roll over to the next Fiscal Year (Y or N)?"...**

	been completed	ENTER "Y" and PRESS "Enter".
		
		The system will perform a check to verify whether the September progress reports actually have been queued or not. If the results of the check indicate that they have:
		
		• been queued:
		
		  • Screen EZZ50000 will be displayed
		  • go to step 2
		
		• not been queued:
		
		  • Screen EEA00310 will be displayed with a message indicating that FY rollover cannot be processed until September progress reports have been queued
		
		  • PRESS "Enter", "Cmd7", or "F7"
		
		  • the menu from which the rollover process was initiated will be redisplayed
		
		  • verify that SOD was completed and if necessary, queue September progress reports according to Part 10, Section 1, then begin the rollover process again according to this paragraph.

	not been completed	PRESS "Cmd7", "F7", or ENTER "N" and PRESS "Enter". The menu from which the rollover process was initiated will be redisplayed. Complete the unfinished items, then begin the rollover process again according to this paragraph.

842 Performing FY Rollover (Continued)

E Perform Rollover (Continued)

Step	Action
2	Enter the printer ID and the number of copies of each report to be printed during FY rollover, and PRESS "Enter". Input-Output screen will be displayed with: • instructions to insert an initialized tape cartridge • the list of files that will be saved to tape cartridge • the question, "Has an initialized tape cartridge been inserted? (Y/N)".
3	Enter an initialized tape cartridge, ENTER "Y", and PRESS "Enter". **Note:** "N" can be entered if the process needs to be exited for any reason. However, this is the last opportunity to exit the FY rollover process. If the process is exited, begin the FY rollover process again with this paragraph. The system will perform the following processes: • **Files backup**. The following files will be saved to the tape cartridge. A message will be displayed on the Input-Output screen identifying each file as it is saved: • ?.EC.259, ledger data • ?.EH.CSS, monthly C/S data • ?.EH.LOS, USLE data • ?.EH.RUL, RUSLE data • ?.EH.245, AD-245 data • ?.EH.305, 305 month-end data • ?.EM.ERR, 305 error data • ?.EM.305, 305 data • ?.EU.HST, SIP history data • ?.EU.SIP, SIP data. **Note:** A catalog of the tape cartridge will be printed. • **Print prior FY reports**. The following reports for the prior FY will be printed. A message will be displayed on Screen EEA00305 indicating that prior FY reports are being printed. • Sequential Ledger Report EEA425-R007 for all programs and applicable fund codes for the entire FY.

842 Performing FY Rollover (Continued)

E Perform Rollover (Continued)

Step	Action
3 (Cntd)	• Sequential LTA Contracts/Agreements Report EEA425-R008 for all LTA programs and applicable fund codes. • ACP-301 Record of AD-862's Report EEA360-R001 for all technical agencies. • **Perform FY rollover**. The system will complete the following during FY rollover. A message will be displayed on Screen EEA10305 indicating that FY rollover is being performed. • Perform calculations to roll over the prior FY ledger balances to the new FY carry forward ledger balances. • Delete ledger, ACP-305, and ACP-305 error data for the prior FY. **Note:** ACP-305 error data consists of all exceptions and/or rejections, if any, that have printed on ACP-305 Exceptions/Rejections Report EEA530-R002, at any time during the year. • Reset the prefix in the control number to the new FY. Screen EEA10305 will be redisplayed with the following messages: • "Remove tape cartridge and label it as follows: CCYY CRES Conservation FY Files Backup for <County name>" **Note:** The following will be displayed in the message: • prior FY instead of CCYY • actual county name. • "Fiscal year-end rollover process is complete".

842 Performing FY Rollover (Continued)

E Perform Rollover (Continued)

Step	Action

4	Remove the tape cartridge and label it as indicated in step 3.
	
	After the tape is properly labeled, PRESS “Enter”.
	
	The system will perform the following functions.
	
	• **Print new FY reports**. The following reports for the new FY will be printed. A message will be displayed on Screen EEA00305 indicating that the new FY reports are being printed.
	
	  • Sequential Ledger Report EEA425-R007 for all programs and applicable fund codes.
	
	  • Sequential LTA Contracts/Agreements Report EEA425-R008 for all programs and applicable fund codes.
	
	• **Print allocation reduction report**. Two copies of ACP and Interim EQIP Allocation Reduction Report EEA460-R001 will be printed.
	
	The first screen of the selected menu option will be displayed. PRESS “Cmd7” or “F7” to exit the option, or continue processing.

843 ACP and Interim EQIP Allocation Reduction Report EEA460-R001

A About the Report

Report EEA460-R001:

- is printed:
  - only during the FY rollover process, and cannot be printed afterward
  - with the date FY rollover is performed as the "Prepared" and "As of" dates
- lists:
  - all ACP and Interim EQIP program codes, fund codes, and descriptions that have ledger activity at the time FY rollover is performed
  - the allocation reduction amount for each fund code listed, which is the September 30 balance available in column 7 on Report EEA425-R007
- will be used by the State Office to reduce each county's September 30 allocation or allocations on the State ledger by the allocation reduction amount.

Important: This report is applicable for ACP and Interim EQIP only. It is not applicable for ECP or SIP.

843 ACP and Interim EQIP Allocation Reduction Report EEA460-R001 (Continued)

B Example of Report

The following is an example of Report EEA460-R001.

ANY STATE — U.S. Department of Agriculture — Prepared: 10-01-2001
ANY COUNTY — Farm Service Agency — As of: 10-01-2001
Report ID: EEA460-R001 — ACP and Interim EQIP Allocation Reduction Report — Page: 1

PROGRAM	FUND CODE	ALLOCATION REDUCTION AMOUNT
ACP-ANA	00	0
ACP-ANA	08	0
ACP-LTA	14	14,500
ACP-EAN	70	0
ACP-ELT	60	25,000

Footnote: The allocation reduction amount is the September 30 balance available for each program and fund code listed.

844-853 (Reserved)

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Section 3 Reviewing Ledgers After FY Rollover

854 FY Rollover

A FY Rollover Completion

FY rollover must be completed on the first workday of October according to Section 2.

Verify that rollover has been completed according to paragraph 855.

Note: See Exhibit 20 for County Office monthly checklist.

855 Verifying Ledgers After FY Rollover Has Been Completed

A Carry Forward

The system will automatically rollover the ledger balances from the previous FY.

Sequential Ledger Entry Report. "Carry forward" amounts will be calculated by the system from the September 30 Sequential Ledger Entry Report balances as follows.

- Column 3 minus column 6 minus column 7 for all ACP and interim EQIP ledgers. The result is the "carry forward" amount in column 3.
- Column 3 minus column 6 for all other programs. The result is the "carry forward" amount in column 3.
- Column 4 minus column 5. The result is the "carry forward" amount in column 4.
- Column 5 is reduced to zero. The "carry forward" amount in column 5 is zero.
- Column 6 is reduced to zero. The "carry forward" amount in column 6 is zero.
- Column 7 is reduced to zero for all ACP and interim EQIP ledgers. The "carry forward" amount is zero.
- Column 7 is not affected for all other programs. The "carry forward" amount in column 7 is the September 30 column 7 amount.

Sequential LTA Contracts/Agreements Report. The current balance for October 1 for each contract on the Sequential LTA Contracts/Agreements Report will be calculated by the system as follows.

- Columns 4 and 7 will be the September 30 contract balance in column 7. This represents the unearned amount for each contract.
- Columns 5 and 6 will be reduced to zero.

