

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

**Direct and Counter-Cyclical Automation
2-DCP (Revision 1)**

Amendment 10

Approved by: Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Part 7 has been added to provide procedure for web-based ACRE Production Reporting System software.

Note: Software will be forthcoming.

| Page Control Chart | | |
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| TC | Text | Exhibit |
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*--258 Transferring Overpayments (Continued)

C Overpayment Summary Screen

When users select to transfer overpayments, the selected overpayments will be displayed on the Overpayment Summary Screen.

The following is an example of the Overpayment Summary Screen.

USDA United States Department of Agriculture
Farm Service Agency Direct and Counter-Cyclical Program (DCP) & Average Crop Revenue Election (ACRE) Payments

DCP-ACRE Payments Home | About FSA | Help | Contact Us | Exit DCP-ACRE Payments | Logout of eAuth

DCP-ACRE Payments
 Welcome: Bobbie Butler.
Registers
[Nonpayment Register](#)
[Overpayment Register](#)
Reports
[Estimated Calculated Payment Report](#)
[Payment History Report](#)

Overpayment Summary

State: MS
 County: Coahoma
 Program Year: 2010
 Program-Type: DCP-DIRECT

Transaction Date: 01/20/2010
 Producer: ID Num: ID Type: S Business Type: 00
 Farm Number: 971

| Crop | Crop Payment/Overpayment Amount |
|-------|---------------------------------|
| UPCN | \$-37 |
| SOYBN | \$-2 |

Total amount to be transferred to NRRS: \$39

Reason For Overpayment:
 Producer is not eligible due to actively engaged status.

Debt Basis Reason:
 Overpayment because of erroneous/invalid flags (427)

Cancel Skip Submit

DCP-ACRE Payments Home | FSA Internet | FSA Intranet | USDA.gov
 Site Map | Policies and Links | FOIA | Accessibility Statement | Privacy | Non-Discrimination | Information Quality | USA.gov | White House

DCP-ACREPayments201012 Last Modified: 01/22/2010 Back to Top ^

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258 Transferring Overpayments (Continued)

D Options Available on the Overpayment Summary Screen

The following provides the field descriptions and actions for the Overpayment Summary Screen.

| Button | Result |
|---------------|--|
| "Cancel" | Overpayment Register Screen will be displayed. |
| "Skip" | <p>If only 1 overpayment was selected to be transferred, the Overpayment Register Screen will be displayed.</p> <p>If more than 1 overpayment was selected to be transferred, the overpayment on the screen will not be transferred and the next overpayment to be transferred will be displayed.</p> |
| "Submit" | <p>The selected overpayment will be transferred to NRRS.</p> <p>Note: If more than 1 overpayment was selected for transfer, the next overpayment for transfer will be displayed. If only 1 overpayment was selected and submitted the Overpayment Register Screen will be displayed.</p> |

259-264 (Reserved)

Part 6 (Reserved)

265-320 (Reserved)

*--Part 7 PRS

Section 1 Software Access

321 Accessing Software

A Basic Information

PRS:

- software is web-based software using a centralized database
- shall be used by county FSA employees with level II eAuthentication access and State Administrative users to enter production data for crops on a farm, calculate yields, and generate FSA-658.

Note: See paragraph 366 for information on requesting State Office administrative access.

B Definitions

In this part:

- user means county FSA employees with level II eAuthentication access and State Office administrative users, **except** where specifically noted
- home county means the administrative county in the web-based environment.--*

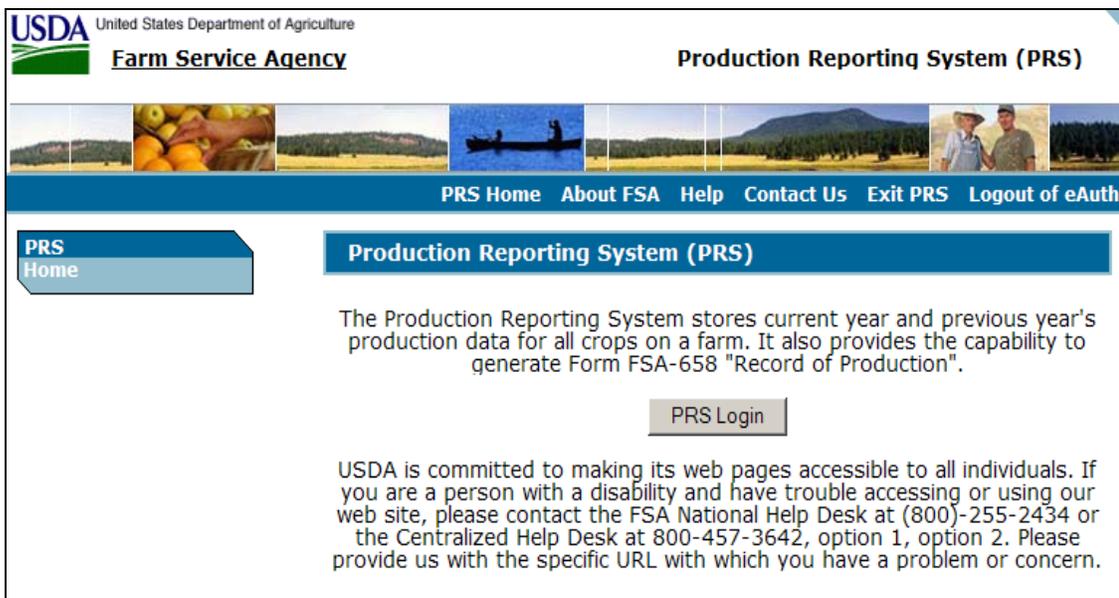
***--321 Accessing Software (Continued)**

C Accessing PRS

Access the PRS Home Page from the FSA Applications intranet website at http://fsaintranet.sc.egov.usda.gov/fsa/FSAIntranet_applications.html. Under “Production Adjustment and Disaster Programs”, CLICK “DCP-ACRE Applications”. The FSA-ACRE Applications Screen will be displayed. Users shall click “Production Reporting System (PRS)” and the Production Reporting System (PRS) Login Screen will be displayed.

D Production Reporting System (PRS) Login Screen

The following is an example of the Production Reporting System (PRS) Login Screen. CLICK “PRS Login” to continue.



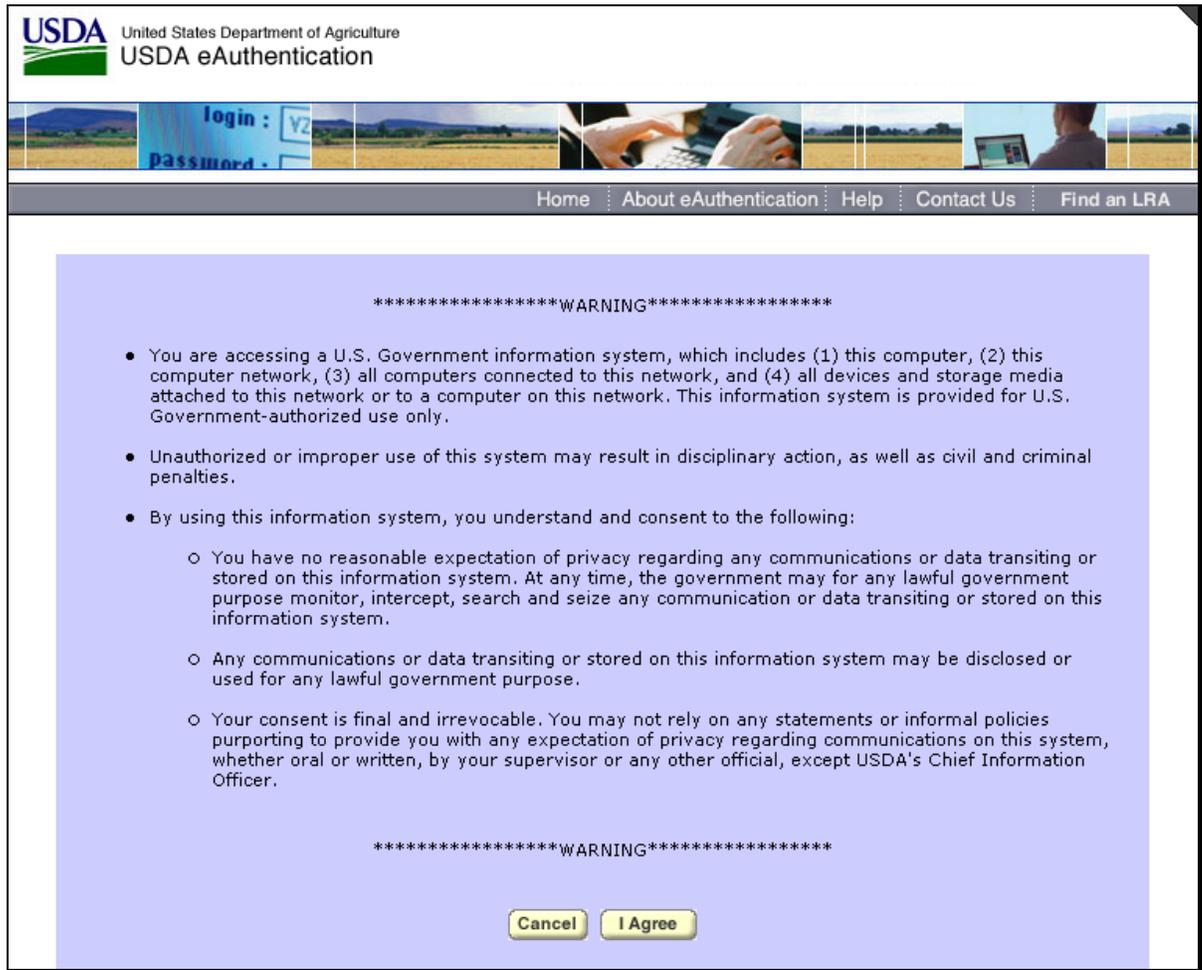
The USDA eAuthentication Warning Screen will be displayed.--*

