

MRT Web Interface
Data Steward Application
Help Manual for External Partner
Data Stewards v1.1

Prepared For

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1 Introduction

This manual provides information and instructions for using the Master Reference Table (MRT) Data Steward Application Website. Screen shots are included in this manual for clarity in describing the MRT Data Steward Application Website functions.

2 First Time User's Guide

The MRT Data Steward application allows Data Stewards to maintain data in a particular Enterprise MRT. MRTs are based on authoritative data sources and are the primary data source for the information they contain.

The MRT Data Steward Application supports Data Stewards who have been assigned responsibility for MRT data utilized by OCIO-ITS and the Service Center Agencies, which consist of the Farm Service Agency (FSA), Rural Development (RD), and National Resource Conservation Service (NRCS). Currently, the Interest Rate, External Partner (CMA, LSA and DMA), County, Disaster County and Congressional District MRTs can be maintained through the MRT Data Steward Application.

The steps you will need to take to gain access and begin using the MRT Data Steward Application follow. **If you already have a Level 2 eAuthentication id, you can skip Steps 1 and 2:**

1. Use the Internet to obtain a USDA eAuthentication Level 2 account:

If you are a government employee:

1. You will need copies of your latest AD-334 (Earnings and Leave Statement) and SF 50-B (Notification of Personnel Action) forms to answer questions during the registration process.
2. From your internet browser go to the USDA eAuthentication site at <http://www.eauth.egov.usda.gov/EmployeeAccount>
3. Follow the registration process as described.

If you are a contractor:

1. From your internet browser, go to the USDA eAuthentication site at <https://eai.sc.egov.usda.gov/eauthentication/>
2. Follow the Level 2 Access registration process as described.

2. Complete Activation Process:

If you are a government employee:

1. Within 24 hours, you will receive an email from the USDA eAuthentication Help Desk containing an activation link.
2. Click on the activation link in the confirmation email to activate your USDA eAuthentication Level 2 account.

If you are a contractor:

1. Within 24 hours, you will receive a confirmation email from the eAuthentication Help Desk containing an activation link.
2. Within 7 days, click on the confirmation link in the confirmation email and follow all instructions provided.
3. Go to the eAuthentication web site at www.eauth.egov.usda.gov Click on the "Update Your Account" link, login and review your account information for accuracy. Your first and last name must match your government issued photo ID (e.g., state issued driver's license).
4. Take your government issued ID to your Local Registration Authority (LRA) for activation of your account with Level 2 access. Contact your local Information Security Office to determine who your LRA is. Until your LRA activates your account, you will not have Level 2 access.

3. Obtain access to MRTs:

1. Contact the MRT team:

- MRT team group email; ug-mokansasc2-MRT
 - Norma Westbrook at 816-926-2688, norma.westbrook@kcc.usda.gov
 - Janet Stinson at 816-926-1421; janet.stinson@kcc.usda.gov
2. Work with the MRT team to determine what MRTs you are authorized to maintain. To gain access to the MRT data you are authorized to maintain, you will need to submit a FSA-13A form to FSA Security requesting that the appropriate EAS role(s) be assigned to your eAuthentication Level 2 ID. The MRT team will assist you with the completion of this form.
 3. Provide the MRT team with your eAuthentication Level 2 ID. To provide you with access to the application, the MRT team will assign the appropriate IdentityMinder role to your eAuthentication Level 2 ID.

4. Login to the MRT Data Steward Application:

1. Use your Internet browser to locate the Customer Statement site:
<https://northsea.sc.egov.usda.gov/mrt/DataSteward/viewMrtwiHome.do?actionRequested=doViewHome>
2. Click the Continue button on the USDA eAuthentication page.
3. Enter your USDA eAuthentication Level 2 Account User ID and password on the eAuthentication Login page and click the “Login” button.
4. Select an MRT for maintenance from the Master Reference Data Steward Application Home page.

5. Logout of the MRT Data Steward Application:

For security purposes you should always logout after each session. There are two logout button options located in the header portion of any MRT Data Steward application page:

- “Exit MRTWI” – Chose this option to logout of the MRT Data Steward application and remain logged onto eAuthentication.
- “Logout of eAuth” – Chose this option to logout of both eAuthentication and the MRT Data Steward application.

3 Overview

The MRT Data Steward Application is a web application that provides MRT Data Stewards with the ability to view and update MRT data. Major features of this application include but are not limited to:

- Limits the access to the application according to the role of the user.
- Provides selection criteria so that user can select certain records from the MRT database.
- Displays detailed information for the selected MRT record.
- Provides ability to add new MRT data and change or delete existing MRT data.
- Validation of user input against business rules.

The MRT Data Steward Application Website provides users with ease of navigation and the convenience of data entry. The “Navigation Links” section allows the user to easily navigate though the Website by giving the user different options to access different types of MRT data depending on the current user’s assigned data steward role.

The MRT Data Steward Home page provides an entry point for managing different types of MRT Data. Users are able to navigate to pages that manage MRT data through the “Home” page provided they have the appropriate data steward role. This Help Guide provides information pertaining to users assigned the external partner data steward role.

The website validates user’s input against business rules. Invalid entries will not make it into the MRT database. For example, a business rule exists which states “An address can not be added for an external partner if an address of that address type code already exists for the external partner”. If an attempt is made to enter a mailing address when one already exists for the external partner, an error message will be displayed.

3.1 Browser

The MRT Data Steward Application should be accessed using Internet Explorer 6 or above. There is no guarantee that the display will be correct using other web browsers.

3.2 Support

If you are having problems with the MRT Data Steward Application, please contact the MRT group by email: ug-mokansasc2-MRT or contact one of the individuals listed in the “Technical Help” section of the “Help” page.

3.3 Connecting to the Application

The application can be accessed through the Intranet using Microsoft Internet Explorer. The Website is located at URL:

<https://northsea.sc.egov.usda.gov/mrt/DataSteward/viewMrtwiHome.do?actionRequested=doViewHome>

You will first be presented with the USDA eAuthentication Login pages. After entering your eAuthentication User Id and Password you will be presented with the MRT Data Steward Application Home page. (Please see Figure 1).

Note: If your access setup is not complete you may experience one of the following situations:

- eAuthentication denies access to the home page. In this case, contact the MRT Team to verify that the proper IdentityMinder role has been assigned to your eAuthentication User ID.
- You are able to access the Home Page but the following error message displays: “The current user does not have authority to access the MRT Data Steward Application. Internal Error - Unrecoverable Application Error”. In this case, FSA security should be contacted to verify that your requested EAS role has been assigned.

3.4 Home page

Figure 1: Home Page



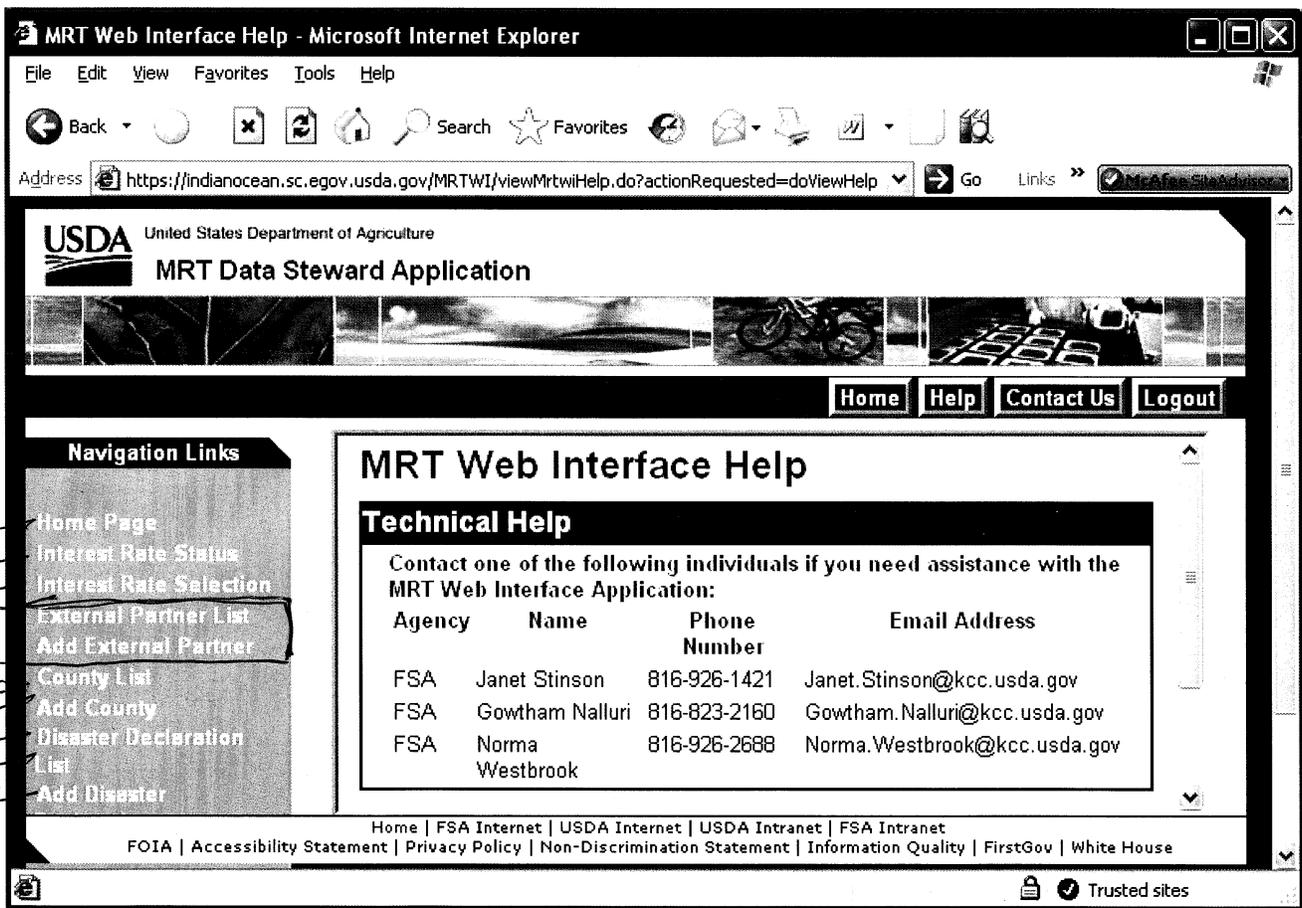
All the MRT data steward data will be accessed from the MRT Data Steward Application Home page. There are four parts on this page:

- The “MRTWI Menu” section displays a welcome message which confirms the user has correctly logged in. It also lists all data steward functions for which the current user has been authorized. There are only two external partner links. And as you can see, the current page is highlighted in the MRTWI Menu Section. The content of the MRTWI Menu Section will not change throughout the application. It provides the user shortcuts to each function without having to go back to the Home page.
- The same links will also appear in the “MRT Table Maintenance” section of the main window with descriptions for each function and are grouped by each type of MRT data.
- The header has 6 useful links: MRTWI Home, About FSA, Help, Contact Us, Exit MRTWI and Logout of eAuth. *For security purposes the user should always log out after each session by either selecting Exit MRTWI or Logout.*
- The footer contains more links to general FSA, USDA and web site information.

3.5 Help page

On the help page, the user can find contact information (See Figure 2).

Figure 2: help page



*Note: If only access is for external partners
 → items are not shown*

4 External Partner Data Steward

4.1 Overview of External Partner Data Steward Functions

The MRT Data Steward Application provides users the ease of selecting, adding and updating external partner information hosted in the MRT database.

4.1.1 MRTWI Menu

The “MRTWI Menu” section allows the user to easily navigate to ‘External Partner List’ and ‘Add External Partner’ page.

- **External Partner List:**
This option allows the user to view and change existing external partner information.
- **Add External Partner:**
This option allows the user to add a new external partner.

Note: The MRTWI Menu Section is included on every page in the MRT Data Steward Application.

Figure 3: The MRT Data Steward Application MRTWI Menu Section for External Partner Data Stewards



4.2 Adding an External Partner

The functions available through the “Add External Partner” link will be explained here.

There is a “Cancel” button on the “Add External Partner” page. Use this button to return to the “MRT Data Steward Application Home” page without adding an external partner. The basic flow follows:

- Select the “Add External Partner” link from the “MRTWI Menu” or “MRT Table Maintenance” section of the MRT Data Steward Application Home page.
- The “Add External Partner” page displays. Enter the appropriate information. Note: required fields will be marked with an asterisk.
- If the external partner has a “Servicing Office”, two buttons are involved in selecting the “Servicing Office State” and “Servicing Office County”:
 - Initially the “Populate Counties” button appears to the right of the “Servicing Office State and County” fields.
 - Select a state from the “Servicing Office State” dropdown list.
 - Click the “Populate Counties” button to obtain a list of counties that correspond to the selected state.
 - Choose a county from the “Servicing Office County” dropdown list.
 - The button to the right of the “Servicing Office State and County” fields now displays as “Change State”.
 - No further action will need to be taken unless you change your mind and wish to choose another state. To change the state, click the “Change State” button on obtain a list of states and repeat the process of clicking the “Populate Counties” button and then choosing a county.
- Once all the information for the external partner has been specified, click the “Add” button to submit the information entered.
- The browser will display the “View External Partner” page where you will be able to view the information entered and will also be able to enter the external partner’s certification, approved commodity or address information if desired.

Please refer to “Appendix 1: Messages – Add External Partner” should you encounter any errors while adding an external partner. Error messages and remedies are listed there.

(See Figures 4a - 4c which follow.)

