



September 23, 2004

OKLAHOMA BULLETIN NO. OK300-4-21**SUBJECT: LTP – Reconciliation of FY 2004 Contract Numbers in Preparation for Environmental Quality Incentives Program (EQIP) Migration**

Purpose: To provide guidance for obtaining a local FY 2004 EQIP contract list to reconcile and correct contract numbers in ProTracts in preparation for the migration of all active contracts from FSA.

Expiration Date: September 30, 2004

ACTON REQUIRED BY COB SEPTEMBER 30, 2004

Preparations for the migration of all active EQIP contracts from the FSA Conservation Database (System 36) into ProTracts are nearing completion. Approximately 153,000 contracts will be migrated nationwide over a three-day period beginning October 1, 2004. During this three-day period, the ProTracts site will be down and unavailable for any purpose. Restoration of the full use of the ProTracts site is anticipated beginning sometime after October 4th.

In preparation for the migration, all field offices will be required to complete the following no later than **COB, Thursday, September 30, 2004**:

- ✓ Request report **EEB715-R001, FSA CCC-1200 Status Report**, from the local FSA office for fund code 409999/2004. (Panhandle counties will also need a report for fund code 402222/2004.)
- ✓ Obtain a list of FY 2004 EQIP contracts from ProTracts to use for comparison to complete the reconciliation (follow attached instructions for *“Procedure for Producing a List of EQIP Contracts in ProTracts”*).
- ✓ Change numbers in ProTracts, if necessary, to the contract number listed on the EEB715-R001 report for **only** fund codes **402222/2004** (Ground and Surface Water Conservation) and **409999/2004** (all other EQIP) according to the attached *“Procedure for Changing EQIP Contract Numbers in ProTracts”*.
- ✓ Report to Zone Program Liaison upon successful completion of reconciliation.

Zone Program Liaisons will coordinate the field office EQIP contract reconciliation process and will report completion to Kevin Norton, ASTC (Programs).

FSA’s System 36 maintains the ruling contract number for all FY 2004 EQIP contracts and the contract numbers shown in ProTracts must be changed to the contract number listed in the first column on the EEB715-R001 report. It has been estimated that the time required to reconcile the contract numbers and make changes in ProTracts should be less than 2 hours total. This process is essential to assure that the transfer/migration proceeds successfully.

(MORE)**Dist: AO**

Interim EQIP Payment Procedure

Due to the migration and shutdown of the ProTracts system, field offices will be unable to process EQIP payment applications. National Headquarters is working on an interim process for payment processing after October 4, 2004. Offices will be advised when this guidance is provided.

Questions concerning this bulletin and the guidance contained therein should be forwarded to the appropriate Zone Program Liaison or the State Office Programs Staff.

