INSTRUCTIONS FOR USE OF AUTOMATED FORM 219

Effective August 6, 1999, RUS published in the Federal Register a change to 7 CFR 1710. This change eliminates the traditional accounting and engineering classification of "Ordinary Replacement". This 219 implements this change by eliminating the "Original Cost" column. The aforementioned change combines the classifications of "System Improvements" and "Ordinary Replacements" into a single category which will be referred to as "Replacement of Plant"

Never use the master file for data input. Save the original file for continued use and always enter data on a copy of the original. The original can also be saved as a template to avoid accidental use of the master.

- 1 All input for a standard Form 219 (no minor construction) should be completed on the Data Input tab.
- 2 All input for a minor construction Form 219 should be completed on the Minor Constr. Form 219 tab.

Predominant Cost

When accounting for retirement or removal costs associated with new construction, the predominant cost method should be used. For example, if incidental to the construction of a new service, a structure in the existing line had to be changed or removed and the new construction is the costliest part of the project, the project would be classified as new construction. Conversity, if the costliest part was the removal or replacement, the project would be classified as a system improvement.

Standard Work Order 219 Data Input

All header information is entered in the appropriate box in the top section (yellow). All Work Order information is entered using an Excel Data Input form. To enter Work Order data, you MUST first place your cursor in Cell "A20". Next select the "Data" drop-down window and then select "Form". This will open an Excel Data Input form that will allow you to enter new Work Orders, edit existing Work Orders, delete existing Work Orders, etc. DO NOT ENTER WORK ORDER DATA DIRECTLY INTO THE WORKSHEET. DO NOT USE THE "DELETE" KEY ON THE FIRST RECORD. YOU MAY DELETE ANY ADDITIONAL RECORDS YOU ENTER *EXCEPT RECORD 1.* TO CLEAR THE CONTENTS OF RECORD ONE, HIGHLIGHT CELLS A20 THROUGH K20. SELECT "EDIT-CLEAR-CONTENTS". This action will clear the contents of the first record but retain the formatting and formula for entering new data. Always leave your cursor in cell "A20" while performing any function except the one noted above.

- 1 The Data Input sheet includes one additional column "Code Cat." or Code Category that is not normally found on a normal 219. This form requires input in this column in order to sort and subtotal your projects by code category. You may enter work orders in any order that you wish but you **must** include a Code Category such as 300 or 100, etc. The form will sort and subtotal your work orders according to the Code Category that you provide for each work order. For example: If the first work order is project code 235, you would insert 0200 for the Code Category 0200. If the next work order was a code 101, you would enter code 0100 for the Code Category; and so on.
- 2 Year Enter the year as a 4 digit entry; for example 1999 or 2000.
- 3 When you have completed entering all work orders that will be included on the subject Form 219, close the data form box and review each work order to assure that there are no error messages in the "Loan Funds" box. If a "ERROR-reduce CIAC" message appears, you should reduce Contributions In Aid of Construction to a level that will produce \$0.00 Loan Funds. This is accomplished by reopening the Data Form box and moving to the work order in question using the "next" and "previous" buttons". You would then reduce CIAC by an appropriate amount so that Loan Funds will be \$0.00. See Bulletin 1767B-2, paragraph 8.6.7.10.1.
- 4 The next step is to press the Sort button. This will sort all the work orders by Code Category.

 The next step will create the Form 219 according to the data entered and sorted on the Data Input sheet. Press the Create 219 button. If asked whether you want to replace the contents of destination cells - Press YES. This action will subtotal the data by Code Category and copy the information to the blank Form 219 that is located on the first tab. This action will also create the Summary By Budget Number that is located in the bottom left corner of the Form 219.
 DO NOT PRESS THE "CREATE 219" BUTTON MORE THAN ONCE WITHOUT FIRST PRESSING THE "CLEAR 219" BUTTON. 6 If you are satisfied that the Form 219 is correct and no changes are required, go to **Printing the Form 219** section below. If corrections are needed, go to the **Editing the Form 219** section below.

Editing the Form 219

1 It is very important that you follow these directions in order to successfully edit and create a new Form 219 with the corrected data.

2 DO NOT MAKE ANY CHANGES ON THE FORM 219.

- 3 Go to the Data Input tab and press the **Clear Subtotals** button. This action will remove the subtotals that were previous created.
- 4 Now press the **Clear Form 219** button. This action will remove the data from the Form 219 located under the first tab.
- 5 You may now edit existing data or enter additional data (see section above for instruction on entering/editing work order data). If you enter new work orders, you will need to Sort the work orders again by pressing the Sort button again and preceding as before.