***--321 Accessing Software (Continued)**

E USDA eAuthentication Warning Screen

On the USDA eAuthentication Warning Screen, **CLICK**:

- **“I Agree”** to proceed
- **“Cancel”** to end the process.



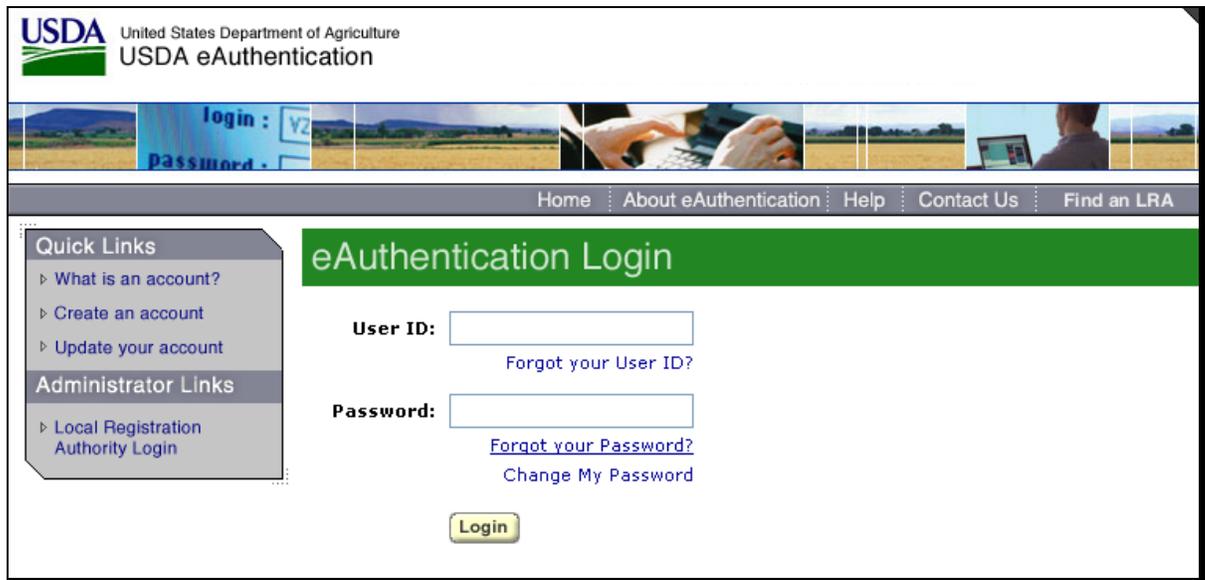
--*

*--321 Accessing Software (Continued)

F eAuthentication Login Screen

On the eAuthentication Login Screen, users must:

- enter user ID
- enter password
- CLICK “**Login**”.



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***--322 PRS Main Menu**

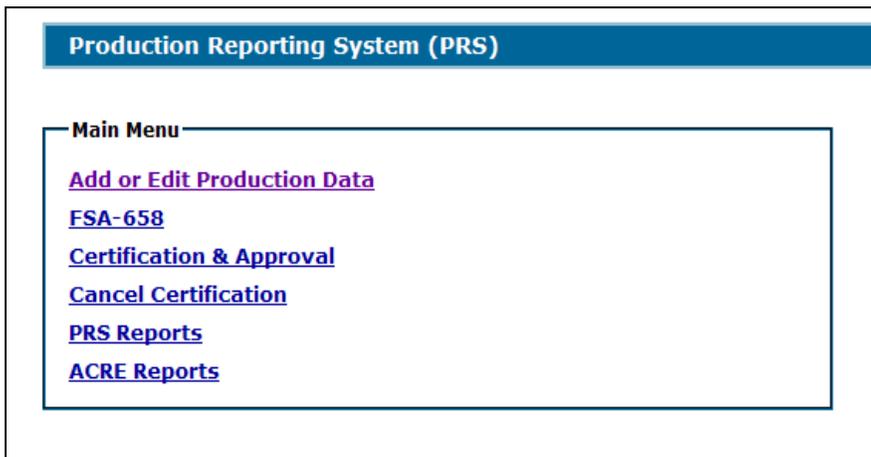
A Overview

After a user has logged in and been authenticated, the PRS Main Menu will be displayed. The PRS Main Menu will allow users to do any of the following:

- add or edit production data
- generate FSA-658
- enter operator certification dates
- approve FSA-658's
- cancel FSA-658's
- view and print reports.

B PRS Main Menu Screen

The following is an example of the PRS Main Menu.



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--322 PRS Main Menu (Continued)*C Action**

The following provides the options available on the PRS Main Menu.

| Option | Explanation |
|-----------------------------|---|
| Add or Edit Production Data | Allows users to enter production data for all crops on a farm for the selected State/county/year. Production data is loaded at the tract level for the farm selected. |
| FSA-658 | Allows users to view and print FSA-658 for a selected crop/practice on a farm. System will pre-fill FSA-658 based on production data loaded. |
| Certification & Approval | Allows users to enter operator certification dates and COC approval dates for FSA-658's. |
| Cancel Certification | Allows users to manually cancel FSA-658's because of data entry errors. |
| PRS Reports | Allows users to view and print reports for non-ACRE farms. |
| ACRE Reports | Allows users to view and print reports for ACRE farms. |

--*

***--323 PRS Left Navigation Menu**

A Overview

The PRS Left Navigation Menu will appear on all PRS screens and provide users access to direct links within the system. The Left Navigation Menu provides the following options:

- nationwide customer service
- approve certifications
- reports
- blank FSA-658
- PRS Main Menu.

B PRS Left Navigation Menu

The following is an example of the PRS Left Navigation Menu.



C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the PRS Left Navigation Menu.

| Field/Button | Description | Action |
|-----------------------------|---|--|
| Nationwide Customer Service | Nationwide Customer Service provides users the option to add production or generate FSA-658's for any farm in the nation. | Once selected, users are in Nationwide Customer Service mode. See paragraph 362. |
| Approve Certifications | Provides link to the bulk approval process which allows users to approve/disapprove multiple FSA-658's having the same approval date. | Displays FSA-658 Bulk Approval Screen. See paragraph 358. |
| Reports | Provides a link to ACRE and PRS reports. | Displays Report Menu. See paragraph 354. |
| Blank FSA-658 | Allows user to print a blank FSA-658. | Opens blank FSA-658 in separate window. |
| PRS Main Menu | Link to return to PRS Home Page. | Returns user to PRS Main Menu. |

--*

***--324 Common Screens Used for all PRS Menu Options**

A Overview

Each time a user selects 1 of the PRS Main Menu options, the system will require the user to go through some basic screens before the task involved can be performed with the menu option selected.