Figure 4a: Add External Partner

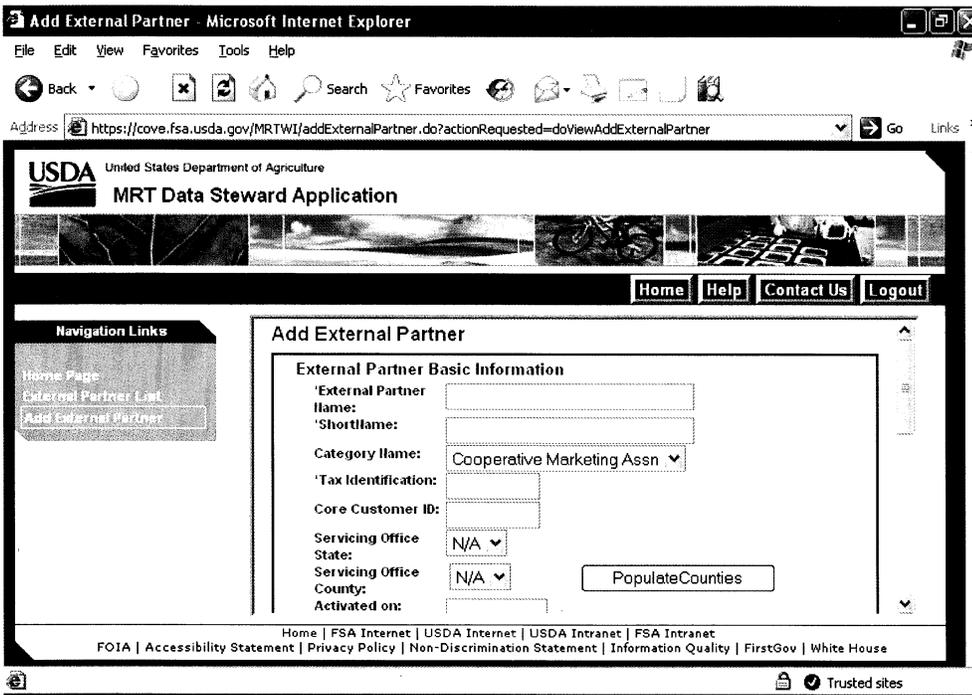


Figure 4b: Add External Partner (scrolled down to middle)

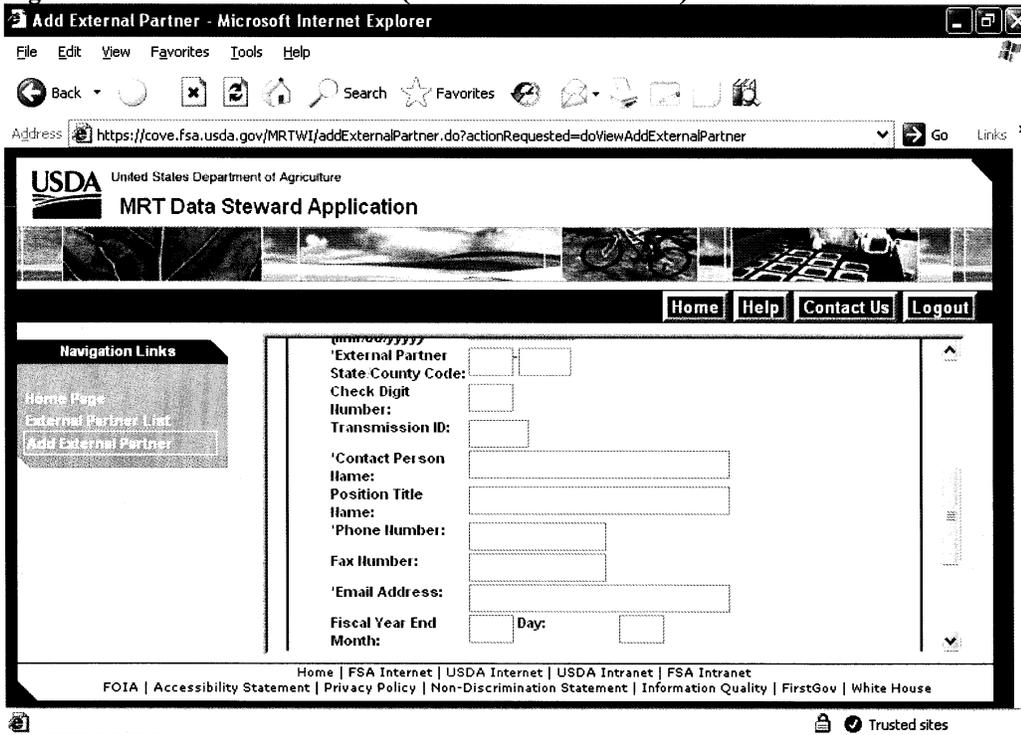
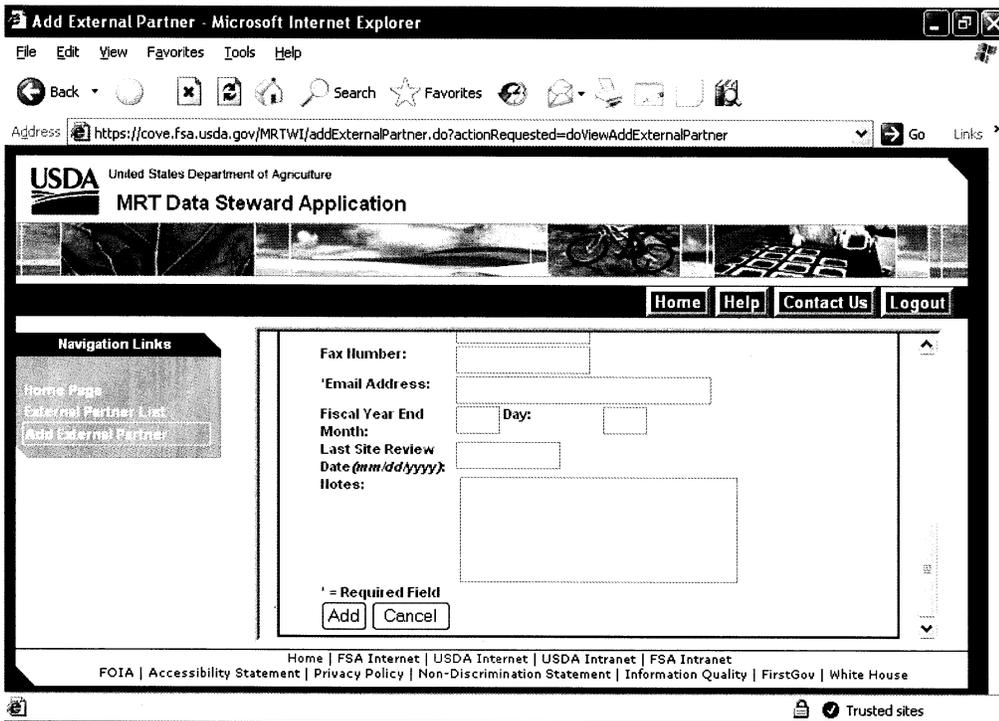


Figure 4c: Add External Partner (scrolled down to bottom)



4.3 Listing External Partners

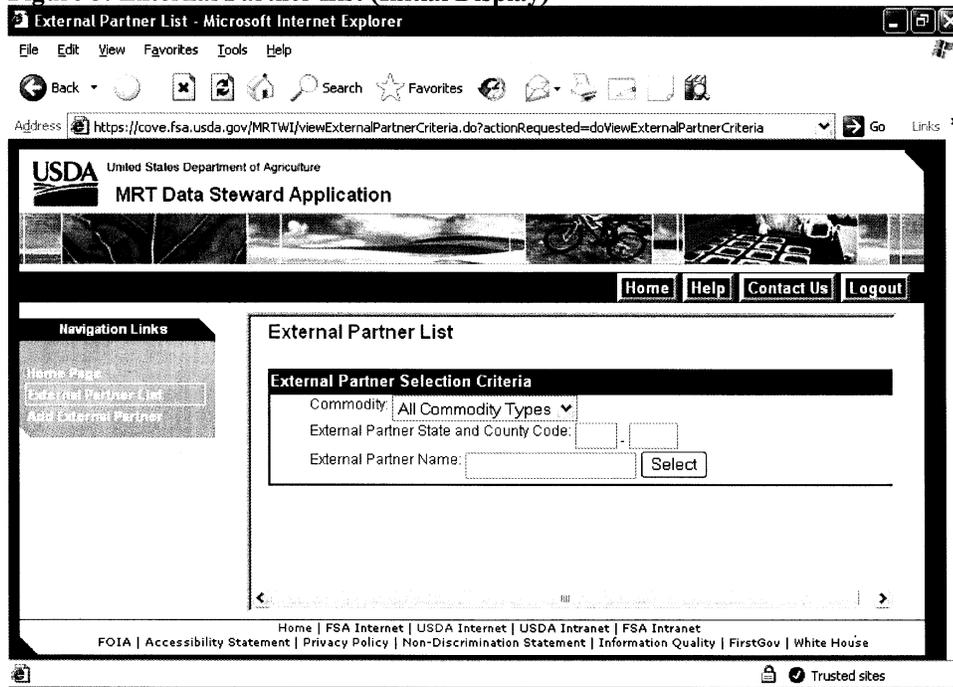
The functions available through the “External Partner List” link will be explained here.

The “External Partner List” page displays identifying information for a selected group of external partners. Several functions can be initiated from the “External Partner List” page:

- Specifying External Partner Selection Criteria (Reference Section 4.3.1)
- Sorting the External Partner List (Reference Section 4.3.2)
- Displaying an External Partner (Reference Section 4.3.3)

Please refer to “Appendix 1: Messages – External Partner List” should you encounter any errors while working with the “External Partner List” page. Error messages and remedies are listed there.

Figure 5: External Partner List (Initial Display)



4.3.1 Specifying External Partner Selection Criteria

You may select the external partners to be displayed by specifying a combination of selection criteria contained in the “External Partner Selection Criteria” section displayed of the “External Partner List” page. Selection criteria include: Commodity, External Partner State/County Code and External Partner Name. Selection criteria can be specified in combination. If you wish to see all external partners, no selection criteria should be specified.

To specify selection criteria and select external partners:

- By Commodity: Choose a commodity from the “Commodity” dropdown list or allow “All Commodity Types”. If a commodity is chosen the list will be limited to that commodity.
- By External Partner State and County Code: A state code can be specified or it can be left blank. County code can be specified (provided state code is also specified) or left blank. If state code alone is entered, display will be limited to the state code entered.
- By External Partner Name: Enter all or part of an external partner name or leave the field blank. If a name is specified, the list will be limited to external partners whose name starts with the name entered.
- Once the selection criteria are entered, click the “Select” button and you will be presented with a list of external partners matching the criteria (See figure 6a and 6b). Otherwise, a message stating no external partners were found will display.

Figure 6a: After External Partners have been selected

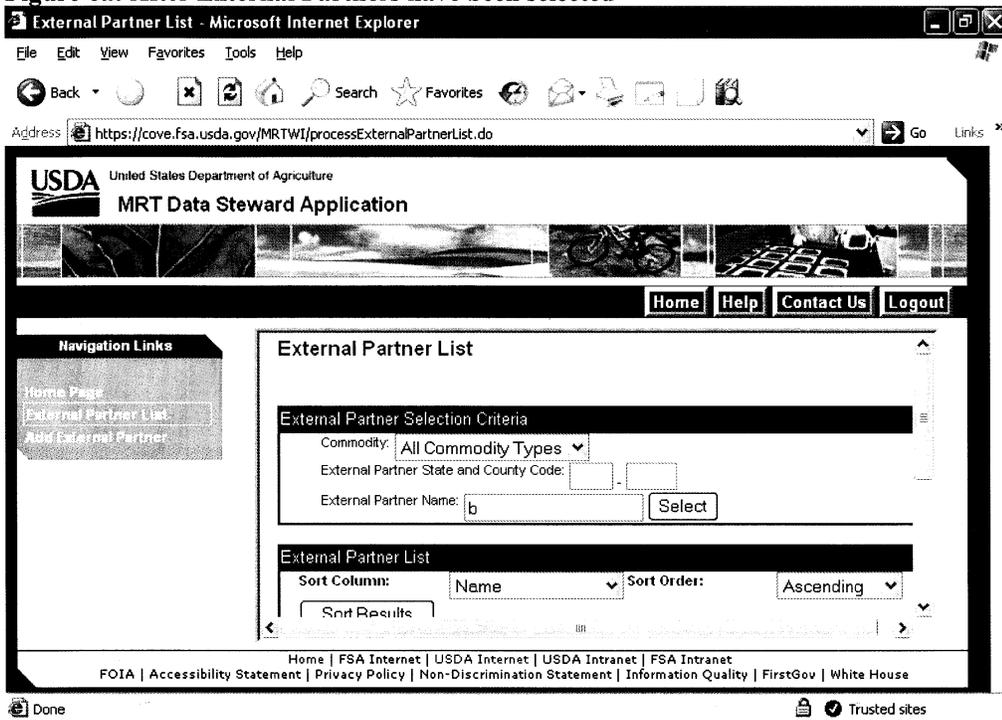
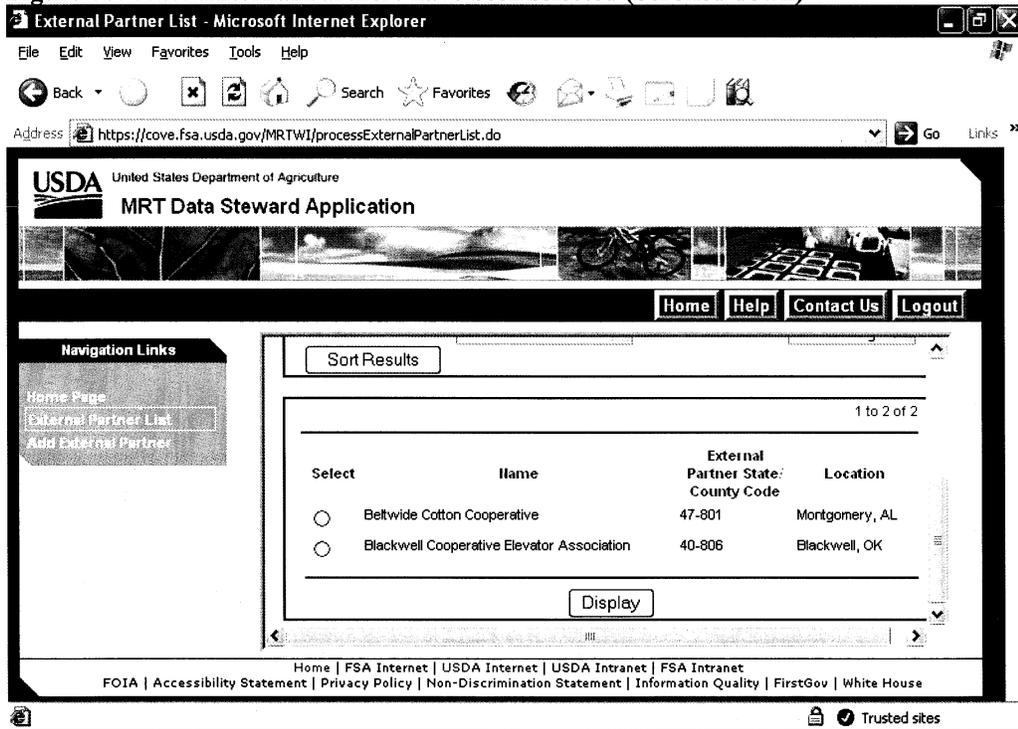


Figure 6b: After External Partners have been selected (Scrolled down)



4.3.2 Sorting the External Partner List

To sort the External Partner list:

- Choose a sort field from the “Sort Column” dropdown list.
- Choose sort order from the “Sort Order” dropdown list.
- Click on the “Sort Results” button (See figures 6a and 6b).

