

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

Processing Peanut EWR's and Preprocessed Files Using FSA's Web-Based EWR System

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

The Peanut EWR software was migrated to FSA's web-based EWR system beginning with the 2009 crop year. FSA's web-based EWR system provides required functionalities to process EWR's for price support and has the ability to handle peanut and rice EWR's. The system can only be accessed by authorized FSA employees using their eAuthentication user ID and password.

Peanut EWR's shall continue to be issued by warehouses on behalf of producers through a single peanut EWR provider, "EWR, Inc."

Note: Paper warehouse receipts are acceptable for requesting peanut MAL's and will be processed in the normal manner.

B Purpose

This notice provides FSA County Offices and peanut CMA's and DMA's with instructions for:

- processing EWR's for peanuts using FSA's web-based EWR system
- handling preprocessed files submitted by peanut DMA's to their service County Office.

Disposal Date November 1, 2012	Distribution State Offices; State Offices relay to County Offices, Peanut CMA's, and DMA's
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2 General Information

A Definitions [7 CFR 735.3]

Central Filing System (CFS) is an electronic system operated and maintained by a provider, as a disinterested third party authorized by DACO, where information relating to EWR's, United States Warehouse Act (USWA) documents, and other electronic documents are recorded and maintained in a confidential and secure fashion independent of any outside influence or bias in action or appearance.

Electronic Warehouse Receipts are receipts authorized by DACO to be issued or transmitted under the USWA as electronic documents.

Provider is a person authorized by DACO, as a disinterested third party, that maintains 1 or more confidential and secure electronic systems independent of any outside influence or bias in action or appearance.

Holder is a person that has possession in-fact or by operation of law, of EWR's, USWA electronic documents, or any electronic documents.

B Functionalities

FSA's web-based EWR system shall be used by the County Office when producers apply for price support using EWR's. FSA's web-based EWR system:

- allows County Office to:
 - download peanut EWR's from the provider CFS
 - transfer peanut EWR data to APSS to complete the loan- or LDP-making process
 - release peanut EWR's when loans are liquidated
- eliminates entering paper warehouse receipt-related data needed to complete price support MAL or LDP transactions in APSS
- allows County Office to electronically transfer EWR's to either of the following:
 - new holders after the loan is repaid
 - KCCO at forfeiture
- allows the DMA service County Office to handle the preprocessed files submitted by DMA's.

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2 General Information (Continued)

C Transaction Types

FSA's web-based EWR system provides the following transaction capabilities to authorized users.

Transaction Type	Transaction Code
Download EWR for price support.	DPS
Release EWR to new EWR holder.	RPS
Reset EWR to its predownload status.	UPS
Reset EWR downloaded for LDP in error.	ULD
View EWR information.	RRI
Transmit price support information to the provider's CFS.	IPS

Additionally, FSA's web-based EWR system allows DMA service County Offices to accept and process preprocessed DMA files to be used to process MAL's or LDP's in APSS.

3 Responsibilities

A Producer Responsibilities

The producer shall:

- deliver the commodity to the warehouse operator
- instruct the warehouse to issue peanut EWR as "loanable", if producer intends to apply for price support benefits

Note: A "Loanable" indicator indicates whether the EWR can be used to request price support benefits and does **not** make CCC the holder of EWR, but enables CCC to access EWR when the producer applies for price support benefits.

- obtain a list of EWR's.

Notes: At a minimum, the EWR list shall include:

- producer name
- warehouse code
- commodity type
- commodity class
- EWR number
- State where inspected
- ACRE-election indicator.

County Office or DMA shall determine the producer's ACRE-election status manually.

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3 Responsibilities (Continued)

B Warehouse Responsibilities

The warehouse shall:

- accept the commodity delivered by the producer
- subscribe to a provider system approved to issue peanut EWR's
- issue, transfer, and cancel EWR's through the selected provider.

Note: EWR's **must** be issued through the provider CFS according to the Provider Agreement with DACO.

C Provider Responsibilities

The provider shall:

- enter into a Provider Agreement with DACO
- maintain EWR's on behalf of the warehouses
- handle and maintain EWR's in CFS in a secure manner
- enter into an agreement with CCC on handling EWR data used to obtain price support benefits
- implement instructions issued by the authorized holder of EWR's
- contact Patricia Barrett, Warehouse Operations Program Manager, at 202-720-3877 with questions on EWR provider responsibilities.

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3 Responsibilities (Continued)

D FSA County Office Responsibilities

County Offices shall use FSA's web-based EWR system to:

- download and process EWR's for price support activity
- verify that the downloaded EWR that goes with the loan/LDP request meets the loan/LDP criteria
- transfer EWR's to APSS to complete the loan/LDP application
- release EWR to the authorized holder at liquidation
- return EWR to the provider's CFS, when applicable

Note: See paragraph 8 for reasons for returning EWR's.

- print "printer-friendly pages" to file in the loan/LDP folder
- complete loan/LDP applications using EWR's
- record liquidation transactions associated with loan/LDP's in APSS **before** releasing EWR
- handle preprocessed DMA file, if applicable.

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4 Using FSA’s Web-Based EWR System

A Accessing FSA’s Web-Based EWR System

The following provides steps to access FSA’s web-based EWR system.

Step	Action
1	Access the FSA Intranet Home Page at http://fsaintranet.sc.egov.usda.gov/fsa/ and CLICK “FSA Applications” under Resources on the left.
2	CLICK “EWR – Electronic Warehouse Receipts” located below the Price Support heading.
3	<p>The eAuthentication Login Screen will be displayed to enter the appropriate credentials. Information on security operations including eAuthentication may be found at https://fsa.sc.egov.usda.gov/mgr/iso/public/Wiki%20Pages/Audience.aspx.</p> <p>The following is an example of the eAuthentication Login Screen.</p> 

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4 Using FSA's Web-Based EWR System (Continued)

B Initial View Receipts Selection Option

After the eAuthentication login process is completed, Screen EWR010 will be displayed in the web-based EWR system. Click **“View Receipt”** on the left, and the **“State, County, Commodity and Crop Year Selection”** Screen will be displayed. This option allows users to view EWR's for a specific commodity and crop year, before accessing other EWR processing functions.

The following is an example of the initial Screen EWR010.

The screenshot shows the initial EWR010 screen. At the top, there is a header with the USDA logo and 'Farm Service Agency' text. Below the header is a navigation bar with links: EWR Home, About EWR, Help, Contact Us, Exit EWR, and Logout of eAuth. The main content area is titled 'State, County, Commodity and Crop Year Selection'. It displays the following information: State: Mississippi - 28, County: Leflore - 083, Commodity: Select a commodity (dropdown), and Crop Year: 2011 (dropdown). A 'Submit' button is located below the dropdowns. A message at the bottom states: 'View Receipts can be selected now from the left navigation menu. State, County, Commodity, and Crop Year selections need to be submitted before other links will appear in the left navigation menu.' The screen ID is EWR010.

Select the applicable commodity and the crop year, associated with the EWR and CLICK **“Submit”**. Screen EWR010 will be redisplayed with additional menu options on the left navigation menu.

Following is an example of the redisplayed Screen EWR010.

The screenshot shows the redisplayed EWR010 screen. The header and navigation bar are the same as in the previous screenshot. The main content area is titled 'View Receipts Selection'. It displays the following information: State: Mississippi - 28, County: All - 000, Commodity: Peanuts - All, and Crop Year: 2011. Below this, there are dropdown menus for State (Mississippi (28)), County (All (000)), Commodity (Peanuts-All), and Crop Year (2011). There is also a dropdown for Warehouse Code (Select a warehouse) and a text input field for Receipt Number (Optional with warehouse Code). At the bottom, there is a dropdown for File Sequence Number (Select a file sequence number) and 'Submit' and 'Cancel' buttons. The screen ID is EWR010.

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4 Using FSA's Web-Based EWR System (Continued)

B Initial View Receipts Selection Option (Continued)

The user may elect to:

- continue with the “**View Receipt**” option by completing the information on Screen EWR010, and clicking “**Submit**”.

Notes: For peanuts, the commodity selections are as follows:

- Peanuts-ALL
- Peanuts-RUN
- Peanuts-SPE
- Peanuts-SPW
- Peanuts-VAL
- Peanuts-VIR.

Other commodity selections are applicable to rice EWR's. See paragraph 9 for additional information on the “**View Receipts**” option.

- select another function from the left navigation menu.

Note: CLICK “**Change State, County, Commodity and Crop Year**” to perform other EWR functions for the selected State, county, commodity, and crop year. See subparagraph C for additional information.

