FSA
HANDBOOK

Automated Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice

To access the transmittal page click on the short reference.

For State and County Offices

SHORT REFERENCE

12-PS
(Revision 2)

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

Automated Price Support Procedures and Common Functions for Grains, Oilseeds, and Rice 12-PS (Revision 2)	**Amendment 7**

Approved by: Deputy Administrator, Farm Programs

Amendment Transmittal

A Reasons for Amendment

Subparagraph 1 C has been amended to add additional commodities covered by this handbook.

Subparagraph 311 B has been amended to remove Silage as eligible for loans.

Subparagraphs 1488 C and 1489 I and J have been amended to remove the reference to a specific year for running queries. Queries will be available for the current and current year minus 1 in the future.

Subparagraph 1505 A has been amended to correct number options when accessing the Spot-check Processing.

Page Control Chart		
TC	**Text**	**Exhibit**
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Part 1 Basic Information

Section 1 General Information

1 Handbook Coverage

A Handbook Purpose

This handbook contains step-by-step instructions for using the IBM System/36 and AS400 to administer the automated portions of the price support programs for grain and oilseeds for 1992 and subsequent crop years.

B Handbook Organization

This handbook is organized according to the arrangement of processing options on Price Support Main Menu PCA005, as shown in this example.

```
*********************************************************************************************
* COMMAND                                      PCA005                                     E2 *
* PRICE SUPPORT - MAIN MENU                                                                  *
*-------------------------------------------------------------------------------------------  - *
*                                                                                            *
*                                                                                            *
*  1.  Inquire about a Loan/LDP                  9.  Perform Administrative Functions       *
*  2.  Perform Loan Making Functions            10.  Perform Special Functions              *
*  3.  Perform Transfer Functions               11.  Perform System Control Functions       *
*  4.  Repay a Loan/Refund LDP Amount           12.  Settle a Purchase Agreement            *
*  5.  Settle a Loan                            13.  Perform LDP Processing Functions       *
*  6.  Forfeit a Loan                           14.  Settle a Loan In Claim Status          *
*  7.  Correct a Loan/LDP                       15.  Farm Storage Facility Loan Functions   *
*  8.  Perform Loan/LDP Servicing Functions                                                  *
*                                               21.  Return To Application Selection Menu   *
*                                               22.  Return To Office Selection Menu        *
*                                               23.  Return To Primary Selection Menu       *
*                                               24.  Sign Off                               *
* Enter the number of your selection and                                                     *
* press the "Enter" key.                                                                     *
*                                                                                            *
* Cmd3=Previous Menu                                                                         *
*                                                                                            *
*********************************************************************************************
```

Continued on the next page

1 Handbook Coverage (Continued)

C
Applicable Commodities

The following specific commodities are covered in this handbook:

- barley
- canola
- corn
- crambe
- flaxseed
- grain sorghum
- honey
- mohair
- mustard seed
- oats
- *--payments "in lieu of LDP" graze out
- pelts
- pulse crops--*
- rapeseed
- rice
- safflower
- sesame
- soybeans
- sunflower seed - oil
- sunflower seed - other
- wheat
- *--wool.--*

D
Authority and Responsibility

PSD has the authority and responsibility for the instructions in this handbook.

2 Related Handbooks

A
FSA Handbooks

FSA handbooks related to grain and oilseed programs, and the common provisions for loans and LDP's, include the following:

- 1-APP for appeals

- 7-AS for field correspondence

- 25-AS for records operations

Continued on the next page

A
FSA Handbooks (Continued)

- 1-CM for common management and operating procedures
- 7-CN for loan and LDP provisions for cotton
- 1-FI for issuing CCC-184's and EFT's
- 3-FI for depositing remittances
- 6-FI for accounting interface and Data Control System
- 50-FI for interest rates
- 58-FI for managing FSA and CCC claims
- 61-FI for prompt payment procedures
- 62-FI for IRS reporting requirements
- 64-FI for recording claims to ACS
- 67-FI for common receivables
- 1-FSFL for farm storage facility loans
- 2-LP Grains and Oilseeds for commodity data specific to wheat, feed grains, and oilseeds
- 2-LP Honey for loan provisions for honey
- 2-LP Peanuts for loan provisions for peanuts
- 2-LP Rice for loan and LDP provisions for rice

*** * ***

- 8-LP for loans and LDP's for 1999 and subsequent crop years
- 20-PS for State Office APSS operations
- 10-SU for loan provisions for sugar.

3 Correspondence

A Types

Correspondence includes memorandums and other written communications about ineligible grain or oilseeds, potential claims, invalid data displayed in APSS, or other specific problems.

B Between County Offices and KC-ITSDO or KCCO

For correspondence originating in County Offices, send correspondence to State Offices according to 7-AS.

All correspondence shall include:

- State and county codes
- crop year
- commodity
- loan number
- producer name
- related CCC-184 serial numbers and EFT's
- schedule of deposit number, if applicable
- a brief summary of the problem.

For correspondence originating in KC-ITSDO or KCCO, send to State Offices in triplicate, marked, "Attention:_____ County FSA Office".

State Offices shall:

- send 2 copies to the County Office
- retain 1 copy for their records.

4 Responsibilities

A Background

The responsibilities for loan and LDP functions described in this paragraph are in addition to the responsibilities in applicable 2-LP's, * * * 8-LP, 10-SU, and 7-CN.

B Office Responsibilities

This table describes the responsibilities of each office for loan and LDP activity.

Office	Responsibilities
PSD	• Implement automated processes to support loan and LDP functions in State and County Offices. • Provide procedural assistance to State Offices on data entry requirements and software operations.
State Offices	• Provide application training to County Offices. • Provide procedural assistance to County Offices on data entry requirements and software operations.
KC-ITSDO and KCCO	• Pay research and promotion fees and assessment fees to the State taxing authorities. • Provide technical assistance to State and County Offices on nonprogram-related problems. • Assist in correcting inventory data received from County Offices.

5-10 (Reserved)

11 Automated Procedures Included in This Handbook

A
Using This Handbook for APSS

Follow the instructions in this handbook when using APSS to accomplish the following activities:

- loanmaking
- additional disbursements
- transfers
- repayments
- settlements
- forfeitures
- LDP processing
- corrections
- County-maintained files
- gaining access to price support applications
- producer and loan or LDP identification.

12 County-Maintained Table Files

A
Maintaining and Updating Table Files

County Offices shall maintain and update the table files detailed in subparagraph B **before** processing transactions for:

- loans
- LDP's.

B
APSS Procedure

County Offices shall maintain table files according to this table.

Table File	Frequency
Commodity Loan Rate	Yearly
Offer Shipping Rate	Yearly, or when changed

13 Command Key Functions

A Using Command Keys

Several command key functions are available throughout the price support processes. The available command keys:

- may vary on different menus or screens
- are displayed at the bottom of the menu or screen
- may be used any time they are displayed.

B "Cmd3" and "Cmd7"

The most common command key functions displayed are:

- "Cmd3 = Previous Menu", which ends the process and displays the previous menu

- "Cmd7 = End of Job", which ends the process and displays Menu PCA005.

Note: To activate these commands, the user must press either of the following:

- "F3" for "Cmd3=Previous Menu"
- "F7" for "Cmd7=End of Job".

C "New Line" and "Field Exit" Keys

The most common key functions used to move around a screen requiring data entry are:

- "New Line" key, which is activated by the right "Ctrl" key

  Note: Pressing the "New Line" key within a data entry field leaves the data positioned exactly as entered.

- "Field Exit" key, which causes the data entered to be right justified within the data entry field, is activated by the numeric keypad "Enter" or "+" keys.

Continued on the next page

D
Additional Keys

Additional command key functions are described in this table.

System 36	PC Using Client Access
HELP	Alt F1
ATTN	Esc
PRINT SCREEN	Ctl Pause/Break
Field Exit	On the numeric keypad, “Enter” or “+” key
New Line	Right Ctrl
Back Tab	Shift Tab
RESET	Left Ctrl
Roll	Page up or page down
Enter	Enter
BOLD	Ctrl B begins bold
End Bold	Ctrl J ends bold and underline
Underline	Ctrl U begins underline
Center	Ctrl C
End of Page	Ctrl P
Carrier Return (in DisplayWrite)	On the numeric keypad, “Enter” or “+” key
CMD13	Shift F1
CMD14	Shift F2
CMD15	Shift F3
CMD16	Shift F4
CMD17	Shift F5
CMD18	Shift F6
CMD19	Shift F7
CMD20	Shift F8
CMD21	Shift F9
CMD22	Shift F10
CMD23	Shift F11
CMD24	Shift F12

Pressing the right mouse key will bring up the pop up keypad. To turn it off again, either click an option inside the keypad or click outside the keypad.

14 Help Screens

A Help Screen Availability

Help screens are available for most screens and fields that require data entry throughout the price support application. All available help screens should be used to obtain additional information about the data to be entered.

B Displaying Help Screens

Help screens are displayed by placing the cursor on the field that requires explanation and pressing the “Help” key.

If a help screen is not available, a message will be displayed at the bottom of the screen.

The “Roll” keys, in combination with the “Shift Up” keys, can be used to access additional help screens when available. PRESS “Enter” or follow the instructions at the bottom of the screen to end the help session and return to the screen for data entry.

15 Accessing Price Support Applications

A
Instructions

To access County Office price support applications described in this handbook, follow the instructions in this table.

Step	Action	Result

1	On Primary Selection Menu FAX250:
	
	• enter either of the following:
	
	  • "3", "Application Processing (Headquarters Office)"
	  • "4", "Application Processing (Office Selection)"
	
	• PRESS "Enter".
		If "3" was entered, Menu FAF07001 will be displayed. See step 3.
		
		If "4" was entered, Menu FAX09002 will be displayed.

2	On Office Selection Options Menu FAX09002: • select the County Office or CMA to be processed • PRESS "Enter".	Menu FAX07001 will be displayed.
3	On Application Selection Menu FAX07001: • ENTER "13", "Price Support" • PRESS "Enter".	Menu PCA005 will be displayed. Select the applicable option, based on the type of transaction to be processed, according to subparagraph B.

Continued on the next page

B

Menu PCA005 Options

Follow this table for selecting options available on Menu PCA005. PRESS "Enter" after making selections.

Option	Title	Result
1	Inquire about a Loan/LDP	Screen PCA11000 will be displayed. See paragraph 16.
2	Perform Loan Making Functions	Screen PCA11000 will be displayed. See Part 3 or 4, as applicable.
3	Perform Transfer Functions	Screen PCA11000 will be displayed. See Part 5.
4	Repay a Loan/Refund LDP Amount	Screen PCA11000 will be displayed. See Part 7.
5	Settle a Loan	Screen PCA11000 will be displayed. See Part 9.
6	Forfeit a Loan	Screen PCA11000 will be displayed. See Part 10.
7	Correct a Loan/LDP	Screen PCA11000 will be displayed. See *--Part 11 or 19, as applicable.--*
8	Perform Loan/LDP Servicing Functions	Menu PVA005 will be displayed. See Part 12.
9	Perform Administrative Functions	Menu PAA010 will be displayed. See Part 14.
10	Perform Special Functions	Menu PCA000 will be displayed.
11	Perform System Control Functions	Menu PKA000 will be displayed. See Part 17.
12	Settle a Purchase Agreement	This option is not available at this time.
13	Perform LDP Processing Functions	Screen PCA11020 will be displayed. See Part 19.
14	Settle a Loan in Claim Status	Screen PCA11010 will be displayed. See Part 9.
15	Farm Storage Facility Loan Functions	See 1-FSFL.

16 Producer and Loan or LDP Identification

A
Identifying Producer and Loan or LDP

Use this table to identify the producer and the loan or LDP to be processed.

Step	Action	Result

1	After selecting the desired function on Menu PCA005, either:
	
	•***--**Screen PCA11000 will be displayed for all loan transactions and LDP correction (option 7) transactions loan
	
	• Screen PCA11020 will be displayed for new ("N") or manual (90000#) LDP's.
	
	  • If all loan/LDP and producer data is known, go to step 4.**--***
	
	  • If loan number and/or producer ID are **not** known, go to step 2.
	
	  • If producer ID and/or loan number are known, or if only the loan number is known, go to step 3.	

2	On Screen PCA11000 for loans, or Screen PCA11020 for LDP's, enter producer's last name, in addition to any readily available information, and PRESS "Enter". *** * ***	Screen MACR04-01 or PCA12000 ***--**will be displayed for loans and some LDP transactions, or Screen MACR04-01 or PCA12020 will be displayed for new or manual LDP's. Go to step 4.**--***
3	On Screen PCA11000 for loans, or Screen PCA11020 for LDP's, enter either of the following and PRESS "Enter": • producer ID, crop year, and loan or LDP number • crop year and loan or LDP number.	Screen PCA12000 or PCA11500 will be displayed. Go to step 4.
4	On Screen MACR04-01 or PCA11500, enter the number that corresponds to the contact producer and PRESS "Enter".	Screen PCA12000 will be ***--**displayed for loans and some LDP transactions, or Screen PCA12020 will be displayed for new or manual**--*** LDP's. Go to step 5.

Continued on the next page

A Identifying Producer and Loan or LDP (Continued)

Step	Action	Result
5	***--**On Screen PCA12000 for loans and some LDP transactions, or Screen PCA12020 for new or manual LDP's, ENTER "Y" or "N" to the question, "Is this the correct producer?" **Note:** If displayed: • ENTER "Y" or "N" to the questions: • "Is this the recording of a manually made action?" • "Is this the re-entry of a corrected loan?". If the question, "Is this the re-entry of a corrected loan?", is answered "Y", Screen PCA12000 will be redisplayed with entry fields. Users shall enter crop year and loan number of original loan. This entry will not affect the loan or LDP identification process, but is vital to accurately process and cross-reference manual re-entered transactions.	If "Y" was entered: • Screen PCA13000 may be displayed, go to step 6 • depending on the function selected, a process menu may be displayed.**--*** If "N" was entered: • Screen PCA11000 will be redisplayed for loans, or Screen PCA11020 will be redisplayed for LDP's • go to step 1.
6	On Screen PCA13000, enter the number that corresponds to the applicable loan or LDP number and PRESS "Enter".	Screen PCA14000 will be displayed for loans, or Screen PCA14010 will be displayed for LDP's. Go to step 7.
7	On Screen PCA14000 for loans, or Screen PCA14010 for LDP's, ENTER "Y" or "N" to the applicable question, "Is this the correct loan?" or "Is this the correct LDP?"	If "Y" was entered, proceed with the instructions for the applicable process. If "N" was entered: • Screen PCA13000 will be redisplayed • go to step 6.

17 Re-Activating Deleted Producer ID Number and ID Type

A
Purpose

When corrections or changes have been made to the name and address file through common provisions for a producer's ID number or ID type, access to a loan will be denied.

B
Procedure

Re-activate a deleted producer ID number and ID type by following procedure in 1-CM.

18-199 (Reserved)

Part 2 Commodity Loan and LDP Inquiries

200 Displaying Loan Information

A General Information

Use this part to view data on file for loans recorded on the computer. No entries are allowed.

To access the data described in this part:

- on Menu PCA005, ENTER “1”, “Inquire about a Loan/LDP”, and PRESS “Enter”
- complete producer and loan identification screens according to paragraph 16. Screen PVA30000 will be displayed for loans.

B Loan Information Displayed

For loans, Screen PVA30000 will display the following general information.

```
*******************************************************************************
*                      083-LEFLORE                              PVA30000      *
* PRICE SUPPORT - LOAN SERVICING            Version: AB88  04-11-00  8:09 Term E2 *
*----------------------------------------------------------------------------- *
* J T JOHNSON                                        CY 99 LOAN#   117  COMM BRLY  *
*                                                                               *
*                          DISPLAY LOAN INFORMATION                             *
*                                                                               *
*     Producer ID     444 44 4444 S     Orig. Quantity Mortgaged       10,000.00   *
*     Maturity Date        10-31-00     Orig. Amount Disbursed         19,555.00   *
*     Commodity Class            BRL    Original Quantity              10,000.00   *
*     Loan Type                Farm     Loan Amount                    19,600.00   *
*                                                                               *
*                                                                               *
*                                                                               *
*   1.  Additional Loan Information              5.  Bin/Receipt Information     *
*   2.  Display Farm Numbers                     6.  Disb/Prod Share             *
*   3.  Previous Loan Numbers                    7.  Liquidation Information     *
*   4.  Receivable/Overdisbursement Information  8.  Market Gain Information     *
*                                                                               *
*                                                                               *
*   Enter Option Number                                                         *
*                                                                               *
* Cmd3=Previous Menu    Cmd7=End Of Job                                         *
*                                                                               *
*******************************************************************************
```

201 Displaying Additional Loan Information

A General Information

In addition to displaying general loan information, the following options are available to display additional, more detailed information on Screen PVA30000:

- Additional Loan Information
- Display Farm Numbers
- Previous Loan Numbers
- Receivable/Overdisbursement Information
- Bin/Receipt Information
- Disb/Prod Share
- Liquidation Information
- Market Gain Information.

B Additional Loan Information

After entering "1" on Screen PVA30000, the following information will be displayed on Screen PVA30005.

```
*******************************************************************************
*                       083-LEFLORE                                PVA30005     *
* PRICE SUPPORT - LOAN SERVICING            Version: AB88  04-11-00  7:55 Term E2*
*-----------------------------------------------------------------------------*
* J T JOHNSON                                        CY 99 LOAN#   113 COMM APNTS *
*                                                                               *
*                          ADDITIONAL LOAN INFORMATION                          *
*                                                                               *
*    Loan Application Date        01-12-00   Reconcentration No.                *
*    Loan Approval Date                                                         *
*    Lien Search Date             01-01-00   Warehouse Code                     *
*    High Moist Indicator                N   Prep Code                          *
*    Service Fee Amount              45.00                                      *
*    Assessment Amount                                                          *
*                                                                               *
*    Mktg Assessment Amount                  Previous Maturity Date             *
*                                            Outstanding Amount      10,237.50  *
*                                            Outstanding Qty.         1,575.00  *
*                                            Date Last Update         03-15-00  *
*    Clerk Fees                              Appeal/Bankruptcy/Litigation       *
*                                                                               *
*                                                                               *
* Press "Enter" To Continue    Cmd7=End Of Job                                  *
*                                                                               *
*******************************************************************************
```

Continued on the next page

C Displaying Farm Numbers

After entering “2” on Screen PVA30000, the following information will be displayed on Screen PVA31000.

```
*******************************************************************************
*                       083-LEFLORE                                PVA31000   *
* PRICE SUPPORT - LOAN SERVICING           Version: AB88  04-11-00  7:56 Term E2 *
*-----------------------------------------------------------------------------*
* J T JOHNSON                                      CY 99 LOAN#   113 COMM APNTS  *
*                                                                             *
*                     DISPLAY OF FARM NUMBERS WHERE PRODUCED                  *
*                                                                             *
*   FARM NUMBERS   FARM NUMBERS   FARM NUMBERS   FARM NUMBERS   FARM NUMBERS   *
*                                                                             *
*         4709                                                                *
*         4711                                                                *
*         4712                                                                *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no more Farm Numbers to be shown.                                 *
* Cmd2=Return To Loan/LDP Information   Cmd3=Previous Menu    Cmd7=End Of Job *
*                                                                             *
*******************************************************************************
```

D Displaying Previous Loan Numbers

After entering “3” on Screen PVA30000, the following information will be displayed on Screen PVA32000.

```
*******************************************************************************
*                       083-LEFLORE                                PVA32000   *
* PRICE SUPPORT - LOAN SERVICING           Version: AB88  04-11-00  7:56 Term E2 *
*-----------------------------------------------------------------------------*
* J T JOHNSON                                      CY 99 LOAN#   113 COMM APNTS  *
*                  DISPLAY OF PREVIOUS LOAN NUMBERS                           *
*                                                                             *
*                                                                             *
*             TYPE                        LOAN NUMBER                         *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no Previous Numbers to be shown.                                  *
* Cmd2=Return To Loan Information    Cmd3=Previous Menu    Cmd7=End Of Job    *
*                                                                             *
*******************************************************************************
```

Continued on the next page

E
Receivable and Overdisbursement Information

After entering "4" on Screen PVA30000, the following information will be displayed on Screen PVA38000.

Note: Only the amount remaining will be displayed.

```
*******************************************************************************
*                      083-LEFLORE                                PVA38000     *
* PRICE SUPPORT - LOAN SERVICING           Version: AB88  04-11-00  7:56 Term E2 *
*-----------------------------------------------------------------------------*
* J T JOHNSON                                        CY 99 LOAN#   113 COMM APNTS  *
*                   DISPLAY OF RECEIVABLES/OVERDISBURSEMENTS                    *
*                                                                               *
*       RECORD TYPE          AMOUNT         DATE      PREV INT AMT    INT RATE  *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
* There are no Rec/Overdisbursements to be shown.                               *
*  Cmd2=Return To Loan/LDP Information   Cmd3=Previous Menu    Cmd7=End Of Job  *
*                                                                               *
*******************************************************************************
```

If there are no receivables or disbursements for a selected loan, Screen PVA38000 will be displayed with the message, "There are no more Rec/Overdisbursements to be shown".

F
Farm-Stored Bin Information

After entering "5" on Screen PVA30000, the following information will be displayed on Screen PVA33300 for farm-stored loans on a bin-by-bin basis.

```
*******************************************************************************
*                      083-LEFLORE                                PVA33300     *
* PRICE SUPPORT - LOAN SERVICING           Version: AB89  04-15-00 12:17 Term E2 *
*-----------------------------------------------------------------------------*
* E LYNN SMITH                                       CY 99 LOAN#   131 COMM RAPS   *
*                                                                               *
*                        DISPLAY OF BIN INFORMATION                             *
*                                                                               *
*     Loan Quantity                100.00   Loan Principal           200.00     *
*     Mortgaged Quantity           100.00   Premium Amount                      *
*     Previous Interest              1.36   Inspection Date        02-02-00     *
*     Previous 1% Interest            .18   Bin Number                    1     *
*     Farm Number/Stored                                                        *
*     Commodity Location                                                        *
*     Length                                Diameter                            *
*     Width                                 Circumference                       *
*     Height                                Cubic Foot Deduction                *
*     Cubic Feet                            Interest Rate             7.500     *
*     Test Weight                           Weighed Quantity                    *
*     Percent Moisture              10.00   Transaction Date       02-29-00     *
*                                                                               *
*                                                                               *
* There are no more Storage Records to be shown.                                *
* Cmd2=Return To Loan Information    Cmd3=Previous Menu    Cmd7=End Of Job     *
*                                                                               *
*******************************************************************************
```

Continued on the next page

G Warehouse-Stored Receipt Information

After entering "5" on Screen PVA30000, the following information will be displayed on Screen PVA33501 for warehouse-stored loans on a receipt-by-receipt basis.

Note: If multiple disbursements have been made, Screen PVA33501 will be displayed once for each disbursement.

```
*******************************************************************************
*                       083-LEFLORE                              PVA33501      *
* PRICE SUPPORT - LOAN SERVICING            Version: AB88  04-11-00  8:01 Term E2 *
*-----------------------------------------------------------------------------*
* J T JOHNSON                                        CY 99 LOAN#   176 COMM WHT  *
*                                                                             *
*                            RECEIPT INFORMATION                              *
*                                                                             *
* Loan Quantity            1,000.00         Receipt Number            1032    *
* Loan Principal           1,953.00         Loadout Charge                    *
* Premium Amount                            Receiving Charge                  *
* Discount Amount                           Freight Charge                    *
* Previous Interest                         Net Pounds            60,000.00   *
* Prev. 1% Interest                         Net Bu/Cwt             1,000.00   *
* Storage Start Date       02-15-00                                           *
* Storage Paid Date                                                           *
* Storage Charge            .000145                                           *
* Storage Deduction         .0470                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no more Storage Records to be shown.                              *
* Cmd2=Return To Loan Information    Cmd3=Previous Menu    Cmd7=End Of Job    *
*                                                                             *
*******************************************************************************
```

H Producer Payables/Shares

After entering "6" on Screen PVA30000, the following information will be displayed on Screen PVA36000.

```
*******************************************************************************
*                       083-LEFLORE                              PVA36000      *
* PRICE SUPPORT - LOAN SERVICING            Version: AB88  04-11-00  7:57 Term E2 *
*-----------------------------------------------------------------------------*
* J T JOHNSON                                        CY 99 LOAN#   113 COMM APNTS *
*                                                                             *
*        DISPLAY OF DISBURSEMENT INFORMATION / PRODUCER SHARE                 *
*                                                                             *
* CONT     PRODUCER NAME                PROD SHR   DISB DATE                  *
*                                                                             *
*  C J T JOHNSON                        100.00 %   01-12-00                   *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*        TOTAL GROSS LOAN DISBURSEMENT         10,192.50                      *
* Payable information must be viewed through Accounting.   C = CONTACT        *
* There are no more producers to be displayed.                                *
* Cmd2=Return To Loan/LDP Information    Cmd3=Previous Menu    Cmd7=End Of Job *
*                                                                             *
*******************************************************************************
```

Continued on the next page

I
Liquidation Information

After entering "7" on Screen PVA30000, the following information will be displayed on Screen PVA37000.

Screen PVA37000 will display liquidation information for:

- repayments
- settlements
- forfeitures
- transfers.

Only 1 liquidation transaction will be displayed on each screen.

```
*******************************************************************************
*                      083-LEFLORE                                PVA37000     *
* PRICE SUPPORT - LOAN SERVICING           Version: AB88  04-11-00  7:57 Term E2 *
*-----------------------------------------------------------------------------*
* J T JOHNSON                                        CY 99 LOAN#   113 COMM APNTS  *
*                                                                             *
*                      DISPLAY OF LIQUIDATION INFORMATION                     *
*                                                                             *
*     Record Type                                                             *
*     Date                                                                    *
*     Amount                                                                  *
*     Interest                                                                *
*     Principal Amount                                                        *
*     Quantity Liquidated                                                     *
*     Liquidated Damage Amount                                                *
*     Receivable Amount                                                       *
*     Receipt Release Date                                                    *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no Liquidations to be shown.                                      *
* Cmd2=Return To Loan Information   Cmd3=Previous Menu    Cmd7=End Of Job     *
*                                                                             *
*******************************************************************************
```

Continued on the next page

J
Market Gain Information

After entering “8” on Screen PVA30000, the following information will be displayed on Screen PVA39000.

```
*******************************************************************************
*                       083-LEFLORE                                PVA39000   *
* PRICE SUPPORT - DISPLAY MARKET GAIN       Version: AB89  04-15-00 12:24 Term E2 *
*-----------------------------------------------------------------------------*
* E LYNN SMITH                                      CY 99 LOAN#   131 COMM RAPS   *
*                                                                               *
*                          DISPLAY OF MARKET GAIN INFORMATION                   *
*                                                                               *
*                                     PAID               DENIED MARKET GAIN     *
*           PRODUCER NAME           MARKET GAIN           PLM          PE/PCF   *
*                                                                               *
* LOAN TOTALS                                .00             .00             .00 *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
*                                                                               *
* There is no more Market Gain to be shown within Price Support.                *
* Cmd2=Return To Loan/LDP Information    Cmd3=Previous Menu    Cmd7=End Of Job  *
*                                                                               *
*******************************************************************************
```

Note: “PLM” means payment limitation amount, “PE” means permitted entity share, and “PCF” means percent of cropland factor.

202 Displaying LDP Information

A General Information

Use this paragraph to view data on file for LDP's recorded on the computer. No entries are allowed.

To access the data described in this paragraph:

- on Menu PCA005, ENTER "1", "Inquire about a Loan/LDP", and PRESS "Enter"
- complete producer and LDP identification screens according to paragraph 16. Screen PVA30100 will be displayed for LDP's.

B LDP Information Displayed

For LDP's, Screen PVA30100 will display the following general information.

```
*******************************************************************************
*                       083-LEFLORE                              PVA30100     *
* PRICE SUPPORT - LDP SERVICING            Version: AB88  04-11-00  8:11 Term E2 *
*-----------------------------------------------------------------------------*
* KERRY K JAMES                                      CY 99 LDP#    215 COMM CORN  *
*                                                                              *
*                        GENERAL LDP INFORMATION                               *
*                                                                              *
*    Producer ID/Type 444-44-4444 S   Unit Of Measure (Lbs/Bu/Cwt)      Bushels  *
*    Commodity Class            YC    Cert/Meas/Weighed Qty           1,100.00  *
*                                     Initial LDP Percentage               100  *
*                                     Initial LDP Quantity            1,100.00  *
*    LDP Type             LS/PP LDP   Prod/Disp Evidence Qty                   *
*    Warehouse Code                   Add'l/Reduced LDP Qty                    *
*                                                                              *
*                                     Total LDP Quantity              1,100.00  *
*                                                                              *
*                   ADDITIONAL LDP INFORMATION FOR:                            *
*    1.  Amount Calculations             4.  Overpayments                      *
*    2.  Farm Numbers Where Produced     5.  Refund Dates/Amounts              *
*    3.  Bin/Lot/Receipt Information     6.  Market Gain Information           *
*                                                                              *
*    Enter Option Number                                                       *
* Cmd3=Previous Menu    Cmd7=End Of Job                                        *
*******************************************************************************
```

203 Displaying Additional LDP Information

A General Information

In addition to displaying general LDP information, the following options are available to display more detailed information on Screen PVA30100:

- Amount Calculations
- Farm Numbers Where Produced
- Bin/Lot/Receipt Information
- Overpayments
- Refund Dates/Amounts
- Market Gain Information.

B Amount Calculations

After entering “1” on Screen PVA30100, the following information will be displayed on Screen PVA30105.

```
*******************************************************************************
*                      083-LEFLORE                            PVA30105        *
* PRICE SUPPORT - LDP SERVICING            Version: AB88  04-11-00  8:14 Term E2 *
*-----------------------------------------------------------------------------*
* KERRY K JAMES                                      CY 99 LDP#    215 COMM CORN  *
*                                                                               *
*                            LDP AMOUNT CALCULATIONS                            *
*                                                                               *
* Initial LDP Quantity         1,100.00  Initial LDP Amount            550.00   *
* Initial Approval Date        03-16-00                                         *
* Initial Transaction Date     03-16-00                                         *
*                                        Assessment                             *
* Initial LDP Rate                .5000                                         *
*                                        Net Initial LDP Amt             550.00   *
*                                                                               *
* Add’l/Reduced LDP Qty                  Add’l/Reduced LDP Amt                  *
* Add’l/Reduced Appr Date                                                       *
* Add’l/Reduced Tran Date                                                       *
*                                        Assessment                             *
* Add’l/Reduced LDP Rate                                                        *
*                                        Net Add’l/Reduced Amt                  *
* Total LDP Quantity           1,100.00  Total LDP Amount              550.00   *
*                                                                               *
* Press "Enter" To Continue    Cmd7=End Of Job                                  *
*******************************************************************************
```

Continued on the next page

C
Farm Numbers Where Produced

After entering “2” on Screen PVA30100, the following information will be displayed on Screen PVA31000.

```
*******************************************************************************
*                       083-LEFLORE                                PVA31000   *
* PRICE SUPPORT - LDP SERVICING            Version: AB88  04-11-00  8:16 Term E2 *
*-----------------------------------------------------------------------------*
* KERRY K JAMES                                     CY 99  LDP#   215 COMM CORN  *
*                                                                             *
*                     DISPLAY OF FARM NUMBERS WHERE PRODUCED                  *
*                                                                             *
*   FARM NUMBERS   FARM NUMBERS   FARM NUMBERS   FARM NUMBERS   FARM NUMBERS   *
*                                                                             *
*           89                                                                *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no more Farm Numbers to be shown.                                 *
* Cmd2=Return To Loan/LDP Information   Cmd3=Previous Menu    Cmd7=End Of Job *
*                                                                             *
*******************************************************************************
```

D
Bin, Lot, or Receipt Information

After entering “3” on Screen PVA30100, the following information will be displayed on Screen PVA33400.

Note: Information will be displayed on a bin-by-bin, lot-by-lot, or receipt-by-receipt basis and will display quantity information and measurements for measured LDP quantities for each LDP.

```
*******************************************************************************
*                       083-LEFLORE                                PVA33400   *
* PRICE SUPPORT - LDP SERVICING            Version: AB88  04-11-00  8:18 Term E2 *
*-----------------------------------------------------------------------------*
* A J JACKSON                                       CY 99  LDP#    128 COMM WHT  *
*                                                                             *
*                  DISPLAY OF LDP BIN/LOT/RECEIPT INFORMATION                 *
*                                                                             *
*     Bin/Lot/Receipt Number      9788   Certified Quantity         150,000.00 *
*                                        Measured Quantity                    *
*                                                                             *
*     Farm Number/Stored                                                      *
*     Commodity Location                                                      *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no more LDP Bin/Lot/Receipt records to be shown.                  *
* Cmd2=Return To Loan/LDP Information    Cmd3=Previous Menu    Cmd7=End Of Job *
*******************************************************************************
```

Continued on the next page

E
Overpayments

After entering “4” on Screen PVA30100, the following information will be displayed on Screen PVA38100 for LDP with overpayments.

```
*******************************************************************************
*                       083-LEFLORE                                PVA38100   *
* PRICE SUPPORT - LDP SERVICING            Version: AB88  04-11-00  8:29 Term E2 *
*-----------------------------------------------------------------------------*
* A J JACKSON                                        CY 99  LDP#   128 COMM WHT  *
*                          DISPLAY OF LDP OVERPAYMENTS                        *
*                                                                             *
*       RECORD TYPE                 AMOUNT             DATE       INTEREST RATE *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no Overpayments to be shown.                                      *
*  Cmd2=Return To Loan/LDP Information    Cmd3=Previous Menu    Cmd7=End Of Job *
*                                                                             *
*******************************************************************************
```

If there are no receivables or disbursements for a selected LDP, Screen PVA38100 will be displayed with the message, “There are no Rec/Overpayments to be shown”.

F
Refund Dates and Amounts

After entering “5” on Screen PVA30100, either Screen PVA37005 or PVA37010 will be displayed.

Screen PVA37010 displays any overpayment amount for the selected LDP that has to be refunded to CCC.

```
*******************************************************************************
*                       083-LEFLORE                                PVA37010   *
* PRICE SUPPORT - LDP SERVICING            Version: AB88  04-11-00  8:31 Term E2 *
*-----------------------------------------------------------------------------*
* A J JACKSON                                        CY 99  LDP#   128 COMM WHT  *
*                                                                             *
*                       DISPLAY OF LDP REFUND INFORMATION                     *
*                                                                             *
*     Record Type                          LDP OVERPAYMENT REFUND             *
*                                                                             *
*     Date of LDP Refund                                                      *
*                                                                             *
*     Overpayment Interest Start Date                                         *
*     Overpayment Interest Rate                                               *
*                                                                             *
*     Overpayment Amount                                                      *
*     Interest Amount                                                         *
*     Total LDP Overpayment Refund Amount                                     *
*                                                                             *
*                                                                             *
*                                                                             *
* There are no LDP Refunds to be shown.                                       *
*  Cmd2=Return To LDP Information       Cmd3=Previous Menu    Cmd7=End Of Job *
*******************************************************************************
```

Continued on the next page

203 Displaying Additional LDP Information (Continued)

G Market Gain Information

After entering “6” on Screen PVA30100, the following information will be displayed on Screen PVA39000.

```
*******************************************************************************
*                       083-LEFLORE                                PVA39000   *
* PRICE SUPPORT - DISPLAY MARKET GAIN       Version: AB88  04-11-00  8:32 Term E2 *
*-----------------------------------------------------------------------------*
* A J JACKSON                                       CY 99  LDP#   128 COMM WHT  *
*                                                                             *
*                          DISPLAY OF MARKET GAIN INFORMATION                 *
*                                                                             *
*                                     PAID              DENIED MARKET GAIN    *
*           PRODUCER NAME           MARKET GAIN          PLM          PE/PCF  *
* A J JACKSON                         75,000.00            .00            .00 *
*                                                                             *
* LDP TOTALS                          75,000.00            .00            .00 *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* There is no more Market Gain to be shown within Price Support.              *
* Cmd2=Return To Loan/LDP Information    Cmd3=Previous Menu    Cmd7=End Of Job *
*                                                                             *
*******************************************************************************
```

Note: “PLM” means payment limitation amount, “PE” means permitted entity share, and “PCF” means percent of cropland factor.

204-299 (Reserved)

Part 3 Farm-Stored Loanmaking Functions

Section 1 General Provisions

300 Preparing for Loanmaking

A
Before Starting Loanmaking

Before starting a loanmaking activity:

- verify that the County-maintained table files are updated with current data according to subparagraph 12 B

- have the following documentation at the workstation, as applicable:

  - CCC-666
  - CCC-677-1.

301 Accessing Loanmaking Functions

A
Initial Loan Access

Access Menu PCA005 according to paragraph 15. To access loanmaking functions, ENTER “2” on Menu PCA005 and PRESS “Enter”.

Complete the series of loan identification screens according to paragraph 16.

After completing the producer and loan identification screens, either of the following menus will be displayed:

- Menu PLA000, if recording data for a new loan; see subparagraph B

- Menu PLB000, if completing a saved loan or making an additional disbursement. See:

  - paragraph 357 for completing a saved loan
  - Section 5 for making an additional disbursement.

Note: See paragraph 373 for recording manual farm-stored loans.

Continued on the next page

B
Selecting Loan Type on Menu PLA000

After completing the producer and loan identification screens according to paragraph 16, Menu PLA000 will display the type of loans available for processing a new loan.

Use the following table for special instructions for farm-stored HM/ATHM corn or grain sorghum loans and cracked, rolled, or crimped corn loans.

IF the loan is for...	AND...	THEN process as a farm-stored...
• HM/ATHM corn or grain sorghum • cracked, rolled, or crimped corn	can be measured, and measurement service has been provided	measured loan.
	cannot be measured, or measurement service has not been provided	certified loan.

C
Options on Menu PLA000

Select the option to process a farm-stored loan according to this table and PRESS "Enter".

Option	Title	Result
1	Farm-Stored Regular Certified	Screen PLB10000 will be displayed. See Section 2.
2	Farm-Stored Regular Measured	
3	Farm-Stored Reserve	Option is not available.
4	Warehouse-Stored Regular	Screen PLC10000 will be displayed. See Part 4, Section 2.
5	Warehouse-Stored Reserve	Option is not available.
6	Distress Certified	Screen PLB10000 will be displayed. See Section 2.
7	Distress Measured	
8	Form A Cotton Loans Using Processed Bale Data	See 7-CN.

Note: Only Option 1 is available for honey.

302-310 (Reserved)

311 Common Farm-Stored Loan Entries

A
Types of Farm-Stored Loans

The following types of loans are available for farm-stored loanmaking:

- regular certified and measured
- recourse certified and measured
- certified and measured HM and ATHM
- certified and measured distress
- recourse warehouse-stored
- cracked, rolled, or crimped corn loans.

B
Basic Loan Information on Screen PLB10000

If "1", "2", "6", or "7" was entered on Menu PLA000 according to paragraph 301, Screen PLB10000 will be displayed. Screen PLB10000 is for entering basic data for all farm-stored loans.

Follow this table to complete Screen PLB10000.

Field	Entry	Explanation
Commodity (Alpha-code)	Enter commodity code.	PRESS "Help" for applicable commodity codes. **Note:** Beginning with the 1996 crop year, rye is no longer eligible for loans.
Class/Variety	Enter class code.	For applicable class codes: • PRESS "Help" • see 8-LP, Exhibit 21. **Note:** ENTER "REC" for recourse loans instead of the actual class/variety. Do not enter "REC" for HM or ATHM loans. For cracked, rolled, or crimped shelled or ear corn, ENTER "RCK" in the "Class/Variety" field *** * ***.
Crop Year (Numeric)	Enter last 2 digits of the applicable crop year.	

Continued on the next page

B
Basic Loan Information on Screen PLB10000 (Continued)

If the "Class/Variety" field contains:

- "REC", Screen PLB10000 will be redisplayed with the question, "Is this a low quality warehouse-stored loan?"; ENTER "Y" or "N", as applicable

  Note: If:

  - "Y" is entered, there will not be a prompt to enter a warehouse code and loanmaking will continue with no screen changes
  - "N" is entered, all processing will continue as usual.

- codes other than "REC", the question, "Is this a low quality warehouse-stored loan?" will not be displayed.

PRESS "Enter" after completing entries. Screen PLB10005 will be displayed.

C
Completing Screen PLB10005

Screen PLB10005 displays:

- questions about multiple producers and spot check requirements
- a field for entering the loan application date
- additional questions based on the commodity entered on Screen PLB10000.

Follow this table to complete Screen PLB10005.

Field	Entry	Explanation
Does this loan have multiple producers?	ENTER "Y" or "N".	
Is a spot check required for this loan?	ENTER "Y" or "N".	
Loan Application Date	Enter date the producer requested the loan.	The loan application date must be on or before the final loan availability date for the commodity.

Continued on the next page

C
Completing
Screen PLB10005
(Continued)

Field	Entry	Explanation
Is this High Moisture?	ENTER “Y” or “N”.	Displays for corn and grain sorghum only. Will not display for a class/variety of “REC”.
Is it Acid-Treated?	ENTER “Y” or “N”.	Displays for corn and grain sorghum only. Will not display for a class/variety of “REC”.
Is it Ear or Shelled Corn?	ENTER “E” for ear corn or “S” for shelled corn.	Displays for corn only.
Is this a repledged loan?	ENTER “Y” or “N”.	Defaults to “N”. If “Y” is entered, a field will be displayed to enter original crop year and loan number. Enter crop year and loan number and PRESS “Enter”.
Is this aromatic rice?	ENTER “Y” or “N”.	Displays for rice only.

PRESS “Enter”. Screen PLB10010 will be displayed.

Continued on the next page

D
Completing Screen PLB10010

Screen PLB10010 is for entering the commodity storage location. The data entered on this screen will be printed in the "Commodity Storage Location" block of CCC-677.

Note: For recourse loans on commodities stored in a warehouse, enter the warehouse name as the storage location. CCC-677 will print with the words "Recourse Loan" in the "Class" field.

PRESS "Enter". Screen PLA11000 will be displayed.

Note: Screen PLB11005 will be displayed for honey loans.

E
Completing Screen PLA11000

Screen PLA11000 provides fields for entering farm numbers where the commodity was produced. The question, "Are there additional Farm Numbers?" will be displayed. ENTER:

- "Y" if there are additional farm numbers; Screen PLA11000 will be redisplayed to enter additional farm numbers
- "N" if there are no more farm numbers.

Note: This entry is for information purposes and is not validated in any manner.

---

312 Recording Multiple Producers

A
Basic Provisions

Screen PLA12000 will be displayed if multiple producers were indicated on Screen PLB10005 according to paragraph 311.

The following provisions apply when recording multiple producers:

- if multiple producers shared in the production of a commodity for a single loan, each producer and each producer's share must be recorded through loanmaking
- each producer's name and address must be recorded in the name and address file according to 1-CM, Part 9
- for all mailings, 1 producer must be designated on the loan as the contact producer. The contact producer:
  - will automatically be designated as the first producer entered unless 1 of the additional producers is designated
  - cannot be changed once designated and the loan is disbursed.

Continued on the next page

B
Identifying Additional Producers on Screen PLA12000

Screen PLA12000 will be displayed if multiple producers were indicated on Screen PLB10005 according to paragraph 311. Follow this table to identify additional producers.

Field	Entry
Last Name	Enter 1 of the following: • first letter of the last name • last name • applicable ID number.
ID Number (Numeric)	
Contact Point for Mailings? (Y or N)	ENTER: • "Y" if this producer should be designated as the contact producer • "N" if another producer is designated as the contact producer. **Note:** Only 1 producer on the loan can be designated as the contact producer.
Are there additional producers? (Y or N)	ENTER: • "Y" if there are additional producers • "N" if there are **no** additional producers.

PRESS "Enter" after completing entries.

Continued on the next page

C
Completion and Results From Screen PLA12000

This table provides the next screen displayed based on the information entered on Screen PLA12000 and a search of the name and address file.

IF in the name and address file...	AND...	THEN...
1 or more names are found with the same first letter as the name entered		Screen MACR04-01 will be displayed. See subparagraph D.
no names are found with the first letter as the name entered		Screen PLA12000 will be redisplayed with the message, "Producer not on Name and Address File. Ineligible for loan." See subparagraph A.
there is **no** match with the ID number entered		
there is a match with the ID number entered	"Y" was entered to the question, "Are there additional producers?"	Screen PLA12000 will be redisplayed to add the additional producers. See subparagraph B.
	"N" was entered to the question, "Are there additional producers?"	Screen PLB11000 will be displayed for certified loans. See Section 3.
		Screen PLB12000 will be displayed for measured loans. See Section 4.

Continued on the next page

D
Name Selection on Screen MACR04-01

If a name is found in the name and address file that matches the name entered, Screen MACR04-01 will be displayed.

Names displayed on Screen MACR04-01 are selected from the name and address file in the following order.

- If there is a match, same spelling as the last name entered on Screen PLA12000.
- If there is **no** match:
  - similar spelling to the last name entered on Screen PLA12000
  - last names that start with the same letter as the first letter of the last name entered on Screen PLA12000.

Each producer's name, ID number, and ID type will be displayed.

Note: Use the "Roll Up" or "Roll Down" keys if the desired producer is not displayed.

Select the correct producer by entering the applicable number in the "Select Number for Desired Name" field.

If a name is:

- selected, PRESS "Enter"
- **not** selected, PRESS "Cmd3".

Continued on the next page

E
Completion and Results From Screen MACR04-01

This table provides the next screen displayed based on the completion option entered on Screen MACR04-01.

IF on Screen MACR04-01...	AND on Screen PLA12000...	THEN...
"Enter" is pressed	"Y" was entered to the question, "Are there additional producers?"	Screen PLA12000 will be redisplayed to add additional producers. See subparagraph B.
	"N" was entered to the question, "Are there additional producers?"	Screen PLB11000 will be displayed for certified loans. See Section 3.
		Screen PLB12000 will be displayed for measured loans. See Section 4.
"Cmd3" is pressed		Screen MACR04 will be displayed. See subparagraph F.

Continued on the next page

F
Producer Search on Screen MACR04

If "Cmd3" was pressed on Screen MACR04-01 according to subparagraph D, Screen MACR04 will be displayed.

This table describes the field entries on Screen MACR04.

Field	Entry
Last four digits of ID	Enter 1 of the following: • last 4 digits of the applicable producer's ID number • ID number and ID type for the applicable producer • last name for the applicable producer.
ID Number	
ID Type	
Last Name	

Take either of the following options:

- if information is entered, PRESS "Enter"
- if information is **not** entered, PRESS "Cmd3".