4.3.3 Displaying an External Partner

To display detail information about an external partner:

- Choose an external partner by clicking on the radio button next to the desired external partner.
- Click the “Display” button. (See Figure 6b).
- The “External Partner View” page displays showing detail information for the external partner.

4.4 Viewing and Managing an Existing External Partner’s Information

In this section, all functions accessed through “View External Partner” will be explained in detail.

The “View External Partner” page is a centralized place for viewing and maintaining an external partner’s information. The following functions can be initiated from the “View External Partner” page (Reference Section 4.4.1):

- Change External Partner Basic information - initiated by clicking on the “Change Basic” button on the “View External Partner” page (Reference Section 4.4.2)
- Add, Change and Delete External Partner Certification Information – initiated by clicking on the “Add Cert.”, “Change Cert.” or “Delete Cert.” button on the “View External Partner Page” (Reference Sections 4.4.3, 4.4.4 and 4.4.5)
- Add, Change and Delete External Partner Approved Commodity Information – initiated by clicking on the “Add Comm.”, “Change Comm.” or “Delete Comm.” button on the “View External Partner” page (Reference Sections 4.4.6, 4.4.7 and 4.4.8)
- Add, Change and Delete External Partner Address Information - initiated by clicking on the “Add Addr.”, “Change Addr.” or “Delete Addr.” Button on the “View External Partner” page (Reference Sections 4.4.9, 4.4.10 and 4.4.11)

4.4.1 Viewing an External Partner

The “View External Partner” page can be reached two ways:

- On the “External Partner List” page select an external partner from the list and click the “Display” button (Reference Section 4.3.3)
- On the “Add External Partner” page click the “Add” button after entering valid external partner information (Reference Section 4.2)

The “View External Partner” page displays the following sections:

- Basic Information (See figure 7a – 7c)
- Certification Information (See figure 7c)
- Approved Commodity Information (See figure 7d)
- Address Information (See figure 7e)

An information section can be reached by scrolling to it or by clicking on the hyperlink that corresponds to the section. Each section contains “Add”, “Change” and “Delete” buttons that the Data Steward can click in order to add new information or modify existing information pertinent to the section. The exception is the “Basic Information” section which contains a “Change” button only.

Please refer to “Appendix 1: Messages - View External Partner Information” should you encounter any errors while working with the “View External Partner” page. Error messages and remedies are listed there.

Figure 7a: View External Partner (Basic Information Section)

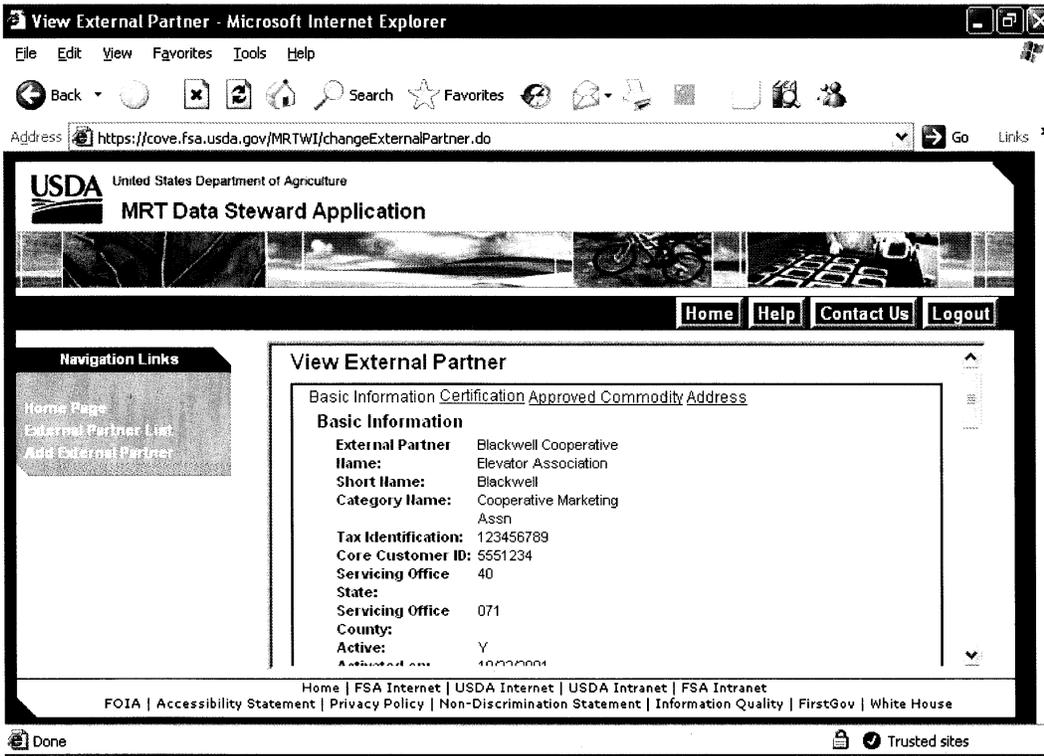


Figure 7b: View External Partner (Basic Information Section cont. – scrolled down)

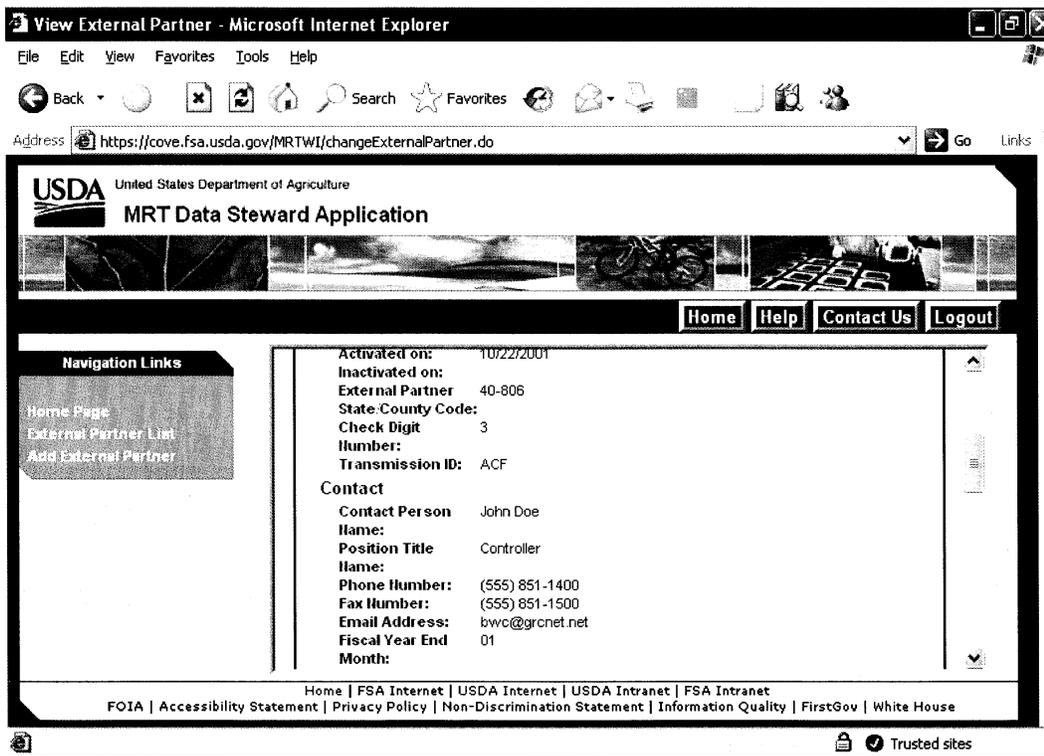


Figure 7c: View External Partner (Basic Information Section cont. and Certification Information Section – scrolled down)

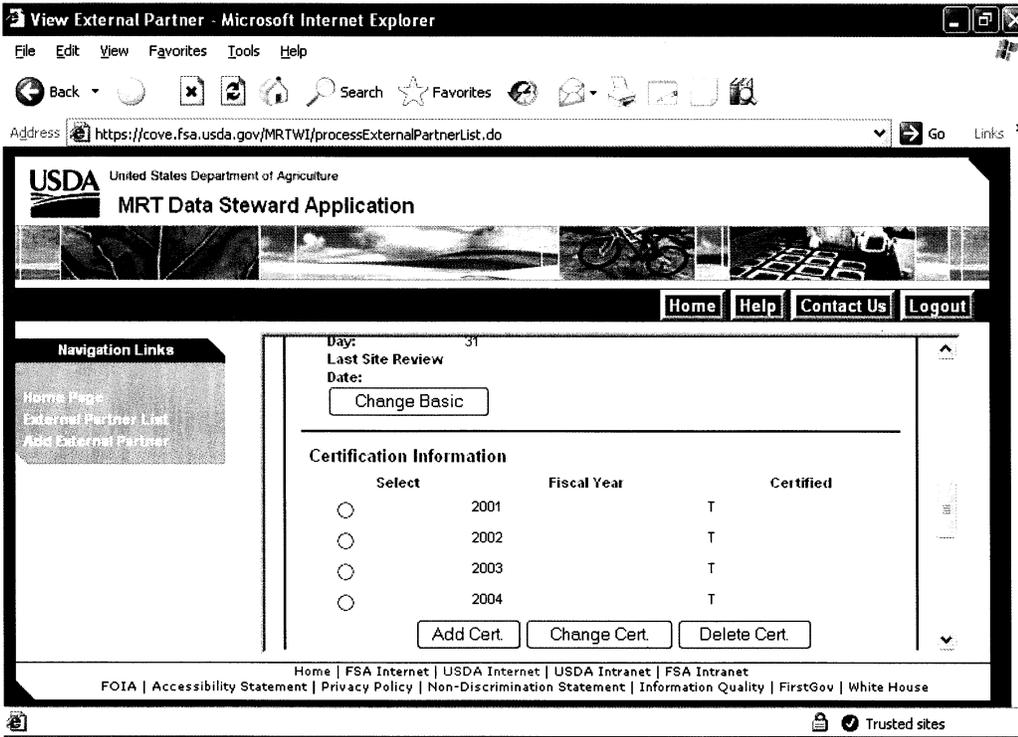


Figure 7d: View External Partner (Commodity Information Section – scrolled down)

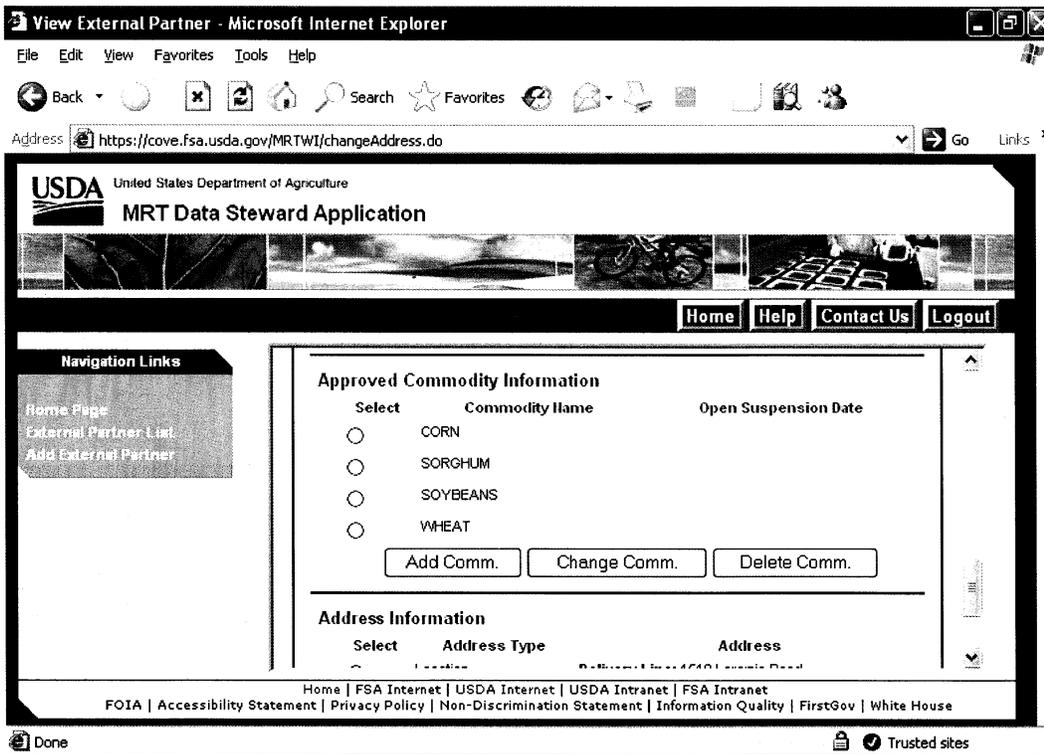
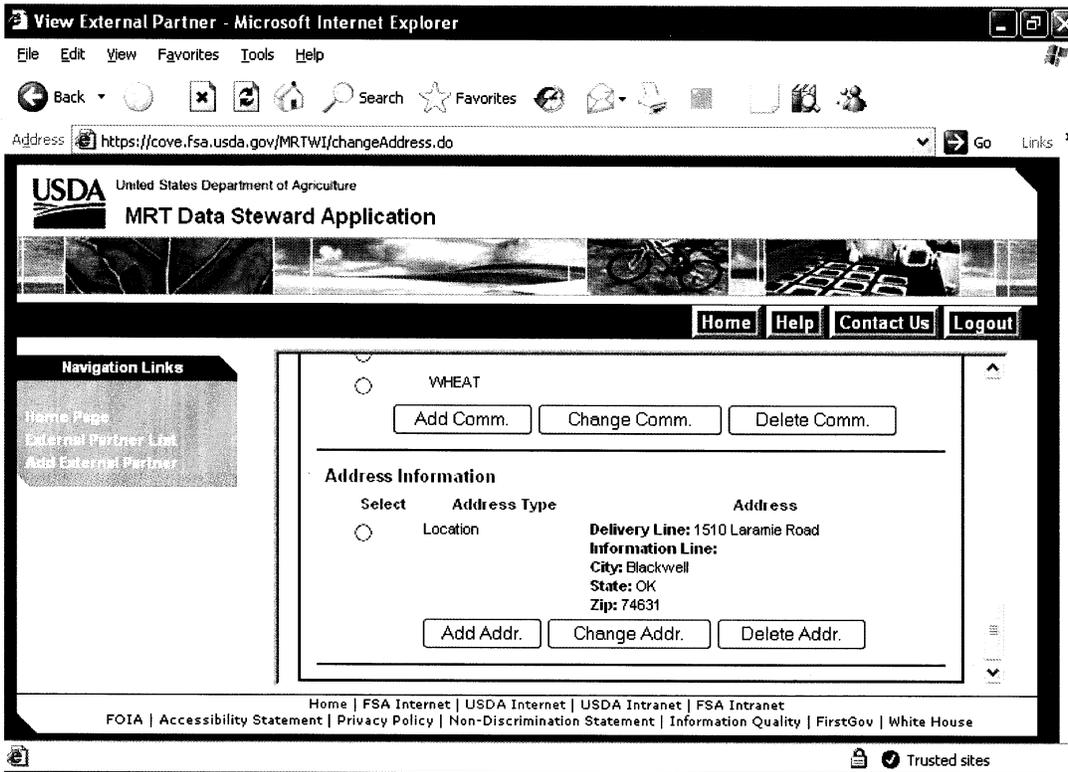


Figure 7e: View External Partner (Address Information Section – scrolled down)



4.4.2 Changing External Partner Basic Information

To change external partner basic information:

- On the “View External Partner” page, click the “Change Basic” button located in the “Basic Information” section (See Figure 7c).
- The “Change External Partner Basic Information” page appears displaying the external partner’s basic information as editable fields (See Figure 8a – 8c).
- Two buttons are involved in selecting the “Servicing Office State” and “Servicing Office County”:
 - If “Servicing Office State and County” have already been assigned and you wish to change the state: click the “Change State” button to obtain a list of states, select a state from the “Servicing Office State” dropdown list, click the “Populate Counties” button and then choose a county from the “Servicing Office County” dropdown list.
 - If “Servicing Office State and County” have not been assigned and you wish to assign them: select a state from the “Servicing Office State” dropdown list, click the “Populate Counties” button and then choose a county from the “Servicing Office County” dropdown list.
- Once all the desired changes have been entered, click the “Change” button.
- The “View External Partner” page redisplayes with the updated information.