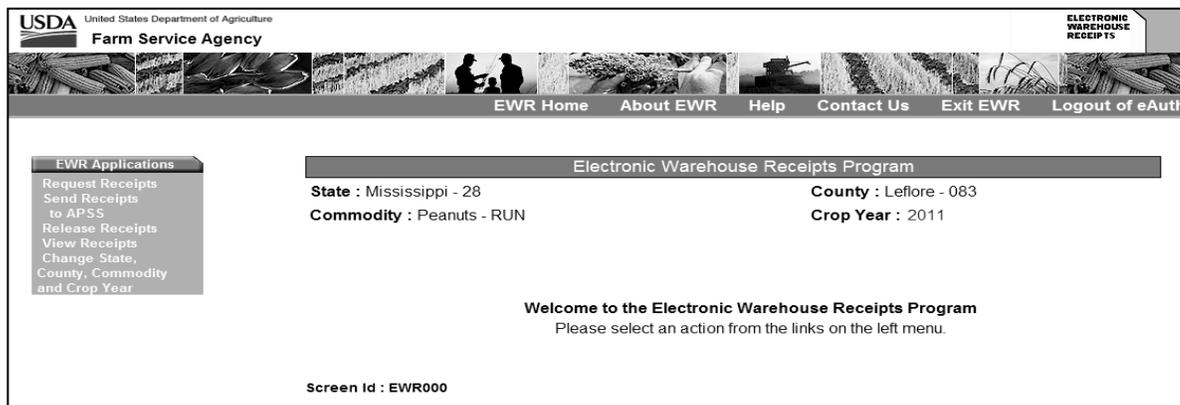
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4 Using FSA's Web-Based EWR System (Continued)

C State, County, Commodity, and Crop Year Selections

Click “**Change State, County, Commodity and Crop Year**” under the EWR Applications Menu on the left navigational bar to select the applicable State, county, peanut type, and crop year to process. CLICK “**Submit**” and Screen EWR000, **Welcome to the Electronic Warehouse Receipts Program**, will be displayed.

The following is an example of Screen EWR000.



Multi-county users, including County Offices acting as a CMA or DMA service County Office, shall use the “**Change State, County, Commodity and Crop Year**” option to switch to the applicable County Office.

D EWR Applications Menu

The EWR Applications Menu provides the following options:

- “Request Receipts”
- “Send Receipts to APSS”
- “Release Receipts”
- “View Receipts”
- “Change State/County/Commodity and Crop Year”
- “DMA Upload”, if applicable.

Note: The “DMA Upload” option will **only** be available to peanut DMA service County Offices.

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5 “Request Receipts” Option

A General Information

Producers requesting loans or LDP’s shall provide the County Office with basic loan or LDP requirements and the following information associated with the loan/LDP request:

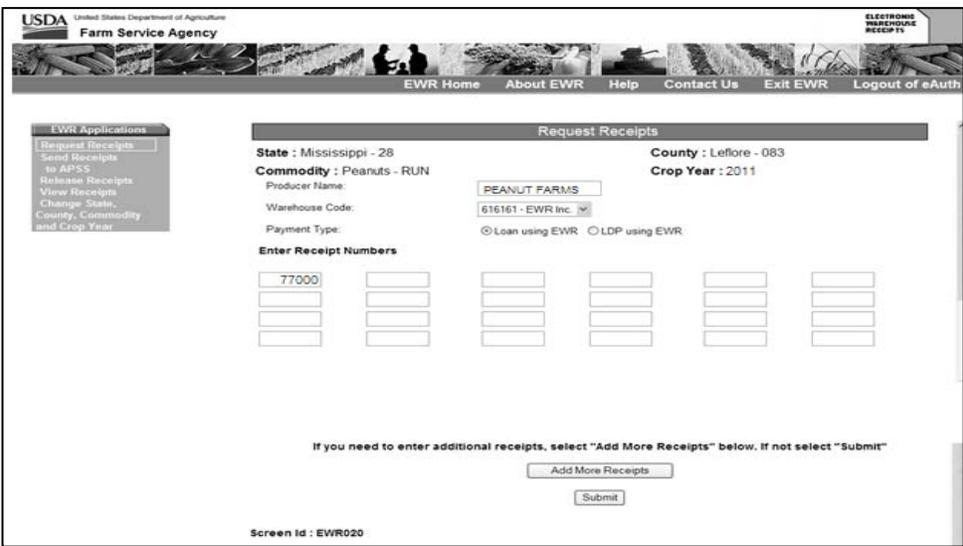
- producer name
- warehouse code
- commodity type
- commodity class
- list of EWR numbers
- State where inspected (for warehouse-stored loan request **only**)
- ACRE-election indicator.

Loans/LDP requests for quantities from ACRE and non-ACRE elected farms **must** be processed separately.

Note: See Notices PS-689 and LP-2163 for additional information.

B Processing Request Receipts

The following provides steps for requesting EWR’s.

Step	Action
1	<p>Under EWR Applications, CLICK “Request Receipts” to request EWR data associated with the producer’s application. The following is an example of a Request Receipts Screen.</p> <div data-bbox="430 1234 1393 1780"></div>
	<p>Note: To request EWR’s for another commodity, CLICK “Change State, County, Commodity and Crop Year” according to subparagraph 4 C and select the applicable commodity to process.</p>

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5 “Request Receipts” Option (Continued)

B Processing Request Receipts (Continued)

Step	Action	
2	On the Request Receipts Screen, complete the following required data.	
	Data	Description
	“Producer Name”	Type the producer name. Note: This will be used to identify the request, but does not have to exactly match the name in SCIMS name and address file.
	“Warehouse Code”	Select the applicable warehouse code from the drop-down menu. Notes: A list of participating warehouses will be displayed on the drop-down menu. The warehouse code will also indicate the corresponding name of the EWR provider.
	“Payment Type”	Click either “ Loan using EWR ” or “ LDP using EWR ”.
“Receipt Numbers”	Enter EWR numbers being requested from the list provided by the producer.	
3	If needed, CLICK “ Add More Receipts ” to enter additional EWR’s. A Request Receipts Continuation Screen will be displayed.	
4	CLICK “ Submit ” to send the request for EWR’s. FSA’s web-based EWR system will retrieve the requested EWR’s from the applicable provider’s system.	

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5 “Request Receipts” Option (Continued)

C Request Receipts Results

FSA’s Web-Based EWR System will display EWR data retrieved from the applicable provider’s system. The following is an example of the Request Receipt Result Screen.

The upper portion of the Request Receipts Results Screen will be displayed with the:

- data submitted with the request, according to subparagraph A, and the provider’s name, license type, and unit of measure
- File Sequence Number assigned to the request.

Note: FSA’s Web-Based EWR System assigns an 8-character alphanumeric File Sequence Number according to the following.

Position	Format	Description	Comments
1-2	EW	Indicates that the file has EWR.	Assigned to all EWR requests.
3	A to Z	Crop year indicator.	Starts with “A” for 2007 crop year and is incremented by 1 for subsequent crop years; 2011 crop year shall be assigned the letter “E”.
4-8	Number	Numeric file sequence counter.	Starts with “00001” each crop year.

Note: See Exhibit 1 for the DMA preprocessed file naming system.

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5 “Request Receipts” Option (Continued)

C Request Receipts Results (Continued)

A Report of Requested Receipts that list valid EWR’s, EWR’s with errors, and the corresponding error description, if applicable, will be displayed in the lower portion of the Request Receipts Results Screen. The Report of Requested Receipts “**Printer Friendly Page**” option will be displayed. Print the Report of Requested Receipts and file it in the loan folder. The following is an example of the Report of Requested Receipts.