855 Verifying Ledgers After FY Rollover Has Been Completed (Continued)

B Verify Ledgers

Print the following ledgers according to Part 8, Section 9 and verify the data as follows.

- **Sequential Ledger Entry Report** for all conservation programs and fund codes applicable to the county. Verify the carry forward amounts according to subparagraph A.

- **Sequential LTA Contracts/Agreements Report** for all long-term conservation programs and fund codes applicable to the county. Verify the carry forward amounts according to subparagraph A.

Compare the amounts in column 4 on the Sequential Ledger Entry Report for long-term programs and fund codes to the amounts in column 4 on the Sequential LTA Contracts/Agreements Report.

- The amounts in column 4 on both reports must be the same. These amounts represent the unearned amounts for the contract or agreement.

- If the amounts in column 4 on both reports are not the same, complete the following steps.

Step	Action
1	Ensure that the amounts in column 4 on both reports agree with the total from outstanding long-term program AD-245's, column F, plus the following year's obligations for contracts.
2	If any adjustments are needed to the carry forward amounts on either report, contact the State Office for authorization. See Part 8, Section 6 for ledger and contract adjustments.

C Verify Report EEA460-R001

Verify that the allocation reduction amount for each program and fund code on Report EEA460-R001 matches the September 30 balance available in column 7 on Report EEA425-R007 for the applicable program and fund code.

856 Other Activities After FY Rollover

A Retain Prior FY Reports

Retain all prior FY reports printed automatically during FY rollover, according to 25-AS.

B Retain File Backups

Retain the following backups for at least 90 calendar days:

- tape containing the T.EU.TBL file
- tape cartridge of each county's files generated according to paragraph 842.

C Report EEA460-R001

Maintain 1 copy of Report EEA460-R001 on file in the County Office, according to 25-AS. FAX the other copy to the State Office no later than the 4th workday of the month.

If Report EEA460-R001 fails to print during FY rollover, FAX a copy of the last page of Report EEA425-R007 for each ACP and Interim EQIP program and fund code for the prior FY to the State Office instead.

857 New FY Activity

A Proceed With New FY Activity

After all the instructions in paragraph 855 are followed, proceed with new FY activity.

- The control number will automatically be set to "XXXX 0000" ("XXXX" represents the new FY).

- The control number cannot, for any reason, be set back to a previous FY.

858-866 (Reserved)

Part 13 Transmitting AD-245 and AD-862 Data

867 Overview

A County Transmissions

AD-245 and AD-862 data will be automatically transmitted weekly.

B Practices Performed

Data transmitted will include all records with final performance data recorded.

Important: Transmitted data will be used for statistics. It is important that data are correct.

868 Cutoff Dates for Current FY Statistical Data

A County Office Cutoff Date

Current FY data with a performance date within the current FY must be transmitted by **November 7** of the subsequent FY to be included in the current FY statistics.

- On November 7, review the ACP-301 report to verify that all data with a prior FY performance date have been transmitted. If not, contact the State Office for assistance.

B State Office Cutoff Date

State Offices must transmit data, with a current FY performance date, by November 15 of the subsequent FY to be included for statistics.

Note: If November 15 falls on a weekend, the cutoff date would be the closest preceding workday.

869 (Reserved)

Section 1 County Processing

870 AD-245 and AD-862 Statistical Data

A Statistical Data

Statistics for performance data will be collected after completing each conservation practice. AD-245 and AD-862 are used to collect actual data for each practice. Data are transmitted automatically to the State Office and KCAO.

871 Completed AD-245's Transmitted to State Report

A Report EEA900-R001

Completed AD-245's Transmitted to State Report EEA900-R001 will print when AD-245 and AD-862 statistical data are transmitted according to paragraph 870. This report will indicate:

- the control numbers that have been transmitted
- manual ledger adjustment records that have been transmitted.

B Example of Report EEA900-R001

The following is an example of Report EEA900-R001.

```
Utah                                    U.S. Department of Agriculture                    Prepared: 06/12/92
Uintah                                        Farm Service Agency                             As of: 06/12/92
Report ID: EEA900-R001                Completed AD-245's Transmitted to State                  Page: 1

    CONTROL NO.  POOL-AGREE   CONTRACT NO. FARM NO.     PROGRAM      PRACTICE         PURPOSE
-------------------------------------------------------------------------------------------------------------

    92 0042                                    200          SIP          SIP1         G

    92 0046      1                                        ACP-ANA      SL1          C

    92 0049                   90 0015          434          ACP-LTA      SL6          C

        3 AD-245/AD-862 Record(s)  And    0 Manual Adjustment Ledger Record(s) Queued For Transmission.
```

872-882 (Reserved)

Section 2 State Processing

883 Overview

A In This Section

This section provides instructions to queue AD-245 and AD-862 statistical data for transmission to KCAO.

Important: Data must be transmitted to KCAO once a month on the fifteenth of each month, or the Monday after the 15th if the 15th falls on a weekend.

884 Recording Conservation Statistics

A FY Statistical Reports

KCAO will compile and record the performance data throughout FY.

- From this data, KCAO shall provide STC's FY Statistical Reports (CEP-11R and CEP-15R). CEP-11R and CEP-15R will include:

  - an alphabetical summary by counties
  - a summary of each practice
  - a State summary.

- The summaries will be made on an FY basis.

Note: Reports to Soil Conservation District's governing body, members of Congress, and so forth may be made, if requested, using FY Statistical Reports that KCAO provides.

885 (Reserved)

886 Merging AD-245 and AD-862 Data Transmitted From County Office

A SOD Process

During SOD processing of County Office transmission files, file SScccEH2 will be merged into file S.EH.245.

B Example of Report EEF110-R001

The following is an example of AD-245 Transmission Report Report EEF110-R001. This report:

- will print when County Office data are merged into file S.EH.245 according to subparagraph A
- indicates the County Offices for which data were merged into file S.EH.245.

Note: After data are verified, the report can be disposed of.

```
UTAH                                    U.S. Department of Agriculture                    Prepared: 06/15/92
                                              Farm Service Agency                            Page: 1
Report ID: EEF110-R001                      AD-245 Transmission Report

ST-CTY          TRANS DATE              MESSAGE
-------------------------------------------------------------------------------------------------------------

49 001          06/11/92                Good Transmission

49 047          06/12/92                Good Transmission
```

887 Queuing County AD-245 and AD-862 Statistical Data for Transmission

A When to Transmit

State Offices shall queue County Office AD-245 and AD-862 statistical data for transmission to KCAO on the:

- 15th of the month, or the Monday after the 15th if the 15th falls on a weekend
- last workday of the month.

B Queuing Data

Complete the following to queue County Office statistical data for transmission to KCAO.

Important: To queue statistical data, all terminals must be signed off of the conservation system.

Step	Action	Result
1	On Menu FMF900: • ENTER “1” • PRESS “Enter”.	Screen FMF901 will be displayed.
2	On Screen FMF901: • ENTER “5” • PRESS “Enter”.	Menu FMF905 will be displayed.