B Common PRS Screens

The following provides the common screens that will be displayed when any of the PRS Main Menu options are selected.

| Basic PRS Screens | Explanation |
|-----------------------------------|--|
| State and County Selection Screen | Requires user to select applicable State/county/program year for the selected task. |
| SCIMS Customer Search Screen | Requires user to select an operator from SCIMS. |
| Select Farm | Requires user to select farm from a list of farms associated with the selected operator. Note: If an operator is only associated with 1 farm, the Farm Selection Screen will not be displayed. Instead, the system shall display the Farm Information Screen for the operator's farm. |

--*

--325 State and County Selection*A Overview**

When users click any option on the PRS Main Menu, the first screen displayed will be the State and County Selection Screen. Users must select a State, county, and program year to perform any of the functions listed on the PRS Main Menu.

The State and counties listed in the drop-down menu include only the State and counties the user is associated to in e-Authentication. However, users also have the option of accessing PRS through the Nationwide Customer Service option. This option will allow users to access PRS, enter production, and generate FSA-658's for any operator or farm in the nation. See paragraph 362 for more information on the Nationwide Customer Service option access.

B State and County Selection Screen

The following is an example of the State and County Selection Screen.



State and County Selection

State-County: Mississippi-Coahoma ▼

Year: 2010 ▼

Cancel Continue

C Action

User shall use the drop-down menus to select the applicable:

- State/county
- year.

CLICK “**Continue**” and the SCIMS Customer Search Screen will be displayed.--*

***--326 SCIMS Customer Search Screen**

A Overview

Production for a farm is recorded in PRS under the farm operator. The SCIMS Customer Search Screen provides users with a method of searching SCIMS to find the applicable operator. The operator can be selected by type, name, tax, ID, or other. See 1-CM for additional information on SCIMS.

B SCIMS Customer Search Screen

The following is an example of the SCIMS Customer Search Screen.

Users must select customers based on search results by clicking the applicable operator.

If the selected operator is associated with:

- more than 1 farm, the Select Farm Screen will be displayed; see paragraph 327
- only 1, farm the Select Tract Screen will be displayed; see paragraph 334
- only 1 farm having only 1 tract, the Tract Data Screen will be displayed. See paragraph 335.--*

***--327 Select Farm Screen**

A Overview

The Select Farm Screen will:

- be displayed only if the operator selected is associated with more than 1 farm
- display the farm numbers for each farm associated with the selected operator.

B Select Farm Screen

The following is an example of the Select Farm Screen.

C Options

The following is an explanation of the options available on the Select Farm Screen.

| Option | Result |
|------------|--|
| New Search | The SCIMS Customer Search Screen will be displayed. See paragraph 326. |
| Cancel | Return to PRS Main Menu. |
| Continue | <p>The result of this action depends on which option the user selected on the PRS Main Menu.</p> <p>If the option selected on the PRS Main Menu was:</p> <ul style="list-style-type: none"> • “Add or Edit Production Data”, the Select Tract Screen will be displayed; see paragraph 334 • “FSA-658”, the Select Crop for FSA-658 Screen will be displayed; see paragraph 345 • “Certification & Approval”, the Select Crop for Certification Screen will be displayed; see paragraph 348 • “Cancel Certification”, the Cancel Certification Screen will be displayed. See paragraph 350. |

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***--Section 2 Adding or Editing Production Data**

332 Production Data

A Overview

PRS provides users the capability to add or edit production data for a farm. Users have the capability to enter current and historical production data. Production data entered in PRS shall include production from all producers on the farm.

B Entering Production Data by Tract

Production data shall be recorded in PRS at the tract level. In cases where production has been reported for a farm at the farm level, County Offices shall follow subparagraph C to allocate production to the tract level.

C Allocating Production to the Tract Level

Allocate production that has been previously reported at the farm level to the tract level by multiply the calculated yield for the farm times the total acreage for each tract. The result is the production quantity to be allocated to each tract.

Example: Production for Farm 12345 was entered in the ACRE FSA-658 workbook for “All Yield” corn at the farm level. Yields were calculated for the last 5 years for the farm to establish an ACRE Benchmark Farm Yield. For 2004, total production was reported as 13,446.40 bushels on a total of 76.40 planted acres. The “Calculated Yield” for the farm for 2004 was 176.00. Farm 12345 consists of Tracts 1 and 2. Tract 1 has 41.0 planted acres and Tract 2 had 35.4 planted acres.

Allocate production reported for the farm in 2004 to the tract level according to the following.

| Step | Action | Result |
|-------------|--|--|
| 1 | Multiply the 2004 Calculated Yield by the total planted acreage for the crop on Tract 1. 176 x 41.0 | The Production Quantity to be allocated to Tract 1. 7,216 bushels to count on Tract 1 |
| 2 | Multiply 2004 Calculated Yield by total planted acreage for the crop on Tract 2. 35.4 x 176 | 6,230.4 bushels to count on Tract 2 |

--*

--332 Production Data (Continued)*D Entering Historical Production Data**

PRS provides users the ability to enter historical production for a farm. For the current program year selected, users have the option to enter historical production for each of the last 5 years.

Example: For program year 2009, users will have the capability to load historical production data for each of the years 2008, 2007, 2006, 2005, and 2004.

Prior year production data for a farm shall be entered in PRS under the structure of the farm, as constituted, for the selected program year. If a farm has been reconstituted in the past 5 years, the system will not be able to retrieve farm/tract data. In these cases, users must add crops and acreage before production data can be entered. Production for the crops added shall be recorded at the farm level. See paragraph 337.

In some cases, prior year compliance data will not be available for a farm and/or tract because the crop was not planted on the farm for the selected prior year. If compliance data is not available, no prior year production shall be entered.

Note: For ACRE Benchmark Farm Yield purposes, PRS shall use the applicable plug yield for a crop/practice when production data is not available.--*

***--333 Accessing the Add or Edit Production Data Option**

A Overview

To enter production data for a farm, CLICK “**Add or Edit Production Data**” on the PRS Main Menu.

B Common PRS Screen Selections

Users must select the following common PRS screens as follows:

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Select Tract Screen will be displayed. See paragraph 334. If the selected farm has only 1 tract, the Tract Data Screen will be displayed. See paragraph 335.--*

***--334 Select Tract Screen**

A Overview

The Select Tract Screen allows user to select the applicable tract to enter production. All tract numbers on the farm for the selected program year shall be displayed.

B Select Tract Screen

The following is an example of the Select Tract Screen.

| Production Reporting System - Select Tract | | | |
|---|------------------|-------------------------|------------------|
| Production Year : 2009 | | State : Mississippi | County : Coahoma |
| Farm : 123 | | Operator : Any Operator | |
| Tract | Description | Owner | FarmLand |
| <input type="radio"/> 1234 | A11 B1-C12D-E34F | Any Owner | 40.0 |
| <input type="radio"/> 5678 | A11 B1-C12D-E34F | Any Owner | 40.0 |
| <input type="radio"/> 9999 | A11 B1-C12D-E34F | Any Owner | 104.0 |
| <input type="button" value="Back"/> <input type="button" value="New Search"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/> | | | |

The user shall select the applicable tract and CLICK “Continue”. The PRS Tract Data Screen will be displayed.

C Options

The following provides the options available on the Select Tract Screen.

| Option | Result |
|------------|--|
| Back | Select Farm Screen will be displayed. |
| New Search | Return to the SCIMS Producer Search Screen to select a different producer. |
| Cancel | Return to PRS Main Menu. |
| Continue | Record Tract Data Screen will be displayed. |

--*

***--335 Tract Data Screen**

A Overview

The Tract Data Screen provides users the option to select a crop to add or edit production data.