Report of Requested Receipts As of: 8/15/2011								
State: Mississippi-28		County: Leflore-083		CropYear: 2011		File Sequence Number: EWE00003		
Warehouse Code: 72055		Producer Name: Mr. Peanut		Provider Name: EWR Inc.		License Type: US		
Payment Type: Loan using EWR		Commodity: PEANUTS		Commodity Class: Runner		Unit of Measure: TN		
Receipt Number	Producer Name on Receipt	Current Holder Name/ID	Current Holder As of	Previous Holder Name/ID	Farm Number	Grade	Storage Paid Thru	Weight
77000	PEANUT FARMS	lc county office / C000001	8/15/2011	ABC WHSE/M123456	720	1	5/31/2012	23.92
Total Valid Receipts: 1								Total Weight: 23.92
Receipt Number	Reason Code	Reason Description						File Seq Num
Total Receipts Returned: 0								
Screen Id : EWR024								close window

D Validating Requested EWR’s

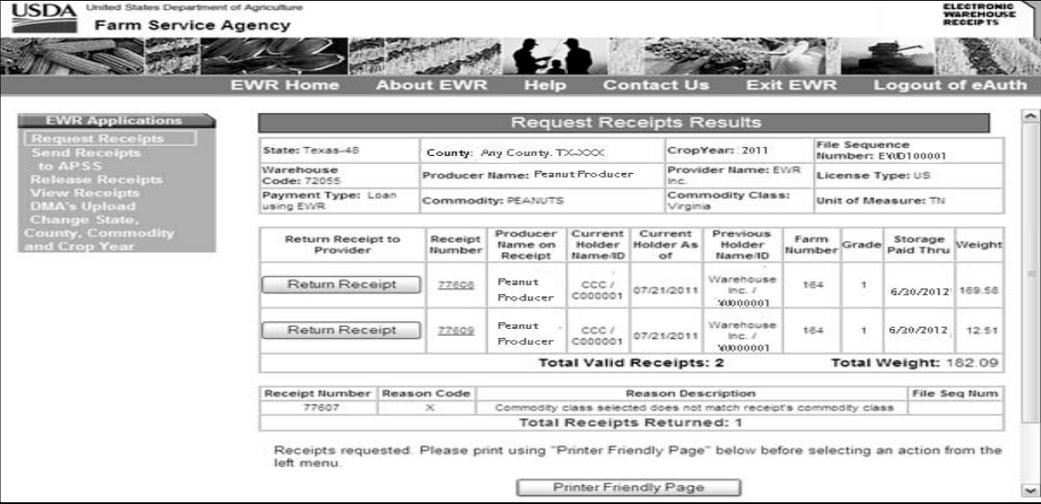
Review the results of the request for accuracy and consistency with the loan or LDP application submitted by the producer according to the criteria in subparagraph A.

The following provides steps to validate individual EWR’s.

Step	Action
1	In the “ Receipt Number ” column, click the applicable EWR number to display the detail EWR data.
	Note: EWR data is available with a “ Printer Friendly Page ” option.
	IF...
	all EWR’s are valid
	at least 1 EWR was downloaded in error
	THEN go to step ...
	4.
	2.

5 “Request Receipts” Option (Continued)

D Validating Requested EWR’s (Continued)

Step	Action
2	<p>CLICK the “Return Receipt” option to return the EWR to the provider. This will remove the EWR from the File Sequence Number being processed.</p> <p>The following is an example of a Request Receipts Results Screen.</p> 
3	<p>CLICK the “Return Receipt” option that corresponds to the EWR downloaded in error or with error. A Confirm Return Receipts Screen will be displayed. Upon confirmation, the selected EWR will be returned to the provider and reset to its pre-download status.</p>
4	<p>Process and complete the File Sequence Number containing valid EWR’s for transfer to APSS according to paragraph 6.</p>

6 “Send Receipts to APSS” Option

A General Information

The requested EWR’s shall be identified by the File Sequence Number and can be transferred to APSS to process the:

- loan request of the producer
- re-entry of a corrected loan.

Note: Files that have been transferred to APSS **must** be used to process loans on the **same day** the file was transferred or the files will have to be re-sent to APSS to be available for processing in APSS.

6 “Send Receipts to APSS” Option

A General Information (Continued)

Beginning with the 2010 crop year, all LDP requests must be processed using the eLDP system. The option to transfer EWR’s to the eLDP system is not available at this time. When using EWR’s to process eLDP’s, County Offices must print the individual EWR included in the LDP request and enter the warehouse receipt information in the eLDP system manually. County Offices **must** file the EWR printout in the LDP folder.

B Search for EWR’s to Send to APSS

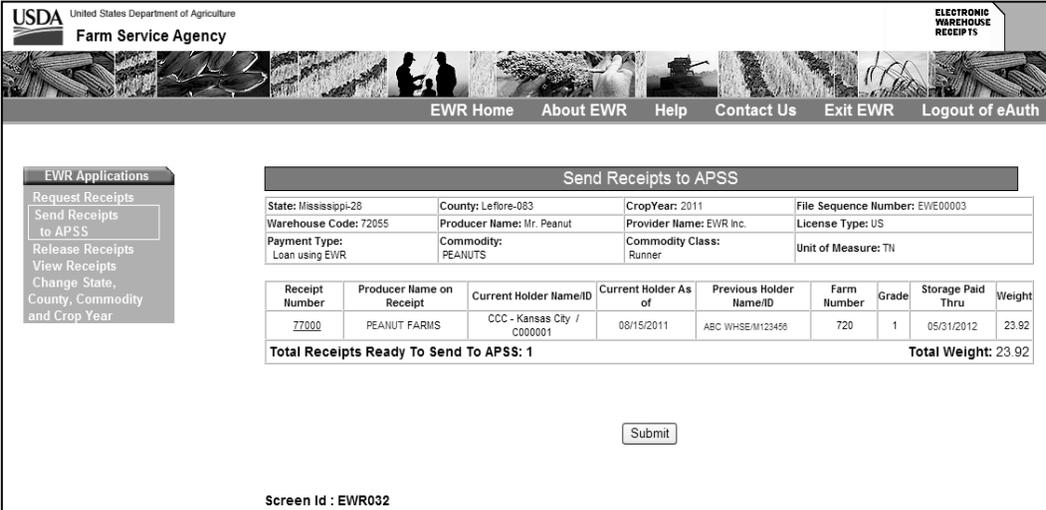
Files containing EWR’s that have been requested successfully may be transferred to APSS according to the following.

Step	Action
1	<p>Under EWR Applications, CLICK “Send Receipts to APSS” to transfer the preprocessed file to APSS. The following Search Receipts to Send to APSS Screen will be displayed.</p> All Files <input checked="" type="radio"/> New Files', and 'File Seq. No/Producer: EWD00003 - Mr. Peanut'. It also shows 'County : Leflore - 083' and 'Crop Year : 2011'. A 'Next' button is at the bottom right. The screen ID 'EWR030' is at the bottom left." data-bbox="254 428 864 633"/>
2	<p>Click either of the following to select the appropriate “File Selection Criteria” as follows:</p> <ul style="list-style-type: none"> • “All Files”, the list of all File Sequence Numbers processed will be displayed, including preprocessed files that were previously transferred to APSS <p>Note: When “All Files” is selected, preprocessed DMA files uploaded using DMA’s upload (paragraph 11) will be displayed.</p> <ul style="list-style-type: none"> • “New Files”, the list of all File Sequence Numbers processed that have not been previously transferred to APSS will be displayed.

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6 “Send Receipts to APSS” Option (Continued)

B Search for EWR’s to Send to APSS (Continued)

Step	Action
3	From the drop-down menu, select the applicable “ File Sequence Num/Producer ” to be transferred to APSS.
4	<p>CLICK “Next”, the following Send Receipts to APSS Screen will be displayed.</p>  <p>Note: Under “Receipt Number”, click the specific receipt number to display the EWR data; a “Printer Friendly Page” option will be displayed.</p>
5	CLICK “ Submit ”, to transfer EWR’s for selected File Sequence Numbers to APSS. The Send Receipts to APSS Results Screen will be displayed with confirmation that EWR’s have been sent to APSS.
6	CLICK “ Printer Friendly Page ” to print the report and file the report in the loan folder.

7 Handling Preprocessed Data in APSS

A Warehouse-Stored Loans Using Preprocessed Data

EWR’s included in the preprocessed file that have been transferred to APSS are ready to be used to process warehouse-stored loan applications. The following provides steps for loanmaking.

Step	Action
1	On System 36/AS400, APSS, Price Support Main Menu, PCA005, ENTER “ 2 ”, “Perform Loan Making Functions”, and PRESS “ Enter ”.
2	Perform the normal loan and producer identification and verification routines.