Printing the Form 219

- 1 Your almost Home!!! You have entered all the work orders that you need or will fit on the Form 219, corrected all the erroneous information that was obviously provided by others and verified the output on the actual Form 219 that is located on the first tab. You are now ready to print the final Form 219.
- 2 This is the easy part. First select the **Form 219** tab. Now print this page by selecting the **Print Icon** or selecting **Print Command** under the **File** drop down box. That's all there is to it.
- 3 Don't forget to save your work.

Creating a Minor Construction Form 219

- 1 In this case, you will actually enter the information directly on the **Minor Construction Form 219**. It is located above the "Minor Constr. Form 219" tab.
- 2 The only difference between this form and any other standard or hard copy of a Form 219 is the fact that an area has been provided below the section for dollar amounts for you to enter the **required Description of Construction**. In addition, the form will automatically total amounts entered in columns 4 through 9 into column 10 (do not overwrite the formulas in column 10) and will subtotal all work order totals and create the **Summary by Budget Items** total in the bottom left corner of the form. One additional difference is the **required Environmental Certification** that is provided just above the Borrower Certification.
- 3 Once you have entered all data required, print the form by selecting the **Print Icon** or the **Print Command** located under the **File** drop down box.
- 4 Don't forget to save your work.

Creating a Special Equipment Summary and/or Transformer Conversion Cost Sheet

- 1 As with the Minor Construction Form 219, this form is created by entering data directly onto the form. The form is located above the "Special Equip. Summary" tab.
- 2 This form works in conjunction with the Transformer Conversion Costs sheet that is located immediately following this form. Transformer conversion costs, if any, are first entered on the Transformer Conv. Cost sheet. These costs are summarized for you and totals provided at the bottom of the form for your use on the Special Equipment Summary form.
- 3 Data for both forms is entered in the same manner as you would on a standard, hard copy, form (see RUS Bulletin 1767B-2 for details relating to each column.
- 4 To print either form, go to the form to be printed and press the **Print Icon** or select the **Print Command** located under the **File** drop down box.
- 5 Don't forget to save your work.

DATA INPUT SHEET

Invent	ory Num	ber										
Month Ending				-	Enter header information here!							
System Designation]								
Name	of Borro	wer				V		Do Not Enter Work Order Data Direct				
Manag	jer					Date	ering or					
Board	Officer					Date editing Work Order data.						
Inspection Performed		Ву			To Enter, Edit or Remove Work Orders, Select the "Data" drop-down menu and then select "Form". A Form will appear that will allow you to enter new							
Firm License Number												
License Number 740-C								ting W/O's, etc.		orm Delete Key o	on Record 1.	
Code Cat.			WORK	ORDER	6		S REQUIRED	DEDUCTIONS				
	COL	DE	Workk	ONDER	Cost Of		Cost Of	SALVAGE R	ELATING TO	Contributions	LOAN FUNDS	
					ten	Construction:	Removal:	Improvements	Retirements	in Aid of	SUBJECT	
Cat.	No.	ear	Construc-	Retire-	et		Improvements	or	Without	Construction	TO ADVANCE	
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						(7 U.S.C. 901 et seq.)					
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740				,	GROSS FUN	DS REQUIRED		DEDUCTIONS			
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ž		Construc-	Retire-	et		Improvements	or	Without	Construction	TO ADVANCE	
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	ENGINEERING CERTIFICATION - I hereby certify that sufficient inspection has been made of the construction reported by this inventory to give me reasonable assurance that the construction complies with applicable specifications and standards and meets appropriate code requirements as to strength and safety. This certification is in accordance with acceptable engineering practice. INSPECTION PERFORMED BY FIRM LICENSE NUMBER SIGNATURE OF LICENSED ENGINEER										
RUS For	RUS Form 219 (<i>Rev. 10-02</i>) V 16, 10/21/02										

RUS Form 219 (Rev. 10-02)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0015. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