Please refer to “Appendix 1: Messages – Change External Partner Basic Information” should you encounter any errors while working with the “Change External Partner Basic Information” page. Error messages and remedies are listed there.

Figure 8a: Change External Partner Basic Information

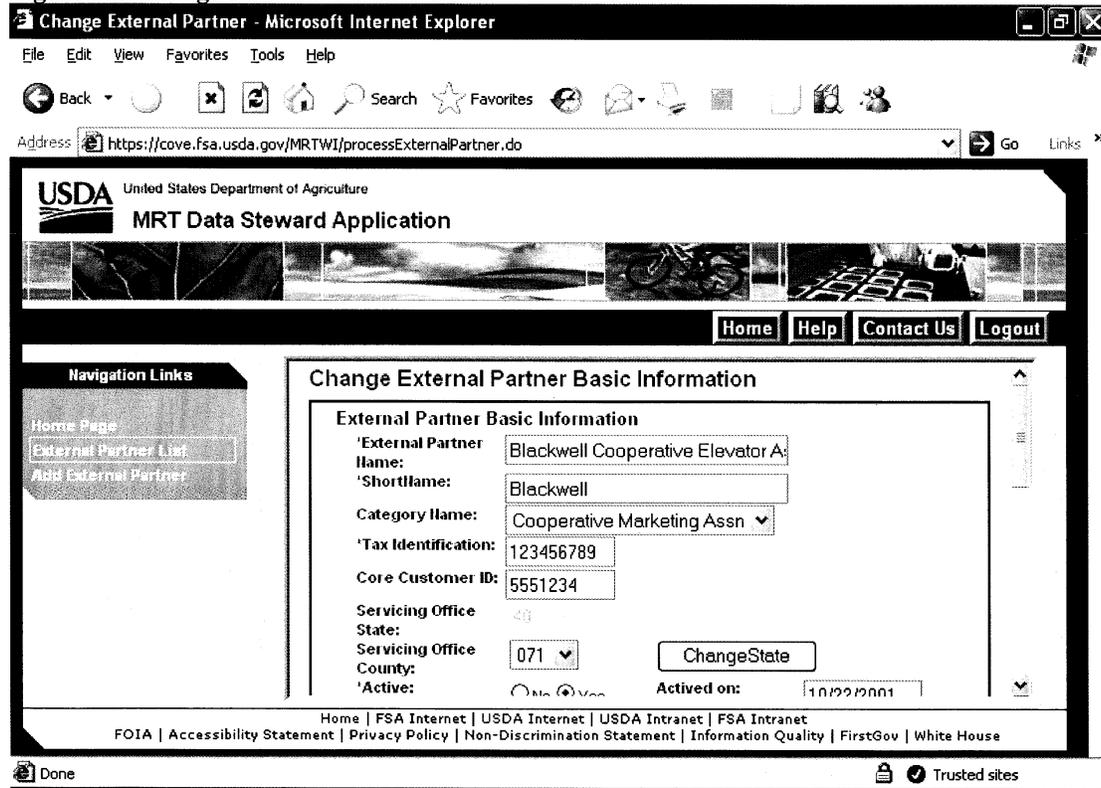


Figure 8b: Change External Partner Basic Information (scrolled down)

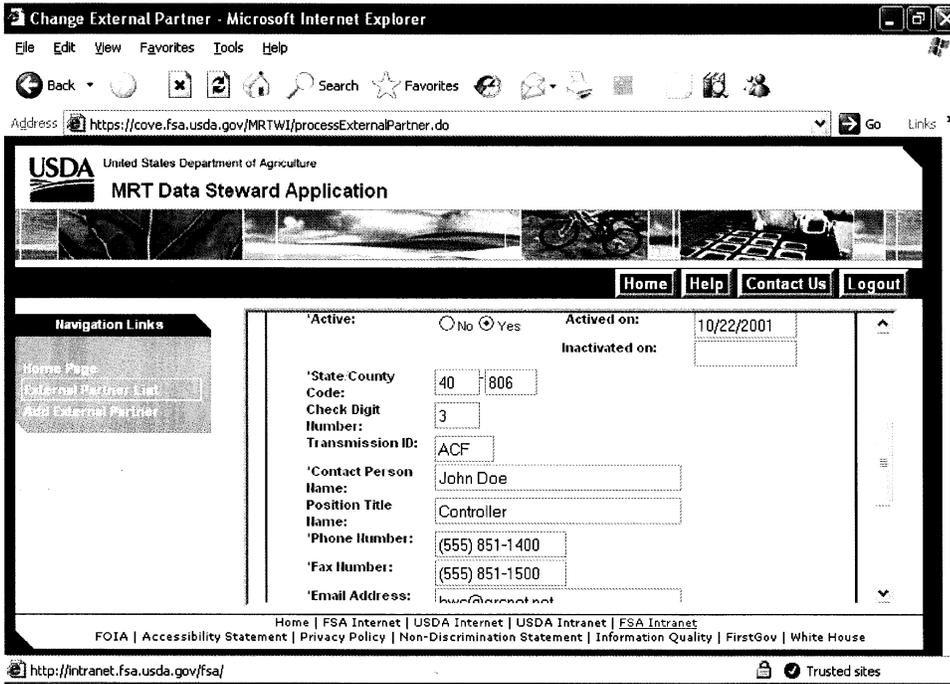
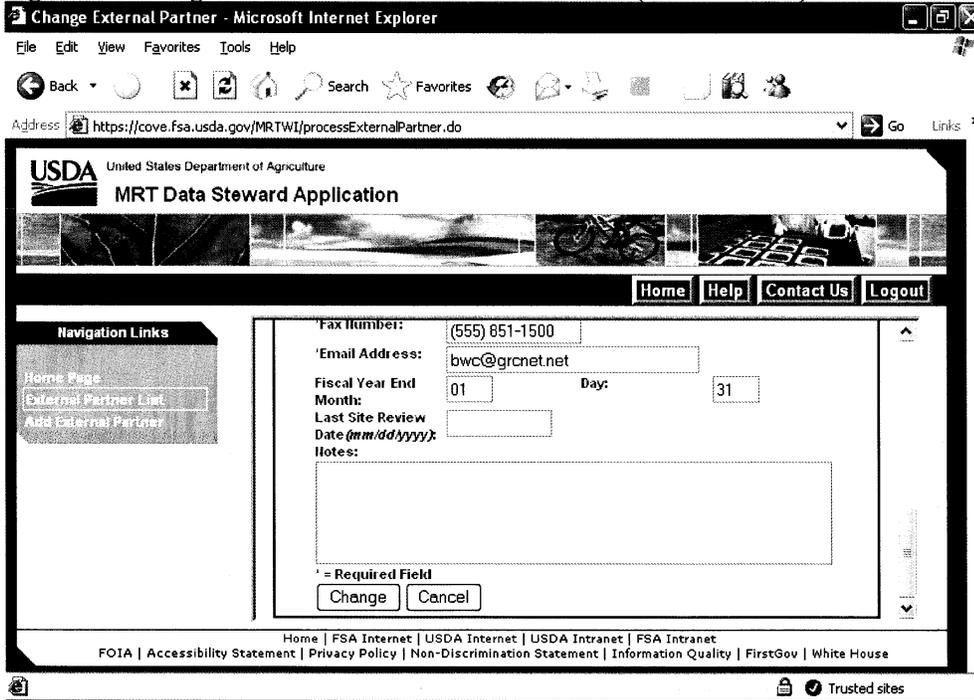


Figure 8c: Change External Partner Basic Information (scrolled down)



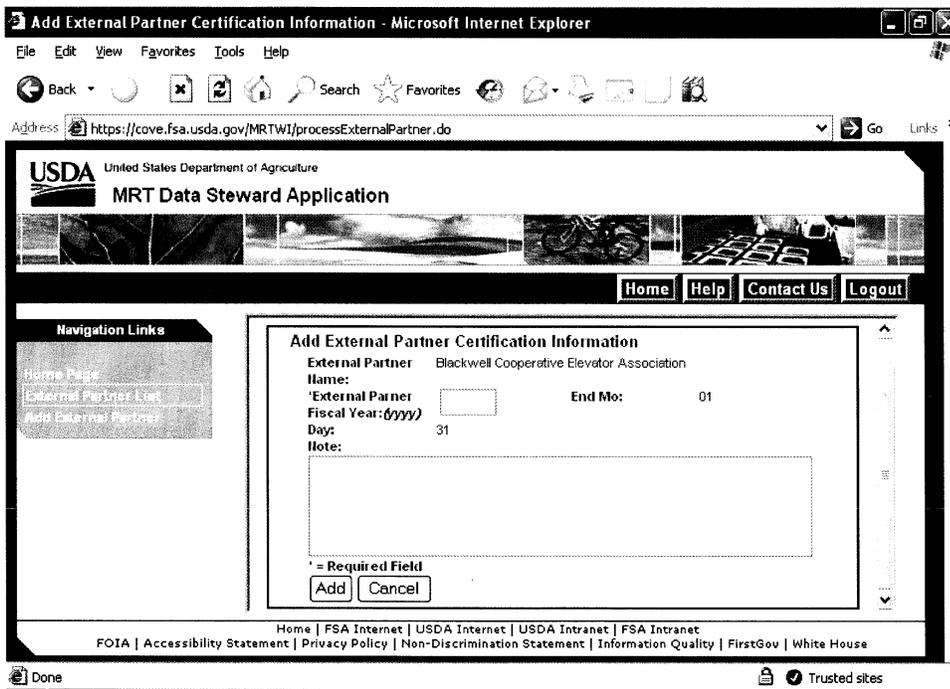
4.4.3 Adding External Partner Certification Information

To add external partner certification information:

- On the “View External Partner” page, click the “Add Cert.” button located in the “Certification Information” section (See Figure 7c).
- The “Add External Partner Certification Information” page appears (See Figure 9).
- Enter the certification information and click the “Add” button.
- The “View External Partner” page redisplay with the new certification information.

Please refer to “Appendix 1: Messages - Add External Partner Certification Information” should you encounter any errors while working with the “Add External Partner Certification Information” page. Error messages and remedies are listed there.

Figure 9: Add External Partner Certification Information



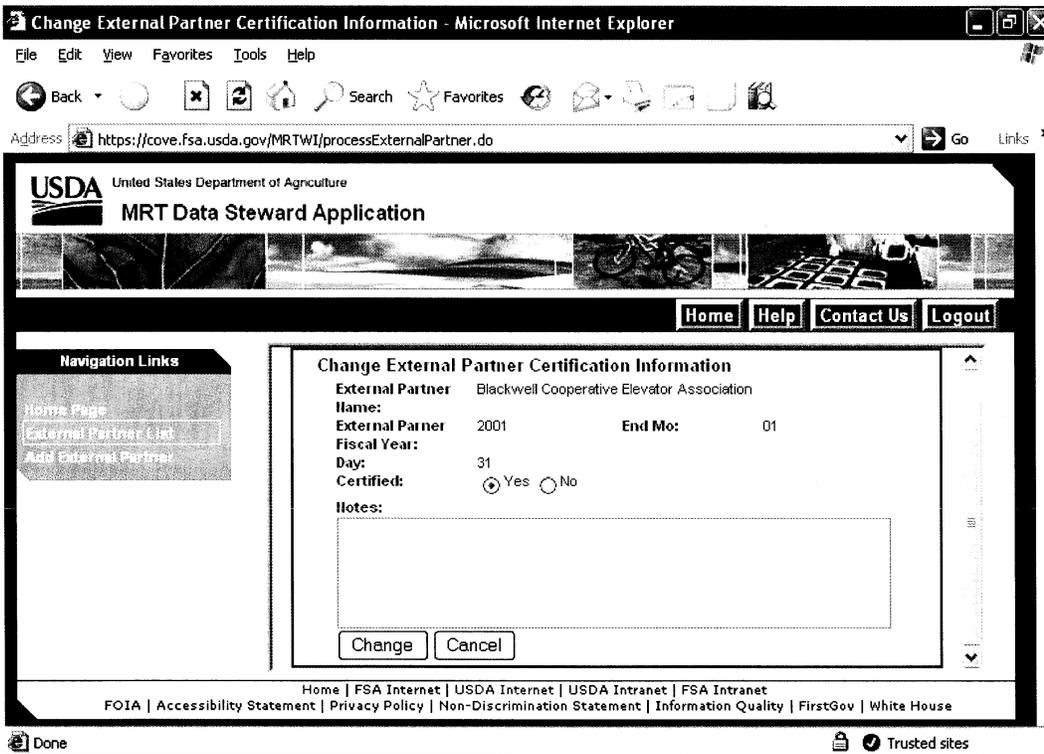
4.4.4 Changing External Partner Certification Information

To change external partner certification information:

- On the “View External Partner” page, select a certification by clicking on the radio button next to it and click the “Change Cert.” button located in the “Certification Information” section (See Figure 7c).
- The “Change External Partner Certification Information” page appears (See Figure 10).
- Enter the desired changes and click the “Change” button.
- The “View External Partner” page redisplay with the updated certification information.

Please refer to “Appendix 1: Messages - Change External Partner Certification Information” should you encounter any errors while working with the “Change External Partner Certification Information” page. Error messages and remedies are listed there.