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7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
3	<p>From the Price Support - Loan Making Menu, PLA000, ENTER “9”, “Warehouse Peanut Loans Using Preprocessed Data”, and PRESS “Enter”.</p> <p>This is an example of Screen PLA000.</p> <div data-bbox="472 537 1409 989" style="border: 1px solid black; padding: 5px;"> <pre> COMMAND PLA000 MO PRICE SUPPORT - LOAN MAKING MENU ----- 1. Farm Stored Regular Certified 2. Farm Stored Regular Measured * 3. Farm Stored Reserve 4. Warehouse Stored Regular * 5. Warehouse Stored Reserve 6. Distress Certified 7. Distress Measured 8. Form A Cotton Loans Using Preprocessed Bale Data 9. Warehouse Peanut Loans Using Preprocessed Data 10. Warehouse Rice Loans Using Preprocessed Data Enter the number of your selection and press the "Enter" key. Cmd3=Previous Menu </pre> </div>
4	<p>Screen PLC09500 will be displayed. Enter the File Sequence Number of the peanut preprocessed file that was transferred to APSS and will be used to process the loan.</p> <p>The following is an example of Screen PLC09500.</p> <div data-bbox="427 1245 1425 1713" style="border: 1px solid black; padding: 5px;"> <pre> 832-PEANUT MKTG LOAN SERV PLC09500 PRICE SUPPORT - LOAN MAKING Version: AB32 08-15-2011 3:17 Term IY ----- PEANUT PRODUCER CY LOAN# COHH Enter file name for peanut data EWE00004 Press "Enter" To Continue Cmd7=End Of Job </pre> </div>

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7 Handling Preprocessed Data in APSS (Continued)

A Warehouse-Stored Loans Using Preprocessed Data (Continued)

Step	Action
5	PRESS “ Enter ” and the producer’s name associated with the transferred peanut EWR preprocessed file will be displayed.
6	ENTER “ Y ” or “ N ” to the question, “ Is this the correct file? ” Note: The producer name displayed after answering the question may not exactly match the SCIMS name and address record. APSS will process the loan for the person/entity displayed on the upper left corner of the screen and not the name shown on the completed preprocessed EWR file.
7	Continue with the warehouse-stored loanmaking process according to Notice PS-670. Verify the prefilled information on the screen when completing the loanmaking process.

APSS does **not** allow prefilled data to be edited. The following provides guidance on handling EWR’s with errors or EWR’s downloaded in error.

IF EWR errors are detected and loan involves...	THEN...
one EWR	<ul style="list-style-type: none"> • discontinue the loanmaking process • access FSA’s web-based EWR system • release EWR with error to the provider according to paragraph 8 using Reason Code “5-Receipt Data Error”.
multiple EWR’s	<ul style="list-style-type: none"> • delete EWR with errors from loan being processed • complete the loanmaking process with EWR’s that passed validation • access FSA’s web-based EWR system and release EWR’s with errors according to paragraph 8 using Reason Code “5-Receipt Data Error”.

B LDP Processing Using Preprocessed Data

All LDP requests **must** be processed using the eLDP system. **Do not** send the EWR’s in the preprocessed file with “Payment Type”, “LDP” to APSS. County Office **must** print the EWR’s and manually enter the data in the eLDP system. Complete the eLDP request according to 15-PS.

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8 “Releasing Receipts” Option

A General Information

EWR’s that have been downloaded by the County Office may be released for the following reasons.

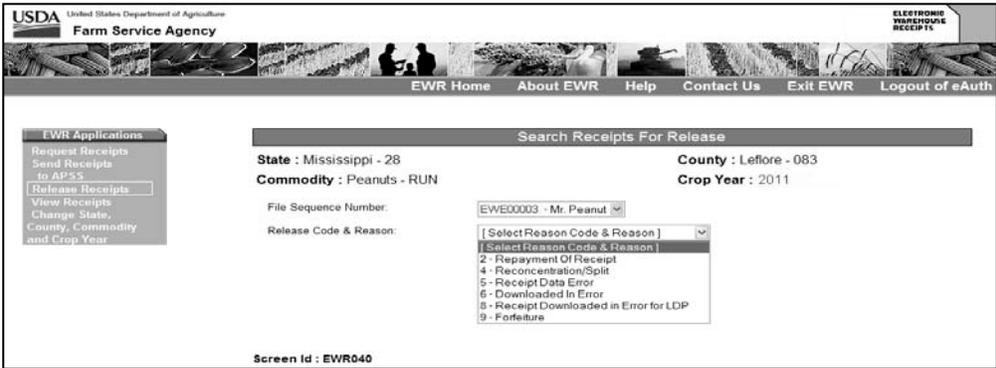
Release Code/Reason	Condition	Action/Result
2-Repayment of Receipts	EWR under loan is being redeemed. Important: Complete the repayment process in APSS before releasing the EWR using the FSA EWR system.	Select EWR holders from the “Receipt Holders” drop-down menu or the user can enter the holder ID in the “Holder ID” box. This holder ID should match the holder ID provided by the person or entity redeeming the loan. EWR will be released to the new EWR holder through the applicable provider’s system. Note: The applicable provider’s system will return an error message if the new holder entered is invalid.
4-Reconcentration/Split	Receipt: <ul style="list-style-type: none"> • has been approved for reconcentration • needs to be split at producer’s request. 	EWR will be reset to its predownload status and returned to the issuing warehouse through the applicable provider’s system. Note: See paragraph 10 for additional instructions on reconcentration.
5-Receipt Data Error	There is an error in the EWR data.	EWR will be automatically returned to the previous holder through the applicable provider’s system. Note: Needs correction by the EWR issuer.
6-Downloaded in error	EWR was downloaded by the County Office for loan by mistake.	EWR will be reset to its predownload status and automatically returned to the previous holder through the applicable provider’s system. Note: EWR may be requested by any County Office.
8-Receipt Downloaded in error for LDP	EWR was downloaded by the County Office for LDP in error.	EWR will be re-set to its predownload status by removing the LDP indicator and the County Office association from the receipt.
9-Forfeiture	EWR under loan is forfeited.	EWR will be released to KCCO and will be included in CCC inventory.

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8 “Releasing Receipts” Option (Continued)

B Selecting EWR’s to Release

The following provides steps for releasing EWR’s.

Step	Action
1	<p>Under the EWR Applications Menu, CLICK “Release Receipts” to access the release EWR’s functions. The following is an example of the Search Receipts for Release Screen.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>From the drop-down menu, select the appropriate:</p> <ul style="list-style-type: none"> • “File Sequence Number” • “Release Code & Reason”. <p>CLICK “Next” to go to the next screen. The following is an example of the screen that will be displayed.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  </div> <p>Notes: If the “Release Code & Reason” option selected is “2- Repayment of Receipt”, the system will prompt the user to select EWR holder from the “Receipt Holders” drop-down menu or the user can enter the holder ID in the “Holder ID” box. If the “Holder ID” is other than the previous “Holder ID”, the system will display a warning message. See Step 5 for an example.</p>

8 “Releasing Receipts” Option (Continued)

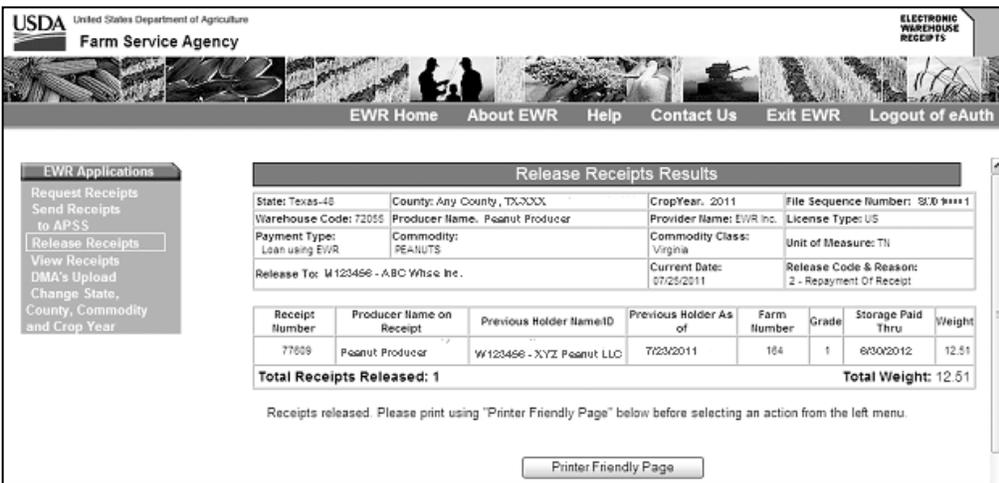
B Selecting EWR’s to Release (Continued)

Step	Action
2	<p>CLICK “Next”. The following Select Receipts for Release Screen will be displayed.</p>  <p>Screen id : EWR042</p>
3	<p>Verify the “Release To” and the “Release Code & Reason” displayed on the upper portion of the screen before continuing with the release process.</p>
4	<p>Click the “Release Receipt” box that corresponds with the EWR number to be released.</p> <p>Note: If there are more EWR’s in the selected File Sequence Number, scroll through the page to view additional EWR’s. Ensure that the selected EWR corresponds to the receipt that has been repaid through APSS.</p>
5	<p>If the EWR is being released to a holder other than the previous holder a warning message will be displayed on the Select Receipts for Release Screen. The following is an example of the screen with the warning message.</p> 

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8 “Releasing Receipts” Option (Continued)

B Selecting EWR’s to Release (Continued)