B Tract Data Screen

The following is an example of the Tract Data Screen.

| Production Reporting System - Tract Data | | | | |
|---|-------------------------------|------------------------|----------|--------------------------------|
| Program Year: 2009 | State: Mississippi | County: Coahoma | | |
| Production Year: <input type="text" value="2009"/> | | | | |
| Farm: 123 | Operator: Any Operator | | | |
| Tract: <input type="text" value="1234"/> | | | | |
| Crop:SOYBEANS | | | | |
| Crop Type | Int Use | Practice | Quantity | Actions |
| COM | GR | Non-Irrigated | 0.00 | Add Production |
| <input type="button" value="Back"/> <input type="button" value="New Search"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/> | | | | |

--*

*--335 Tract Data Screen (Continued)

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions for the Tract Data Screen.

| Field/Button | Description | Action |
|-----------------|---|--|
| Program Year | Program year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Production Year | <p>Allows user to select a year to enter production. Users may select to enter production for the current program year and the last 5 years.</p> <p>Example: For program year 2009, users may select to enter production for each of the years 2009, 2008, 2007, 2006, 2005, and 2004.</p> | <p>Each time a different production year is selected the screen will refresh and display the crops planted on the tract for the selected production year.</p> |
| Farm | Farm serial number selected through the Farm Selection Screen. | |
| Operator | Operator selected through the SCIMS Customer Search Screen. | |
| Tract | Tract selected on the Select Tract Screen. | <p>Notes: The drop-down menu to the right of the tract number provides users the option to select another tract on the farm.</p> <p>If the user selects a different tract, the screen shall be refreshed and will display crops for the new tract selected.</p> |

--*

*--335 Tract Data Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|--------------|---|--|
| Crops | <p>All crops reported on FSA-578 for the selected production year. Crops shall be displayed by crop, crop type, intended use, and practice.</p> <p>Note: Modifications to FSA-578 data may take up to 48 hours to display.</p> | |
| Add/Edit | <p>Allows user to add or edit production data for a crop.</p> <p>Note: The option to “Add” will be displayed if no production data has been entered for the crop. If production data has been previously entered for the crop, the “Edit” option shall be displayed.</p> | The Record Production Data Screen will be displayed. |
| Back | | Select Tract Screen will be displayed. |
| New Search | | SCIMS Customer Search Screen will be displayed. |
| Cancel | | PRS Main Menu will be displayed. |
| Continue | | PRS Summary Screen will be displayed. |

--*

***--336 Record Production Screen**

A Overview

The Record Production Data Screen provides users that capability to enter production data for the selected crop on the farm.

B Record Production Data Screen

The following is an example of the Record Production Data Screen.

| Record Production Data | | | |
|--|--------------------------------------|---|----------------------|
| Production Year : 2009 | State : Mississippi | County : Coahoma | |
| Farm : 123 | Tract : 1234 | Operator : Any Operator | |
| Crop : SOYBEANS - COMMON | | Planted Acres: 17.40 | |
| Intended Use : GR | Practice : Non-Irrigated | Prevented Acres: 0.00 | |
| Add Production Record | | | |
| Type of Evidence <input type="text" value="Select One"/> | | | |
| Name of Buyer, Warehouse, Etc. <input type="text"/> | | | |
| Unit of Measure: | <input type="text" value="bushels"/> | Quantity : | <input type="text"/> |
| | | Acres : | <input type="text"/> |
| <input type="button" value="Cancel"/> | | <input type="button" value="Add Record"/> | |
| Production Records | | | |
| Type of evidence and Name of Buyer, warehouse, Etc. | Acres | Quantity | Actions |
| No Records | | | |
| <input type="button" value="Back"/> | | <input type="button" value="Cancel"/> | |

Note: Once a production record has been added for a crop, it will be displayed in the Production Records Section. Users will have the option to edit or delete production records in this section.--*

***--336 Record Production Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions for the Record Production Data Screen.

| Field/Button | Description | Action |
|-------------------------|--|---------------|
| Production Year | Production year selected on the Tract Data Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm serial number selected through the Farm Selection Screen. | |
| Tract | Tract selected on the Select Tract Screen. | |
| Operator | Operator selected through the SCIMS Customer Search Screen. | |
| Crop | Crop and crop type selected. | |
| Planted Acres | Displays planted acreage reported on FSA-578 for selected production year. | |
| Intended Use | Intended use for the crop selected. | |
| Practice | Practice for crop selected. | |
| Prevented Planted Acres | Displays prevented planted acres reported on FSA-578 for selected production year. | |

--*

*--336 Record Production Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|--|--|--|
| <p>The Add Production Record Section allows users to add production records for the crop/crop type/intended use/practice selected.</p> | | |
| <p>Type of Evidence</p> | <p>Manual selection. Users shall select the type of production evidence submitted, if applicable.</p> | <p>Notes: If the production quantity is based on operator certification, the user shall select “Certification” as type of production evidence.</p> <p>If additional types of evidence are needed in the drop-down menu, County Office users shall contact their State Office administrative users.</p> |
| <p>Name of Buyer, Warehouse, Etc.</p> | <p>Manual and optional entry.</p> | <p>Users shall enter the name of the buyer for the applicable production quantity.</p> |
| <p>Unit of Measure</p> | <p>For non-ACRE crops, the unit of measure shall be defaulted to the unit of measure for the crop as provided on NCT. If there is no unit of measure in NCT for the crop, an error message will be displayed notifying the user.</p> <p>For ACRE crops, unit of measure shall be defaulted to the applicable unit of measure for the crop. However, users have the option to enter silage production in tons for the following ACRE crops:</p> <ul style="list-style-type: none"> • barley • corn • grain sorghum • oats • soybeans • wheat • small chickpeas • lentils • peas. | <p>User shall select tons or bushels as applicable for the production quantity entered.</p> <p>If production quantity is entered in tons, the system will apply the applicable conversion factor and convert the tons to bushels or pounds as applicable for the crop.</p> |

--*

*--336 Record Production Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|---|--|--|
| Quantity | Manual entry. Production quantity associated with the production record. | Users shall enter the production quantity for the crop. |
| Acres | Manual entry. If the production quantity is associated to certain acres, the user can enter the acres associated with the production quantity entered. This field is not required. Acres in this field will not be used in yield calculations. | Users shall enter number of acres for which the production quantity is associated. |
| Cancel | Will clear any data entered in the Add Production Record Section. | |
| Add Record | Saves and adds production record entered. Once added the record will be displayed in the Production Records Section. | |
| The Production Records Section will display all records of production that have been entered. Users have the option to edit or delete production records that have been previously entered. | | |
| Back | | Tract Data Screen will be displayed. |
| Cancel | | PRS Main Menu will be displayed. |

--*

*--337 Add Crop Screen

A Overview

According to subparagraph 332 D, when a farm has been reconstituted in prior years, the system cannot retrieve compliance data for prior production years. In these cases, the system will require the user to add crops before production can be entered.

If the farm structure is not the same in the selected program year and the selected prior production year, the system will provide the user with the following error message.

Production Reporting System - Tract Data

Program Year: 2009 State: Mississippi County: Coahoma

Production Year: 2004

Farm: 123 Operator: Any Operator

The farm structure does not match the selected program year farm structure. Crops must be added.

User shall CLICK “Add Crop” to add crops for the selected prior production year. The Add Crop Screen will be displayed.

The Add Crop Screen will allow users to “add crops” on a farm for the selected prior production year. The crops added shall be limited only to eligible ACRE crops reported on FSA-578 for the selected production year.

B Add Crop Screen

The following is an example of the Add Crop Screen.

Add Crop

Program Year : 2009 State : Mississippi County : Coahoma

Production Year:

Farm : 123 Operator : Any Operator

Crop : Crop Type:

Intended Use: Practice :

Acresage

Planted Acres:

--*

***--337 Add Crop Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Add Crop Screen.

| Field/Button | Description | Action |
|---------------------|---|---|
| Program Year | Program year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Production Year | Year selected from the Tract Data Screen to enter production for the applicable crop. | |
| Farm | Farm number for farm selected. | |
| Operator | Operator selected through the SCIMS Customer Search Screen. | |
| Crop | Manual selection. Users may only add ACRE crops that were reported on FSA-578 for the selected production year. To add a crop, select the crop name from the drop-down menu. The crop names displayed are limited to only eligible ACRE crops and shall be displayed as listed in 2-CP, Exhibit 10.5. | Name of the crop selected shall be displayed. |
| Crop Type | Manual selection. User shall select crop type for crop selected. Crop types shall be listed as provided in 2-CP, Exhibit 10.5. Users may select from a list of crop types for eligible ACRE crops. | Crop type selected will be displayed. |

--*

*--337 Add Crop Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|---------------|---|--|
| Intended Use | <p>Manual selection.</p> <p>User shall select intended use for crop/crop type selected as reported on FSA-578 for the selected production year.</p> | <p>Intended use selected will be displayed.</p> |
| Practice | <p>Manual selection.</p> <p>User shall select practice for crop/crop type/intended use selected as reported on FSA-578 for the selected production year.</p> <p>Practice shall be either irrigated or nonirrigated.</p> | <p>Practice selected will be displayed.</p> |
| Planted Acres | <p>Manual entry.</p> <p>User shall enter planted acreage for the crop/crop type/intended use/practice selected.</p> <p>Planted acreage entered shall be total planted acreage for the crop for the farm as reported on FSA-578 for the selected production year.</p> <p>Planted acreage includes initial, double cropped, and failed acreage for the crop/crop type/intended use and practice selected.</p> | <p>Planted acreage entered will be displayed.</p> <p>Note: For 2009, this number shall be recorded on the manual FSA-658.</p> |
| Save | <p>Save entry.</p> | <p>Tract Data Screen will be displayed with crop added.</p> <p>Users can add:</p> <ul style="list-style-type: none"> • production for the crop • another crop. |
| Cancel | | <p>Returns user to Tract Data Screen.</p> |

--*

***--338 Editing Production Data**

A Overview

Production data that has been previously entered may be edited through the Edit Production Data Screen.

