

# GRAPE CRUSH INQUIRY EXCEL WORKBOOK INSTRUCTIONS

The Grape Crush and Purchase Inquiry is available to download from our web page in a "spreadsheet" format. We have created it in a Microsoft Excel 2003 Version 11.8 SP3 workbook file. You will need this or a more recent version of Excel to use this workbook. The instructions for entering your data into this workbook are essentially the same as for the traditional paper version, which is included in this packet. These instructions are to inform you of how to: 1) get a copy of this workbook, 2) complete this workbook when it differs with the paper version, and 3) send your completed workbook back to the Agricultural Statistics Branch. If you have any questions about the workbook, please call Jennifer Van Court or Lena Schwedler at 1-800-851-1127.

## STEP 1 Getting Started

Familiarize yourself with the Grape Crush and Purchase Inquiry packet that was mailed to your firm. Read the instructions for completing the paper version of this form. Please read and answer the questions on the certification page of the GRAPE CRUSH AND PURCHASE INQUIRY 2011 CROP form:

1. Did you crush any grapes (at your facility) in 2011?  Yes or  No
2. Did you purchase any grapes directly from growers in 2011?  Yes or  No

If "yes" to either question, you must complete and return this report.

If no to both questions, please complete and return the "Certification of No Purchasing or Crushing in 2011" (yellow) card — you do not have to complete this report.

## STEP 2 Downloading

On the Internet, open the USDA, NASS, California Field Office web site at [www.nass.usda.gov/ca/](http://www.nass.usda.gov/ca/). Click on the Grape Crush Workbook link. Determine how much room you need for entering your data and then select from the two workbook sizes: Regular Workbook OR Extra-Large Workbook. Click to download your workbook choice. Consider using the extra-large workbook if you will have more than 250 lines of data to enter into a section of the workbook.

## STEP 3 Unpacking

The workbook is downloaded as a self-extracting file: GrapeCrushInquiry.EXE. When the download is finished, execute this file to put the workbook into a folder of your choosing. The default workbook name is GrapeCrushInquiry.XLS.

## STEP 4 Identification

This workbook contains thirteen worksheets: Introduction; Contents; Question 1, 1a, and 1b; Question 1c; Question 2; Question 3; Question 4; Data Page; Section A; Section B; Assessment Totals; Table 10; and Varieties. The worksheets are listed below in the order you would most likely enter your data.

## GENERAL NOTES

Before you begin entering data, please note the following:

- ✓ Enter your data using the systematic approach identified in STEP 5.
- ✓ Every line in this workbook needs a variety name, district number, tonnage and weighted average degrees brix.
- ✓ Spell the variety names as they are spelled in the 'Varieties' worksheet. Doing so will allow your Pierce's Disease Assessment to calculate; otherwise, it will be in error or simply will not calculate.
- ✓ The worksheets in this workbook are protected to prevent accidental damage to the formulas.
- ✓ Be careful with the cut and paste features – they can damage the workbook if not used as described in the 'Contents' worksheet.

## STEP 5 Entering Data

### Introduction

In the Introduction worksheet, please enter your 9-digit ID, name of your firm, date, preparer/contact name, telephone number, and e-mail address. Then answer the two screening questions again (Step 1). Your 9-digit ID is on your mailing label on the cover of your Grape Crush and Purchase Inquiry. The 9-digit number begins with a 3, 7, 8, or 9.

### Questions 1, 1a, 1b

Go to the Questions 1, 1a and 1b worksheet and answer the questions. If you answer “yes” to question 1b, you need to enter your data (Firm Resold To, Variety, District Where Grown, Over the Scale Tons, Wtd. Avg. Degrees Brix) into the table below. The tonnages will automatically sum for you.

### Question 1c

Go to the Question 1c worksheet and answer the question “Did you repurchase grapes from a seller, who was not the original grower?” If you answer “yes” to Question 1c, you need to enter your data (Firm Repurchased From, Variety, District Where Grown, Over the Scale Tons, Wtd. Avg. Degrees Brix) into the table below. The tonnages will automatically sum for you.