Step	Action																								
5	<p>CLICK “Back” to undo the selection and redisplay all EWR’s for release.</p> <p>CLICK “Continue” to proceed with the release process. The Confirm Receipts for Release Screen will be displayed.</p> <p>The following is an example of a Confirm Receipts for Release Screen.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Receipt Number</th> <th>Producer Name on Receipt</th> <th>Previous Holder Name/ID</th> <th>Previous Holder As of</th> <th>Farm Number</th> <th>Grade</th> <th>Storage Paid Thru</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>77823</td> <td>Peanut Producer</td> <td>XYZ Peanut LLC / W123456</td> <td>7/21/2011</td> <td>164</td> <td>1</td> <td>07/31/2009</td> <td>12.51</td> </tr> <tr> <td colspan="7">Total Receipts Selected For Release: 1</td> <td>Total Weight: 12.51</td> </tr> </tbody> </table> </div>	Receipt Number	Producer Name on Receipt	Previous Holder Name/ID	Previous Holder As of	Farm Number	Grade	Storage Paid Thru	Weight	77823	Peanut Producer	XYZ Peanut LLC / W123456	7/21/2011	164	1	07/31/2009	12.51	Total Receipts Selected For Release: 1							Total Weight: 12.51
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Total Receipts Selected For Release: 1							Total Weight: 12.51																		
6	<p>CLICK “Submit” to complete the release process. The Release Receipts Results Screen will be displayed.</p> <p>The following is an example of a Release Receipts Results Screen.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;">  <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th>Receipt Number</th> <th>Producer Name on Receipt</th> <th>Previous Holder Name/ID</th> <th>Previous Holder As of</th> <th>Farm Number</th> <th>Grade</th> <th>Storage Paid Thru</th> <th>Weight</th> </tr> </thead> <tbody> <tr> <td>77809</td> <td>Peanut Producer</td> <td>W123456 - XYZ Peanut LLC</td> <td>7/23/2011</td> <td>164</td> <td>1</td> <td>8/30/2012</td> <td>12.51</td> </tr> <tr> <td colspan="7">Total Receipts Released: 1</td> <td>Total Weight: 12.51</td> </tr> </tbody> </table> <p style="font-size: small; margin-top: 5px;">Receipts released. Please print using "Printer Friendly Page" below before selecting an action from the left menu.</p> </div>	Receipt Number	Producer Name on Receipt	Previous Holder Name/ID	Previous Holder As of	Farm Number	Grade	Storage Paid Thru	Weight	77809	Peanut Producer	W123456 - XYZ Peanut LLC	7/23/2011	164	1	8/30/2012	12.51	Total Receipts Released: 1							Total Weight: 12.51
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77809	Peanut Producer	W123456 - XYZ Peanut LLC	7/23/2011	164	1	8/30/2012	12.51																		
Total Receipts Released: 1							Total Weight: 12.51																		
6	<p>CLICK “Printer Friendly Page” to print the data and file the report in the loan/LDP folder.</p>																								

9 “View Receipts” Option

A General Information

FSA’s web-based EWR system provides users the ability to inquire on EWR’s using the “View Receipt” option under EWR Applications.

Selecting the “Change State, County, Commodity and Crop Year” option under the EWR Applications Menu according to subparagraph 4 B allows authorized users to view EWR’s meeting the specified criteria. This option prompts the user to indicate the:

- State
- County
- Commodity
- Crop Year
- Warehouse Code
- Receipt Number (optional with warehouse code)
- File Sequence Number (FSN).

Note: Enter either the warehouse code or FSN associated with the EWR to view.

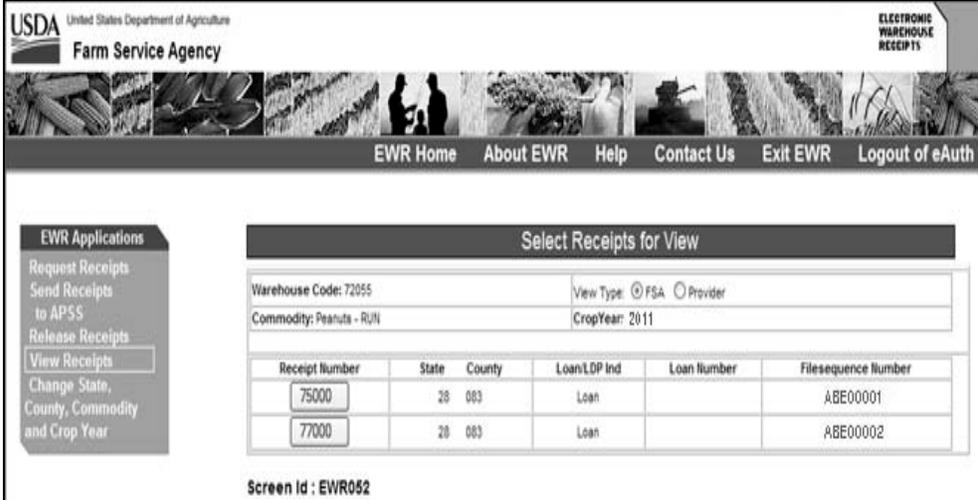
B Viewing Receipts

View Receipts

Step	Action
1	<p>Under EWR Applications, CLICK “View Receipts” to access the view receipt functions. The following is an example of the View Receipts Screen.</p> <div data-bbox="479 1234 1334 1772" data-label="Image"> </div> <p>Select the applicable “Warehouse Code” or “File Sequence Number/Producer” from the drop-down menu, and type in “Receipt Number”, if desired (this is optional).</p>

9 “View Receipts” Option (Continued)

B View Receipts Provisions (Continued)

Step	Action
2	<p>CLICK “Submit”. The following Select Receipts for View Screen will be displayed.</p> 
3	<p>Click the applicable option to select “View Type” as follows:</p> <ul style="list-style-type: none"> • FSA – to view EWR’s and paper receipts, if applicable, in the FSA web-based EWR system • Provider – to view EWR’s in the Provider system. <p>Note: Paper warehouse receipts may be viewed only by selecting “FSA” as the “View Type”. An error message will be displayed if “Provider” is selected.</p>

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9 “View Receipts” Option (Continued)

B View Receipts Provisions (Continued)

Step	Action																																																																																			
4	<p>Under “Receipt Number”, click the receipt number to be viewed. The EWR data will be displayed. The following is an example of “View Type”, “FSA”.</p> <div data-bbox="391 468 1437 1822" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;">Report of FSA View As of 08/30/2011</p> <p>Electronic Warehouse Receipt</p> <p>File Sequence Number: 4880001</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Crop Year: 2011</td> <td>Warehouse Code: 7205</td> <td>Rcpt Number: 75000</td> <td>License Type Code: 05</td> </tr> <tr> <td>License Number: 6434</td> <td>Regtable Rcpt Y:</td> <td>Insured Y:</td> <td>Pager Number: 0</td> </tr> <tr> <td>Pri Unit of Measure: Tn</td> <td>Pri Gross Unit: 25.31</td> <td>Pri Net Units: 25.17</td> <td>Warehouseman is Depositor: 0</td> </tr> <tr> <td>Sec Unit of Measure: LB</td> <td>Sec Gross Unit: 0</td> <td>Sec Net Units: 5040</td> <td>Merged Warehouse: 0</td> </tr> <tr> <td>FSA Status: Released</td> <td>FSA State Code: 20</td> <td>FSA County Code: 003</td> <td></td> </tr> </table> <p>Date Rcpt Issued: 07030008 Release Reason: 2 - Reprint Of Receipt Date/Time Last Changed: Wednesday, August 30, 2011 9:40:00 AM CDT</p> <p>Delivery City: SARDROGE Warehouse Name: Oster Warehouse, Inc.</p> <p>Delivery State Code: GA Delivery County Code:</p> <p>Warehouseman Signature: Lisa Lee Received From: ROBIN PEANUT</p> <p>Farm Number: 3317 Farm State Code: 01 Producer Name: ROBIN PEANUT</p> <p>Farm County Code: 008 Curr Holder ML: W123456 Curr Holder Name: Runner Warehouse</p> <p>Curr Holder Date/Time: Wednesday, August 30, 2011 9:40:00 AM CDT Sub Holder ID: Sub Holder Name:</p> <p>Sub Holder Date/Time: Prev Holder ID: C00001 Prev Holder Name: CCC - Kansas City</p> <p>Prev Holder Date/Time: Monday, August 1, 2011 10:00:00 AM CDT Provider ID: 4701 Storage Start Date: 08/01/2011 Prepaid in Charges: 0</p> <p>Prepaid Out Charges: 0 Storage Charge: 0 Date Storage Paid Thru: 08/01/2012 Grade: 1</p> <p>Graded: F Class: R/U Commodity: PEANUTS Receiving Chg Paid Ind: 0</p> <p>Electronic Warehouse Receipt Classing</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Loose Shelled Kernel (LSK) Tons: 0.14</td> <td>LSK Pounds: 283</td> <td>Total Tons: 25.31</td> <td>Total Pounds: 50,626</td> <td>Mixture: 0</td> </tr> <tr> <td>Total Damage Kernel Pct (Pct): 0.75</td> <td>Foreign Material (FM) Pct: 7</td> <td>Virginia ELK Pct: 0</td> <td>Virginia Fancy Pct: 0</td> <td>Valencia Cracked Pct: 0</td> </tr> <tr> <td>Valencia Discolored Pct: 0</td> <td>Total KRS: 0</td> <td>SMKRS Pct: 42.5</td> <td>Sound Splits (SS) Pct: 2.75</td> <td>Total SMK Pct: 0.25</td> </tr> <tr> <td>Other Kernels (OK) Pct: 4.5</td> <td>Damaged Split Pct: 0</td> <td>Total Kernel Pct: 71.5</td> <td>Hull Pct: 29.25</td> <td>Flavor Found: 0</td> </tr> <tr> <td>Total Hull Kernel Pct: 30.75</td> <td>Freeze Pct: 0</td> <td>RMD Pct: 0.04</td> <td>Storage Status: 0</td> <td>Parent Warehouse City: CAYLEA</td> </tr> <tr> <td>Parent Warehouse State: GA</td> <td>Lot Number:</td> <td>Receiving Charge (Chg) Amount: 35.2</td> <td>Receiving Chg Paid: 0</td> <td>Receiving Chg Per: 7</td> </tr> <tr> <td>Cleaning Chg:</td> <td>Drying Chg:</td> <td>Clean Dry Chg:</td> <td>Hauling Chg:</td> <td>Other Chg:</td> </tr> <tr> <td>Custom Harvesting Chg:</td> <td>Seed Account Chg:</td> <td>Monthly Storage Chg: 2.71</td> <td>Total Cleaning Chg:</td> <td>Total Drying Chg:</td> </tr> <tr> <td>Total Clean Dry Chg:</td> <td>Total Hauling Chg:</td> <td>Total Other Chg:</td> <td>Buying Point Number: 01427</td> <td>Buying Point Name: Dixie Peanut Company</td> </tr> </table> <p>Receipt Value: 3054.87 CCC Loan Status: Approved</p> <p>Price Support</p> <table border="1" style="width: 100%; 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5	CLICK “ Back ” to return to the Select Receipts for View Screen.																																																																																			