B Accessing Edit Production Option

To access the Edit Production Data Screen, CLICK “Edit Production” on the Tract Data Screen next to the applicable crop.

Production Reporting System - Tract Data

Program Year: 2009 **State:** Mississippi **County:** Coahoma

Production Year: **Operator:** Any Operator

Farm: 123

Tract:

| Crop:SOYBEANS | | | | |
|---------------|---------|---------------|----------|--|
| Crop Type | Int Use | Practice | Quantity | Actions |
| COM | GR | Non-Irrigated | 532.00 | Edit Production |

The Edit Production Data Screen will be displayed.--*

***--339 Edit Production Data Screen**

A Overview

The Edit Production Data Screen will display all production records entered for the crop in the Production Records Section. Users may select the applicable production record to edit.

B Edit Production Data Screen

The following is an example of the Edit Production Data Screen.

| Edit Production Data | | | |
|---|---------------------------------|--------------------------------|---|
| Production Year : 2009 | State : Mississippi | County : Coahoma | |
| Farm : 123 | Tract : 1234 | Operator : Any Operator | |
| Crop : SOYBEANS - COMMON | | Planted Acres: 17.40 | |
| Intended Use : GR | Practice : Non-Irrigated | Prevented Acres: 0.00 | |
| Edit Production Record | | | |
| Type of Evidence | | Commercial Receipts | |
| Name of Buyer, Warehouse, Etc. | | | |
| Buyer 1 | | | |
| Unit of Measure: | bushels | Quantity : | 532.00 |
| | | Acres : | |
| Cancel Edit | | Save Record | |
| Production Records | | | |
| Type of evidence and Name of Buyer, warehouse, Etc. | Acres | Quantity | Actions |
| Commercial Receipts - Buyer 1 | | 532.00 | Edit Delete |
| Back | | Cancel | |

Notes: All production records entered for the crop shall be displayed in the Production Records Section.

The most recent production record added shall be displayed in the Edit Production Record Section. To add another production record for the crop selected, CLICK “Cancel Edit” to clear any data from the Edit Production Record Section. The screen will allow the user to add an additional production record for the crop.--*

***--339 Edit Production Data Screen (Continued)**

C Field Descriptions and Actions

The following provides the fields, descriptions, and actions for the Edit Production Data Screen.

| Field/Button | Description | Action |
|---------------------------------|---|---|
| Production Year | Production year selected on the Tract Data Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm selected on the Farm Selection Screen. | |
| Tract | Tract selected on Tract Data Screen. | |
| Operator | Operator selected through SCIMS Customer Search. | |
| Crop | Displays crop and crop types selected for edit. | |
| Planted Acres | Total planted acres reported on FSA-578 for the crop and tract selected. | |
| Intended Use | Intended use for the crop selected. | |
| Practice | Practice for the crop selected. | |
| Prevented Acres | Total prevented planted acres reported on FSA-578 for the crop/tract selected. | |
| Edit Production Records Section | Displays the production data previously entered for the production record selected. | Users may edit data as needed. |
| Cancel Edit | Cancel any production data displayed in Edit Production Record Section. | Will allow user to add another production record for the crop selected. |
| Save Record | Save edited data. | Edited production data will be saved and displayed in the Production Records Section. |
| Production Records Section | Displays all production records entered for the crop selected. | Users may select a production record for edit. |
| Back | | Tract Data Screen will be displayed. |
| Cancel | | PRS Main Menu will be displayed. |

--*

***--340 Production Reporting System – Summary Screen**

A Overview

The Production Reporting System – Summary Screen allows users to view a summary of production data entered for all crops on a farm. The Production Reporting System - Summary Screen will display all tracts on the farm and all crops for which production data has been entered.

Note: Currently, the Production Reporting System - Summary Screen displays only production entered for the current program year. The capability to view production for prior years shall be available in a future software release.

To access the Production Reporting System Summary Screen, CLICK “Continue” on the Tract Data Screen.

B Production Reporting System - Summary Screen

The following is an example of the Production Reporting System - Summary Screen.

| Production Reporting System - Summary | | | |
|---------------------------------------|--------------------|-------------------------|------------------|
| Production Year : 2009 | | State : Mississippi | County : Coahoma |
| Farm : 123 | | Operator : Any Operator | |
| Tract | Description | Owner | Cropland |
| 1234 | | Any Owner | 17.4 |
| Crop:SOYBEANS | | | |
| Crop Type | Int Use | Practice | Quantity |
| COM | GR | Non-Irrigated | 477.00 |
| Tract | Description | Owner | Cropland |
| 5678 | | Any Owner | 38.4 |
| Crop:COTTON, UPLAND | | | |
| Crop Type | Int Use | Practice | Quantity |
| --- | | Non-Irrigated | 0.00 |
| Tract | Description | Owner | Cropland |
| 9999 | | Any Owner | 75.5 |
| Crop:WHEAT | | | |
| Crop Type | Int Use | Practice | Quantity |
| SRW | GR | Non-Irrigated | 0.00 |
| Crop:SOYBEANS | | | |
| Crop Type | Int Use | Practice | Quantity |
| COM | GR | Non-Irrigated | 0.00 |
| Back | | New Search | Exit FSA-658 |

--*

***--340 Production Reporting System – Summary Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides fields, descriptions, and actions for the Production Reporting System - Summary Screen.

| Field/Button | Description | Action |
|---------------------|--|--|
| Program Year | Program year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm selected on the Farm Selection Screen. | |
| Operator | Operator selected through SCIMS Customer Search. | |
| Tract | Displays summary of all tracts on the farm selected. For each tract, the legal description of the tract, owner name, and total farmland acres will be displayed. | |
| Crop | Displays a summary of all crops on the tract. Crops will be displayed by crop/crop type/intended use/practice. | |
| Quantity | Displays production quantity associated with each crop/crop type/intended use/practice. | |
| Back | | Tract Data Screen will be displayed. |
| New Search | | SCIMS Customer Search Screen will be displayed. |
| Exit | | PRS Main Menu will be displayed. |
| FSA-658 | Takes user to FSA-658 process to generate FSA-658 for the operator, farm, and year selected. | Select Crop for FSA-658 Screen will be displayed. See paragraph 345. |

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341-343 (Reserved)

--Section 3 Printing, Certifying, Approving, and Canceling FSA-658*344 FSA-658 Process****A Overview**

FSA-658:

- is the official record of a farm's calculated yield
- displays the production and acreage quantities used in yield calculations as well as the yield calculated for the selected program year.

For farms participating in ACRE, FSA-658 is used to record both the Benchmark Farm Yield and the Actual Farm Yield. Users have the option to select the applicable yield to be generated during the FSA-658 process. For non-ACRE farms, users shall only have the option to generate FSA-658 for the Actual Farm Yield.

B Accessing FSA-658 Option from PRS Main Menu

After selecting FSA-658 from the PRS Main Menu, users select the following common PRS screens as follows.

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Select Crop for FSA-658 Screen will be displayed.--*

***--345 Select Crop for FSA-658 Screen**

A Overview

The Select Crop for FSA-658 Screen displays all crops by crop and practice on the farm.