Continued on the next page

G
Completion and Results From Screen MACR04

This table provides the next screen displayed based on the information entered on Screen MACR04 and the completion option taken.

IF on Screen MACR04...	AND there is...	THEN...
"Enter" is pressed	**no** match in the name and address file to the: • ID number entered • name entered	Screen PLA12000 will be redisplayed with the message, "Producer not on Name & Address File. Ineligible for loan." See subparagraph A.
	a match in the name and address file to the ID number entered	Screen PLA12000 will be redisplayed if there are additional producers to enter. See subparagraph B.
		Screen PLB11000 will be displayed for certified loans if all producers have been entered. See Section 3.
		Screen PLB12000 will be displayed for measured loans if all producers have been entered. See Section 4.
	a match in the name and address file to the last name or first letter of the last name entered	Screen MACR04-01 will be redisplayed. See subparagraph D.
"Cmd3" is pressed		Screen PLA12000 will be redisplayed with the message, "Producer not on Name & Address File. Ineligible for loan." See subparagraph A.

313-319 (Reserved)

320 Recording Certified Quantities

A Specific Bin Information on Screen PLB11000

If "1" was entered for a farm-stored regular certified loan on Menu PLA000, Screen PLB11000 will be displayed after:

- entering the farm number for the farm where the commodity was produced on Screen PLA11000 according to paragraph 311
- identifying multiple producers according to paragraph 312.

Screen PLB11000 is for entering the seal number, farm number where stored, and certified quantity in each bin. Use the following table to make entries on Screen PLB11000.

Field	Entry	
Seal Number	A seal number is assigned for each loan.	
	IF the assigned seal number is...	**THEN...**
	acceptable	PRESS the "New Line" key.
	unacceptable	enter the desired number and PRESS "Field Exit".
Farm Number Where Stored	Enter applicable farm number for the farm where the commodity is stored, if available. **Note:** This entry is for information purposes and is not validated in any manner.	
Quantity in Bin (Numeric)	Enter the net certified quantity applicable to this loan from CCC-666 for the applicable seal number. For low quality warehouse-stored loans, enter the net quantity shown on the warehouse receipt. **Note:** The certified quantity in the bin shall be the same as the loan quantity. **Example:** If the producer certifies 10,000 bushels, but requests only 7,000 bushels be placed under loan, enter 7,000 bushels in the "Quantity in Bin" field and PRESS "Field Exit".	
Test Weight	This is an optional entry. Leave blank or enter test weight as determined by 8-LP, Exhibits 45 and 46. This field will not be displayed if the loan is high moisture.	
Moisture	**IF the loan is...**	**THEN this is...**
	HM	a required entry as determined by 8-LP, paragraph 357.
	not HM	an optional entry. Leave blank or enter moisture as determined by 8-LP, paragraph 357.
Intention to dry?	This is a required entry if moisture level exceeds the maximum allowable moisture level for the commodity. **Note:** This field will not be displayed for HM loans.	

Continued on the next page

320 Recording Certified Quantities (Continued)

A
Specific Bin Information on Screen PLB11000 (Continued)

Shrink factors automatically will be applied based on the following:

- commodity
- test weight
- moisture
- intention to dry.

Loan rates automatically will be adjusted for discounts according to 8-LP, paragraph 422, based on the following entries, as applicable:

- test weight
- commodities harvested as other than grain
- low quality
- contaminated commodities
- intention to dry.

PRESS "Enter" after completing entries. Screen PLB11015 will be displayed. See paragraph 322.

321 Processing Nonrecourse Honey Loans

A
Specific Honey Information on Screen PLB11005

If "1" was entered on Menu PLA000 to process honey loans, Screen PLB11005 will be displayed after:

- making common loan entries according to paragraph 311
- recording multiple producers according to paragraph 312.

Continued on the next page

A

Specific Honey Information on Screen PLB11005 (Continued)

For honey loans, make entries on Screen PLB11005 according to this table.

Field	Entry	Explanation
Seal Number	Enter number to manually assign a new number, when applicable.	Seal numbers are system-assigned and displayed, 1 number per screen. The displayed number can be manually replaced by entering a new number, when applicable.
Floral Source	Enter the applicable alph-code from the predominant floral source. **Note:** "Help" is available to determine the corresponding code for the applicable floral source.	Required entry.
Estimated Quantity	Enter the estimated quantity of honey in pounds. **Note:** "Estimated quantity" is determined by multiplying the results of the "size of containers" x 18 pounds x "number of containers."	
Number of Containers	Enter the number of containers containing the honey for which this loan is requested.	
Size of Containers	Enter the size of containers containing the honey for which this loan is requested in gallons.	

PRESS "Enter" and Screen PLB11015 will be displayed.

A
Displayed Information on Screen PLB11015

After completing the entries according to paragraph 320, the following will be displayed on Screen PLB11015:

- seal number
- certified quantity
- maximum percent eligible for loan
- maximum loan quantity.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS "Cmd3".

Continued on the next page

B
Loan Percentage and Loan Rates on Screen PLB11015

Follow this table for field entries on Screen PLB11015.

Field	Entry	Explanation
New Percentage	Leave these fields blank.	Because the mortgage quantity and loan quantity are to remain equal, these fields should **not** be used. If the loan quantity is less than the certified quantity: • PRESS "Cmd3" to return to Screen PLB11000 • PRESS the "New Line" key until reaching the "Quantity in Bin" field • enter the loan quantity only and PRESS "Field Exit".
New Loan Quantity		
State Code (nn)	Enter State and county codes where commodity is stored **if** different than the county displayed in the header of Screen PLB11015. **Note:** Only for wheat with a class/variety of "REC", which has an actual class of HRS or SWW-WHC, ENTER: • "99" for State code • "999" for county code.	State and county codes are used to determine the correct loan rate from the commodity loan rate table according to Part 14. State and county codes do not appear for rice.
County Code (nnn)		
Additional Lots? (Y or N)	ENTER: • "Y" if there are additional bins • "N" if there are no additional bins.	

PRESS "Enter" after completing entries.

Continued on the next page

C
Resulting Screens From Screen PLB11015

This table describes the next screens displayed after Screen PLB11015, based on the information entered and a search of the commodity loan rate table.

<table>
<tr><th>IF...</th><th colspan="2">THEN...</th></tr>
<tr><td rowspan="5">there is no loan rate on file for the applicable State and county codes</td><td colspan="2">Screen PLB11015 will be redisplayed to enter a loan rate. Enter the applicable loan rate according to the following.</td></tr>
<tr><td>IF...</td><td>THEN enter the...</td></tr>
<tr><td>no rate is available for State and county codes entered</td><td>applicable loan rate.

Note: Add the loan rate to the commodity loan rate table according to Part 14.</td></tr>
<tr><td>this is a “REC” wheat loan and the actual class/variety is HRS or SWW-WHC</td><td rowspan="2">manually calculated loan rate according to 8-LP, paragraph 432.</td></tr>
<tr><td>this is a “REC” loan and “Y” was entered to the question, “Is this a low quality warehouse-stored loan?”</td></tr>
<tr><td>“Y” was entered to the question, “Additional Lots?”</td><td colspan="2">Screen PLB11000 will be redisplayed to enter data for additional bins. See paragraph 320.</td></tr>
<tr><td>“N” was entered to the question, “Additional Lots?”</td><td colspan="2">No further entries are required. Screen PLB13000 will be displayed. See paragraph 323.</td></tr>
</table>

PRESS “Enter” after completing entries.

323 Displaying Calculated Loan Quantities and Amounts

A
Bin Summary Data on Screen PLB13000

After entering data for all the bins according to paragraph 322, Screen PLB13000 displays the following summary data for each bin for which data was entered:

- seal number
- mortgaged quantity
- loan quantity

  Note: Loan quantities will be adjusted for excess moisture.

- loan rate

  Note: Loan rates will be calculated according to this table.

Loan Type	Handbook Reference
HM/ATHM	8-LP, paragraph 472
Recourse Loans	8-LP, paragraph 463
Cracked, Rolled, or Crimped Corn	8-LP, paragraph 477
Nonrecourse Loans	8-LP, paragraph 433

- total loan amount.

Note: If there are more bins than can be displayed on 1 screen:

- a message indicating there are more bins will be displayed
- PRESS “Enter” to display the additional bins.

Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS “Cmd3”.

Continued on the next page

A
Bin Summary Data on Screen PLB13000 (Continued)

PRESS "Enter" and follow this table to determine what the next screen will be.

IF...	THEN...
1 producer was indicated on the loan	Screen PLB13500 will be displayed. See subparagraph C.
multiple producers were indicated on the loan	Screen PLA12500 will be displayed. See subparagraph B.

B
Multiple Producers on Screen PLA12500

If multiple producers were indicated according to paragraph 312, Screen PLA12500 will be displayed for entering each producer's share on the loan. The percentage or quantity share entered will be used to calculate net proceeds to each producer.

This table describes the field entries on Screen PLA12500.

Field	Entry	Explanation
Percentage	Enter either of the following for each producer: • percentage share • quantity share.	The total sum of the entries in the "Percentage" field must equal 100 percent.
Quantity		The total sum of the entries in the "Quantity" field must equal the total loan quantity displayed on Screen PLA12500.

PRESS "Enter" after completing entries. Screen PLB13500 will be displayed.

Continued on the next page

C
Loan Summary Data on Screen PLB13500

Screen PLB13500 displays summary data for the entire loan. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PLB13500.

Field	Explanation
Mortgaged Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS “Cmd3”.
Loan Quantity	
Loan Amount	
Assessments	Assessments will be calculated and displayed only if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS “Field Exit” • correct, leave as displayed.
Service Fees	If the amount is: • incorrect, enter the correct amount and PRESS “Field Exit” • correct, leave as displayed.

PRESS “Enter” after completing entries. Screen PLB13505 will be displayed.

Continued on the next page

323 Displaying Calculated Loan Quantities and Amounts (Continued)

D
Loan Amounts on Screen PLB13505

Screen PLB13505 displays the following items:

- gross loan amount, which is the county loan rate multiplied times the quantity
- total loan amount
- assessments, if applicable
- service fees.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter". Screen PLB13510 will be displayed.

E
Disbursement Amount on Screen PLB13510

Screen PLB13510 displays the following items:

- mortgaged quantity
- loan quantity
- loan amount, which is the same as the total loan amount shown on Screen PLB13505
- disbursement amount, which is the total loan amount minus the applicable assessments and service fees.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter".

Menu PLA005 will be displayed for selecting loan completion options. See Section 6.

324-330 (Reserved)

331 Calculating Measured Quantities

A
Loan Measurements

If "2" was entered for a farm-stored regular measured loan on Menu PLA000, Screen PLB12000 will be displayed after:

- entering the farm number for the farm where the commodity was produced on Screen PLA11000, according to paragraph 311, if there were **no** multiple producers to enter

- identifying multiple producers according to paragraph 312.

Screen PLB12000 is for entering basic measurements from CCC-677-1.

Continued on the next page

B Measurement Entries on Screen PLB12000

This table describes the field entries for entering measurements on Screen PLB12000.

Note: If weighed quantity is entered, the only other entries should be the seal number, farm number, and measurement date.

Field	Entry		Explanation
Seal Number	A seal number is assigned for each loan, beginning with "1".		
	IF the assigned seal number is...	**THEN...**	
	acceptable	PRESS the "New Line" key.	
	unacceptable	enter the desired number and PRESS "Field Exit".	
Farm Number Where Stored (if applicable)	Enter applicable farm number for the farm where the commodity is stored.		This entry is for information purposes and is not validated in any manner.
Measurement Date (MMDDYY)	Enter date the bin was measured from CCC-677-1.		Required entry.
Length	Enter length of the storage structure from CCC-677-1.		Numerical entry for rectangular storage structures.
Cubic Foot Deduction	Manually calculate and enter the number of cubic feet that should be deducted from the measured quantity.		Examples include the following: • false floors • unloading augers • aeration tubes • cones for removed grain.
Height	Enter height of the commodity from CCC-677-1.		Numerical entry for **all** storage structures.
Width	Enter width of the storage structure from CCC-677-1.		Numerical entry for rectangular storage structures.

Continued on the next page

B Measurement Entries on Screen PLB12000 (Continued)

Field	Entry	Explanation
Diameter or Circumference	Enter either of the following from CCC-677-1 for round storage structures: • diameter • circumference.	Numerical entry for round storage structures.
Test Weight	Enter the determined test weight from the sample taken at the storage structure.	Displayed for all commodities **except**: • HM • HM/ATHM corn and grain sorghum • canola • mustard seed • rape seed • safflower seed.
Cone Height	Enter the cone height, if applicable. Cannot enter both cone height and cone depth. **Note:** If there is both a peak and a pit in the same structure, enter the cone depth. Manually calculate the quantity for the peak and enter the result as an additional quantity not included in the above measurements.	Numerical entry for round storage structures. When cone height is entered, the software calculates an additional quantity.
Cone Diameter	Enter the cone diameter, if applicable.	Numerical entry for round storage structures.
Cone Depth	Enter the cone depth, if applicable. Cannot enter both cone depth and cone height.	Numerical entry for round storage structures. When cone depth is entered, the software calculates a deduction from quantity.
Moisture	Enter the moisture content of the commodity, if known.	Optional entry except for HM/ATHM corn and grain sorghum loans and RCK corn loans.
Intention to dry?	ENTER “Y” or “N”.	Required entry if moisture level exceeds maximum allowable moisture level for commodity.

Continued on the next page

B Measurement Entries on Screen PLB12000 (Continued)

Field	Entry	Explanation
For an additional quantity NOT included in the above measurements, enter the Cubic Feet of the additional quantity	Manually calculate the cubic feet that will be added to the measured quantity.	Examples include the following: • additional pits or cones • additional peaks or mounds. A bin may have a pit with a cone. The cone calculation will only include 1 cone or 1 inverted cone. Enter the additional cubic feet here.
If a measured quantity is not used, enter the Weighed Quantity	Enter 1 of the following: • weighed quantity if COC has determined that the weighed quantity more accurately represents the quantity in the storage structure • manually calculated quantity if manual calculations are required to determine the quantity in the storage structure • the certified quantity for HM/ATHM corn and grain sorghum, and cracked, rolled, and crimped corn that can be measured • the net quantity shown on the warehouse receipt for low quality warehouse-stored loans.	This field allows the user to enter the loan quantity without entering the measurements. **Note:** Always enter the measurements for structures, if possible.
Is this settled ear corn?	ENTER “Y” or “N”.	Displayed for ear corn only. Required entry.

PRESS “Enter” after all applicable entries have been made.

Continued on the next page

331 Calculating Measured Quantities (Continued)

C
Calculations

The measured quantity will be:

- calculated using the measurement data entered
- adjusted for:
  - the combined test weight and pack factor, if applicable
  - moisture content, if applicable.

Screen PLB12005 will be displayed.

332 Establishing Measured Loan Quantities and County Where Stored

A
Displayed Information on Screen PLB12005

After entering the measurements on Screen PLB12000 according to paragraph 331, the following will be displayed on Screen PLB12005:

- seal number
- measured quantity for loan
- maximum percent eligible for loan
- maximum loan quantity.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS “Cmd3”.

Continued on the next page

B
Loan Percentage and Loan Rates on Screen PLB12005

Follow this table for entries on Screen PLB12005.

Field	Entry	Explanation
Percentage	Leave these fields blank.	Because the mortgaged quantity and the loan quantity are to remain equal, these fields should **not** be used. If the loan quantity is less than the measured quantity, PRESS the "Print" key to print the screen for hard copy, file information, PRESS "Cmd3", and delete the measurements used to enter the loan quantity in the "Weighed Quantity" field.
Loan Quantity		
State Code (nn)	Enter State and county codes where commodity is stored **if** different than the county displayed in the header of Screen PLB12005. **Notes:** These fields do not display for rice. Only for wheat with a class/variety of "REC", which has an actual class of HRS or SWW-WHC, ENTER: • "99" for State code • "999" for county code.	State and county codes are used to determine the correct loan rate from the commodity loan rate table according to Part 14.
County Code (nnn)		
Are there additional Bins/Lots? (Y or N)	ENTER: • "Y" if there are additional bins • "N" if there are **no** additional bins.	

PRESS "Enter" after completing entries.

Continued on the next page

C
Resulting Screens From Screen PLB12005

This table describes the screens displayed after Screen PLB12005, based on the information entered and a search of the commodity loan rate table.

<table>
<tr><th>IF...</th><th colspan="2">THEN...</th></tr>
<tr><td rowspan="5">there is no loan rate on file for the applicable State and county codes</td><td colspan="2">Screen PLB12005 will be redisplayed to enter a loan rate. Enter the applicable loan rate according to the following.</td></tr>
<tr><td>IF...</td><td>THEN enter the...</td></tr>
<tr><td>no rate is available for State and county codes entered</td><td>applicable loan rate.

Note: Add the loan rate to the commodity loan rate table according to Part 14.</td></tr>
<tr><td>this is a “REC” wheat loan and the actual class/variety is HRS or SWW-WHC</td><td rowspan="2">manually calculated loan rate according to 8-LP, paragraph 463.</td></tr>
<tr><td>this is a “REC” loan and “Y” was entered to the question, “Is this a low quality warehouse-stored loan?”</td></tr>
<tr><td>“Y” was entered to the question, “Are there additional Bins/Lots?”</td><td colspan="2">Screen PLB12000 will be redisplayed to enter measurements for additional bins. See paragraph 331.</td></tr>
<tr><td>“N” was entered to the question, “Are there additional Bins/Lots?”</td><td colspan="2">Screen PLB13000 will be displayed. See paragraph 333.</td></tr>
</table>

PRESS “Enter” after completing entries.

333 Displaying Calculated Loan Quantities and Amounts

A
Bin Summary Data on Screen PLB13000

After entering data for all the bins according to paragraphs 331 and 332, Screen PLB13000 displays the following summary data for each bin for which data was entered:

- seal number
- mortgaged quantity
- loan quantity

  Note: Loan quantities will be adjusted for excess moisture.

- loan rate

  Note: Loan rates will be calculated according to this table.

Loan Type	Handbook Reference
HM/ATHM	8-LP, paragraph 472
Recourse Loans	8-LP, paragraph 463
Cracked, Rolled, or Crimped Corn	8-LP, paragraph 477
Nonrecourse Loans	8-LP, paragraph 433

- total loan amount.

Note: If there are more bins than can be displayed on 1 screen:

- a message indicating there are more bins will be displayed
- PRESS “Enter” to display the additional bins.

Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS “Cmd3”.

Continued on the next page

A
Bin Summary Data on Screen PLB13000 (Continued)

PRESS "Enter" and follow this table to determine what the next screen will be.

IF...	THEN...
1 producer was indicated on the loan	Screen PLB13500 will be displayed. See subparagraph C.
multiple producers were indicated on the loan	Screen PLA12500 will be displayed. See subparagraph B.

B
Multiple Producers on Screen PLA12500

If multiple producers were indicated according to paragraph 312, Screen PLA12500 will be displayed for entering each producer's share on the loan. The percentage or quantity share entered will be used to calculate net proceeds to each producer.

This table describes the field entries on Screen PLA12500.

Field	Entry	Explanation
Percentage	Enter either of the following for each producer: • percentage share • quantity share.	The total sum of the entries in the "Percentage" field must equal 100 percent.
Quantity		The total sum of the entries in the "Quantity" field must equal the total loan quantity displayed on Screen PLA12500.

PRESS "Enter" after completing entries. Screen PLB13500 will be displayed.

Continued on the next page

C
Loan Summary Data on Screen PLB13500

Screen PLB13500 displays summary data for the entire loan. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PLB13500.

Field	Explanation
Mortgaged Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Quantity	
Loan Amount	
Assessments	Assessments will be calculated and displayed only if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.
Service Fees	If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.

PRESS "Enter" after completing entries. Screen PLB13505 will be displayed.

Continued on the next page

D
Loan Amounts on Screen PLB13505

Screen PLB13505 displays the following items:

- gross loan amount, which is the county loan rate multiplied times the quantity
- total loan amount
- assessments, if applicable
- service fees.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect , PRESS "Cmd3"
- correct, PRESS "Enter". Screen PLB13510 will be displayed.

E
Disbursement Amount on Screen PLB13510

Screen PLB13510 displays the following items:

- mortgaged quantity
- loan quantity
- loan amount, which is the same as the total loan amount shown on Screen PLB13505
- disbursement amount, which is the total loan amount minus the applicable assessments and service fees.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter".

Menu PLA005 will be displayed for selecting loan completion options. See Section 6.

334-340 (Reserved)

341 Additional Disbursement on Commodity Loans

A **Performing Loanmaking**	On Menu PCA005, ENTER “2”, “Perform Loan Making Functions”, and PRESS “Enter”.
B **Producer and Loan Identification**	Complete the producer and loan identification screens for the applicable loan according to paragraph 16.
C **Options for Additional Disbursements**	Menu PLB000 will display options for additional disbursements for a farm-stored loan.

342 Additional Disbursement on Previously Disbursed Farm-Stored Loans

A
Farm-Stored Loan Processing on Menu PLB000

Menu PLB000 will be displayed after completing producer and loan identification screens according to paragraph 341.

Use Menu PLB000 to:

- complete saved farm-stored loans
- process additional disbursements on previously disbursed farm-stored loans
- convert a certified loan to a measured loan.

Options not applicable to the selected loan cannot be accessed.

B
Menu PLB000 Options

Select the option to process an additional disbursement on a farm-stored loan according to this table and PRESS "Enter".

Option	Title	Result	
1	Make corrections to the nondisbursed loan	These options are used for saved loans. See paragraph 357 for instructions.	
2	Print loan documents		
3	Disburse the loan		
6	Additional disbursement for increase in loan rate	PRESS "Enter". Screen PLA10000 will display a message indicating a work file is being built.	
		IF the loan is a...	**THEN...**
		certified loan	Screen PLB11015 will be displayed. See paragraph 343.
		measured loan	Screen PLB12005 will be displayed. See paragraph 343.
7	Convert a certified loan to a measured loan	PRESS "Enter". Screen PLA10000 will display a message indicating a work file is being built, and then Screen PLB12000 will be displayed. See paragraph 344.	
8	Cancel a saved loan	This option is for saved loans only. See paragraph 357.	

343 Additional Disbursement for Increase in Loan Rate

A
Basic Information

If "6" was entered on Menu PLB000 according to paragraph 342, either of the following screens will be displayed:

- Screen PLB11015 for certified loans
- Screen PLB12005 for measured loans.

Note: See subparagraph B.

Continued on the next page

B
Certified or Measured Loan Entries

Screen PLB11015 (certified) or Screen PLB12005 (measured) is for entering the State and county codes for a new loan rate **or** the new loan rate for a certified loan or a measured loan, respectively. The loan rate used for the initial loan will be displayed.

Follow this table for entries on Screen PLB11015 or Screen PLB12005.

Field	Entry
Seal Number	These fields are protected. No entries are allowed.
Certified or Measured Quantity for Loan	
Maximum Percent Eligible for Loan	
Maximum Loan Quantity	
New Percentage	
New Loan Quantity	
State Code (nn)	These fields are not displayed for rice. For other commodities, enter either of the following: • applicable State and county codes • applicable loan rate. **Note:** Leave the other field blank.
County Code (nnn)	
Loan Rate (nnn.nnnn)	

PRESS "Enter" after completing entries.

Screen PLB11015 (certified) or Screen PLB12005 (measured) will be redisplayed for each bin. Repeat the procedure in this subparagraph until each bin has been displayed.

Screen PLB13000 will be displayed after **all** bins have been entered. See subparagraph C.

Continued on the next page

C
Bin Summary Data on Screen PLB13000

Screen PLB13000 displays the following summary data for each bin under loan:

- seal number
- mortgaged quantity
- loan quantity
- loan rate
- additional loan amount
- total loan amount.

Note: If there are more bins than can be displayed on 1 screen:

- a message indicating there are more bins will be displayed
- PRESS "Enter" to display the additional bins.

Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS "Cmd3".

PRESS "Enter" and follow this table to determine what the next screen will be.

IF the commodity is...	THEN...
oilseeds	Screen PLB13500 will be displayed. See subparagraph D.
grain or rice	Screen PLB13505 will be displayed. See subparagraph E.

Continued on the next page

D
Loan Summary Data on Screen PLB13500

Screen PLB13500 displays summary data for the entire oilseed loan. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PLB13500.

Field	Explanation
Mortgaged Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Quantity	
Additional Loan Quantity	
Total Loan Quantity	
Loan Amount	
Additional Loan Amount	
Total Loan Amount	
Assessments	Assessments will be calculated and displayed only if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.

PRESS "Enter" after completing entries. Screen PLB13505 will be displayed.

Continued on the next page

E

Loan Amounts on Screen PLB13505

Screen PLB13505 displays the following items for the original loan amount, additional loan amount, and total loan amount:

- gross loan amount, which is the county loan rate multiplied times the quantity
- total loan amount
- assessments, if applicable.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”. Screen PLB13510 will be displayed.

Continued on the next page

F Disbursement Amount on Screen PLB13510

Screen PLB13510 displays the following items for the original loan amount, additional loan amount, and total loan amount, if applicable.

Field	Explanation
Mortgaged Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Quantity	
Additional Loan Quantity	
Total Loan Quantity	
Loan Amount	This is the same as the total loan amount on Screen PLB13505, according to subparagraph E.
Additional Loan Amount	
Total Loan Amount	
Disbursement Amount	This is the total loan amount minus the applicable assessments and service fees.
Additional Disbursement	
Total Disbursement	

This table provides options for reviewing the accuracy of Screen PLB13510.

IF the information is...	THEN...
correct	PRESS "Enter". Menu PLA005 will be displayed for selecting loan completion options. See Section 6.
incorrect	PRESS "Cmd3". Screen PLB13505 will be redisplayed.

344 Converting Farm-Stored Certified Loans to Measured Loans

A
Basic Information

If "7" was entered on Menu PLB000 according to paragraph 342, Screen PLB12000 will be displayed for entering measurement information.

When a farm-stored certified loan is converted to a measured loan, the mortgaged quantity cannot be:

- changed by adding bins to the loan
- increased.

B
Interest Calculations for Converted Loans

During the conversion process, the following will be updated for the entire loan:

- processing date will be the transaction date of the conversion from certified loan to measured loan
- interest rate will be a weighted average interest rate for total disbursements for the loan, including new interest rate each January 1
- accumulated previous interest will be the summation of all interest calculated for each disbursement from the date of each disbursement up to, but not including, the earlier of the following:
  - transaction date of the conversion
  - day after the maturity date.

This information is printed on TSR and is used for subsequent transactions requiring interest calculations.

Continued on the next page

B
Interest Calculations for Converted Loans (Continued)

The amount of previous interest accumulated on the original certified loan, which is applicable to the present measured loan, is determined by this table.

Transaction	Interest Proration	
Converting certified loan to measured loan	**IF the revised loan amount is...**	**THEN accumulated previous interest is...**
	less than the previous loan amount	prorated to: • loan principal • overdisbursement.
	equal to the previous loan amount	attributed to loan principal.

The interest rate shown on TSR is used for subsequent interest calculations, beginning on the disbursement date shown on TSR. The interest rate established for:

- overdisbursements is not subject to adjustment
- loan principal is subject to adjustment each January 1.

Continued on the next page

C
Measurement Entries on Screen PLB12000

Screen PLB12000 is for entering basic measurements from CCC-677-1.

Follow this table to complete Screen PLB12000.

Field	Entry		Explanation
Seal Number	A seal number is assigned for each loan, beginning with "1".		
	IF the assigned seal number is...	**THEN...**	
	acceptable	PRESS the "New Line" key.	
	unacceptable	enter the desired number and PRESS "Field Exit".	
Farm Number Where Stored (if applicable)	Enter applicable farm number for the farm where the commodity is stored.		This entry is for information purposes and is not validated in any manner.
Measurement Date (MMDDYY)	Enter date the bin was measured from CCC-677-1.		Required entry.
Length	Enter length of the storage structure from CCC-677-1.		Required entry for rectangular storage structures.

Continued on the next page

C Measurement Entries on Screen PLB12000 (Continued)

Field	Entry	Explanation
Cubic Foot Deduction	Manually calculate and enter the number of cubic feet that should be deducted from the measured quantity.	Examples include the following: • false floors • unloading augers • aeration tubes • cones for removed grain.
Height	Enter height of the commodity from CCC-677-1.	Required entry for **all** storage structures.
Width	Enter width of the storage structure from CCC-677-1.	Required entry for rectangular storage structures.
Diameter	Enter either of the following from CCC-677-1 for round storage structures: • diameter • circumference.	Required entry in either of these fields for round storage structures.
or Circumference		

Continued on the next page

C Measurement Entries on Screen PLB12000 (Continued)

Field	Entry	Explanation
Test Weight	Enter the determined test weight from the sample taken at the storage structure.	Displayed for all commodities except ATHM corn and grain sorghum. Required numerical entry.
For an additional quantity NOT included in the above measurements, enter the Cubic Feet of the additional quantity	Manually calculate the cubic feet that will be added to the measured quantity.	Examples include the following: • pits or cones • peaks or mounds.
If a measurement is not used, enter the Weighed Quantity	Enter either of the following: • weighed quantity if COC has determined that the weighed quantity more accurately represents the quantity in the storage structure • manually calculated quantity if manual calculations are required to determine the quantity in the storage structure.	This field allows the user to enter the mortgaged quantity without entering the measurements. **Note:** Always enter the measurements for structures, if possible.

PRESS "Enter" after all applicable entries have been made.

Continued on the next page

D
Calculations

The measured quantity will be:

- calculated using the measurement data entered
- adjusted for the combined test weight and pack factor, if applicable.

Screen PLB12005 will be displayed.

E
New Loan Quantity on Screen PLB12005

Screen PLB12005 is for entering the new loan percentage or quantity for the converted loan. Follow this table for entries on Screen PLB12005.

Field	Entry
Seal Number	These fields are protected. No entries are allowed.
Measured Quantity for Loan	
Maximum Percent Eligible for Loan	
Maximum Loan Quantity	
Percentage	The current loan quantity will be displayed. Enter either of the following: • new percentage • new loan quantity. **Note:** Leave the other field blank.
Loan Quantity	

PRESS “Enter” after completing entries.

Continued on the next page

E
New Loan Quantity on Screen PLB12005 (Continued)

Screens PLB12000 and PLB12005 will be redisplayed for each bin. Repeat procedures in subparagraphs C and D and this subparagraph until all bins have been displayed.

Screen PLB13005 will be displayed after all bins are entered.

Note: If bin has less quantity than the outstanding loan quantity:

- an error message will be displayed stating, "Measured quantity is less than certified quantity. Bin is overdisbursed"
- PRESS "Cmd3" to verify measurement figures or PRESS "Enter".

F
Quantity and Amount Calculations on Screen PLB13005

Screen PLB13005 displays summary data for each bin. The certified loan data and measured data are displayed for each bin. Information displayed for each bin include the following:

- seal number
- mortgaged quantity
- loan quantity
- loan rate
- total loan amount.

Note: If there are more bins than can be displayed on 1 screen:

- a message indicating there are additional bins will be displayed
- PRESS "Enter" to display the additional bins.

Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS "Cmd3".

PRESS "Enter".

- Screen PLB13500 will be displayed for oilseeds. See subparagraph G.
- Screen PLB13505 will be displayed for all other commodities. See subparagraph H.

Continued on the next page

G
Loan Summary Data on Screen PLB13500

Screen PLB13500 displays summary data for the entire loan.

This table describes the display and entry fields for Screen PLB13500.

Field	Explanation
Mortgaged Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Quantity	
Additional Loan Quantity	
Total Loan Quantity	
Loan Amount	
Additional Loan Amount	
Total Loan Amount	

PRESS "Enter" after completing entries. Screen PLB13505 will be displayed.

H
Loan Amounts on Screen PLB13505

Screen PLB13505 displays the following items for the original loan amount and total loan amount:

- gross loan amount
- total loan amount.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter". Screen PLB13510 will be displayed.

Continued on the next page

I
Comparisons on Screen PLB13510

Screen PLB13510 displays and compares the summary data on measured loans and certified loans.

This table identifies the different conditions and the resulting summary data when converting certified loans to measured loans.

IF converting a certified loan to a measured loan results in...	THEN the following summary data is displayed for...
no disbursement	only the measured loan: • mortgaged quantity • loan quantity • loan amount • disbursement amount.
an overdisbursement	both the new measured loan and the previous certified loan: • mortgaged quantity • loan quantity • loan amount • disbursement amount • amount loan overdisbursed.

Continued on the next page

J
Completing Screen PLB13510

Follow this table to complete Screen PLB13510.

IF...	THEN...
the measured quantity equals the certified quantity	• PRESS "Enter" • Menu PLA005 will be displayed for loan completion. See Section 6.
both of the following apply: • the measured quantity is less than 100 percent, but not less than 90 percent of the outstanding loan quantity • COC determined no violation occurred	• PRESS "Cmd3" to return to Screen PLB12000; see subparagraph C • PRESS "Field Exit" to remove measurement data entries on Screen PLB12000 • enter the outstanding loan quantity in the "Weighed Quantity" field • continue processing the conversion according to this paragraph.
the measured quantity is less than 90 percent of the loan quantity	• PRESS "Cmd7" • Menu PCA005 will be displayed • follow 8-LP, Part 6, Section 2 for appropriate action before recording the violation • record violation according to Part 12, Section 12 • record certified to measured conversion according to this part **after** recording violation.

345-355 (Reserved)

356 Completing the Loan

A Completion Options on Menu PLA005

Menu PLA005 will be displayed for selecting loan completion options after recording basic loan data.

Select the applicable option according to this table and PRESS "Enter".

Option	Title	Result
1	Print loan documents and disburse check	Screen PLA13005 will be displayed. See subparagraph B.
2	Print loan documents, end processing, and save the information	
3	Print CCC Cotton A-1 and save the information	This option is not available.
4	End processing and save all information	Saves loan information for completion at a later date. Menu PCA005 will be displayed. See Part 1.
5	End processing and delete all information	Deletes all entered loan information. Menu PCA005 will be displayed. See Part 1.

Continued on the next page

B
Completing Screen PLA13005

Screen PLA13005 will be displayed with different variables of the following information, depending on crop year, type of transaction, and commodity. Follow this table to complete Screen PLA13005.

Field	Entry	Explanation
UCC-1 or Chattel Mortgage Filing Date	Enter date UCC-1 or chattel mortgage was filed according to 8-LP, Part 4, Section 1.	
Date of Lien Search	Enter date the lien search was completed.	
Original Loan Approval Date	Enter date the loan was approved. **Exception:** If the loan collateral is repledged according to 8-LP, paragraph 134, enter the loan approval date of the original loan.	The loan approval date entered is used to determine the loan maturity date.
Do you wish to complete this process? (Y or N)	ENTER "Y" to complete the transaction. If the applicable interest rate is: • on the interest rate table, see subparagraph E • **not** on the interest rate table, see subparagraph C.	
	PRESS "Cmd3" to correct information.	
	PRESS "Cmd7" to end processing without updating.	

C
Entering Interest Rate

If the interest rate applicable to the transaction is not on the interest rate table, Screen PCA18000 will be displayed with a prompt for entering the interest rate. Enter the applicable rate and PRESS "Enter". Screen PCA97000 will be displayed and CCC-677 will be printed. See subparagraphs D and E.

Note: Update the interest rate table as soon as the transaction is completed.

Continued on the next page

D

Screen PCA97000

Screen PCA97000 will display the message, “Price Support procedure to print forms and reports has started”.

Enter the following:

- printer ID to be used
- number of copies to print.

PRESS “Enter”. See subparagraph E.

E

Printing CCC-677

Screen PCE52010 will be displayed with the message, “Form CCC-677 should now be printing on P?. Do you want to reprint this form?” ENTER:

- “Y” to reprint CCC-677

  Note: CCC-677 will be reprinted and Screen PCE52010 will be redisplayed.

- “N” to not reprint CCC-677.

Once “N” is entered, if all lots and producers:

- fit on CCC-677, TSR will print and Screen PCE79010 will be displayed; see subparagraph G

  Exception: If option 2, “Print loan documents, end processing, and save the information”, was selected on Menu PLA005, TSR will not print. Menu PCA005 will be displayed.

- do **not** fit on CCC-677, CCC-684 will print and Screen PCE56010 will be displayed; see subparagraph F.

Continued on the next page

F
Printing CCC-684 Continuation Sheet

Screen PCE56010 will be displayed with the message, "CCC-684 should now be printing on P?. Do you want to reprint this form?" ENTER:

- "Y" to reprint CCC-684

  Note: CCC-684 will be reprinted and Screen PCE56010 will be redisplayed.

- "N" to not reprint CCC-684.

Once "N" is entered, TSR will print and Screen PCE79010 will be displayed. See subparagraph G.

Exception: If option 2, "Print loan documents, end processing, and save the information", was selected on Menu PLA005, TSR will not print. Menu PCA005 will be displayed.

G
Printing TSR and Disbursing Loan

Screen PCE79010 will be displayed with the message, "TSR should now be printing on P?. Do you want to reprint this form?" ENTER:

- "Y" to reprint TSR

  Note: TSR will be printed and Screen PCE79010 will be redisplayed.

- "N" to not reprint TSR.

Once "N" is entered, if:

- a disbursement is to be prepared, Screen ABK10001 will be displayed

- no disbursement is to be prepared, APSS will update and Menu PCA005 will be displayed.

Continued on the next page

H
Disbursing the Loan by Check

Loan disbursements may be made by check or EFT. A check may be written to a producer or joint payee even if the producer has previously signed up for EFT. It is not necessary to modify the direct deposit flag.

Checks may be issued to producers by entering the amount due the producer in the "Enter amount due Other Payees" field on Screen ABK10001. Follow the instructions in this table to complete the disbursement process.

Step	Action
1	Screen ABK10001 will be displayed with the producer's payable amount.
2	On Screen ABK10001, enter the amount to be disbursed in the "Enter amount due Other Payees" field. • If this amount is **less** than the amount in the "Amount remaining to be disbursed" field, ENTER "Y" to the question, "Are there additional payments to be entered?" and PRESS "Enter". Go to step 3. • If this amount is **equal** to the amount in the "Amount remaining to be disbursed" field, ENTER "N" to the question, "Are there additional payments to be entered?" and PRESS "Enter". Go to step 4. **Note:** When multiple checks are prepared from 1 payable amount, enter the producer's check amount, if any, as the last amount recorded in the "Enter amount due Other Payees" field.
3	Screen ABK10001 will be redisplayed. Enter the payee's name and address, and PRESS "Enter". For joint checks, enter all payees' names in the "Payee name" field. Screen ABK10001 will be redisplayed. Repeat step 2 until there are no additional payments to be entered.
4	Screen ABK10001 will be redisplayed. Enter the payee's name and address, and PRESS "Enter". For joint checks, enter all payees' names in the "Payee name" field. Complete check processing according to 1-FI. **Note:** If a check is to be issued to the producer, enter the producer's check amount in the "Enter amount due Other Payees" field. The producer's name and address must also be entered in the payee's name and address fields. If "N" is entered to the question, "Are there additional payments to be entered?" and there remains an amount to be disbursed, EFT will be issued to the producer for that amount.

Continued on the next page

356 Completing the Loan (Continued)

I
Processing Loans or LDP's Before Direct Deposit Transmission

If the producer elects to receive the loan or LDP disbursement by EFT, County Offices shall attempt to complete the loan or LDP transaction before the daily direct deposit transmission. See 1-FI, Part 3 for more information about direct deposit.

357 Reaccessing Saved Loans

A
Overview

Saved loans may be reaccessed to:

- make corrections to the saved loan
- complete the saved loan
- cancel the saved loan.

Follow this paragraph to reaccess saved loans.

B
Selecting the Loan

ENTER "2", "Perform Loan Making Functions", on Menu PCA005. Select the loan by completing loan and producer identification screens according to paragraph 16. Menu PLB000 will be displayed.

C
Options Available on Menu PLB000

When reaccessing a saved loan, the following options may be selected on Menu PLB000:

- "1", "Make corrections to the non-disbursed loan."
- "2", "Print loan documents."
- "3", "Disburse the loan."
- "8", "Cancel the saved loan."

Continued on the next page

D
Correcting Saved Loans

Saved loans may need to be corrected before disbursement. When "1", "Make corrections to the non-disbursed loan." is entered on Menu PLB000, Screen PLB10000 will be displayed with information previously entered for the loan. Enter any changes to the saved loan according to Section 2.

Note: All screens and processing will be the same except:

- Screen PLA12000 will be displayed to delete or add a producer
- Screen PLB11015 will be displayed for certified loans to delete or add bin information
- Screen PLB12005 will be displayed for measured loans to delete or add bin information.

E
Printing Loan Documents

If documents relating to a saved loan must be reprinted, after entering "2", "Print loan documents." on Menu PLB000, Screen PLA13005 will be displayed. Complete Screen PLA13005 and print loan documents according to paragraph 356.

Continued on the next page

357 Reaccessing Saved Loans (Continued)

F
Disbursing the Loan

After entering "3", "Disburse the loan." on Menu PLB000, Screen PLA13005 will be displayed. Complete Screen PLA13005 and print loan documents according to paragraph 356.

G
Canceling Saved Loans

After entering "8", "Cancel the saved loan." on Menu PLB000, Screen PLA10000 will be displayed with the message, "Cancellation process is ready to begin. Loan information will be deleted. Press "Enter" to continue." PRESS:

- "Enter" to delete the loan
- "Cmd3" to return to Menu PLB000
- "Cmd7" to return to Menu PCA005 with no action taken.

358-370 (Reserved)

Section 7 Recording Manually Prepared Loanmaking Transactions

371 General Provisions

A
Recording Loanmaking Transactions

Loanmaking transactions may be completed manually when the computer is inoperable and recorded later in the computer. For instructions to record manually prepared:

- farm-stored loans, see paragraph 372
- additional disbursements for farm-stored loans, see paragraph 373.

372 Recording Manual Farm-Stored Loans

A
Manual Loan Entries

Follow this table to record a manually prepared farm-stored loan.

Step	Action	Result
1	Access Menu PCA005 according to paragraph 15. To access the loanmaking functions, ENTER “2” on Menu PCA005 and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	On Screen PCA11000: • identify the producer according to paragraph 16 • enter the crop year and manually assigned loan number from CCC-676. **Note:** See 8-LP, paragraph 491 for assigning manual loan numbers. PRESS “Enter” after completing entries.	Screen PCA12000 will be displayed.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action		Result
3	On Screen PCA12000, if the producer's name and address are correct, ENTER "Y" to the following questions: • "Is this the correct producer?" • "Is this a recording of a manually made action?" PRESS "Enter" after completing entries. **Note:** If the producer's name and address are **not** correct, ENTER "N" to the question, "Is this the correct producer?" PRESS "Enter" and Screen PCA11000 will be redisplayed.		Menu PLA000 will be displayed.
4	Menu PLA000 displays the type of loans available when processing a manual loan.		Screen PLB13500 will be displayed.
	IF processing a...	**THEN follow...**	
	farm-stored regular certified or a distress certified loan	Section 3.	
	farm-stored regular measured or a distress measured loan	Section 4.	

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
5	On Screen PLB13500, enter the **actual** assessments and service fees deducted when the loan was disbursed manually, even if different from those shown on this screen. For: • overcollection or undercollection of assessments, follow 8-LP, Part 4, Section 1 • undercollection of service fees, collect from the producer and deposit through the accounting software according to 3-FI, using program code "MISCINC". PRESS "Enter" after completing entries.	Screen PLB13505 will be displayed.
6	Screen PLB13505 displays the following items: • gross loan amount • total loan amount • assessments, if applicable • service fees. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS "Cmd3" • correct, PRESS "Enter".	Screen PLB13510 will be displayed.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
7	Screen PLB13510 displays the following computer calculations: • mortgaged quantity • loan quantity • loan amount • disbursement amount. Enter the following information: • actual disbursement date of the manually prepared loan • total loan amount at the time of disbursement **Note:** The total loan amount must equal the amount of the disbursement, plus applicable fees, charges, or both, that were displayed or entered on Screen PLB13500. • total disbursement amount actually disbursed. PRESS "Enter" after completing manual entries.	Any differences between the calculated amounts and amounts entered will be evaluated. If the calculated loan amount is: • **greater** than the loan amount entered, the loan rates will be adjusted downward to reflect the loan amount entered • **less** than the loan amount entered, an overdisbursement will be created for the difference between the loan amount entered and the loan amount calculated • **equal** to the loan amount entered, no additional action will be taken. PRESS "Enter" after reviewing the entries shown.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action		Result
8	**IF there...**	**THEN...**	
	is 1 producer	Menu PLA005 will be displayed.	See Section 6 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will not prepare an online CCC-184. This option will require an entry of a manual check number on Screen ANK30010.
	are multiple producers	Screen PLA16000 will be displayed.	Screen PLA16000 is for entering each producer's total disbursement from the manually prepared loan. **Note:** The disbursement amount entered will be used to calculate the percentage share of the loan for each producer.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
9	On Screen PLA16000, enter the total amount disbursed, including all setoff and payee amounts, to each producer. PRESS "Enter" after completing entries. **Note:** Screen PLA16000 will **not** be displayed when processing additional disbursements.	If the sum of the individual disbursement amount entered on Screen PLA16000: • **equals** the total loan disbursement amount entered in step 7, Menu PLA005 will be displayed; see step 10 • **does not equal** the total loan disbursement amount entered in step 7, a message will be displayed indicating that disbursement amounts do not equal. PRESS "Cmd3". **Note:** Individual shares of the loan will be determined by the amount disbursed to each producer. These shares will be carried for the life of the loan for all subsequent transactions. PRESS "Enter" after corrections, if any, are made. Menu PLA005 will be displayed.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
10	See Section 6 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will not prepare an online CCC-184. This option will require an entry of a manual check number on Screen ANK30010.	
11	For loans with multiple producers, see Part 2 to inquire about the loan to determine whether the calculations resulted in a different percentage share for a producer than was manually calculated. Screen print the loan inquiry Screen PCA12500, which: • lists the producers on the loan • displays the percentage share calculated for each producer • displays the order for calculating disbursement amounts for manually prepared additional disbursements on the loan. Follow the order of the producers and use the calculated shares for manual computations of additional disbursements.	

