

For: State and County Office Employees

Migrating System 36 2008 FSA-578 Records to Crop Acreage Reporting System (CARS)

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Information Bulletin No. 6400 notified State and County Offices that the 2008 Acreage/Quantity and Compliance Determinations Menu on System 36 would be shutdown on April 26 to migrate 2008 System 36 FSA-578 records to CARS on the Web. Access to 2008 FSA-578 records will **not** be available for approximately 2 weeks and will be accessed through CARS 2008 program year after the migration process is complete. The CARS 2008 program year will be available for access May 13, 2013.

To migrate the 2008 System 36 FSA-578 records to CARS, a conversion process will automatically run to validate and migrate 2008 System 36 farms to CARS for the 2008 program year. Only 2008 System 36 farms with no detected errors will pass validation and automatically migrate to 2008 CARS.

Notes: CARS 2008 FSA-578 records with end dates will **not** automatically rollover when the farm is accessed in the CARS 2009 program year.

CARS "Manage Crop" defaults will **not** be available for the CARS 2008 program year.

2008 System 36 farms with erroneous records will be placed on the CARS Migration Work List and held in the CARS Migration Staging Data Table until all FSA-578 records for the farm are corrected by the County Office. 2008 farms with errors will migrate only **after** all errors for the farm are corrected.

Disposal Date	Distribution
October 1, 2013	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B Purpose

This notice provides information on the following:

- accessing 2008 System 36 farms that were successfully migrated to 2008 CARS
- procedure and screens to:
 - access the CARS Migration Work List that provides a list of 2008 System 36 farms with errors that did **not** successfully migrate to 2008 CARS
 - correct 2008 System 36 FSA-578 records with errors to allow the farm to successfully migrate in CARS
- recertifying corrected 2008 FSA-578 records after migration is complete.

2 Accessing 2008 System 36 Farms in 2008 CARS

A Accessing 2008 System 36 Farms in the 2008 CARS Program Year

The CARS Home Page may be accessed from the FSA Applications Intranet web site at http://intranet.fsa.usda.gov/fsa/FSAIntranet_applications.html. Under “Common Applications”, CLICK “**CARS - Crop Acreage Reporting System**”.

The Crop Acreage Reporting System (CARS) Login Screen will be displayed. CLICK “**Crop Acreage Reporting System Login**”.

The USDA eAuthentication Warning Screen will be displayed.

B USDA eAuthentication

On the USDA eAuthentication Warning Screen, CLICK “**I Agree**” to proceed, or “**Cancel**” to end the process. When users click “I Agree”, the USDA eAuthentication Login Screen will be displayed.

On the USDA eAuthentication Login Screen, users **must** do the following:

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

After users successfully complete the eAuthentication login, the Crop Acreage Reporting System (CARS) Login Screen will be displayed.