887 Queuing County AD-245 and AD-862 Statistical Data for Transmission (Continued)

B Queuing Data (Continued)

<table>
<tr><th>Step</th><th colspan="2">Action</th><th>Result</th></tr>
<tr><td rowspan="5">3</td><td colspan="2">ENTER “1”, “Completed County AD-862’s/AD-245’s (EH1)”, and PRESS “Enter”.</td><td rowspan="5">Screen EEF90000 will be displayed.</td></tr>
<tr><td>IF...</td><td>THEN...</td></tr>
<tr><td>no County Office data is found to be queued</td><td>the message, “No AD-245/AD-862 file present. Transmission request ignored”, will be displayed (Screen EEF90000 will not be displayed).</td></tr>
<tr><td>County Office data was previously queued but not transmitted</td><td>• the message, “Prior transmission cycle has not been completed, cannot queue additional AD-245 data until it is transmitted”, will be displayed (Screen EEF90000 will not be displayed)

• transmit the data previously queued.</td></tr>
<tr><td>County Office data needs to be queued</td><td>continue with the steps in this table.</td></tr>
<tr><td>4</td><td colspan="2">On Screen EEF90000, the message, “Placing of State AD-245/AD-862 Completed Data On Queue In Progress - Please Wait”, will be displayed.

• When data has been queued, the message, “AD-245/AD-862 data placed on queue”, will be displayed at the bottom of the screen.

• PRESS “Enter”.</td><td>File S.EH.245 will be reorganized.

After the reorganization, Menu FMF905 will be displayed.</td></tr>
</table>

888 Automatic Quarterly Transmissions for NRCS

A Transmission Process

Beginning in October 1995, the entire AD-245/AD-862 file will be transmitted from each County Office directly to KCAO every January, April, July, and October. The AD-245/AD-862 file will be transmitted to KCAO as the SSCCCEH4 file using the bundle control system.

Important: No County Office action is necessary to transmit the EH4 file.

B Transmission Purpose

When County Offices transmit AD-245/AD-862 data to State Offices each week and State Offices transmit the data to KCAO twice per month according to this handbook, the only data that is transmitted are those AD-245's and AD-862's which have been canceled or had final performance recorded in the system.

NRCS has been using this data for several years. One of NRCS' uses is to track technical assistance provided to this Agency by NRCS. However, only a partial tracking is possible at any time, because technical assistance may have been provided for AD-862's that have not been canceled or had final performance recorded at the time of transmission.

The purpose of the EH4 file transmission is to provide NRCS the **entire** AD-245/AD-862 file on a quarterly basis, from which NRCS can more accurately track their technical assistance to this Agency.

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports

This table lists all required reports of this handbook.

Reports Control Number	Title	Reporting Period	Submission Date	Negative Reports	Reference
CEP-11R (AD-862)	Fiscal Year Statistical Report (for SIP)	Annually	Counties, November 7; States, November 30	Not Required	884
CEP-15R (AD-862)	Fiscal Year Statistical Report (for ACP and ECP)	Annually	Counties, November 7; States, November 30	Not Required	884
CEP-16R (ACP-305)	ACP-305 Monthly Progress Report (for ACP)	Monthly	Counties, 1st workday; States, 5th workday	Required	727
CEP-18R (ACP-305)	ACP-305 Monthly Progress Report (for ECP)	Monthly	Counties, 1st workday; States, 5th workday	Required	727
CEP-46R (ACP-305)	ACP-305 Monthly Progress Report (for SIP)	Monthly	Counties, 1st workday; States, 5th workday	Required	726, 727, 734
CEP-50R	Monthly Cost-Share Requests Status Report	Monthly	Counties, 1st workday; States, 5th workday	Required	Part 10

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms

This table lists all forms referenced in this handbook.

Number	Title	Display Reference	Reference
ACP-153A	Pooling Agreement Worksheet		194
ACP-246	Payment Summary Sheet (ACP)		194
ACP-259A	County Office Automated Ledger Reconciliation Checklist	765	784, Ex. 20, 30
ACP-259B	State Office Summarization Sheet	787	786, 788, 801, Ex. 30
ACP-301	ACP-301, Record of AD-862's (For Automated Processing)		83, 125, 243, 331, 427, 439, 828, 868, Ex. 20
ACP-305	Monthly Progress Report		Text, Ex. 20, 30
AD-245	Request for Cost-Shares	22, 195, Ex. 10, 15	Text, Ex. 4, 5, 20, 30
AD-245 Continuation			51, 52, 164, 165, 180, 182, Ex. 4, 5
AD-862	Conservation Reporting and Evaluation System		Text and Exhibits

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Forms (Continued)

Number	Title	Display Reference	Reference
CCC-184	CCC Check		Text and Exhibits
CCC-257	Schedule of Deposit		464, 752, Ex. 2
CCC-1200	Conservation Program Contract		704
CCC-1245	Practice Approval and Payment Application		704
FSA-357	State Program Allocation		Text
FSA-604	Debt Register		194, Ex. 15

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ANA	annual agreement	Text, Ex. 4, 10, 20
C/S	cost share	Text, Exhibits
CPO	Conservation Plan of Operations	82, 83, 520, Ex. 5, 10
DM	Departmental Manual	1, 18, 105, 138, 141, 197, 201
ECPD	ECP drought	105, 597, 598, 631, 633, 707, 727, 729

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
ECPF	ECP flood	105, 597, 598, 631, 633, 707, 727, 729, 751, 752
ECPH	ECP hurricane	105, 598, 631, 633, 707, 727, 729
ECPO	ECP other	105, 598, 631, 633, 707, 727, 729
ECPT	ECP tornado	105, 598, 631, 633, 707, 727, 729
LFS	Landowner Forest Stewardship Plan	107
LTA	long-term agreement	Text, Ex. 5, 10, 20
P-A	pooling agreement	Text, Ex. 10

Reports, Forms, Abbreviations, and Redelegations of Authority (Continued)

Abbreviations Not Listed in 1-CM (Continued)

Approved Abbreviation	Term	Reference
SF	Service Forester	162, 163, 216, 243, 290, 331, 704, 709, 731
SFA	State Forestry Agency	18, 21, 23, 107
SOD	start of day	704, 707, 840, 842, 886
T/A	technical assistance	Part 9, 785, 786
VC/SL	variable C/S level	17, 23, 124, 157, 294, 332, 355

Redelegations of Authority

This table lists redelegations of authority in this handbook.

Redelegation	Reference
Willing to approve determination	123

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Definitions of Terms Used in This Handbook

Applicant

An applicant is an eligible person who requests cost-sharing to perform an eligible conservation measure.

Participant

A participant is a person who contributes toward the cost of performing an approved practice or a conservation measure including the practice.

Person

A person is an individual, partnership, corporation, or other entity that can be identified as eligible for C/S program.

Producer

A producer is an owner, landlord, tenant, or sharecropper who has a vested interest in the operation of a farm or ranch.

Refund

A refund is a producer payment or setoff for a debt that has been recorded as a refund on CCC-257.

Note: An original CCC-184 returned by the producer is not a refund.

Soil Conservation District

Soil Conservation District is a district organized under State law or a comparable district; such as a soil and water conservation district, a natural resource district, or other entity essentially serving the same function.

Technician

A technician is an employee of this agency or another agency who has the responsibility for the technical phases of performing a practice on AD-862.