		U	SDA-RUS			No funds involved may be requisitioned unless a FORM APPR completed application Form 219 has been received OMB No. 05							
		INVENTORY	OF WORK OR	DERS	5	1. INVENTORY NO		C. 901 et seq.) 2. MONTH ENDING	;				
						3. SYSTEM DESIG	GNATION						
		are 2 copies of this form e, USDA-RD, Washingt			your records.	4. NAME OF BORROWER							
For detaile		ons see RUS Bulletin 1			GROSS FUN	DS REQUIRED		DEDUCTIONS					
со	DE	WORK		Budget Item No.	Cost Of Construction:	Cost Of Removal:	SALVAGE Improvements	RELATING TO Retirements	LOAN FUNDS SUBJECT				
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Item No.	740-C Code	Amount	2		of a type described in We certify that const	struction reported on the above listed work orders (except certification "2" below), is a categorical exclusion in 7 CFR 1794.31 (b) which normally does not require preparation of a Borrower's Environmental Report. struction reported on work orders							
1		\$0.00	DATE			iai normally requires a	SIGNATURE (Ma						
BORROWER CERTIFICATION - We certify that the costs of construction shown are the actual costs and are reflected in the general are records. We further certify that funds represented by advances requested have been expended in accordance with the purposes of the loan provisions of the loan contract and mortgage, and RUS bulletins and the Code of Federal Regulations relative to the advance of funds for w purposes. We recognize that statements contained herein concern a matter within the jurisdiction of an agency of the United States and the false, fictitious or fraudulent statement may render the maker subject to prosecution under Title 18, United States Code Section 1001. DATE SIGNATURE (Manager)										e loan, the for work order			
DATE							SIGNATURE (BO	oard Approval)					
			inventory to give	e me re	asonable assuranc	e that the construction	on complies with a	been made of the co applicable specificatio	ns and standards a	ind meets			
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Total	-	\$0.00	LICENSE NUMI	BER			SIGNATURE OF LICENSED ENGINEER						
		(Rev. 10-02)	V 16, 10/21/02				I	on of information unless it					

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0572-0015. The time required to complete this information collection is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Optional form