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9 “View Receipts” Option (Continued)

C Viewing Reports

The “**View Report**” option under EWR Applications will provide PSD and authorized State Office users the ability to view the list of EWR’s and detail EWR data of EWR’s with the following status:

- “Downloaded”
- “Sent to APSS”
- “Released for Repayment”
- “Released for Other Reasons”.

10 Reconciling Warehouse-Stored Loans Using EWR’s (Continued)

A General Information

8-LP, Part 6, Section 3 provides guidelines on reconciling loan collateral. Currently, APSS does **not** have the ability to process a warehouse-to-warehouse transfer using EWR’s automatically. Warehouses electing to issue EWR’s on the peanuts being reconciled shall complete the reconciliation process according to this paragraph in addition to the provisions in 8-LP.

B Releasing EWR’s

After CCC-699 approval, County Offices shall:

- print the **original** EWR using FSA’s web-based EWR system and attach the printout to the original CCC-699
- release the **original** EWR using FSA’s web-based EWR system, selecting Release Code “**4 - Reconciliation/Split**”
- notify the warehouse that EWR has been released for reconciliation.

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10 Reconcentrating Warehouse-Stored Loans Using EWR's (Continued)

C Distributing CCC-699's

County Offices shall:

- keep original CCC-699 in County Office security file
- send warehouse operator's copy to the warehouse
- send producer's copy to producer, CMA, or DMA
- file a copy of EWR in the producer's loan folder and file folder in suspense file
- follow up to ensure that:
 - the commodity is reconcentrated
 - new EWR's are received by County Offices within 30 calendar days from the date of approval
 - County Offices receive replacement EWR numbers and warehouse information from receiving warehouses.

D Processing Replacement EWR's

Upon notification by the warehouse that the replacement EWR is ready for retrieval, County Offices shall use FSA's web-based EWR system to:

- request the replacement EWR according to paragraph 5
- print each replacement EWR that has been downloaded
- review each replacement EWR according to 8-LP, subparagraph 630 A
- contact the issuing warehouse if there are any questions about the replacement EWR
- send the downloaded replacement EWR to APSS according to paragraph 6.

E Processing Transfers Using EWR's in APSS

County Office shall process a warehouse-to-warehouse transfer for the peanuts being concentrated. When processing loan transfers involving EWR's, County Offices shall print the EWR associated with the transfer and enter EWR data manually on the applicable screens in APSS when processing the loan being transferred.

Note: See Notice PS-677 for additional instructions on peanut transfers.

F Releasing Replacement EWR's

When the outstanding quantity is repaid during reconcentration, record the repayment in the normal manner. County Offices shall release replacement EWR's that have been repaid according to paragraph 8 using Release Code "2 - Repayment of Receipts".

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11 Handling Preprocessed DMA Files

A General Information

Peanut DMA's have the option to submit preprocessed files containing paper warehouse receipt or EWR data to their designated service County Office when requesting peanut MAL's and LDP's. DMA's shall:

- prepare the file according to FSA Preprocessed File Specifications (Exhibit 1)
- e-mail the preprocessed file with the loan application to the DMA service County Office contact in Exhibit 2.

The designated DMA service County Office shall accept preprocessed files submitted by DMA's and do the following:

- validate the preprocessed file according to 1-CMA and all other requirements for processing peanut loans and LDP's
- use FSA's web-based EWR system according to this notice
- notify DMA of errors in the preprocessed file
- complete and disburse DMA loan applications in APSS
- complete and disburse LDP applications using eLDP.

Note: Peanut DMA's shall be responsible for correcting errors in EWR's.

B Preparing DMA Preprocessed Files

DMA's shall **separate** the preprocessed files using paper warehouse receipts from those using EWR's.

Preprocessed files submitted by DMA's shall be prepared according to the file layout in Exhibit 1. Paper warehouse receipts and EWR's on each file shall meet all warehouse receipt requirements and shall be grouped together according to subparagraph 5 A.

Notice PS-688

11 Handling Preprocessed DMA Files (Continued)

C Submitting the Preprocessed File to the Service County Office

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

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

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

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

D Accepting Preprocessed DMA Files

DMA service County Offices shall process the preprocessed file attachment received from DMA according to the following.

Step	Action
1	Print the e-mail received with the DMA loan/LDP application. Keep a copy of the e-mail in DMA's loan folder.
2	create crop year-specific folders named F:\Application Data\yyyy Peanut EWR where "yyyy" is the applicable crop year. Example: F:\Application Data\2011 Peanut EWR , for 2011 crop year Preprocessed Files.
3	Save the preprocessed file attachment to the applicable.

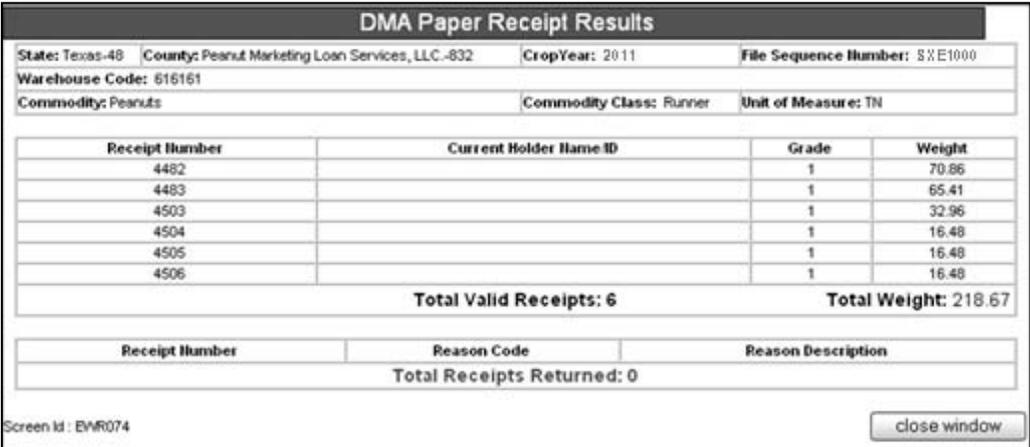
E Uploading DMA Files

Upload the preprocessed DMA file to FSA's web-based EWR system according to the following.

Step	Action
1	Access FSA's web-based EWR system according to paragraph 4. Note: When the selected county is a DMA service County Office, the "DMA Upload" option will be displayed in the EWR Applications Menu.