373 Recording Manual Additional Disbursements on Farm-Stored Loans

A

Increase in Loan Rate

Follow this table to record a manually prepared additional disbursement involving an increase in loan rate.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	See paragraph 16 for instructions on completing the producer and loan identification screens. Continue until Menu PLB000 is displayed. **Note:** On Screen PCA12000, ENTER “Y” to the question, “Is this a recording of a manually made action?”	Menu PLB000 will be displayed.
3	On Menu PLB000, ENTER “6”, “Additional disbursement for increased loan rate”. See paragraph 343 for completing screens up to Screen PLB13500.	Screen PLB13500 will be displayed.
4	On Screen PLB13500, enter the **actual** assessments and service fees deducted when the additional disbursement was disbursed manually, even if different from those shown on this screen. For: • overcollection or undercollection of assessments, follow 8-LP, Part 4, Section 1 • undercollection of service fees, collect from the producer and deposit through the accounting software according to 3-FI, using program code “MISCINC”. PRESS “Enter” after completing entries.	Screen PLB13505 will be displayed.

Continued on the next page

A
Increase in Loan
Rate (Continued)

Step	Action	Result
5	Screen PLB13505 displays the following items: • gross loan amount • total loan amount • assessments, if applicable • service fees. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS "Cmd3" • correct, PRESS "Enter".	Screen PLB13510 will be displayed.

Continued on the next page

A
Increase in Loan
Rate (Continued)

Step	Action	Result
6	Screen PLB13510 displays the following computer calculations: • mortgaged quantity • loan quantity • loan amount • disbursement amount. Enter the following information: • actual disbursement date of the manually prepared additional disbursement • additional loan amount at the time of the additional disbursement **Note:** The additional loan amount must equal the amount of the additional disbursement, plus applicable fees, charges, or both, that were displayed or entered on Screen PLB13500. • additional disbursement amount actually disbursed. PRESS "Enter" after completing manual entries.	Any differences between the calculated amounts and amounts entered will be evaluated. If the calculated loan amount is: • **greater** than the additional loan amount entered, the loan rates will be adjusted downward to reflect the additional loan amount entered • **less** than the additional loan amount entered, an overdisbursement will be created for the difference between the additional loan amount entered and the additional loan amount calculated • **equal** to the additional loan amount entered, no additional action will be taken. PRESS "Enter" after reviewing the entries shown. Menu PLA005 will be displayed.
7	See Section 6 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will not prepare an online CCC-184. This option will require an entry of a manual check number on Screen ANK30010.	

Continued on the next page

B
Converting Certified Loans to Measured Loans

Follow this table to record a manual certified-to-measured conversion.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	See paragraph 16 for instructions on completing the producer and loan identification screens. Continue until Menu PLB000 is displayed. **Note:** On Screen PCA12000, ENTER “Y” to the question, “Is this a recording of a manually made action?”	Menu PLB000 will be displayed.
3	On Menu PLB000, ENTER “7”, “Convert a certified loan to a measured loan”. See paragraph 343 for completing screens up to Screen PLB13505.	Screen PLB13505 will be displayed.
4	Screen PLB13505 displays the following: • gross loan amount • total loan amount • assessments, if applicable. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS “Cmd3” • correct, PRESS “Enter”.	Screen PLB13510 will be displayed.

Continued on the next page

B
Converting Certified Loans to Measured Loans (Continued)

Step	Action	Result
5	Screen PLB13510 displays the following items for the original, additional, and total loan, if applicable: • mortgaged quantity • loan quantity • loan amount • disbursement amount. **Note:** Additional disbursement is not allowed for certified-to-measured conversions.	Any differences between the calculated amounts and amounts entered will be evaluated. If the calculated loan amount is: • **greater** than the additional loan amount entered, the loan rates will be adjusted downward to reflect the additional loan amount entered • **less** than the additional loan amount entered, an overdisbursement will be created for the difference between the additional loan amount entered and the additional loan amount calculated • **equal** to the additional loan amount entered, no additional action will be taken. PRESS "Enter" after reviewing the entries shown. Menu PLA005 will be displayed.
6	See Section 6 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will not prepare an online CCC-184. This option will require an entry of a manual check number on Screen ANK30010.	

374-399 (Reserved)

Part 4 Warehouse-Stored Loanmaking Functions

Section 1 General Provisions

400 Preparing for Loan Processing

A
Preparation

Before starting a loanmaking activity:

- verify that the County-maintained table files are updated with current data according to Part 1
- have the following available at the workstation, as applicable:
  - warehouse receipts
  - any other documentation needed to disburse the loan.

401 Accessing Loanmaking Functions

A
Initial Loan Access

Access Menu PCA005 according to paragraph 15. To access the loanmaking functions:

- ENTER "2" on Menu PCA005 and PRESS "Enter"
- complete the series of loan identification screens according to paragraph 16.

After completing the producer and loan identification screens, either of the following menus will be displayed:

- Menu PLA000, if recording data for a new loan; see subparagraph B
- Menu PLC000, if completing a saved loan or making an additional disbursement. See:
  - paragraph 444 for completing a saved loan
  - Section 4 for making an additional disbursement.

Note: See Section 6 for recording manual warehouse-stored loans.

Continued on the next page

B
Selection of Loan Type on Menu PLA000

After completing the producer and loan identification screens according to paragraph 16, Menu PLA000 will display the type of loans available for processing a new loan.

Select the option to process a warehouse-stored loan according to this table and PRESS "Enter".

Option	Title	Result
1	Farm-Stored Regular Certified	Screen PLB10000 will be displayed. See paragraph 311.
2	Farm-Stored Regular Measured	
3	Farm-Stored Reserve	Option is not available.
4	Warehouse-Stored Regular	Screen PLC10000 will be displayed. See paragraph 412.
5	Warehouse-Stored Reserve	Option is not available.
6	Distress Certified	Screen PLB10000 will be displayed. See paragraph 311.
7	Distress Measured	
8	Form A Cotton Loans Using Preprocessed Bale Data	See 7-CN.

Note: If the loan is a warehouse-stored recourse loan according to 8-LP, record the loan as a farm-stored measured loan according to paragraph 311. On Menu PLA000, ENTER "2", "Farm-Stored Regular Measured". Round to next lower bushel when the warehouse receipt is in tenths or hundredths.

Example: For 100.52 bushels, enter 100 bushels for the measured quantity.

402-411 (Reserved)

412 Common Warehouse-Stored Loan Entries

A
Basic Loan Information on Screen PLC10000

If "4" was entered on Menu PLA000 according to paragraph 401, Screen PLC10000 will be displayed. Screen PLC10000 is for entering basic data for all warehouse-stored loans.

Follow this table to complete Screen PLC10000.

Field	Entry	Explanation
Commodity (Alpha-code)	Enter applicable commodity code.	PRESS "Help"for applicable commodity codes.
Class/Variety	Enter class of the commodity from the warehouse receipt. **Note:** Only 1 class is permitted per loan.	For applicable class codes: • PRESS "Help" • see 8-LP, Exhibit 21 for class codes.
Crop Year (Numeric)	Enter applicable crop year.	

Note: For warehouse-stored recourse loans according to 8-LP, use option 2, "Farm-Stored Regular Measured", on Menu PLA000, according to paragraph 401.

Continued on the next page

A
Basic Loan Information on Screen PLC10000 (Continued)

Field	Entry	Explanation
Warehouse Code (Numeric)	Enter warehouse code from the warehouse receipt.	The warehouse must be on the List of Approved Warehouses provided by KCCO. The warehouse name, address, and code must be entered in the County name and address file according to 1-CM. The offer shipping rate table must be updated for the warehouse according to Part 14.
Does this loan have multiple producers? (Y or N)	ENTER: • "Y" if there are additional producers • "N" if there are **no** additional producers.	
Loan Application	Enter date the producer requested the loan according to 8-LP, Part 4.	

PRESS "Enter" after completing entries. Screen PLC10000 will be redisplayed.

Continued on the next page

B
Redisplaying Screen PLC10000

Screen PLC10000 will be redisplayed with the additional "Expected Month of Loan Approval (MMYY)" field.

Enter the month and year in which the loan is most likely to be approved in the "Expected Month of Loan Approval (MMYY)" field and PRESS "Enter".

Note: The expected month of loan approval is needed to calculate the:

- loan maturity date, which is based on the loan approval date
- storage deduction, if storage has not been provided through the calculated maturity date of the loan.

Screen PLA11000 will be displayed if a match is found for the warehouse code and commodity entered. See subparagraph D.

Continued on the next page

C
Completing Screen PLC10000

Follow this table to complete Screen PLC10000.

IF...	THEN...
the warehouse code entered **cannot** be found on the offer shipping rate table	Screen PLC10000 will be redisplayed with a message indicating that the warehouse code was not found. If the code was entered: • incorrectly, re-enter the correct code and PRESS "Enter" • correctly, PRESS "Enter". Screen PLC10000 will be redisplayed to enter the State and county codes for the county in which the warehouse is located. **Note:** Update offer shipping rate table according to Part 14 immediately following this process. PRESS "Enter" and Screen PLA11000 will be displayed. See subparagraph D.
there is **no** loan rate on the commodity loan rate table for the State and county codes entered	Screen PLC10000 will be redisplayed with a message indicating that the loan rate is not on file. Enter the applicable loan rate and PRESS "Enter". **Note:** Update the commodity loan rate table according to Part 14 immediately following this process. Screen PLA11000 will be displayed. See subparagraph D.

D
Completing Screen PLA11000

Screen PLA11000 provides fields for entering farm numbers where the commodity was produced. The question, "Are there additional Farm Numbers?" will be displayed. ENTER:

- "Y" if there are additional farm numbers, and Screen PLA11000 will be redisplayed to enter additional farm numbers
- "N" if there are no more farm numbers.

Note: This entry is for information purposes and is not validated in any manner.

413 Recording Multiple Producers

A
Basic Provisions

Screen PLA12000 will be displayed if multiple producers were indicated on Screen PLC10000 according to paragraph 412.

The following provisions apply when recording multiple producers:

- if multiple producers shared in the production of a commodity for a single loan, each producer and each producer's share must be recorded through loanmaking
- each producer's name and address must be recorded in the name and address file according to 1-CM, Part 9
- for all mailings, 1 producer must be designated on the loan as the contact producer. The contact producer:
  - will automatically be designated as the first producer entered unless 1 of the additional producers is designated
  - cannot be changed once designated and the loan is disbursed.

Continued on the next page

B Accessing Multiple Producers on Screen PLA12000

Screen PLA12000 will be displayed if multiple producers were indicated on Screen PLC10000 according to paragraph 412. Follow this table to identify additional producers.

Field	Entry
Last Name	Enter 1 of the following: • first letter of the last name • last name • applicable ID number.
ID Number (Numeric)	
Contact Point for Mailings? (Y or N)	ENTER: • "Y" if this producer should be designated as the contact producer • "N" if another producer is designated as the contact producer. **Note:** Only 1 producer on the loan can be designated as the contact producer.
Are there additional producers? (Y or N)	ENTER: • "Y" if there are additional producers • "N" if there are **no** additional producers.

PRESS "Enter" after completing entries.

Continued on the next page

413 Recording Multiple Producers (Continued)

C
Completion and Results From Screen PLA12000

This table provides the next screen displayed based on the information entered on Screen PLA12000 and a search of the name and address file.

IF in the name and address file...	AND...	THEN...
1 or more names are found with the same first letter as the name entered		Screen MACR04-01 will be displayed.
no names are found with the first letter as the name entered		Screen PLA12000 will be redisplayed with the message, "Producer not on Name and Address File. Ineligible for loan." See subparagraph A.
there is **no** match with the ID number entered		
there is a match with the ID number entered	"Y" was entered to the question, "Are there additional producers?"	Screen PLA12000 will be redisplayed to add the additional producers. See subparagraph B.
	"N" was entered to the question, "Are there additional producers?"	Screen PLC20000 will be displayed. See Section 3.

414-421 (Reserved)

422 Entering Basic Warehouse Receipt Data

A
Introduction
Screen PLC20000

Screen PLC20000 will be displayed after recording:

- farm numbers according to paragraph 412, if there were **no** additional producers to enter
- multiple producers according to paragraph 413, if there were additional producers to enter.

Screen PLC20000 is for entering data common to most commodities from the warehouse receipt.

Note: The fields displayed on Screen PLC20000 vary depending on the commodity pledged for loan.

Continued on the next page

B
Warehouse Receipt Data on Screen PLC20000

Follow this table to complete Screen PLC20000 with applicable information obtained from warehouse receipts.

Field	Entry	Explanation
Warehouse Receipt Number	Enter warehouse receipt number.	
Date Receipt Issued (MMDDYY)	Enter date warehouse receipt was issued.	
Date Commodity Received (MMDDYY)	Enter date commodity was received.	
Storage Paid Through (MMDDYY)	Enter date storage is paid through. **Note:** If storage is not provided for through the calculated maturity date, the loan rate on the loan will be reduced to provide storage through the maturity date.	If storage has **not** been paid through the maturity date, see: • 2-LP Rice, Part 2, for rice • 8-LP, Part 4, for all other commodities.
Net Weight	Enter net pounds and net bushels or hundredweight.	If the warehouse receipt is accompanied by a supplemental certificate, a screen will be displayed for entering the net pounds and net bushels or hundredweight from the supplemental certificate.
Net Bushels or Hundredweight		

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Storage Charge Per Bushel or Hundredweight	**IF storage has...**	**THEN...**	
	been paid or provided for **beyond** the date the commodity was received	enter **either** of the following: • daily rate charged to the producer if shown on the warehouse receipt • **approved** daily rate for the warehouse if **not** shown on the warehouse receipt.	The smaller of the rate entered or the approved rate on the offer shipping rate table, if available, will be used to calculate: • any storage deduction if storage has not been paid or provided for through the maturity date of the loan • storage refund if both of the following apply: • storage charges have been paid or provided for beyond the loan maturity date • the loan collateral is forfeited to CCC.
	not been paid or provided for beyond the date the commodity was received	leave the field blank if the approved storage rate has been added to the offer shipping rate table. **Note:** An entry is required if the approved storage for the warehouse has not been added to the offer shipping rate table according to Part 14.	

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Prepaid In Charges	**IF the producer...**	**THEN...**	
	prepaid in charges	enter the rate per bushel or hundredweight, as applicable.	The smaller of the following will be used to calculate refunds of prepaid in charges if the loan collateral is forfeited to CCC: • prepaid in charges entered • approved in charges on the offer shipping rate table, if available.
	did **not** prepay in charges	leave this field blank.	
In Transportation Code (R/B/A or T)	Enter 1 of the following: • "R" for rail • "B" for barge • "A" for truck • "T" for truck with transit. **Note:** Use "T" if the commodity was delivered using a truck and another type of transportation.		The transportation code entered is used to compare: • in charges prepaid, if any • approved in charges on the offer shipping rate table, if available. **Note:** Unpaid receiving charges will be deducted from loan proceeds.

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Prepaid Out Charges	**IF the producer...**	**THEN...**	
	prepaid out charges	enter the rate per bushel or hundredweight, as applicable.	The smaller of the following will be used to calculate refunds of prepaid out charges if the loan collateral is forfeited to CCC: • prepaid out charges entered • approved out charges on the offer shipping rate table, if available.
	did **not** prepay out charges	leave this field blank.	
Out Transportation Code (R/B/A or T)	Enter 1 of the following: • "R" for rail • "B" for barge • "A" for truck • "T" for truck with transit. **Note:** Use "T" if the commodity was delivered using a truck and another type of transportation. **Note:** Leave the "Out Transportation Code" field blank if the producer did not prepay the out charges.		The transportation code entered is used to compare: • out charges entered • approved out charges on the offer shipping rate table, if available.
Is this aromatic rice? (Y or N)	ENTER "Y" or "N".		Displays for rice only.

PRESS "Enter" after completing entries. The information entered will be validated.

Continued on the next page

C
Quantity Validations on Screen PLC20000

After the information entered on Screen PLC20000 is validated, the net bushels or net hundredweight:

- will be calculated from the net pounds entered
- calculated will be compared to the quantity entered to determine whether the net bushels or net hundredweight on the warehouse receipt are calculated correctly.

Follow this table for error messages and action required.

IF the...	THEN...
net quantity entered is **not** within 1 bushel or hundredweight of the calculated quantity	the error message, "The calculated net bushels/cwt does not agree with the net bushels/cwt entered." will be displayed.
net pounds, net bushels, or net hundredweight was **not** entered correctly from the warehouse receipt	re-enter the correct weight or quantity and PRESS "Enter".
net pounds, net bushels, or net hundredweight was entered as shown on the warehouse receipt	the warehouse receipt: • is not eligible for loan • shall be returned to the warehouseman for correction. PRESS "Cmd7" to end processing.

Continued on the next page

D
Charge Validations on Screen PLC20000

The following charges entered will be compared to the approved charges on the offer shipping rate table, if available:

- storage charge per bushel or hundredweight
- prepaid in charges
- prepaid out charges.

If any of the charges entered are higher than the approved charge:

- the charge entered will automatically be replaced with the approved rate

- the message, “Prepaid charges are higher than the approved rate. Approved rates shown above.” will be displayed.

E
Next Screen Displayed

After all entry requirements on Screen PLC20000 have been met, the next screen displayed:

- depends on the commodity pledged for loan
- is used to enter the grade and grading factors shown on the warehouse receipt.

Continued on the next page

E
Next Screen Displayed (Continued)

Follow this table to determine the next screen displayed after Screen PLC20000 based on the commodity entered on Screen PLC10000 according to paragraph 412.

Commodity	Screen Displayed
Barley	PLC20500
Canola	PLC26500
Corn	PLC21000
Crambe	PLC22000
Flaxseed	PLC27500
Grain Sorghum	PLC24000
Mustard Seed	PLC28000
Oats	PLC22500
Rapeseed	PLC27000
Rice	PLC23000
Safflower	PLC28500
Soybeans	PLC24500
Sunflower Seed (Oil type)	PLC29000
Sunflower Seed (Other type)	PLC29500
Wheat	PLC25000

423 Entering Grade and Factor Data

A Entering Grading Factors

The commodity grade and factor screens will be displayed after completing Screen PLC20000 according to paragraph 422.

Commodity grade and factor screens:

- are provided for each commodity
- are different for each commodity
- display the warehouse receipt number
- display fields for entering grade and factor data that apply to commodity pledged for loan
- are used to record grade and factor data from the warehouse receipt or supplemental certificate.

Refer to subparagraph 422 E to determine which screen should be displayed based on the commodity pledged for loan.

B Grade and Factor Entries

Enter the following, as applicable:

- subclass for wheat and barley
- moisture for all commodities
- grade for all commodities, except rapeseed, safflower, mustard seed, and sunflower (other type)
- test weight for all commodities, except canola, rapeseed, safflower, mustard seed, and rice
- milling yield for rice.

Continued on the next page

B
Grade and Factor Entries (Continued)

Enter grade and factor data from the warehouse receipt or supplemental certificate according to this table.

IF the supplemental certificate is...	THEN enter all data from the...
not provided	warehouse receipt.
provided with the warehouse receipt	supplemental receipt, except for the following: • moisture • infested. **Notes:** Enter moisture content from the warehouse receipt. If moisture content on the warehouse receipt does not exceed the limits in 2-LP Grains and Oilseeds or 2-LP Rice, the same moisture content must be shown on the supplemental certificate. If the warehouse receipt shows the commodity is infested, ENTER “Y” in the “Infested” field.

Continued on the next page

C
Grade and Factor Validations

The following validations and calculations will occur:

- grading factors entered support the grade the warehouseman assigned
- commodity is eligible for loan based on the grade and grading factors entered
- premiums or discounts will be applied based on grade and grading factors entered.

D
Wheat Example

Enter the grade factors from the warehouse receipt and PRESS "Enter". The screen will be redisplayed if data entered fails the validations.

Note: If there are validation errors on the warehouse receipt, return the receipt to the warehouse for correction.

If the loan is for hard red winter or hard red spring wheat, and the protein percent entered is 12.0 or more, Screen PLC25000 will be redisplayed with the question, "Was an FGIS Inspection Certificate submitted? (Y or N)". If:

- "Y" is entered, the protein premium applicable for the percentage entered will be calculated
- "N" is entered or left blank, **no** protein premium will be calculated.

Continued on the next page

E
Completing Grade and Factor Screens

After all grade and factor information has been completed, ENTER:

- "Y" to the question, "Do you have additional Receipts? (Y or N)" if there are additional warehouse receipts to enter

- "N" to the question, "Do you have additional Receipts? (Y or N)" if all warehouse receipts have been entered.

PRESS "Enter" after all data has been entered. Follow this table to determine what the next screen will be.

IF...	THEN...
"Y" was entered	Screen PLC20000 will be displayed to record additional warehouse receipts. See paragraph 422.
"N" was entered	Screen PLC11000 will be displayed. See paragraph 424.

424 Displaying Calculated Receipt Quantities and Amounts

A
Receipt Summary Data on Screen PLC11000

Screen PLC11000 displays summary data for each receipt for which data was entered.

Receipt information displayed includes the following:

- receipt number
- receipt loan quantity
- receipt loan amount
- basic commodity loan rate
- total premiums amount
- total discounts amount
- storage deductions, if applicable
- net loan rate.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”

- correct, PRESS “Enter”. Screen PLC11000 will be redisplayed for each warehouse receipt entered. After all warehouse receipts have been displayed, follow this table to determine what the next screen will be.

IF...	THEN...
1 producer was indicated on the loan	Screen PLC12000 will be displayed. See subparagraph C.
multiple producers were indicated on the loan	Screen PLA12500 will be displayed. See subparagraph B.

Continued on the next page

B
Multiple Producers on Screen PLA12500

If multiple producers were indicated according to paragraph 412, Screen PLA12500 will be displayed for entering each producer's share on the loan. The percentage or quantity share entered will be used to calculate net proceeds to each producer.

This table describes the field entries on Screen PLA12500.

Field	Entry	Explanation
Percentage	Enter either of the following for each producer: • percentage share • quantity share.	The total sum of entries in the "Percentage" field must equal 100 percent.
Quantity		The total sum of entries in the "Quantity" field must equal the total loan quantity displayed on Screen PLA12500.

PRESS "Enter" after completing entries. Screen PLC12000 will be displayed.

Continued on the next page

C
Loan Summary Data on Screen PLC12000

Screen PLC12000 displays summary data for the entire loan. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PLC12000.

Field	Explanation
Loan Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS “Cmd3”.
Loan Amount	
Assessments	Assessments will be calculated and displayed if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS “Field Exit” • correct, leave as displayed.
Service Fees	If the amount is: • incorrect, enter the correct amount and PRESS “Field Exit” • correct, leave as displayed.

PRESS “Enter” after completing entries. Screen PLC12005 will be displayed.

Continued on the next page

424 Displaying Calculated Receipt Quantities and Amounts (Continued)

D
Loan Amounts on Screen PLC12005

Screen PLC12005 displays the following items:

- gross loan amount, which is the county loan rate adjusted for any premiums or discounts, multiplied times the quantity
- total loan amount, which is the gross loan amount minus any storage deduction
- assessments, if applicable
- service fees.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter". Screen PLC12010 will be displayed.

E
Disbursement Amount on Screen PLC12010

Screen PLC12010 displays the following items:

- loan quantity
- loan amount, which is the same as the total loan amount shown on Screen PLC12005
- disbursement amount, which is the total loan amount minus the assessments and service fees, as applicable.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter".

Menu PLA005 will be displayed for selecting loan completion options. See Section 5.

425-431 (Reserved)

432 Additional Disbursements on Commodity Loans

A **Performing Loanmaking**	On Menu PCA005, ENTER “2”, “Perform Loan Making Functions”.
B **Producer and Loan Identification**	Complete the producer and loan identification screens for the applicable loan according to paragraph 16.
C **Resulting Menu PLC000 for Additional Disbursements**	Menu PLC000 will display options for additional disbursements for warehouse-stored loans.

433 Additional Disbursements on Warehouse-Stored Loans

A
Warehouse-Stored Loan Processing on Menu PLC000

Menu PLC000 will be displayed after completing the producer and loan identification screens according to paragraph 432.

Use Menu PLC000 to:

- complete saved warehouse-stored loans
- process additional disbursements on previously disbursed warehouse-stored loans.

Options not applicable to the selected loan cannot be accessed.

B
Menu PLC000 Options

Select the option to process an additional disbursement on a warehouse-stored loan according to this table and PRESS “Enter”.

Option	Title	Result
1	Make corrections to the non-disbursed loan	These options are used for saved loans. See paragraph 445 for instructions.
2	Print loan documents	
3	Disburse the loan	
4	Additional disbursement for increased loan rate	Screen PLA10000 will be momentarily displayed with a message indicating a work file is being built. Screen PLC11500 will be displayed. See paragraph 434 for instructions.
5	Additional disbursement for previously deducted storage	Screen PLA10000 will be momentarily displayed with a message indicating a work file is being built. Screen PLC18000 will be displayed. See paragraph 435 for instructions.
6	Cancel the saved loan	This option is for saved transactions. See paragraph 445 for instructions.

434 Additional Disbursements for Increase in Loan Rate

A State and County Code Entries on Screen PLC11500

If "4", "Additional disbursement for increased loan rate", was entered on Menu PLC000, Screen PLC11500 will be displayed. Screen PLC11500 displays the warehouse code entered on the initial loan.

Note: Additional disbursement is not allowed on the rice loan.

Enter the State and county codes for the State and county used to determine the base commodity loan rate for the loan, and PRESS "Enter".

Follow this table to determine what the next screen will be.

IF the loan rate is...	THEN...
on the commodity loan rate table for the State and county codes entered	Screen PLC11600 will be displayed.
not on the commodity loan rate table for the State and county codes entered	Screen PLC11500 will be redisplayed to enter a loan rate. Enter the applicable loan rate and PRESS "Enter". Screen PLC11600 will be displayed.

Continued on the next page

B
Receipt Summary Data on Screen PLC11600

Screen PLC11600 displays the following summary data for each receipt under loan:

- receipt number
- loan quantity
- loan rate
- additional loan amount
- total loan amount.

Note: If there are more receipts than can be displayed on 1 screen:

- a message indicating there are more receipts will be displayed
- PRESS “Enter” to display the additional receipts.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”

  Note: PRESS “Enter” after completing any necessary corrections. Screen PLC12000 will be redisplayed. See paragraph 424 for any applicable entries.

- correct, PRESS “Enter”. Screen PLC12005 will be displayed.

Continued on the next page

C
Additional Loan Amount on Screen PLC12005

Screen PLC12005 displays the following items for the original loan amount, additional loan amount, and total loan amount:

- gross loan amount, which is the county loan rate adjusted for any premiums or discounts, multiplied times the quantity
- total loan amount, which is the gross loan amount minus any storage deduction
- assessment, if applicable
- service fees.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter". Screen PLC12010 will be displayed.

Continued on the next page

D
Disbursement Amount on Screen PLC12010

Screen PLC12010 displays the following items:

- loan quantity
- loan amount
- additional loan amount
- total loan amount
- disbursement amount
- additional disbursement amount
- total disbursement amount.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”.

Menu PLA005 will be displayed for selecting loan completion options. See Section 5.

435 Additional Disbursements for Previously Deducted Storage

A

New Storage Paid Through Date on Screen PLC18000

If “5”, “Additional disbursement for previously deducted storage”, was entered on Menu PLC000, Screen PLC18000 will be displayed.

Screen PLC18000 displays the following information for each receipt:

- warehouse receipt number
- storage rate for the date grain is received
- storage paid through date

  Note: This field will be blank if **no** storage has been paid.

- field for entering new storage paid through date.

Enter the new storage paid through date applicable to each warehouse receipt.

Note: If there are more receipts than can be displayed on 1 screen:

- a message indicating there are more receipts will be displayed
- PRESS “Enter” to display the additional receipts.

PRESS “Enter” after completing entries. Screen PLC18500 will be displayed.

Continued on the next page

B
Receipt Summary Data on Screen PLC18500

Screen PLC18500 displays the following summary data for each receipt under loan:

- receipt number
- loan rate
- new storage paid through date
- additional loan amount
- total loan amount.

Note: If there are more receipts than can be displayed on 1 screen:

- a message indicating there are more receipts will be displayed
- PRESS “Enter” to display the additional receipts.

Review information for accuracy. No entries are allowed on this screen. If information displayed is

- incorrect, PRESS “Cmd3”

  Note: PRESS “Enter” after completing any necessary corrections. Screen PLC12000 will be redisplayed. See paragraph 424 for any applicable entries.

- correct, PRESS “Enter”. Screen PLC12005 will be displayed.

Continued on the next page

C
Additional Loan Amount on Screen PLC12005

Screen PLC12005 displays the following items for the original loan amount, additional loan amount, and total loan amount:

- gross loan amount, which is the county loan rate adjusted for any premiums or discounts, multiplied times the quantity
- total loan amount, which is the gross loan amount minus any storage deduction
- assessment, if applicable
- service fees.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect , PRESS “Cmd3”
- correct, PRESS “Enter”. Screen PLC12010 will be displayed.

Continued on the next page

435 Additional Disbursements for Previously Deducted Storage (Continued)

D
Disbursement Amount on Screen PLC12010

Screen PLC12010 displays the following items:

- loan quantity
- loan amount
- additional loan amount
- total loan amount
- disbursement amount
- additional disbursement amount
- total disbursement amount.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”.

Menu PLA005 will be displayed for selecting loan completion options. See Section 5.

436-440 (Reserved)

441 Completing the Loan

A Completion Options on Menu PLA005

Menu PLA005 will be displayed for selecting loan completion options after recording basic loan data.

Select the applicable option according to this table and PRESS "Enter".

Option	Title	Result
1	Print loan documents and disburse check.	Screen PLA13005 will be displayed. See subparagraph B.
2	Print loan documents, end processing, and save the information.	
3	Print CCC Cotton A-1 and save the information.	This option is not available.
4	End processing and save all information.	Saves loan information for completion at a later date. Menu PCA005 will be displayed. See Part 1.
5	End processing and delete all information.	Deletes all entered loan information. Menu PCA005 will be displayed. See Part 1.

Continued on the next page

B
Completing Screen PLA13005

Screen PLA13005 will be displayed with different variables of the following information, depending on crop year, type of transaction, and commodity. Follow this table to complete Screen PLA13005.

Field	Entry	Explanation
Date of Lien Search	Enter date the lien search was completed.	
Original Loan Approval Date	Enter date the loan was approved. **Exception:** If the loan collateral is repledged according to 8-LP, Part 4, Sections 1 through 4, enter the loan approval date of the original loan.	The loan approval date entered is used to determine the loan maturity date.
Do you wish to complete this process? (Y or N)	ENTER "Y" to complete the transaction. If the applicable interest rate is: • on the interest rate table, see subparagraph D • **not** on the interest rate table, see subparagraph C.	
	PRESS "Cmd3" to correct information.	
	PRESS "Cmd7" to end processing without updating.	

C
Entering Interest Rate

If the interest rate applicable to the transaction is not on the interest rate table, Screen PCA18000 will be displayed with a prompt for entering the interest rate. Enter the applicable rate and PRESS "Enter". Screen PCE55010 will be displayed and CCC-678 will be printed. See subparagraph D.

Note: Update the interest rate table as soon as the transaction is completed.

Continued on the next page

D
Printing CCC-678

Screen PCE55010 will be displayed with the message, "Form CCC-678 should now be printing on P?. Do you want to reprint this form?" ENTER:

- "Y" to reprint CCC-678

  Note: CCC-678 will be reprinted and Screen PCE55010 will be redisplayed.

- "N" to not reprint CCC-678.

Once "N" is entered, if all receipts and producers:

- fit on CCC-678, TSR will print and Screen PCE79010 will be displayed; see subparagraph F

  Exception: If option 2, "Print loan documents, end processing, and save the information", was entered on Menu PLA005, TSR will not print. Menu PCA005 will be displayed.

- do **not** fit on CCC-678, CCC-684-1 will print and Screen PCE57010 will be displayed; see subparagraph E.

E
Printing CCC-684-1 Continuation Sheet

Screen PCE57010 will be displayed with the message, "CCC-684-1 should now be printing on P?. Do you want to reprint this form?" ENTER:

- "Y" to reprint CCC-684-1

  Note: CCC-684-1 will be reprinted and Screen PCE57010 will be redisplayed.

- "N" to not reprint CCC-684-1.

Once "N" is entered, TSR will print and Screen PCE79010 will be displayed. See subparagraph F.

Exception: If option 2, "Print loan documents, end processing, and save the information", was entered on Menu PLA005, TSR will not print. Menu PCA005 will be displayed.

Continued on the next page

F
Printing TSR and Disbursing Loan

Screen PCE79010 will be displayed with the message, "TSR should now be printing on P?. Do you want to reprint this form?" ENTER:

- "Y" to reprint TSR

  Note: TSR will be printed and Screen PCE79010 will be redisplayed.

- "N" to not reprint TSR.

Once "N" is, if:

- a disbursement is to be prepared, Screen ABK10001 will be displayed
- no disbursement is to be prepared, APSS will update and Menu PCA005 will be displayed.

G
Disbursing the Loan by Check

Loan disbursements may be made by check or EFT. A check may be written to a producer or joint payee even if the producer has previously signed up for EFT. It is not necessary to modify the direct deposit flag.

Checks may be issued to producers by entering the amount due the producer in the "Enter amount due Other Payees" field on Screen ABK10001. Follow the instructions in this table to complete the disbursement process.

Step	Action
1	Screen ABK10001 will be displayed with the producer's payable amount.
2	On Screen ABK10001, enter the amount to be disbursed in the "Enter amount due Other Payees" field. • If this amount is **less** than the amount in the "Amount remaining to be disbursed" field, ENTER "Y" to the question, "Are there additional payments to be entered?" and PRESS "Enter". Go to step 3. • If this amount is **equal** to the amount in the "Amount remaining to be disbursed" field, ENTER "N" to the question, "Are there additional payments to be entered?" and PRESS "Enter". Go to step 4. **Note:** When multiple checks are prepared from 1 payable amount, enter the producer's check amount, if any, as the last amount recorded in the "Enter amount due Other Payees" field.

Continued on the next page

G
Disbursing the Loan by Check (Continued)

Step	Action
3	Screen ABK10001 will be redisplayed. Enter the payee's name and address, and PRESS "Enter". For joint checks, enter all payees' names in the "Payee name" field. Screen ABK10001 will be redisplayed. Repeat step 2 until there are no additional payments to be entered.
4	Screen ABK10001 will be redisplayed. Enter the payee's name and address, and PRESS "Enter". For joint checks, enter all payees' names in the "Payee name" field. Complete check processing according to 1-FI. **Note:** If a check is to be issued to the producer, enter the producer's check amount in the "Enter amount due Other Payees" field. The producer's name and address must also be entered in the payee's name and address fields. If "N" is entered to the question, "Are there additional payments to be entered?" and there remains an amount to be disbursed, EFT will be issued to the producer for that amount.

H
Processing Loans or LDP's Before Direct Deposit Transmission

If the producer elects to receive the loan or LDP disbursement by EFT, County Offices shall attempt to complete the loan or LDP transaction before the daily direct deposit transmission. See 1-FI, Part 3 for more information about direct deposit.

442, 443 (Reserved)

444 Completing Saved Loans

A Accessing Saved Loans

To access a saved loan:

- ENTER “2” on Menu PCA005 and PRESS “Enter”

  Note: See paragraph 401.

- complete the producer and loan identification screens according to paragraph 16.

The next menu displayed will be Menu PLC000 for warehouse-stored loans. See paragraph 445.

445 Saved Warehouse-Stored Loans

A
Warehouse-Stored Loan Processing on Menu PLC000

Menu PLC000 is for:

- completing saved warehouse-stored loans
- processing additional disbursements on previously disbursed warehouse-stored loans.

B
Menu PLC000 Options

Select the option to process a saved loan according to this table and PRESS "Enter".

Option	Title	Result
1	Make corrections to the non-disbursed loan	Screen PLA10000 will be displayed with a message that a work file is being built. Screen PLC10000 will be displayed. See subparagraph C. **Note:** Use this option to change, delete, or add information on the warehouse-stored loanmaking screens.
2	Print loan documents	Screen PLA10000 will be displayed with a message that a work file is being built. Screen PLA13005 will be displayed. See subparagraph 441 B. Use this option to: • enter lien search information • print loan documents.

Continued on the next page

B
Menu PLC000
Options
(Continued)

Option	Title	Result
3	Disburse the loan	Screen PLA10000 will be displayed with a message that a work file is being built. Screen PLA13005 will be displayed. See subparagraph 441 B. Use this option to: • enter lien search information • print loan documents • disburse CCC-184 or issue EFT.
4	Additional disbursement for increased loan rate	These options are for additional disbursements on disbursed loans. See Section 4.
5	Additional disbursement for previously deducted storage	
6	Cancel the saved loan	Screen PLA10000 will be displayed with the message, "Cancellation process is ready to begin". **Note:** This process will completely delete saved warehouse-stored loans. Verify that the loan was identified correctly. PRESS "Enter" and the loan will be deleted.

Continued on the next page

445 Saved Warehouse-Stored Loans (Continued)

C
Explanation of Option 1

If "1" is entered on Menu PLC000, Screen PLC10000 will be displayed. Corrections may be made to the loan before disbursement.

If the expected approval date previously entered is a different month or year than the actual approval date, ENTER "1" to change the expected month to reflect the month or year of disbursement.

All warehouse-stored loanmaking screens and processing will be the same except:

- Screen PLA12000 will be displayed to delete or add a producer
- Screen PLC20000 or Screen PLC26005, as applicable, will be displayed to delete the receipt information and add additional receipt information.

After all loan information has been entered, Menu PLA005 will be displayed for loan completion. See paragraph 441.

446-451 (Reserved)

Section 6 Recording Manually Prepared Loanmaking Transactions

452 General Provisions

A
Introduction

Loanmaking transactions may be completed manually when the computer is inoperable and recorded later in the computer. For instructions to record a manually prepared:

- warehouse-stored loan, see paragraph 453
- additional disbursement for warehouse-stored loans, see paragraph 454.

453 Recording Manual Warehouse-Stored Loans

A
Manual Loan Entries

Follow this table to record a manually prepared warehouse-stored loan completed when the computer was inoperable.

Step	Action	Result
1	Access Menu PCA005 according to paragraph 15. To access the loanmaking functions, ENTER “2” on Menu PCA005 and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	On Screen PCA11000: • identify the producer according to paragraph 16 • enter the crop year and manually assigned loan number from CCC-676. **Note:** See 8-LP, paragraph 491 for assigning manual loan numbers. PRESS “Enter” after completing entries.	Screen PCA12000 will be displayed.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
3	On Screen PCA12000, if the producer's name and address are correct, ENTER "Y" to the following questions: • "Is this the correct producer?" • "Is this a recording of a manually made action?" PRESS "Enter" after completing entries. **Note:** If the producer's name and address displayed are **not** correct, ENTER "N" to the question, "Is this the correct producer?" PRESS "Enter" and Screen PCA11000 will be redisplayed.	Menu PLA000 will be displayed.
4	Menu PLA000 displays the type of loans available when processing a manual loan. ENTER "4", "Warehouse Stored Regular", and PRESS "Enter". See Section 2 for completing screens up to Screen PLC12000.	Screen PLC12000 will be displayed.
5	On Screen PLC12000, enter the **actual** assessments and service fees deducted when the loan was disbursed manually, even if different from those shown on this screen. For: • overcollection or undercollection of assessments, follow 8-LP, Part 4, Section 1 • undercollection of service fees, collect from the producer and deposit through the accounting software according to 3-FI, using program code "MISCINC". PRESS "Enter" after completing entries.	Screen PLC12005 will be displayed.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
6	Screen PLC12005 displays the following items: • gross loan amount • total loan amount • assessments, if applicable • service fees. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS "Cmd3" • correct, PRESS "Enter".	Screen PLC12010 will be displayed.
7	Screen PLC12010 displays the following computer calculations: • loan quantity • loan amount • disbursement amount. Enter the following information: • actual disbursement date of the manually prepared loan • total loan amount at the time of disbursement **Note:** The total loan amount must equal the amount of the disbursement, plus applicable fees, charges, or both, that were displayed or entered on Screen PLC12000. • total disbursement amount actually disbursed. PRESS "Enter" after completing manual entries.	Any differences between the calculated amounts and amounts entered will be evaluated. If the calculated loan amount is: • **greater** than the loan amount entered, the loan rates will be adjusted downward to reflect the loan amount entered • **less** than the loan amount entered, an overdisbursement will be created for the difference between the loan amount entered and the loan amount calculated • **equal** to the loan amount entered, no additional action will be taken. PRESS "Enter" after reviewing the entries shown.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action		Result
8	**IF there...**	**THEN...**	
	is 1 producer	Menu PLA005 will be displayed.	See Section 5 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will require an entry of a manual check number on Screen ANK30010.
	are multiple producers	Screen PLA16000 will be displayed.	Screen PLA16000 is for entering each producer's total disbursement from the manually prepared loan. **Note:** The disbursement amount entered will be used to calculate the percentage share of the loan for each producer.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
9	On Screen PLA16000, enter the total amount disbursed, including all setoff and payee amounts, to each producer and PRESS "Enter". **Note:** Screen PLA16000 will **not** be displayed when processing additional disbursements.	If the sum of the individual disbursement amounts entered on Screen PLA16000: • **equals** the total loan disbursement amount entered in step 7, Menu PLA005 will be displayed; see step 10 • **does not equal** the total loan disbursement amount entered in step 7, a message will be displayed indicating that disbursement amounts do not equal. PRESS "Cmd3" to correct entries in step 7 **or** correct entries on this screen. **Note:** Individual shares of the loan will be determined by the amount disbursed to each producer. These shares will be carried for the life of the loan for all subsequent transactions. PRESS "Enter" after corrections, if any, are made. Menu PLA005 will be displayed.

Continued on the next page

A
Manual Loan
Entries
(Continued)

Step	Action	Result
10	See Section 5 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will require an entry of a manual check number on Screen ANK30010.	
11	For loans with multiple producers, see Part 2 to inquire about the loan to determine whether the calculations resulted in a different percentage share for a producer than was manually calculated. Screen print the loan inquiry Screen PCA12500, which: • lists the producers on the loan • displays the percentage share calculated for each producer • displays the order for calculating disbursement amounts for manually prepared additional disbursements on the loan. Follow the order of the producers and use the calculated shares for manual computations of additional disbursements.	

454 Recording Manual Additional Disbursements on Warehouse-Stored Loans

A Warehouse-Stored Loan Processing on Menu PLC000

Follow this table to select an option for recording manual additional disbursements on warehouse-stored loans.

Note: Disbursements for additional loan quantity cannot be made on warehouse-stored loans, according to this section. See Part 5, Section 4 for information on processing a warehouse-to-warehouse transfer.

Option	Title	Result
1	Make corrections to the non-disbursed loan	These options are used for saved loans. See paragraph 444.
2	Print loan documents	
3	Disburse the loan	
4	Additional disbursement for increased loan rate	See subparagraph B.
5	Additional disbursement for previously deducted storage	See subparagraph C.
6	Cancel the saved loan	This option is used for saved loans. See paragraph 444.

Continued on the next page

B
Increase in Loan Rate

Follow this table to record a manually prepared additional disbursement involving an increase in loan rate.

Step	Action	Result
1	On Menu PCA005, ENTER "2" and PRESS "Enter".	Screen PCA11000 will be displayed.
2	See paragraph 16 for instructions on completing the producer and loan identification screens. Continue until Menu PLC000 is displayed. **Note:** On Screen PCA12000, ENTER "Y" to the question, "Is this a recording of a manually made action?"	Menu PLC000 will be displayed.
3	On Menu PLC000, ENTER "4", "Additional disbursement for increased loan rate". See paragraph 433 for completing screens up to: • Screen PLC12000 for oilseed loans • Screen PLC11500 for all other loans.	Screen PLC12000 will be displayed for oilseed loans. See step 4. Screen PLC11500 will be displayed for all other loans. See step 5.
4	On Screen PLC12000, enter the **actual** assessments and service fees deducted when the additional disbursement was disbursed manually, even if different from those shown on this screen. For: • overcollection or undercollection of assessments, follow 8-LP, Part 4, Section 1 • undercollection of service fees, collect from the producer and deposit through the accounting software according to 3-FI, using program code "MISCINC". PRESS "Enter" after completing entries.	Screen PLC12005 will be displayed. See step 7.

Continued on the next page

B
Increase in Loan Rate (Continued)

Step	Action	Result
5	On Screen PLC11500, enter the State and county code to determine the change in the loan rate. **Note:** If the loan rate for the State and county code entered is not on file, the loan rate will have to be entered manually.	Screen PLC11600 will be displayed.
6	Screen PLC11600 displays the following items: • receipt number • loan quantity • loan rate • additional loan amount • total loan amount. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS “Cmd3” • correct, PRESS “Enter”.	Screen PLC12000 will be displayed. See step 4.

Continued on the next page

B
Increase in Loan Rate (Continued)

Step	Action	Result
7	Screen PLC12005 displays the following items: • gross loan amount • total loan amount • assessments, if applicable • service fees. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS “Cmd3” • correct, PRESS “Enter”.	Screen PLC12010 will be displayed.

Continued on the next page

B
Increase in Loan Rate (Continued)

Step	Action	Result
8	Screen PLC12010 displays the following computer calculations: • loan quantity • loan amount • additional loan amount • total loan amount • disbursement amount • additional disbursement amount • total disbursement amount. Enter the following information: • actual disbursement date of the manually prepared additional disbursement • additional loan amount at the time of the additional disbursement **Note:** The additional loan amount must equal the amount of the additional disbursement, plus applicable fees, charges, or both, that were displayed or entered on Screen PLC12000. • additional disbursement amount actually disbursed. PRESS "Enter" after completing manual entries.	Any differences between the calculated amounts and amounts entered will be evaluated. If the calculated loan amount is: • **greater** than the additional loan amount entered, the loan rates will be adjusted downward to reflect the additional loan amount entered • **less** than the additional loan amount entered, an overdisbursement will be created for the difference between the additional loan amount entered and the additional loan amount calculated • **equal** to the additional loan amount entered, no additional action will be taken. PRESS "Enter" after reviewing the entries shown. Menu PLA005 will be displayed.
9	See Section 5 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will require an entry of a manual check number on Screen ANK30010.	

Continued on the next page

C Previously Deducted Storage

Follow this table to record a manually prepared additional disbursement for previously deducted storage.

Step	Action	Result
1	On Menu PCA005, ENTER "2" and PRESS "Enter".	Screen PCA11000 will be displayed.
2	See paragraph 16 for instructions on completing the producer and loan identification screens. Continue until Menu PLC000 is displayed. **Note:** On Screen PCA12000, ENTER "Y" to the question, "Is this a recording of a manually made action?"	Menu PLC000 will be displayed.
3	On Menu PLC000, ENTER "5", "Additional disbursement for previously deducted storage". See paragraph 433 for completing screens up to: • Screen PLC12000 for oilseed loans • Screen PLC12005 for all other loans.	Screen PLC12000 will be displayed for oilseed loans. See step 4. Screen PLC12005 will be displayed for all other loans. See step 5.
4	On Screen PLC12000, enter the **actual** assessments and service fees deducted when the additional disbursement was disbursed manually, even if different from those shown on this screen. For: • overcollection or undercollection of assessments, follow 8-LP, Part 4, Section 1 • undercollection of service fees, collect from the producer and deposit through the accounting software according to 3-FI, using program code "MISCINC". PRESS "Enter" after completing entries.	Screen PLC12005 will be displayed.