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Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
EEA000	Conservation Main Menu	5
EEA100	Conservation AD-245/AD-862 Menu	16, 100
EEA10100	County Session Date Error Screen	7
EEA10300	CRES Fiscal Year Rollover Screen	842
EEA11000	AD-245 Initial Data Screen	105
EEA11005	AD-245 Initial Data Screen	105
EEA11010	AD-245 Initial Data Screen	105
EEA11500	Multi-Participants Screen	106, 202, 268
EEA11515	AD-245 Initial Data Screen	268
EEA12000	AD-245 Practice/Component Screen	107
EEA13000	AD-862 Erosion Control Screen	139
EEA13005	AD-862 Water Conservation Screen	140
EEA13010	AD-862 Wood Production and Other Screen	141
EEA13500	AD-245 Site Charac/Tech Practice Screen	138, 197, 268
EEA14000	AD-245 Ledger Data Screen	162
EEA14000	AD-245 Earnings Entry/Adjustment Screen	179, 198, 268
EEA14001	AD-245 Earnings Entry/Adjustment Screen	180, 199, 268
EEA14010	AD-245 Ledger Data Screen	181, 200, 268
EEA14500	AD-245 Final Performance Data Screen	201, 268
EEA16000	AD-245 Application Status Screen	108
EEA16005	AD-245 Application Status Screen	142

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
EEA16010	AD-245 Application Status Screen	163
EEA17000	AD-245 Process Status Screen	109, 143, 164, 181, 204, 281
EEA17610	AD-245 Transaction Payment/Receivable Screen	203, 268
EEA20005	Conservation Status Screen	82
EEA205	County Eligibility Table Update Menu	16
EEA21000	Update Program Eligibility Screen	17
EEA21010	Update Practice Eligibility Screen	18
EEA21015	Update Practice Eligibility Screen	18
EEA21020	Update Fund Code Eligibility Screen	19
EEA21030	Update Component Screen	20, 21
EEA21035	Update Component Screen	20
EEA21050	Update Component Screen	21
EEA21065	AD-245 Control Number Selection Screen	23
EEA28000	Letters Update/Print Screen	288
EEA300	Conservation Primary Purpose Table Reports Menu	351
EEA350	Conservation AD-245/AD-862 Reports/Forms Menu	327
EEA400	Conservation Ledger Menu	398
EEA40501	County Allocation Control Ledger Screen	479, 480
EEA41000	Ledger Allocations/Authorizations Screen	400
EEA41505	Ledger Refund Screen	464
EEA42000	Ledger Reports Screen	521

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
EEA90200	ACP-305 Selection Screen	704
EEF000	Conservation State Main Menu	6
EEF200	Conservation State AD-245/AD-862 Reports Menu	374
EEF400	Conservation State Ledger Menu	563
EEF40200	Fiscal Year-End Rollover Screen	681
EEF40205	Fiscal Year-End Rollover Screen	681
EEF40210	Fiscal Year-End Rollover Screen	681
EEF40215	Fiscal Year-End Rollover Screen	681
EEF40300	Fiscal Year-End Rollover Screen	681
EEF40300	Month-End Processing Screen	659
EEF40305	Ledger Rollover Screen	681

Menu and Screen Index (Continued)

Menu or Screen	Title	Reference
EEF41000	Ledger Program Summary Screen	565
EEF41005	Ledger Allocations/Reserves Entry Screen	565
EEF41010	Enter County Allocations Screen	565
EEF42000	Update Payments Screen	583
EEF42005	Update Payments Screen	583
EEF42010	Update Payments Screen	583
EEF43000	Ledger Reports Selection Screen	597
EEF43005	Ledger Reports Selection Screen	597
EEF440	Update Prior FY Data Menu	616
EEF44500	Prior FY Manual Adjustment Screen	617
EEF44502	Prior FY Manual Adjustment Screen	617
EEF44505	Prior FY Manual Adjustment Screen	617
EEF44510	Select Prior FY Account Screen	618, 619
EEF44515	Prior FY Manual Adjustment Screen	618, 619
EEF44520	Prior FY Manual Adjustment Screen	618, 619
EEF450	Establish Reserve Accounts Menu	632
EEF45500	Update Accounts Screen	633
EEF45505	Update Accounts Screen	633
EEF46000	State Ledgers Default Values Screen	646
EEF500	Conservation Progress Reports Menu	723

AD-245 and AD-862 Process Step Chart for ANA's

The following step chart indicates the process of ANA AD-245 and AD-862. Do not use this step chart for SIP AD-245's. See 1-SIP to process AD-245's for SIP.

Note: Steps 1 and 2 can be completed at the same time if COC makes a willing to approve determination when the producer makes the request.

Initial Process	
Step	**Action**
1	Producer requests application for C/S. • Requested data are entered into the system. • AD-245, page 1 is printed. • Producer signs AD-245, page 1. This becomes the original AD-245, page 1.
COC Willing to Approve Process	
Step	**Action**
2	COC makes willing to approve determination on original AD-245, page 1. • Willing to approve determination is entered into the system. • AD-862 is printed. This becomes the original AD-862. • AD-862 is referred to applicable technical service provider. • Referral letter is sent to producer.
Needs Determination Process	
Step	**Action**
3	Applicable technical service provider completes needs determination data on original AD-862 and returns AD-862 to this agency. This agency enters needs determination data into the system. For program ACP-ANA, the COC Report on Applications Pending Approval is printed.

AD-245 and AD-862 Process Step Chart for ANA's (Continued)

Approval and Disapproval Process	
Step	**Action**
4	COC reviews the COC Report on Applications Pending Approval and prioritizes AD-245's, page 1 and AD-862's.
5	If funds are available, high priority practices are approved. • COC manually completes original AD-245, page 1, items D, E, and F, and signs AD-245, page 1. • Approval data are entered into the system. • AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are printed. This becomes the original AD-245, page 2. • Original AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are sent to the producer. • Approval letter is printed and sent to the producer with AD-245, page 2 and Continuation for AD-245. • Original AD-862 is returned to the applicable technical service provider.
6	If funds are not available or practice is not high priority, the practice is disapproved. • COC manually documents the disapproval on the original AD-245, page 1. • Disapproval data are entered into the system. • Disapproval letter is printed and sent to the producer.

AD-245 and AD-862 Process Step Chart for ANA's (Continued)

Partial and Final Performance	
Step	**Action**
7	If producer requests partial payment when the practice is partially completed, the following is done. • Producer completes certification on original AD-245, page 2 and returns AD-245, page 2 to this agency with applicable bills and statements. • COC manually completes the original AD-245, page 2, items G and H for the components that have been completed and approves an amount of C/S for payment. • Partial performance data are entered into the system. • Accounting records are automatically transferred to the Accounting application and payments are issued or receivables established, as applicable. • A second AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are printed. This second AD-245, page 2 will indicate what has been paid and what is remaining to be paid. • The second AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are sent to the producer. • A producer is notified if payment is by ACH or CCC-184 is sent to producer if issued, as applicable.

AD-245 and AD-862 Process Step Chart for ANA's (Continued)

Partial and Final Performance (Continued)	
Step	**Action**
8	If producer requests final payment, the following is done. • Producer completes certification on original or second AD-245, page 2 and returns AD-245, page 2 to this agency with applicable bills and statements. • Applicable technical service provider completes performance certification on AD-862 and returns AD-862 to this agency. • COC manually completes the original or second AD-245, page 2, items G and H, and approves an amount of C/S for payment. • Final performance data are entered into the system. • Accounting records are automatically passed to the Accounting application where payments are issued or receivables are established, as applicable. • A producer is notified if payment is by ACH or CCC-184 is sent to producer if issued, as applicable.
Transmission of AD-245 and AD-862 Data	
Step	**Action**
9	AD-245 and AD-862 data are transmitted to State Offices and KCAO automatically, each week.