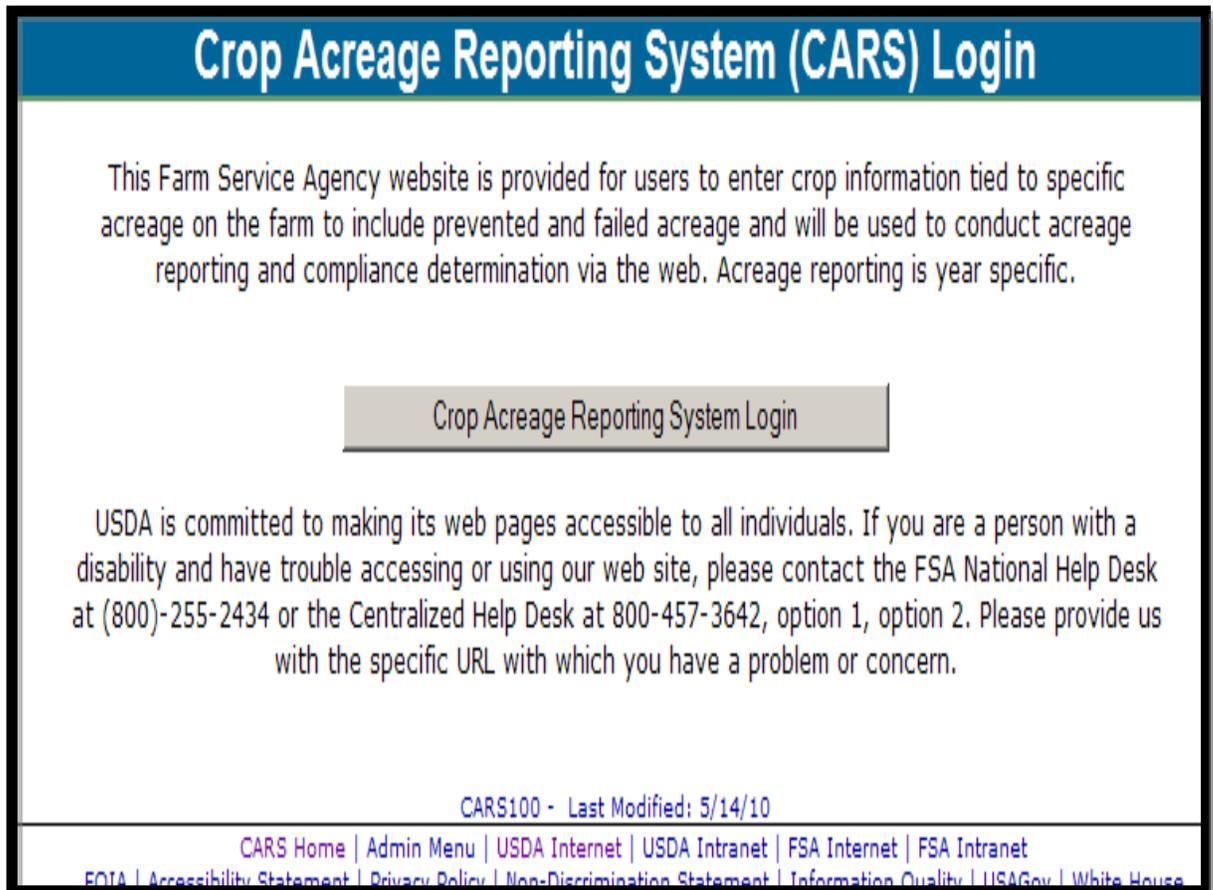
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2 Accessing 2008 System 36 Farms in 2008 CARS (Continued)

C Crop Acreage Reporting System (CARS) Login Screen

On the Crop Acreage Reporting System (CARS) Login Screen, CLICK “**Crop Acreage Reporting System Login**”.

The following is an example of the Crop Acreage Reporting System (CARS) Login Screen.



Note: After “**Crop Acreage Reporting System Login**” is clicked, the State and County Selection Screen will be displayed.

D State and County Selection Screen

After migration is run, the 2008 program year will be available on the State and County Selection Screen to allow access to 2008 System 36 farms that were migrated to CARS. As with other program years, County Offices can view acreage reports entered by other County Offices, but an acreage report may be updated by the administrative County Office **only**.

2 Accessing 2008 System 36 Farms in 2008 CARS (Continued)

D State and County Selection Screen (Continued)

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

The screenshot shows a web interface for selecting state and county information. On the left is a sidebar titled "CARS Menu" with a "Welcome" message and "Role: Administrator". The main content area has a header "State and County Selection". Below the header are three dropdown menus: "State:", "County:", and "Program Year:" (with "2008" selected). A "Continue" button is positioned below the "Program Year" dropdown. At the bottom of the page, a footer indicates "CARS101 - Last Modified: 02/25/2011 10:40:37 AM".

Use the drop-down menu to select the applicable:

- State and County, if not previously set by default
- program year, if not previously set by default.

CLICK “Continue” and the Acreage Report Search Screen will be displayed.

E Acreage Report Search Screen

The Acreage Report Search Screen allows users to enter a farm for acreage reporting through CARS by accessing a producer through SCIMS or by a specific farm number.