There is one additional question on the right that is not on the paper version of the questionnaire: “Will these repurchased grapes be crushed by another processor?” If the answer is “yes” for the grapes entered on that line, enter the value “1” into the cell and enter the “Processor Name Where Crushed” for these grapes; otherwise, leave it blank.

### Question 2

Go to the Question 2 worksheet and answer the question “Were grapes crushed for you by other processors in 2011?” If you answer “yes” to Question 2, you need to enter your data (Processor Name Where Crushed, Variety Crushed for You, District Where Grown, Over the Scale Tons, Wtd. Average Degrees Brix) into the table below. The tonnages will automatically sum for you.

For the grapes listed in this question, the Pierce’s Disease Assessment will automatically calculate (in Excel columns M through Q) for the grapes you grow, not the grapes you purchased or repurchased. **GROWN GRAPES:** Answer “no” by leaving the cell blank to the question “Was tonnage purchased by you from grower(s)?” The Pierce’s Disease Assessment amount will calculate and appear in Excel column P. **PURCHASED GRAPES:** Answer “yes” by entering a “1” in the question “Was tonnage purchased by you from grower(s)?” The Pierce’s Disease Assessment amount will NOT calculate for these grapes in this worksheet. The assessment for these grapes will be calculated based on the information you enter later in the Data Page.

### Question 3

Go to the Question 3 worksheet and answer the question “Did you crush grapes for any processors and/or firms or growers, who purchased grapes in 2011?” If you answer “yes” to Question 3, you need to enter your data (Firm/Operation Name, Variety Crushed, District Where Grown, Over the Scale Tons, Wtd. Average Degrees Brix) into the table below. The tonnages will automatically sum for you.

There is one additional OPTIONAL question on the right that is not on the paper version of the questionnaire: “Are you paying the Pierce’s Disease Assessment for these grapes?” If the answer is “yes” for the grapes entered on that line, enter the value “1” into the cell and the Pierce’s Disease Assessment for these grapes will calculate and appear in Excel column Q. *NOTE: You are NOT required to pay the Pierce’s Disease Assessment for grapes listed in Question 3. The processor or firm that purchased or grew the grapes are required to pay the Pierce’s Disease Assessment for these grapes.*

#### Question 4

Go to the Question 4 worksheet and answer the question “Did you crush grapes for growers, who DID NOT PURCHASE grapes in 2011?” If you answer “yes” to Question 4, you need to enter your data (Vineyard or Grower Name, Variety Crushed, District Where Grown, Over the Scale Tons, Wtd. Average Degrees Brix) into the table below. The tonnages will automatically sum for you.

The Pierce’s Disease Assessment will automatically calculate (Excel columns J through L) based on the information you enter in this question. You can use this information to bill the growers for the Pierce’s Disease Assessment.

#### Data Page

Follow the detailed instructions on the paper version of the questionnaire.

Data from the workbook questions 1c, 3, and 4 are subtotaled into the Data Page. Information from these three questions **DOES NOT** need to be re-entered into the Data Page. This is different than in previous years and applies to this 2011 workbook version of the Grape Crush Inquiry only – not the paper version.

If you resold grapes (“yes” to Question 1b), enter the purchase information for these grapes into Section II of the Data Page worksheet. This is the original purchase from grower information. You do not need to fill in Section I of the Data Page for these resold grapes.

If you purchased grapes from growers and had them crushed by another processor (“yes” to Question 2), enter the purchase information for these grapes into Section II of the Data Page worksheet. You do not need to fill in Section I of the Data Page for these grapes.

Fill in Data Page Sections I and II for grapes you purchased from a grower and crushed at your facility. Pierce’s Disease Assessment calculations for these grapes are shown in Excel columns AA and AB.