AD-245 and AD-862 Process Step Chart for LTA's, Including CRP Contracts

The following step chart indicates the process of AD-245's and AD-862's for all long-term agreement and contract programs, including CRP.

Note: Step 1 is only applicable for programs that use ledgers and shall only be completed once, unless an increase or decrease needs to be made to the contract approval amount. AD-245's and AD-862's shall be processed through the entire cycle, from creation through final performance, for each practice listed on CPO to be performed in the current FY, including CRP practices CP10 and CP11, and all other non-C/S CP practices.

LTA Contract Approval	
Step	**Action**
1	When the LTA contract is approved by COC, record the LTA contract approval amount on the ledger, according to Part 8, Section 3.
Initial Process	
Step	**Action**
2	Initial data is entered into the system from CPO. AD-862 is printed and referred to the applicable technical service provider. This becomes the original AD-862. AD-245, page 1 may be printed and maintained on file. If printed, this does not need the producer's signature. This becomes the original AD-245, page 1. AD-245, page 1 can be disposed of when AD-245, page 2 is printed according to step 4.
Needs Determination Process	
Step	**Action**
3	Applicable technical service provider completes needs determination data on original AD-862 and returns AD-862 to this agency. This agency enters needs determination data into the system.

AD-245 and AD-862 Process Step Chart for LTA's, Including CRP Contracts (Continued)

Approval Process	
Step	**Action**
4	Approval data is entered into the system from AD-245, page 1 or CPO. AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are printed. This becomes the original AD-245, page 2. Original AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are sent to the producer. Approval letter is printed and sent to the producer with AD-245, page 2. Original AD-862 is returned to the applicable technical service provider.
Partial and Final Performance	
Step	**Action**
5	If producer requests partial payment when the practice is partially completed, the following is done. • Producer completes certification on original AD-245, page 2 and returns AD-245, page 2 to this agency with applicable bills and statements. • COC manually completes the original AD-245, page 2, items G and H for the components that have been completed and approves an amount of C/S for payment. • Partial performance data are entered into the system. • Accounting records are automatically passed to the Accounting application where payments are issued or receivables established, as applicable. • A second AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are printed. This second AD-245, page 2 will indicate what has been paid and what is remaining to be paid. • The second AD-245, page 2 and Continuation for AD-245, pages 1 and 2 are sent to the producer. • As applicable, producer is notified if payment is by ACH or payment is sent to the producer, assignee, or bank, as applicable, if CCC-184 is issued.

AD-245 and AD-862 Process Step Chart for LTA's, Including CRP Contracts (Continued)

Partial and Final Performance (Continued)	
Step	**Action**
6	If producer requests final payment, the following is done. • Producer completes certification on original or second AD-245, page 2 and returns AD-245, page 2 to this agency with applicable bills and statements. • Applicable technical service provider completes performance certification on AD-862 and returns AD-862 to this agency. • COC manually completes the original or second AD-245, page 2, items G and H, and approves an amount of C/S for payment. • Final performance data are entered into the system. • Accounting records are automatically passed to the Accounting application where payments are issued or receivables are established, as applicable. • As applicable, producer is notified if payment is by ACH or payment is sent to the producer, assignee, or bank, as applicable, if CCC-184 is issued.
Transmission of AD-245 and AD-862 Data	
Step	**Action**
7	AD-245 and AD-862 data are transmitted to State Offices and KCAO automatically each week.

--

Example of AD-245, Page 1

A Description

The following is a description of data on AD-245, page 1.

Note: See subparagraph B for an example of AD-245, page 1.

Item	Description
ST. & CO. & C/D	The State, county, and check digit code are selected and printed by the system based on the County Office selected.
Control No.	The control number is assigned and printed by the system when AD-245 is created. The control number contains FY as the first 2 digits and a sequential number as the next 4 digits.
Farm No., Tract No., Name and Address, and Telephone No.	The farm number must be on the farm maintenance file and the tract must be associated with the farm. Name, address, and telephone number are obtained and printed by the system from the name and address file. **Note:** If AD-245 is for P-A, the P-A number will be in the "Farm No." field and the "Tract No." field will be blank.
Farmland and Cropland	The farmland and cropland acres are obtained and printed by the system from the farm maintenance file.
Program Code	Program must be eligible on the County Eligibility Table. See Part 2. The program code is printed based on the code entered for AD-245.
Fund Code	Fund code must be eligible on the County Eligibility Table. See Part 2. The fund code is printed based on the code entered for AD-245. Fund code is only applicable for ACP.

Example of AD-245, Page 1 (Continued)

A Description (Continued)

Item	Description
Contract/LTA & Item No.	If the program code is ACP-LTA, ACP-ELT, or CRP, a contract or agreement number must be entered. The number is printed based on the contract or agreement number entered for AD-245. Contract approval must have been recorded according to Part 8, Section 3, except for CRP. An item number is not printed by the system. County Offices can manually enter the item number from CPO.
Primary Purpose	Primary purpose for the practice is printed based on the code entered for AD-245.
Other Farms	"Y" is checked if producer has other farms in this county or other counties. If this is the producers only farm, "N" is checked.
Description of Practice Objective	The descriptive narrative of the practice objective is printed based on the entry made for AD-245. Description can be no more than 100 characters.
Practice Location	The descriptive narrative of the practice location is printed based on the entry made for AD-245. Description can be no more than 50 characters.
Column A	This agency's practice code is printed on the first line and up to 6 component codes are printed on the second through seventh lines. This agency's practice and component codes must be eligible on the County Eligibility Table. See Part 2. If the technician adds a component at needs determination on AD-862, manually add the component to the original AD-245, page 1, and enter in the system according to Part 5, Section 2.

Example of AD-245, Page 1 (Continued)

A Description (Continued)

Item	Description
Column B	This agency's practice title is printed on the first line and up to 6 component titles are printed on the second through seventh lines. Titles must match codes entered in column A as applicable on the County Eligibility Table. If the technician adds a component at needs determination on AD-862, manually add the component to the original AD-245, page 1, and enter in the system according to Part 5, Section 2.
Column C	The extent requested is an estimate provided by the producer and printed by practice and component based on extent entered for AD-245. Ensure the extents are in the units displayed for the practice and components.
Column D	COC shall manually enter the extent to be approved for the practice and each component. This column is to be completed with COC issued final approval. This amount is entered in the system according to Part 5, Section 4.
Column E	The rate or C/S level for each component is printed by the system based on what was entered for the component on the County Eligibility Table. See Part 2. If a rate and C/S level are entered on the County Eligibility Table for a component, the rate is printed in this column.
Column F	COC shall manually enter the C/S amount approved for the practice and each component. On the first line, enter the total amount approved for the practice. On the second through seventh lines, enter the amount approved for each component. The total for the components must equal the practice line amount. Amounts must be in whole dollars. This column is completed when COC issues final approval. This amount is entered in the system according to Part 5, Section 4.