Note: If an error is detected for a farm within the selected county, the Migration Work List “Search” option will be available on the Acreage Report Search Screen. Farms with erroneous FSA-578 records **must** be accessed through the Migration Work List and will **not** be migrated for update capability in 2008 CARS until all errors for the farm are corrected. Farms that were migrated successfully will **not** be listed on the Migration Work List. See subparagraph 3 A for details on the Migration Work List.

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2 Accessing 2008 System 36 Farms in 2008 CARS (Continued)

E Acreage Report Search Screen (Continued)

The following is an example of the Acreage Report Search Screen.

CARS Menu
Welcome []
[]
Role: Administrator
State and County Selection Reports

Acreage Report Search
Year: 2008 State: County:
Please enter a farm number or search for a producer in SCIMS
 Producer
 Farm Number []
 Migration Work List
[Submit] [Cancel]

CARS102 - Last Modified: 11/12/2010 12:10:42 PM

Users can search for acreage reports by the following options:

- producer - CLICK “**Producer**” and then “**Submit**”
Note: The SCIMS Customer Search Screen will be displayed. After a producer is selected, the Crop Acreage Reports Screen will be displayed.
- specific farm number - enter the applicable farm number and then click “**Submit**”
Note: The Crop Acreage Reports Screen will be displayed.
- list of erroneous farms – CLICK “**Migration Work List**” and then “**Submit**”.
Note: The Migration Staging Data Screen will be displayed.

3 Migrating 2008 System 36 Farms Into 2008 CARS

A Migration Work List

The Migration Work List Screen will provide a list of farms that did **not** successfully migrate to 2008 CARS because erroneous FSA-578 records were detected. The following information will be provided.

- Import Status will be displayed as “**Not Processed**” until all erroneous FSA-578 records for the farm are corrected.
- Last Updated will be displayed by either of the following:
 - date the farm was migrated
 - the last date an FSA-578 record for the farm was updated.

The following is an example of the Migration Work List Screen.

The screenshot displays the 'Migration Work List' interface. On the left is a 'CARS Menu' sidebar with options like 'Welcome', 'Role: Administrator', 'State and County Selection', and 'Acreage Report Search Reports'. The main area has a title bar 'Migration Work List' and filters for 'Year: 2008', 'State:', and 'County:'. Below is a table with the following data:

Farm	Import Status	Last Updated
<input type="radio"/> xxx	Not Processed	01/16/2013
<input type="radio"/> xxxx	Not Processed	01/16/2013
<input type="radio"/> xxxx	Not Processed	01/15/2013
<input type="radio"/> xxxx	Not Processed	01/16/2013
<input type="radio"/> xxxx	Not Processed	01/16/2013
<input type="radio"/> xxxx	Not Processed	01/15/2013
<input type="radio"/> xxxx	Not Processed	01/16/2013
<input type="radio"/> xxxx	Not Processed	01/16/2013
<input type="radio"/> xxxx	Not Processed	01/15/2013
<input type="radio"/> xxxx	Not Processed	01/15/2013

At the bottom, there are buttons for 'Import Data', 'Delete', and 'Back', along with a 'Back to Top' link. The footer text reads 'CARS132 - Last Modified: 12/06/2011 04:56:25 PM'.

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

A Migration Work List (Continued)

The following table provides options available on the Migration Work List Screen.

Button	Result
Import Data	Migration Staging Data Screen will be displayed.
Delete	Delete a farm from the Migration Work List. Note: After a farm is deleted from the Migration Work List it cannot be re-accessed. In such cases, FSA-578 data for the farm must be reloaded by accessing the farm by " producer " or " farm number " on the Acreage Report Search Screen.
Back	The Acreage Report Search Screen will be displayed.

B Migration Staging Data

The Migration Staging Data Screen will provide a list of erroneous FSA-578 records by tract and/or field and a brief description of the error. Users will select the button next to the record to be corrected. The following is an example of the Migration Staging Data Screen.