Note: Crops that have been established as “All Yield” shall still be displayed on the Select Crop For FSA-658 Screen as irrigated or nonirrigated. Users shall select either the irrigated or nonirrigated crop. If the crop is an “All Yield”, the system will combine both the irrigated and nonirrigated production and acreage for the crop during the FSA-658 process.

B Select Crop for FSA-658 Screen

The following is an example of the Select Crop for FSA-658 Screen.

| Select Crop for FSA-658 | | |
|--|---------------|-----------------------------------|
| Production Year : 2009 State : Mississippi County : Coahoma Farm : 123 Operator : Any Operator | | |
| Crop | Practice | FSA-658 Actions |
| WHEAT | Non-Irrigated | Actual Yields BenchMark Yields |
| COTTON, UPLAND | Non-Irrigated | Actual Yields BenchMark Yields |
| SOYBEANS | Non-Irrigated | Actual Yields BenchMark Yields |
| <input type="button" value="New Search"/> <input type="button" value="Cancel"/> | | |

--*

***--345 Select Crop for FSA-658 Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Select Crop for FSA-658 Screen.

| Field/Button | Description | Action |
|---------------------|---|---|
| Production Year | Program year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm selected through Farm Selection Screen. | |
| Operator | Operator selected through SCIMS Customer Search Screen. | |
| Crop | Displays all crop(s) on the selected farm for which production data has been entered for the State/county and year selected. | |
| Practice | Practice(s) reported on FSA-578. | |
| FSA-658 Actions | <p>Displays FSA-658 options available for the crop.</p> <p>For ACRE farms and eligible ACRE crops, users can select either of the following options:</p> <ul style="list-style-type: none"> • Benchmark Farm Yield • Actual Yield. <p>For farms not participating in ACRE and ineligible ACRE crops, users can only generate FSA-658 reflecting the actual yield for the crop.</p> | When either Benchmark Farm Yield or Actual Yield Option is selected for a crop/practice, FSA-658 shall open in a separate window and display yield calculation. |
| New Search | Allows user to select another operator to generate FSA-658. | SCIMS Customer Search Screen will be displayed. |
| Cancel | | PRS Main Menu will be displayed. |

--*

***--346 FSA-658**

A Overview

After users select either Benchmark Farm Yield or Actual Farm Yield on the Select Crop for FSA-658 Screen, FSA-658 shall open in a separate window.

FSA-658 shall be pre-filled based on production data loaded for the crop and shall display the applicable yield, Benchmark Farm Yield or Actual Yield, for the crop and practice selected.

FSA-658's are crop and practice specific. Therefore, separate FSA-658's must be generated for each crop and practice on the farm. If the selected crop has been established as an "All Yield", the system will calculate the yield selected and combine production and acreage for both practices, irrigated or nonirrigated, for the crop. In FSA-658, item 5, "All Yield" will be displayed.

B Printing FSA-658

Print FSA-658 by clicking on the printer icon in the top left corner of the open window.--*

***--347 Certification & Approval PRS Main Menu Option**

A Overview

The “Certification & Approval” option on the PRS Main Menu provides users the capability to certify FSA-658 for a selected crop and practice. Users shall have the capability to enter all of the following:

- operator certification date
- type of certification
- COC approval date
- COC decision (approve or disapprove).

B Accessing Certification & Approval from PRS Main Menu

After selecting “Certification & Approval” on the PRS Main Menu, users must select the following common PRS screens:

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Select Crop for Certification Screen will be displayed.--*

***--348 Select Crop for Certification Screen**

A Overview

The Select Crop for Certification screen displays all FSA-658's that have been generated for a specific crop and practice on a farm. Users may select the crop to enter operator certification and COC approval/disapproval dates.

Note: If the crop is an all yield, "All Yield" will be displayed in the practice column.

B Select Crop for Certification Screen

The following is an example of the Select Crop for Certification Screen.

| Select Crop for Certification | | |
|---|--------------------------------|-------------------------|
| Production Year : 2009 | State : Mississippi | County : Coahoma |
| Farm : 123 | Operator : Any Operator | |
| Crop | Practice | Certification Type |
| <input type="radio"/> Wheat | Non-Irrigated | BenchMark Yield |
| <input type="radio"/> Cotton, Upland | Non-Irrigated | BenchMark Yield |
| <input type="radio"/> Soybeans | Non-Irrigated | BenchMark Yield |
| <input type="radio"/> Soybeans | Non-Irrigated | Actual Yield |
| <input type="button" value="New Search"/> <input type="button" value="Cancel"/> <input type="button" value="Continue"/> | | |

After a crop has been selected, CLICK "Continue" and the Certification & Approval Screen will be displayed.--*

***--348 Select Crop for Certification Screen (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Select Crop for Certification Screen.

| Field/Button | Description | Action |
|---------------------|--|--|
| Production Year | Program year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm selected from the Farm Selection Screen. | |
| Operator | Operator selected from the SCIMS Customer Search Screen. | |
| Crop | Crop selected from the Select Crop for Certification Screen. | |
| Practice | Practice associated with the selected crop on the Select Crop for Certification Screen | |
| Certification Type | FSA-658 type (Benchmark Yield/Actual Yield). | |
| New Search | Allows user to select another farm. | Return user to SCIMS Customer Search Screen. |
| Cancel | | Return user to PRS Main Menu. |
| Continue | | Certification and Approval Screen will be displayed. |

--*

*--349 Certification & Approval Screen (Continued)

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Certification & Approval Screen.

| Field/Button | Description | Action |
|---------------------|---|--|
| Production Year | Program year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm selected from the Farm Selection Screen. | |
| Operator | Operator selected from the SCIMS Customer Search Screen. | |
| Crop | Crop selected from the Select Crop for Certification Screen. | |
| Practice | Practice associated with the selected crop on the Select Crop for Certification Screen. | |
| Type of Signature | Manual selection. The type of signature provided by the operator. Signature types include either of the following: <ul style="list-style-type: none"> • paper • FAX. | Signature type shall only be entered after 1 of the following occurs: <ul style="list-style-type: none"> • operator signs and dates FSA-658 for the selected crop • County Office receives FAX with operator’s certification and date for the selected crop. |
| Date of Signature | Manual entry of the date the operator signed or FAXed FSA-658. Note: For program year 2009 only , if FSA-658 has already been certified, the certification date of the owner, operator, or other producer, may be entered in PRS. | User shall enter the date the operator signed or FAXed FSA-658. User shall enter the date in any of the following formats: <ul style="list-style-type: none"> • mmddyyy • mmddy • mm/dd/yyyy • mm/dd/yy. Note: User can also select date through the calendar. |

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*--349 Certification & Approval Screen (Continued)

C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|--------------------|--|--|
| COC Signature Date | Manual entry of date COC approved FSA-658. | <p>User shall enter the date COC signed FSA-658 either approving or disapproving the certification.</p> <p>User shall enter the date in any of the following formats:</p> <ul style="list-style-type: none"> • mmddyyyy • mmddy • mm/dd/yyyy • mm/dd/yy. <p>Note: User can also select date through the calendar.</p> |
| Approve/Disapprove | Manual selection. | User shall select either approve or disapprove indicating COC's decision on FSA-658. |
| Back | | Select Crop for Certification Screen will be displayed. |
| Cancel | | PRS Main Menu will be displayed. |
| Save/Submit | User shall click "Save/Continue" to save certification and approval dates entered. | The Certification & Approval Screen will be refreshed and a message will be displayed indicating the certification and/or approval dates were successfully saved. |

--*

***--350 Canceling FSA-658 Certifications**

A Overview

The Cancel Certification option from the PRS Main Menu provides users the option to manually cancel a certified FSA-658 for selected crop/practices on a farm.

After selecting the “Cancel Certification” option from the PRS Main Menu, users must select the following common PRS screens:

- State/county/program year on the State and County Selection Screen according to paragraph 325
- operator on the SCIMS Customer Service Screen according to paragraph 326
- farm on the Select Farm Screen according to paragraph 327.

The Cancel Certification Screen will be displayed.