Fill in Data Page Section I for grapes you grew AND crushed at your facility. You also need to enter a “1” in the **REQUIRED: Grown and Crushed by You** Excel column B for these grapes. The Pierce’s Disease Assessment calculations will calculate and appear in Excel columns BA through BD. You do not need to fill in Section II of the Data Page for these grapes.

The *Special Notes* Excel column A is for you and us to stay organized. You may follow the suggested notes or make up your own. Use the notes column or not as you wish.

#### Section A

The object of Section A is to help you determine if the Data Page is completed correctly. The yellow cells are the sums from Questions 1b, 1c, 2 (grown grapes), 3, and 4. Look these over and verify that they are correct. If not, make updates to the appropriate worksheets.

Fill in the white cells as needed to balance and check your workbook totals. Note any error messages and correct the problem.

The Grand Total Line 10 values for Tons Crushed, All Purchased Tons, and Non-related Purchased Tons should equal the “Totals from Data Page for comparison,” which are shown below in Excel rows 24 through 26. If they are not the same, make the appropriate updates.

Enter tons crushed for concentrate production in Excel row 21.

#### Section B

This worksheet is completed for you. It sums the tonnages by district as entered into the Data Page. Examine the district tonnages for errors. If all are correct, the tonnages displayed in rows Grand Total Tons Section A, Grand Total Tons Section B, and Data Page Totals should be the same. If not, check that Section A is completed correctly and that the districts are entered correctly in the Data Page worksheet.

## Assessment Totals

This worksheet is automatically filled in for you based on information entered in other worksheets. Review your assessment that is shown on this worksheet. Go to the bottom of this worksheet and answer the question "Have you or will you receive any grapes for crushing after December 15, 2011?"

## Table 10

This worksheet is a copy of the Table 10 from the Final Grape Crush Report 2010 Crop for your reference.

## Varieties

This worksheet is a reference list of grape varieties that this workbook is set up to process. It shows the way we spell the varieties, the type of grape, comments about alias varieties, and our processing codes for each variety.

## STEP 6 Finishing Up

- ✓ Check that you have entered the requested information into the Introduction worksheet.
- ✓ Go back through each worksheet in this workbook and look for errors. Errors and omissions are in red cells. Suspiciously large or small values are green.
- ✓ If grapes are purchased and crushed at another facility (Question 2), be sure to enter a '1' in the 'Was tonnage PURCHASED by you from growers(s)?' column of Question 2. Leaving this question blank, will result in an overpayment of the Pierce's Disease Assessment for these grapes.
- ✓ If grapes are grown AND crushed at your facility, be sure to enter these grapes in Section I of the Data Page AND enter a '1' in Excel column B of the Data Page "Grown and Crushed by You." Leaving this blank will result in an underpayment of the Pierce's Disease Assessment.
- ✓ Check that you have entered the purchase price of grapes purchased in BOTH columns 8 and 16 on the Data Page (Section II). The prices in column 16 are used to calculate the Pierce's Disease Assessment.
- ✓ Check that the Sections A and B worksheet totals agree with the Data Page worksheet totals.
- ✓ Print the "Assessment Totals" worksheet. You will remit one check for the amount shown in III (Excel cell I40).
- ✓ Complete and sign the blue certification form.
- ✓ Mail the completed blue certification form, your printed "Assessment Totals" worksheet, and your assessment check made out to 'Department of Food and Agriculture, 33030' in the enclosed addressed envelope.
- ✓ Attached your completed Excel workbook file (GrapeCrushInquiry.xls) to an e-mail message and send it to [nass-gcrush@nass.usda.gov](mailto:nass-gcrush@nass.usda.gov). Please include your e-mail address in all correspondence to our office for verification.

## CONFIRMATION

When we receive your finished workbook, we will send an e-mail to you within the week confirming receipt of your workbook. Full compliance is met when we receive your finished workbook, your blue certification form, your Assessment Totals worksheet, and your assessment check.