11 Handling Preprocessed DMA Files (Continued)

E Uploading DMA Files (Continued)

Step	Action
2	<p>Under EWR Applications, CLICK “DMA’s Upload”.</p> <p>The following is an example of the Select Upload File for DMA Screen that will be displayed.</p>  <p>Screen Id : EWR070</p>
3	CLICK “Browse” and navigate to the file to upload.
4	<p>CLICK “Upload” to upload the DMA file to FSA’s web-based EWR system. The following DMA Paper Receipt Results Screen will be displayed.</p>  <p>Screen Id : EWR074</p> <p>Note: Uploaded DMA electronic files using EWR’s may be viewed using the “View Type”, “FSA” and “Provider” options. Uploaded DMA paper warehouse receipt files may only be viewed using the “View Type”, “FSA” option.</p>

11 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts

Before sending the preprocessed electronic file to APSS, it is recommended that users view the receipts to ensure that they meet the requirements according to subparagraph 5 A. Preprocessed paper warehouse receipt files are sent automatically to APSS, so viewing paper warehouse receipts can happen after the automatic send to APSS process. If the preprocessed file has EWR's, view EWR's according to paragraph 9.

Preprocessed DMA files with paper warehouse receipts can be viewed using the "View Type", "FSA" **only**. The following is an example of the View Receipts Screen to select the paper warehouse receipt to view.

CLICK "Submit" to select the file to view. The following is an example of the Select Receipts for View Screen that will be displayed.

Receipt Number	State	County	Loan LDP Ind	Loan Number
4482	48	832	Loan	
4483	48	832	Loan	
4503	48	832	Loan	
4504	48	832	Loan	
4505	48	832	Loan	
4506	48	832	Loan	

Under "Receipt Number", click the receipt number to view receipt details.

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11 Handling Preprocessed DMA Files (Continued)

F Viewing DMA Receipts (Continued)

The following is an example of the Report of Paper Receipt View.

Report of Paper Receipt View As of 08/25/2011				
Electronic Warehouse Receipt				
File Sequence Number: SXP10001				
Crop Year: 2011	Warehouse Code: 72010	Rcpt Number: 1487	License Type Code: US	
License Number 6-0263	Negotiable Rcpt Y	Insured Y	Paper Number 1487	
Pri Unit of Measure: TN	Pri Gross Unit: 103.46	Pri Net Units: 101.48	Warehouseman is Depositor:	
Sec Unit of Measure: LB	Sec Gross Unit: 0	Sec Net Units: 202959	Merged Warehouse: N	
FSA Status: Sent To APSS	FSA State Code: 48	FSA County Code: 832		
Date Rcpt Issued: 08/01/2011	Release Reason:	Date/Time Last Changed: Monday, August 1, 2011 11:32:28 AM CDT		
Delivery City:	Warehouse Name: Peanut Co LTD			
Delivery State Code: 48	Delivery County Code: 000			
Warehouseman Signature:		Received From:		
Farm Number:	Farm State Code:	Producer Name:		
Farm County Code:	Curr Holder Id:	Curr Holder Name:		
Curr Holder Date/Time:	Sub Holder Id:	Sub Holder Name:		
Sub Holder Date/Time:	Prev Holder Id:	Prev Holder Name:		
Prev Holder Date/Time:	Provider Id: 4701	Storage Start Date: 08/01/2011	Prepaid in Charges: 0	
Prepaid Out Charges: 0	Storage Charge: 0	Date Storage Paid Thru: 12/01/2011	Grade: 1	
Graded:	Class: SPW	Commodity: PEANUTS	Receiving Chrg Paid Ind: N	
Electronic Warehouse Receipt Classing				
Loose Shelled Kernel (LSK) Tons: 1.98	LSK Pounds: 3,966	Total Tons: 103.46	Total Pounds: 206,925	Moisture: 8.75
Total Damage Kernel Pct (Pct): 0	Foreign Material (FM) Pct: 5.61	Virginia ELK Pct: 0	Virginia Fancy Pct: 0	Valencia Cracked Pct: 0
Valencia Discolored Pct: 0	Total KRS: 0	SMKRS Pct: 66.78	Sound Splits (SS) Pct: 8.1	Total SMK Pct: 74.88
Other Kernels (OK) Pct: 1.52	Damaged Split Pct: 0	Total Kernel Pct: 84.5	Hull Pct: 23.6	Flavus Found:
Total Hull Kernel Pct: 100	Freeze Pct: 0	RMD Pct:	Storage Status:	Parent Warehouse City:
Parent Warehouse State:	Lot Number:	Receiving Charge (Chg) Amount:	Receiving Chg Paid: N	Receiving Chg Per:
Cleaning Chg:	Drying Chg:	Clean Dry Chg:	Hauling Chg:	Other Chg:
Custom Harvesting Chg:	Seed Account Chg:	Monthly Storage Chg: 2.71	Total Cleaning Chg:	Total Drying Chg:
Total Clean Dry Chg:	Total Hauling Chg:	Total Other Chg:	Buying Point Number: 48	Buying Point Name:
Receipt Value:	CCC Loan Status:			
Price Support				
Prev Holder Name:		Prev Holder Id:	Prev Holder Date/Time:	
Curr Holder Name:		Curr Holder Id:	Curr Holder Date/Time:	
Loan/LDP Number:	Date Loan/LDP Approved:	Date Loan/LDP Application:	Date Loan/LDP Disbursement:	
Rcpt Loan Value: \$0.00	Date Loan Documents Received:	Date Loan Repayment:	Date/Time Rcpt Released:	
Loan or LDP: Loan	Recourse/Non-Recourse Loan::	Date Forfeited:	CCC Storage Paid Thru Date:	
Loan Maturity Date:				
<input type="button" value="Back"/> <input type="button" value="Printer Friendly Page"/>				
Screen Id : EWR054				

11 Handling DMA Preprocessed Files (Continued)

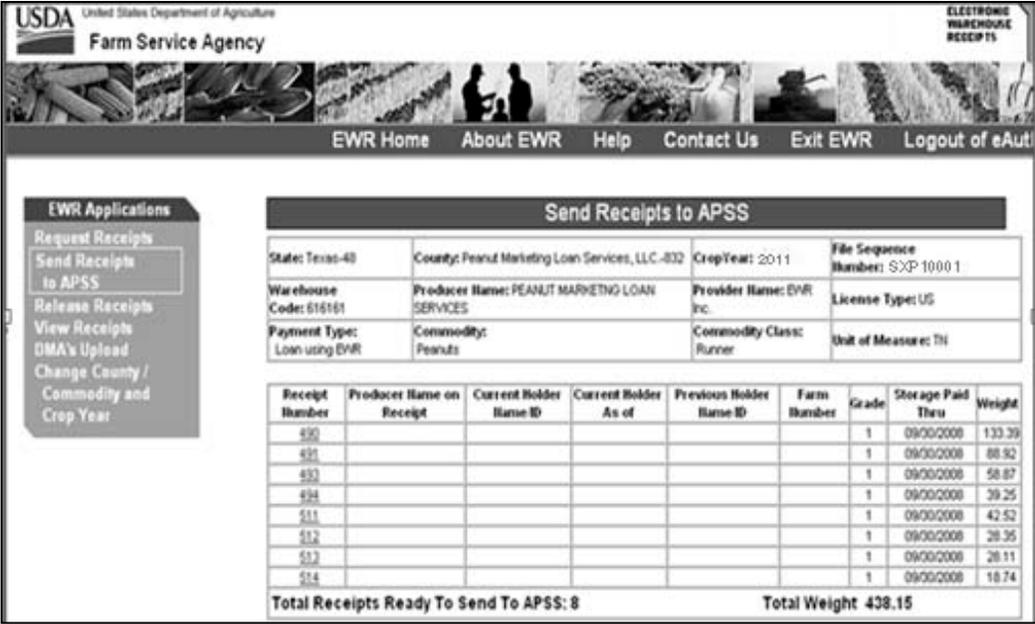
G Sending Preprocessed DMA Files to APSS

Send the preprocessed file to APSS according to the following.

Step	Action
1	<p data-bbox="391 436 1365 506">Under the EWR Applications Menu, CLICK “Send Receipts to APSS” and complete the process according to paragraph 6.</p> <p data-bbox="391 543 1352 579">The following is an example of a Search Receipts to Send to APSS Screen.</p> <div data-bbox="402 611 1442 1188" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="391 1241 1451 1276">Note: The preprocessed DMA file will be displayed when users do the following:</p> <ul data-bbox="488 1314 1430 1459" style="list-style-type: none"> • for “File Selection Criteria” CLICK “All Files” • under the “File Sequence Num/Producer” drop-down menu, select the applicable pre-processed file to send to APSS.