00				SUMMAR	Y OF SPECI	AL EQUIPME	NT COSTS				
Reference	Quan- ity	Size	Manufacturer	Туре	Invoice Cost and Freight	Labor and Other	Transformer Conversion Costs (from Col.10 Trans. Conv. Costs	Estimated Cost of Installation	Loan Funds Subject to Advance	Salvage Value of Old Transformers (from Col. 6 Trans. Conv. Costs	Total Cost Capitalized
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
370, Meters -	Meter S	ockets, C	urrent and Pote	ential Trans	formers						
1											
+											
-											
<u> </u>											
	Т	OTALS			\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
368, Line Tra	nsforme	rs - Volta	ge Regulators								
+											
+											
	Т	OTALS			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
365, Overhea	d Condu	ictors and	d Devices - Oil (Circuit Recl	osers and Se	ctionalizers					
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	L T	OTALS			\$0,00	\$0.00		\$0.00	\$0.00		\$0.00
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by advances re	equested	have been	expensed in acco	rdance with t	and are reflected the purposes of	d in the general the loan, the pro	accounting records		fy that funds repr		
and the Code o	of Federal	I Regulatio	ns relative to the a	dvance of fu	nds for work ord	ler purposes.		Date			
								Δτειι			
3 Signature								Date			
	Reference 370, Meters - 370, Meters - 368, Line Tra 368, Line Tra 365, Overhea 365, Overhea 365, Overhea	Reference Quanity 370, Meters - Meter S 368, Line Transforme 365, Overhead Condu 365, Overhead Con	Reference Quan- ity Size (1) (2) 370, Meters - Meter Sockets, C 368, Line Transformers - Volta 368, Line Transformers - Volta 365, Overhead Conductors and 365, Overhead Conductore and 370, 1	Reference Quan- ity Size Manufacturer (1) (2) (3) 370, Meters - Meter Sockets, Current and Pote	Reference Quan- ity Size Manufacturer Type (1) (2) (3) (4) 370, Meters - Meter Sockets, Current and Potential Trans 370, Meters - Meter Sockets, Current and Potential Trans 1 1 1	Reference Quan- ity Size Manufacturer Type Invoice Cost and Freight 370, Meters - Meter Sockets, Current and Potential Transformers (4) (5) 370, Meters - Meter Sockets, Current and Potential Transformers (4) (5) 370, Meters - Meter Sockets, Current and Potential Transformers (4) (5) 370, Meters - Meter Sockets, Current and Potential Transformers (5) 370, Meters - Meter Sockets, Current and Potential Transformers (6) TOTALS \$0.00 368, Line Transformers - Voltage Regulators (1) TOTALS \$0.00 365, Overhead Conductors and Devices - Oil Circuit Reclosers and Se (1) TOTALS \$0.00 365, Overhead Conductors and Devices - Oil Circuit Reclosers and Se (1) TOTALS \$0.00 365, Overhead Conductors and Devices - Oil Circuit Reclosers and Se (2) TOTALS \$0.00 MONTHLY GRAND TOTAL LOAN FUNDS SUBJECT S0.00 MONTHLY GRAND TOTAL LOAN FUNDS SUBJECT BORROW I certify that the costs of construction shown are the actual costs and are reflected by advances requested have been expensed in accordance with the purposes of and the Code of Federal Regulations relative to the advance of funds for wo	Reference Quantity Size Manufacturer Type Invoice Cost and Freight Labor and Other 370, Meters - Meter Sockets, Current and Potential Transformers (4) (5) (6) 370, Meters - Meter Sockets, Current and Potential Transformers (1) (2) (3) (4) (5) (6) 370, Meters - Meter Sockets, Current and Potential Transformers (1) (2) (3) (4) (5) (6) 370, Meters - Meter Sockets, Current and Potential Transformers (1) (2) (3) (4) (5) (6) TOTALS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 368, Line Transformers - Voltage Regulators (1) (1) (2) (2) (3) (2) (3)	Reference Quan- ity Size Manufacturer Type Invoice Cost and Freight Labor and Other Transformer Conversion 370, Meters - Meter Sockets, Current and Potential Transformers (4) (5) (6) (7) 370, Meters - Meter Sockets, Current and Potential Transformers (4) (5) (6) (7) 370, Meters - Meter Sockets, Current and Potential Transformers (6) (7) (7) 370, Meters - Voltage Regulators \$0.00 \$0.00 (7) 368, Line Transformers - Voltage Regulators (7) (7) TOTALS \$0.00 \$0.00 \$0.00 365, Overhead Conductors and Devices - Oil Circuit Reclosers and Sectionalizers (7) TOTALS \$0.00 \$0.00 365, Overhead Conductors and Devices - Oil Circuit Reclosers and Sectionalizers (7) MONTHLY GRAND TOTAL LOAN FUNDS SUBJECT to ADVANCE BOROWER CERTIFICATION I certify that the costs of construction shown are the actual costs and are reflected in the general accounting records by advances requested have been expensed in accordance with the purposes of the loan, the provisions of the loan and the Code of Federal Regulations relative to the advance of funds for work order purposes.	Reference Quantity Size Manufacturer Type Invoice Cost and Freight Labor and Other Transformer Other Estimated Conversion (form Col.0) Trans. Conv. Costs 370, Meters - Meter Sockets, Current and Potential Transformers (d) (f) (f) (f) (f) (f) 370, Meters - Meter Sockets, Current and Potential Transformers (f) (f) (f) (f) (f) TOTALS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 368, Line Transformers - Voltage Regulators (f) (f) (f) (f) (f) TOTALS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 368, Line Transformers - Voltage Regulators (f) (f) (f) (f) (f) (f) TOTALS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 365, Overhead Conductors and Devices - Oil Circuit Reclosers and Sectionalizers (f) (f) (f) (f) (f) TOTALS \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 MONTHLY GRAND TOTAL LOAN FUNDSS UBJECT TO ADVANCE	Reference Quan- ity Size Manufacturer Type Invoice Cost and Freight Transformer Conversion (From Col.0) Estimated Installation Loan Funds Subject to Advance 370, Meters - Meter Sockets, Current and Potential Transformers (a) (b) (c) (c)	Reference Quantity Size Manufacturer Type Type Invoice Cost and Freight Labor and Other Transformer Costs (7) Estimated (sost of Installation Salvage Value Loan Funds Advance 370, Meters - Meter Sockets, Current and Potential Transformers (g) (g)<

Optional Form TRANSFORMER CONVERSION COSTS

		Size in KVA		n KVA		Retired Tr	ansformers				TOTAL CONVERSION	TOTAL COST OF CONVERTED	CONVERTED UNIT COST
						ORIGINAL		RETIREMENT	INVOICE COST	OTHER	COST -	TRANSFORMERS	COL. 11 /
DATE	REFERENCE	QUANTITY	OLD	NEW	ТҮРЕ	INSTALLED	SALVAGE	LOSS - COL.	OF CONVERSION	CONVERSION	COL. 8 +	COL. 6 +	COL. 1
						COST		5 - COL. 6	AND FREIGHT	COSTS	COL. 9	COL. 10	
									-				
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
							()						
CREDIT A	CCT. 368, DEB	BIT ACCT. 100	6.8			\$0.00							
	CT. 107.3, CRE						\$0.00						
	DEBIT ACCT. 108.6, CREDIT ACCT. 108.8							\$0.00					
	VOICE PRICE,								\$0.00				
	THER COST, D		107.3							\$0.00			
TOTAL CO	ONVERSION C	OST									\$0.00		
GRAND	TOTAL											\$0.00	
V 16. 10/22												\$0.00	

V 16, 10/21/02