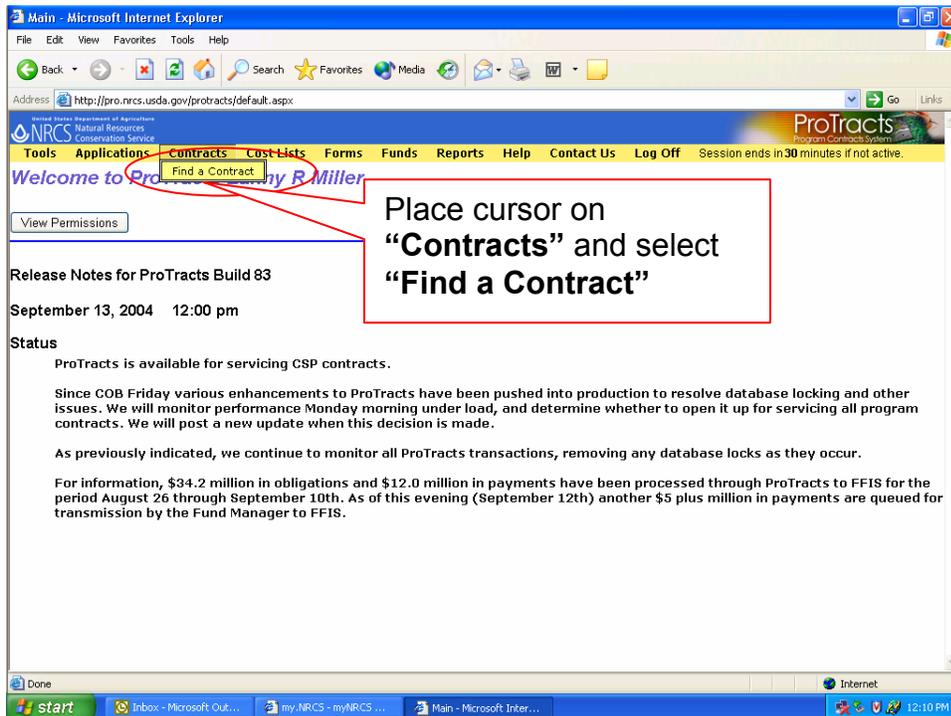
/s/ John Glover, Acting For

M. DARREL DOMINICK
State Conservationist

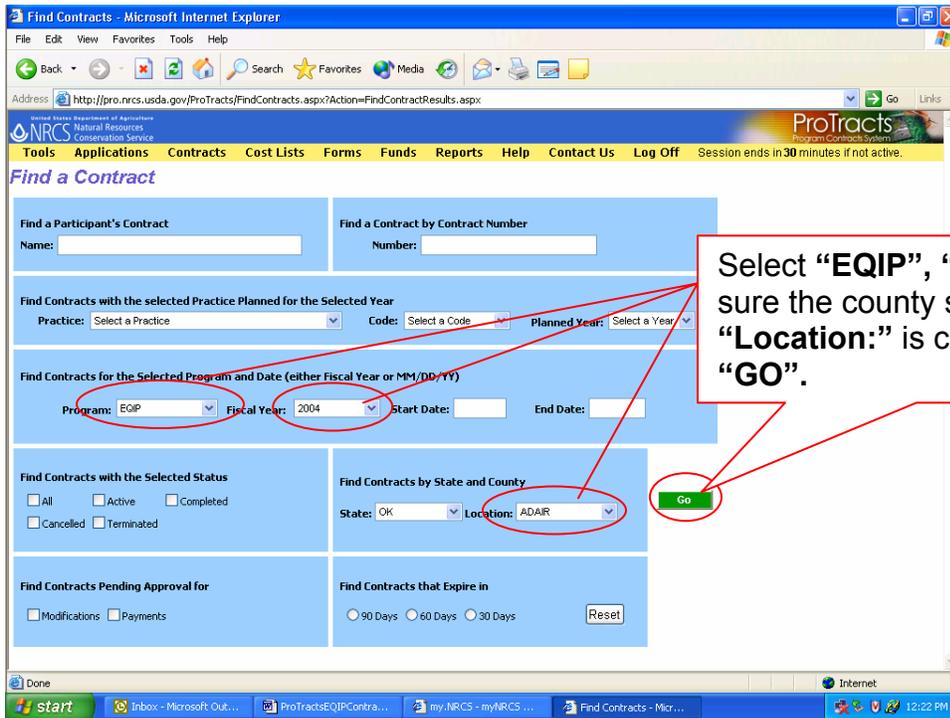
Attachments

Procedure for Producing a List of EQIP Contracts in ProTracts (for Contract Number Reconciliation with FSA Records)