Figure 10: Change External Partner Certification Information



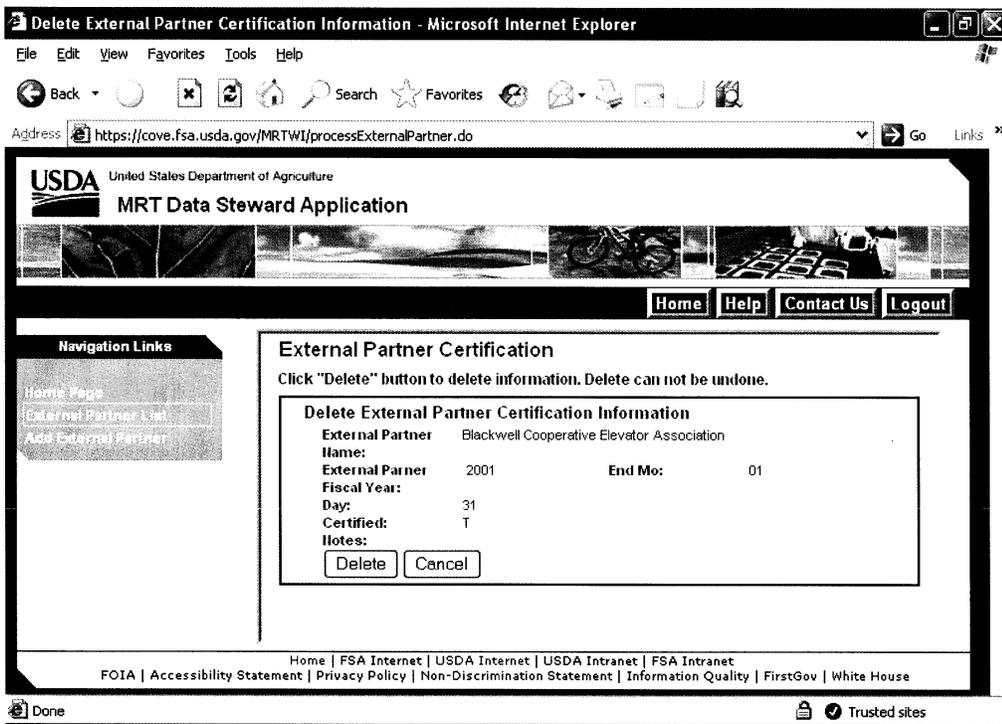
4.4.5 Deleting External Partner Certification Information

To delete external partner certification information:

- On the “View External Partner” page, select a certification by clicking on the radio button next to it and click the “Delete Cert.” button located in the “Certification Information” section (See Figure 7c).
- The “Delete External Partner Certification Information” page appears (See Figure 11).
- Click the “Delete” button.
- The “View External Partner” page redisplay without the deleted certification information.

Please refer to “Appendix 1: Messages - Delete External Partner Certification Information” should you encounter any errors while working with the “Delete External Partner Certification Information” page. Error messages and remedies are listed there.

Figure 11: Delete External Partner Certification Information



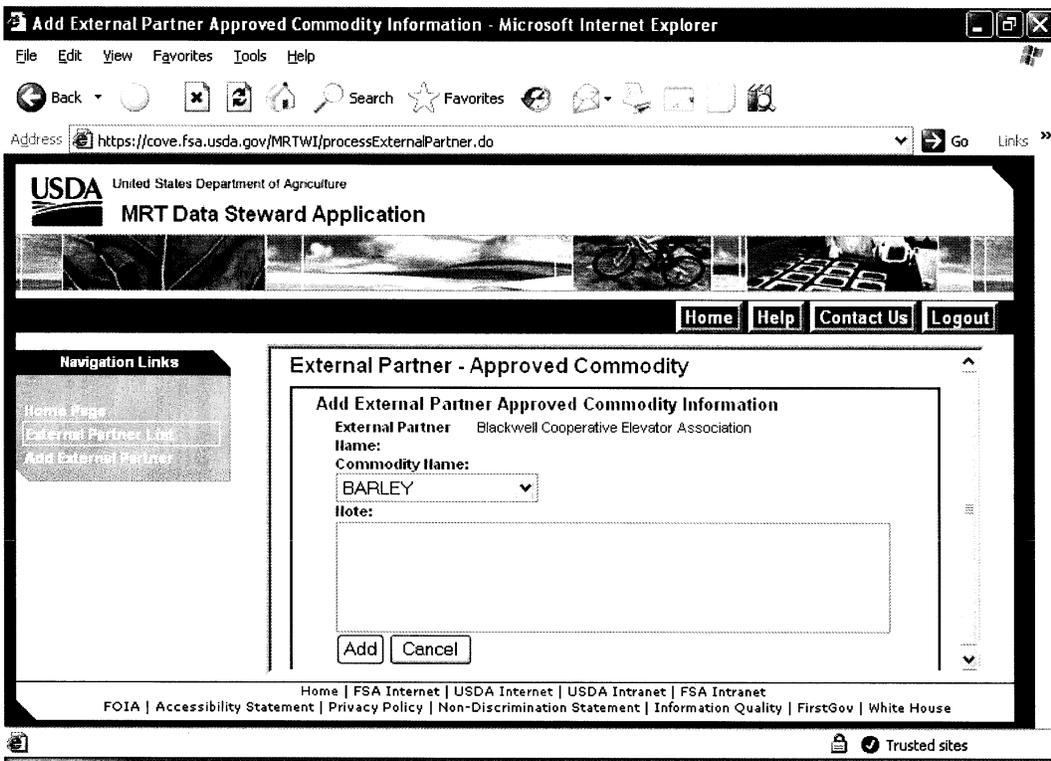
4.4.6 Adding External Partner Approved Commodity Information

To add external partner approved commodity information:

- On the “View External Partner” page, click the “Add Comm.” button located in the “Approved Commodity Information” section (See Figure 7d).
- The “Add External Partner Approved Commodity Information” page appears (See Figure 12).
- Enter the approved commodity information and click the “Add” button.
- The “View External Partner” page redisplay with the new approved commodity information.

Please refer to “Appendix 1: Messages - Add External Partner Approved Commodity Information” should you encounter any errors while working with the “Add External Partner Approved Commodity Information” page. Error messages and remedies are listed there.

Figure 12: Add External Partner Approved Commodity Information



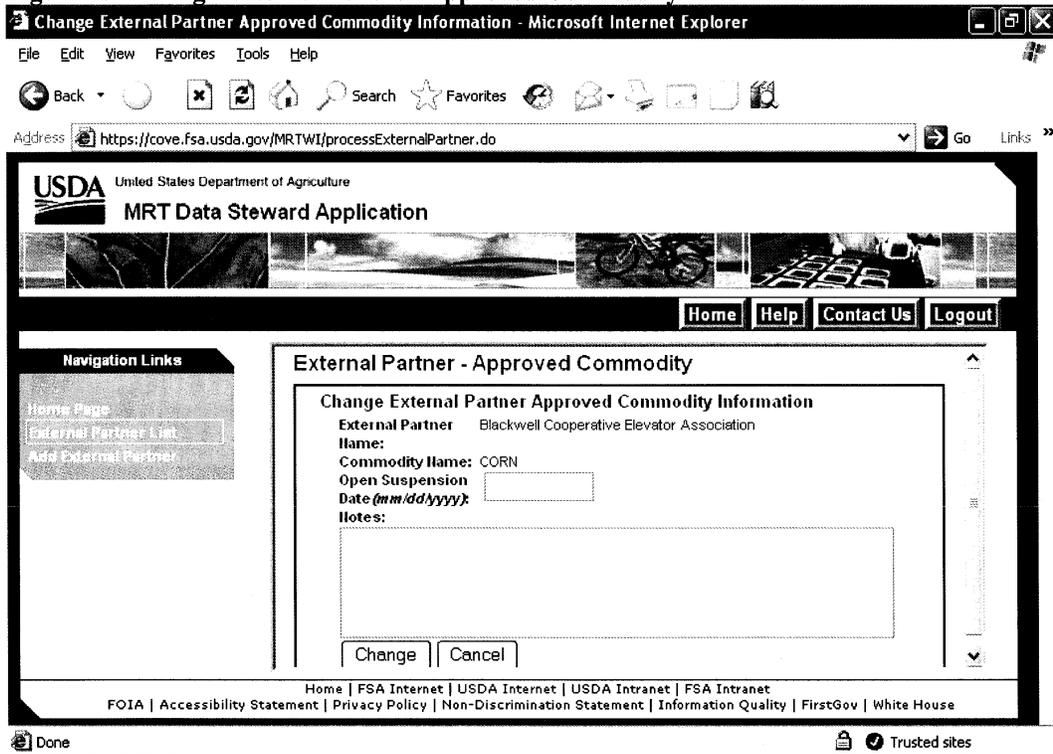
4.4.7 Changing External Partner Approved Commodity Information

To change external partner approved commodity information:

- On the “View External Partner” page, select an approved commodity by clicking on the radio button next to it and click the “Change Comm.” button located in the “Approved Commodity Information” section (See Figure 7d).
- The “Change External Partner Approved Commodity Information” page appears (See Figure 13).
- Enter the desired changes and click the “Change” button.
- The “View External Partner” page redisplay with the updated approved commodity information.

Please refer to “Appendix 1: Messages - Change External Partner Approved Commodity Information” should you encounter any errors while working with the “Change External Partner Approved Commodity Information” page. Error messages and remedies are listed there.

Figure 13: Change External Partner Approved Commodity Information



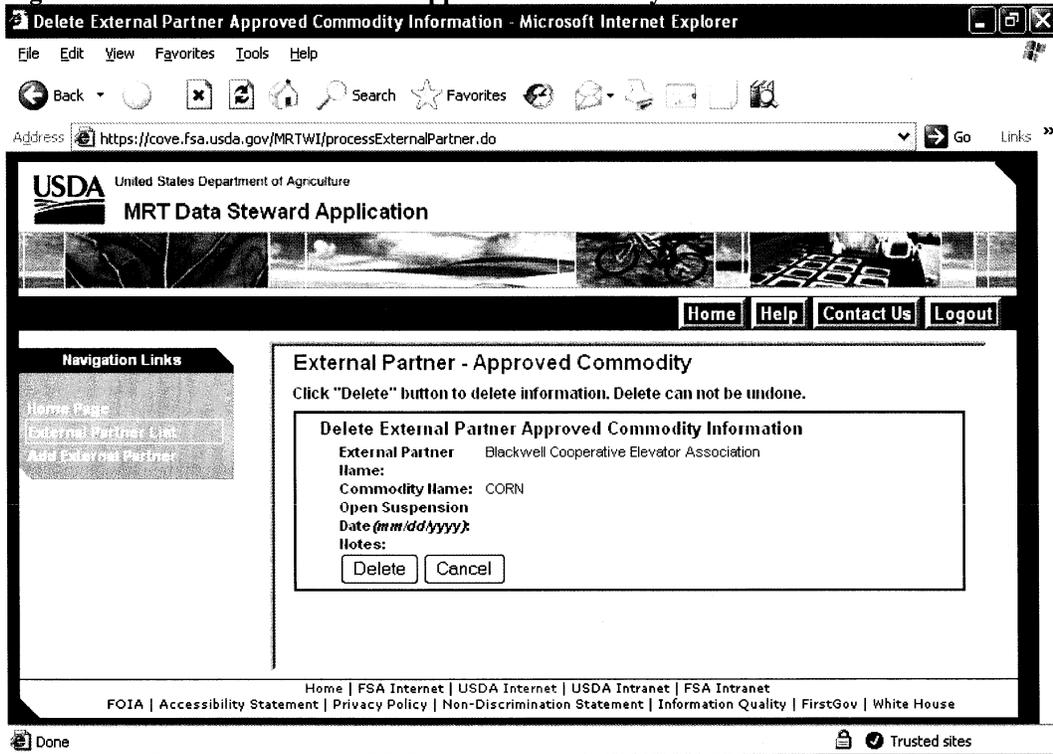
4.4.8 Deleting External Partner Approved Commodity Information

To delete external partner approved commodity information:

- On the “View External Partner” page, select an approved commodity by clicking on the radio button next to it and click the “Delete Comm.” button located in the “Approved Commodity Information” section (See Figure 7c).
- The “Delete External Partner Approved Commodity Information” page appears (See Figure 14).
- Click the “Delete” button.
- The “View External Partner” page redisplay without the deleted approved commodity information.

Please refer to “Appendix 1: Messages - Delete External Partner Approved Commodity Information” should you encounter any errors while working with the “Delete External Partner Approved Commodity Information” page. Error messages and remedies are listed there.

Figure 14: Delete External Partner Approved Commodity Information



4.4.9 Adding External Partner Address Information

To add external partner address information:

- On the “View External Partner” page, click the “Add Addr.” button located in the “Address Information” section (See Figure 7e).
- The “Add External Partner Address Information” page appears (See Figure 15a – 15b).
- Enter the address information and click the “Add” button.
- The “View External Partner” page redisplay with the new address information.

Please refer to “Appendix 1: Messages - Add External Partner Address Information” should you encounter any errors while working with the “Add External Partner Address Information” page. Error messages and remedies are listed there.