B Cancel Certification Screen

The Canel Certification Screen will display a list of all FSA-658’s for the farm selected by crop and practice Users can select to cancel 1 or multiple FSA-658’s for the farm. The following is an example of the Cancel Certification Screen.

| Cancel Certification | | | | |
|---|---------------|---|----------|---|
| Program Year : 2009 | | State : Mississippi | | County : Coahoma |
| Farm : 123 | | Operator : Any Operator | | |
| <input type="button" value="Select All"/> | | <input type="button" value="Clear All Selections"/> | | |
| Crop | Practice | Certification Type | Status | Cancel |
| Wheat | Non-Irrigated | Benchmark Yield | Approved | <input type="checkbox"/> |
| Cotton, Upland | Non-Irrigated | Benchmark Yield | Approved | <input type="checkbox"/> |
| Soybeans | Non-Irrigated | Benchmark Yield | Approved | <input type="checkbox"/> |
| Soybeans | Non-Irrigated | Actual Yield | Pending | <input type="checkbox"/> |
| Cancellation Reason: <input type="text" value="ACRE Contract Modification"/> | | | | |
| <input type="button" value="Exit"/> | | <input type="button" value="New Search"/> | | <input type="button" value="Cancel Certification"/> |

--*

***--350 Canceling FSA-658 Certifications (Continued)**

D Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions on the Cancel Certification Screen.

| Field/Button | Description | Action |
|---------------------|--|---|
| Program Year | Program Year selected on the State and County Selection Screen. | |
| State | State selected on the State and County Selection Screen. | |
| County | County selected on the State and County Selection Screen. | |
| Farm | Farm selected from the Farm Selection Screen. | |
| Operator | Operator selected from the SCIMS Customer Search Screen. | |
| Crop | All FSA-658's that have been certified for the farm shall be listed by crop. | |
| Practice | Practice associated with the selected crop on the Select Crop for Certification Screen. | |
| Certification Type | The type of yield calculated on FSA-658 for the crop. The certification type displayed shall be either: <ul style="list-style-type: none"> • Benchmark Yield • Actual Yield. | |
| Status | Displays current status of the certified FSA-658. Status can be either: <ul style="list-style-type: none"> • approved • pending • disapproved. | |
| Cancel | Manual selection. Users can select to cancel: <ul style="list-style-type: none"> • FSA-658 for each crop on the farm • 1 or more FSA-658's. | Check (✓) shall be displayed next to the crop name of FSA-658 to be canceled. |

--*

***--350 Canceling FSA-658 Certifications (Continued)**

D Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|----------------------|---|--|
| Cancellation Reason | Manual selection. | User shall select applicable cancellation reason from drop-down menu. |
| Exit | | PRS Main Menu will be displayed. |
| New Search | Allows user to select another operator. | SCIMS Customer Search Screen will be displayed. |
| Cancel Certification | Once FSA-658's have been selected by the user, the user shall click "Cancel Certification". FSA-658's for all crops selected shall be canceled. | The Cancel Certification Screen will: <ul style="list-style-type: none"> • be redisplayed and a message will be displayed indicating the selected FSA-658's were canceled successfully • no longer display FSA-658's that were canceled. |

E Automatic Cancellations

PRS will automatically cancel FSA-658's if any of the following are changed:

- crop is added or deleted from FSA-578
- acreage is modified on FSA-578
- farm is reconstituted or deleted
- operator is inactivated in SCIMS
- operator's SCIMS record is purged
- legacy link is removed from the operator's SCIMS record
- ACRE contact is canceled.--*

351-353 (Reserved)

***--Section 4 Reports**

354 Reports

A Overview

The following 2 reporting options are available through PRS:

- reports for ACRE farms
- reports for non-ACRE farms.

Both options can be accessed by clicking “PRS Reports” on the PRS Main Menu. After selecting either ACRE reports or PRS reports, the applicable report screen will be displayed.

Note: The reports available under either the PRS or ACRE report options are identical. However, the ACRE reports will only include ACRE farms.

B Reports Screen

The following is an example of the reports screen for ACRE.

The screenshot shows a web interface titled "ACRE Reports". At the top, there are three dropdown menus: "Program Year:" with "2010" selected, "State:" with "Select State" selected, and "County:" with "Select County" selected. Below these is a section titled "Acre Reports" containing four radio button options: "ACRE Canceled FSA-658 Report", "ACRE Farms with No Certified Yield", "ACRE Farms with FSA-658s Pending COC Review", and "ACRE Farms with Disapproved FSA-658s". Underneath are two date selection fields: "Start Date:" and "End Date:", each with a calendar icon. At the bottom, there are two buttons: "Exit" and "Create Report".

--*

***--354 Reports (Continued)**

C Descriptions of Reports

The following provides the report, action required, and data elements on the report. Only 1 report can be created at a time.

| Report | Action | Result |
|--|--|---|
| Program Year | Manual selection. | Select the program year for which reports will be run. |
| State | Manual selection. | Select the State for which reports will be run. |
| County | Manual selection. | Select the county for which reports will be run. |
| ___ Canceled FSA-658 Report | Manual selection. | Report will be displayed identifying farms for which FSA-658 has been cancelled. Report will list FSA-658 by crop and practice. |
| ___ Farms with No Certified Yield | Manual selection. | Report will be displayed identifying farms for which production was entered but no FSA-658 has been certified. |
| ___ Farms with FSA-658s Pending COC Review | Manual selection. | Report will be displayed identifying farms with FSA-658's pending review. |
| ___ Farms with Disapproved FSA-658s | Manual selection. | Report will be displayed identifying farms with disapproved FSA-658's. |
| Start Date | Manual entry. | Provide a start date to limit data displayed on any of the reports. Start date is not required. |
| End Date | Manual entry. | Provide an end date to limit date displayed on any of the reports. End date is not required. |
| Exit | Returns the user to the PRS Main Menu without displaying a report. | |
| Create Report | The selected report will be displayed. | |

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355-357 (Reserved)

***--Section 5 Bulk Approval**

358 Bulk Approval

A Overview

The bulk approval process provides users the ability to approve or disapprove multiple FSA-658's in a selected program year, State, and county. FSA-658's approved during this process must have the same COC approval/disapproval date.

To access the bulk approval process, click the "Approve Certifications" link on the PRS Left Navigation Menu. The Approve/Disapprove Certifications Screen will be displayed.

B Approve/Disapprove Certifications Screen

The following is an example of the Approve/Disapprove Certifications Screen.

| Approve/Disapprove Certifications | | | | | |
|--|------------|---|--|---------------------------------------|---|
| Program Year: <input type="text" value="2009"/> | | | State - County: <input type="text" value="Mississippi-Coahoma"/> | | |
| | | | <input type="button" value="Approve All"/> | | <input type="button" value="Disapprove All"/> |
| Farm | Operator | Crop/Practice | Approve | Disapprove | Certification Type |
| 123 | Operator 1 | Cotton, Upland Non-Irrigated | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove | Actual Yield |
| 444 | Operator 2 | Soybeans Non-Irrigated | <input type="checkbox"/> Approve | <input type="checkbox"/> Disapprove | Benchmark Yield |
| Approval Date: <input type="text"/>  | | | | | |
| <input type="button" value="Exit"/> | | <input type="button" value="Clear All Selections"/> | | <input type="button" value="Submit"/> | |

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***--358 Bulk Approval (Continued)**

C Fields, Descriptions, and Actions

The following provides the fields, descriptions, and actions for the Approve/Disapprove Certifications Screen.

| Field/Button | Description | Action |
|---------------------|---|---|
| Program Year | Manual selection. | Allows users to select the program year for bulk approval/disapproval. |
| State - County | Manual selection. | Allows user to select State and county for bulk approval/disapproval. |
| Approve All | | A check (✓) will be displayed in the Approve column for all farms and crops displayed. |
| Disapprove All | | A check (✓) will be displayed in the Disapprove column for all farms and crops displayed. |
| Farm | All farms for the selected year, State, and county with FSA-658's pending COC approval will be displayed. | |
| Operator | The operator for each farm will be displayed. | |
| Crop/Practice | The crop and practice for the pending FSA-658 will be displayed. | |
| Approve/Disapprove | Manual selection. Allows users to approve or disapprove each FSA-658 for a farm. | A check (✓) will be displayed in the Approve or Disapprove column for the selected farm and crop. |
| Certification Type | FSA-658 type (Benchmark Yield/Actual Yield). | |

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*--358 Bulk Approval (Continued)

C Fields, Descriptions, and Actions (Continued)

| Field/Button | Description | Action |
|----------------------|--|---|
| Approval Date | Manual entry. | Users shall enter date COC approved or disapproved FSA-658 for the selected farm(s) and crop(s). User shall enter the date in any of the following formats: <ul style="list-style-type: none"> • mmddyyy • mmddy • mm/dd/yyyy • mm/dd/yy. Note: User can also select date through the calendar. |
| Exit | | PRS Main Menu will be displayed. |
| Clear All Selections | | Refreshes the page with all the Approve and Disapprove check boxes cleared. |
| Submit | Either approves or disapproves FSA-658's for the selected farm(s) and crop(s). | Page will refresh and a message will be displayed indicating FSA-658's were successfully approved. When the page is refreshed it should display only the farms that have FSA-658's still pending. |

D Criteria for Being Included in Bulk Approval Process

FSA-658's must be certified by the farm operator to be included in the bulk approval process.--*

359-361 (Reserved)

***--Section 6 Nationwide Customer Service Access**

362 Nationwide Customer Service

A Overview

PRS automatically allows for nationwide customer service. Users will have the ability to access and load production data and generate FSA-658 for any farm nationwide.