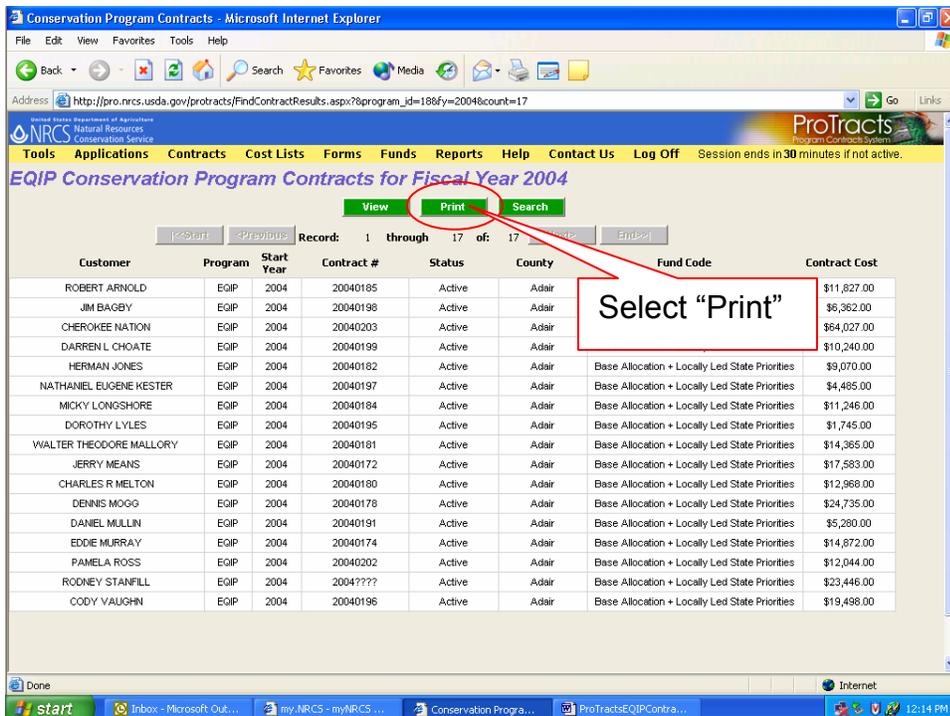
Login to ProTracts and select **“Find Contract”** under the main menu option of **“Contracts”**.



When the following screen appears select the program **“EQIP”**, fiscal year **“2004”**, and make sure you’ve selected the correct county next to **“Location:”**, then press **“GO”**.



When the following screen appears select **Print** to obtain a list of contracts



The **“Print”** option produces the following report. Click on the print icon to produce a hard copy list for comparison with FSA records (note contract numbers)

Press print icon to print list

| Customer | Program | Start Year | Contract # | Status | County | Fund Code | Contract Cost |
|-------------------------|---------|------------|------------|--------|--------|--|---------------|
| ROBERT ARNOLD | EQIP | 2004 | 20040185 | Active | Adair | Base Allocation + Locally Led State Priorities | \$11,827.00 |
| JIM BAGBY | EQIP | 2004 | 20040198 | Active | Adair | Base Allocation + Locally Led State Priorities | \$6,362.00 |
| CHEROKEE NATION | EQIP | 2004 | 20040203 | Active | Adair | American | |
| DARREN L CHOATE | EQIP | 2004 | 20040199 | Active | Adair | Base Allo | |
| HERMAN JONES | EQIP | 2004 | 20040182 | Active | Adair | Base Allo | |
| NATHANIEL EUGENE KESTER | EQIP | 2004 | 20040197 | Active | Adair | Base Allo | |
| MICKY LONGSHORE | EQIP | 2004 | 20040184 | Active | Adair | Base Allo | |
| DOROTHY LYLES | EQIP | 2004 | 20040195 | Active | Adair | Base Allo | |
| WALTER THEODORE MALLORY | EQIP | 2004 | 20040186 | Active | Adair | Base Allo | |
| JERRY MEANS | EQIP | 2004 | 20040172 | Active | Adair | Base Allo | |
| CHARLES R MELTON | EQIP | 2004 | 20040180 | Active | Adair | Base Allo | |
| DENNIS MOGG | EQIP | 2004 | 20040178 | Active | Adair | Base Allo | |
| DANIEL MULLIN | EQIP | 2004 | 20040191 | Active | Adair | Base Allo | |
| EDDIE MURRAY | EQIP | 2004 | 20040174 | Active | Adair | Base Allo | |
| PAMELA ROSS | EQIP | 2004 | 20040202 | Active | Adair | Base Allo | |
| RODNEY STANFILL | EQIP | 2004 | 2004???? | Active | Adair | Base Allo | |
| CODY VAUGHN | EQIP | 2004 | 20040196 | Active | Adair | Base Allo | |

Compare this list against the FSA reconciliation list and follow **“Procedure for Changing EQIP Contract Numbers in ProTracts”** to change contract numbers.