Figure 15a: Add External Partner Address Information

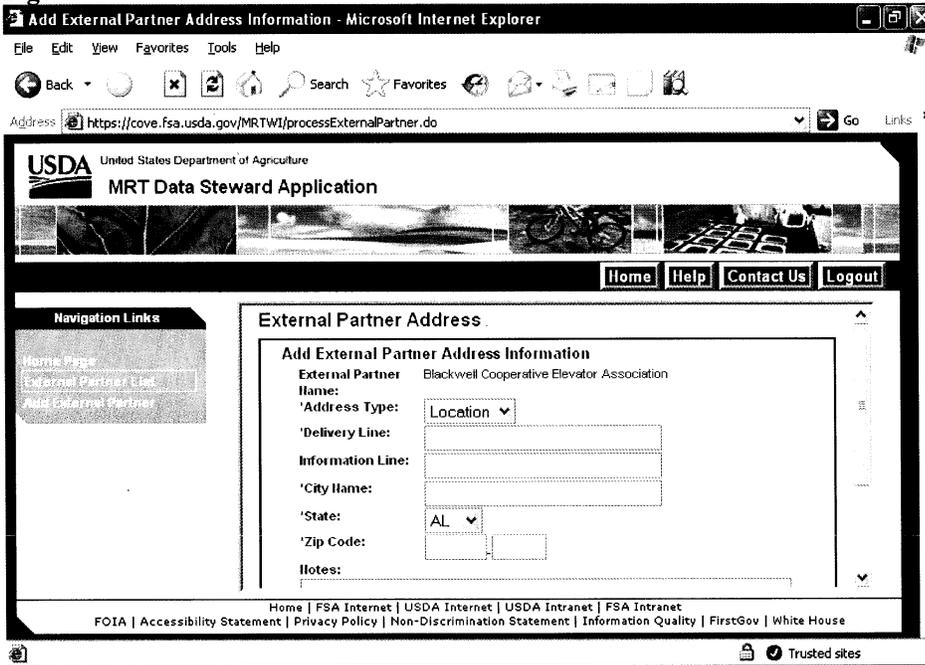
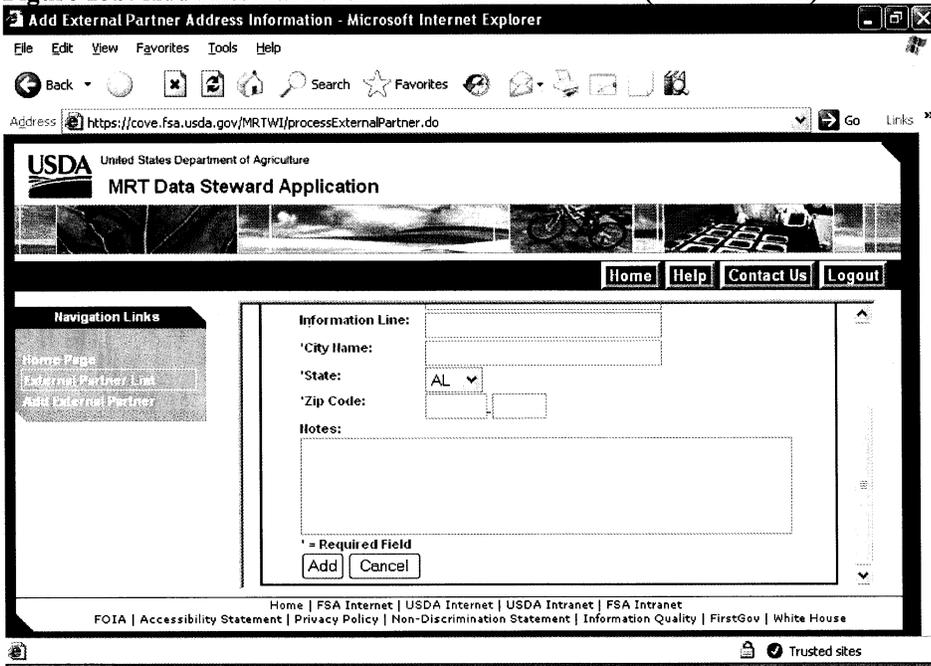


Figure 15b: Add External Partner Address Information (scrolled down)



4.4.10 Changing External Partner Address Information

To change external partner address information:

- On the “View External Partner” page, select an address by clicking on the radio button next to it and click the “Change Addr.” button located in the “Address Information” section (See Figure 7e).
- The “Change External Partner Address Information” page appears (See Figure 16a – 16b).
- Enter the desired changes and click the “Change” button.
- The “View External Partner” page redisplay with the updated address information.

Please refer to “Appendix 1: Messages - Change External Partner Address Information” should you encounter any errors while working with the “Change External Partner Address Information” page. Error messages and remedies are listed there.

Figure 16a: Change External Partner Address Information

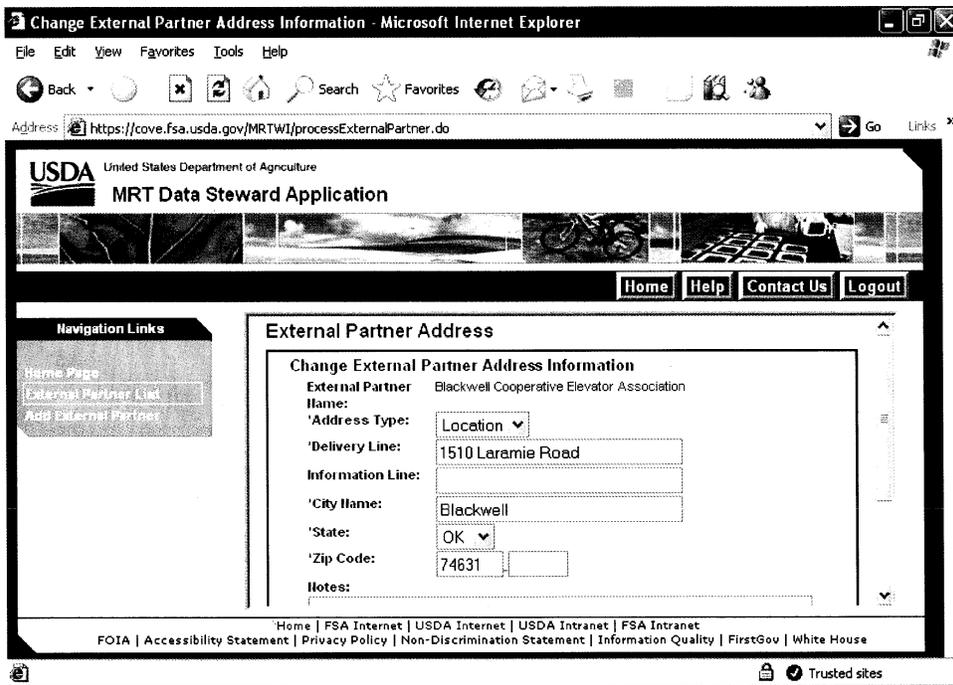
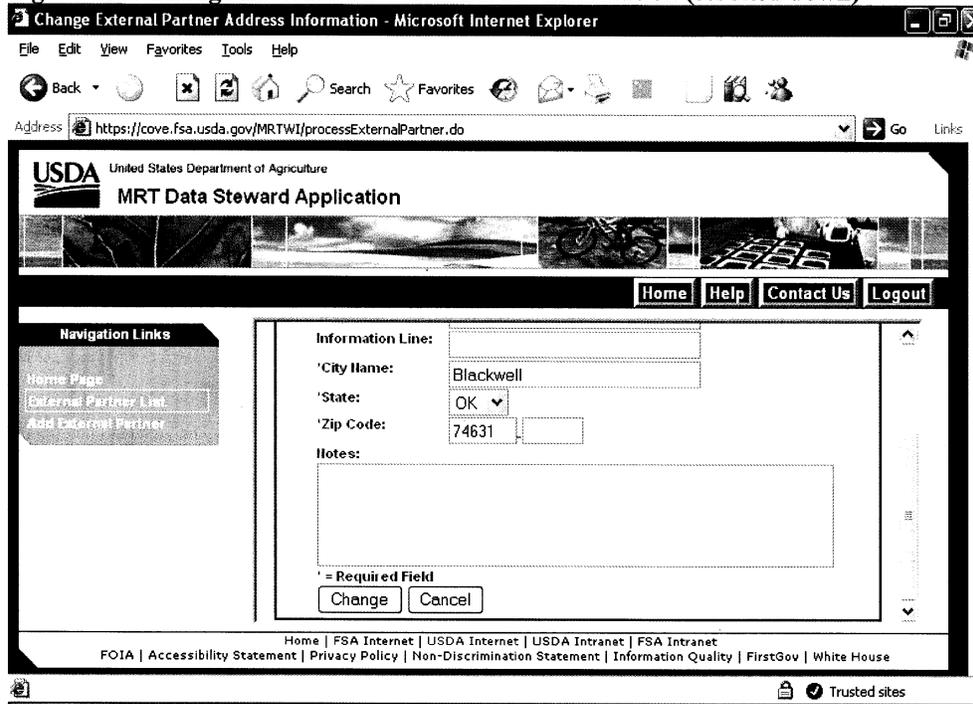


Figure 16b: Change External Partner Address Information (scrolled down)



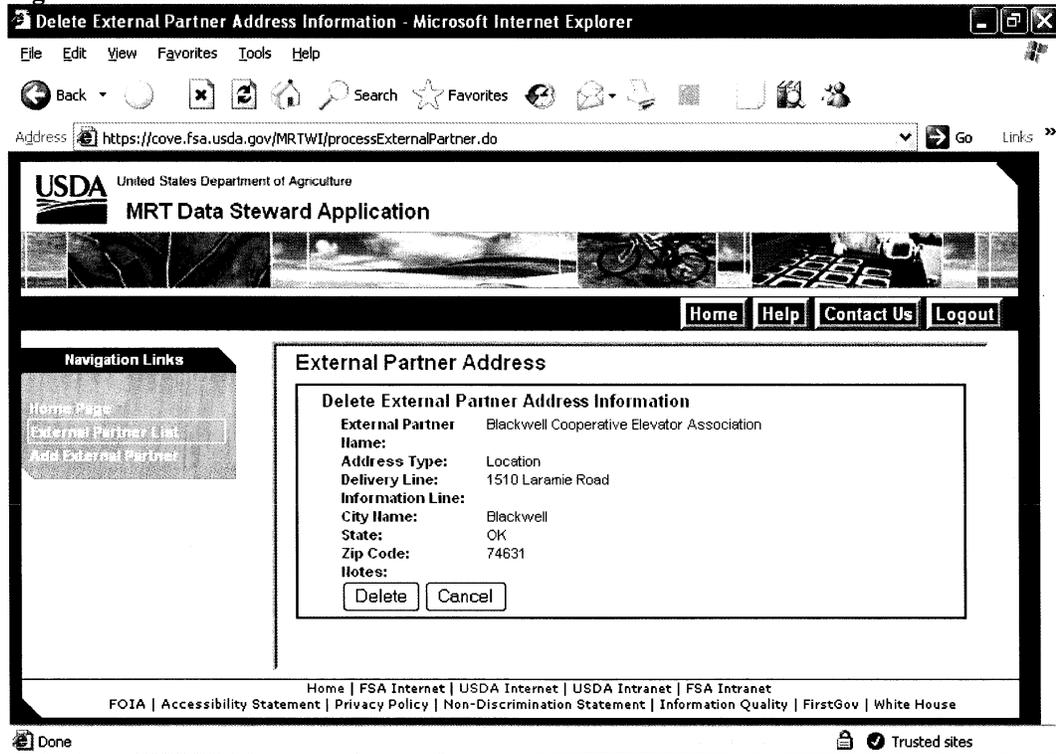
4.4.11 Deleting External Partner Address Information

To delete external partner address information:

- On the “View External Partner” page, select an address by clicking on the radio button next to it and click the “Delete Addr.” button located in the “Address Information” section (See Figure 7e).
- The “Delete External Partner Address Information” page appears (See Figure 17).
- Click the “Delete” button.
- The “View External Partner” page redisplay without the deleted address information.

Please refer to “Appendix 1: Messages - Delete External Partner Address Information” should you encounter any errors while working with the “Delete External Partner Address Information” page. Error messages and remedies are listed there.

Figure 17: Delete External Partner Address Information



Appendix A: Messages

A.1 Home Page

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	The current user does not have authority to access the MRT Data Steward Application.	The user attempted to access the MRT Web Interface application but does not have an appropriate role defined in EAS.	Contact the MRT team to obtain proper access to the MRT Data Steward Application

A.2 Help Page

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	NONE ANTICIPATED		

A.3 Add External Partner

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	'External Partner Name' is a required field.	No value is entered in the 'External Partner Name' field and 'Add' is pressed.	Do not leave 'External Partner Name' blank.
Error	'Short Name' is a required field.	No value is entered in the 'Short Name' field and 'Add' is pressed.	Do not leave 'Short Name' blank.
Error	'Tax Identification' is a required field.	No value is entered in the 'Tax Identification' field and 'Add' is pressed.	Do not leave 'Tax Identification' blank. Enter a Tax Identification number.
Error	'Activated On' is not a valid date.	Incorrectly formatted date is entered in the 'Active On' field and 'Add' is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave 'Activated On' blank.
Error	'External Partner State/County Code' is a required field.	No value is entered in the 'External Partner State/County Code' field and 'Add' is pressed.	Do not leave 'External Partner State/County Code' blank. Enter a 2-digit State Code and a 3-digit County Code.
Error	'Contact Person Name' is a required field.	No value is entered in the 'Contact Person Name' field and 'Add' is pressed.	Do not leave 'Contact Person Name' blank.
Error	'Phone Number' is a required field.	No value is entered in the 'Phone Number' field and 'Add' is pressed.	Do not leave 'Phone Number' blank. Enter a 10-digit 'Phone Number'.
Error	'Email Address' is a required field.	No value is entered in the 'Email Address' field and 'Add' is pressed.	Do not leave 'Email Address' blank. Enter a valid email address, i.e., one that contains at least one '@' and one '.' After the '@'.
Error	'Email Address' is invalid.	An improperly formatted email address is entered in the 'Email Address' field. A properly formatted email address must contain at least one '@' and one	Enter a valid email address, i.e., one that contains at least one '@' and one '.' After the '@'.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		',' After the '@'.	
Error	'Core Customer Id' must be numeric	A non-numeric value other than a blank is entered in the 'Core Customer Id' field and 'Add' is pressed.	Enter a numeric value in the 'Core Customer Id' field or leave it blank.
Error	'Check Digit Number' must be numeric	A non-numeric value other than a blank is entered in the 'Check Digit Number' field and 'Add' is pressed.	Enter a numeric value in the 'Check Digit' field or leave it blank.
Error	'Last Site Review Date' is not a valid date.	Incorrectly formatted Last Site Review Date is entered and 'Add' is pressed.	Enter a date in the format 'mm/dd/yyyy' in the 'Last Site Review Date' field or leave it blank.
Error	'Fiscal Year End Month' must be a value 1 - 12	Value other than 1 – 12 is entered for Fiscal Year End Month and 'Add' is pressed.	Enter a value, 1-12, in the 'Fiscal Year End Month' field.
Error	'Fiscal Year End Month' can not be specified without 'Fiscal Year End Day'	Fiscal Year End Month is specified but Fiscal Year End Day is not and 'Add' is pressed.	Do not leave 'Fiscal Year End Day' blank if 'Fiscal Year End Month' is specified. Either leave both blank or enter a 'Fiscal Year End Day' that falls within the 'Fiscal Year End Month'.
Error	'Fiscal Year End Day' not valid for 'Fiscal Year Month'	Fiscal Year End Day is specified but is not a valid day for the Fiscal Year End Month specified and 'Add' is pressed.	Enter a 'Fiscal Year End Day' that falls within the 'Fiscal Year End Month' specified.
Error	'Fiscal Year End Day' can not be specified without 'Fiscal Year End Month'	Fiscal Year End Day is specified but Fiscal Year End Month is not and 'Add' is pressed.	Do not leave 'Fiscal Year End Month' blank if 'Fiscal Year End Day' is specified. Either leave both blank or enter a value, 1-12, in the 'Fiscal Year End Month' field.
Error	External Partner State/County Code already exists.	An attempt is made to add an External Partner but an External Partner with the External Partner State/County Code entered already exists in the database.	Enter a State/County Code that is not already assigned to another External Partner.
Error	'Servicing Office State' not selected.	A value of 'N/A' is selected for 'Servicing Office State' and a 'Servicing Office County' is selected. 'Add' is pressed.	Select a Servicing Office State from the 'Servicing Office State' dropdown and then press the 'Get Counties' button.
Error	'Servicing Office County' not selected.	A value of 'N/A' is selected for Servicing Office County and a Servicing Office State is selected. 'Add' is pressed.	Select a Servicing Office County from the 'Servicing Office County' dropdown list.
Error	'Phone Number' is invalid.	Improperly formatted Phone Number is entered and 'Add' is pressed.	Enter a 10-digit 'Phone Number'.
Error	'Fax Number' is invalid.	Improperly formatted Fax Number is entered and 'Add' is pressed.	Enter a 10-digit 'Fax Number' or leave it blank.