Continued on the next page

C
Previously
Deducted
Storage
(Continued)

Step	Action	Result
5	Screen PLC12005 displays the following items: • gross loan amount • total loan amount • assessments, if applicable • service fees. **Note:** Review information for accuracy. No entries are allowed on this screen. If information displayed is: • incorrect, PRESS “Cmd3” • correct, PRESS “Enter”.	Screen PLC12010 will be displayed.

Continued on the next page

C
Previously
Deducted
Storage
(Continued)

Step	Action	Result
6	Screen PLC12010 displays the following computer calculations: • loan quantity • loan amount • additional loan amount • total loan amount • disbursement amount • additional disbursement amount • total disbursement amount. Enter the following information: • actual disbursement date of the manually prepared additional disbursement • additional loan amount at the time of the additional disbursement **Note:** The additional loan amount must equal the amount of the additional disbursement, plus applicable fees, charges, or both, that were displayed or entered on Screen PLC12000. • additional disbursement amount actually disbursed. PRESS "Enter" after completing manual entries.	Any differences between the calculated amounts and amounts entered will be evaluated. If the calculated loan amount is: • **greater** than the additional loan amount entered, the loan rates will be adjusted downward to reflect the additional loan amount entered • **less** than the additional loan amount entered, an overdisbursement will be created for the difference between the additional loan amount entered and the additional loan amount calculated • **equal** to the additional loan amount entered, no additional action will be taken. PRESS "Enter" after reviewing the entries shown. Menu PLA005 will be displayed.
7	See Section 5 for completing the remainder of the loan. **Note:** On Menu PLA005, ENTER "1", "Print loan documents and disburse check." This option will not prepare an online CCC-184.	

455-499 (Reserved)

Part 5 Transfer Functions

Section 1 General Provisions

500 General Transfer Provisions

A
Reminder

Transfers cannot be processed manually and recorded later into the computer.

Note: If the system is inoperable:

- do **not** process the loan transfer manually
- wait until the system is operational to process the transfer.

B
Program Procedures

See 8-LP, the applicable 2-LP, or 6-LP for program procedures **before** processing loan transfers. Manual authorization forms required by 8-LP are necessary even though the system will be used to record the transfer.

C
Documents Printed

With the exception of bin-to-bin transfers, a new loan is created for the transferred loan quantity and amount. A new loan number is assigned, and the process includes printing:

- CCC-677 or CCC-678
- TSR.

Continued on the next page

D
Interest Information

The disbursement date, interest rate, and accumulated previous interest is updated for:

- each loan principal storage record
- overdisbursements and receivables created as the result of the transfer.

Note: Interest is calculated up to, but not including, the date of the transfer.

E
Accumulated Previous Interest

The total accumulated previous interest is prorated to determine the amount of accumulated previous interest applicable to:

- the loan principal and any overdisbursement created as the result of the transfer

- subsequent transactions that require interest calculation on a portion of the loan amount up to the disbursement date shown on TSR.

F
Re-Entering Corrected Transfers

When re-entering transfer transactions, change the session date, if needed, to the date the transfer was originally processed by entering "DATE MMDDYY" on Menu PCA005. Replace "MMDDYY" with the numeric month, day, and year the transfer was originally processed, and PRESS "Enter".

501 Accessing Transfer Functions

A
Initial Transfer Access

To access the transfer functions:

- ENTER “3” on Menu PCA005 and PRESS “Enter”

  Note: Screen PCA11000 will be displayed for identifying the producer and loan.

- complete the series of loan identification screens according to paragraph 16.

After completing the producer and loan identification screens, Screen PTA00500 displays the types of transfers that can be processed.

Continued on the next page

501 Accessing Transfer Functions (Continued)

B
Selecting Transfer Type on Screen PTA00500

Screen PTA00500 displays the types of transfers that can be processed.

Notes: Some of the options may be disabled with an asterisk to the left of the option number. These options are **not** available for the loan being transferred.

The options that are disabled will vary, depending on the status of the loan being transferred.

Example: If the loan selected is a warehouse-stored loan, the disabled options are:

- bin-to-bin
- farm-to-warehouse.

Option	Title	Result
1	Transfer Bin-to-Bin	Screen PTB10000 will be displayed. See Section 2.
2	Transfer Farm-to-Warehouse	Screen PTB11000 will be displayed. See Section 3.
3	Transfer Warehouse-to-Warehouse	Screen PTB11020 will be displayed. See Section 4.
4	Transfer Warehouse-to-Farm	Screen PTB11020 will be displayed. See Section 5.
5	Transfer Regular-to-Reserve	This option is not available at this time.
6	Complete, Cancel, or Reprint a Previously Saved Transfer	Screen PTA11000 will be displayed. See Section 6.

PRESS “Enter” after selecting an option.

502-511 (Reserved)

Section 2 Bin-to-Bin Transfers

512 General Provisions

A General Information

The following information applies to bin-to-bin transfers:

- a new loan number and note are **not** created
- the files are updated to reflect the actual bins and quantities under loan
- interest is accumulated up to the date of the transfer
- a bin-to-bin transfer summary report will be printed to show the current values for each bin.

Continued on the next page

B Determining Measured Quantities

After the commodity has been moved, determine the measured quantity according to this table.

IF the measured quantity is...	THEN...	
equal to or greater than the transferred loan quantity	record the transfer from bin-to-bin according to paragraph 513.	
less than 100 percent, but **not** less than 90 percent of the transferred loan quantity	see 8-LP, Part 6 for COC violation determination.	
	IF COC determines...	**THEN...**
	no violation occurred	• record the transfer according to paragraph 513 • on Screen PTB10020, enter the transferred loan quantity in the "MORTGAGED QTY" and "LOAN QUANTITY" fields according to paragraph 513.
	a violation occurred	see Part 12.

Continued on the next page

B Determining Measured Quantities (Continued)

IF the measured quantity is...	THEN...	
less than 90 percent of the transferred loan quantity	see 8-LP, Part 6 for COC violation determination.	
	IF COC determines...	**THEN...**
	no violation occurred	• access the repayments software according to Part 7 to determine the amount required to repay principal and interest on the shortage and: • send the initial notification letter according to 8-LP • send the first demand letter according to 8-LP if not repaid within 30 calendar days of the initial notification letter • process the repayment according to Part 7 if received within 30 calendar days of the demand letter • transfer the shortage to a claim according to Part 12 if **not** repaid within 30 calendar days of the demand letter • record the transfer from bin-to-bin according to paragraph 513 **after** the shortage has either been repaid or transferred to claims.
	a violation occurred	see Part 12.

513 Entering Transfer Data

A
Select Bins Transferred on Screen PTB10000

If "1", "Transfer Bin-to-Bin", was entered on Screen PTA00500 according to paragraph 501, Screen PTB10000 will be displayed.

Exception: If the interest rate applicable to the loan is not in the loan record or on the interest rate table, Screen PCA18000 will be displayed with a field for entering the applicable interest rate. Enter the rate and PRESS "Enter". When all applicable interest rates have been entered, Screen PTB10000 will be displayed.

Note: Update the interest rate table as soon as the transaction is completed.

Screen PTB10000 is for selecting a quantity to be transferred.

Note: The entire quantity or a portion of the mortgaged quantity and loan quantity may be transferred.

Screen PTB10000 displays the following for each bin under loan:

- bin number
- current mortgaged quantity
- current loan quantity
- maximum loan percentage.

Continued on the next page

513 Entering Transfer Data (Continued)

A
Select Bins Transferred on Screen PTB10000 (Continued)

Follow this table to enter the transfer quantity on Screen PTB10000.

Field	Entry
Enter Transfer Quantity or (A)ll	ENTER "A" if the **entire** farm-stored loan quantity is transferred to different bins. **Note:** Leave this field blank if a portion of the loan quantity will be transferred.
Transfer Mortgaged Qty	For partial transfers, enter the mortgaged quantity and loan quantity to be transferred from each bin. **Note:** Leave these fields blank if "A" was entered to transfer the entire loan quantity. The entire mortgaged quantity for a bin must be transferred if the entire loan quantity for a bin is transferred. The loan quantity to be transferred for a bin must not exceed the maximum allowed percentage of the liquidated mortgaged quantity. The loan quantity remaining after the transfer cannot exceed the maximum allowed percentage of the remaining mortgaged quantity.
Transfer Loan Quantity	

PRESS "Enter" after completing entries. Screen PTB10010 will be displayed.

Continued on the next page

B
Transfer Selection Amount on Screen PTB10010

Screen PTB10010 displays the following items:

- total mortgaged quantity
- total quantity to be transferred
- number of bins to be transferred
- total amount to be transferred.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”. Screen PTB10020 will be displayed.

C
New Bin Information on Screen PTB10020

Screen PTB10020 is for entering information applicable to each new bin.

The new bin numbers are displayed, beginning with the next consecutive bin number available for the loan.

Leave the numbers as displayed or change the number to any number desired.

Note: Previously used bin numbers on the loan **cannot** be used again.

Continued on the next page

C
New Bin Information on Screen PTB10020 (Continued)

Follow this table for applicable entries for the selected bin numbers.

Field	Entry	Explanation
Farm Number	Enter the farm number where the bin is located.	This entry is optional.
Mortgaged Quantity	Enter the mortgaged quantity applicable to the bin.	This entry is required.
Loan Quantity	Enter the loan quantity applicable to the bin.	
Storage Location	Enter the storage location of the bin. **Note:** The legal description may be used.	This field allows alpha/numeric, free-form entry for additional information. This entry is optional.

Notes: The total loan quantity entered must be equal to the selected transfer loan quantity.

For each new bin, the new loan quantity must be within the maximum allowed percentage of the new mortgaged quantity.

PRESS “Enter” after completing entries.

Screen PTB10020 will be redisplayed if there are more additional bins to enter than can be shown on the first screen. Repeat procedure in this subparagraph.

Screen PTB10030 will be displayed after all bins have been entered.

Continued on the next page

D
New Bin Transfer Amount on Screen PTB10030

Screen PTB10030 displays the following transferred amounts:

- total mortgaged quantity
- total transferred quantity
- number of bins transferred
- total transferred amount.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”.

The following screens will be momentarily displayed with a message:

- Screen PTB17000 will display the message, “The files are being updated. Please wait.”

- Screen PKA10001 will display the message, “Price Support transaction is being updated to Price Support Master files”.

A bin-to-bin transfer summary report is printed to show the following current values for each bin:

- seal number
- mortgaged quantity
- loan rate
- loan quantity
- loan amount.

Menu PCA005 will be displayed after all the files are updated and the bin-to-bin transfer summary report is printed.

514-521 (Reserved)

522 Entering Basic Transfer Data

A
Select Bins Transferred on Screen PTB11000

If "2", "Transfer Farm-to-Warehouse", was entered on Screen PTA00500 according to paragraph 501, Screen PTB11000 will be displayed.

Screen PTB11000 is for selecting a quantity to be transferred.

Note: The entire quantity or a portion of the mortgaged quantity and loan quantity may be transferred.

Screen PTB11000 displays the following for each bin under loan:

- bin number
- current mortgaged quantity
- current loan quantity.

Follow this table to enter the transfer quantity on Screen PTB11000.

Field	Entry
Enter Transfer Quantity or (A)ll	ENTER "A" if the **entire** farm-stored loan quantity is transferred to the warehouse. **Note:** Leave this field blank if a portion of the loan quantity is transferred to the warehouse.
Transfer Mortgaged Qty	For partial transfers, enter the mortgaged quantity and loan quantity to be transferred from each bin. **Note:** Leave these fields blank if "A" was entered to transfer the entire loan quantity to the warehouse. The entire mortgaged quantity for a bin must be transferred if the entire loan quantity for a bin is transferred. The loan quantity to be transferred for a bin must not exceed the maximum allowed percentage of the liquidated mortgaged quantity. The loan quantity remaining after the transfer cannot exceed the maximum allowed percentage of the remaining mortgaged quantity.
Transfer Loan Quantity	

PRESS "Enter" after completing entries. Screen PTB11010 will be displayed.

Continued on the next page

B
Transfer Selection Amount on Screen PTB11010

Screen PTB11010 displays the following items:

- total mortgaged quantity
- total quantity to be transferred
- number of bins to be transferred
- total amount to be transferred.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”. Screen PTC10010 will be displayed.

C
Warehouse Code Entry on Screen PTC10010

Screen PTC10010 is for entering the warehouse code, which is used to determine the applicable loan rate.

Enter the warehouse code of the receiving warehouse in the “Warehouse Code” field and PRESS “Enter”.

Continued on the next page

C
Warehouse Code Entry on Screen PTC10010 (Continued)

Follow this table to determine what the next screen will be.

IF...	THEN...
the warehouse code is on the offer shipping rate table	if the interest rate is: • in the loan record or on the interest rate table, Screen PLC20000 will be displayed; see paragraph 523 • **not** in the loan record or on the interest rate table, Screen PCA18000 will be displayed. See subparagraph D.
the warehouse code entered **cannot** be found on the offer shipping rate table	Screen PTC10010 will be redisplayed with the message, "Warehouse Code is not on file". Fields will be displayed for entering State and county codes. Enter State and county code for the county where the warehouse is located and PRESS "Enter". If the loan rate for the State and county code entered is found on the loan rate table: • Screen PLC20000 will be displayed if the interest rate is in the loan record or on the interest rate table; see paragraph 523 • Screen PCA18000 will be displayed if the interest rate is **not** in the loan record or on the interest rate table. See subparagraph D.
there is **no** loan rate on the commodity loan rate table for the State and county code entered	Screen PTC10010 will be redisplayed with a message indicating the loan rate is not on file. Enter the applicable loan rate and PRESS "Enter". **Reminder:** Do **not** adjust the loan rate entered for any applicable delivery charges, premiums, or discounts. • Screen PLC20000 will be displayed if the interest rate is in the loan record or on the interest rate table. See paragraph 523. • Screen PCA18000 will be displayed if the interest rate is **not** in the loan record or on the interest rate table. See subparagraph D.

D
Entering Interest Rate

Screen PCA18000 will be displayed for entering the interest rate. Enter applicable interest rates. When all interest rates have been entered, Screen PLC20000 will be displayed. See paragraph 523.

Note: Update the interest rate table as soon as the transaction is completed.

523 Entering Basic Warehouse Receipt Data

A Introduction of Screen PLC20000

Screen PLC20000 is for entering data common to most commodities from the warehouse receipt.

Note: The fields displayed on Screen PLC20000 vary depending on the commodity pledged for loan.

B Warehouse Receipt Data on Screen PLC20000

Follow this table to complete Screen PLC20000 with the applicable information obtained from the warehouse receipt.

Field	Entry	Explanation
Warehouse Receipt Number	Enter the warehouse receipt number.	
Date Receipt Issued	Enter the date the warehouse receipt was issued.	
Date Commodity Received	Enter the date the commodity was received.	
Storage Paid Through	Enter the date storage is paid through. **Note:** If storage is not provided for through the calculated maturity date, the loan rate on the loan will be reduced to provide storage through the maturity date.	If storage has **not** been paid through the maturity date, see: • 2-LP Rice, Part 2, for rice • 8-LP, Part 4, for all other commodities.
Net Weight	Enter net pounds and net bushels or net hundredweight.	If the warehouse receipt is accompanied by a supplemental certificate, a screen will be displayed for entering the net pounds and net bushels or net hundredweight from the supplemental certificate.
Net Bushels or Hundredweight		

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Storage Charge Per Bushel or Hundredweight	**IF storage has...**	**THEN...**	
	been paid or provided for **beyond** the date the commodity was received	enter either of the following: • daily rate charged to the producer if shown on the warehouse receipt • **approved** daily rate for the warehouse if **not** shown on the warehouse receipt.	The smaller of the rate entered or the approved rate on the offer shipping rate table, if available, will be used to calculate: • any storage deduction if storage has not been paid or provided for through the maturity date of the loan • storage refund if **both** of the following apply: • storage charges have been paid or provided for beyond the loan maturity date • the loan collateral is forfeited to CCC.
	not been provided for beyond the date the commodity was received	leave the field blank **if** the approved storage rate has been added to the offer shipping rate table. **Note:** An entry is required if the approved storage for the warehouse has not been added to the offer shipping rate table according to Part 14.	

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Prepaid In Charges	**IF the producer...**	**THEN...**	
	prepaid in charges	enter the rate per bushel or hundredweight, as applicable.	The smaller of the following will be used to calculate refunds of prepaid in charges if the loan collateral is forfeited to CCC: • prepaid in charges entered • approved in charges on the offer shipping rate table, if available.
	did **not** prepay in charges	leave this field blank.	
In Transportation Code (R/B/A or T)	Enter 1 of the following: • "R" for rail • "B" for barge • "A" for truck • "T" for truck with transit. **Note:** Use "T" if the commodity was delivered using a truck and another type of transportation.		The transportation code entered is used to compare: • in charges entered • approved in charges on the offer shipping rate table, if available.

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Prepaid Out Charges	**IF the producer...**	**THEN...**	
	prepaid out charges	enter the rate per bushel or hundredweight, as applicable.	The smaller of the following is used to calculate the refund of prepaid out charges if the loan collateral is forfeited to CCC: • prepaid out charges entered • approved out charges on the offer shipping rate table, if available.
	did **not** prepay out charges	leave this field blank.	
Out Transportation Code (R/B/A or T)	Enter 1 of the following: • "R" for rail • "B" for barge • "A" for truck • "T" for truck with transit. **Note:** Use "T" if the commodity was delivered using a truck and another type of transportation. Leave the "Out Transportation Code" field blank if the producer did **not** prepay the out charges.		The transportation code entered is used to compare: • out charges entered • approved out charges on the offer shipping rate table, if available.

PRESS "Enter" after completing entries. The information entered will be validated.

Continued on the next page

C
Quantity Validations on Screen PLC20000

The information entered on Screen PLC20000 will be validated.

The net bushels or net hundredweight will be:

- calculated from the net pounds entered
- compared to the quantity entered to determine whether the net bushels or net hundredweight on the warehouse receipt is calculated correctly.

Follow this table for error messages and necessary action.

IF the net...	**THEN...**
quantity entered is **not** within 1 bushel or hundredweight of the calculated quantity	the error message, "The calculated net bushels/cwt does not agree with the net bushels/cwt entered." will be displayed.
pounds, net bushels, or net hundredweight was **not** entered correctly from the warehouse receipt	re-enter the correct weight or quantity and PRESS "Enter".
pounds, net bushels, or net hundredweight was entered as shown on the warehouse receipt	the warehouse receipt: • is **not** eligible for loan • shall be returned to the warehouseman for correction. PRESS "Cmd7" to end processing.

Continued on the next page

D
Charge Validations on Screen PLC20000

The following charges entered will be compared to the approved charges on the offer shipping rate table, if available:

- storage charge per bushel or hundredweight
- prepaid in charges
- prepaid out charges.

If any of the charges entered are higher than the approved charge:

- the charge entered will be replaced with the approved rate

- the message, "Prepaid charges are higher than the approved rate. Approved rates shown above." will be displayed.

E
Next Screen Displayed

After all entry requirements on Screen PLC20000 have been met, the next screen displayed:

- depends on the commodity pledged for loan
- is used to enter the grade and grading factors shown on the warehouse receipt.

Continued on the next page

E
Next Screen Displayed (Continued)

Follow this table to determine the next screen displayed after Screen PLC20000 based on the commodity entered when the original loan was disbursed.

Commodity	Screen Displayed
Barley	PLC20500
Canola	PLC26500
Corn	PLC21000
Crambe	PLC22000
Flaxseed	PLC27500
Grain Sorghum	PLC24000
Mustard Seed	PLC28000
Oats	PLC22500
Rapeseed	PLC27000
Rice	PLC23000
Safflower	PLC28500
Soybeans	PLC24500
Sunflower Seed (Oil type)	PLC29000
Sunflower Seed (Other type)	PLC29500
Wheat	PLC25000

524 Entering Grade and Factor Data

A Entering Grading Factors

The commodity grade and factor screens will be displayed after completing Screen PLC20000 according to paragraph 523.

Commodity grade and factor screens:

- are provided for each commodity
- are different for each commodity
- display the warehouse receipt number
- display fields for entering grade and factor data that apply to commodity pledged for loan
- are used to record grade and factor data from the warehouse receipt or supplemental certificate.

See subparagraph 523 E for which screen should be displayed based on the commodity pledged for loan.

B Grade and Factor Entries

Enter the following, as applicable:

- subclass for wheat and barley
- moisture for all commodities
- grade for all commodities, except rapeseed, safflower, mustard seed, and sunflower seed (other type)
- test weight for all commodities, except canola, rapeseed, safflower, mustard seed, and rice
- milling yield for rice.

Continued on the next page

B
Grade and Factor Entries (Continued)

Enter grade and factor data from the warehouse receipt or supplemental certificate according to this table.

IF a supplemental certificate is...	THEN enter all data from the...
not provided	warehouse receipt.
provided with the warehouse receipt	supplemental certificate, except for the following: • moisture • infested. **Notes:** Enter moisture content from the warehouse receipt. If moisture content on the warehouse receipt does not exceed the limits in 2-LP Grains and Oilseeds or 2-LP Rice, the same moisture content must be shown on the supplemental certificate. If the warehouse receipt shows the commodity is infested, ENTER "Y" in the "Infested" field.

Continued on the next page

C
Grade and Factor Validations

The following validations and calculations will occur:

- grading factors entered support the grade the warehouseman assigned
- commodity is eligible for loan based on the grade and grading factors entered
- premiums or discounts will be applied based on the grade and grading factors entered.

D
Wheat Example

Enter the grading factors from the warehouse receipt and PRESS "Enter". Screen PLC25000 will be redisplayed if data entered fails the validations.

Note: If there are validation errors on the warehouse receipt, return the warehouse receipt to the warehouse for correction.

If the loan is hard red winter wheat or hard red spring wheat, and the protein percent entered is 12.0 or more, Screen PLC25000 will be redisplayed with the question, "Was an FGIS Inspection Certificate submitted? (Y or N)". If:

- "Y" is entered, the protein premium applicable for the percentage entered will be calculated
- "N" is entered or left blank, **no** protein premium will be calculated.

Continued on the next page

E
Grading Factor Screen Completion

After all grade and factor data have been entered, the question, "Do you have additional Receipts? (Y or N)" will be displayed. ENTER:

- "Y" if there are additional warehouse receipts to enter
- "N" if all warehouse receipts have been entered.

PRESS "Enter" after all data has been recorded. Follow this table to determine what the next screen will be.

IF...	THEN...
"Y" was entered to the question, "Do you have additional Receipts?"	Screen PLC20000 will be redisplayed to record additional warehouse receipts. See paragraph 523.
"N" was entered to the question, "Do you have additional Receipts?"	Screen PLC11000 will be displayed. See paragraph 525.

525 Displaying Calculated Receipt Quantities and Amounts

A
Receipt Summary Data on Screen PLC11000

Screen PLC11000 displays summary data for each receipt for which data was entered.

Receipt information displayed includes the following:

- receipt number
- receipt loan quantity
- receipt loan amount
- basic commodity loan rate
- total premiums amount
- total discounts amount
- storage deductions, if applicable
- net loan rate.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”

- correct, PRESS “Enter”. Screen PLC11000 will be redisplayed for each warehouse receipt entered. Screen PTC17000 will be displayed after all warehouse receipts have been displayed.

Continued on the next page

B
Loan Summary Data on Screen PTC17000

Screen PTC17000 displays summary data for the entire loan. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PTC17000.

Field	Explanation
Loan Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Amount	
Assessments	Assessments will be calculated and displayed only if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.
Service Fees	If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.

PRESS "Enter" after completing entries. Screen PTB13000 will be displayed.

C
New Loan and Previous Loan Comparison on Screen PTB13000

Screen PTB13000 displays a side-by-side comparison of the new warehouse-stored loan and the previous farm-stored loan.

Fields displayed for the previous farm-stored loan include the following:

- loan number
- loan quantity
- loan amount.

Note: The loan quantity and loan amount for the previous loan is what was designated to be transferred from the previous loan on Screen PTB11000 according to paragraph 522.

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB13000 (Continued)

The fields displayed for the new loan determine whether 1 of the following will occur:

- there will be an additional disbursement
- an overdisbursement, receivable, or both will be created
- the new loan amount equals the old loan amount.

Follow this table for the applicable fields that will be displayed for each situation.

Additional Disbursement	Overdisbursement and Receivable Created
Loan Number	Loan Number
Loan Quantity	Loan Quantity
Additional Loan Quantity	Additional Loan Quantity
Total Loan Quantity	Total Loan Quantity
Loan Amount	Loan Amount
Additional Loan Amount	
Total Loan Amount	Total Loan Amount
Service Fees	Service Fees
Assessments, if applicable	Assessments, if applicable
Amount Available	Amount Available
Disbursement Amount	Amount Owed CCC

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB13000 (Continued)

New loan data includes amounts for service fees and assessments, which are in addition to charges previously deducted on the farm-stored loan.

The amount available is the loan amount of the new loan, minus any additional service fees and assessments. The amount available is compared to the loan amount of the previous loan to determine the amount of money due CCC or the producer.

Follow this table for the applicable message that will be displayed.

IF there is...	THEN...
an amount due CCC	1 of the following messages will be displayed: • "A receivable and an overdisbursement will be created." • "An overdisbursement will be created." • "A receivable will be created."
an amount due the producer	the message, "Disbursement(s) will be created, and check(s) will be issued", will be displayed.
no change in the loan amount	no message will be displayed.

PRESS "Enter". Screen PTA11000 will be displayed for completing the transfer. See Section 6.

526-531 (Reserved)

532 Entering Basic Transfer Data

A

Select Warehouse Receipts Transferred on Screen PTB11020

If "3", "Transfer Warehouse-to-Warehouse", was entered on Screen PTA00500 according to paragraph 501, Screen PTB11020 will be displayed.

Screen PTB11020 is for selecting a quantity to be transferred.

Note: The entire loan quantity or a portion of the loan quantity may be transferred.

Screen PTB11020 displays the following:

- each receipt number
- current loan quantity for each receipt.

Follow this table for entries on Screen PTB11020.

Field	Entry
Enter Transfer Selections, or (A)ll	ENTER "A" if the **entire** loan quantity is transferred to a different warehouse. **Note:** Leave this field blank if a portion of the loan quantity is transferred.
Transfer Receipt	ENTER: • "Y" for each receipt to be transferred • "N" or leave the field blank for each receipt that will **not** be transferred. **Note:** Leave this field blank if "A" was entered to transfer the entire loan quantity.

PRESS "Enter" after completing entries. Screen PTB11030 will be displayed.

Continued on the next page

B
Transfer Selection Amount on Screen PTB11030

Screen PTB11030 displays the following items:

- total quantity to be transferred
- number of receipts to be transferred
- total amount to be transferred.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”. Screen PTC10010 will be displayed.

C
Warehouse Code Entry on Screen PTC10010

Screen PTC10010 is for entering the warehouse code, which is used to determine the applicable loan rate.

Enter the warehouse code of the receiving warehouse in the “Warehouse Code” field and PRESS “Enter”.

Continued on the next page

C
Warehouse Code Entry on Screen PTC10010 (Continued)

Follow this table to determine what the next screen will be.

IF...	THEN...
the warehouse code is on the offer shipping rate table	if the interest rate is: • in the loan record or on the interest rate table, Screen PLC20000 will be displayed; see paragraph 533 • **not** in the loan record or on the interest rate table, Screen PLA18000 will be displayed. See subparagraph D.
the warehouse code entered **cannot** be found on the offer shipping rate table	Screen PTC10010 will be redisplayed with the message, "Warehouse Code is not on file". Fields will be displayed for entering State and county codes. Enter State and county code for the county where the warehouse is located and PRESS "Enter". If the loan rate for the State and county code entered is found on the loan rate table: • Screen PLC20000 will be displayed if the interest rate is in the loan record or on the interest rate table; see paragraph 533 • Screen PLA18000 will be displayed if the interest rate is **not** in the loan record or on the interest rate table. See subparagraph D.
there is **no** loan rate on the commodity loan rate table for the State and county code entered	Screen PTC10010 will be redisplayed with a message indicating the loan rate is not on file. Enter the applicable loan rate and PRESS "Enter". **Reminder:** Do **not** adjust the loan rate entered for any applicable delivery charges, premiums, or discounts. • Screen PLC20000 will be displayed if the interest rate is in the loan record or on the interest rate table. See paragraph 533. • Screen PLA18000 will be displayed if the interest rate is **not** in the loan record or on the interest rate table. See subparagraph D.

D
Entering Interest Rate

Screen PLA18000 will be displayed for entering the interest rate. Enter applicable interest rates. When all interest rates have been entered, Screen PLC20000 will be displayed. See paragraph 533.

Note: Update the interest rate table as soon as the transaction is completed.

533 Entering Basic Warehouse Receipt Data

A Introduction of Screen PLC20000

Screen PLC20000 is for entering data common to most commodities from the warehouse receipt.

Note: The fields displayed on Screen PLC20000 vary depending on the commodity pledged for loan.

B Warehouse Receipt Data on Screen PLC20000

Follow this table to complete Screen PLC20000 with the applicable information obtained from the warehouse receipt.

Field	Entry	Explanation
Warehouse Receipt Number	Enter the warehouse receipt number.	
Date Receipt Issued	Enter the date the warehouse receipt was issued.	
Date Commodity Received	Enter the date the commodity was received.	
Storage Paid Through	Enter the date storage is paid through. **Note:** If storage is not provided for through the calculated maturity date, the loan rate on the loan will be reduced to provide storage through the maturity date.	If storage has **not** been paid through the maturity date, see: • 2-LP Rice, Part 2, for rice • 8-LP, Part 4, for all other commodities.
Net Weight	Enter net pounds and net bushels or net hundredweight.	If the warehouse receipt is accompanied by a supplemental certificate, a screen will be displayed for entering the net pounds and net bushels or net hundredweight from the supplemental certificate.
Net Bushels or Hundredweight		

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Storage Charge Per Bushel or Hundredweight	**IF storage has...**	**THEN...**	
	been paid or provided for **beyond** the date the commodity was received	enter either of the following: • daily rate charged to the producer if shown on the warehouse receipt • **approved** daily rate for the warehouse if **not** shown on the warehouse receipt.	The smaller of the rate entered or the approved rate on the offer shipping rate table, if available, will be used to calculate: • any storage deduction if storage has not been paid or provided for through the maturity date of the loan • storage refund if **both** of the following apply: • storage charges have been paid or provided for beyond the loan maturity date • the loan collateral is forfeited to CCC.
	not been provided for beyond the date the commodity was received	leave the field blank **if** the approved storage rate has been added to the offer shipping rate table. **Note:** An entry is required if the approved storage for the warehouse has not been added to the offer shipping rate table according to Part 14.	

Continued on the next page

B Warehouse Receipt Data on Screen PLC20000 (Continued)

Field	Entry		Explanation
Prepaid In Charges	**IF the producer...**	**THEN...**	
	prepaid in charges	enter the rate per bushel or hundredweight, as applicable.	The smaller of the following will be used to calculate refunds of prepaid in charges if the loan collateral is forfeited to CCC: • prepaid in charges entered • approved in charges on the offer shipping rate table, if available.
	did **not** prepay in charges	leave this field blank.	
In Transportation Code (R/B/A or T)	Enter 1 of the following: • "R" for rail • "B" for barge • "A" for truck • "T" for truck with transit. **Note:** Use "T" if the commodity was delivered using a truck and another type of transportation.		The transportation code entered is used to compare: • in charges entered • approved in charges on the offer shipping rate table, if available.

Continued on the next page

B
Warehouse
Receipt Data on
Screen PLC20000
(Continued)

Field	Entry		Explanation
Prepaid Out Charges	**IF the producer...**	**THEN...**	
	prepaid out charges	enter the rate per bushel or hundredweight, as applicable.	The smaller of the following is used to calculate the refund of prepaid out charges if the loan collateral is forfeited to CCC: • prepaid out charges entered • approved out charges on the offer shipping rate table, if available.
	did **not** prepay out charges	leave this field blank.	
Out Transportation Code (R/B/A or T)	Enter **1** of the following: • "R" for rail • "B" for barge • "A" for truck • "T" for truck with transit. **Note:** Use "T" if the commodity was delivered using a truck and another type of transportation. Leave the "Out Transportation Code" field blank if the producer did **not** prepay the out charges.		The transportation code entered is used to compare: • out charges entered • approved out charges on the offer shipping rate table, if available.

PRESS "Enter" after completing entries. The information entered will be validated.

Continued on the next page

C
Quantity Validations on Screen PLC20000

The information entered on Screen PLC20000 will be validated.

The net bushels or net hundredweight:

- will be calculated from the net pounds entered
- calculated will be compared to the quantity entered to determine whether the net bushels or net hundredweight on the warehouse receipt is calculated correctly.

Follow this table for error messages and necessary action.

IF the net...	THEN...
quantity entered is **not** within 1 bushel or hundredweight of the calculated quantity	the error message, "The calculated net bushels/cwt does not agree with the net bushels/cwt entered." will be displayed.
pounds, net bushels, or net hundredweight was **not** entered correctly from the warehouse receipt	re-enter the correct weight or quantity and PRESS "Enter".
pounds, net bushels, or net hundredweight was entered as shown on the warehouse receipt	the warehouse receipt: • is **not** eligible for loan • shall be returned to the warehouseman for correction. PRESS "Cmd7" to end processing.

Continued on the next page

D
Charge Validations on Screen PLC20000

The following charges entered will be compared to the approved charges on the offer shipping rate table, if available:

- storage charge per bushel or hundredweight
- prepaid in charges
- prepaid out charges.

If any of the charges entered are higher than the approved charge:

- the charge entered will be replaced with the approved rate

- the message, "Prepaid charges are higher than the approved rate. Approved rates shown above." will be displayed.

E
Next Screen Displayed

After all entry requirements on Screen PLC20000 have been met, the next screen displayed:

- depends on the commodity pledged for loan
- is used to enter the grade and grading factors shown on the warehouse receipt.

Continued on the next page

E
Next Screen Displayed (Continued)

Follow this table to determine the next screen displayed after Screen PLC20000 based on the commodity entered when the original loan was disbursed.

Commodity	Screen Displayed
Barley	PLC20500
Canola	PLC26500
Corn	PLC21000
Crambe	PLC22000
Flaxseed	PLC27500
Grain Sorghum	PLC24000
Mustard Seed	PLC28000
Oats	PLC22500
Rapeseed	PLC27000
Rice	PLC23000
Safflower	PLC28500
Soybeans	PLC24500
Sunflower Seed (Oil type)	PLC29000
Sunflower Seed (Other type)	PLC29500
Wheat	PLC25000

534 Entering Grade and Factor Data

A Entering Grading Factors

The commodity grade and factor screens will be displayed after completing Screen PLC20000 according to paragraph 533.

Commodity grade and factor screens:

- are provided for each commodity
- are different for each commodity
- display the warehouse receipt number
- display fields for entering grade and factor data that apply to commodity pledged for loan
- are used to record grade and factor data from the warehouse receipt or supplemental certificate.

See subparagraph 533 E for which screen should be displayed based on the commodity pledged for loan.

B Grade and Factor Entries

Enter the following, as applicable:

- subclass for wheat and barley
- moisture for all commodities
- grade for all commodities, except rapeseed, safflower, mustard seed, and sunflower seed (other type)
- test weight for all commodities, except canola, rapeseed, safflower, mustard seed, and rice
- milling yield for rice.

Continued on the next page

B
Grade and Factor Entries (Continued)

Enter grade and factor data from the warehouse receipt or supplemental certificate according to this table.

IF a supplemental certificate is...	THEN enter all data from the...
not provided	warehouse receipt.
provided with the warehouse receipt	supplemental certificate, except for the following: • moisture • infested. **Notes:** Enter moisture content from the warehouse receipt. If moisture content on the warehouse receipt does not exceed the limits in 2-LP Grains and Oilseeds or 2-LP Rice, the same moisture content must be shown on the supplemental certificate. If the warehouse receipt shows the commodity is infested, ENTER "Y" in the "Infested" field.

Continued on the next page

C
Grade and Factor Validations

The following validations and calculations will occur:

- grading factors entered support the grade the warehouseman assigned
- commodity is eligible for loan based on the grade and grading factors entered
- premiums or discounts will be applied based on grade and grading factors entered.

D
Wheat Example

Enter the grading factors from the warehouse receipt and PRESS "Enter". Screen PLC25000 will be redisplayed if data entered fails the validations.

Note: If there are validation errors on the warehouse receipt, return the warehouse receipt to the warehouse for correction.

If the loan is for hard red winter wheat or hard red spring wheat, and the protein percent entered is 12.0 or more, Screen PLC25000 will be redisplayed with the question, "Was an FGIS Inspection Certificate submitted? (Y or N)". If:

- "Y" is entered, the protein premium applicable for the percentage entered will be calculated
- "N" is entered or left blank, **no** protein premium will be calculated.

Continued on the next page

E
Grading Factor Screen Completion

After all grade and factor data have been entered, the question, "Do you have additional Receipts? (Y or N)" will be displayed. ENTER:

- "Y" if there are additional warehouse receipts to enter
- "N" if all warehouse receipts have been entered.

PRESS "Enter" after all data has been recorded. Follow this table to determine what the next screen will be.

IF...	THEN...
"Y" was entered to the question, "Do you have additional Receipts?"	Screen PLC20000 will be redisplayed to record additional warehouse receipts. See paragraph 533.
"N" was entered to the question, "Do you have additional Receipts?"	Screen PLC11000 will be displayed. See paragraph 535.

535 Displaying Calculated Receipt Quantities and Amounts

A
Receipt Summary Data on Screen PLC11000

Screen PLC11000 displays summary data for each receipt for which data was entered.

Receipt information displayed includes the following:

- receipt number
- receipt loan quantity
- receipt loan amount
- basic commodity loan rate
- total premiums amount
- total discounts amount
- storage deductions, if applicable
- net loan rate.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”

- correct, PRESS “Enter”. Screen PLC11000 will be redisplayed for each warehouse receipt entered. Screen PTC17000 will be displayed after all warehouse receipts have been displayed.

Continued on the next page

B
Loan Summary Data on Screen PTC17000

Screen PTC17000 displays summary data for the entire loan. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PTC17000.

Field	Explanation
Loan Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Amount	
Assessments	Assessments will be calculated and displayed only if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.
Service Fees	If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.

PRESS "Enter" after completing entries. Screen PTB13000 will be displayed.

C
New Loan and Previous Loan Comparison on Screen PTB13000

Screen PTB13000 displays a side-by-side comparison of the new warehouse-stored loan and the previous warehouse-stored loan.

Fields displayed for the previous warehouse-stored loan include the following:

- loan number
- loan quantity
- loan amount.

Note: The loan quantity and loan amount for the previous loan is what was designated to be transferred from the previous loan on Screen PTB11030 according to paragraph 532.

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB13000 (Continued)

The fields displayed for the new loan determine whether 1 of the following will occur:

- there will be an additional disbursement
- overdisbursement, receivable, or both will be created
- the new loan amount equals the old loan amount.

Follow this table for the applicable fields that will be displayed for each situation.

Additional Disbursement	Overdisbursement and/or Receivable Created
Loan Number	Loan Number
Loan Quantity	Loan Quantity
Additional Loan Quantity	Additional Loan Quantity
Total Loan Quantity	Total Loan Quantity
Loan Amount	Loan Amount
Additional Loan Amount	
Total Loan Amount	Total Loan Amount
Service Fees	Service Fees
Assessments, if applicable	Assessments, if applicable
Amount Available	Amount Available
Disbursement Amount	Amount Owed CCC

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB13000 (Continued)

New loan data includes amounts for service fees and assessments, which are in addition to charges previously deducted on the warehouse-stored loan.

The amount available is the loan amount of the new loan, minus any additional service fees and assessments. The amount available is compared to the loan amount of the previous loan to determine the amount of money due CCC or the producer.

Follow this table for the applicable message that will be displayed.

IF there is...	THEN...
an amount due CCC	1 of the following messages will be displayed: • "A receivable and an overdisbursement will be created." • "An overdisbursement will be created." • "A receivable will be created."
an amount due the producer	the message, "Disbursement(s) will be created, and check(s) will be issued", will be displayed.
no change in the loan amount	no message will be displayed.

PRESS "Enter". Screen PTA11000 will be displayed for completing the transfer. See Section 6.

536-541 (Reserved)

542 Entering Basic Transfer Data

A

Select Warehouse Receipts Transferred on Screen PTB11020

If "4", "Transfer Warehouse-to-Farm", was entered on Screen PTA00500 according to paragraph 501, Screen PTB11020 will be displayed.

Screen PTB11020 is for selecting a quantity to be transferred to the farm.

Note: The entire loan quantity or a portion of the loan quantity may be transferred.

Screen PTB11020 displays the following:

- each receipt number
- current loan quantity for each receipt.

Follow this table for entries on Screen PTB11020.

Field	Entry
Enter Transfer Selections, or (A)ll	ENTER "A" if the **entire** loan quantity is transferred to the farm. **Note:** Leave this field blank if a portion of the loan quantity is transferred.
Transfer Receipt	ENTER: • "Y" for each receipt to be transferred • "N" or leave the field blank for each receipt that will **not** be transferred. **Note:** Leave these fields blank if "A" was entered to transfer the entire loan quantity.

PRESS "Enter" after completing entries. Screen PTB11030 will be displayed.

Continued on the next page

B
Transfer Selection Amount on Screen PTB11030

Screen PTB11030 displays the following items:

- total quantity to be transferred
- number of receipts to be transferred
- total amount to be transferred.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS "Cmd3"
- correct, PRESS "Enter". Screen PTC10000 will be displayed.

C
Crop Specific Questions on Screen PTC10000

The fields displayed on Screen PTC10000 vary, depending on the commodity pledged for loan.

Enter the appropriate responses to the questions according to this table.

Field	Entry	Explanation
Is this high moisture barley, corn, or sorghum? (Y or N)	ENTER "Y" or "N".	
Is this acid-treated? (Y or N)	ENTER "Y" or "N".	Corn and grain sorghum
Is a spotcheck required for this loan? (Y or N)	ENTER "Y" or "N".	All commodities
Is this aromatic rice? (Y or N)	ENTER "Y" or "N".	Rice only

PRESS "Enter" after completing entries. Screen PTC10500 will be displayed.

Note: If the interest rate is not available, Screen PCA18000 will be displayed. Enter the appropriate interest rate and PRESS "Enter". Update the interest rate table as soon as the transaction is completed.

Continued on the next page

D
Storage Location of Commodity on Screen PTC10500

Screen PTC10500 is for entering the location where the commodity is stored.

Notes: The data entered on Screen PTC10500 will be printed in the "Commodity Storage Location" block on CCC-677.

Entries are free-form and are not validated in any manner.

Enter a description of where the commodity is stored and PRESS "Enter".

Example: Enter the legal description where the bin is located.

Screen PLB12000 will be displayed.

543 Entering Farm Measurement Data

A Measurement Entries on Screen PLB12000

Screen PLB12000 is:

- displayed after entering the location where the commodity is stored on Screen PTC10500 according to paragraph 542
- for entering basic measurements from CCC-677-1.

Enter either of the following on Screen PLB12000:

- measurements
- weighed quantity.

This table describes the field entries for entering measurements on Screen PLB12000.

Field	Entry		Explanation
Seal Number	A seal number is assigned for each loan, beginning with “1”.		
	IF the assigned seal number is...	**THEN...**	
	acceptable	PRESS the “New Line” key.	
	unacceptable	enter the desired number and PRESS “Field Exit”.	
Farm Number Where Stored (if applicable)	Enter applicable farm number for the farm where the commodity is stored.		This entry is for information purposes and is not validated in any manner.
Measurement Date (MMDDYY)	Enter date the bin was measured from CCC-677-1.		Required entry.
Length	Enter length of the storage structure from CCC-677-1.		Required entry for rectangular storage structures.

Continued on the next page

A Measurement Entries on Screen PLB12000 (Continued)

Field	Entry	Explanation
Cubic Foot Deduction	Manually calculate and enter the number of cubic feet that should be deducted from the measured quantity.	Examples include the following: • false floors • unloading augers • aeration tubes • cones for removed grain.
Height	Enter height of the commodity from CCC-677-1.	Required entry for **all** storage structures.
Width	Enter width of the storage structure from CCC-677-1.	Required entry for rectangular storage structures.
Diameter or Circumference	Enter either of the following from CCC-677-1 for round storage structures: • diameter • circumference.	Required entry in **either** of these fields for round storage structures.
If the above measurements are not sufficient to determine the quantity, enter Cubic Feet	Manually calculate the cubic feet that will be added to the measured quantity.	Examples include the following: • pits or cones • peaks or mounds.
If the measurement is not used, enter the Weighed Quantity	Enter either of the following: • weighed quantity if COC has determined that the weighed quantity more accurately represents the quantity in the storage structure • manually calculated quantity if manual calculations are required to determine the quantity in the storage structure.	This field allows the user to enter the mortgaged quantity without entering the measurements. **Note:** Always enter the measurements for structures, if possible.

PRESS “Enter” after all applicable entries have been made.

Continued on the next page

543 Entering Farm Measurement Data (Continued)

B
Calculations

The measured quantity will be:

- calculated using the measurement data entered
- adjusted for the combined test weight and pack factor.

Screen PLB12005 will be displayed.

544 Establishing Measured Quantities and County Where Stored

A
Displayed Information on Screen PLB12005

After entering the measurements on Screen PLB12000 according to paragraph 543, the following will be displayed on Screen PLB12005:

- seal number
- measured quantity
- maximum percent eligible for loan
- maximum loan quantity.

Note: Review information for accuracy. No entries are allowed on this screen. If information displayed is incorrect, PRESS “Cmd3”.

Continued on the next page

B
Loan Percentage and Loan Rates on Screen PLB12005

Follow this table for field entries on Screen PLB12005.