Compare the contract numbers to those provided by FSA. Follow the instructions for changing the contract items numbers for those that differ from the contract number shown on the FSA reconciliation list.

Procedure for Changing EQIP Contract Numbers in ProTracts (to correspond with FSA contract numbers on reconciliation list)

In ProTracts find the list of EQIP 2004 contracts (refer to the first three steps of the “Procedures for Producing a List of EQIP Contracts in ProTracts”). Click once to **highlight** a contract that needs the contract number changed and select “View”.

The screenshot shows the ProTracts web application interface. At the top, there is a navigation menu with options like Tools, Applications, Contracts, Cost Lists, Forms, Funds, Reports, Help, Contact Us, and Log Off. Below the menu, the page title is "EQIP Conservation Program Contracts for Fiscal Year 2004". There are buttons for "View", "Print", and "Search". A table lists various contracts with columns for Customer, Program, Start, Status, County, Fund Code, and Contract Cost. The contract for Rodney Stanfill is highlighted in yellow. A red circle highlights the "View" button, and a red box highlights the "View" button and the Rodney Stanfill row. A callout box points to the highlighted row with the instruction: "Step 1: Click 'once' to highlight the selected contract needing to have the contract number changed".

| Customer | Program | Start | Status | County | Fund Code | Contract Cost |
|-------------------------|---------|-------|--------|--------|--|---------------|
| ROBERT ARNOLD | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$11,827.00 |
| JIM BAGBY | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$6,362.00 |
| CHEROKEE NATION | EQIP | 2004 | Active | Adair | American Indian/Underserved Communities | \$64,027.00 |
| DARREN L CHOATE | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$10,240.00 |
| HERMAN JONES | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$9,070.00 |
| NATHANIEL EUGENE KESTER | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| MICKY LONGSHORE | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| DOROTHY LYLES | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| WALTER THEODORE MALLORY | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| JERRY MEANS | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| CHARLES R MELTON | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| DENNIS MOGG | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| DANIEL MULLIN | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| EDDIE MURRAY | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | |
| PAMELA ROSS | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$12,044.00 |
| RODNEY STANFILL | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$23,446.00 |
| CODY VAUGHN | EQIP | 2004 | Active | Adair | Base Allocation + Locally Led State Priorities | \$19,498.00 |

From the “**View**” contract screen, the “**Contract Number:**” will appear in a white box that may be edited. Place the cursor in the box and correct the number to correspond to the FSA contract number provided on report “**EEB715-R001, FSA CCC-1200 Status Report**”. After correcting the number, click once outside of the white box to accept the changes and then click on the red “X” to exit the contract. Select another contract needing a number change as before and repeat these steps until all contract item numbers are corrected. No action needs to be taken on those contract numbers that correspond to the FSA reconciliation list. You will not see an immediate change of the number on the “**View**” list (previous screen shot) until you exit and come back into ProTracts. After correcting all contract numbers, exit ProTracts. To make sure that the numbers were changed correctly, “**View**” the contracts as before and repeat changes if necessary.

Step 2: After making changes, click on red “X” to return to contract list and repeat the process as needed

Step 1: Change contract number as needed. Click anywhere outside the white box to accept changes.

| Contract Number | Program | Total Estimated Cost Share | Status | Status Date | Contract Cost |
|-----------------|---------|----------------------------|--------|-------------|---------------|
| 2004???? | EQIP | \$23,446 | Active | 6/15/2004 | \$11,827.00 |
| | | | | | \$6,362.00 |
| | | | | | \$64,027.00 |
| | | | | | \$24,735.00 |
| | | | | | \$5,280.00 |
| | | | | | \$14,872.00 |
| | | | | | \$12,044.00 |
| | | | | | \$23,446.00 |
| | | | | | \$19,498.00 |