Example of AD-245, Page 1 (Continued)

A Description (Continued)

Item	Description
I Plan to Start the Practice (Practice to Begin Date)	The date the practice will be started is provided by the producer and is printed based on the date entered for AD-245. The date must be in MMDDCCYY format.
I Plan to Complete the Practice (Practice Completion Date)	The date the practice will be completed is provided by the producer and is printed based on the date entered for AD-245. The date must be in MMDDCCYY format.
Conservation Plan	"Y" or "N" is checked if the producer indicates that the farm has a plan developed. "Y" or "N" will be checked in 1 or more of the plans ("For Farm by NRCS", "Forest Management Plan by FS", or "Other") and printed based on entry for AD-245. One plan must be checked "Y" if program is LTA.
Partnership or Joint Venture	"Y" shall be checked if a partnership or joint venture will receive C/S payments for AD-245. "Y" or "N" is checked based on entry for AD-245. See applicable person determination handbook.
Applicants Request and Signature	When all initial data are entered in the system, print AD-245, page 1 and obtain the producer's signature and date for the request. If request was informally accepted in person or by telephone, the person who accepted the request shall enter the date the informal request was accepted and initial the entry. For informal requests, the producer's signature must be obtained as soon as possible. Ensure that the producer reviews the applicants request statement before signing.

Example of AD-245, Page 1 (Continued)

A Description (Continued)

Item	Description
Estimated C/S Value	The estimated C/S value is printed based on the requested amount in column C and the rate or C/S level in column E. This is the amount entered for AD-245. This amount must be present before COC makes a willing to approve determination for the practice. If a component is added in columns A and B by the technician, manually mark through the original estimated C/S amount and enter a new estimated C/S amount. The estimated C/S amount will be used to compute figures on the Report to COC on Applications Pending Approval for ACP-ANA.
C/S Willing to Approve	COC shall manually enter the amount they are willing to approve and initial and date. This information is required to refer a practice to a technical service provider for needs determination data. AD-862 for ANA's cannot be created unless COC is willing to refer a practice for needs determination data to a technical service provider. See 1-ACP for criteria for COC willing to approve determination.
Final Approval for COC	A member of COC must sign and date to issue final approval. This is approval for the amounts that COC manually entered in columns D and F.
Practice Expiration Date	COC shall manually enter a date that the practice must be completed and reported. This date must be after COC approval date.
Remarks	COC shall manually enter the referral expires date and any other pertinent information for the request in the remarks section.

Example of AD-245, Page 1 (Continued)

B Example

The following is an example of AD-245, page 1.

Note: See subparagraph A for a description of the data on AD-245, page 1.

Page 1

FORM APPROVED
OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — REQUEST FOR COST-SHARES

ST. & CO. & C/O	CONTROL NO.(F/Y & NO.)
22 069 0	95 0002

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	OTHER FARMS /X/YES / /No
2519	JOHNNY SMITH RR 2 BOX 353	187.0					
TRACT No. 931	SALINE, LA 71070-9459	CROPLAND 96.2	ACP-ANA	00		EROSION	
	Telephone No.						

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION PROBLEM CAUSED BY UNEVEN DISTRIBUTION OF GRAZING
PRACTICE LOCATION N-3

FOR USE BY THE APPROVING OFFICIAL

Number	Practice Title		Extent Requested C	Extent Approved D	Rate E	C/S Approved F	I plan to start the practice
SL6	Grazing land protection (AS/No)		80.0	80.0		2450	06-01-95
EW	EARTH WORK	CY	1500.0	1450.0	1.000	1450	
PL6	PIPELINE 6" AND FIXTURES	FT	125.0	130.0	6.500	845	
FN4	FENCING 4 STRAND WIRE	ROD	10.0	10.0	12.500	125	
SM3	Seed mixture #3 (Nature)	ACRE	.5	.5	60%	30	I plan to complete the practice 10-15-95

CONSERVATION PLAN: Farm Plan By NRCS /X/Yes / /No — Forest Plan By FS / /Yes /X/No — Other Plan / /Yes /X/No — PARTNERSHIP Joint Venture / /Yes /X/No

APPLICANTS REQUEST

I request cost-share assistance under the program to meet the objective described above. This practice would not be performed without Federal cost-sharing. If cost-sharing is approved for the practice requested, I agree to refund all or part of the funds paid to me as determined by the Approving Official, if, before expiration of the specified practice lifespan I, (a) destroy the approved practice, or (b) voluntarily relinquish control or title to the land on which the approved practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its lifespan. I have not yet started this practice, and except for ECP requests, I understand that if I begin the practice before receiving written approval I may be denied funding. I authorize a representative of USDA to have access to the practice site area. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein.

SIGNATURE:	DATE:	Estimated $ C/S Value	C/S Willing to Approve
Johnny Smith	4/13/95	$2450 ~~2,468~~	$ 2468 COC 4/15/95

APPROVAL ACTION The Approving Official approved the extent shown in BLOCK D above and the cost-shares shown in BLOCK F above for this practice.

FOR THE APPROVING OFFICIAL	DATE:	Practice Expiration Date
COC Chairperson	5/15/95	9/18/95

REMARKS

Referral Expires 5/15/95

For SIP and FIP Only: I certify that I / /do / /do not own more 1000 acres of eligible forestland in the United States or any territory or possession of the U.S.
SIGNATURE: DATE:

Acres if more than 1,000

Date Waiver Approved

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR DISABILITY.

Example of AD-245, Page 2

1 Example of Recording a Partial Payment on AD-245, Page 2

A Description

The following is a description of data when recording a partial payment on AD-245, page 2.

Note: See subparagraph B for an example of AD-245, page 2 with a partial payment recorded.

Item	Description
	Most of the entries in regular type are printed by the system based on data previously recorded for AD-245, page 1.
Expiration Notice	This date is printed based on the date entered from AD-245, page 1. This is the date by which the practice must be completed and performance reported.
ID	The producer's ID number is printed based on the first producer entered for AD-245, page 1. The ID number is obtained from the name and address file.
Column G	This column is completed when the practice or component is completed. Manually enter the extent performed. The producer enters the following: • performance amount • "Yes", if the extent performed shall be obtained from the technical service provider.
Column H	This column is completed when payment is issued for partial or final performance. COC shall manually enter C/S earned amount for the practice and each component. • On the first line, enter the total amount earned for partial payment for the practice, which is the total of the amount earned for each component that is being cost-shared on. • On the second through seventh lines, enter the amount earned for each component that is completed for partial payment. • The total for the components must equal the practice line amount.

Example of AD-245, Page 2 (Continued)

1 Example of Recording a Partial Payment on AD-245, Page 2 (Continued)

A Description (Continued)

Item	Description
Component Code Footnotes	These footnotes are printed based on the rate, C/S level, or both for the component entered on the County Eligibility Table.
Approval Issued by Approving Official	COC's representative shall sign and date when AD-245, page 2 is sent to the producer to inform of final approval.
Instructions to Participant	When performance is reported, the participant shall read this section and answer items X and Y.
Certification by Participant	When performance is reported, the participant shall read this section and sign and date when making application for payment of part of the practice.
Lifespan years	The lifespan years for the practice is printed based on the lifespan date entered on the County Eligibility Table for the practice except CRP where: • the lifespan is to the end of the contract or easement period • the lifespan is manually entered in the space provided • the producer shall initial and date the lifespan entry.
Total Cost-Shares Earned	Manually enter the total C/S earned from column H.
Payment Advance (Partial Payment)	Manually enter the amount that was issued for partial payment from column H on a previous AD-245, page 2 for the same control number.