Field	Entry	Explanation
Percentage	Make **no** entries in this field.	Possible reasons for reducing the loan quantity include: • currently under a different loan agreement • ineligible for price support • commingled with another producer's grain.
Loan Quantity	Enter the **smaller** of the following: • transferred loan quantity applicable to the bin • quantity displayed in the "Maximum Loan Quantity" field.	
State Code (nn)	Enter State and county codes where commodity is stored **if** different than the county displayed in the header of Screen PLB12005.	State and county codes are used to determine the correct loan rate from the commodity loan rate table according to Part 14.
County Code (nnn)		
Are there additional Bins/Lots? (Y or N)	ENTER: • "Y" if there are additional bins • "N" if there are **no** additional bins.	

PRESS "Enter" after completing entries.

Continued on the next page

C
Resulting Screens After Screen PLB12005

This table describes the next screens displayed after Screen PLB12005, based on the information entered and a search of the commodity loan rate table.

IF...	THEN...
there is **no** loan rate for the State and county codes entered	Screen PLB12005 will be redisplayed to enter a loan rate. Take the following action: • enter the applicable loan rate • PRESS "Enter". **Note:** Add the loan rate to the commodity loan rate table according to Part 14.
"Y" was entered to the question, "Are there additional Bins/Lots?"	Screen PLB12000 will be redisplayed to enter measurements for additional bins. See paragraph 543.
"N" was entered to the question, "Are there additional Bins/Lots?"	Screen PLB13000 will be displayed. See paragraph 545.

545 Displaying Calculated Loan Quantities and Amounts

A
Bin Summary Data on Screen PLB13000

After entering data for all the bins according to paragraphs 543 and 544, Screen PLB13000 displays the following summary data for each bin for which data was entered:

- seal number
- mortgaged quantity
- loan quantity
- loan rate
- total loan amount.

Note: If there are more bins than can be displayed on 1 screen:

- a message indicating there are more bins will be displayed
- PRESS “Enter” to display the additional bins.

Review information for accuracy. No entries are allowed on this screen. If information displayed is:

- incorrect, PRESS “Cmd3”
- correct, PRESS “Enter”. Screen PTC18000 will be displayed.

Continued on the next page

B
Loan Summary Data on Screen PTC18000

Screen PTC18000 displays summary data for the entire loan transferred. The loan deductions are calculated and displayed.

This table describes the display and entry fields for Screen PTC18000.

Field	Explanation
Mortgaged Quantity	These fields cannot be changed. Review information for accuracy. If information displayed is incorrect, PRESS "Cmd3".
Loan Quantity	
Loan Amount	
Assessments	Assessments will be calculated and displayed only if there is a rate present on the KCMO-maintained table file for the commodity. If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.
Service Fees	If the amount is: • incorrect, enter the correct amount and PRESS "Field Exit" • correct, leave as displayed.

PRESS "Enter" after completing entries. Screen PTB12000 will be displayed.

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB12000

Screen PTB12000 displays a side-by-side comparison of the new farm-stored loan and the previous warehouse-stored loan.

Fields displayed for the previous warehouse-stored loan include the following:

- loan number
- loan quantity
- loan amount.

Note: The loan quantity and loan amount for the previous loan is what was designated to be transferred from the previous loan on Screen PTB11030 according to paragraph 542.

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB12000 (Continued)

The fields displayed for the new loan determine whether either of the following will occur:

- there will be an additional disbursement
- overdisbursement, receivable, or both will be created.

Follow this table for the applicable fields that will be displayed for each situation.

Additional Disbursement	Overdisbursement and/or Receivable Created
Loan Number	Loan Number
Loan Quantity	Loan Quantity
Additional Loan Quantity	Additional Loan Quantity
Total Loan Quantity	Total Loan Quantity
Loan Amount	Loan Amount
Additional Loan Amount	
Total Loan Amount	Total Loan Amount
Service Fees	Service Fees
Assessments, if applicable	Assessments, if applicable
Amount Available	Amount Available
Disbursement Amount	Amount Owed CCC

Continued on the next page

C
New Loan and Previous Loan Comparison on Screen PTB12000 (Continued)

New loan data includes amounts for service fees and assessments, which are in addition to charges previously deducted on the warehouse-stored loan.

The amount available is the loan amount of the new loan, minus any additional service fees and assessments. The amount available is compared to the loan amount of the previous loan to determine the amount of money due CCC or the producer.

Note: The loan quantity on the farm-stored loan **cannot** exceed the quantity on the warehouse-stored loan.

Follow this table for the applicable message that will be displayed.

IF there is...	THEN...
an amount due CCC	1 of the following messages will be displayed: • "A receivable and an overdisbursement will be created." • "An overdisbursement will be created." • "A receivable will be created."
an amount due the producer	the message, "Disbursement(s) will be created, and check(s) will be issued", will be displayed.
no change in the loan amount	no message will be displayed.

PRESS "Enter". Screen PTA11000 will be displayed for completing the transfer. See Section 6.

546-551 (Reserved)

552 Completing the Transfer

A
Screen PTA11000 Options

Screen PTA11000 will be displayed for selecting transfer completion options after recording basic transfer data.

Select the applicable option according to this table and PRESS "Enter".

Option	Title	Result
1	Complete This Transfer With Loan Documents Printed (If Any)	If there is an: • overdisbursement and receivable created, Screen PLA13005 will be displayed • additional disbursement due the producer, Screen PLA13005 will be displayed. See subparagraph C.
2	Save Transfer for Later Completion With Loan Documents Printed (If Any)	
3	Save Transfer Information For Later Completion With Loan Documents Not Printed	
4	Cancel This Transfer	Deletes all entered transfer information. Menu PCA005 will be displayed. See Part 1.
5	Reprint The Documents For This Saved Transfer	Used to print loan documents when a saved transfer is accessed. See paragraph 553.
6	Complete This Transfer With Loan Documents Not Printed (Dataload Only)	Not applicable.

B
Option 2 or 3

If "2" or "3" was entered to save the transfer information, the following apply:

- the previous loan number selected for the transfer is marked "in use" and is not available for processing other transactions
- if the "Release the In Use Indicator" option is selected on Menu PVA005 according to Part 12, the saved transfer will be automatically canceled.

Continued on the next page

552 Completing the Transfer (Continued)

C
Additional Disbursement or Overdisbursement

Follow this table to determine what the next screen will be.

IF there is an...	THEN...
additional disbursement	Screen PLA13005 will be displayed. See subparagraph D.
overdisbursement or receivable created	

D
Completing Screen PLA13005

Screen PLA13005 will be displayed with different variables of the following information, depending on crop year, type of transaction, and commodity. Follow this table to complete Screen PLA13005.

Field	Entry	Explanation
UCC-1 or Chattel Mortgage Filing Date	Enter date UCC-1 or chattel mortgage was filed according to 8-LP, Part 4.	This field will **only** be displayed when the resulting loan is a farm-stored loan.
Date of Lien Search	Enter date the lien search was completed.	
Do you wish to complete this process? (Y or N)	ENTER "Y" to complete the transaction. If the applicable interest rate is: • on the interest rate table, see subparagraph G • **not** on the interest rate table, see subparagraph E. PRESS "Cmd3" to correct information. PRESS "Cmd7" to end processing.	

E
Entering Interest Rate

If the interest rate applicable to the transaction is not on the interest rate table, Screen PCA18000 will be displayed with a prompt for entering the interest rate. Enter the applicable rate and PRESS "Enter". See subparagraph F.

Continued on the next page

F
Screen PCA97000

Screen PCA97000 will display the message, “Price Support procedure to print forms and reports has started.”

Enter the following:

- printer ID to be used
- number of copies to print.

PRESS “Enter”. See subparagraph G.

G
Determining Next Screen

Follow this table to determine what the next screen will be.

IF...	AND the resulting loan is a...	THEN...
"1", Complete This Transfer, **or** "2", Save Transfer Information for Later Completion With Loan Documents Printed, was entered on Screen PTA11000	farm-stored loan	Screen PCE52010 will be displayed. See subparagraph H.
	warehouse-stored loan	Screen PCE55010 will be displayed. See subparagraph I.
"3", "Save Transfer Information for Later Completion With Loan Documents Not Printed, was entered on Screen PTA11000		Menu PCA005 will be displayed. See Part 1.

Continued on the next page

H
Printing Farm-Stored Documents on Screen PCE52010

Screen PCE52010 will be displayed:

- if the resulting loan is a farm-stored loan
- with the message, "CCC-677 should now be printing on P?"

To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-677 is not printed satisfactorily or if additional copies are needed
- "N" if CCC-677 is printed satisfactorily and no additional copies are needed.

PRESS "Enter". Screen PCE79010 will be displayed. See subparagraph L.

I
Printing Warehouse-Stored Documents on Screen PCE55010

Screen PCE55010 will be displayed:

- if the resulting loan is a warehouse-stored loan
- with the message, "Form CCC-678 should now be printing on P?"

To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-678 is not printed satisfactorily or if additional copies are needed
- "N" if CCC-678 is printed satisfactorily and no additional copies are needed.

PRESS "Enter". Follow this table to determine what the next screen will be.

IF...	AND...	THEN...
"1", Complete This Transfer, was entered on Screen PTA11000	all producers and receipts fit on CCC-678	Screen PCE79010 will be displayed. See subparagraph L.
	all producers and receipts do **not** fit on CCC-678	Screen PCE57010 will be displayed. See subparagraph K.
"2", Save Transfer Information for Later Completion With Loan Documents Printed", was entered on Screen PTA11000		Menu PCA005 will be displayed. See Part 1.

Continued on the next page

552 Completing the Transfer (Continued)

J
Printing CCC-684 Continuation Sheet on Screen PCE56010

Screen PCE56010 will be displayed with the message, “Form CCC-684 should now be printing on P?” To the question, “Do you want to reprint this form? (Y or N)”, ENTER:

- “Y” if CCC-684 is not printed satisfactorily or if additional copies are needed
- “N” if CCC-684 is printed satisfactorily and no additional copies are needed.

PRESS “Enter”. Once “N” is entered, if transfer is being:

- completed, TSR will print and Screen PCE79010 will be displayed; see subparagraph L
- saved, Menu PCA005 will be displayed.

K
Printing CCC-684-1 Continuation Sheet on Screen PCE57010

Screen PCE57010 will be displayed with the message, “Form CCC-684-1 should now be printing on P?” To the question, “Do you want to reprint this form? (Y or N)”, ENTER:

- “Y” if CCC-684-1 is not printed satisfactorily or if additional copies are needed
- “N” if CCC-684-1 is printed satisfactorily and no additional copies are needed.

PRESS “Enter”. Once “N” is entered, if transfer is being:

- completed, TSR will print and Screen PCE79010 will be displayed; see subparagraph L
- saved, Menu PCA005 will be displayed.

Continued on the next page

L
Printing TSR on Screen PCE79010

TSR will print when transfer has been selected for completion. Screen PCE79010 will be displayed with the message, “Form TSR should now be printing on P?” To the question, “Do you want to reprint this form? (Y or N)”, ENTER:

- “Y” if TSR is not printed satisfactorily or if additional copies are needed
- “N” if TSR is printed satisfactorily and no additional copies are needed.

PRESS “Enter”. Control will be passed to accounting to:

- print checks, if applicable

  Note: See 6-FI for instructions on preparing CCC-184 and information about offsets and other payees.

- record receivable or overdisbursement data, if applicable.

When accounting processing is complete, Menu PCA005 will be displayed.

M
Disbursing the Loan

Loan disbursements may be made by check or EFT. A check may be written to a producer or joint payee even if the producer has previously signed up for EFT. It is not necessary to modify the direct deposit flag.

Checks may be issued to producers by entering the amount due the producer in the "Enter amount due Other Payees" field on Screen ABK10001. Follow the instructions in this table to complete the disbursement process.

Step	Action
1	Screen ABK10001 will be displayed with the producer’s payable amount.
2	On Screen ABK10001, enter the amount to be disbursed in the "Enter amount due Other Payees" field. • If this amount is **less** than the amount in the "Amount remaining to be disbursed" field, ENTER "Y" to the question, "Are there additional payments to be entered?", and PRESS "Enter". Go to step 3. • If this amount is **equal** to the amount in the "Amount remaining to be disbursed" field, ENTER "N" to the question, "Are there additional payments to be entered?", and PRESS "Enter". Go to step 4. **Note:** When multiple checks are prepared from 1 payable amount, enter the producer’s check/EFT amount, if any, as the last amount recorded in the “Enter amount due Other Payees” field.

M
Disbursing the Loan (Continued)

Step	Action
3	Screen ABK10001 will be redisplayed. Enter the payee's name and address, and PRESS "Enter". For joint checks, enter all payees' names in the "Payee name" field. Screen ABK10001 will be redisplayed. Repeat step 2 until there are no additional payments to be entered.
4	Screen ABK10001 will be redisplayed. Enter the payee's name and address, and PRESS "Enter". For joint checks, enter all payees' names in the "Payee name" field. Complete check processing according to 1-FI. **Note:** If a check is to be issued to the producer, enter the producer's check amount in the "Enter amount due Other Payees" field. The producer's name and address must also be entered in the payee's name and address fields. If "N" is entered to the question, "Are there additional payments to be entered?" and there remains an amount to be disbursed, EFT will be issued to the producer for that amount.

553 Completing Saved Transfers

A Accessing Saved Transfers

To access a saved transfer:

- ENTER “3” on Menu PCA005 and PRESS “Enter”
- complete the producer and loan identification screens according to paragraph 16.

After completing the producer and loan identification screens, Screen PTA00500 will display the types of transfers that can be processed.

B Saved Transfer Processing on Screen PTA00500

Screen PTA00500 is for:

- completing saved transfers
- processing transfers on previously disbursed farm-stored and warehouse-stored loans.

Note: For saved transfers, all options except the following will be disabled:

- “6”, “Complete, Cancel, or Reprint a Previously Saved Transfer”
- “20”, “Sign Off”.

ENTER “6” to complete, cancel, or reprint a previously saved transfer and PRESS “Enter”.

Screen PTE10100 will be momentarily displayed with a message indicating a work file is being built. Screen PTA11000 will be displayed next.

Continued on the next page

C
Transfer Completion Selection on Screen PTA11000

Screen PTA11000 provides the transfer completion options.

Note: Options **not** applicable to saved transfers will be disabled.

Select the option for transfer completion according to this table and PRESS "Enter".

Option	Title	Result
1	Complete This Transfer	Screen PTA17500 will be displayed. See subparagraph D.
2	Save Transfer Information for Later Completion With Loan Documents Printed (If Any)	Not applicable.
3	Save Transfer Information For Later Completion With Loan Documents Not Printed	Not applicable.
4	Cancel This Transfer	Deletes all entered transfer information. Menu PCA005 will be displayed. See Part 1.
5	Reprint The Documents For This Saved Transfer	Screen PCE52010 will be displayed if the resulting loan is a farm-stored loan. See subparagraph F. Screen PCE55010 will be displayed if the resulting loan is a warehouse-stored loan. See subparagraph G.

Continued on the next page

D
Completing the Transfer on Screen PTA17500

Screen PTA17500 will be displayed if “1”, “Complete This Transfer”, was entered on Screen PTA11000. Screen PTA17500 will display a message indicating the saved transfer information is updating.

To the question, “Do you want to reprint the forms associated with this transfer?”, ENTER:

- “Y” if the transfer was saved without printing documents or if new documents are needed; PRESS “Enter”
- “N” if new documents are **not** needed; PRESS “Enter”.

Follow this table to determine what the next screen will be.

Note: These screens will be preceded by Screen PCA97000.

IF...	THEN...
“Y” was entered to the question, “Do you want to reprint the forms associated with this transfer?”	• Screen PCE52010 will be displayed if the resulting loan is a farm-stored loan; see subparagraph F • Screen PCE55010 will be displayed if the resulting loan is a warehouse-stored loan; see subparagraph G.
“N” was entered to the question, “Do you want to reprint the forms associated with this transfer?”	Screen PCE79010 will be displayed. See subparagraph J.

Continued on the next page

E

Screen PCA97000

Screen PCA97000 will display the message, "Price Support procedure to print forms and reports has started."

Enter the following:

- printer ID to be used
- number of copies to print.

PRESS "Enter". See subparagraph F.

F

Printing Farm-Stored Documents on Screen PCE52010

Screen PCE52010 will be displayed:

- if the resulting loan is a farm-stored loan
- with the message, "Form CCC-677 should now be printing on P?"

To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-677 is not printed satisfactorily or if additional copies are needed
- "N" if CCC-677 is printed satisfactorily and no additional copies are needed.

PRESS "Enter". If all producers and bins:

- fit on CCC-677, Screen PCE79010 will be displayed; see subparagraph J

- do **not** fit on CCC-677, Screen PCE56010 will be displayed; see subparagraph H.

Continued on the next page

G
Printing Warehouse-Stored Documents on Screen PCE55010

Screen PCE55010 will be displayed:

- if the resulting loan is a warehouse-stored loan
- with the message, "Form CCC-678 should now be printing on P?"

To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-678 is not printed satisfactorily or if additional copies are needed
- "N" if CCC-678 is printed satisfactorily and no additional copies are needed.

PRESS "Enter". If all producers and receipts:

- fit on CCC-678, Screen PCE79010 will be displayed; see subparagraph J

- do **not** fit on CCC-678, Screen PCE56010 will be displayed; see subparagraph H.

H
Printing CCC-684 Continuation Sheet on Screen PCE56010

Screen PCE56010 will be displayed with the message, "Form CCC-684 should now be printing on P?" To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-684 is not printed satisfactorily or if additional copies are needed
- "N" if CCC-684 is printed satisfactorily and no additional copies are needed.

PRESS "Enter". Once "N" is entered, TSR will print and Screen PCE79010 will be displayed. See subparagraph J.

Continued on the next page

I
Printing CCC-684-1 Continuation Sheet on Screen PCE57010

Screen PCE57010 will be displayed with the message, "Form CCC-684-1 should now be printing on P?" To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-684-1 is not printed satisfactorily or if additional copies are needed
- "N" if CCC-684-1 is printed satisfactorily and no additional copies are needed.

PRESS "Enter". Once "N" is entered, TSR will print and Screen PCE79010 will be displayed. See subparagraph J.

J
Printing TSR on Screen PCE79010

TSR will print when transfer has been selected for completion. Screen PCE79010 will be displayed with the message, "Form TSR should now be printing on P?" To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y", if TSR is not printed satisfactorily or if additional copies are needed
- "N", if TSR is printed satisfactorily and no additional copies are needed.

PRESS "Enter". If:

- completing this transfer, control will be passed to accounting to:
  - print checks or EFT's, if applicable

    Note: See 6-FI for instructions on preparing CCC-184 and information about offsets and other payees.

  - record receivable or overdisbursement data, if applicable

  Note: When accounting processing is complete, Menu PCA005 will be displayed.

- reprinting loan documents **only**, Menu PCA005 will be displayed.

554-599 (Reserved)

Part 6 (Reserved)

600-699 (Reserved)

Part 7 Repayments

Section 1 General Repayment Information

700 General Information

A
Beginning Repayment Processing

To begin any type of repayment processing:

- have the loan folder at the terminal
- ENTER "4" on Menu PCA005 according to paragraph 15
- select the loan and producer according to paragraph 16.

Screen PCA14000 will be displayed.

B
Viewing Disbursements

On Screen PCA14000, ENTER "N" to the question, "Do you wish to see bin/receipt information for this loan?" Individual disbursements are no longer allowed to be selected for repayment.

C
Deleting Repayment Calculations

To delete all repayment calculations and begin the repayment process again, PRESS "Cmd2" at any time.

- Screen PPD00000 will be displayed.

- The producer and loan previously identified will still be marked as "in-use" by the workstation so the repayment process may be restarted.

701 Selecting Repayment Options

A
Repayment Options

After accessing loan repayments according to paragraph 15, Screen PPD00000 displays the loan repayment options available. Select the option for the type of repayment to be processed, according to this table, and PRESS "Enter".

Option	Title	Result
1	Regular Repayment	Screen PPD01000 will be displayed. See Section 2.
2	Commodity Certificate	Screen PPD01000 will be displayed. See Section 3.
3	Market Price	Screen PPD01000 will be displayed. See Section 4.
4	Receivable	Screen PPD71000 will be displayed. See Section 5.
5	Overdisbursement	Screen PPD72000 will be displayed. See Section 6.

B
Options Displaying Asterisks

An asterisk displayed in front of an option indicates that type of repayment is not applicable to the loan being repaid.

C
Required Order of Repayment

Receivables and overdisbursements are no longer required to be repaid before the loan may be repaid.

702-711 (Reserved)

712 Entering Repayment Data

A
Accessing Repayments

After entering "1" on Screen PPD00000 according to paragraph 701, Screen PPD01000 will be displayed with the regular repayment options. Select the applicable option and PRESS "Enter".

Option	Title	Result
1	Full Repayment	Screen PPD11200 will be displayed. See subparagraph B.
2	Partial Repayment	
3	Lump Sum Repayment	Screen PPD31000 will be displayed. See subparagraph C.
4	Record Production Evidence for Prior Repayments	This option is only available for 1998 and prior crop years. See instructions beginning in paragraph 741.

Note: The lump-sum repayment option is not available for:

- warehouse-stored loans
- loans with violations.

Continued on the next page

B
Full and Partial Repayments

After selecting full or partial repayment from Screen PPD01000, Screen PPD11200 will be displayed. Complete Screen PPD11200 according to this table.

Field	Entry
Repayment Date	Enter the following: • current date to record a current repayment • date the repayment will be made to inquire about a future repayment **Note:** To calculate a future repayment, ENTER "N" to the question, "Is this the recording of a manually made action?" on Screen PCA12000. The files will not update for a future repayment inquiry. • date the repayment was received to record a manually made repayment. See instructions beginning in paragraph 776.
Is this a wire transfer?	ENTER "Y" if the repayment is made by wire transfer, or leave the default "N" if the repayment is made by other means.
Was this loan disbursed entirely by direct deposit?	ENTER: • "Y" if the loan was directly deposited • "N" if the loan was not directly deposited.

PRESS "Enter" after completing entries.

If the repayment is a full repayment, Screen PPD13800 will be displayed. See paragraph 714.

If the repayment is a partial repayment, Screen PPD11400 will be displayed. See paragraph 713.

Continued on the next page

C
Lump-Sum Repayments

After selecting lump-sum repayment from Screen PPD01000, Screen PPD31000 will be displayed. Complete Screen PPD31000 according to this table.

Notes: The lump-sum option may only be used for inquiry at this time.

Do **not** use the lump-sum option for reserve loan repayments. This option erroneously calculates interest past the regular loan maturity date.

Field	Entry
Repayment Date	Enter: • current date to record a current repayment • date the repayment will be made to inquire about a future repayment **Note:** To calculate a future repayment, ENTER "N" to the question, "Is this the recording of a manually made action?" on Screen PCA12000. The files will not update for a future repayment inquiry. • date the repayment was received to record a manually made repayment. See instructions beginning in paragraph 776.
Repayment by wire transfer?	ENTER "Y" if the repayment is made by wire transfer, or leave the default "N" if the repayment is made by other means.
Was this loan disbursed entirely by direct deposit?	ENTER: • "Y" if the loan was directly deposited • "N" if the loan was not directly deposited.

Continued on the next page

712 Entering Repayment Data (Continued)

C
Lump-Sum Repayments (Continued)

Field	Entry
Bin Seal Number	Enter the number of the bin to which the lump-sum repayment is to be applied.
Amount to Repay	Enter the repayment amount received.

PRESS "Enter" after completing entries.

If the repayment is made on or before the maturity date and the loan has not been called, Screen PPD32500 will be displayed. See paragraph 715.

713 Selecting Bins or Receipts for Partial Repayments

A
Selecting Bin or Receipt for Repayment

After completing Screen PPD11200 according to paragraph 712, Screen PPD11400 displays bins or receipts to be selected for repayment.

Enter the following:

- "Y" for each bin or receipt to be liquidated in the "Select" field
- the quantity to be liquidated in the "Select Quantity" field for farm-stored loans only. Partial liquidation of a warehouse receipt is not allowed.

After all bins or receipts to be repaid have been selected, PRESS "Enter" and continue.

714 Completing Full and Partial Loan Repayments

A Summary Screen PPD13800

After entering repayment data according to paragraph 712 for full repayments or paragraph 713 for partial repayments, Screen PPD13800 will be displayed with the following information:

- repayment date
- cost per bushel or hundredweight, as applicable
- quantity remaining
- quantity liquidated
- maturity date or revised maturity date, as applicable
- principal remaining
- principal liquidated
- total amount
- penalties, if applicable.

B Completing Full and Partial Repayments

At the bottom of Screen PPD13800, the question, "Do you wish to complete this repayment?" will be displayed. ENTER:

- "N" to cancel the repayment

- "Y" to complete the repayment and PRESS "Enter". Screen PPD98000 will be displayed. Follow this table to complete the repayment.

Step	Action	Result
1	Enter the amount received. **Note:** If the amount received is less than the calculated amount displayed, a receivable will be created for the difference in the amount.	
2	After Screen PCA97000, Screen PCE50010 will be displayed and CCC-500 will be printed. See paragraph 716.	Control will be passed to accounting. Record CCC-257 data according to 3-FI.

Continued on the next page

C

Processing Repayments When Additional Remittance Is Needed

After control is passed to accounting software to complete CCC-257 data, repayment information may not be modified by using the "Cmd3" or "Cmd7" keys. If, when recording a remittance in cash receipts, it is determined that an additional remittance is needed to complete the repayment and an additional remittance is not available, the repayment must be completed with a dummy remittance that must later be corrected.

Example: A single check is used to repay several loans. If, on the last repayment processed, the amount entered as received on Screen PPD98000 is more than the amount available to apply to the loan, the amount received will be passed to cash receipts. Cash receipts will process the remittance and require another remittance to complete the repayment.

Step	Action	Result
1	When Screen AGK01510 displays the message, "Additional remittances are required to complete this transaction", and displays the underpayment amount, note the amount of the underpayment and PRESS "Enter".	Screen AGK01500 will be displayed.
2	Enter the same check number as the check number that was used for the repayment. PRESS "Enter".	Screen AGK01500 will be redisplayed.
3	Enter the amount of the underpayment in the "Amount" field. PRESS "Enter".	Screen AGK01510 will be displayed.
4	PRESS "Enter".	
5	Correct the repayment transaction according to Part 11.	

Continued on the next page

C
Processing
Repayments
When Additional
Remittance Is
Needed
(Continued)

Step	Action	Result
6	Adjust the remittance amount downward for the check used to make the repayment by the amount of the underpayment. See 3-FI, Part 3. **Example:** Check #333 for $1,000 was used to make a repayment, and the repayment amount was actually $1,100. Another check #334 was recorded to cover the underpayment of $100. Check #333 for $1,000 would be modified to show the check amount as $900.	
7	Re-record the repayment **as a manual transaction**, according to Section 7. On Screen PPD98000, enter the amount received as the amount of the check left to apply to the loan. A receivable will be created for any difference in amounts. **Example:** The repayment amount due is $1,100. The check amount left to apply to the loan is $1,000. $1,000 is entered as the amount received, and a receivable for $100 is created for the difference.	

715 Completing Lump-Sum Loan Repayments

A
Lump-Sum Repayments

After entering lump-sum repayment data according to paragraph 712, Screen PPD31000 will be displayed. Complete Screen PPD31000 according to subparagraph 712 C.

B
Summary Screen PPD32500

Screen PPD32500 will be displayed with the following information:

- repayment date
- bin/receipt number
- quantity remaining
- quantity liquidated for the bin
- total quantity liquidated
- cost per bushel or hundredweight, as applicable
- maturity date
- disbursement date
- principal remaining
- loan principal
- interest amount
- total amount
- grand total due.

Follow this table to answer the question, “Do you wish to repay the above amount? (Y or N)”.

IF...	THEN...
“Y” is answered	Screen PPD98000 will be displayed. See paragraph 714.
“N” is answered	the job will be canceled. Menu PCA005 will be displayed.

716 Printing Forms

A
Reprinting CCC-500

Screen PCE50010 will be displayed:

- after CCC-500 has been printed
- with the message, "Form CCC-500 should now be printing on P?. Do you want to reprint this form?"
  - ENTER "Y" to reprint CCC-500. Screen PCE50010 will be redisplayed and CCC-500 may be reprinted again.
  - ENTER "N" to not reprint CCC-500. If all bins or receipts that have been repaid:
    - fit on CCC-500, control will be passed to accounting; see subparagraph 714 C
    - do **not** fit on CCC-500, Screen PCE69010 will be displayed and CCC-500-1 will be printed. See subparagraph B.

B
Printing CCC-500-1

After CCC-500 has been printed and not selected for reprinting, CCC-500-1 will be printed and Screen PCE69010 will be displayed with the message, "Form CCC-500-1 should now be printing on P?. Do you want to reprint this form?"

- ENTER "Y" to reprint CCC-500-1. Screen PCE69010 will be redisplayed and CCC-500-1 may be reprinted again.
- ENTER "N" to not reprint CCC-500-1. Control will be passed to accounting. See subparagraph C.

C
Completing Repayment

After all copies of CCC-500 and CCC-500-1, if applicable, are printed, control will be passed to accounting. Complete processing according to 3-FI.

717-723 (Reserved)

Section 3 Commodity Certificate Repayments

724 General Provisions

A
Commodity Certificate Calculations

Calculate commodity certificate exchanges for commodity loans in the identical manner as regular commodity market loan repayments:

- at the CCC-determined value

  Note: The CCC-determined value is PCP, RCP, or AWP adjusted, as applicable, according to 8-LP or 2-LP Rice.

- **without** interest.

B
Warehouse-Stored Loans

If a commodity certificate exchange is used to redeem a warehouse-stored commodity loan and a storage deduction is necessary, process an additional disbursement through loanmaking for "**previously deducted storage**" according to Part 5, Section 4 **before** processing the commodity certificate exchange.

C
Limits to Commodity Certificate Use

Commodity certificate exchanges **cannot** be processed:

- after loan maturity
- for any recourse loans
- as applications to receivables or overdisbursements.

Attempts to process any of these actions will result in an error message being displayed.

Continued on the next page

D
Interface With PLM Records

During the commodity certificate exchange process, APSS will not interface with PLM records for either of the following:

- verifications
- limitations.

E
Processing Commodity Certificate Exchanges

County Offices shall:

- process commodity certificate exchanges according to 8-LP, Part 9, Section 8
- record **manual** commodity certificate exchanges in APSS in the order they were listed on the manual CCC-676
- maintain, in the applicable loan folder, an automated copy of CCC-500 with, as applicable:
  - original CCC-694-1
  - original CCC-681-1A.

725 Selecting Commodity Certificate Repayment

A
Selection Options

After entering "2" on Screen PPD00000 according to paragraph 701, Screen PPD01000 will be displayed with the following options.

Option	Title	Result
1	Full Repayment	This option will be displayed with an asterisk and may not be selected.
2	Partial Repayment	Screen PPD61000 will be displayed. See paragraph 726.
3	Lump Sum Repayment	This option will be displayed with an asterisk and may not be selected.
4	Record Production Evidence for Prior Repayments	This option will be displayed with an asterisk and may not be selected.

Important: The full repayment option is unavailable on Screen PPD01000. Process a full repayment in APSS when selecting the partial repayment option by entering the entire outstanding loan quantity to be repaid in the "Select Quantity" field on Screen PPD92000. See paragraph 726.

To record a partial repayment, ENTER "2". Screen PPD61000 will be displayed.

726 Processing Commodity Certificate Exchanges for Commodity Loans

A Completing Commodity Certificate Exchanges

Complete commodity certificate exchanges according to this table.

Step	Action	Result

1	On Screen PPD61000:
	• enter the following:
	  • repayment date
	  • "Y" or "N" to the question, "Is this a wire transfer?"
	  • "Y" or "N" to the question, "Was this loan disbursed entirely by direct deposit?"
	• PRESS "Enter".
		Screen PPD92000 will be displayed.

2	On Screen PPD92000:
	• enter the following:
	  • CCC-determined value
	  Note: The CCC-determined value is PCP, RCP, or AWP adjusted, as applicable, according to 8-LP or 2-LP Rice.
	  • select quantity
	  Note: For full repayments, the entire outstanding loan quantity must be entered on a bin-by-bin basis in the "Select Quantity" field.
	• PRESS "Enter".
		Screen PPD64400 will be displayed.

3	At this point, PLM is "bypassed" according to subparagraph 724 D.	

Continued on the next page

A Completing Commodity Certificate Exchanges (Continued)

Step	Action	Result	
4	On Screen PPD64400: • ENTER "Y" or "N" to the question, "Do you wish to complete this repayment?" • PRESS "Enter".	**IF entry was...**	**THEN...**
		"Y"	Screen PPD98000 will be displayed.
		"N"	Menu PCA005 will be displayed.
5	Screen PPD98000 displays "Total Amount Due" and requires entry of the "Amount Received" that must be equal to the amount due. • Enter amount received. • PRESS "Enter".	• A series of 2 work file screens will be displayed briefly. • Screen PCA97000 will be displayed.	
6	On Screen PCA97000: • enter printer ID to be used • enter number of copies to be printed • PRESS "Enter".	• CCC-500 will be printed. • Screen PCE50010 will be displayed.	
7	On Screen PCE50010, answer the question, "Do you want to reprint this form?" **Note:** The Market Gain Transaction Summary Report will not be printed.	**IF entry was...**	**THEN...**
		"Y"	• CCC-500 will be reprinted • Screen PCE50010 will be redisplayed until answer is "N".
		"N"	Accounting Screen AGK00500 will be displayed.
8	Process deposit information according to subparagraph B.		

Continued on the next page

726 Processing Commodity Certificate Exchanges for Commodity Loans (Continued)

B
Processing Deposit Information

After Screen AGK00500 is displayed according to step 8 in subparagraph A, process deposit information according to this table.

IF repayment is a...	THEN on Screen AGK00500...
fully automated action	ENTER "1", "Current CCC-257", and follow instructions in 3-FI, paragraph 64.
recording of a **manually made** action	ENTER "2", "Manually Prepared CCC-257", and follow instructions in 3-FI, paragraph 65. When recording deposit information, use the original: • CCC-257 number used on the collection that was manually deposited • producer remittance number from FSA-603.

Return to the cash receipts function and prepare CCC-257 according to 3-FI, paragraph 123.

727 Modified CCC-500 for Commodity Certificate Repayments

A
CCC-500 With System-Assigned Number

APSS repayments allow for processing up to 99 separate repayment transactions per loan where each repayment is numbered in reverse order from 99 down to 1. County Release No. 429 modifies APSS repayments for commodity certificates by printing a system-assigned 11-digit certificate number in the lower left-hand corner of CCC-500, item 13. The 11-digit number is comprised of the following, in this order:

- crop year (2 digits)
- loan number (5 digits)
- repayment sequence (4 digits) where:
  - first 2 digits are always 00
  - second 2 digits can be any number from 99 down to 01.

Example: "Certificate #: 99000940099"

Because the APSS system-assigned certificate number will **not** be the same as the **manual** commodity certificate unique transaction number that was assigned according to 8-LP, Part 9. It is important to reference the 2 numbers on CCC-500.

728-736 (Reserved)

Section 4 Market Loan Repayments

737 General Provisions

A
Crops Authorized for Market Repayments

Market loan repayments apply to grains, oilseeds, and rice.

B
Warehouse-Stored Loans

When making market loan repayments on warehouse-stored loans, an entire receipt **must** be repaid.

738 Selecting Market Loan Repayments

A
Selection Options

After entering “3” on Screen PPD00000 according to paragraph 701, Screen PPD01000 will be displayed with the following options.

Option	Title	Result
1	Full Repayment	This option will be displayed with an asterisk and may not be selected.
2	Partial Repayment	Screen PPD61000 will be displayed. See paragraph 739.
3	Lump Sum Repayment	This option will be displayed with an asterisk and may not be selected.
4	Record Production Evidence for Prior Repayments	This option is **only** available for 1998 and prior crop years.

To record:

- a market price repayment, ENTER “2”
- production evidence for a prior repayment, ENTER “4”.

A Entering Repayment Date and Wire Transfer Information

After entering "2" on Screen PPD01000, Screen PPD61000 will be displayed to enter the following:

- the repayment date
- whether the repayment was made by wire transfer
- whether the loan was disbursed entirely by direct deposit.

Complete Screen PPD61000 according to this table.

Field	Entry
Repayment Date	Enter the following: • current date to record a current repayment **Note:** A future date inquiry is not allowed for market price repayments. • date the repayment was received to record a manually made repayment. See Section 7.
Is this a wire transfer?	ENTER "Y" if the repayment is made by wire transfer, or leave the default "N" if the repayment is made by other means.
Was this loan disbursed entirely by direct deposit? **Note:** This question is displayed for 1998 and later crop year loans.	ENTER: • "Y" if the loan was disbursed entirely by direct deposit • "N" if the loan was not disbursed entirely by direct deposit, but by CCC-184.

PRESS "Enter" after completing entries. Screen PPD92000 will be displayed.

Continued on the next page

B
Entering World Market Index or CCC-Determined Value and Quantity

After completing Screen PPD61000 according to subparagraph A, Screen PPD92000 will be displayed. Enter the World Market Index for rice according to 2-LP Rice, or enter the CCC-determined value for all other commodities according to 3-LP.

Enter the following:

- "Y" for each bin or receipt to be repaid in the "Sel." field
- the CCC-determined value in the "CCC Value" field for selected bins
- the quantity to be liquidated in the "Select Quantity" field for farm-stored loans only. Partial repayment of a warehouse receipt is not allowed.

PRESS "Enter".

- Screen PPD61500 will be displayed for farm-stored loans. See paragraph 741.
- Screen PPD64400 will be displayed for warehouse-stored loans. See paragraph 740.

Note: The principal plus interest amount for the quantity being repaid will be compared to the repayment amount calculated using the World Market Index for rice or the CCC-determined value for all other commodities. The repayment will continue with the lesser amount.

740 Repayment Summary

A Summary Screen

After entering repayment data according to paragraph 739, Screen PPD64400 will be displayed with the following information:

- maturity date
- market gain, if applicable
- repayment date
- denied market gain, if applicable
- cost per bushel or hundredweight, as applicable
- interest amount, if applicable
- quantity remaining
- principal remaining
- quantity liquidated
- principal liquidated
- total amount due.

B Completing Screen PPD64400

Screen PPD64400 displays the question, “Do you wish to complete this repayment?”

- ENTER “N” to cancel the repayment. Menu PCA005 will be displayed. The repayment will **not** be updated.

- ENTER “Y” to complete the repayment. Screen PPD98000 will be displayed.

  Note: Do **not** release warehouse receipts if the amount received is less than the total amount due.

Continued on the next page

C
Entering Amount Received

On Screen PPD98000, enter the amount received. If the amount received is less than the amount needed to repay the loan, a receivable will be created for the difference. After Screen PCA97000, Screen PCE50010 will be displayed and CCC-500 will print. See subparagraph D.

D
Reprinting CCC-500

Screen PCE50010 will be displayed:

- while CCC-500 is being printed
- with the message, "Form CCC-500 should now be printing on P?. Do you want to reprint this form?"
  - ENTER "Y" to reprint CCC-500. Screen PCE50010 will be redisplayed and CCC-500 may be reprinted again.
  - ENTER "N" to not reprint CCC-500. If all bins or receipts that have been repaid:
    - fit on CCC-500, and:
      - final production evidence has not been recorded, control will be passed to accounting

        Note: See subparagraph F.
      - CCC-516-1 must be printed, Screen PCE78010 will be displayed

        Note: See subparagraph 741 G.
      - the notification letter must be printed, Screen PPD95500 will be displayed

        Note: See subparagraph 741 H.
    - do **not** fit on CCC-500, Screen PCE69010 will be displayed and CCC-500-1 will be printed. See subparagraph E.

Continued on the next page

E
Printing CCC-500-1

After CCC-500 has been printed and not selected for reprinting, CCC-500-1 will be printed and Screen PCE69010 will be displayed with the message, "Form CCC-500-1 should now be printing on P?. Do you want to reprint this form?"

- ENTER "Y" to reprint CCC-500-1. Screen PCE69010 will be redisplayed and CCC-500-1 may be reprinted again.
- ENTER "N" to not reprint CCC-500-1.

F
Completing Collection

After CCC-500 and CCC-500-1 have been printed, control will be passed to accounting to complete the collection. See 3-FI.

741 Recording Production Evidence for 1998 and Prior Crop Years

A When to Record Production Evidence

For 1998 and prior crop years only, production evidence may be:

- recorded as received or accumulated
- entered at 1 time.

Note: There is no additional market gain payment available for 1999 and subsequent crop years.

Screen PPD61500 will be displayed with a question to determine whether production evidence is available. See:

- subparagraph B if making a repayment
- subparagraph C if recording production evidence for a prior repayment.

B Recording Repayments

After selecting all bins to be repaid according to paragraph 739, Screen PPD61500 will be displayed with the question, "Is production evidence available?" Follow this table to enter a response to the question.

IF production evidence is...	THEN ENTER...	Result
available	"Y" and PRESS "Enter".	Screen PPD62105 will be displayed. See subparagraph C.
not available	"N" and PRESS "Enter".	Payment limitation information will be processed. Screen PPD64400 will be displayed. See paragraph 740.

Continued on the next page

C
Recording Production Evidence

On Screen PPD62105, already recorded production evidence will be displayed in the "Accumulated Eligible Production Qty." field. Record new eligible production evidence in the "Current Production Evidence" field and PRESS "Enter". Screen PPD64400 will be displayed. See paragraph 740.

D
Recording Production Evidence After Repayment

To record production evidence for prior repayments, on Screen PPD01000, ENTER "4", "Record Production Evidence for Prior Repayments". Screen PPD61500 will be displayed with the question, "Is production evidence available?"

- ENTER "N" if the production evidence is not available and PRESS "Enter". The files will be updated and Menu PCA005 will be displayed.

- ENTER "Y" if the production evidence is available and PRESS "Enter". Screen PPD01000 will be redisplayed with the question, "Is this final production evidence?"

  - ENTER "Y" if the production evidence is final. See subparagraph E.

- ENTER "N" if the production evidence is not final and PRESS "Enter". The files will be updated and Menu PCA005 will be displayed.

Note: Final production evidence may only be recorded after the final repayment.

Continued on the next page

E
Entering Production Evidence

Enter the current production evidence on Screen PPD62105. When all production evidence entries have been made, PRESS "Enter". If this is:

- **not** the recording of final evidence, the files will be updated and Menu PCA005 will be displayed

- the recording of final evidence, see this table for additional information.

IF final production quantity is...	THEN...	Result
more than the loan quantity **Note:** Eligible production evidence shall be limited to 110 percent of initial loan quantity.	market gain will be computed at the average rate on the additional quantity. Payment limitation information will be processed.	Screen PPD64405 will be displayed with the following: • Additional Production Quantity • Average Market Gain Rate • Gross Payment Amount • Denied Market Gain, if applicable • Net Payment Amount • the questions, "Do you wish to complete this repayment?" and "Do you wish to print a TSR report?" **Note:** "Do you wish to print a TSR report?" will not be displayed if final production evidence is equal to the loan quantity.
less than the loan quantity	a receivable will be computed for the deficient quantity multiplied times the average market gain.	
equal to the loan quantity	no additional amount is due for this loan.	

Continued on the next page

E
Entering Production Evidence (Continued)

If "N" is entered to the question, "Do you wish to complete this repayment?", the process ends and Menu PCA005 will be displayed.

If "Y" is entered to the question, "Do you wish to complete this repayment?", Screen PCA97000 will be displayed. See subparagraph F.

Note: When final production is equal to the loan quantity and "Y" is entered to the question, "Do you wish to complete this repayment?", the files will be updated and Menu PCA005 will be displayed.

F
Selecting Printer

Screen PCA97000 will be displayed with a default printer ID and "01" as the number of copies to print. If a different printer should be used or additional copies are necessary, change the applicable field.

If final production quantity is:

- greater than the loan quantity, CCC-516-1 will be printed

  Note: See subparagraph G.

- less than the loan quantity, a notification letter will be printed.

  Note: See subparagraph H.

Continued on the next page

G
Printing CCC-516-1

When the eligible production quantity exceeds the loan quantity, CCC-516-1 will be printed. Screen PCE78010 will be displayed to allow CCC-516-1 to be reprinted. To the question, "Do you want to reprint this form?", ENTER:

- "Y" to reprint CCC-516-1

  Note: Screen PCE78010 will be redisplayed to allow additional reprints of CCC-516-1.

- "N" to **not** reprint CCC-516-1. Control will be passed to accounting to issue CCC-184, if applicable. See 3-FI for instructions on preparing CCC-184 and information on offsets and other payees.

Authorized County Office personnel shall:

- sign CCC-516-1
- file 1 copy in the loan folder
- mail 1 copy to the producer with CCC-184, if applicable.

H
Printing Notification Letter

When the eligible production quantity is less than the loan quantity, an initial notification letter will be printed. Screen PPD95500 will be displayed to allow the notification letter to be reprinted. To the question, "Would you like to reprint the letter?", ENTER:

- "Y" to reprint the notification letter

  Note: Screen PPD95500 will be redisplayed to allow additional reprints of the letter.

- "N" to **not** reprint the notification letter. Menu PCA005 will be displayed.

Authorized County Office personnel shall:

- sign the notification letter
- file 1 copy in the loan folder
- mail 1 copy to the producer.

742-750 (Reserved)

751 General Provisions

A Accessing Receivable Repayments

After entering "4" on Screen PPD00000 according to paragraph 701, Screen PPD71000 will be displayed:

- showing the receivable effective date and total receivable principal outstanding on the loan

  Note: If there are multiple receivable effective dates, "multiple" will be displayed instead of a specific date.

- to enter the repayment date and whether repayment is being made by wire transfer.

Note: To find specific receivable information about a loan before making the repayment, ENTER "1", "Inquire about a Loan/LDP", on Menu PCA005 according to Part 2.

B Completing Screen PPD71000

Complete Screen PPD71000 according to this table.

Field	Entry
Repayment Date	Enter the following: • current date to record a current day repayment • date the repayment will be made to inquire about a future repayment • date the repayment was received to record a manual repayment.
Is this a Wire Transfer?	ENTER: • "Y" if the repayment is made by wire transfer • "N" if the repayment is made by other means.

PRESS "Enter" after completing entries. Screen PPD73000 will be displayed.

A
Selecting 1 or More Receivables to Repay

Screen PPD73000 lists the following information for each outstanding receivable on the loan:

- select number
- effective date
- outstanding principal on this record
- previous interest on this record
- creating application.

The “Creating Application” field displays:

- “Transfers” if the receivable was created by a transfer
- “Other” if the receivable was created by any transaction other than transfers.

Continued on the next page

B
Making Repayments

Complete the repayment entries on Screen PPD73000 according to this table.