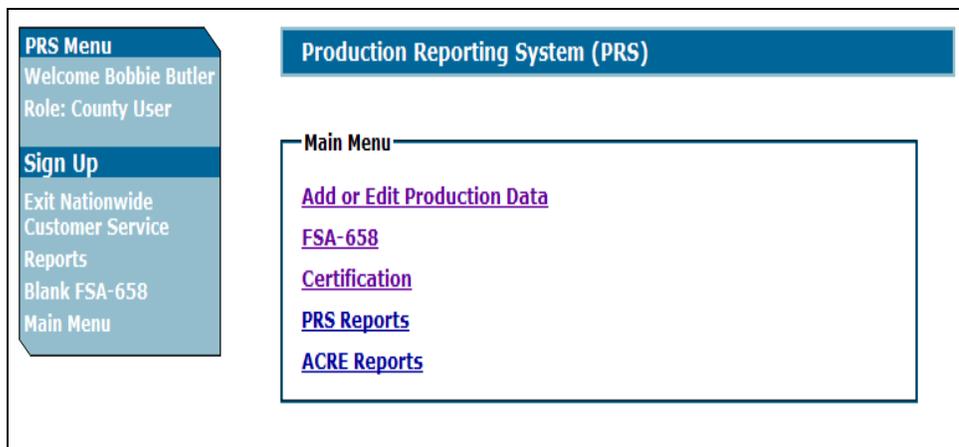
B Accessing Nationwide Customer Service

Nationwide customer service can be accessed by clicking “Nationwide Customer Service” on the PRS Left Navigation Menu. The Nationwide Customer Service Menu will be displayed.

Note: To exit the nationwide customer service, CLICK “Exit Nationwide Customer Service” on the PRS Left Navigation Menu.

C Nationwide Customer Service Menu

The following is an example of the Nationwide Customer Service Menu.



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--362 Nationwide Customer Service (Continued)*D Functions Available through Nationwide Customer Service Option**

The following functions are available through Nationwide Customer Service:

- Add or Edit Production Data, see paragraphs 332 through 340
- FSA-658 process, see paragraphs 344 through 336
- Certification, see paragraph 348
- PRS Reports, see paragraph 354
- ACRE Reports, see paragraph 354.

The functionality for all options and screens is the same through Nationwide Customer Service. However, users do **not** have the option to cancel or approve FSA-658's through the Nationwide Customer Service option.

E Action

Users that process FSA-658's through the Nationwide Customer Service must:

- immediately FAX a copy of the certified FSA-658 to the home county
- mail the original signed FSA-658 to the home county
- maintain a copy of the signed FSA-658.--*

363-365 (Reserved)

--Section 7 State Office Access*366 State Office Access to ACRE PRS****A Requesting Access**

If State Office administrative access has not already been requested for users in a State Office, requests shall be made according to the following:

- provide the National Office with all State employees who are to have access, and include the following:
 - State name
 - employee's legal first and last name
 - employee's USDA eAuthentication user ID
- FAX information to 202-720-0051, Attn: Neeru Gulati

Note: Include on FAX that the request is for PRS State Office administrative access.

- contact PECD, Common Provisions Branch at 202-720-3464 with any questions or concerns.

Note: Additional employees can be added at any time by requesting access according to this subparagraph.

B Access Authority

State Office administrative users have the ability to:

- complete add/edit production data
- generate FSA-658's for any farm within their assigned State
- enter operator certification and COC approval dates for any farm within their assigned State
- print reports
- access Nationwide Customer Service.--*

367-370 (Reserved)

Reports, Forms, Abbreviations, and Delegations of Authority

Reports

None.

Forms

This table lists all forms referenced in this handbook.

| Number | Title | Display Reference | Reference |
|------------------|--|-------------------|--|
| AD-1026 | Highly Erodible Land Conservation (HELIC) and Wetland Conservation (WC) Certification | | 212, 216, 228 |
| CCC-36 | Assignment of Payment | | 216 |
| CCC-37 | Joint Payment Authorization | | 216 |
| CCC-509 | Direct and Counter-Cyclical Program (DCP) Contract and Average Crop Revenue Election (ACRE) Contract | | Text, Ex. 2, 3 |
| CCC-509 Appendix | Appendix to Form CCC-509, 2009-2012 Direct and Counter-Cyclical Program Contract | | 35, 48, 62, 63, Ex. 2, 3 |
| CCC-509ACRE | Average Crop Revenue Election (ACRE) Program Irrevocable Election | | 26, 28, Part 4 |
| CCC-528 | Designation of Payment Acres for Planted and Considered Planted (P&CP) Crops of Covered Commodities and Peanuts for the Average Crop Revenue Election (ACRE) Program | | Part 9 |
| CCC-538 | Producer-Paid Crop Insurance Premium | | Part 8 |
| CCC-926 | Average Adjusted Gross Income (AGI) Statement | | 216 |
| FSA-211 | Power of Attorney | | 28, 31, 32, 168, 169, |
| FSA-325 | Application for Payment of Amounts Due Persons Who Have Died, Disappeared, or Have Been Declared Incompetent | | 210 |
| FSA-578 | Report of Acreage | | 35, 48, 228, 252, Part 7, Part 8, 433, 434 |
| FSA-658 | Record of Production and Yield | | Part 7 |

Reports, Forms, Abbreviations, and Delegations of Authority (Continued)

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

| Approved Abbreviations | Term | Reference |
|-------------------------------|--|----------------------------|
| CC | counter-cyclical | Text |
| eACRE | electronic ACRE | 197, 200 |
| eDCP | electronic DCP | 61, 62, 67 |
| NRRS | National Receivables and Receipts System | Part 5 |
| OO | owner/operator | 28, 34, 37, 70, 166, Ex. 2 |
| OP | operator | Text, Ex. 2 |
| OT | other producer | 28, 30, 34, 70, 166 |
| OW | owner | Text, Ex. 2 |
| PRS | Production Reporting System | Part 7 |
| RLMS | Representative Link Manager System | Text |

Delegations of Authority

COC may redelegate authority to approve CCC-509's to CED, in routine cases.

Screen Index

The following screens are displayed in this handbook.

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| | Nationwide Customer Service Menu | 362 |
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| | Production Reporting System (PRS) Main Menu | 322 |
| | Production Reporting System - Select Farm Screen | 327 |
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| | SCIMS Customer Search Screen | 24, 164, 223, 234, 326 |
| | Select Crop for FSA-658 Screen | 345 |
| | Select Crop for Certification Screen | 348 |
| | State and County Selection Screen | 325 |
| | USDA eAuthentication Login Screen | 21, 61, 161, 197, 321 |
| | USDA eAuthentication Warning Screen | 21, 61, 161, 197, 321 |
| ACRE01 | ACRE Program Election Login Screen | 161 |
| ACRE02 | ACRE Program Election Screen | 162, 183, 198 |
| ACRE03 | ACRE Search by Producer or Farm Screen | 163, 171 |
| ACRE04 | ACRE Farm Selection Screen | 165, 199 |
| ACRE05 | ACRE Producer Signatures Screen | 166, 200 |
| ACRE06 | Average Crop Revenue Election (ACRE) Program Print Screen | 201 |
| ACRE07 | ACRE Approve Election Screen | 168 |
| ACRE08 | ACRE CCC Representative Electronic Approval Screen | 169 |
| ACRE09 | ACRE Cancel Election by Farm Screen | 172 |

Screen Index (Continued)

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