11 Handling DMA Preprocessed Files (Continued)

G Sending Preprocessed DMA Files to APSS (Continued)

Step	Action
2	<p>Review and verify the receipts to be sent to APSS displayed on the Send Receipts to APSS Screen.</p> <p>The following is an example of the Send Receipts to APSS Screen.</p>  <p>CLICK “Submit” to send the receipt to APSS.</p>
3	Perform the normal loan/LDP and producer ID and verification routines in APSS.
4	Complete the loan-/LDP-making process and disburse the loan to the account specified by DMA in the normal manner.

H Releasing Paper Warehouse Receipts Included in Preprocessed DMA Files

Paper warehouse receipts shall be released:

- when the receipt has an error
- when the receipt was downloaded in error
- for re-concentration/split.

See subparagraph 8 A for the release reason code to use when releasing paper warehouse receipts.

Preprocessed File Specifications

A File Naming Conventions and Standards

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

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

Note: PSD shall issue the prefix code to DMA’s. The following prefix codes have been issued to DMA’s that have been approved.

DMA Name	Prefix Code for EWR	Prefix Code for Paper Receipt
Concordia Allied Producers (13-806)	SEE	SEP
American Peanut Marketing Associations, LLC (13-808)	SFE	SFP
Peanut Marketing Loan Services (48-832)	SXE	SXP
VC Peanut DMA LLC (51-802)	VCE	VCP

- a 5-digit numeric File Sequence Number
- all files will have a “.DAT” file extension.

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

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

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

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

Examples: The following are 2 example file names for VC Peanut DMA, LCC:

- VCE10001.DAT would be the first 2011 crop year file using **EWR**
- VCP10020.DAT would be the twentieth 2011 crop year file using **paper receipts**.

Preprocessed File Specifications (Continued)

B Header Record Format

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

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (For VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of crop year.	10
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	10001
13	1	Alpha	Left	ENTER "A".	A
14	17			Space fill.	
31	5	Alpha	Left	ENTER "PNUT".	PNUT
36	3	Alpha	Left	Peanut type code; must be "RUN", "VAL", "VIR", "SPE", or "SPW".	RUN
39	6	Numeric	Right	Warehouse code.	072070
45	2	Alpha-Numeric	Left	Preparation code. Note: For loan/LDP based on: <ul style="list-style-type: none"> • paper receipts use code "2P" • EWR use code "2E". 	2P
47	33	Alpha	Left	Enter the producer name; free form text.	John T. Logan

Preprocessed File Specifications (Continued)

B Header Record Format (Continued)

Position	Size	Type	Justified	Explanation		Example
80	1	Numeric	Right	Indicate either payment type as follows: <ul style="list-style-type: none"> • “1” for loan • “2” for LDP. 		1
81	2	Alpha	Left	License type code. Enter 1 of the following: <ul style="list-style-type: none"> • “US” for Federal license • “NL” for nonlicense • the standard 2 letter postal abbreviation (such as TX for Texas) for State-licensed warehouses. 		US
83	2	Numeric	Right	Numeric State code where peanuts were inspected.		13
85	157			Space fill.		
242	3	Alpha	Left	Entry should match the first 3 letters of the file name. This is the file prefix code assigned by PSD to the entity creating the file.		VCP (For VC Peanut DMA using paper receipt)
245	1			Space fill.		
246	4	Numeric	Right	IF using...	THEN enter...	0000
				EWR’s paper receipts	the number of EWR records. zeros.	
250	4	Numeric	Right	EWR’s	zeros.	0004
				paper receipts	the number of paper receipt records.	
254	1			Space fill.		
255	1	Numeric	Left	IF using...	THEN enter...	
				EWR’s paper receipts	<ul style="list-style-type: none"> • “1” for loan • “2” for LDP. space fill.	
256	1	Numeric	Right	EWR’s	“1”	3
				paper receipts	“3”.	

Preprocessed File Specifications (Continued)

C Receipt Record Format

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

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for DMA service County Office where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (for VC Peanut DMA)
6	2	Numeric	Right	Enter last 2 digits of the crop year.	11
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	10001
13	1	Alpha	Left	ENTER "W".	W
14	1			Space fill.	
15	8	Numeric	Right	Warehouse receipt number for the receipt. This must be numeric and have no duplicates within the file.	00076362
23	8			Space fill.	
31	8	Numeric		Date receipt was issued. Enter in "CCYYMMDD" format.	20110913
39	8	Numeric		Date storage starts. Enter in "CCYYMMDD" format.	20110913
47	1	Numeric	Right	ENTER "Seg" for this receipt ("1", "2", or "3" as appropriate).	1
48	8	Numeric	Right	Net pounds.	00002500
56	6.2	Numeric	Right	Net tons rounded to 2 decimals.	00000125
64	8	Numeric	Right	Loose shelled kernels (LSK) pounds.	00000500
72	6.2	Numeric	Right	LSK tons rounded to 2 decimals.	00000025
80	8	Numeric	Right	Total pounds.	00003000
88	6.2	Numeric	Right	Total tons rounded to 2 decimals.	00000150
96	3.2	Numeric	Right	Enter extra large kernels (ELK) percent; zero fill if not "VIR" peanuts.	03500 (35 percent)

Preprocessed File Specifications (Continued)

C Receipt Record Format (Continued)

Position	Size	Type	Justified	Explanation	Example
101	2.2	Numeric	Right	Enter moisture percent.	1000 (10 percent)
105	3.2	Numeric	Right	Enter foreign material percent.	00700 (7 percent)
110	3.2	Numeric	Right	Enter sound split (SS) percent.	00500 (5 percent)
115	3.2	Numeric	Right	Enter total sound mature kernels (SMK) percent.	07500 (75 percent)
120	3.2	Numeric	Right	Enter other kernels (OK) percent.	00250 (2.5 percent)
125	3.2	Numeric	Right	Enter total damage percent.	00100 (1 percent)
130	3.2	Numeric	Right	Enter hull percent.	02150 (21.5 percent)
135	3.2	Numeric	Right	Enter total hull and kernel percent.	10000 (100 percent)
140	2.2	Numeric	Right	Enter rancidity, mold, and decay (RMD) percent; valid range is 0 (minimum) through 1.00 (maximum). Field will allow 2 digits and 2 decimals.	0050 (.50 percent)
144	2.2	Numeric	Right	Enter the total amount of receiving charges.	1075 (\$10.75)
148	1	Alpha	Left	ENTER either "Y" for "Yes" or "N" for "No" to indicate whether the receiving charges have been paid.	Y
149	8	Numeric		Date storage paid through for this receipt. Enter in "CCYYMMDD" format.	20111231
157	2	Alpha		ENTER "TT" (constant value).	TT
159	1.4	Numeric	Right	Prepaid in-charges per ton.	80000 (\$8.0000)
164	1.4	Numeric	Right	Prepaid out-charges per ton.	50000 (\$5.0000)
169	1.6	Numeric	Right	Monthly storage charge per ton.	2820000 (\$2.820000)
176	81			Space fill.	

Preprocessed File Specifications (Continued)

D Trailer Record Format

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

Position	Size	Type	Justified	Explanation	Example
1	2	Numeric	Right	Code for the State where the loan or LDP will be made. This code must remain consistent throughout the entire file.	51
3	3	Numeric	Right	Code for the county where the loan or LDP will be made. This code must remain consistent throughout the entire file.	802 (For VC Peanut DMA.)
6	2	Numeric	Right	Enter the last 2 digits of crop year.	11
8	5	Numeric	Right	File Sequence Number that increases by 1 for each file created by the entity. The first digit of the 5-digit sequence number is the last digit of the crop year. This number must remain consistent throughout the entire file.	10001
13	2	Alpha	Left	ENTER "ZZ".	ZZ
15	4	Numeric	Right	ENTER "9999".	9999
19	12			Space fill.	
31	4	Numeric	Right	Enter total number of receipts records in file.	0003
35	222			Space fill.	

DMA Service County Office Contact Information

The following are service County Office contacts.

DMA Name	Service County Office	E-Mail Address	Contact
Concordia Allied Producers	Worth, Georgia	vicki.moore@ga.usda.gov	Vicki Moore Phone: 229-776-6985 Ext. 111
American Peanut Marketing Associations, LLC	Calhoun, Georgia	carla.cook@ga.usda.gov	Carla Cook Phone: 229-849-2415
Peanut Marketing Loan Services, LLC	Eastland, Texas	sharon.curtis@tx.usda.gov	Sharon Curtis Phone: 254-629-1636, Ext. 104
VC Peanut DMA, LCC	Southampton, Virginia	beth.francis@va.usda.gov	Beth Francis Phone: 757-653-2532, Ext. 113