Step	Action	
1	Enter the number of the receivable to be liquidated from the list on Screen PPD73000. This is a required entry.	
2	Enter the dollar amount to be liquidated from this record. This is a required entry. **Note:** This entry should be the principal amount to be liquidated from the receivable. The interest due will be calculated on the principal amount entered on Screen PPD73000.	
3	Enter liquidated damages applicable to this record.	
	IF liquidated damages...	**THEN...**
	do **not** apply	ENTER “0”.
	apply to this repayment	manually calculate the liquidated damages according to 8-LP, Part 6 and enter the dollar amount on quantity: • forfeited because of nonpayment of annual warehouse storage • applicable to the portion of the receivable being repaid for a partial repayment • on which liquidated damages have not been collected if part of the receivable was previously repaid.
4	**IF a demand letter was...**	**THEN...**
	sent	enter the date the letter was mailed.
	not sent	leave blank.

PRESS “Enter” after completing entries. Screen PPD74000 will be displayed.

Continued on the next page

C
Interest Calculations

Interest will be calculated from the date the receivable was created to the earlier of the following:

- date of the repayment
- 31st calendar day after the date of the demand letter.

Note: If a demand letter was mailed and repayment is not received within 30 calendar days from the date the letter was mailed:

- repayment must be handled through claims according to 58-FI
- the message, "Cannot Repay. Please Transfer to Claims and Record Collection." will be displayed.

PRESS "Enter" to return to Menu PCA005, and transfer the receivable to claims according to Part 12.

D
Receivable Summary

After pressing "Enter" on Screen PPD73000, the next screen displayed will be Screen PPD74000. This screen displays the following items:

- receivable effective date
- receivable principal liquidated

  Note: This includes the principal repaid on all receivables entered during this transaction.

- interest due
- liquidated damages, if applicable
- total due for this repayment.

Continued on the next page

D Receivable Summary (Continued)

Complete Screen PPD74000 according to this table.

Field	Entry	
Enter amount you wish to repay	Enter the amount to be repaid. **Note:** If less than the total amount due is entered, the amount will be prorated between the receivable amount, interest, and liquidated damages appearing on Screen PPD74000. Record in the loan folder the percent of liquidated damages paid, if applicable.	
Do you wish to repay another Receivable?	**IF another receivable is...**	**THEN ENTER...**
	to be repaid	"Y".
	not to be repaid	"N".

PRESS "Enter" after completing entries. If the question, "Do you wish to repay another Receivable?" was answered with:

- "Y", Screen PPD73000 will be redisplayed to select another receivable; follow subparagraph B
- "N", Screen PPD76000 will be displayed.

Continued on the next page

E
Completing Repayments

After all receivable repayments have been entered, Screen PPD76000 displays the following fields:

- total receivable principal due
- total interest due
- total liquidated damages due
- grand total received.

Note: The grand total received is the total amount chosen to repay for all receivables selected.

The question, "Do you wish to complete this Repayment?" will be displayed.

- To complete the repayment, ENTER "Y". Screen PCA97000 will be displayed.

- To end processing, ENTER "N" or PRESS "Cmd7". Menu PCA005 will be displayed.

- To restart the repayment, PRESS "Cmd2". Screen PPD00000 will be redisplayed. See paragraph 701.

F
Reprinting CCC-500

Screen PCE50010 will be displayed:

- after all CCC-257 data has been recorded and CCC-500 has been printed

- with the message, "Form CCC-500 should now be printing on P?. Do you want to reprint this form?"

  - ENTER "Y" to reprint CCC-500. Screen PCE50010 will be redisplayed and CCC-500 may be reprinted again.

  - ENTER "N" to not reprint CCC-500. If all bins or receipts:

    - fit on CCC-500, see subparagraph H

    - do **not** fit on CCC-500, Screen PCE69010 will be displayed and CCC-500-1 will be printed. See subparagraph G.

Continued on the next page

752 Entering Repayment Data (Continued)

G
Printing CCC-500-1

After CCC-500 has been printed and not selected for reprinting, CCC-500-1 will be printed and Screen PCE69010 will be displayed with the message, "Form CCC-500-1 should now be printing on P?. Do you want to reprint this form?"

- ENTER "Y" to reprint CCC-500-1. Screen PCE69010 will be redisplayed and CCC-500-1 may be reprinted again.
- ENTER "N" to not reprint CCC-500-1. See subparagraph H.

H
Completing Collection

After CCC-500 and CCC-500-1 have been printed, control will be passed to accounting to complete the collection. See 6-FI.

753-760 (Reserved)

Section 6 Overdisbursement Repayments

761 General Provisions

A
Accessing Overdisbursement Repayments

After entering "5" on Screen PPD00000 according to paragraph 701, Screen PPD72000 will be displayed:

- showing the overdisbursement effective date and total overdisbursement principal outstanding on the loan

  Note: If there are multiple overdisbursement effective dates, "multiple" will be displayed instead of a specific date.

- to enter the repayment date and whether repayment is being made by wire transfer.

Note: To find specific overdisbursement information about a loan before making the repayment, ENTER "1", "Inquire about a Loan/LDP", on Menu PCA005 according to Part 2.

B
Completing Screen PPD72000

Complete Screen PPD72000 according to this table.

Field	Entry
Repayment Date	Enter the following: • current date to record a current day repayment • date the repayment will be made to inquire about a future repayment • date the repayment was received to record a manual repayment.
Is this a Wire Transfer?	ENTER: • "Y" if the repayment is made by wire transfer • "N" if the repayment is made by other means.

PRESS "Enter" after completing entries. Screen PPD73000 will be displayed.

---

762 Entering Repayment Data

A

Selecting 1 or More Overdisburse-ments to Repay

Screen PPD73000 lists the following information for each outstanding overdisbursement on the loan:

- select number
- effective date
- outstanding principal on this record
- previous interest on this record
- creating application.

The "Creating Application" field displays:

- "Transfers" if the overdisbursement was created by a transfer
- "Loan Making" if the overdisbursement was created by recording a manual loan
- "Loan Violation" if the overdisbursement was created by recording a loan violation (1993 crop year and later)
- "LIQ Damages" for liquidated damages as a result of recording a loan violation.

Continued on the next page

B
Making Repayments

Complete the repayment entries on Screen PPD73000 according to this table.

Step	Action	
1	Enter the number of the overdisbursement to be liquidated from the list on Screen PPD73000. This is a required entry. **Note:** Overdisbursements with a creating application of "LOANVIOLATION" must be repaid before overdisbursements with a creating application of "LIQDAMAGES".	
2	Enter the dollar amount to be liquidated from this record. This is a required entry. **Note:** This entry should be the principal amount to be liquidated from the overdisbursement. The interest due will be calculated on the principal amount entered on Screen PPD73000.	
3	PRESS "Enter" if the creating application for the overdisbursement elected for repayment is: • "Transfers" or "Loanmaking"; a field will be displayed for entering the demand date • "LOANVIOLATION" or "LIQDAMAGES"; a field will be displayed with the demand date already entered.	
4	**IF a demand letter was...**	**THEN...**
	sent	• enter the date the letter was mailed, if the originating application is "Transfers" or "Loanmaking" • PRESS "Enter" if the originating application is "LOANVIOLATION" or "LIQDAMAGES".
	not sent	leave blank.

PRESS "Enter" after completing entries. Screen PPD75000 will be displayed.

Continued on the next page

C
Interest Calculations

Interest will be calculated from the disbursement date recorded for the overdisbursement up to, but not including, the date of repayment.

Note: If a demand letter was mailed and repayment is not received within 30 calendar days from the date the letter was mailed:

- repayment must be handled through claims according to 58-FI
- the message, "Cannot Repay. Please Transfer to Claims and Record Collection." will be displayed.

PRESS "Enter" to return to Menu PCA005, and transfer the overdisbursement to claims according to Part 12.

D
Overdisburse-ment Summary

After pressing "Enter" on Screen PPD73000, the next screen displayed will be Screen PPD75000. This screen displays the following itmes:

- overdisbursement effective date
- amount previously due, if more than 1 overdisbursement is being repaid
- overdisbursement principal liquidated

  Note: This includes the principal repaid on all overdisbursements entered during this transaction.

- interest due
- liquidated damages due, if applicable
- total due for this repayment.

Continued on the next page

D Overdisbursement Summary (Continued)

Complete Screen PPD75000 according to this table.

Field	Entry	
Enter amount you wish to repay	Enter the amount to be repaid. **Note:** If less than the total amount due is entered, the amount will be prorated between the overdisbursement amount and interest appearing on Screen PPD75000.	
Do you wish to repay another Overdisbursement?	**IF another overdisbursement is...**	**THEN ENTER...**
	to be repaid	"Y".
	not to be repaid	"N".

PRESS "Enter" after completing entries. If the question, "Do you wish to repay another Overdisbursement?" was answered with:

- "Y", Screen PPD73000 will be redisplayed to select another overdisbursement; follow subparagraph B
- "N", Screen PPD77000 will be displayed.

Continued on the next page

E
Completing Repayments

After all overdisbursement repayments have been entered, Screen PPD77000 displays the following fields:

- total overdisbursement principal due
- total interest due
- total liquidated damages amount due
- grand total received.

Note: The grand total received is the total amount chosen to repay for all overdisbursements selected.

The question, "Do you wish to complete this Repayment?" will be displayed.

- To complete the repayment, ENTER "Y". Screen PCA97000 will be displayed.

- To end processing, ENTER "N" or PRESS "Cmd7". Menu PCA005 will be displayed.

- To restart the repayment, PRESS "Cmd2". Screen PPD00000 will be redisplayed. See paragraph 701.

Continued on the next page

F
Reprinting CCC-500

Screen PCE50010 will be displayed:

- while CCC-500 is printing
- with the message, "Form CCC-500 should now be printing on P?. Do you want to reprint this form?"
  - ENTER "Y" to reprint CCC-500. Screen PCE50010 will be redisplayed and CCC-500 may be reprinted again.
  - ENTER "N" to not reprint CCC-500. If all bins or receipts:
    - fit on CCC-500, see subparagraph H
    - do **not** fit on CCC-500, Screen PCE69010 will be displayed and CCC-500-1 will be printed. See subparagraph G.

G
Printing CCC-500-1

After CCC-500 has been printed and not selected for reprinting, CCC-500-1 will be printed and Screen PCE69010 will be displayed with the message, "Form CCC-500-1 should now be printing on P?. Do you want to reprint this form?"

- ENTER "Y" to reprint CCC-500-1. Screen PCE69010 will be redisplayed and CCC-500-1 may be reprinted again.
- ENTER "N" to not reprint CCC-500-1. See subparagraph H.

H
Completing Collection

After CCC-500 and CCC-500-1 have been printed, control will be passed to accounting to complete the collection. See 6-FI.

763-775 (Reserved)

776 General Provisions

A
Introduction

Repayments must be recorded manually if the repayment:

- is received when the computer is inoperable
- was corrected and is being re-entered.

777 Accessing Loans for Repayment

A
Selecting the Loan

Follow this table to select a loan for recording a manually prepared repayment.

Step	Action		Result
1	After accessing Menu PCA005 according to paragraph 15, ENTER “4”.		Screen PCA11000 will be displayed.
2	On Screen PCA11000, identify the loan to be repaid and the producer making the repayment according to paragraph 16.		Screen PCA12000 will be displayed.
3	**IF the producer displayed on Screen PCA12000 is...**	**THEN...**	
	the correct producer	• ENTER “Y” to the questions: • “Is this the correct producer?” • “Is this a recording of a manually made action?” • PRESS “Enter”.	Screen PCA14000 will be displayed.
	not the correct producer	ENTER “N” to the question, “Is this the correct producer?” and PRESS “Enter”.	Screen PCA11000 will be redisplayed. Repeat from step 2.

Continued on the next page

A
Selecting the Loan (Continued)

Step	Action		Result
4	**IF the loan selected is...**	**THEN...**	
	the correct loan	• ENTER "Y" to the question, "Is this the correct loan?" • ENTER "N" to the question, "Do you wish to see disbursements on this loan?" • PRESS "Enter".	Screen PCA14000 will be redisplayed with the message, "This loan is now marked as in-use by your workstation. PRESS "Enter"." Screen PPD00000 will be displayed. See paragraph 778.
	not the correct loan	ENTER "N" to the question, "Is this the correct loan?" and PRESS "Enter".	Screen PCA11000 will be redisplayed. Repeat from step 2.

778 Selecting Type of Repayment

A
Receivable and Overdisbursement Repayments

Screen PPD00000 displays the 5 repayment options. Options not applicable to this loan are marked with an asterisk. The process for recording manually prepared receivable and overdisbursement repayments is identical to the automated process. Follow this table to locate the instructions for these repayments.

Option	Title	Instructions
4	Receivable Repayment	Section 5
5	Overdisbursement Repayment	Section 6

B
Regular and Market Price Repayments

The process for recording manually prepared regular and market price repayments is the same as the automated process until the amount collected for the repayment is entered on Screen PPD98000 or Screen PPD32500. Follow this table for processing regular and market price repayments.

IF recording a...	THEN follow instructions in...
regular full or partial repayment	paragraph 712 until Screen PPD98000 is displayed.
regular lump-sum repayment	paragraph 712 until Screen PPD32500 is displayed.
market price repayment	paragraph 737 until Screen PPD98000 is displayed.

See paragraph 779 for instructions on:

- entering the amount received
- completing the repayment.

779 Completing Repayments

A Entering Amount Received

The amount needed for repayment is displayed on:

- Screen PPD98000 for full, partial, and market price repayments; see subparagraph B
- Screen PPD32500 for lump-sum repayments.

These screens provide fields for entering the amount received.

B Completing Full, Partial, and Market Price Repayments

Follow this table to complete manual repayment processing for full, partial, and market price repayments.

Step	Action		Result
1	**IF the amount received is...**	**THEN...**	
	equal to or greater than the amount due	enter the amount received on Screen PPD98000 and PRESS “Enter”.	Screen PCA97000 will be displayed. See step 3.
	less than the amount due		The message, “A receivable will be created for the difference in amounts.” will be displayed on Screen PPD98000.
2	**IF the amount displayed is...**	**THEN...**	
	correct	PRESS “Enter”.	A receivable will be created. Send the producer an initial notification letter according to 8-LP, paragraph 24. Screen PCE50010 will be displayed.
	incorrect	enter the correct amount on Screen PPD98000 and PRESS “Enter”.	

Continued on the next page

B
Completing Full, Partial, and Market Price Repayments (Continued)

Step	Action	Result
3	The message, "Form CCC-500 should now be printing on P?. Do you want to reprint this form?" will be displayed on Screen PCE50010. • ENTER "Y" to reprint CCC-500. Screen PCE50010 will be redisplayed. • ENTER "N" to not reprint CCC-500. If all of the bins or receipts selected for repayment: • fit on CCC-500, control will be passed to accounting; see step 5 • cannot fit on CCC-500, Screen PCE69010 will be displayed and CCC-500-1 will be printed. See step 4.	
4	The message, "Form CCC-500-1 should now be printing on P?. Do you want to reprint this form?" will be displayed. • ENTER "Y" to reprint CCC-500-1. Screen PCE69010 will be redisplayed. • ENTER "N" to not reprint CCC-500-1. Control will be passed to accounting. See step 5.	
5	Process CCC-257 data according to 3-FI.	Menu PCA005 will be displayed.

780-785 (Reserved)

Section 8 Re-Entering Corrected Repayments

786 Re-Entering Repayments Not Involving Refunds

A
Re-Entering Repayment

Re-enter all applicable repayment transactions that do not involve refund CCC-184's according to this table.

IF repayment date is...	THEN process as...	AND follow instructions beginning in...
the current date	an automated transaction	• paragraph 712 for full, partial, or lump-sum repayments • paragraph 737 for market price repayments • paragraph 751 for receivable repayments • paragraph 761 for overdisbursement repayments.
before the current date	a manual transaction	paragraph 776.

787 Re-Entering Repayments Involving Refunds

A Re-Entering Repayment With Same Refund Amount

Re-enter all applicable repayment transactions that involve refund CCC-184's. The amount of the refund CCC-184 will **not** change according to this table.

IF repayment date is...	THEN process as...	AND follow instructions beginning in...
the current date	an automated transaction	• paragraph 712 for full, partial, or lump-sum repayments • paragraph 724 for commodity certificate repayments • paragraph 737 for market price repayments • paragraph 751 for receivable repayments • paragraph 761 for overdisbursement repayments.
before the current date	a manual transaction	paragraph 776.

Note: No special processing through accounting is required.

Continued on the next page

B
Re-Entering Repayment With Different Refund Amount

Re-enter all applicable repayment transactions that involve refund CCC-184's. The amount of the refund CCC-184 will change according to this table.

Step	Action		Result
1	Re-enter the repayment as a manual transaction according to instructions beginning in paragraph 776.		• Screen PPD98000 will be displayed for full, partial, or market price repayments. • Screen PPD32500 will be displayed for lump-sum repayments. • Screen PPD76000 will be displayed for receivable repayments. • Screen PPD77000 will be displayed for overdisbursement repayments.
2	**IF refund CCC-184 was...**	**THEN the repayment amount entered will be the...**	
	canceled in accounting	original total remittance.	Control will be passed to cash receipts to record CCC-257 data.
	not canceled in accounting	original total remittance minus the amount of the original refund CCC-184.	• A receivable will be created if the remittance amount minus the refund CCC-184 is less than the amount needed to complete the repayment. • Control will be passed to cash receipts to record CCC-257 data.

Continued on the next page

B
Re-Entering Repayment With Different Refund Amount (Continued)

Step	Action	Result
3	Record CCC-257 data according to 3-FI, Part 3. **Note:** Remember to use the same: • producer's check number that was deposited • CCC-257 number as the original deposit.	• A refund CCC-184 will be issued, if applicable. • Menu PCA005 will be displayed.

788-799 (Reserved)

Part 8 (Reserved)

800-899 (Reserved)

Part 9 Settlements

Section 1 General Settlement Provisions

900 General Information

A
No Manual Settlements

Loan settlements cannot be processed manually when the computer is not working and recorded later. Wait until the computer is operational to process all settlements.

B
IRS Reporting

Information processed during settlements will be written to the IRS file to be used at the end of the calendar year.

See 62-FI for information about IRS reporting.

C
Settlement Policies

See 8-LP, 2-LP Grains and Oilseeds, and 2-LP Rice for loan settlement policies and procedures.

D
Issuing CCC-691 for Delivery Instructions

CCC-691:

- is not automated
- must be prepared manually
- must continue to be submitted to KC-ITSDO with CCC-692 and the settlement transmittal document according to Part 17.

Note: CCC-691 is **not** issued for recourse loans.

E
National Soybean Assessment

A national soybean assessment applies to all soybean loan settlements. See 2-LP Grains and Oilseeds, Part 4.

901 Preparing for Settlement Processing

A Beginning Settlement Process

Before beginning the settlement process:

- have the loan folder, CCC-691, and warehouse receipts at the terminal
- complete all pending actions on the loan being settled

  Important: If this is a partial settlement and the rest of the loan will be entered into the reserve, complete the partial settlement **before** recording the transfer into reserve.

- check FSA-604 and ACS for offsets
- follow Part 2 to inquire whether receivables or overdisbursements apply to the loan.

B Loans Delivered to Warehouse

For loans that are delivered to the warehouse, complete the settlement immediately after the warehouse receipts are received in the County Office, unless the computer is not operational.

Note: Follow 8-LP, paragraph 1001 for making applicable entries on CCC-691.

Process settlement of commodities delivered to the warehouse using the "Warehouse Storage" option on Screen PSA10005.

---

902 Accessing Settlement Software

A
Accessing Menu PCA005

Access Menu PCA005 according to paragraph 15.

B
Settlement Options

On Menu PCA005, select the option applicable to the type of settlement being processed according to this table.

IF processing settlement of a...	THEN ENTER...	Result
farm-stored loan	“5” and PRESS “Enter”.	Screen PCA11000 will be displayed.
loan in claim status	“14” and PRESS “Enter”.	Screen PCA11010 will be displayed.

C
Producer and Loan Data

After completing the producer and loan information according to paragraph 16, process the transaction according to the applicable instructions in this table.

IF processing settlement of a...	THEN see...
farm-stored loan	paragraph 911.
loan in claim status	paragraph 914.

903-910 (Reserved)

911 Verifying the Loan

A
Loan Verification on Screen PCA14000

After completing the producer and loan information according to paragraph 16, Screen PCA14000 will be displayed.

Screen PCA14000 displays the following information about the selected loan:

- maturity date
- outstanding quantity
- outstanding amount.

For the question, "Is this the correct loan?", ENTER:

- "Y" if information for the correct loan is displayed

- "N" if the incorrect loan was selected. Screen PCA13000 will be displayed. See paragraph 16.

912 Entering Initial Delivery Information

A General Information on Screen PSA10000

After the loan is verified, Screen PSA10000 will be displayed. Screen PSA10000 is a 2-part screen.

Screen PSA10000, Part 1:

- applies to full and partial settlements
- displays the following:
  - loan amount to be settled
  - maximum quantity for delivery
  - quantity for delivery
  - a field for the final delivery date
  - a question about partial deliveries.

Note: If the delivery is **not** a partial delivery, ENTER "N". Screen PSA10005 will be displayed.

Screen PSA10000, Part 2:

- applies **only** to partial settlements
- displays a field to select a specific bin.

B Screen PSA10000, Part 1

On Screen PSA10000, Part 1, the values displayed represent the outstanding loan amount, outstanding loan quantity, and maximum quantity for delivery on the loan. Each field is explained in the following subparagraphs.

Continued on the next page

C
Amount To Be Settled

The "Amount To Be Settled" field displays the outstanding loan amount.

IF processing a...	THEN...
full settlement	do **not** change the displayed amount.
partial settlement	change the displayed amount to the amount recorded on CCC-691. **Notes:** Enter to 2 decimal places. If the amount is not changed, the amount applicable to the quantity being liquidated will be automatically calculated and displayed after the bins and disbursements have been designated.

D
Maximum Quantity for Delivery

The amount displayed in the "Maximum Quantity For Delivery" field cannot be changed. The maximum quantity for delivery on a partial settlement will be automatically calculated after the loan quantity to be delivered is identified.

Policy: The maximum quantity for delivery is 110 percent of the outstanding loan quantity, less any quantity disposed of without authorization.

Continued on the next page

E
Quantity for Delivery

The "Quantity For Delivery" field displays the outstanding loan quantity.

IF processing a...	THEN...
full settlement	do **not** change the displayed amount.
partial settlement	change the displayed amount to the quantity that will be liquidated from the loan. **Notes:** Enter to 2 decimal places. The quantity entered must be the same as the entry on CCC-691.

F
Completing Screen PSA10000, Part 1

The entry in the "Final Date For Delivery" field shall be the date shown on CCC-691 as the final date for the producer to complete delivery of the commodity.

The question, "Is this a partial delivery?" is provided to designate if a full or partial settlement is to be processed. Answer the question according to this table.

IF processing a...	THEN ENTER...	AND...
partial settlement	"Y"	Screen PSA10000, Part 2 will be displayed. See paragraph 913.
full settlement	"N"	Screen PSA10005 will be displayed. See paragraph 916.

913 Entering Partial Settlement Information

A

Screen PSA10000, Part 2

Screen PSA10000, Part 2 is displayed **only** if a partial settlement was indicated on Screen PSA10000, Part 1. This table provides instructions for completing Screen PSA10000, Part 2.

Step	Action	
1	Enter the bin number where the commodity being delivered was stored. **Note:** If more than 1 bin will be included in the partial delivery, the order of bin entry does not matter.	
2	ENTER "Y" or "N" in response to the question "Is this unauthorized disposition?" The question will appear only when the first bin is selected.	
	IF...	**THEN...**
	"Y" is entered and an amount is due the producer	• the settlement will be calculated in the normal manner • CCC-184 will not be issued to the producer • a payable will be created for the loan. Liquidate the payable through loan servicing according to Part 12.
	"N" is entered	the settlement will be processed in the normal manner.
3	PRESS "Enter". Screen PSA10015 will be displayed.	

Continued on the next page

B
Selecting Bins To Be Liquidated

Screen PSA10015 displays disbursement information for the bin number entered on Screen PSA10000, Part 1. This table contains instructions for completing Screen PSA10015.

Step	Action		Result
1	Enter the number corresponding to the disbursement to be liquidated in the applicable field. PRESS “Field Exit”.		The number of the disbursement selected is right justified in the field and the cursor advances to the next field.
2	Enter the quantity being liquidated on the selected disbursement. PRESS “Field Exit”.		The quantity entered will be right justified in the field and the cursor will advance to the next field.
3	**IF...**	**THEN ENTER...**	
	more disbursements are to be liquidated for the selected bin	“Y”.	All information will be saved and Screen PSA10015 will be redisplayed to allow selection of more disbursements. Repeat procedure from step 1 until all disbursements are selected.
	no more disbursements are involved	“N”.	Screen PSA10000 will be displayed to designate more bins to be liquidated.
4	**IF for the question, “Do you have more Bins to liquidate?” on Screen PSA10000...**	**THEN ENTER...**	
	more bins are to be liquidated	“Y”.	Screen PSA10000, Part 2 will be displayed. Repeat processing from subparagraph A.
	no more bins are involved	“N”.	Screen PSA10005 will be displayed.

914 Initial Delivery Information for Loan in Claim Status

A
General Information on Loan in Claim Status

Since a loan in claim status has been transferred to claims, no information is available in the price support files.

B
Loan Identification

ENTER "14" on Menu PCA005 to settle a loan in claim status according to paragraph 902. Screen PCA11010 will be displayed. Enter the following and PRESS "Enter":

- contact producer's last name
- crop year of the loan
- loan number.

Note: The crop year and loan number entered must correspond to the loan that was transferred to claims.

Continue with verification of the producer according to paragraph 16. Screen PSC10000 will be displayed for entering initial delivery information.

Continued on the next page

C

Entering Data on Screen PSC10000

This table describes the entries to be completed on Screen PSC10000.

Field	Entry	
Loan Quantity	**IF offsets on the claim have...**	**THEN enter the...**
	not been taken	quantity represented by the amount that was transferred to claims.
	been taken	adjusted quantity for delivery calculated according to 8-LP, Exhibit 42.
Loan Amount	**IF offsets on the claim have...**	**THEN enter the...**
	not been taken	outstanding principal that was transferred to claims.
	been taken	adjusted loan principal calculated according to 8-LP, Exhibit 42.
Final Date For Delivery	Enter final date for delivery from CCC-691.	
Commodity	Enter alpha commodity code for the commodity delivered.	
Maturity Date	Enter maturity date of the loan.	
Does this loan have multiple producers?	**IF multiple producers were...**	**THEN ENTER...**
	on the original loan	“Y”.
	not on the original loan	“N”.

PRESS “Enter” after completing entries. Screen PSC10010 will be displayed.

Continued on the next page

914 Initial Delivery Information for Loan in Claim Status (Continued)

D
Entering Farm Numbers on Screen PSC10010

On Screen PSC10010, enter the farm numbers for the farms where the commodity was produced.

PRESS "Enter". Screen PSC10015 will be displayed.

E
Completing Loans in Claim Status

Complete Screen PSC10015 according to paragraph 916.

Complete loan settlement in claim status according to Section 5.

F
Multiple Producers on the Loan

If "Y" is entered for multiple producers on Screen PSC10000, Screen PSC10005 will be displayed to identify additional producers.

Complete Screen PSC10000 according to this table.

Step	Action
1	Enter 1 of the following: • first letter of the additional producer's last name • additional producer's complete last name • additional producer's ID number.
2	ENTER "Y" or "N" in response to the question, "Are there additional producers?" **Note:** Screen PSC10005 will continue to be displayed to enter additional producers until "N" is entered.
3	When all producers have been recorded: • ENTER "N" • PRESS "Enter". Screen PSC10015 will be displayed. See paragraph 916.

915 (Reserved)

916 Selecting Delivery Options

A
Delivery Option Screens

The screen that will be displayed for each receipt or lot being processed for farm-stored:

- loans is Screen PSA10005
- loans in claim status is Screen PSC10015.

B
General Settlement Information

A settlement:

- may include more than 1 type of delivery if the following delivery options are entered:
  - warehouse storage
  - handling only
  - trackload and truckload
  - local sale - nonrecourse loan
- cannot include other types of delivery if the delivery option “local sale - recourse loan” is entered.

C
Farm-Stored Loan Collateral Purchased by Warehouseman

If farm-stored loan collateral is being purchased by the warehouseman for cash, according to 8-LP, Part 10, ENTER “4”, “Local Sales (For Non-recourse Loans).”

Continued on the next page

D
Local Sales Information

If a local sale option is selected:

- a local sale list will be generated
- the quantity will not be included when the next transmittal control document is generated.

E
Multiple Receipts With Excess Quantity

If there is more than 1 receipt to be processed and the producer has delivered quantity exceeding the maximum quantity for delivery displayed on Screen PSA10000, receipts must be split at producer's expense so only the maximum eligible quantity can be processed.

CCC no longer accepts excess quantity for delivery. See 8-LP, paragraph 1019.

F
Selecting Delivery Type

For each receipt being processed:

- select the option for the delivery type used
- PRESS "Enter"
- continue processing according to this table.

Option	Title	Result
1	Warehouse Storage	Screen PSA11000 will be displayed. See paragraph 917.
2	Handling Only	Screen PSA11005 will be displayed. See paragraph 918.
3	Trackload/Truckload	Screen PSA11010 will be displayed. See paragraph 919.
4	Local Sales (For Non-Recourse Loans)	Screen PSA11015 will be displayed. See paragraph 920.
5	Local Sales (For Recourse Loans)	Screen PSA11020 will be displayed. See paragraph 921.

917 Delivery for Warehouse Storage

A
Screen PSA11000

Screen PSA11000 is for recording data for deliveries to warehouse storage.

B
Data Entries

Follow this table for making entries on Screen PSA11000.

Field	Entry	
Warehouse Receipt/Lot Number	Enter warehouse receipt or lot number.	
Moisture When Received (If Excessive)	**IF the moisture level...**	**THEN...**
	does **not** exceed the maximum eligible for loan	leave blank.
	exceeds the maximum eligible for loan	enter excess moisture before drying if the warehouse receipt is accompanied by a supplemental certificate that shows a moisture content that is less than the moisture shown on the warehouse receipt.
Date Commodity Deposited	Enter 6-position numeric date commodity was deposited from the warehouse receipt.	
Date Receipt Issued	Enter 6-position numeric date that the warehouse receipt was issued.	
Gross Pounds	Enter gross pounds before reduction for moisture, shrinkage, or dockage is applied.	
Net Weight	Enter net weight in bushels or hundredweight, as applicable.	
Warehouse Code Where Delivered	Enter UGSA or URSA code for the storing warehouse, as applicable.	

PRESS “Enter” after completing entries.

Continued on the next page

C
Warehouse Code Validations

After all entries are completed and "Enter" is pressed on Screen PSA11000, the warehouse code entered on Screen PSA11000 will be validated according to this table.

IF the warehouse code entered is...	**THEN...**	
on the offer shipping rate table	the grading factor input screen will be displayed. See paragraph 931.	
not on the offer shipping rate table	Screen PSA11000 will display the error message, "Warehouse code not on file. Press 'Enter' to confirm."	
	IF the warehouse code entered is...	**THEN...**
	incorrect	enter the correct warehouse code and PRESS "Enter".
	correct	PRESS "Enter". The grading factor input screen will be displayed. See paragraph 931.

918 Handling Only Delivery

A
Screen PSA11005

Screen PSA11005 is for recording data for handling only deliveries.

B
Information Displayed

Screen PSA11005 displays a lot number starting with “1”. Enter a different lot number, if desired.

C
Data Entries

Follow this table for making entries on Screen PSA11005.

Field	Entry
Moisture When Received (If Excessive)	Leave blank.
Date Commodity Deposited	Enter 6-position numeric date commodity was deposited.
Gross Pounds	Enter gross pounds shown on the inspection certificate.
Net Weight	Enter net weight in bushels or hundredweight from the inspection certificate.
Warehouse Code Where Delivered	Enter UGSA or URSA code for the warehouse where the commodity was delivered from the inspection certificate.
Loading Order Number	Enter loading order number from CCC-643.
Is this Identity Preserved? **Note:** The response entered on the first lot will be displayed for each lot.	ENTER “Y” or “N”, as appropriate.

PRESS “Enter” after completing entries.

Continued on the next page

D
Warehouse Code Validations

After all entries are completed and "Enter" is pressed on Screen PSA11000, the warehouse code entered on Screen PSA11000 will be validated according to this table.

<table>
<tr><th>IF the warehouse code entered is...</th><th colspan="2">THEN...</th></tr>
<tr><td>on the offer shipping rate table</td><td colspan="2">the grading factor input screen will be displayed. See paragraph 931.</td></tr>
<tr><td rowspan="4">not on the offer shipping rate table</td><td colspan="2">Screen PSA11000 will display the error message, "Warehouse code not on file. Press 'Enter' to confirm."</td></tr>
<tr><td>IF the warehouse code entered is...</td><td>THEN...</td></tr>
<tr><td>incorrect</td><td>enter the correct warehouse code and PRESS "Enter".</td></tr>
<tr><td>correct</td><td>PRESS "Enter". The grading factor input screen will be displayed. See paragraph 931.</td></tr>
</table>

919 Trackload and Truckload Delivery

A
Screen PSA11010

Screen PSA11010 is for recording data for trackload and truckload deliveries.

B
Data Entries

Follow this table for making entries on Screen PSA11010.

Field	Entry
Truck/Rail Car Number	Enter truck or rail car number from the inspection certificate.
Moisture When Received (If Excessive)	Leave blank.
Date Delivery Completed	Enter 6-position numeric date the delivery was completed.
Gross Pounds	Enter gross pounds from the inspection certificate.
Net Weight	Enter net weight in bushels or hundredweight from the inspection certificate.
State and County Code of Shipping Point	Enter State and county codes for the county from which the commodity was shipped.
Warehouse Code of Nearest Approved Warehouse	Enter UGSA or URSA code of the nearest approved warehouse.
Loading Order Number	Enter loading order number from CCC-643.

PRESS “Enter” after completing entries.

Continued on the next page

C
Warehouse Code Validations

After all entries are completed and "Enter" is pressed on Screen PSA11000, the warehouse code entered on Screen PSA11000 will be validated according to this table.

<table>
<tr><th>IF the warehouse code entered is...</th><th colspan="2">THEN...</th></tr>
<tr><td>on the offer shipping rate table</td><td colspan="2">the grading factor input screen will be displayed. See paragraph 931.</td></tr>
<tr><td rowspan="4">not on the offer shipping rate table</td><td colspan="2">Screen PSA11000 will display the error message, "Warehouse code not on file. Press 'Enter' to confirm."</td></tr>
<tr><td>IF the warehouse code entered is...</td><td>THEN...</td></tr>
<tr><td>incorrect</td><td>enter the correct warehouse code and PRESS "Enter".</td></tr>
<tr><td>correct</td><td>PRESS "Enter". The grading factor input screen will be displayed. See paragraph 931.</td></tr>
</table>

920 Local Sale for Nonrecourse Loans

A Screen PSA11015

Screen PSA11015 is for recording data for local sale of nonrecourse loans.

B Information Displayed

Screen PSA11015 displays a consecutively assigned lot number, beginning with "1".

IF...	THEN...
CCC inventory is **not** sold to a warehouseman	enter a different lot number, if desired.
recording a sale of farm-stored loan collateral to warehouseman	• do **not** change the lot number displayed • after CCC-692 is printed, manually enter the sale contract number assigned by KCCO beside the lot number.

Continued on the next page

C
Data Entries

Follow this table for making entries on Screen PSA11015.

Field	Entry
Moisture When Received (If Excessive)	Leave blank.
Date Delivery Completed	Enter 6-position numeric date the delivery was completed.
Gross Pounds	Enter gross pounds from the inspection certificate.
Net Weight	Enter net weight in bushels or hundredweight from the inspection certificate.
Warehouse Code of Nearest Approved Warehouse	Enter UGSA or URSA code of the nearest approved warehouse.
Total Quantity Sold	Enter total quantity sold in pounds.
Amount Received From Proceeds	Enter the proceeds for the entire quantity sold.
Local Sale Authorization Number	Enter: • local sale authorization number from CCC-639 • contract sales number assigned by KCCO for sales according to 8-LP, Part 10.

PRESS “Enter” after completing entries.

Note: The following fields will be displayed only once with the first lot entered:

- “Total Quantity Sold”
- “Amount Received From Proceeds”
- “Local Sale Authorization Number”.

Continued on the next page

D
Warehouse Code Validations

After all entries are completed and "Enter" is pressed on Screen PSA11000, the warehouse code entered on Screen PSA11000 will be validated according to this table.

IF the warehouse code entered is...	**THEN...**	
on the offer shipping rate table	the grading factor input screen will be displayed. See paragraph 931.	
not on the offer shipping rate table	Screen PSA11000 will display the error message, "Warehouse code not on file. Press 'Enter' to confirm."	
	IF the warehouse code entered is...	**THEN...**
	incorrect	enter the correct warehouse code and PRESS "Enter".
	correct	PRESS "Enter". The grading factor input screen will be displayed. See paragraph 931.

921 Local Sale for Loan Collateral Ineligible for Delivery to CCC

A
Screen PSA11020

Screen PSA11020 is for recording data for local sale of loans that were disbursed as recourse loans.

B
Information Displayed

Screen PSA11020 displays a consecutively assigned lot number, beginning with "1". Enter a different lot number, if desired.

C
Data Entries

Follow this table for making entries on Screen PSA11020.

Field	Entry
Date Delivery Completed	Enter 6-position numeric date the delivery was completed.
Quantity Delivered	Enter quantity sold for the corresponding lot.
Amount Received From Proceeds	Enter proceeds for the entire quantity sold which will be used as the delivery value for the settlement.
Warehouse Code of Nearest Approved Warehouse	Enter UGSA or URSA code of the nearest approved warehouse.
Local Sale Authorization Number	Enter local sale authorization number from CCC-639. ENTER "88888" for cash.

PRESS "Enter" after completing entries.

Notes: The sum of the quantity entered for all lots sold must equal the entire outstanding loan quantity that will be liquidated.

The following fields will be displayed only once with the first lot entered:

- "Amount Received From Proceeds"
- "Local Sale Authorization Number".

Continued on the next page

D
Warehouse Code Validations

After all entries are completed and "Enter" is pressed on Screen PSA11000, the warehouse code entered on Screen PSA11020 will be validated according to this table.

IF the warehouse code entered is...	THEN...	
on the offer shipping rate table	Screen PSA21000, Part 3, will be displayed. See paragraph 932.	
not on the offer shipping rate table	Screen PSA11000 will display the error message, "Warehouse code not on file. Press 'Enter' to confirm."	
	IF the warehouse code entered is...	**THEN...**
	incorrect	enter the correct warehouse code and PRESS "Enter".
	correct	PRESS "Enter". Screen PSA21000, Part 3, will be displayed. See paragraph 932.

922-930 (Reserved)

931 Settlement Grade and Factor Screens

A
General Information

A grade and factor screen will be displayed for each receipt or lot received for settlement.

Commodity grade and factor screens are slightly different for each commodity. There:

- is 1 screen for each commodity, except wheat and barley
- are 2 screens for both wheat and barley.

B
Information Displayed on Grade and Factor Screens

The following are displayed on the grade and factor screens:

- factors that apply to the commodity being settled
- the warehouse receipt number entered on Screen PSA11000 if the delivery is for warehouse storage.

C
Where to Find Information

Complete the grade and factor screen using information from the warehouse receipt or the supplemental certificate, as applicable.

Continued on the next page

D
Moisture

Enter the moisture content according to this table.

IF the commodity has...	AND excess moisture was...	THEN enter moisture from the...
not been dried	not entered on the delivery option screen	warehouse receipt.
been dried	entered on the delivery option screen	supplemental certificate.

E
Special Grade Factors

If special grade factors are shown on the warehouse receipt or supplemental certificate, ENTER "Y" for the special grade factors on the lower half of the first or second screen.

F
Wheat Protein Premium

When processing a settlement for hard red winter or hard red spring wheat and the protein percent entered on the grading factor input Screen PSA18000 was 12.0 or larger, the second grading factor input Screen PSA18005 will be redisplayed with the question, "Was an FGIS Inspection Certificate submitted? (Y or N)". If the question is answered with:

- "Y", the protein premium will be added to the settlement rate
- "N", the protein premium will **not** be applied to the settlement.

Continued on the next page

931 Settlement Grade and Factor Screens (Continued)

G
Class, Grade, and Subclass

Enter the following:

- class, for all commodities except oats
- grade, for all commodities
- subclass, when applicable.

H
Gross Pounds and Net Weight

Gross pounds and net weight entered on the delivery option screen will be validated if:

- dockage was entered on the grade and factor screen
- excess moisture was entered on the delivery screen and a lower percent of moisture was entered on the grade and factor screen
- conspicuous or inconspicuous admixtures were entered on the grade and factor screen for canola and rapeseed
- excess foreign material was entered on the grade and factor screen for soybeans or sunflower seed (oil type)
- net bushels entered exceed the quantity determined by dividing the gross pounds by the test weight standard for the applicable commodity.

Continued on the next page

I

Error Messages

If factors are entered for which a discount is not on file, a message will be displayed requiring a discount entry. Obtain the discount entry according to 2-LP Grains and Oilseeds or 2-LP Rice.

If an error message is displayed indicating a discrepancy, County Offices shall:

- review the entries on the grade and factor screen
- PRESS "Cmd3" to review the gross pounds and net weight entries
- make corrections, if applicable
- if entries were correct, review the warehouse receipt for accuracy.

Note: Return the warehouse receipt to the warehouseman if a discrepancy is discovered.

When all entries are correct, PRESS "Enter". Screen PSA21000 or PSC21000 will be displayed. See paragraph 932.

932 Settlement Rate Verification

A General Information on Screens PSA21000 and PSC21000

Screens PSA21000 and PSC21000 are 3-part screens that are displayed for each warehouse receipt.

Notes: Screen PSA21000 will be displayed for loan settlements.

Screen PSC21000 will be displayed for loan in claim status settlements.

B Screens PSA21000 and PSC21000, Part 1

Screen PSA21000, Part 1 or Screen PSC21000, Part 1 will display the State and county code corresponding to the county selected on Screen FAX09002. The loan rate recorded for that county will be used as the base settlement rate.

IF the State and county codes displayed for each warehouse receipt or lot are...	THEN...
incorrect	enter the correct State and county codes and PRESS “Enter”. Part 2 of the applicable screen will be displayed.
correct	PRESS “Enter”. Part 2 of the applicable screen will be displayed.

Continued on the next page

C
Screens PSA21000 and PSC21000, Part 2

Screen PSA21000, Part 2 or Screen PSC21000, Part 2 displays the following information:

- the calculated settlement rate if the loan rate for the State and county codes entered on Screen PSA21000, Part 1, or Screen PSC21000, Part 1 is on file
- zeros for the calculated settlement rate if the:
  - loan rate for the State and county codes on Screen PSA21000, Part 1 or Screen PSC21000, Part 1 is not on file
  - calculated settlement rate is zero or less than zero
- the statement, “If calculated rate shown is not acceptable - enter special rate”.

D
Entries on Part 2

The settlement rate displayed on Screen PSA21000, Part 2 or Screen PSC21000, Part 2 will be used to compute the settlement. If the settlement rate displayed is incorrect, enter a special rate, including applicable premiums and discounts, for calculating the settlement.

For commodities ineligible for delivery, enter a rate determined according to 8-LP, Part 2, Section 2.

After making any necessary entries, PRESS “Enter”. Screen PSA21000, Part 3 or Screen PSC21000, Part 3 will be displayed.

Continued on the next page

E

Entries on Part 3 Screen PSA21000, Part 3 or Screen PSC21000, Part 3 is for entering information needed for storage calculations. Follow this table for making entries on these screens.

Field	Entry	Explanation
Are Storage Charges for early delivery applicable?	ENTER: • "Y" if storage charges apply according to 8-LP, Part 10 • "N" if storage charges do **not** apply.	This field will be displayed for all types of settlements and delivery options except a loan in claim status.
Is Storage Credit over 60 days applicable?	ENTER: • "Y" if storage credit over 60 calendar days applies • "N" if storage credit does **not** apply.	This field will be displayed for all types of settlements and delivery options.
If loan was called enter required settlement date	If loan was called and the maturity date was accelerated, enter the required settlement date. If loan was **not** called, leave blank.	

Continued on the next page

E
Entries on Part 3
(Continued)

Field	Entry	Explanation
Do you have additional receipts/lots to process?	ENTER "Y" if more receipts or lots must be processed. PRESS "Enter" and Screen PSA10005 or PSA10515 will be displayed for selecting the delivery option for the next receipt or lot. See Section 3. ENTER "N" if all receipts or lots have been processed and PRESS "Enter".	After all receipts or lots have been processed, the screen displayed will be: • Screen PSA22000 or PSA22500, if storage credit or storage charges apply; see paragraph 933 • Screen PSA23000, if excess quantity was delivered; see paragraph 934 • Screen PSA24000, if excess quantity was **not** delivered. See paragraph 935.

933 Entering Daily Storage Rate

A
General Information on Screens PSA22000 and PSA22500

After completing settlement rate verification Screen PSA21000 for all receipts or lots being processed, Screen PSA22000 for farm-stored settlements:

- will be displayed only if storage charges or credits apply
- is a 2-part screen
- applies for all delivery options.

B
Farm-Stored Settlements

Screen PSA22000, Part 1 displays the statement, "Warehouse Code not on file, enter Warehouse Daily Storage Rate", for farm-stored loans if the:

- approved warehouse code entered on the delivery option screen is not on file
- warehouse code entered on the delivery option screen is for an unapproved warehouse.

Enter the daily storage rate for the applicable warehouse and commodity and PRESS "Enter". Screen PSA22000, Part 2 will be displayed. See subparagraph C.

Continued on the next page

933 Entering Daily Storage Rate (Continued)

C

Screens PSA22000 and PSA22500, Part 2

After entering all applicable rates on Screen PSA22000, Part 1, Screen PSA22000, Part 2 will display calculations of the following storage refunds or credits, as applicable:

- receiving or loadout fees refund
- storage credit beyond 60 calendar days
- storage charges for early delivery
- refund of storage paid past maturity.

Note: Only the first 3 storage calculations will be displayed on the screen although the amount displayed in the "Total" field will include all storage calculations.

IF...	AND...	THEN PRESS...	AND...
all charges or credits are correct	excess quantity was delivered	"Enter"	Screen PSA23000 will be displayed. See paragraph 934.
	no excess quantity was delivered		Screen PSA24000 will be displayed. See paragraph 935.
any charge or credit is incorrect		"Cmd3" or "Cmd7"	corrections can be made on previous screens or the job can be ended.