A.4 External Partner List

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
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MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	No External Partners were found for this request	There were no External Partners found matching the selection criteria entered.	Enter different selection criteria.
Error	Please select an External Partner	The 'Display' button was selected but External Partner was not selected.	Select an External Partner by clicking on the radio button next to the External Partner whose detail information you wish to display. Click the 'Display' button.
Error	Invalid State Code. State Code must be a 2 digit number.	Value other than two numeric characters was entered and the 'Display' button was pressed.	Enter a two digit State Code and press the 'Display' button.
Error	Invalid County Code. County Code must be a 3 digit number.	Value other than three numeric characters was entered and the 'Display' button was pressed.	Enter a three digit County Code and press the 'Display' button.
Error	Must Enter State Code if County Code entered.	A valid County Code was entered but not a State Code and the 'Display' button was pressed.	Either leave both State Code and County Code blank or enter a 2 digit State Code and a 3 digit County Code.

A.5 View External Partner Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Please select 'Certification' for change.	'Change' button in the Certification Information section pressed and Certification not selected.	Click on the radio button next to the Certification you wish to change and press the 'Change' button.
Error	Please select 'Approved Commodity' for change.	'Change' button in the Approved Commodity Information section pressed and Approved Commodity not selected.	Click on the radio button next to the Approved Commodity you wish to change and press the 'Change' button.
Error	Please select 'Address' for change.	'Change' button in the Address Information section pressed and Address not selected.	Click on the radio button next to the Address you wish to change and press the 'Change' button.
Error	Please select 'Certification' for deletion.	'Delete' button in the Certification Information section pressed and Certification not selected.	Click on the radio button next to the Certification you wish to change and press the 'Delete' button.
Error	Please select 'Approved Commodity' for deletion.	'Delete' button in the Approved Commodity Information section pressed and Approved Commodity not selected.	Click on the radio button next to the Approved Commodity you wish to change and press the 'Delete' button.
Error	Please select 'Address' for deletion.	'Delete' button in the Address Information section pressed and Address not selected.	Click on the radio button next to the Address you wish to change and press the 'Delete' button.

A.6 Change External Partner Basic Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	'External Partner Name' is a required field.	Blanks are entered in the 'External Partner Name' field and 'Change' is pressed.	Do not leave 'External Partner Name' blank.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	'Short Name' is a required field.	Blanks are entered in the 'Short Name' field and 'Change' is pressed.	Do not leave 'Short Name' blank.
Error	'Tax Identification' is a required field.	Blanks are entered in the 'Tax Identification' field and 'Change' is pressed.	Do not leave 'Tax Identification' blank. Enter a Tax Identification number.
Error	'Servicing Office State' must be selected prior to getting Servicing Office Counties	'Get Counties' button is pressed with 'Servicing Office State' of 'N/A' selected.	Select a Servicing Office State from the 'Servicing Office State' dropdown and then press the 'Get Counties' button.
Error	'Servicing Office County' not selected.	A value of 'N/A' is selected for Servicing Office County and a Servicing Office State is selected. 'Change' is pressed.	Select a Servicing Office County from the 'Servicing Office County' dropdown list.
Error	'External Partner State/County Code' is a required field.	Blanks are entered in the 'External Partner State/County Code' field and 'Change' is pressed.	Do not leave 'External Partner State/County Code' blank. Enter a 2-digit State Code and a 3-digit County Code.
Error	'Activated On' is not a valid date.	Incorrectly formatted date is entered in the 'Active On' field and 'Change' is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave 'Activated On' blank.
Error	'Inactivated On' is not a valid date.	Incorrectly formatted date is entered in the 'Inactive On' field and 'Change' is pressed.	Enter a date in the format 'mm/dd/yyyy' or leave 'Inactivated On' blank.
Error	'Inactivated On Date' can not be prior to 'Activated On' Date	A date prior to the 'Activated on Date' is entered in the 'Inactivated On' field.	Enter an 'Inactivated On Date' that occurs after the 'Activated On Date'.
Error	'Inactivated On Date' must be entered.	The 'No' option of the 'Active' radio button is selected but no 'Inactivated On Date' is entered.	Enter a date in the format 'mm/dd/yyyy'.
Error	'Inactivated On Date' should not be specified if 'Active' equals 'Yes'.	The 'Yes' option of the 'Active' radio button is selected and an 'Inactivated On Date' is entered.	Leave 'Inactivated On Date' blank or select the 'No' option of the 'Active' radio button and specify an 'Inactivate on Date' in the format 'mm/dd/yyyy'.
Error	'Notes' are required for Inactive External Partner.	Active option is changed from 'No' to 'Yes' and no notes are entered. Enter is pressed.	Do not leave 'Notes' blank. When inactivating an External Partner, enter a message in the 'Notes' field.
Error	'Contact Person Name' is a required field.	Blanks are entered in the 'Contact Person Name' field and 'Change' is pressed.	Do not leave 'Contact Person Name' blank.
Error	'Phone Number' is a required field.	Blanks are entered in the 'Phone Number' field and 'Change' is pressed.	Do not leave 'Phone Number' blank. Enter a 10-digit 'Phone Number'.
Error	'Email Address' is a required field.	Blanks are entered in the 'Email Address' field and 'Change' is pressed.	Do not leave 'Email Address' blank. Enter a valid email address, i.e., one that contains at least one '@' and one '.' After the '@'.
Error	'Email Address' is invalid.	An improperly formatted email address is entered in the 'Email Address' field and 'Change' is pressed. A properly formatted email address must contain at least one '@' and one '.' After the	Enter a valid email address, i.e., one that contains at least one '@' and one '.' After the '@'.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		'@'.	
Error	'Core Customer Id' must be numeric	A non-numeric value other than a blank is entered in the 'Core Customer Id' field and 'Change' is pressed.	Enter a numeric value in the 'Core Customer Id' field or leave it blank.
Error	'Check Digit Number' must be numeric	A non-numeric value other than a blank is entered in the 'Check Digit Number' field and 'Change' is pressed.	Enter a numeric value in the 'Check Digit' field or leave it blank.
Error	'Last Site Review Date' is not a valid date.	Incorrectly formatted Last Site Review Date is entered and 'Change' is pressed.	Enter a date in the format 'mm/dd/yyyy' in the 'Last Site Review Date' field or leave it blank.
Error	'Fiscal Year End Month' must be a value 1 - 12	Value other than 1 – 12 is entered for Fiscal Year End Month and 'Change' is pressed.	Enter a value, 1-12, in the 'Fiscal Year End Month' field.
Error	'Fiscal Year End Month' can not be specified without 'Fiscal Year End Day'	Fiscal Year End Month is specified but Fiscal Year End Day is not and 'Change' is pressed.	Do not leave 'Fiscal Year End Day' blank if 'Fiscal Year End Month' is specified. Either leave both blank or enter a 'Fiscal Year End Day' that falls within the 'Fiscal Year End Month'.
Error	'Fiscal Year End Day' not valid for 'Fiscal Year Month'	Fiscal Year End Day is specified but is not a valid day for the Fiscal Year End Month specified and 'Change' is pressed.	Enter a 'Fiscal Year End Day' that falls within the 'Fiscal Year End Month' specified.
Error	'Fiscal Year End Day' can not be specified without 'Fiscal Year End Month'	Fiscal Year End Day is specified but Fiscal Year End Month is not and 'Change' is pressed.	Do not leave 'Fiscal Year End Month' blank if 'Fiscal Year End Day' is specified. Either leave both blank or enter a value, 1-12, in the 'Fiscal Year End Month' field.
Error	External Partner State/County Code already exists.	An attempt is made to change the External Partner's State/County Code but an External Partner with the same State/County Code already exists in the database.	Enter a State/County Code that is not already assigned to another External Partner.
Error	'Phone Number' is invalid.	Improperly formatted Phone Number is entered and 'Change' is pressed.	Enter a 10-digit 'Phone Number'.
Error	'Fax Number' is invalid.	Improperly formatted Fax Number is entered and 'Change' is pressed.	Enter a 10-digit 'Fax Number' or leave it blank.

A.7 Add External Partner Certification Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	'External Partner Fiscal Year' is a required field.	No value is entered in the 'External Partner Fiscal Year' field and 'Add' is pressed.	Do not leave 'External Partner Fiscal Year' blank. Enter 'External Partner Fiscal Year' in the format 'yyyy'.
Error	'External Fiscal Year' is not a valid year.	Incorrectly formatted value is entered in the 'External Partner Fiscal Year' field and 'Add' is	Enter 'External Partner Fiscal Year' in the format 'yyyy'.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		pressed	
Error	Certification information for 'External Partner Fiscal Year' already exists	A correctly formatted value is entered in the 'External Partner Fiscal Year' field but it matches the fiscal year for existing certification information.	An attempt is made to add certification information but information for the fiscal year already exists for the external partner.

A.8 Change External Partner Certification Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
	None Anticipated		

A.9 Delete External Partner Certification Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	Click "Delete" button to delete information. Delete can not be undone.	Initial display.	N/A

A.10 Add External Partner Approved Commodity

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Commodity already exists.	An attempt is made to add Approved Commodity information but information for the Approved Commodity already exists for the External Partner.	Choose an Approved Commodity that does not already exist for the External Partner.

A.11 Change External Partner Approved Commodity

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	'Open Suspension Date' is not a valid date.	Incorrectly formatted Open Suspense Date is entered and 'Change' is pressed	Enter a Suspense Date in the format 'mm/dd/yyyy'.

A.12 Delete External Partner Approved Commodity

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	Click "Delete" button to delete information. Delete can not be undone.	Initial display.	N/A

A.13 Add External Partner Address Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Address Type already exists.	An attempt is made to add Address information but information for the Address Type	Choose an Address Type that does not already exist for the External Partner.

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
		already exists for the External Partner.	
Error	'Delivery Line' is a required field.	No value is entered in the 'Delivery Line' field and 'Add' is pressed.	Do not leave 'Delivery Line' blank.
Error	'City Name' is a required field.	No value is entered in the 'City Name' field and 'Add' is pressed.	Do not leave 'City Name' blank.
Error	'Zip Code' is a required field.	No value is entered in the first part of the 'Zip Code' field and 'Add' is pressed.	Do not leave the first part of 'Zip Code' blank. Enter a 5-digit code.
Error	'Zip Code' is invalid	An incorrectly formatted 'Zip Code' was entered and 'Add' is pressed.	Enter a 5-digit 'Zip Code'. Leave 'Zip+4' blank or enter 4-digits.

A.14 Change External Partner Address Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Error	Address Type already exists.	An attempt is made to change the Address Type but the Address Type already exists for the External Partner.	Choose an Address Type that does not already exist for the External Partner.
Error	'Delivery Line' is a required field.	Blanks are entered in the 'Delivery Line' field and 'Change' is pressed.	Do not leave 'Delivery Line' blank.
Error	'City Name' is a required field.	Blanks are entered in the 'City Name' field and 'Change' is pressed.	Do not leave 'City Name' blank.
Error	'Zip Code' is a required field.	No value is entered in the first part of the 'Zip Code' field and 'Change' is pressed.	Do not leave the first part of 'Zip Code' blank. Enter a 5-digit code.
Error	'Zip Code' is invalid	An incorrectly formatted 'Zip Code' was entered and 'Change' is pressed.	Enter a 5-digit 'Zip Code'. Leave 'Zip+4' blank or enter 4-digits.

A.15 Delete External Partner Address Information

MESSAGE TYPE	MESSAGE	CAUSE	REMEDY
Info	Click "Delete" button to delete information. Delete can not be undone.	Initial display.	N/A

Appendix B: Acronyms and Abbreviations

ACRONYM/ABBREVIATION	TERM
AMC/AO	Architecture and Management Center / Architecture Office
AMC/CITSO	Architecture and Management Center / Common Information Technology Solutions Office
CCC	Commodity Credit Corporation
CFR	Code of Federal Regulations
CMA	Cooperative Marketing Association
DMA	Designated Marketing Association
EAS	Extensible Authorization Service
eAuth	eAuthentication
FIPS PUB	Federal Information Processing Standards Publication
FSA	Farm Service Agency
FSN	Farm Serial Number
ICAMS	Internet Combined Administrative Management System
ITSD/OTC/ DBMO	Information Technology Services Division / Operations and Testing Center / Database Management Office
LDP	Loan Deficiency Payment
LSA	Loan Servicing Agent
MAL	Marketing Assistance Loan
MRT	Master Reference Table
MRTWI	MRT Web Interface
NRCS	National Resource Conservation Service
OCIO-ITS	Office of the Chief Information Officer – Information Technology Services
PLM	Payment Limitation Amount
RD	Rural Development
TIA	Technical Information Advisory