Example of AD-245, Page 2 (Continued)

1 Example of Recording a Partial Payment on AD-245, Page 2 (Continued)

A Description (Continued)

Item	Description
Is Partic. on FSA Debt Reg.? Y / / N / /	For use with NRCS administered programs only. If NRCS provides AD-245, page 2 for a participant in 1 of NRCS' C/S programs, and requests certification as to whether that participant is listed on this agency's debt record, check FSA-604 or other debt record used. If the participant is: • on this agency's debt record, check the "Y" block • not on this agency's debt record, check the "N" block. Initial and date the certification and return AD-245 to NRCS.
Setoff	Manually enter the amount of setoff.
Debt Assignment	Manually enter the amount of the assignment and the name of the person receiving the assigned payment.
Net Payment	Manually enter the amount that the producer will be issued for payment. This is the previous partial payment amount, setoff amount, and debt assignment amount, subtracted from the total C/S' earned amount.
Payment Approved	COC, or representative, must review AD-245, page 2 and any applicable invoices to ensure that payment calculations are correct and review payment in formation to ensure that producer data, program data, and C/S earned amount are correct. After all applicable documents are verified, COC, or representative, shall initial and date. This must be completed before payment is mailed to the producer.
Check Number	Enter payment or ACH number for all producers. If additional room is needed, attach a separate sheet of paper to AD-245, page 2.

Example of AD-245, Page 2 (Continued)

1 Example of Recording a Partial Payment on AD-245, Page 2 (Continued)

B Example

The following is an example of AD-245, page 2 for a partial payment.

Note: See subparagraph A for a description of the data on AD-245, page 2 for a partial payment.

Page 2 — FORM APPROVED OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION — ST. & CO. & C/D: 22 069 0 — CONTROL NO.(F/Y & NO.): 95 0002

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
2519	JOHNNY SMITH RR 2 BOX 353	187.0					Practice must be completed and reported by 09-18-95
TRACT No. 931	SALINE, LA 71070-9459	CROPLAND 96.2					
			ACP-ANA	00		EROSION	
	Telephone No.						ID 433 58 8776 S

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION PROBLEM CAUSED BY UNEVEN DISTRIBUTION OF GRAZING

FOR APPROVING OFFICIAL USE

Number	Practice Title		Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
A	B		C	D	E	F	G	H
SL6	Grazing land protection (AS/No)		80.0	80.0		2450*		2150
EW	EARTH WORK	CY	1500.0	1450.0	1.000	1450	1450.0	1450
PL6	PIPELINE 6" AND FIXTURES	FT	125.0	130.0	6.500	845	130.0	700
FN4	FENCING 4 STRAND WIRE	ROD	10.0	10.0	12.500	125		
SM3	SEED MIXTURE #3 (NATURE)	ACRE	.5	.5	60%	30		

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
EW - 60% of cost not to exceed rate in column E.
FN4 - Flat rate.
PL6 - 60% of cost not to exceed rate in column E.
SM3 - 60% of cost not to exceed amount in column F.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED: CED — DATE: 5/15/95

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES X NO /_/

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

YES /_/ NO /X/

Total Cost-Shares Earned	2150
Payment Advance (Partial Payment)	
Is Partic. on FSA Debt Reg.? Y / / N / /	
Setoff	
Debt Assignment	
Net Payment	2150

Payment Approved (initials) (For SIP) C/S Earned Approved By/Date	Check Number (For SIP) Calc. Verif. By/Date
CED 7/2/95	55551212

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least 10 years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Official, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: Johnny Smith — DATE: 7/2/92

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR HANDICAP.

Example of AD-245, Page 2 (Continued)

2 Example of Recording a Final Payment on AD-245, Page 2

A Description

The following is a description of data when recording a final payment on AD-245, page 2.

Note: See subparagraph B for an example of AD-245, page 2 with a final payment recorded.

Item	Description
	Most of the entries in regular type are printed by the system based on data previously recorded for AD-245, page 1 and AD-245, page 2, if a partial payment was previously recorded.
Expiration Notice	This date is printed based on the date entered from AD-245, page 1. This is the date by which the practice must be completed and performance reported.
ID	The producer's ID number is printed based on the first producer entered for AD-245, page 1. The ID number is obtained from the name and address file.
Column G	This column is completed when the practice or component is completed. Manually enter the extent performed. The producer enters the following: • performance amount • "Yes", if the extent performed shall be obtained from the technical service provider.
Column H	This column is completed when payment is issued for final performance. COC shall manually enter C/S earned amount for the practice and each component. • On the first line, enter the total amount earned for the entire practice, which is the total of the amount earned for each component that is cost-shared on, including previous amounts paid for partial payments. • On the second through seventh lines, enter the amount earned for each component. • The total for the components must equal the practice line amount.

Example of AD-245, Page 2 (Continued)

2 Example of Recording a Final Payment on AD-245, Page 2 (Continued)

A Description (Continued)

Item	Description
Component Code Footnotes	These footnotes are printed based on the rate, C/S level, or both for the component entered on the County Eligibility Table.
Approval Issued by Approving Official	COC's representative shall sign and date when AD-245, page 2 is sent to the producer to inform of final approval or inform of additional components to be completed after a partial payment has been issued.
Instructions to Participant	When performance is reported, the participant shall read this section and answer items X and Y.
Certification by Participant	When performance is reported, the participant shall read this section and sign and date when making application for payment of the practice.
Lifespan years	The lifespan years are printed based on the lifespan date entered on the County Eligibility Table for the practice, except CRP practices. For CRP practices: • the lifespan is to the end of the contract or easement period • manually enter the lifespan years.
Total Cost-Shares Earned	Manually enter the total C/S earned from column H. This is the total C/S earned amount for the entire practice including previous partial payment amounts.
Payment Advance (Partial Payment)	Manually enter the amount that was issued for partial payment from column H on a previous AD-245, page 2 for the same control number.

Example of AD-245, Page 2 (Continued)

2 Example of Recording a Final Payment on AD-245, Page 2 (Continued)

A Description (Continued)

Item	Description
Is Partic. on FSA Debt Reg.? Y / / N / /	For use with NRCS administered programs only. If NRCS provides AD-245, page 2 for a participant in 1 of NRCS' C/S programs, and requests certification as to whether that participant is listed on this agency's debt record, check FSA-604 or other debt record used. If the participant is: • on this agency's debt record, check the "Y" block • not on this agency's debt record, check the "N" block. Initial and date the certification and return AD-245 to NRCS.
Setoff	Manually enter the amount of setoff.
Debt Assignment	Manually enter the amount of the assignment and the name of the person receiving the assigned payment.
Net Payment	Manually enter the amount that the producer will be issued for payment. This is the partial payment amount, setoff amount, and debt assignment amount, subtracted from the total C/S' earned amount.
Payment Approved	COC, or representative, must review AD-245, page 2 and any applicable invoices to ensure that payment calculations are correct and review payment information to ensure that producer data, program data, and C/S earned amount are correct. After all applicable documents are verified, COC, or representative, shall initial and date. This must be completed before payment is mailed to the producer.
Check Number	Enter payment number for all producers. If additional room is needed, attach a separate sheet of paper to AD-245, page 2.

Example of AD-245, Page 2 (Continued)

2 Example of Recording a Final Payment on AD-245, Page 2 (Continued)

B Example

The following is an example of AD-245, page 2 for a final payment.

Note: See subparagraph A for a description of data on AD-245, page 2 for a final payment.