934 Excess Quantity Delivered Information

A General Information on Screen PSA23000

After all storage credits are verified on Screen PSA22000, Part 2, Screen PSA23000 will be displayed if the:

- quantity for delivery exceeds the maximum quantity for delivery on Screen PSA10000 for farm-stored loans
- delivered quantity exceeds the loan quantity on Screen PSC10000 for a loan in claim status.

Note: CCC will no longer accept excess quantity. If delivered quantity exceeds maximum allowed, warehouse receipt must be split at the producer's expense before settlement can be processed. See 8-LP, paragraph 1019.

B Producer Notification

For all types of delivery, except local sales, the question, "Has the producer agreed to receive zero value for the excess quantity delivered?" will be displayed.

IF the answer is...	THEN...
yes	APSS will continue with settlement. Excess quantity will be settled at a zero value.
no	PRESS "Cmd7".

PRESS "Cmd7". Have the warehouse receipt split at the producer's expense to exclude excess quantity before processing settlement. See 8-LP, paragraph 1019 for instructions on splitting warehouse receipts.

C Local Sale of Nonrecourse Loans

For local sale of a nonrecourse loan, the amount equal to the sales value for any quantity sold in excess of the maximum quantity eligible for delivery will be:

- displayed on Screen PSA23000 or PSC23000
- applied to any deficiency on the settlement first
- refunded to the producer.

PRESS "Enter" to continue with the settlement. Screen PSA24000 or PSC24000 will be displayed. See paragraph 935.

935 Charges and Credits

A General Information on Screens PSA24000 and PSC24000

Screens PSA24000 and PSC24000:

- display some calculated charges and credits that apply to the entire settlement
- allow for entering other charges and credits.

Notes: The fields displayed for entering charges and credits vary, depending on the loan type and the settlement type.

If there is an amount due CCC, and the applicable interest rate is not on file, Screen PCA18000 will be displayed to enter the interest rate **before** Screen PSA24000 is displayed. Update the interest rate table as soon as transaction is complete.

B Calculated Amounts

Calculated amounts will be displayed for the following fields:

- assessments, if applicable

  Note: The assessment amount is based on the current assessment rate on the KCMO-maintained table file for the commodity. If the calculated amount is incorrect, manually calculate and enter the correct amount.

- amount of loan deficiency, if applicable

- interest on the loan deficiency, if applicable.

Continued on the next page

C
Completing Screens PSA24000 and PSC24000

Calculated amounts must be verified and all other applicable charges or credits entered in the applicable fields. When all entries are complete, PRESS "Enter". Proceed with processing farm-stored loans according to this table.

IF...	AND a loan violation is...	THEN...
an amount is due the producer	not involved	Screen PSA25005 or PSA25505 will be displayed. See paragraph 947.
	involved	a payable will be created after Screen PCA97000, Screen PCE60010 will be displayed. See paragraph 947.
the producer owes CCC		Screen PSA25015 will be displayed. See paragraph 946.
no amount is due		after Screen PCA97000, Screen PCE60010 will be displayed. See paragraph 947.

D
Entering Multiple Producers

If processing settlement of a loan in claim status for multiple producers, Screen PSA24500 will be displayed. On Screen PSA24500:

- enter 1 of the following to be used to calculate the net proceeds for each producer:
  - percentage
  - share of quantity
- PRESS "Enter". Screen PSA25005 or PSA25505 will be displayed. See paragraph 947.

936-945 (Reserved)

946 Demand Letter Information

A
Amounts Due CCC

After verifying charges and credits according to paragraph 935, Screen PSA25015:

- will be displayed only if the producer owes CCC as a result of the loan settlement
- is for information purposes only.

B
Information Displayed on Screen PSA25015

Screen PSA25015 displays the:

- amount the producer owes CCC for all deliveries included in the settlement of the loan
- itemized charges and credits
- outstanding loan principal to be settled
- value of the commodity delivered.

Print this screen to use to prepare a demand letter. See 8-LP, Exhibit 4 for a sample demand letter.

Continued on the next page

C
Updating Files

After printing Screen PSA25015, PRESS "Enter". Processing will continue as follows.

- There will be a short pause to update files.
- CCC-692 will be generated. If more receipts or lots are delivered than will fit on one CCC-692, CCC-692A will be printed to include the additional lots or receipts.
- If the settlement includes a local sale delivery, a local sale list will be generated.
- Screen PCA97000 will be displayed with the message, "Price Support procedure to print forms and reports has started." PRESS "Enter".
- Screen PCE60010 will be displayed with the message, "Do you want to reprint this form? (Y or N)". Use this table to answer this question.

IF...	THEN...
another CCC-692 is needed	• ENTER "Y" • PRESS "Enter". The option to reprint CCC-692 will continue to be displayed until "N" is entered.
no additional copies are needed	• ENTER "N" • PRESS "Enter". Menu PCA005 will be displayed.

Continued on the next page

D
Processing Receivables

After all files are updated, an outstanding receivable will exist on the loan that was selected. Take action to liquidate the receivable according to this table.

IF the receivable...	THEN...	
plus the remaining balance due on the loan is $9.99 or less	• do **not** send the producer a demand letter • immediately write off the small balance according to Part 12.	
is $9.99 or less, but the remaining balance due on the loan is $10.00 or more	• do **not** send the producer a demand letter • disregard the small balance until all settlement transactions have been recorded for the loan • after all settlement transactions have been recorded, write off the small balance according to Part 12.	
is $10.00 or more	send the producer a demand letter according to 8-LP, Part 1.	
	IF the repayment is...	**THEN...**
	received within 30 calendar days of the date of the demand letter	liquidate the receivable through the repayments according to Part 7.
	not received within 30 calendar days of the date of the demand letter	• transfer the receivable to claims, according to Part 12 • establish a claim according to 58-FI and 64-FI.

A
Updating Files and Printing Forms

Screen PSA25005 or PSA25505 will be displayed with the amount to be disbursed and the question, "Do you wish to complete this process?". ENTER:

- "N" to not complete the process and Menu PCA005 will be displayed
- "Y" to complete the process.

If "Y" is entered:

- files will be updated
- a local sale list will be generated, if applicable
- CCC-692 will be printed
- CCC-692A will be printed, if more receipts or lots are delivered than will fit on one CCC-692.

After CCC-692 and CCC-692A are printed, if applicable, and:

- an amount is due the producer, control will be passed to accounting to print CCC-184 and EFT; see 6-FI for instructions on preparing CCC-184's and for information about offsets and payees
- no amount is due, Menu PCA005 will be displayed.

B
Special Instructions for Purchase Agreement Settlements

If processing a purchase agreement settlement:

- the next available number will be automatically assigned
- both the old purchase agreement number and the new number will be printed on CCC-692.

Continued on the next page

947 Completing Settlements (Continued)

C
Reprinting CCC-692's

Screen PCE60010 will be displayed with the question, "Do you want to reprint this form? (Y or N)". Use this table to answer this question.

IF...	AND...	THEN...
"Y" is entered		another CCC-692 will be printed. **Note:** The option to reprint will continue to be displayed until "N" is entered.
"N" is entered	all receipts or lot numbers will fit on one CCC-692	control will be passed to accounting to prepare CCC-184. See 6-FI for instructions on preparing CCC-184's and information about offsets and payees.
	there are more receipt or lot numbers than can fit on one CCC-692	Screen PCE77010 will be displayed and CCC-692A will be printed.

D
Reprinting CCC-692A's

Screen PCE77010 will display the option to reprint CCC-692A.

- If "Y" is entered, another CCC-692A will be printed. The option to reprint will continue to be displayed until "N" is entered.
- If "N" is entered, control will be passed to accounting to prepare CCC-184. See 6-FI for instructions on preparing CCC-184's and information about offsets and payees.

E
Submitting Settlement Documents

Submit settlement documents to KCCO according to 8-LP, Part 10.

948-999 (Reserved)

Part 10 Forfeitures

Section 1 Forfeiture Information

1000 General Information

A
Computer Not Working

Forfeitures cannot be completed manually when the computer is not working and recorded later into the computer. Wait until the computer is operational to process forfeitures.

B
Information for IRS

Information processed through forfeitures will be collected for the IRS file to be reported at the end of the year.

C
When to Process

Wait 10 calendar days to process the forfeiture of a loan after the maturity date.

D
Before Processing

Before starting the forfeiture process:

- have the loan folder and warehouse receipts at the terminal
- complete all pending actions on the loan being forfeited.

E
Accessing the Loan

ENTER “6” on Menu PCA005 to access the loan. Complete the producer and loan identification process according to paragraph 16.

1001 Selecting Forfeiture Options

A
Options

After the correct loan has been identified, Screen PFA10000 will be displayed. This screen provides 4 forfeiture options.

B
Only 1 Receipt

If the loan to be forfeited has only 1 receipt, options to process partial forfeitures will be disabled.

C
Importance of Selection

Selecting the correct option is very important. The option entered will determine the method by which the computer will process the forfeiture.

D
Selection

Enter the option number for the type of forfeiture to be processed on Screen PFA10000 and PRESS “Enter”. Screen PFA11000 will be displayed.

1002 Warehouse Receipt Information

A Displayed Information

Screen PFA11000 is a 2-part screen that displays information for the receipts to be forfeited.

B Partial Forfeitures

For partial forfeitures, the first part of Screen PFA11000 is for selecting the receipts to be forfeited. Select the receipts to be forfeited according to this table.

IF the receipt is...	THEN ENTER...
to be forfeited	"Y" in the "Sel." column.
not to be forfeited	"N" or leave the "Sel." column blank.

C CCC Storage Start Date

On Screen PFA11000, Part 2, the CCC storage start date displayed will be 1 of the following:

- the day after the date that storage has been paid or provided through
- the date the grain was deposited if no storage was paid or provided.

Continued on the next page

D
Acquisition Date

The acquisition date on Screen PFA11000 is needed for storage calculations. For forfeitures:

- at maturity, the date displayed:
  - will be the day after the maturity date
  - cannot be changed
- before maturity:
  - enter the date of acquisition in the field provided
  - answer the question, "Was the loan forfeited at the option of the producer?" according to this table.

IF...	THEN...
the loan is being forfeited because the borrower died and the successor does not want to continue the agreement	ENTER "Y". The successor will **not** receive a storage refund.
any other type of forfeiture is being processed	ENTER "N".

E
Review

Review the information for accuracy. PRESS "Enter" to display either of the following:

- Screen PFA12000, if storage is due CCC or the producer; see paragraph 1003
- Screen PFA13000, if storage is **not** due CCC or the producer; see paragraph 1004.

A
Entering Rate Information

Screen PFA12000 is a 2-part screen for entering information for a storage refund or charge. Enter storage rate information in the field provided on Screen PFA12000, Part 1 according to this table.

IF the warehouse rate is...	THEN the message...
not on file	"Warehouse Rate not on file - enter the lower of the warehouse rate or the rate paid by the producer." will be displayed. Enter the lesser of the following: • approved warehouse daily rate • daily rate paid by the producer.
on file	"If producer rate is less than the UGSA/URSA rate, please enter." will be displayed. Enter the daily rate paid by the producer **only** if the daily rate is less than UGSA or URSA rate.

Verify the information displayed. If:

- information is correct, PRESS "Enter" and Screen PFA12000, Part 2 will be displayed
- any item is incorrect, PRESS "Cmd3" or "Cmd7" and enter correct information.

B
Refund or Charge

Screen PFA12000, Part 2 will display storage refund or charge information. County Offices shall verify the information displayed. If:

- information is correct, PRESS "Enter" and Screen PFA13000 will be displayed
- any item is incorrect, PRESS "Cmd3" or "Cmd7" and enter correct information.

1004 Warehouse Receipt Summary

A
Summary

Screen PFA13000 is a 2-part screen that summarizes amounts due CCC or the producer.

- Part 1 will display:
  - itemized receiving and loadout calculations, as applicable
  - total storage refund or amount due
  - for soybeans, total assessment amount. County Offices may change the assessment amount if necessary.
- Part 2 will display an itemized summary of amounts due CCC or the producer. No entries are allowed. Print this screen and file the printout in the loan folder for future reference.

B
Final Update

PRESS “Enter” and processing will continue to update the files and:

- liquidate the entire loan, if a full forfeiture is being processed
- liquidate the loan quantity and amount designated, if a partial forfeiture is being processed
- display Menu PCA005.

1005-1031 (Reserved)

1032 Amounts Due CCC

A
Creating Receivables

For amounts due CCC resulting from a partial or full forfeiture, the file update process will create a receivable on the loan for the amount due.

B
Action

Take action on the receivable according to this table.

IF the receivable...	THEN...
plus the remaining balance due on the loan is $9.99 or less	• do **not** send the producer a notification letter • immediately write off the small balance according to Part 12.
is $9.99 or less and the remaining balance is $10 or more	• **do not** send the producer a notification letter • disregard the small balance until all forfeiture transactions have been recorded for the loan • after all forfeiture transactions have been recorded, write off the small balance according to Part 12.
is $10 or more	• use the print of Screen PFA13000, Part 2 to send the producer a demand letter according to 8-LP, Exhibit 4 • liquidate the receivable through the repayment subsystem when the repayment is received • transfer the receivable to claims according to Part 12 if repayment is not received.

1033 Amounts Due Producer

A
Refund to Contact Producer

The refund amount displayed on Screen PFA13000, Part 2 will be disbursed to the contact producer.

B
Preparing Refunds

Processing will continue to:

- update the files during a short pause
- display Menu PCA005 after completing accounting processing.

See 6-FI for instructions on preparing CCC-184's and information on offsets and payees.

1034 Submitting Forfeiture Documents

A
Documents to Send

Send the following documents with the transmittal control document to KCCO, P.O. Box 419205, Kansas City, MO 64141-6205:

- all warehouse receipts
- supplemental certificates, if applicable.

B
Entries on Warehouse Receipts

Enter all information required in 8-LP, paragraph 1100 on warehouse receipts.

1035-1099 (Reserved)

--Part 11 Correcting Loan Transactions--

Section 1 General Provisions

1100 General Information

A
Introduction

Use the correction process when a loan * * * transaction has been recorded and updated in the price support master file, but later is discovered to be incorrect.

The correction process will reverse or delete the transactions that were incorrect. The same transaction can be re-entered with the correct information, when applicable.

B
Getting Started

*--Before beginning any type of correction processing, the complete loan folder should be at the terminal for reference purposes. If a repayment is involved in the transaction to be reversed, the following will be needed for re-entry of the repayment:

- original check number deposited
- CCC-257 number
- date of deposit.--*

1101 Accessing Correction Functions

A
Initial Entry

Access Menu PCA005 according to paragraph 15.

On Menu PCA005, ENTER “7”, “Correct a Loan/LDP”, to initiate the correction process and PRESS “Enter”. Screen PCA11000 will be displayed.

B
Producer and Loan * * * Data

Complete the producer and loan * * * information according to paragraph 16. Screen PXA00005 will be displayed.

1102-1115 (Reserved)

1116 Selecting Transaction

A Loan Correction on Screen PXA00005

After the loan * * * is identified, Screen PXA00005 will be displayed with the following:

- producer's name
- crop year
- loan * * * number
- commodity
- transaction types, in order of occurrence
- transaction date
- transaction time
- tape date, if applicable.

This screen will display all the transactions that have taken place on the selected loan * * * . Transactions are listed in sequential order as they occurred. After identifying the transaction that is to be reversed, ENTER "Y" in front of the transaction and PRESS "Enter" to continue.

Notes: Only one "Y" is allowed. **All transaction** types **listed after** the selected transaction will **also be reversed** during the correction process.

If a tape date is present for the transaction being reversed, see paragraph 1117 about using history tapes before proceeding.

Continued on the next page

B
Loan Reconstruction Process

After pressing "Enter" on Screen PXA00005, Screen PXA10000 will be displayed with the following:

- a prompt for the history tape, if a tape date was present for any transaction involved in the correction

  Note: See paragraph 1117 for using history tapes.

- target date of the transaction to be corrected

- a series of messages indicating reversal is in progress for the transaction and any subsequent transactions.

After a short time, the message, "Verify listing to continue error correction process", will be displayed. **Before continuing**:

- review the report titled, "Correction Posting Check-Off List", that was automatically printed on the default printer

- verify that the entries shown on the report **are to be reversed**

- if report is correct, PRESS "Enter" and continue processing according to:

  •*****--paragraph 1118, if CCC-184's or transmitted EFT's were involved in correction

  - paragraph 1120, if no CCC-184's or transmitted EFT's were involved in--***** correction

- if report is incorrect, PRESS "Cmd7" to end processing.

1117 Using History Tapes

A
Types of History Tapes

Price support start-of-day processing periodically removes loan and LDP data from the history files. The removed data is saved on the 2 *** * *** tapes listed in the following table.

Type	Purpose
***--**1st APK205	Stored on-site and used to correct loans or LDP's.
2nd APK205	Stored as off-site backup.**--***

B
APK205 Tapes

If correcting 1 or more transactions, APK205 tapes may be needed to restore information necessary for the correction.

According to subparagraph 1116 A, if a tape is needed, the "Tape Date" field on Screen PXA00005 will display the date of APK205 tapes containing the loan or LDP information needed for the correction. Insert tapes into the tape drive, in sequential order, when prompted. After the transaction is restored from the tapes, the correction process will continue.

***--Note:** Depending on the transaction being reversed, more than one APK205 tape may be needed for subsequent transactions that will also be reversed during the correction process.

C
Damaged Tapes

The correction process may reject a damaged APK205 tape and display an error message. If an error message is received, the second APK205 tape stored off-site will be required. If the 2nd tape is also damaged, call the National Help Desk for assistance.**--***

1118 Corrections Involving Payables

A Correcting Loanmaking * * * Transactions

After verifying the correction report and pressing "Enter" on Screen PXA10000 according to subparagraph 1116 B, control will be passed to Accounting to complete the correction. Follow this table to complete corrections in accounting for all transactions **except** transfers, settlements, and forfeitures.

Note: See subparagraph B to correct payables resulting from transfers, settlements, or forfeitures.

IF the transaction is...	AND the payment was made by...	AND the...	THEN...
to be re-entered	check	check is **not** available	***--**ENTER "N" to the question, "Is the check to be canceled available?" on Screen ANK52010. A receivable will be system-created in CRS according to 67-FI. Re-enter the loan in APSS, when applicable. **If re-entry is applicable**, on Interim Payment Process Screen ABKI10001, enter the check amount due to repay the CRS receivable in the "Enter amount due FSA/CCC Receivable" column to make the check payable to CCC. Apply this check to the CRS receivable as a "Receivable Collection". **If re-entry is not applicable**, notify the producer of the receivable amount due.
		check **is** available	ENTER "Y" to the question, "Is the check to be canceled available?" on Screen ANK52010. Re-enter the loan as an automated transaction, if applicable. If a date is required for the loan before the system date, then re-enter as a "manual" 90,000 series number.**--***

Continued on the next page

A
Correcting
Loanmaking
*** * ***
Transactions
(Continued)

IF the transaction is...	AND the payment was made by...	AND the...	THEN...
to be re-entered	EFT	EFT **has** been *****--queued for transmission	a receivable will be system-created for the EFT amount in CRS according to 67-FI. **When re-entry is applicable**, on Interim Payment Process Screen ABKI10001, enter the check amount due to repay the CRS receivable in the "Enter amount due FSA/CCC Receivable" column to make the check payable to CCC. Apply this check to the CRS receivable as a "Receivable Collection".
		EFT has **not** been queued for transmission	the EFT record will be canceled. Re-enter the transaction, if applicable.

Note: When the system establishes a receivable in CRS, Screen ANK52020 will display receivable information. No additional entries are required on Screen ANK52020. PRESS "Enter". Screen ANK52020 will be redisplayed and the question, "Do you want an initial notification letter printed?", will be displayed. ENTER:

- "Y" to print the letter
- "N" to **not** print the letter.**--***

Continued on the next page

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A
Correcting
Loanmaking
*** * ***
Transactions
(Continued)

IF the transaction is...	AND the payment was made by...	AND the...	THEN...
not to be re-entered	check	check is not available	ENTER "N" to the question, "Is the check to be canceled available?" on Screen ANK52010. A *****--receivable will be created in CRS according to 67-FI.--*****
		check is available	ENTER "Y" to the question, "Is the check to be canceled available?" on Screen ANK52010. Loan *** * *** will be canceled. No further action is required.
	EFT	EFT has been *****--queued for transmission	a receivable will be created for the EFT amount in CRS according to 67-FI.
		EFT has not been queued for transmission	the EFT record will be canceled. No further action is required.

Note: If a check is inadvertently flagged as:

- "not" being available:
  - a receivable will be system-created in CRS
  - call the National Help Desk for assistance
- "available" and is **not** "available":
  - the system will not create a receivable in CRS
  - call the National Help Desk for assistance.--*****

Continued on the next page

B

Correcting Transfer, Settlement, and Forfeiture Transactions

Transfers, settlements, and forfeitures may not be recorded as manual transactions. *--When re-entering a corrected transfer, settlement, or forfeiture, contact the National Help Desk for assistance.--*

* * *

IF the transaction is...	AND the payment was made by...	AND the...	THEN...
to be re-entered	check	check is not available	ENTER "N" to the question, "Is the check to be canceled available?" on Screen ANK52010. A *--receivable will be created for the check amount in CRS according to 67-FI. Re-enter as an--* automated transaction and make the check payable to CCC. Apply the check as a receivable repayment in CRS as of the date the receivable is created.
		check is available	ENTER "Y" to the question, "Is the check to be canceled available?" on Screen ANK52010. Re-enter *--the transaction as an automated transaction.
	EFT	EFT has been queued for transmission	a receivable will be created for the EFT amount in CRS according to 67-FI. Re-enter as an automated transaction and make the check payable to CCC. Apply the check as a receivable repayment in CRS as of the date the receivable is created.
		EFT has not been queued for transmission--*	the EFT record will be canceled. Re-enter as an automated transaction.

Continued on the next page

B Correcting Transfer, Settlement, and Forfeiture Transactions (Continued)

IF the transaction is...	AND the payment was made by...	AND the...	THEN...
not to be re-entered	check	check is not available	ENTER "N" to the question, "Is the check to be canceled available?" on Screen ANK52010. A ***--**receivable will be created in CRS according to 67-FI.
		check is available	ENTER "Y" to the question, "Is the check to be canceled available?" on Screen ANK52010. Transaction will be canceled. No further action is required.
	EFT	EFT has been queued for transmission	a receivable will be created for the EFT amount. A receivable will be created in CRS according to 67-FI.
		EFT has not been queued for transmission--*****	the EFT record will be canceled. No further action is required.

1119 Corrections Involving CCC-257's

A
Repayment Corrections

When correcting a repayment transaction, amounts deposited on CCC-257 during the repayment will be reversed. The correction process will only reverse the program or "PGM" record associated with the repayment on CCC-257.

The remittance or "RMT" record will remain on CCC-257 and cause CCC-257 to be out-of-balance until either the:

- repayment is re-entered
- "RMT" record is removed from CCC-257.

B
Handling Corrections

See 3-FI, Part 3 for instructions on handling CCC-257 corrections.

C
Re-Entering Repayments

--**Re-enter repayments according to Part 7, Section 8.--

1120 Completing Correction Process

A
Completing Corrections

When the correction process is complete, Menu PCA005 will be displayed. See subparagraph B for re-entry instructions, if necessary.

File the Correction Posting Check-Off List in the loan *** * *** folder for future reference.

B
Re-Entry

As explained in this part, placing "Y" next to a transaction in the correction process will reverse that transaction and all subsequent transactions. When applicable, the incorrect transaction and all subsequent transactions must be re-entered.

1121-1199 (Reserved)

Part 12 Loan and LDP Servicing

Section 1 General Provisions

1200 General Loan Servicing Provisions

A
Loan Servicing Provisions

For loan servicing program procedures, see 8-LP, 7-CN, and 10-SU.

B
Accessing Activities

To access activities described in this part, ENTER “8”, “Perform Loan/LDP Servicing Functions”, on Menu PCA005 and PRESS “Enter”. Menu PVA005 will be displayed.

1201 Selecting Loan Servicing Options

A
Selecting Options

The Loan/LDP Servicing Main Menu PVA005 is for selecting loan or LDP servicing options.

Select the option according to this table and PRESS “Enter”.

Option	Title	Result
1	Write Off a Small Loan/LDP Amount	Screen PAA20000 will be displayed. See paragraph 1210.
2	Record Primary Contact for Heirs	Screen PAA30000 will be displayed. See paragraph 1215.
3	Transfer a Loan or LDP to Claims	Screen PAA41000 will be displayed. See paragraph 1220.
4	Add/Change Reconcentration Charges	Applies to CCC Cotton A loans only. See 7-CN.
5	Release the In-Use Indicator	Screen PAA09000 will be displayed. See paragraph 1235.
6	Update Storage Paid Through Date	Screen PAA80000 will be displayed. See paragraph 1240.
7	Calculate Prompt Payment Interest	Screen PVA20000 will be displayed. See paragraph 1245.
8	Extend a Cotton Loan	This option is currently unavailable.
9	Extend a Commodity Loan	This option is currently unavailable.
10	Convert Ear Corn Loan to Shelled Corn Loan	Screen PVA05000 will be displayed. See paragraph 1250.
11	Update Reserve Anniversary Date	This option is currently unavailable.
12	Process Replacement Receipts	Screen PVA40000 will be displayed. See paragraph 1255.

Continued on the next page

A
Selecting Options (Continued)

Option	Title	Result
13	Liquidate a Payable on a Loan	This option is currently unavailable.
14	Notification for Calling a Loan	Screen PVA25000 will be displayed. See paragraph 1270.
15	Add/Remove Appeal, Bankruptcy, or Litigation Flag	Screen PVA75000 will be displayed. See paragraph 1275.
16	*--Record a Loan/LDP Shortage/Violation	Screen PCA11000 will be displayed. See paragraphs 1280 and 1950.--*
17	Adjust Liquidated Damages on a Loan	Screen PVA67000 will be displayed. See paragraph 1290.
18	Calculate a Bin Quantity	Screen PVA70000 will be displayed. See paragraph 1296.
19	Prepare Marketing Authorization or Repayment Rate Lock-In	Screen PCA11000 will be displayed. See paragraph 1298.

B
Producer and Loan Identification

Except for options 7 and 18, specific producer and loan identification are required on all options before resulting screens are displayed.

Complete the producer and loan identification screens according to paragraph 16.

1202-1209 (Reserved)

Section 2 Writing Off Small Loan or LDP Amounts

1210 Processing Writeoffs

A
Instructions Follow this table to liquidate and write off a loan with a balance or an LDP with an amount due CCC of $9.99 or less.

Step	Action		Result
1	On Menu PVA005, ENTER "1", "Write Off a Small Loan/LDP Amount", and PRESS "Enter".		Screen PCA11000 will be displayed to identify the producer and loan.
2	Complete producer and loan or LDP identification screens according to paragraph 16.		Screen PAA20000 will be displayed after identification screens are completed.
3	Verify the current outstanding balance for a loan or the amount due for LDP displayed on Screen PAA20000.		
	IF current outstanding balance is...	**THEN...**	
	$9.99 or less	PRESS "Enter" to process the writeoff.	Screen PAA20005 will be displayed with the message, "The Small Balance Writeoff is now being printed. Would you like to reprint this report? (Y or N)"
	greater than $9.99	writeoff will not be permitted.	The message, "Cannot write off an amount that exceeds $9.99", will be displayed. PRESS "Cmd3" or "Enter". Menu PVA005 will be redisplayed.

1211-1214 (Reserved)

Section 3 Recording Primary Contact for Heirs

1215 Recording Heirs on a Deceased Producer's Loan or LDP

A
Flagging Deceased Producer

Before heirs or an estate can be recorded on a producer's loan or LDP:

- producer's heirs or estate must meet all eligibility requirements in 8-LP
- CCC-686 shall be completed according to 8-LP, paragraph 1402
- producer must be flagged as deceased in the fiduciary file according to 1-CM.

Note: The flag will automatically be transferred to the name and address file.

B
Recording Heir's or Estate's Name and ID Number

Each heir's or estate's name and ID number must be:

- entered on the county name and address file before recording can be completed
- added individually to each of the deceased producer's loans if deceased person is recorded on multiple loans.

Continued on the next page

C
Recording Primary Contact

To complete the process of recording the primary contact on a deceased producer's loan, follow this table.

Step	Action		Result
1	On Menu PVA005, ENTER "2", "Record Primary Contact for Heirs", and PRESS "Enter".		Screen PCA11000 will be displayed.
2	Complete producer and loan identification screens according to paragraph 16.		Screen PAA30000 will be displayed.
3	On Screen PAA30000, Part 1, enter the heir's last name or ID number and PRESS "Enter".		Screen FAX270-01 will be displayed to verify the correct producer.
	IF the producer's name and ID number displayed are...	**THEN...**	
	not correct	PRESS "Cmd7". Screen PAA30000 will be redisplayed.	If the name on Screen PAA30000 was correct, PRESS "Cmd7" and Menu PVA005 will be displayed. Add the producer to the county name and address file according to 1-CM.
	correct	enter the appropriate number and PRESS "Enter". Screen PAA30000 will be redisplayed.	After a name is selected on Screen FAX270-01 and Screen PAA30000 is redisplayed, the name cannot be changed. If an incorrect producer was selected, PRESS "Cmd3" to exit. Menu PVA005 will be redisplayed to restart entries.
4	On Screen PAA30000, Part 2, enter the heir's share of the loan. If there are additional heirs, ENTER "Y" to the question, "Are there additional heirs?" and PRESS "Enter".		Screen PAA30005 will be displayed. Repeat entries until the total of the heirs' shares equals 100 percent.

1216-1219 (Reserved)

Section 4 Transferring a Loan or LDP to Claims

1220 Selecting the Transfer Option

A
Program Procedures

For program procedures about transfer to claims, see 8-LP and the applicable 2-LP.

B
Amounts Due CCC

Amounts due CCC may not be transferred to claims until the 31st calendar day **after** the first demand letter was issued, or 31st calendar day after the expiration date or extended expiration date of CCC-691, as applicable, according to 8-LP.

C
Matured Farm-Stored Loans

Before transferring a matured farm-stored loan to claims, follow this table.

Step	Action
1	Access repayments using the full manual repayment option, according to Part 7, and enter the day after maturity as the repayment date. Do **not** complete the repayment.
2	On Screen PPD13800, PRESS “Print”. Save this screen print for future reference, in the event the commodity is delivered to satisfy the claim.
3	PRESS “Cmd7” to end the repayment.

D
LDP Overpayment

LDP overpayments can be transferred to claims. Before transferring an LDP amount due CCC to claims, process a list of LDP’s with overpayments according to paragraph 1465.

LDP overpayments may be created by:

- recording insufficient production evidence
- manual disbursements exceeding system-calculated amounts
- recording violations according to Part 19.

Continued on the next page

E
Transfer to Claims Process

The transfer to claims process will:

- liquidate the amount transferred from the loan or LDP record
- calculate the amount for which a claim should be established
- generate a transfer to claims report as a record of the loan or LDP amount liquidation
- **not** establish a detailed claim record
- print a report to be used in establishing the claim in ACS.

Establish the claim in ACS according to 58-FI.

When establishing the claim for loans involving liquidated damages, use the program code “PSLIDACOM”.

F
Separate Transfers

For loans with overdisbursements or receivables, a separate transfer to claims process must be completed for loan principal and the overdisbursement or receivable.

G
Accessing the Transfer Option

To access Transfer to Claims Screen PAA41000:

- on Menu PVA005, ENTER “3” and PRESS “Enter”
- complete the producer and loan or LDP identification screens according to paragraph 16.

Continued on the next page

1220 Selecting the Transfer Option (Continued)

H
Selecting the Transfer Option

Screen PAA41000 is for selecting a transfer option.

Select the option according to this table and PRESS "Enter".

Option	Title	Result
1	Full	Screen PPD11205 will be displayed. See paragraph 1221.
2	Partial	Screen PPD11205 will be displayed. See paragraph 1221.
3	Overdisbursement/ Overpayment	Screen PPD72500 will be displayed. See paragraph 1224.
4	Receivable	Screen PPD71500 will be displayed. See paragraph 1224.

1221 Full or Partial Transfers to Claims

A
Full Transfers

Full transfers are used to transfer the outstanding loan principal, interest, and charges to claims. Transfer to Claims Screen PPD11205 will be displayed for full transfers. On Screen PPD11205:

- enter the claim date, which must be the same as the session date
- PRESS "Enter". Screen PPD13805 will be displayed. See paragraph 1223.

B
Partial Transfers

Partial transfers are used to transfer a portion of the outstanding loan principal, interest, and charges to claims and maintain an outstanding loan balance. Transfer to Claims Screen PPD11205 will be displayed for partial transfers. On Screen PPD11205:

- enter the claim date
- PRESS "Enter". Screen PPD11405 will be displayed.

Continued on the next page

C
Loan Disbursement Information

Screen PPD11405 displays disbursement information for the loan number requested.

Complete Screen PPD11405 according to this table, and PRESS "Enter".

Field	Entry	Explanation
Select	"Y"	Yes, for bin/receipt number to be transferred to claims.
	"N" or blank	No, for bin/receipt number that will not be transferred to claims.
Select Quantity	Quantity	Enter the quantity to be liquidated for the selected bin/receipt number.

D
Resulting Screen

After completing entries on Screen PPD11405, Screen PPD13805 will be displayed. See paragraph 1223.

1222 Entering Interest Rate for Transfers to Claims

A
Interest Rate Required

Screen PCA18000 will be displayed if an interest rate required to calculate the transfer to claims is not available on the monthly interest rate table.

Enter the applicable interest rate:

- for the month and year the loan was disbursed
- according to the format on Screen PCA18000.

Example: (nn.nnn) 00.000.

Entry of the applicable interest rate on Screen PCA18000 does not update the monthly interest rate table.

If there are multiple disbursements, Screen PCA18000 will be redisplayed for each missing interest rate.

If the interest rate has been entered, Screen PPD13805 will be displayed. See paragraph 1223.

1223 Transfer to Claims Summary

A
Claims Summary Details

Screen PPD13805 displays the following transfer details for information only. No entries or changes can be made on this screen.

Field	Description
Claim Date	The date that was entered on Screen PPD11205.
Cost per bushel, hundredweight, pound, or ton	This amount: • is rounded to 7 decimal places • includes loan principal and interest • applies to the quantity being transferred to claims.
Quantity Remaining	Quantity that remains outstanding on the loan.
Quantity Liquidated	Quantity that was liquidated by transfer to claims.
Maturity Date	Either of the following: • original maturity date of loan • revised maturity date entered on Screen PPD11205 if the loan is called.
Principal Remaining	Principal that remains outstanding on the loan.
Principal Liquidated	Principal that was liquidated by transfer to claims.
Interest Amount	Amount of interest to be transferred to claims. See subparagraph C.
Total Amount	Total amount to be transferred to claims.

Continued on the next page

B
Completing Transfers to Claims

Screen PPD13805 displays the question, "Do you wish to complete this transfer to claims?"

Enter the applicable response according to this table.

IF...	THEN...
"Y" is entered	• Screen PAA40000 will be displayed indicating that the transfer is being processed • the loan quantity designated and applicable principal will be liquidated from the loan • for loans flagged under appeal, bankruptcy, or litigation, the flag will be removed from the loan record • Screen PAA45000 will be displayed indicating that a transfer to claims report is being printed • Menu PVA005 will be displayed when the transfer is completed.
"N" is entered	• the transfer to claims will not be completed • all transfer calculations will be deleted • Menu PCA005 will be displayed.

C
Establishing a Claim in ACS

After the price support transfer to claims process is completed, establish a claim in ACS according to 58-FI for the amount shown on the Transfer to Claims Report.

1224 Transferring Loan and LDP Amounts and Liquidated Damages to Claims

A
Transferring Loan Overdisbursement or LDP Overpayment to Claims

Screen PPD72500 will be displayed to transfer a loan overdisbursement to claims. Screen PPD72550 will be displayed for an LDP overpayment amount.

The applicable screen displays:

- the effective date

  Note: If there are multiple overdisbursements or overpayments, the word "multiple" will be displayed.

- total overdisbursed principal outstanding on this loan
- liquidated damages outstanding, when applicable
- claim date.

PRESS "Enter". Screen PPD73000 will be displayed for loans, or Screen PPD73050 will be displayed for LDP's.

B
Transferring a Receivable to Claims

Screen PPD71500 will be displayed to transfer a loan receivable to claims.

The applicable screen displays:

- the effective date

  Note: If there are multiple receivables, the word "multiple" will be displayed.

- total receivable principal outstanding on this loan

  Note: If there are multiple receivables, the amount displayed will include all receivables.

- claim date.

PRESS "Enter". Screen PPD73000 will be displayed.

Continued on the next page

C
Selecting a Record on Screen PPD73000 or PPD73050

Screen PPD73000 will be displayed for all loan overdisbursement or receivable records. Screen PPD73050 will be displayed for LDP's.

The following information will be displayed on Screen PPD73000 or PPD73050, as applicable:

- select number
- effective date
- outstanding principal on this record
- previous interest on this record
- creating application.

Creating application entries on Screen PPD73000 for loans or Screen PPD73050 for LDP's are displayed according to this table.

Overdisbursements/Overpayments	Receivables
Loan "Transfers", if the applicable overdisbursement or receivable was created by a transfer process.	
"Loanmaking", if the overdisbursement was created by recording a manual loan.	"Other", if the receivable was created by any subsystem other than transfers.
"LDP Functions", if the overpayment was created by recording a manual LDP.	
"Loan Violations" or "LDP Violations" and "Liq Damages" if the overdisbursement or overpayment was created by recording a violation and liquidated damages apply.	

Continued on the next page

C
Selecting a Record on Screen PPD73000 or PPD73050 (Continued)

Enter data in the following fields, as applicable, according to this table. Data must be entered in all fields for receivables.

Field	Type	Entry
Select record you wish to liquidate	overdisbursement/ overpayment	Enter number for overdisbursement/overpayment or receivable to be transferred to claims.
	receivable	
Enter liquidated damages applicable to this record	receivable	ENTER "0" for liquidated damages applicable to this record.
If repayment is demanded, enter the demand date	overdisbursement	If a violation, the date will display. If not a violation, enter date demand letter was sent to producer.
	receivable	Enter date demand letter was sent to producer.

After completing these fields, the following will be displayed:

- Screen PPD75500 for overdisbursements; see subparagraph D
- Screen PPD74500 for receivables; see subparagraph F.

Continued on the next page

D
Transferring an Overdisbursement or Overpayment Screen PPD75500

Screen PPD75500 displays:

- transfer to claims information for selected overdisbursements or overpayments
- the amount previously transferred to claims
- the question, "Do you wish to transfer another Overdisbursement to Claims?"

IF...	THEN...
"Y" is entered and there are more overdisbursements to transfer to claims	Screen PPD73000 will be redisplayed to select another overdisbursement.
"Y" is entered and there are no more overdisbursements to transfer to claims	the message, "All overdisbursements have been transferred to Claims. Please Reenter", will be displayed. Change the response to "N".
"N" is entered	Screen PPD77500 will be displayed.

Continued on the next page

E
Completing the Overdisbursement or Overpayment Transfer

Screen PPD77500 displays:

- the total overdisbursement principal transferred and interest due
- the grand total transferred to claims
- the question, "Do you wish to complete this Transfer to Claims?"

IF the response entered is...	THEN...
"Y"	• the files will be updated and the overdisbursement will be liquidated from the loan or LDP • Screen PAA45600 will be displayed with the message, "Transfer to Claims Report should now be printing on Printer P#", and the question, "Do you want to reprint this form?" • ENTER "Y" to reprint the form, or ENTER "N" if no additional copies are needed • a Transfer to Claims Report will be printed and after "N" is entered, Menu PVA005 will be displayed when the transfer is complete.
"N"	the transfer to claims will not be completed and all transfer calculations will be deleted. Menu PCA005 will be displayed.

- the message, "Claim must be established in ACS according to 64-FI".

After the transfer to claims process is completed, establish a claim in ACS according to 64-FI for the amount shown on the Transfer to Claims Report.

Continued on the next page

F
Transferring a Receivable
Screen PPD74500

Screen PPD74500 displays:

- transfer to claims information for the selected receivable
- the amount previously transferred to claims
- the question, "Do you wish to transfer another Receivable to Claims?"

IF...	THEN...
"Y" is entered and there are more receivables to transfer to claims	Screen PPD73000 will be displayed to select another receivable.
"Y" is entered and there are no more receivables to transfer to claims	the message, "All receivables have been transferred to Claims. Please Reenter", will be displayed. Change the response to "N".
"N" is entered	Screen PPD76500 will be displayed.

Continued on the next page

G Completing the Receivable Transfer

Screen PPD76500 displays:

- the total receivable principal transferred and interest due
- the total liquidated damages due
- the grand total transferred to claims
- the question, "Do you wish to complete this Transfer to Claims?"

IF the response entered is...	THEN...
"Y"	• the files will be updated and the receivable will be liquidated from the loan • Screen PAA45600 will be displayed with the message, "Transfer to Claims Report should now be printing on Printer P#", and the question, "Do you want to reprint this form?" • ENTER "Y" to reprint the form, or ENTER "N" if no additional copies are needed • a Transfer to Claims Report will be printed and after "N" is entered, Menu PVA005 will be displayed when the transfer is complete.
"N"	the transfer to claims will not be completed and all transfer calculations will be deleted. Menu PCA005 will be displayed.

- the message, "Claim must be established in ACS according to 64-FI".

After the transfer to claims process is completed, establish a claim in ACS according to 64-FI for the amount shown on the Transfer to Claims Report.

1225-1234 (Reserved)

1235 Releasing the In-Use Indicator on a Loan

A
Background

The in-use indicator prevents more than 1 person from accessing the same loan at the same time.

If, when attempting to access a specific loan, a message is displayed indicating that the loan is in use by another workstation and no one else is using that loan at that time, use the process in this paragraph to release the in-use indicator from that loan.

B
Accessing the Release Option

To access Release the In-Use Indicator Menu PVA010, on Menu PVA005, ENTER “5” and PRESS “Enter”.

C
Release the In-Use Indicator

Menu PVA010 displays 2 options:

- option 1 allows the user to “Release In-Use Loan Number for further processing”; Screen PVA09000 will be displayed if this option is selected
- option 2 allows the user to “Release the In-Use Statement Number for further processing”; Screen PVA09500 will be displayed if this option is selected.

D
Entering Data

On Screen PVA09000 or PVA09500, enter the applicable data and PRESS “Enter” to release the loan for processing. Menu PVA010 will be redisplayed to process another release. PRESS “Cmd3”.

1236-1239 (Reserved)

Section 6 Storage Paid Through Date

1240 Updating the Storage Paid Through Date

A
Background

Use this section to record revised storage paid through dates on warehouse-stored loans when evidence is presented that storage charges have been paid through maturity. Do **not** use this section to update the storage paid through date for regular loans with previously deducted storage.

B
Previously Deducted Storage

For regular loans with previously deducted storage, when evidence is presented that storage charges have been paid, process the loan through loanmaking using option 5, "Additional disbursement for previously deducted storage". See Part 4.

C
Accessing This Option

To access Storage Paid Through Date Screen PVA80000:

- on Menu PVA005, ENTER "6" and PRESS "Enter"
- complete the producer and loan identification screens according to paragraph 16.

D
Updating Paid Through Date

On Screen PVA80000, enter the new storage paid through date and PRESS "Enter". Menu PVA005 will be redisplayed.

1241-1244 (Reserved)

1245 Calculating Prompt Payment Interest

A
Accessing Calculating Option

To access the calculating prompt payment interest option, on Menu PVA005, ENTER “7” and PRESS “Enter”.

B
Calculating Procedures

Use this table to calculate prompt payment interest without going through loanmaking.

Step	Action	Result
1	On Screen PVA20000, enter the following: • principal • interest rate • due date • paid date. PRESS “Enter”.	Screen PVA20000 will be redisplayed with the calculated interest due.

1246-1249 (Reserved)

1250 Converting Loans

A
Background

When ear corn under loan has been shelled, change the loan type from ear to shell.

B
Accessing This Option

To access the process to convert an ear corn loan to a shelled corn loan:

- on Menu PVA005, ENTER “10” and PRESS “Enter”
- complete the producer and loan identification screens according to paragraph 16.

C
Conversion Process

Screen PVA05000 will be displayed with the message, “PRESS “Enter” to convert this ear corn loan to a shelled corn loan.”

IF the selected loan is...	THEN...
an ear corn loan and should be converted to a shelled corn loan	PRESS “Enter” and the loan will be converted to a shelled corn loan. Menu PVA005 will be displayed.
an ear corn loan and should **not** be converted to a shelled corn loan	PRESS “Cmd7”. Menu PCA005 will be displayed.
not an ear corn loan	the message, “Loan selected is not an ear corn loan. PRESS ‘Enter’”, will be displayed. PRESS “Enter”. Menu PVA005 will be displayed.

1251-1254 (Reserved)

Section 9 Processing Replacement Warehouse Receipts

1255 General Information

A
Recording Replacement Receipts

This section is for recording replacement warehouse receipt data for warehouse receipts:

- that need to be split to accommodate payment limitations according to 8-LP, Part 9, Section 6
- **after** the replacement receipts are received in the County Office.

1256 Recording Replacement Receipt Data

A
Recording Receipt Data and Numbers

To record replacement receipt data, ENTER “12” on Menu PVA005 and PRESS “Enter”.

Screen PVA40000 will be displayed after completing the producer and loan identification screens. On this screen, enter the receipt number of the receipt being replaced and PRESS “Enter”. Screen PVA41000 will be displayed.

B
Warehouse Receipt Validation on Screen PVA41000

Screen PVA41000 is for entering a portion of the receipt data for 1 of the replacement receipts. All entries must be identical to the data on file for the receipt being replaced, except for the:

- warehouse receipt number
- date receipt issued
- net weight
- net bushels or hundredweight
- daily storage rate, if applicable.

Continued on the next page

C
Grade and Factor Data

Screens identical to the grade and factor data screens used in the warehouse-stored loanmaking process will be displayed for entering grade and factor data. All entries must be identical to the data entered for the receipt being replaced. An entry is required for all factors to which "Y" or "N" is the response.

Enter the grade and factor data for the receipt number entered on Screen PVA41000 and PRESS "Enter".

If the receipt being replaced was accompanied by a supplemental certificate, the screen used to record the data for the supplemental certificate will be displayed.

Enter the required data according to this table and PRESS "Enter".