The screenshot displays the 'Migration Staging Data' screen. On the left is a 'CARS Menu' sidebar with options like 'Welcome', 'Role: Administrator', and 'State and County Selection'. The main area has a header 'Migration Staging Data' and filters for 'Year:', 'State:', and 'County:'. Below this is a 'Farm Information' box showing 'Farm Number: 2008' and 'Operator Name: Any 1 Producer'. The central table lists four records with columns: Tract Num, Field Number, Crop/Comm, Var/Type, Int Use, Irr Prc, Rpt Qty, Crop Status, and Error. All records have an error: 'Planting Date required for crops other than exception crops.' At the bottom are buttons for 'Import Data', 'Delete Field', and 'Return To Work List', along with a 'Back to Top' link. The footer shows 'CARS133 - Last Modified: 12/06/2011 12:20:05 PM'.

Tract Num	Field Number	Crop/Comm	Var/Type	Int Use	Irr Prc	Rpt Qty	Crop Status	Error
XXXX	1	SOYBN	COM	GR	N	4.90	I	Planting Date required for crops other than exception crops.
XXXX	4B	SOYBN	COM	GR	N	15.70	I	Planting Date required for crops other than exception crops.
XXXX	7	SOYBN	COM	GR	N	14.60	I	Planting Date required for crops other than exception crops.
XXXX	8	SOYBN	COM	GR	N	25.00	I	Planting Date required for crops other than exception crops.

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

B Migration Staging Data (Continued)

The following table provides options available on the Migration Staging Data Screen.

Button	Results
Import Data	Migration Data Import Screen will be displayed.
Delete Field	<p>Migration Work List Screen will be displayed.</p> <p>Notes: The “Delete” option was added to allow for deleting duplicate field records only. If an FSA-578 record is deleted and that deleted FSA-578 record is not associated with an active FSA-578 record with the same crop and/or acreage information, it could result in the farm not being fully reported after migration is completed. This could impact the producer’s DCP payment.</p> <p>After a field is deleted from the Migration Staging Data Screen, it cannot be re-accessed. FSA-578 data must be reloaded by accessing the farm by “producer” or “farm number” on the Acreage Report Search Screen.</p>
Return To Work List	Migration Work List Screen will be displayed.

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

C Migration Data Import

The Migration Data Import Screen will provide all information recorded for the field. Users shall correct applicable data, as needed.

USDA United States Department of Agriculture
Farm Service Agency Crop Acreage Reporting System (CARS)

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

CARS Menu
 Welcome []
 Role: Administrator
 State and County Selection
 Acreage Report Search
 Crop Acreage Reports
 Reports

Migration Data Import
 Year: 2008 State: County:

Farm Information
 Farm Number: xxx Total Rpt Cropland: 0.00 of 98.80
 Operator Name: Any 1 Producer Operator Tax ID(Last 4): xxxxx

Tract Information
 Tract Number: xxxxx Tract Rpt Cropland: 0.00 of 98.80

Please enter the crop information.
 * Denotes required information.

*Field Number: 1
 *Reported Quantity: 4.90
 *Crop/Commodity: SOYBEANS
 *Variety/Type: COMMON
 *Intended Use: Grain
 *Planting Pattern: Solid
 *Irrigation Practice: Non-Irrigated
 Planting Date (MM/DD/YYYY):
 *Crop Status: I
 End Year (YYYY):
 *Supplemental Status: Planted
 *Official/Measured: None
 *Reporting Unit: Acres
 *Concurrent Planting: None
 Land Use: None
 Planting Period:
 *Cropland Status: Y
 Field ID:

List of Tract Producers

Name	Tax ID	Role	RMA Unit	Share %
Any 1 Producer	xxxx S	Operator		100.00
			Total %	100.00

Submit Review Fields Add Producers [Back to Top^](#)

CARS134 - Last Modified: 12/01/2011 01:06:05 PM
 CARS Home | Admin Menu | USDA Internet | USDA Intranet | FSA Internet | FSA Intranet
 FOIA | Accessibility Statement | Privacy Policy | Non-Discrimination Statement | Information Quality | USAGov | White House

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

C Migration Data Import (Continued)

The following table provides options available on the Migration Data Import Screen.