Page 2 — FORM APPROVED OMB NO. 0560-0082

AD-245 (09-11-95) — U.S. DEPARTMENT OF AGRICULTURE — PRACTICE APPROVAL AND PAYMENT APPLICATION — ST. & CO. & C/D: 22 069 0 — CONTROL NO.(F/Y & NO.): 95 0002

(AD-245 replaces ACP-245 and SIP-245)

FARM NO.	NAME AND ADDRESS	FARMLAND	PROGRAM CODE	FUND CODE	CONTRACT/LTA & ITEM NO.	PRIMARY PURPOSE	EXPIRATION NOTICE
2519	JOHNNY SMITH RR 2 BOX 353	187.0					Practice must be completed and reported by 09-18-95
TRACT No. 931	SALINE, LA 71070-9459	CROPLAND 96.2					
			ACP-ANA	00		EROSION	
	Telephone No.						ID 433 58 8776 S

Your request for program cost-sharing to perform the practice shown below is approved for the farm identified above. If you decide not to perform this practice, or if you cannot complete it by the expiration date, please notify the Approving Official's office in writing at once.

DESCRIPTION OF PRACTICE OBJECTIVE
EROSION PROBLEM CAUSED BY UNEVEN DISTRIBUTION OF GRAZING

FOR APPROVING OFFICIAL USE

Number	Practice Title		Extent Requested	Extent Approved	Rate	Cost-Shares Approved	Extent Performed	Cost-Shares Earned
A	B		C	D	E	F	G	H
SL6	Grazing land protection (AS/No)		80.0	80.0		2450*		~~2305~~ ~~2150~~
EW	EARTH WORK	CY	1500.0	1450.0	1.000	1450	1450.0	1450
PL6	PIPELINE 6" AND FIXTURES	FT	125.0	130.0	6.500	845	130.0	700
FN4	FENCING 4 STRAND WIRE	ROD	10.0	10.0	12.500	125	10.0	125
SM3	SEED MIXTURE #3 (NATURE)	ACRE	.5	.5	60%	30	.5	30

* - Total Cost-Shares Approved For Practice, Component Figures Shown Are Included In This Amount
EW - 60% of cost not to exceed rate in column E. PL6 - 60% of cost not to exceed rate in column E.
FN4 - Flat rate. SM3 - 60% of cost not to exceed amount in column F.

INSTRUCTIONS TO PARTICIPANT To receive payment or credit for any cost-shares earned on this practice, report performance in col. G and complete ITEMS X and Y below; date and sign the certification below; and file with the issuing office by the date noted in EXPIRATION NOTICE.

APPROVAL ISSUED BY APPROVING OFFICIAL (FOR SIP) APPROVAL MAILED BY CED: CED — DATE: 7/21/95

X. Did you bear all the expense (except for program cost-sharing) for performing this practice? (If No, report name(s) and address(es) of other person(s) or agency who bore any part of the expenses. Also show kind, extent and value of their contribution.)

YES X NO /_/

Y. During the current fiscal year Oct. 1 - Sep. 30, have you received or will you receive a cost-share payment under the same program on this or any other farm other than through this AD-245? (If yes, report State, County, and amount by farm).

$2150 Natchetoches, LA YES /X/ NO /_/

Total Cost-Shares Earned	2305
Payment Advance (Partial Payment)	2150
Is Partic. on FSA Debt Reg.? Y / / N / /	
Setoff	
Debt Assignment	
Net Payment	155

Payment Approved (Initials) (For SIP) C/S Earned Approved By/Date	Check Number (For SIP) Calc. Verif. By/Date
CED 7/21/95	55552552

CERTIFICATION BY PARTICIPANT I certify that the above information is true and correct. I further certify that the entry in Column G shows that the practice was performed in accordance with the practice specifications and other program requirements. I hereby apply for payment to the extent that the Approving Official has determined that the practice has been performed and further certify that this payment is not a duplicate of any other earned by me. I agree to maintain this practice for at least 10 years following the year the practice is completed. I agree to refund all or part of the cost-share assistance paid to me, as determined by the Approving Official, if before expiration of the practice lifespan specified above, I (a) destroy the practice installed, or (b) voluntarily relinquish control or title to the land on which the installed practice has been established and the new owner and/or operator of the land does not agree in writing to properly maintain the practice for the remainder of its specified lifespan. I understand that form "CONTINUATION FOR AD-245" is by reference incorporated herein and with this page constitutes the entire agreement between the parties.

SIGNATURE: Johnny Smith — DATE: 7/20/95

PARTICIPATION IN USDA PROGRAMS IS OPEN TO ALL ELIGIBLE APPLICANTS WITHOUT REGARD TO RACE, COLOR, RELIGION, NATIONAL ORIGIN, AGE, SEX, MARITAL STATUS, OR HANDICAP.

County Office Monthly Checklist

County Offices shall review this checklist every month to ensure that conservation automation operations have been completed for the month.

When	What
1st workday of each month.	• Print, queue, and transmit ACP-305 Monthly Progress/ Transmission Report, and Monthly C/S Requests Status Report. • Print and review AD-245's Expiring Within 30 Days Report. Print expiration letters, if needed. • Print Needs Determination Not Yet Made Report for COC and technical service provider review.
1st workday of January.	Complete ACP-259A or similar State-developed form upon State Office request.
1st workday of April.	Complete ACP-259A or similar State-developed form upon State Office request.
1st workday of July, August, and September.	Complete ACP-259A or similar State-developed form upon State Office request.
1st workday of October.	• Perform FY rollover. • Complete ACP-259A or similar State-developed form upon State Office request.
Biweekly.	Print and review the List of Completed AD-862's Versus Issued CCC-184's Report.
Once a week, on a day determined by the State Office.	Transmit AD-245 and AD-862 data.

County Office Monthly Checklist (Continued)

When	What
Before COC meeting, for COC review.	• Print COC Report on Applications Pending Approval for ACP-ANA requests that have needs determination data returned from the technical service provider but have not been approved or disapproved. • Print AD-245's With Expiration Date Exceeded Report. • Print AD-245's Neither Approved Nor Disapproved Report.
15th workday of each month and the last workday of each month.	Review Conservation Status Screen.
Last workday of the month.	• Print and review ACP-301 Record of AD-862's Report. • Print Sequential Ledger Entry Report and Sequential LTA Contracts/Agreements Report and verify data. Correct data, if needed. • Print LTA Contracts/Agreements Report With No Active AD-245's Report. Take necessary action.
Last workday of September.	• Print ACP-301 Record of AD-862's Report and maintain on file. • Print Sequential Ledger Entry Report and Sequential LTA Contracts/Agreements Report, verify data, and maintain on file. Correct data, if needed. • Complete FY activity.

State Office Monthly Checklist

State Offices shall review this checklist every month to ensure that conservation automation operations have been completed for the month.

When	What
1st through 3rd workday of each month.	Ensure that County Offices transmit ACP-305 Monthly Progress/Transmission Report, and Monthly C/S Requests Status Report.
3rd workday of each month.	Print, queue, and transmit ACP-305 Monthly Progress/ Transmission Report, Monthly C/S Requests Status Report, and WBAN Monthly Status of Agreements Report.
15th workday of each month and the last workday of each month.	Queue and transmit AD-245 and AD-862 data.
1st workday of January.	Ensure that County Offices complete ACP-259A or similar State-developed form if report is used.
1st workday of April.	Ensure that County Offices complete ACP-259A or similar State-developed form if report is used.
1st workday of July, August, and September.	Ensure that County Offices complete ACP-259A or similar State-developed form if report is used.
Last workday of September.	Ensure that County Offices complete FY activity and ledgers balance.
1st workday of October.	Ensure that County Offices perform FY rollover. Complete ACP-259A, if report is used.
By December 31.	Complete and submit ACP-259B and additional reconciliation documentation to KCAO.

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