Appendix C: Terms

TERM	DEFINITION
Administrative County Office (CMA/LSA)	An FSA County Office where the FSN records are maintained. May also be called "noncontrol" County Office or "other" County Office.
Administrative County Office (DMA)	An FSA County Office where a producer's FSA records are maintained.
Agency Database	MRT SQL Server 2005 database located on each agency's Web Farm. It is created by replicating the changes applied to the ITS-Managed Database. The Agency Database is where data is de-normalized for application efficiency. No updates are applied directly to the Agency Database through the MRT Data Steward Application.
Architecture and Management Center / Architecture Office	FSA office which provides enterprise system architecture oversight by providing common policies and standards, system reviews and walk-throughs, and addressing common IT issues.
Architecture and Management Center / Common Information Technology Solutions Office	FSA office which provides common technology solutions for IT issues. EAS is one of the systems sponsored by the Common Information Technology Solutions Office.
CMA Process	An automated system to provide CMA's and LSA's eligibility and payment limitation information related to CCC's loan and LDP program. CMA's and LSA's make electronic submissions containing the ID numbers of their producers and the FSN's administrative County Office. CMA Process processes these ID numbers using County Office file data uploaded from County Offices. Output files resulting from the process are returned to applicable CMA's and LSA's. State and County Offices also get reports of eligibility and processing conditions found during the process.
CMA Service County Office	An FSA County Office that processes loan and LDP activities for other than cotton CMA's for the CMA it is assigned.
Code of Federal Regulations	The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the Federal Register by the executive departments and agencies of the Federal Government. It is divided into 50 titles that represent broad areas subject to Federal regulation. Each volume of the CFR is updated once each calendar year and is issued on a quarterly basis
Control County Office (CMA/LSA)	An FSA County Office where the "person's" PLM is controlled and PLM records are maintained.
Control FSA County Office (DMA)	An FSA County Office that controls subsidiary files for producers designated as multi-county producers.
Commodity Credit Corporation	A government-owned and operated entity created to stabilize, support, and protect farm income and prices. Aids producers through loans, purchases, payments, and other operations, and makes available materials and facilities required in the production and marketing of agricultural commodities.
Cooperative	A business owned and controlled by the producers who use its services and operated under generally accepted cooperative principles.
Cooperative Marketing Association	A cooperative approved by CCC to participate in loan and LDP programs for any authorized commodity. Regulatory authority: 7 CFR Part 1425
County	A county is defined to be the names and codes that represent the counties and other entities treated as equivalent legal and/or statistical subdivisions of the 50 States, the District of Columbia, and the possessions and freely associated areas of the United States. Counties are considered to be the "first-order subdivisions" of each State and statistically equivalent entity,

TERM	DEFINITION																								
	regardless of their local designations (county, parish, borough, etc.). Thus, the following entities are considered to be equivalent to counties for legal and/or statistical purposes: The parishes of Louisiana; the boroughs and census areas of Alaska; the District of Columbia; the independent cities of Maryland, Missouri, Nevada, and Virginia; that part of Yellowstone National Park in Montana; and various entities in the possessions and associated areas of the United States. Official Counties for the United States are defined in FIPS PUB 6-4.																								
County – Location Area Cross-reference	Cross-reference information to identify the counties that a specific location area is composed of and vice versa.																								
Cross-reference	A cross-reference provides a link between 2 sets of related information.																								
Designated Marketing Association.	An entity or a subsidiary thereof that performs marketing functions for a marketing association of peanut producers, does not take title to the commodity, and is authorized by CCC to provide and to service CCC peanut MAL's and LDP's for individual producers who have beneficial interest in peanuts. Regulatory authority: 7 CFR Part 1421																								
DMA Service County Office	An FSA County Office designated by CCC to accept, process, and disburse peanut MAL's and LDP's to DMA.																								
eAuthentication	USDA's centralized authentication service for USDA web services																								
Extensible Authorization Service	A role-based authorization service for use by various applications sponsored by USDA/FSA/AMC/CITSO																								
External Partner	A Farm Service Agency (FSA) authorized entity for conducting business on behalf of FSA. Examples of External Partners include, but are not limited to, Cooperative Marketing Associations (CMA's), Loan Servicing Agents (LSA's), and Designated Marketing Associations (DMA's).																								
External Partner Active Indicator	Indicates whether an External Partner is active or inactive.																								
External Partner Address Information Line	Information usually included for use after the Postal Service delivers mail to the primary delivery address. It may further direct mail to a specific room or person. This information is particularly useful if the primary delivery address is to a mail room. If the site street address gets a customer to the proper building, this information could help the person find the desired office within the building. Examples: "Suite 200" "Office Manager, Room 403" "District Conservationist" "Loan Officer, Room 201"																								
External Partner Address Type	The code used to indicate the address type of the External Partner. <table data-bbox="618 1528 992 1896"> <tr><td>CL</td><td>Claims</td></tr> <tr><td>FI</td><td>Financial</td></tr> <tr><td>HM</td><td>Headquarters</td></tr> <tr><td>IN</td><td>Invoice</td></tr> <tr><td>NO</td><td>Notify Party</td></tr> <tr><td>PA</td><td>Payee</td></tr> <tr><td>RA</td><td>Rail</td></tr> <tr><td>SH</td><td>Shipping</td></tr> <tr><td>TR</td><td>Truck</td></tr> <tr><td>MA</td><td>Mailing</td></tr> <tr><td>LO</td><td>Location</td></tr> <tr><td>BS</td><td>Business</td></tr> </table>	CL	Claims	FI	Financial	HM	Headquarters	IN	Invoice	NO	Notify Party	PA	Payee	RA	Rail	SH	Shipping	TR	Truck	MA	Mailing	LO	Location	BS	Business
CL	Claims																								
FI	Financial																								
HM	Headquarters																								
IN	Invoice																								
NO	Notify Party																								
PA	Payee																								
RA	Rail																								
SH	Shipping																								
TR	Truck																								
MA	Mailing																								
LO	Location																								
BS	Business																								
External Partner Category Name	A category name used to describe an External Partner: Cooperative Marketing Association, Designated Marketing Association or Loan Servicing Agent.																								

TERM	DEFINITION
External Partner Certification Fiscal Year	The 12-month accounting period for which an external partner plans the use of its funds. An External Partner is certified by Fiscal Year.
External Partner Certification Indicator	Indicates whether an external partner is certified. T True F False
External Partner Check Digit Number	A calculated number used to check and verify a stored value, such as State County FSA Code. Also known as Terminal Check Digits, each number is generated using a calculation that is specific to the type of value being stored.
External Partner Commodity Name	The name associated with an agriculture product (commodity). The title of a commodity. Examples: Cottonseed Oil, Grain Sorghum, Milled Head Rice, Corn, Peanuts Raw, Tobacco
External Partner Contact Name	This is the name of a person, who can be contacted in relationship to an External Partner. The name is typically a concatenation of first name, middle initial, last name and suffix, with exceptions acceptable in the case of familiar nicknames or other variations of the legal name.
External Partner Core Customer Id	A system generated, unique internal identifier associated with a USDA customer (individual or business). It is not displayed to the customer or USDA staff. This identifier (ID) will not be used to do business with the customer.
External Partner County Equivalence	As same as "External Partner State and County Code"
External Partner Delivery Address Line	<p>This is the address line immediately above the City/State/Zip line and contains the street address, post office box number, rural route number and box, or the highway contract route number and box. This address is where the mail will be delivered, regardless of other address information on lines above it. For mail addressed to offices in a multi-unit building, the suite or room number should be included at the end of this delivery address line. In applicable cases, this would be the office number for the mail room. When it is necessary to reduce the length of the delivery address line, you must place the office number or other unit designator on the "Information Line", which would appear immediately above the "Delivery Address". If the room number on this line is for the mail room, it would be a good idea to put the room number where an agency customer would go for service on the "Information Line".</p> <p>Examples: "236 SUNSET AVE RM 101" "PO BOX 184" "RR 3 BOX 10" "4321 MAPLE ST"</p> <p>Example where the mail room is a different address:</p> <pre> Code Farm Service Agency <Based on Agency County Executive Director, Suite 210 < Information Line 1400 SOUTH MAIN ST SUITE 100 < Delivery Address STERLING, MO 55512-3450 < City, State, Zip </pre>
External Partner Email Address	External Partner's specifically formatted address for delivery of electronic mail.
External Partner Fax Number	A domestic or foreign fax number. A domestic fax number includes area code and a seven digit local fax number. The foreign fax number, depending on the country, may or may not utilize all 10 digits.

TERM	DEFINITION
External Partner Fiscal Ending Month/Day	The Fiscal Year Ending Month is the month in which a fiscal year ends, represented as 2 characters. For example, if the fiscal year ends on March 31, then the fiscal year end month is 03. It is generally used in conjunction with Fiscal Year End Day which is the day of a month in which a fiscal year ends, represented as 2 characters. For example, if the fiscal year ends on March 31, then the fiscal year end day is 31.
External Partner Inactivated on Date	The date an External Partner becomes inactive as an administrative unit.
External Partner Location	State and County where the External Partner is physically located.
External Partner Name	The full name of the External Partner that is unique within a state of the United States, a United States possession, freely associated area of the United States, or a combination thereof.
External Partner Phone Number	A domestic or foreign phone number. This is essentially a free-form field, since the format and length of phone numbers can vary in each country. Domestic U.S. telephone number will be entered in the first ten characters of the field, and always include the area code since the database is available to users outside of the home county. Punctuation (periods, dashes, etc) should not be included in the entry.
External Partner Position Title Name	Formal name for the position title of the External Partner Contact.
External Partner Servicing Office State and County	State and County Code of the FSA County Office which services the External Partners. Not all External Partners have a servicing FSA County Office.
External Partner Short Name	An External Partner Short name that may be shorter in length than the full External Partner Name in order to fit more conveniently on reports and displays.
External Partner State and County Code	Identification code which uniquely identifies an External Partner.
External Partner Suspension Date	The date when the suspension was opened. External Partners are suspended by commodity.
External Partner Tax Identification Number	The External Partner's federal Tax Identification (ID) number. It may be a Social Security, Internal Revenue Service (IRS), or Employer ID number. It can also be blank when federal payments are not involved. Federal Tax IDs are not necessarily unique for all United States Department of Agriculture (USDA) customers unless they are combined with a Tax ID Type Code.
External Partner Transmission Id	A 3-character transmission identification which is added to File Transfer Protocol (FTP) files to uniquely identify the sending external partner.
Farm Service Agency	A USDA agency that is also known as a Service Center agency.
Farm Serial Number	Number assigned to a farm by the USDA-FSA county committee for the purposes of identification.
Federal Information Processing Standards Publication	Under the Information Technology Management Reform Act (Public Law 104-106), the Secretary of Commerce approves standards and guidelines that are developed by the National Institute of Standards and Technology (NIST) for Federal computer systems. These standards and guidelines are issued by NIST as Federal Information Processing Standards (FIPS) for use government-wide. NIST develops FIPS when there are compelling Federal government requirements such as for security and interoperability and there are no acceptable industry standards or solutions. See background information for more details. FIPS documents are available online through the FIPS home page: http://www.itl.nist.gov/fipspubs/
IdentityMinder	The role management component of eAuthentication.
Information Technology Services Division / Operations and Testing	FSA Office that designs, implements and monitors major OCIO-ITS and Service Center data bases, supports the enterprise model through repository technology, and provides system life cycle development

TERM	DEFINITION
Center / Database Management Office	standards.
Internet Combined Administrative Management System	Authoritative source of basic information on employees
Internal Database	MRT SQL Server 2005 database located on the Kansas City FSA Web Farm. The Internal Database is where MRT data is managed and normalized. All updates made through the MRT Data Steward Application occur to the Internal Database.
Loan Deficiency Payment	Payments to producers of eligible commodities that are make up the differences between target prices and fluctuating market prices.
Loan Servicing Agent	An entity approved by CCC to act as its agent in providing service to producers for CCC-Cotton A loans under CCC Cotton Loan Program according to CCC-912. Regulatory authority: 7 CFR Part 1427
Location Area	A location area is very similar to a physical county. It is considered the area in which an office provides service for. Many times it is the equivalent of a county, but it may be a portion of a county or multiple counties. In general RD and NRCS use standard FIPS counties for location areas. FSA defines location areas in 1-CM Handbook, Exhibit 101. In addition, FSA defines location areas as either agricultural or non-agricultural. An agricultural location area is one that has agricultural business with FSA. These agricultural location areas are typically the ones that are defined within the FSA System 36/AS400 systems. FSA applications commonly refer to a location area as a County, Serviced Area, Serviced County, Serviced Location, etc.
Marketing Assistance Loan	A non-recourse loan for which producers have the option of either repaying the principal and interest or forfeiting (delivering) the collateral (the commodity) to CCC in full settlement of the loan. Settlement of the loan is then based on the loan rate and the associated quantity and quality of the commodity involved.
Master Reference Table	An enterprise-wide data source that feeds both transaction systems and data warehouse systems.
MRT Functional Area	Represents a group of functionally related data for which MRT maintenance functions are performed, for example Interest Rate functional area or External Partner functional area.
National Resource Conservation Service	A USDA agency that is also known as a Service Center agency.
Office	An office is recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a Conservation District. FSA applications commonly refer to an office as a Service Center, County, County Office, Headquarters County, etc.
Office of the Chief Information Officer – Information Technology Services	Information Technology Services is an organization within the Office of the Chief Information Officer that incorporates the infrastructure roles of the Farm Service Agency, the Natural Resources Conservation Service and Rural Development mission area.
Payment Limitation Amount	A limit set by law on the amount of money any one individual producer may receive in farm program payments, such as deficiency and disaster payments, in any one year under the commodity programs.
Person	<ul style="list-style-type: none"> ▪ An individual, or an individual participating as a member of a joint operation or similar operation ▪ A corporation, joint stock company, association, limited stock company,

TERM	DEFINITION
	limited partnership, irrevocable trust, revocable trust together with the grantor of the trust, estate, or charitable organization, including any entity participating in the farming operations as a partner in a general partnership, a participant in a joint venture, a grantor of a revocable trust, or a participant in a similar entity ▪ A State, political subdivision, or agency thereof.
Rural Development	A USDA agency that is also known as a Service Center agency.
Service Center Agencies	There are 3 USDA Agencies that are known as Service Center agencies: Rural Development, Farm Service Agency and National Resource Conservation Service.
Servicing County	Please see definitions for CMA Service County Office and DMA Service County Office.
State	A state is defined to be the 50 state, the District of Columbia and the outlying areas of the United States, and associated areas. The standard covers all land areas under the sovereignty of the United States, the freely associated states of Federated States of Micronesia and Marshall Islands, and the trust territory of Palau. FSA does not recognize all of the freely associated areas as states. The structure used to hold state information should be flexible enough to allow for entry of data for countries other than the United States.
Technical Information Advisory	Bulletins issued by USDA/FSA/AMC/AO to advise the FSA software development community.

Appendix D: Users Types

USER	DEFINITION
Congressional District Data Steward	A person identified as being responsible for maintaining congressional district data within the MRT Web Interface application
County Data Steward	A person identified as being responsible for maintaining county data within the MRT Web Interface application.
Data Steward	A general term for a person identified as being responsible for maintaining a specific set of data within the MRT Web Interface application. This term is interchangeably with MRT Data Steward.
Disaster County Data Steward	A person identified as being responsible for maintaining disaster county data within the MRT Web Interface application
External Partner Data Steward	A person identified as being responsible for maintaining external partner data within the MRT Web Interface application.
Interest Rate Data Steward	A person identified as being responsible for maintaining assigned interest rate data within the MRT Web Interface application
MRT Data Steward	A general term for a person identified as being responsible for maintaining a specific set of data within the MRT Web Interface application