Button	Results	
Submit	IF on the Migration Staging Data Screen...	THEN the...
	only 1 erroneous FSA-578 record is listed for the farm	message, "The Crop Acreage Report has been successfully imported into CARS" will be displayed. The farm will be migrated to 2008 CARS.
	more than 1 erroneous FSA-578 record is listed for the farm	farm will not be migrated to 2008 CARS until all errors listed for the farm on the Migration Staging Data Screen are corrected. Note: An appropriate message will be displayed as each record is corrected and successfully imported into CARS.
Review Fields	Migration Staging Data Screen will be displayed.	
Hide Zero Shares	Hide producers that are associated to the tract, but do not share an interest in the crop.	

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

D 2008 System 36 FSA-578 Migration Error Messages

2008 FSA-578 migration error messages include, but are not limited to the following.

Message on the Migration Work List	Description and/or Corrective Action
Share value threshold must be 100%.	<p>Shares for the producers do not equal 100 percent. This error could result from changes in Farm Records and/or SCIMS where the producer was deleted or merged.</p> <p>In such cases, the updated producers will be displayed to allow the shares to be adjusted accordingly.</p> <p>County Offices shall:</p> <ul style="list-style-type: none"> • use the hardcopy FSA-578 signed by the producer to assign applicable shares • if the error resulted from a SCIMS merge, assign shares to the winning record as applicable • if the shares cannot be determined, ensure that the shares are corrected the next time the producer visits the County Office.
The initial status “I” can be reported only once for field number “_”.	<p>Two or more crops are planted on the same field and their crop status is reported as “I”. County Office shall:</p> <ul style="list-style-type: none"> • use the hardcopy FSA-578 signed by the producer as a cross-reference to correct the crop status • if the crop status cannot be determined from the certified hardcopy FSA-578, ensure that the crop status is corrected the next time the producer visits the County Office.
Planting date required for crops other than exception crops.	<p>Planting date was not entered for the crop.</p> <p>County Offices shall:</p> <ul style="list-style-type: none"> • use the hardcopy map as a cross-reference to correct the planting date • if planting date cannot be determined from the hardcopy map, ensure that the planting date is corrected the next time the producer visits the County Office.

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

D 2008 System 36 FSA-578 Migration Error Messages (Continued)

Message on the Migration Work List	Description and/or Corrective Action
Crop status code is invalid.	<p>Status code is not available for the crop on the Compliance Validation System (CVS).</p> <p>County Office shall:</p> <ul style="list-style-type: none"> • ensure that crop status codes are applied according to 2-CP, paragraph 73 and Exhibit 11 • if the status code was entered incorrectly, correct the crop status code according to 2-CP, paragraph 73 and Exhibit 11 <p>Note: Producer does not have to recertify.</p> <ul style="list-style-type: none"> • make no change to the crop and/or crop attributes reported and certified by the producer • if crop status code cannot be determined from the hardcopy map and/or FSA-578, ensure that the crop status code is corrected the next time the producer visits the County Office.
Crop intended use must exist in CVS.	<p>Crop intended use is not available for the crop on CVS.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> • use the hardcopy map and/or FSA-578 as a cross-reference to correct the intended use • if the intended use cannot be determined from the hardcopy map and/or FSA-578, the intended use shall be corrected the next time the producer visits the County Office.

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

D 2008 System 36 FSA-578 Migration Error Messages (Continued)

Message on the Migration Work List	Description and/or Corrective Action
Cannot find Tax Identification “xxxx” in SCIMS.	<p>TIN for the producer on the farm is invalid. This error could result from a change in farm records and/or SCIMS where the producer was deleted or merged.</p> <p>In such cases, the updated producers will be displayed to allow the shares to be adjusted accordingly.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> • if the error resulted from a SCIMS merge, assign shares to the • winning record, as applicable • if the shares cannot be determined, ensure that the shares are corrected the next time the producer visits the County Office.
Signature date must not be later than the current date.	<p>Signature date was not a valid data field in System 36. For migration, the signature date was automatically populated based on the report date populated by System 36. There are a few cases where the report date in System 36 is a future date.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> • enter the certification date from the hardcopy FSA-578 as signature date in CARS • if signature date cannot be determined from the hardcopy FSA-578, ensure that the signature date is corrected the next time the producer visits the County Office.

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

D 2008 System 36 FSA-578 Migration Error Messages (Continued)

Message on the Migration Work List	Description/Corrective Action
Cannot find farm for program year, State, county, farm number.	<p>Farm is not available in Farm Records for the 2008 program year; therefore, FSA-578 for the farm is invalid.</p> <p>County Office shall:</p> <ul style="list-style-type: none"> • CLICK “Import Data” • error message, “Farm “xxx” not found in Farm Records for the selected county” will be displayed • CLICK “Delete” to remove the farm from the Migration Work List.
Planting date year cannot be later than the selected program year.	<p>Planting date entered exceeds the selected program year.</p> <p>Example: “Program Year” selected is 2008 and the “Planting Date Year” is 4-12-2010.</p> <p>County Office shall enter the applicable planting date for the 2008 program year.</p>
Cannot find Tract Number “xxxx” in Farm Records.	<p>Tract is not available in Farm Records for the 2008 program year. Tract in CARS is invalid. Because no partial farms will be migrated into CARS for the 2008 program year, the farm will not be migrated.</p> <p>County Office shall delete the farm from the Migration Work List. After a farm is deleted from the Migration Work List it cannot be re-accessed. In such cases, FSA-578 data for the farm must be reloaded by accessing the farm by “producer” or “farm number” from the Acreage Report Search Screen.</p>

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3 Migrating 2008 System 36 Farms Into 2008 CARS (Continued)

E Correcting 2008 System 36 FSA-578 Records With Errors

When applicable, County offices shall use the hardcopy 2008 FSA-578 records signed by the producer as a cross-reference to correct System 36 2008 FSA-578 records identified on the Migration Staging Data Screen. The information recorded in System 36 2008 FSA-578 **must** be an exact match to the information on the hardcopy FSA-578 signed by the producer. The producer will **not** be required to recertify.

County Offices shall **not**:

- record any information into System 36 2008 FSA-578 that is not on the hardcopy 2008 FSA-578 signed by the producer
- try to interpret how the 2008 FSA-578 information is to be recorded in System 36 2008 FSA-578.

No correction shall be recorded in CARS if the change is **not** available on the hardcopy 2008 FSA-578 signed by the producer. The information can be corrected and certified the next time the producer visits the County Office. In such cases, the farm will **not** be available in CARS for the 2008 program year until all errors are corrected.

If a farm is not listed on the CARS Migration Work List and the 2008 FSA-578 is being revised or a new 2008 FSA-578 is being created, the County Office shall follow current policy according to 2-CP.

F Certifying 2008 System 36 FSA-578 Records After FSA-578 Is Corrected and Successfully Migrated

After an erroneous FSA-578 record on the Migration Work List is corrected, it will be automatically uncertified when successfully migrated. The migrated 2008 FSA-578 record **must** be recertified by accessing the farm by “**Producer**” or “**Farm Number**” from the Acreage Report Search Screen.

Note: The CARS Farms with Uncertified Crops Report provides a list of farms with uncertified crops.

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4 State and County Office Action

A State Office

State Offices shall:

- ensure that County Offices are immediately notified of the contents of this notice
- contact Jantrice Williams by either of the following for questions about this notice:
 - e-mail at jantrice.williams@wdc.usda.gov
 - telephone at 202-720-3637.

B County Office Action

County Offices shall follow procedure in this notice to:

- access 2008 farms successfully migrated from System 36 to 2008 CARS
- access and correct erroneous 2008 FSA-578 records for farms that did **not** successfully migrate to 2008 CARS
- recertify corrected 2008 FSA-578 records after migration is complete.