IF...	THEN...
the required entries match the receipt data on file	• Screen PVA41000 and the applicable commodity grading factor screen will be redisplayed for entering data from the second replacement receipt • repeat the steps in this subparagraph.
1 or more required entries do not match the data on file	• the fields in error will be highlighted • determine whether the data was entered as shown on the replacement receipt.
an error was made in entering the data	re-enter the correct data.
the data was entered as shown on the replacement receipt	• return the receipt to the warehouse operator for correction before attempting to complete this process • PRESS "Cmd7" to return to Menu PCA005.

Continued on the next page

1256 Recording Replacement Receipt Data (Continued)

D
Receipt Validation

When data for both of the replacement receipts has been entered, Screen PVA48000 will be displayed. The computer will determine whether the quantities from the 2 replacement receipts are equal to the quantity for the receipt being replaced.

Complete receipt validation according to this table.

IF...	AND...	THEN...
the replacement quantities are not equal		the fields in error will be highlighted. • PRESS “Cmd3” to back up to the screens where the net weight and net bushels or hundredweight were entered. Determine whether the entries were made properly. • Re-enter the correct data or PRESS “Cmd7” to end the job and return to Menu PCA005.
the replacement quantities are equal	you want to replace the original receipt	ENTER “Y” and PRESS “Enter”. • A message will be displayed indicating that the files are being updated. • PRESS “Enter”. Menu PVA005 will be redisplayed.

1257-1269 (Reserved)

Section 10 Notification for Calling a Loan

1270 General Information

A
When to Call

When a determination has been made to call a loan for reasons other than loan violations, according to 8-LP, the:

- accelerated maturity date will be recorded in APSS
- notification letter will automatically be printed.

B
Accessing the Notification Option

To access the notification of calling a loan option on Screen PVA25000:

- on Menu PVA005, ENTER “14” and PRESS “Enter”
- complete the producer and loan identification screens according to paragraph 16.

1271 Notification of Calling a Loan

A
Notification Date

On Screen PVA25000, enter the notification date, which will normally be the current date.

If a manual notification letter was sent, the date of the letter should be entered in the "Notification Date" field. If this is the case, do **not** send the system-prepared notification letter.

B
Revised Maturity Date

When "Enter" is pressed after entering the notification date, Screen PVA25000 will be redisplayed with the revised maturity date and the message, "Enter "C" for COC decision or "D" for CED or COC delegated authority decision".

IF...	THEN...
"C" is entered	Screen PVA25000 will be redisplayed with the message, "REFER TO NAD APPEAL PROCEDURES FOR NOTIFYING PRODUCER(S)". PRESS "Enter" and Screen PVA26000 will be displayed.
"D" is entered	PRESS "Enter" and Screen PVA26000 will be displayed.

The revised maturity date will be 30 calendar days from the notification date, unless the original maturity date is less than 30 calendar days from the notification date.

Continued on the next page

C
Called Loan Summary

Screen PVA26000 displays the following information:

- notification date
- revised maturity date
- quantity called
- principal called
- weighted interest rate
- interest amount
- daily interest amount
- total amount.

Screen PVA26000 also displays the question, "Do you wish to complete the notification letter for calling this loan?"

- To complete the notification letter, ENTER "Y" and PRESS "Enter". Screen PVA26010 will be displayed.

- To change the notification date, PRESS "Cmd3" and see subparagraph A.

Note: If "C" is entered on Screen PVA25000, the notification letter will not be printed.

D
Introduction Paragraph

When typing the introduction paragraph, PRESS "Field Exit" to begin a new line and PRESS "Enter" when the paragraph is complete.

The introduction paragraph is limited to 5 lines. Screen PVA26010 will be redisplayed to check the paragraph for accuracy. If the introduction paragraph needs to be changed, type in the changes and PRESS "Enter". If no changes are necessary, PRESS "Enter" to print the notification letter.

Continued on the next page

E
Printing the Letter

After "Enter" is pressed on Screen PVA26010, the notification letter will be printed, and Screen PVA27000 will be displayed.

IF the printed letter...	AND another copy of the letter is...	THEN...
is satisfactory	needed	ENTER "Y" to the question, "Would you like to print another?"
	not needed	ENTER "N" to the question, "Would you like to print another?" The loan will be updated with the revised maturity date.
needs to be changed		PRESS "Cmd3". Screen PVA26010 will be displayed to allow the introduction paragraph to be edited. See subparagraph D.

1272-1274 (Reserved)

1275 Flagging Loans in Appeal, Bankruptcy, or Litigation

A
Flagging Loans

To flag loans involved in appeal, bankruptcy, or litigation, use this table.

Step	Action	Result
1	ENTER “15” on Menu PVA005, and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	Complete the producer and loan identification information according to paragraph 16.	Screen PVA75000 will be displayed.
3	Enter the appropriate alpha character and PRESS “Enter”. **Note:** Only 1 type of flag may be recorded on a loan.	The loan information will be flagged and Menu PVA005 will be displayed.

B
Correcting or Removing a Flag

To correct or remove a flag type, repeat the procedure in subparagraph A.

If a flagged loan is transferred to claims, the flag will be removed when the entire loan is transferred.

C
Display of Flags

The flags will be displayed on Additional Loan Information Screen PVA30005, which is accessed through Menu PCA005, option 1, “Loan Inquiry”.

1276-1279 (Reserved)

*--Section 12 Loan Shortage/Violation

1280 General Information

A
Modified Process

The process for recording loan and LDP shortages or violations has been modified. These processes are now **loan servicing** functions. Loan and LDP shortages or violations may be caused by the following:

- incorrect certification
- unauthorized removal
- unauthorized disposition.

Record an LDP shortage/violation according to Part 19, Section 5.

B
Liquidated Damages

Liquidated:

- damages apply to loan and LDP **violations only**

  Note: See 8-LP, Part 6.

- damage adjustments after recording in APSS:

  - **can** be done for **loan** violations according to Part 12, Section 13
  - **cannot** be done for **LDP** violations. A correction is required.

C
Recording Manual Transactions

To record a manual transaction, on Screen PCA12020, the question, “Is this a recording of a manually made action? (Y or N)”, is displayed; ENTER:

- “N” when the transaction requires the current date
- “Y” when the transaction requires a past date.**--***

Continued on the next page

*--D

Special Handling Loans Repaid to Zero Quantity

At this time, the software does not allow processing a shortage/violation on a loan with a quantity balance of zero. Until software is enhanced to provide this function, process any loan that has been repaid to a zero quantity according to the following table.

Step	Action
1	Reverse repayments to cover the shortage/violation quantity using option 7, "Correct a Loan/LDP", on Menu PCA005.
2	Delete RMT (check record) off the schedule of deposit using option 2, "Cash Receipts, Modify/Delete".
3	Record the shortage/violation according to paragraph 1281.
4	On Menu PCA005, to re-enter the repayment that was reversed in step 1: • ENTER "4", "Repay a Loan/Refund LDP Amount" • PRESS "Enter". Enter the system-calculated amount as the repayment amount. On CCC-257 Deposit Selection Screen AGK00500: • ENTER "4", "Already Deposited CCC-257" • enter CCC-257 number the original repayment was deposited on • enter the original check number • enter the original check amount. **Note:** If the original check amount is: • correct, then the process is complete • too large, then the system will create a refund check. **Note:** When the question, "Is this an overpayment that needs to be refunded?", and "Y" is entered, the check shall be payable to either of the following: • CCC to apply on the overdisbursement • the producer if there is no refund due CCC.

--*

*--1281 Recording a Loan Shortage/Violation

A Accessing the Process

Record a loan shortage/violation according to the following.

Step	Action	Result
1	On Price Support Main Menu **PCA005**: • ENTER "8", "Perform Loan/LDP Servicing Functions" • PRESS "Enter".	Price Support Loan/LDP Servicing Main Menu PVA005 will be displayed.
2	On Menu PVA005: • ENTER "16", "Record a Loan/LDP Shortage/Violation" • PRESS "Enter".	Screen PCA11000 will be displayed.
3	On Screen PCA11000, complete producer and loan identification information and verify according to paragraph 16.	Screen PCA14000 will be displayed.
4	Screen PCA14000 will display loan information. PRESS "Enter".	Screen PVA64000 will be displayed.

B Recording a Shortage

Record a **shortage** on the selected **loan** according to the following table.

Step	Action	Result
1	On Screen PVA64000, the question, "Is this the recording of a shortage as a result of a spot check?", will be displayed. ENTER "Y" to record a shortage and PRESS "Enter".	Screen PPD62105 will be displayed.
2	On Screen PPD62105, enter the current production evidence and PRESS "Enter". **Note:** Shortage quantity cannot be greater than 10 percent.	Screen PPD64705 will be displayed.

3	On Screen PPD64705, the following questions will be displayed:
	
	• "Do you wish to complete this repayment?"; ENTER:
	
	  • "Y" to complete
	  • "N" to exit with no update
	
	• "Do you wish to print a TSR?"; ENTER:
	
	  • "Y" to print the report
	  • "N" to not print the report.
		TSR will print, if applicable.
		
		Shortage will be recorded and create an overdisbursement in APSS.
		
		On Screen PPD95500, the question, "Do you wish to reprint the Receivable Notification Letter?", will be displayed.

--*

Continued on the next page

*--1281 Recording a Loan Shortage/Violation (Continued)

C
Recording a Violation

Record a **violation** on the selected **loan** according to the following table.

Step	Action		Result
1	On Screen PVA64000, the question, "Is this the recording of a shortage as a result of a spot check?", will be displayed. ENTER "N" to record a violation and PRESS "Enter".		Screen PVA64000 will be redisplayed.
2	Enter the demand date (equal to system date unless "Y" answered to manually made action) and the discovery date and PRESS "Enter".		Screen PPD64000 will be redisplayed.
3	On Screen PPD64000, the question, "Was good faith determined by COC?", will be displayed.		
	IF good faith was...	**THEN ENTER...**	
	determined	"Y".	Screen PVA64000 will be redisplayed. Go to step 4.
	not determined	"N".	Screen PVA65000 will be displayed. Go to step 5.
4	On Screen PVA64000, ENTER: • "1" for a first offense • "2" for a second offense.		Screen PVA65000 will be displayed.
5	On Screen PVA65000, select the bin or receipt involved in the violation, ENTER "Y" in the "Selection" column, and enter the violation quantity for that bin or receipt in the "Loan Violation Quantity" column. PRESS "Enter".		Screen PVA66000 will be displayed.
6	Screen PVA66000 will display the following: • demand date • maturity date or revised maturity date, if applicable • loan violation quantity • accumulated interest • loan violation principal • liquidated damages. The question, "Are the Liquidated Damages correct?", will be displayed. ENTER: • "N" if liquidated damages have been adjusted by COC, STC, or the National Office • "Y" if liquidated damages have **not** been adjusted by COC, STC, or the National Office .		If: • "N" is entered, Screen PVA66000 will be redisplayed; go to step 7 • "Y" is entered, Screen PVA66000 will be redisplayed and the question, "Do you wish to complete this process?", will be displayed. ENTER "Y" to continue. Go to step 8.

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Continued on the next page

*--1281 Recording a Loan Shortage/Violation (Continued)

C
Recording a Violation (Continued)

Step	Action	Result
7	On Screen PVA66000, enter the following: • adjusted liquidated damages **Note:** Adjusted liquidated damages may not exceed the calculated amount. • waiver authorization code. **Note:** Valid waiver codes are the following: • "C" for COC • "S" for STC • "W" for the National Office. PRESS "Enter".	Screen PVA66000 will be redisplayed and the question, "Do you wish to complete this process?", will be displayed. ENTER "Y" to complete the process. Go to step 8.
8	Select the printer to print the loan shortage/violation report.	Screen PCE81010 will be displayed.
9	The Loan Violation Report will be printed, and the question, "Do you want to reprint this form?", will be displayed. ENTER: • "N" to not reprint the form • "Y" to reprint the form. After "N" is entered, an overdisbursement will be established for the loan shortage/violation quantity and liquidated damages, and the outstanding loan quantity will be reduced by the shortage/violation quantity. **Notes:** Use the Loan Violation Report to assist in preparing the applicable demand letter according to 8-LP, Part 6. See Part 7, Section 6 for information for repaying an overpayment. See Part 12, Section 4 for information for transferring an overpayment claims. Process is complete.	

--*

*--1282 Recording Repay/Refund of a Loan Overdisbursement

A

Recording Repay/Refund in APSS

Record the repayment/refund of an overdisbursement resulting from a shortage/violation according to the following table.

Step	Action	Result
1	On Menu PCA005: • ENTER “4”, “Repay a Loan/ LDP Refund Amount” • PRESS “Enter”.	Screen PCA12000 will be displayed.
2	On Screen PCA12000, complete the producer/loan selection process and producer verification.	Screen PCA12000 will be redisplayed.

3	On Screen PCA12000:
	
	• producer information will be displayed
	• the following questions will be displayed:
	
	  • “Is this the correct producer?”; ENTER:
	
	  • “N” to change producer
	  • “Y” to verify producer selection
	
	  • “Is this a recording of a manually made action?”; ENTER:
	
	  • “N” to use current date for repayment/refund
	  • “Y” to use a prior date for repayment/refund.
		Screen PCA14000 will be displayed.

4	On Screen PCA14000:
	
	• loan information will be displayed
	• the following questions will be displayed:
	
	  • “Is this the correct loan?”; ENTER:
	
	  • “N” to change loan
	  • “Y” to verify loan selection
	
	  • “Do you wish to see disbursements on this loan?”, or “Do you wish to see bin/receipt information for this loan?”; ENTER:
	
	  • “N” to not display information
	  • “Y” to display information.
		Menu PPD00000 will be displayed.

5	On Menu PPD00000: • ENTER “5”, “Overdisbursement Repayment” • PRESS “Enter”.	Screen PPD72000 will be displayed.

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Continued on the next page

A Recording Repay/Refund in APSS (Continued)

Step	Action	Result
6	On Screen PPD72000: • the overdisbursement effective date and amount will be displayed • enter the repayment date (MMDDYY) • the question, "Is this repayment by wire transfer?", will be displayed.	Screen PPD73000 will be displayed.
7	On Screen PPD73000: • the effective date, amount, and reason will be displayed • enter the record for repayment **Note:** Violation amounts must be repaid before liquidated damages. • enter the repayment amount.	Screen PPD73000 will be redisplayed.
8	On Screen PPD73000, the following will be displayed: • all information from step 7 • the date repayment demanded (MMDDYY). PRESS "Enter".	Screen PPD75000 will be displayed.

9	On Screen PPD75000:
	• the following will be displayed:
	  • overdisbursement effective date
	  • overdisbursement principal liquidated
	  • interest due
	  • liquidated damages due
	  • total due this repayment
	• enter repayment amount
	• the question, "Do you wish to make another overdisbursement?", will be displayed; ENTER:
	  • "N" to complete this repayment
	  • "Y" to calculate liquidated damages repayment, if applicable.
	Note: PRESS "Cmd2", "Return To Repayments Menu", to view total calculated amount due including interest but not apply repayment at this time or PRESS "Cmd7", "End of Job".
		If the question, "Do you wish to repay another overdisbursement?", is answered:
		• "N", Screen PPD77000 will be displayed; go to step 10
		• "Y", Screen PPD73000 will be displayed; go to step 12.

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Continued on the next page

*--1282 Recording Repay/Refund of a Loan Overdisbursement (Continued)

A Recording Repay/Refund in APSS (Continued)

Step	Action	Result

10	On Screen PPD77000:
	• repayment information will be displayed
	• the question, "Do you wish to complete this repayment?", will be displayed; ENTER:
	  • "Y" to complete the repayment
	  • "N" to end the process without update.
	Note: Allows users to view the total repayment due.
		If :
		• "Y", Screen PCA97000 will be displayed
		• "N", the process will end with no update.

11	On Screen PCA97000, enter the following: • printer ID to be used **Note:** Select an IBM printer to properly print CCC-500. • number of copies to print. PRESS "Enter".	CCC-500 Payment Receipt will be printed. CCC-257 passes to accounting. The process is complete. Screen PPD73000 will be displayed.
12	On Screen PPD73000: • select a record to liquidate • enter the amount to liquidate.	Screen PPD73000 will be redisplayed.
13	On Screen PPD73000, the following will be displayed: • all information from step 12 • the date repayment demanded (MMDDYY). PRESS "Enter".	Screen PPD75000 will be displayed.

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Continued on the next page

*--1282 Recording Repay/Refund of a Loan Overdisbursement (Continued)

A Recording Repay/Refund in APSS (Continued)

Step	Action	Result

14	On Screen PPD75000:
	• the following will be displayed:
	  • overdisbursement effective date
	  • overdisbursement principal liquidated
	  • interest due
	  • liquidated damages due
	  • total due this repayment
	• enter repayment amount
	• the question, "Do you wish to repay another overdisbursement?", will be displayed; ENTER "N".
		Screen PPD77000 will be displayed.

15	On Screen PPD77000:
	• the following will be displayed :
	  • total overdisbursement principal due
	  • total interest due
	  • total liquidated damages amount due
	  • grand total received
	• the question, "Do you wish to complete this repayment?", will be displayed; ENTER:
	  • "Y" to complete the repayment
	  • "N" to end the process without update.
	  Note: Allows users to view the grand total due.
		If:
		• "N", the process will end with no update
		• "Y", Screen PCA97000 will be displayed.

16	On Screen PCA97000, enter the following: • printer ID to be used **Note:** Select an IBM printer to properly print CCC-500. • number of copies to print. PRESS "Enter".	CCC-500 Payment Receipt will be printed. CCC-257 passes to accounting. The process is complete.

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*--1283 Preparing a Loan Overdisbursement for Transfer to Claims

A

When Refund Is Not On Time

After a loan shortage/violation has been recorded, if the shortage/violation amount plus interest and liquidated damages, if applicable, are not refunded, a transfer to claims shall be prepared according to the following table.

Step	Action	Result

1	For a **good faith** determination on the 31st calendar day after the demand date, on:
	
	• Menu PCA005:
	
	  • ENTER “8”, “Perform Loan/LDP Servicing Function”
	  • PRESS “Enter”
	
	• Menu PVA005:
	
	  • ENTER “3”, “Transfer a Loan or LDP to Claims”
	  • PRESS “Enter”
	  • select the producer and loan for transfer
	  • verify producer and loan.
	
	PRESS “Enter”.
		Menu PAA41000 will be displayed.

2	On Menu PAA41000: • ENTER “3”, “Overdisbursement” • PRESS “Enter”.	Screen PPD72500 will be displayed.
3	On Screen PPD72500, the following will be displayed: • overdisbursement effective date • total overdisbursed principal outstanding on this loan • claim date. Validate and press 1 of the following: • “Enter” to accept • “Cmd 2” to return to previous screen • “Cmd 7” to end and not update information.	Screen PPD73000 will be displayed.
4	On Screen PPD73000, enter the record for transfer.	Screen PPD73000 will be redisplayed.
5	Screen PPD73000 redisplays adding “Date repayment demanded”. PRESS “Enter”.	Screen PPD75500 will be displayed.

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Continued on the next page

*--1283 Preparing a Loan Overdisbursement for Transfer to Claims

A
When Refund Is
Not On Time
(Continued)

Step	Action	Result
6	On Screen PPD75500, the following will be displayed: • transfer information for validation • the question, "Do you wish to transfer another Loan Overdisbursement to Claims?"; ENTER "Y"or "N". PRESS "Enter".	If: • "N", Screen PPD77500 will be redisplayed • "Y", allows for transfer of other overdisbursements on the same loan number, if applicable. Complete the process for additional overdisbursements.
7	On Screen PPD77500, the following will be displayed: • transfer information in another format • a 64-FI reference to establish the claim • the question, "Do you wish to complete this transfer to claims?, (Y or N)". PRESS "Enter".	If: • "N", process will end with no update • "Y", Screen PAA45600 will be displayed.

8	On Screen PAA45600:
	• indicates printer ID printing claims report
	• the question, "Do you want to reprint this form? (Y or N)"; ENTER:
	  • "Y" to print another copy
	  • "N" to complete the process of transfer.
	PRESS "Enter".
		Transfer from APSS is complete.
		Users must establish the claim in accounting according to 64-FI.

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1284-1289 (Reserved)

1290 Adjusting Liquidated Damages After Loan Violation Has Been Recorded

A
Accessing Adjustment Option

To access the adjustment of liquidated damages option:

- on Menu PVA005, ENTER "17" and PRESS "Enter"
- complete the producer and loan identification screens according to paragraph 16. Screen PVA67000 will be displayed.

B
Adjusting Liquidated Damages

Use this table to adjust liquidated damages on a loan violation already recorded in APSS.

Step	Action	Result
1	On Screen PVA67000, enter the adjusted liquidated damages amount and the waiver code. PRESS "Enter". Valid waiver codes are: • "C" for COC • "S" for STC • "W" for the National Office.	The liquidated damages will be adjusted, and Screen PCA97000 will be displayed.
2	Select the printer.	Screen PCE81010 will be displayed.
3	The Adjusted Liquidated Damages Report will be printed, and the question, "Do you want to reprint this form?" will be displayed. ENTER "Y" or "N".	If "Y" is entered, report will be reprinted.
		If "N" is entered, files will be updated. Menu PVA005 will be displayed.

1291-1295 (Reserved)

1296 Calculating Bin Quantity Option

A
Accessing Calculating Option

To access the calculating a bin quantity option, on Menu PVA005, ENTER “18” and PRESS “Enter”.

B
Calculating a Bin Quantity

Use this table to calculate a bin quantity without going through loan making.

Step	Action	Result
1	On Screen PVA70000, enter the commodity for which a calculation is desired. For corn, Screen PVA70000 will be redisplayed. ENTER “E” or “S” to indicate whether it is ear or shelled corn. For peanuts, Screen PVA70000 will be displayed. Enter the class or variety and whether bagged or bulk.	Screen PVA70500 will be displayed.
2	Enter the seal number and other required information according to Part 3.	Screen PVA71000 will be displayed showing the measured quantity.
3	On Screen PVA71000, ENTER “Y” or “N” in response to the question, “Are there additional Bins/Lots?”	If : • “N” is entered, Screen PVA71500 will be displayed showing the calculations for all of the bins/lots entered. • “Y” is entered, Screen PVA75000 will be redisplayed. Go to step 2.

1297 (Reserved)

1298 Preparing Marketing Authorization

A
Accessing Marketing Authorization

On Menu PVA005, ENTER "19" and PRESS "Enter" to access the prepare marketing authorization option.

Menu PVA015 will be displayed.

B
Preparing CCC-681-1

Use this table to prepare CCC-681-1.

Step	Action	Result
1	Select option 1, "Prepare Marketing Authorization Form (CCC-681-1)", on Menu PVA015.	Screen PCA11000 will be displayed.
2	Select producer and loan according to Part 3.	Screen PVA95000 will be displayed.
3	Enter the buyer's ID and facility code, **or** buyer's name and address, and PRESS "Enter".	Screen PVA95005 will be displayed.
4	Review summary data displayed. To print CCC-681-1, ENTER "Y" to the question, "Do you wish to complete the CCC-681-1?"	Screen PCA97000 will be displayed.
5	Review printer ID on which CCC-681-1 will be printed. To change the printer, overlay the session printer ID with the correct ID. PRESS "Enter".	CCC-681-1 will print and Screen PCE85010 will be displayed with the question, "Do you want to reprint this form?"

Continued on the next page

B
Preparing
CCC-681-1
(Continued)

Step	Action		Result
6	**IF...**	**THEN...**	
	CCC-681-1 was printed satisfactorily	ENTER "N" and PRESS "Enter".	If the selected loan has: • 4 or less producers, Menu PVA005 will be displayed • more than 4 producers, CCC-681-1A will print and Screen PCE86010 will be displayed. Go to step 7.
	CCC-681-1 must be reprinted	ENTER "Y" and PRESS "Enter".	Screen PCE85010 will be redisplayed. Repeat this step.
7	**IF...**	**THEN...**	
	CCC-681-1A was printed satisfactorily	ENTER "N" and PRESS "Enter".	Menu PVA005 will be displayed.
	CCC-681-1A must be reprinted	ENTER "Y" and PRESS "Enter".	Screen PCE86010 will be redisplayed. Repeat this step.

Print an adequate supply of blank CCC-681-1's and CCC-681-1A's according to paragraph 1420 for occasions when the computer is not working.

CCC-681-1, fields 12, 15, and 16 must be completed manually. See 8-LP, Part 9 for instructions on entering the expiration date and locked in repayment rate.

1299 Preparing Repayment Rate Lock-In

A
Accessing Repayment Rate Lock-In

On Menu PVA005, ENTER “19” and PRESS “Enter” to access the prepare repayment rate lock-in option.

Menu PVA015 will be displayed.

B
Preparing CCC-697

Use this table to prepare CCC-697.

Step	Action	Result
1	Select option 2, “Prepare Repayment Rate Lock-In Form (CCC-697)”, on Menu PVA015.	Screen PCA11000 will be displayed.
2	Select producer and loan according to Part 3.	Screen PVA96000 will be displayed.
3	Enter the following: • repayment rate to be “locked in” • if CCC-697 can be approved that day • quantity to be “locked in”. PRESS “Enter”.	Screen PVA96000 will be redisplayed.
4	Screen PVA96000 will be redisplayed with the message, “A quantity can only be “locked in” on a CCC-697 one time.” To the question, “Is this the first “lock in” for this quantity? (Y or N)”, ENTER: • “Y” to display Screen PCA97000; go to step 5 • “N” and PRESS “Cmd7”.	Screen PCA97000 will be displayed.

Continued on the next page

B
Preparing
CCC-697
(Continued)

Step	Action		Result
5	Review printer ID on which CCC-681-1 will be printed. To change the printer, overlay the session printer ID with the correct ID. PRESS "Enter".		CCC-697 will print and Screen PCE52010 will be displayed with the question, "Do you want to reprint this form?"
6	**IF...**	**THEN...**	
	CCC-697 was printed satisfactorily	ENTER "N" and PRESS "Enter".	Menu PVA015 will be displayed.
	CCC-697 must be reprinted	ENTER "Y" and PRESS "Enter".	Screen PCE52010 will be redisplayed.

Print an adequate supply of blank CCC-697's according to paragraph 1420 for occasions when the computer is not working.

See 8-LP, Part 9 for completing CCC-697.

Part 13 (Reserved)

1300-1399 (Reserved)

Part 14 Administrative Activities for Loans and LDP's

Section 1 General Information About Administrative Activities

1400 Accessing Administrative Activities

A
Gaining Access

To access administrative activities, ENTER "9", "Perform Administrative Functions", on Menu PCA005.

B
Procedure

Use this table to select administrative activities from Menu PAA010.

Option	Title	Result
1	Perform Reserve Interest and Reserve Storage Functions	This option is not available at this time.
2	Print Blank Forms	Menu PAA100 will be displayed. See paragraph 1420.
3	Perform County-Maintained Table File Functions	Menu PAA015 will be displayed. See paragraph 1430.
4	Disburse Warehouse Payments for Extended Cotton Loans	This option is not available at this time.
5	Perform KCMO-Maintained Table File Functions	Menu PAA030 will be displayed. See paragraph 1450.
6	Corrections to Warehouse Payments for Extended Cotton Loans	This option is not available at this time.
7	Administrative Reports Menu	Menu PAA045 will be displayed. See paragraph 1460.
8	Price Support Query Menu	Menu PQA015 will be displayed. See paragraph 1480.

1401-1419 (Reserved)

1420 Maintaining Supplies of Blank Forms

A
Purpose

Each County Office should maintain a supply of appropriate computer-generated forms to use when the computer is not working.

B
Procedure

From Menu PCA005, print blank forms according to this table for all commodities, including cotton.

Step	Action	Result
1	ENTER “9” and PRESS “Enter”.	Menu PAA010 will be displayed.
2	ENTER “2” and PRESS “Enter”.	Menu PAA100 will be displayed.
3	For forms other than cotton, ENTER “2” and PRESS “Enter”.	Menu PCA020 will be displayed. See step 5.
4	For cotton forms, ENTER “1” and PRESS “Enter”.	Menu PCA015 will be displayed. See step 5.
5	Enter the option for the desired form and PRESS “Enter”.	A screen will be displayed to enter the number of forms to be printed.
6	Enter the number of blank forms desired and PRESS “Enter”.	The form or forms will print and Menu PCA015, for cotton, or Menu PCA020, for all other commodities, will be redisplayed.

1421-1429 (Reserved)

Section 3 County-Maintained Table Files

1430 Accessing Table Files

A
Purpose

County table files contain the following information:

- monthly interest rate
- commodity loan rate
- offer shipping rate
- cotton gin code
- CMA's exempt from payment limitation.

Do not update these tables separately for each county or cooperative. Additions, changes, and deletions to these tables apply to all counties, including cooperative counties.

B
County Table Functions Menu

County-Maintained Table Functions Menu PAA015 provides the capability to:

- update or print county-maintained tables
- back up or restore county-maintained tables.

Access Menu PAA015 according to paragraph 1431.

1431 Updating and Printing County Tables

A
Accessing Tables

From Main Menu PCA005, access the menu used to update and print county-maintained tables according to this table.

Step	Action	Result
1	ENTER “9” and PRESS “Enter”.	Menu PAA010 will be displayed.
2	ENTER “3” and PRESS “Enter”.	Menu PAA015 will be displayed.
3	ENTER “1” and PRESS “Enter”.	Menu PAA020 will be displayed.

B
Menu PAA020 Options

Menu PAA020 provides the following options to update or print county-maintained tables.

Option	Title	Result
1	Update Monthly Interest Rate	Screen PAA70000 will be displayed. See paragraph 1432.
2	Update Commodity Loan Rate	Screen PAA78000 will be displayed. See paragraph 1433.
3	Update Offer Shipping Rate	Screen PAA79000 will be displayed. See paragraph 1434.
4	Update Cotton Gin Code	See 7-CN.
5	Update Liquidated Damages	This option is not available at this time.
6	Print Monthly Interest Rate	Screen PAA90000 will be displayed. See paragraph 1435.
7	Print Commodity Loan Rate	Screen PAA92900 will be displayed. See paragraph 1436.
8	Print Offer Shipping Rate	Screen PAA93500 will be displayed. See paragraph 1437.
9	Print Cotton Gin Code	See 7-CN.
10	Print Liquidated Damages Rate	This option is not available at this time.

1432 Updating Monthly Interest Rate Table

A
General Information

Under provisions of the Federal Agriculture Improvement and Reform Act of 1996, 1996 and subsequent crop year commodity loans accrue interest at a rate 1 percentage point higher than the CCC borrowing interest rate. This 1 percentage point higher only applies to 1996 and subsequent crop years.

APSS will automatically add 1 percent to the announced CCC borrowing interest rate for 1996 and subsequent crop year loans. County Offices shall **not** add the 1 percent to this rate when updating the interest rate table.

Continued on the next page

B
Updating the Interest Table

Access Menu PCA005 according to paragraph 15. Access Menu PAA020 according to paragraph 1431.

From Menu PAA020, add, update, or delete monthly interest rates according to this table.

Note: Monthly interest rates are automatically downloaded to each county by KC-ITSDO.

<table>
<tr><th>Step</th><th colspan="2">Action</th><th colspan="2">Result</th></tr>
<tr><td>1</td><td colspan="2">ENTER “1” and PRESS “Enter”.</td><td colspan="2">Screen PAA70000 will be displayed.</td></tr>
<tr><td rowspan="4">2</td><td colspan="2" rowspan="4">Enter month and year of rate to be added, updated, or deleted, and PRESS “Enter”.</td><td>IF the rate is...</td><td>THEN...</td></tr>
<tr><td>on the table</td><td>the rate will be displayed with a question asking if you want to change or delete the interest rate. Go to step 3.</td></tr>
<tr><td>not on the table</td><td>the message, “Interest rate unavailable”, will be displayed. Go to step 4.</td></tr>
<tr><td></td><td></td></tr>
<tr><td rowspan="3">3</td><td>IF the rate is to be...</td><td>THEN...</td><td colspan="2" rowspan="3">Screen PAA70000 will be redisplayed for additional modifications. Go to step 5.</td></tr>
<tr><td>updated or changed</td><td>• ENTER “C”
• enter the new interest rate
• PRESS “Enter”.</td></tr>
<tr><td>deleted</td><td>• ENTER “D”
• PRESS “Enter”.</td></tr>
<tr><td>4</td><td colspan="2">Enter correct monthly interest rate, and PRESS “Enter”.</td><td colspan="2"></td></tr>
<tr><td>5</td><td colspan="2">Enter additional months and years of interest rates to be added, updated, or deleted, as applicable. Once all desired monthly interest rates have been added, updated, or deleted, PRESS “Cmd3”.</td><td colspan="2">Menu PAA020 will be displayed.</td></tr>
</table>

1433 Updating Commodity Loan Rates

A General Information

The loan rate table shall be updated annually, or as often as necessary:

- on a State, county, and crop year basis
- for each commodity placed under loan by the County Office.

B Accessing Screen PAA78000

Access Menu PAA020 according to paragraph 1431.

From Menu PAA020, update or delete commodity loan rates by entering “2”, “Commodity Loan Rate Table”, and PRESS “Enter”.

Screen PAA78000 will be displayed.

If loans are often made on commodities stored in other counties, add loan rates to the table for those counties in addition to loan rates for the home county.

C Updating Commodity Loan Rate Table

On Screen PAA78000, update or delete commodity loan rates according to this table.

Step	Action	Result
1	Enter: • crop year to be added, changed, or deleted, and PRESS “Field Exit” • “U” to update or “D” to delete, and PRESS “Enter”. To update or delete the commodity loan rate table for another State and county, enter those codes. It is not necessary to delete existing rates before changing them. Keep the rates for a specific commodity and crop year on the table until all loans for that commodity have been liquidated.	If: • “U” was entered, Screen PAA78005 will be displayed; go to step 2 • “D” was entered, **all** commodity loan rates for the State, county, and crop year entered will be deleted.

Continued on the next page

C
Updating
Commodity
Loan Rate Table
(Continued)

Step	Action	Result
2	A series of 6 screens provide for entering commodity loan rates and are displayed in the following order: • Screen PAA78005, for grains • Screen PAA78010, for peanuts • Screen PAA78015, for ELS and upland cotton • Screen PAA78020, for honey • Screen PAA78025, for beet sugar • Screen PAA78030, for rice • Screen PAA78035, for oilseeds • Screen PAA78040, for mohair. Enter desired entries on each screen, and PRESS "Enter".	After the entries have been made on the applicable screens: • the table is updated • Screen PAA78000 will be redisplayed.
3	If the loan rate for any of the commodities displayed is **not** on the table, a question will be displayed asking if loans are made for the commodities displayed. ENTER "Y" or "N" and PRESS "Enter".	If: • "Y" was entered, go to step 4 • "N" was entered, the next screen in the series will be displayed.

Continued on the next page

C
Updating
Commodity
Loan Rate Table
(Continued)

Step	Action	Result
4	Fields will be provided for entering the loan rates, as applicable, to each commodity. Do either of the following: • enter the applicable loan rates in the fields provided if the loan rates on the screen are **incorrect**, and PRESS "Enter" • PRESS "Enter" if the loan rates on the screen are correct. Be sure to enter loan rates applicable to the State and county code displayed, which was selected on Screen PAA78000.	The next screen in the series will be displayed.
5	When Screen PAA78035 is displayed, PRESS "Enter".	The table will be updated, and Screen PAA78000 will be displayed.

1434 Updating Offer Shipping Rates

A
General Information

Update the table for offer shipping rates annually when each year's approved offer shipping rates are received from KCCO for each County Office on the system.

Cotton loan making requires that the warehouse be entered on the offer shipping rate table.

B
Updating Table

Access Menu PAA020 according to paragraph 1431.

From Menu PAA020, add, change, or delete basic offer shipping rates according to this table.

Step	Action	Result
1	ENTER "3" and PRESS "Enter".	Screen PAA79000 will be displayed.
2	See subparagraph C for instructions on making entries on Screen PAA79000.	

Continued on the next page

C
Offer Shipping Rates

Screen PAA79000 provides the capability to update or delete offer shipping rates in the following 5 categories:

- "1. Grain Offer Shipping Rates"
- "2. Honey Offer Shipping Rates"
- "3. Rice Offer Shipping Rates"
- "4. Cotton Offer Shipping Rates"
- "5. Oilseed Offer Shipping Rates".

Update rates from Screen PAA79000 according to this table.

Step	Action	Result
1	Enter: • desired option in "Enter Option Number" field, and PRESS "Field Exit" • "U" to update, or "D" to delete, and PRESS "Enter". Screen PAA79000 will immediately be redisplayed for **required** entry of: • warehouse code • effective date • answer to question, "Is this is a merged warehouse? (Y or N)". After making entries for warehouse code, effective date, and merged warehouse question, PRESS "Enter".	If: • "U" was entered, go to step 2 • "D" was entered, **all** offer shipping rate options entered will be deleted from the table.
2	A series of 4 screens for entering shipping rates, according to the crop selected in step 1, are displayed in the following order: • Screen PAA79005, for grains • Screen PAA79010, for honey • Screen PAA79015, for rice • Screen PAA79020, for cotton • Screen PAA79030, for oilseeds. Enter desired entries on each screen, and PRESS "Enter".	The table will be updated with the entries made.

1435 Printing the Monthly Interest Rate Table

A
Printing Instructions

Access Menu PAA020 according to paragraph 1431.

From Menu PAA020, to print the monthly interest rate table, ENTER “7” and PRESS “Enter”.

After pressing “Enter”:

- Screen PAA90000 will momentarily be displayed with the message, “Monthly Interest Rate Report being processed”
- the table prints on the selected printer
- Menu PAA020 will be redisplayed.

1436 Printing the Commodity Loan Rate Table

A
Printing Instructions

Access Menu PAA020 according to paragraph 1431.

From Menu PAA020, print the commodity loan rate table according to this table.

Step	Action	Result
1	ENTER “7” and PRESS “Enter”.	Screen PAA92900 will be displayed.
2	Enter: • crop year for table to be printed • the desired State and county codes to print a table for another county, PRESS “Enter”, and PRESS “Cmd3”.	The applicable commodity loan rate table will be printed, and Menu PAA020 will be redisplayed. If rates are not on file for the State and county codes entered, the message, “There are no rates available for a printed report”, will be displayed on Screen PAA92500.

1437 Printing the Offer Shipping Rates

A
Printing Instructions

Access Menu PAA020 according to paragraph 1431.

From Menu PAA020, print the offer shipping rates according to this table.

Step	Action	Result
1	ENTER “8” and PRESS “Enter”.	Screen PAA93500 will be displayed and provide the following 4 options: • grain offer shipping rates • rice offer shipping rates • cotton offer shipping rates • oilseed offer shipping rates.
2	Enter the desired option and PRESS “Enter”.	The offer shipping rate table will be printed, and Screen PAA93500 will be redisplayed.
3	PRESS “Cmd3”.	Menu PAA020 will be redisplayed.

1438 Backing Up or Restoring County-Maintained Table Files

A
Backing Up or Restoring Table File

County-maintained tables can be backed up to a tape, or restored from a tape, to manage system space.

Access Menu PAA015 according to paragraph 1431.

From Menu PAA015, back up or restore county-maintained table files according to this table.

Note: This backup is separate from the process of backing up or restoring the entire system.

Step	Action	Result
1	ENTER “2” and PRESS “Enter”.	Menu PAA025 will be displayed and will provide options for backing up or restoring: • monthly interest rates • commodity loan rates • offer shipping rates • cotton gin codes • liquidated damages.
2	Enter desired option to be backed up or restored, and PRESS “Enter”.	A series of screens providing instructions for handling the applicable tape will be displayed. When backing up, label tape according to instructions on Screen PAA99500. More than 1 table can be saved on 1 tape.

1439-1449 (Reserved)

Section 4 KCMO-Maintained Table Files

1450 General Information About KCMO's Table Files

A
General Information

KCMO will maintain the following table files:

- schedule of loan premiums and discounts
- commodity delivery discounts
- commodity grade and description
- assessment fee register
- cotton premiums and discounts and micronaire
- closed crop years and commodities.

County Offices:

- cannot modify the data in these table files
- can print some of these tables
- can back up these tables to a tape for space management
- can restore these tables from a tape.

B
KCMO Installation Table File

KCMO-maintained table files are initially provided to County Offices and periodically updated by software release installation.

Continued on the next page

C
Use of Data

The data contained in the KCMO-maintained table files is used to perform various functions in the price support system, such as determining:

- whether commodities are eligible for price support
- when base county loan rate is to be adjusted for a premium or discount
- appropriate discounts to be applied when calculating the settlement value for farm-stored loan deliveries
- when to deduct assessments according to approved Memorandums of Understanding.

D
Accessing Table

From Menu PCA005, access KCMO-Maintained Table Menu PAA030 according to this table.

Step	Action	Result
1	ENTER "9" and PRESS "Enter".	Menu PAA010 will be displayed.
2	ENTER "5" and PRESS "Enter".	Menu PAA030 will be displayed.

1451 Printing Assessment Table Files

A Printing Assessment Table

Access Menu PAA030 according to paragraph 1450.

From Menu PAA030, print the Assessment Table Report according to this table.

Step	Action	Result
1	ENTER “1” and PRESS “Enter”.	A screen will be displayed with the message, “Assessment Report will now be printed”, and the report will print on the session printer.
2	PRESS “Enter”.	Menu PAA030 will be displayed.

1452 Backing Up and Restoring KCMO-Maintained Table Files

A
Backing Up Table File

KCMO-maintained tables can be backed up to a tape, or restored from a tape.

Access Menu PAA030 according to paragraph 1450.

From Menu PAA030, back up or restore KCMO-maintained table files according to this table.

Note: This backup is separate from the process of backing up or restoring the entire system.

Step	Action	Result
1	ENTER “3” and PRESS “Enter” to back up file. ENTER “4” and PRESS “Enter” to restore file.	Menu PAA040 or PAA041 will be displayed and will provide options for backing up or restoring: • commodity premium/discount • commodity delivery discount • commodity grade and description • reserve program • cotton premium/discount/micronaire • assessment • closed crop years and commodities • maximum LDP/market repayment rate • CMA’s exempt from payment limitation.
2	Enter desired option to be backed up.	A series of screens providing instructions for handling the applicable tape will be displayed. Label tape according to instructions on Screen PAA99500. More than 1 table can be saved on 1 tape.
3	PRESS “Enter”.	Menu PAA040 will be redisplayed.

1453-1459 (Reserved)

1460 Accessing Administrative Reports

A
Gaining Access

To access Administrative Reports Menu PAA045:

- on Menu PCA005, ENTER “9” and PRESS “Enter”
- on Menu PAA010, ENTER “7” and PRESS “Enter”.

B
Procedure

Use this table to select administrative reports from Price Support Administrative Reports Menu PAA045.

Option	Title	Result
1	Loans Open After Maturity	Screen PAA60000 will be displayed. See paragraph 1461.
2	Loan Maturity	Screen PVA50000 will be displayed. See paragraph 1463.
3	Spotcheck Processing	See Part 15.
4	Outstanding Loans by Warehouse	Screen PAA69000 will be displayed. See paragraph 1464.
5	Loans and LDP’s with Overdisbursements or Receivables	Screen PAA49000 will be displayed. See paragraph 1465.
6	Warehouse Receipts for Outstanding Loans by Warehouse	Screen PAA050 will be displayed. See paragraph 1466.
7	Cotton Storage Statement Reprint	This option is not available at this time. See 7-CN.
8	Saved Loan Report	Report will be sent to printer. See paragraph 1467.

Continued on the next page

1460 Accessing Administrative Reports (Continued)

B
Procedure
(Continued)

Option	Title	Result
9	Loan and LDP Summary Reports	Screen PAA25000 will be displayed. See paragraph 1468.
10	Extended Maturity Date Report	This option is not available at this time.
11	Outstanding Loan/LDP Violations Report	Screen PAA27000 will be displayed. See paragraph 1469.
12	Market Gain Reports	Screen PAA046 will be displayed. See paragraph 1470.

1461 Loans Open After Maturity Report

A
Printing Report

Access Menu PAA045 according to subparagraph 1460 A. To print the Loans Open After Maturity Report, on Menu PAA045, ENTER “1” and PRESS “Enter”.

Screen PAA60000 will be displayed. Enter the maturity date in “mmyy” format. The date entered is the basis for selecting open loans to be included in the report. PRESS “Enter”. The report will be sent to the session printer.

The report will include loans that have a maturity date that is on or earlier than the maturity date entered.

1462 (Reserved)

1463 Loan Maturity Lists

A General Information

County Offices can print a list of contact producers on loans approaching maturity.

For a combined County Office, or for a county with 1 or more 800-number cooperative counties, prepare these lists separately for each county and each cooperative.

Use these lists to prepare monthly loan maturity notices at least 45 calendar days, but no more than 60 calendar days, before loan maturity.

B Preparing the List

Access Menu PAA045 according to subparagraph 1460 A.

To prepare the Loan Maturity List, on Menu PAA045, ENTER “2” and PRESS “Enter”. Screen PVA50000 will be displayed.

On Screen PVA50000, enter the option and maturity date as applicable and PRESS “Enter”.

IF there are...	THEN...
outstanding loans on file	the lists will be sent to the session printer.
no outstanding loans on file	a message will be displayed indicating that there are no loans found for the date entered.

*--C Producer Notification Letters

County Offices shall print loan maturity letters according to paragraph 1489.5 at least 45 days before maturity.--*

1464 Outstanding Loan by Specific Warehouse Report

A
Preparing the Report

Access Menu PAA045 according to subparagraph 1460 A.

To prepare the Outstanding Loans by Warehouse Report, on Screen PAA045, ENTER “4” and PRESS “Enter”. Screen PAA69000 will be displayed.

On Screen PAA69000:

- enter the warehouse code for the desired warehouse
- ENTER “Y” or “N” to the question, “Do you have more warehouse codes to enter?”
- PRESS “Enter”.

IF there are...	THEN...
outstanding loans on file	the list will print on the session printer.
no outstanding loans on file for the warehouse code entered	the message, “Warehouse Number is not on file”, will be displayed.

1465 Loan and LDP Overdisbursement, Receivable, and Payable Reports

A
General Information

County Offices can prepare reports to determine which loans and LDP's have:

- overdisbursements or overpayments
- receivables.

B
Printing Reports

Access Menu PAA045 according to subparagraph 1460 A.

After accessing Menu PAA045, proceed according to this table.

Step	Action	Result
1	On Menu PAA045, ENTER "5" and PRESS "Enter".	Screen PAA49000 will be displayed.
2	On Screen PAA49000, there will be 3 options to choose from: • loans and LDP's with overdisbursements • loans and LDP's with receivables • all of the these options. Enter the option number that corresponds to the report that is needed, and PRESS "Enter".	A report will be printed, and Screen PAA49000 will be redisplayed.

1466 Warehouse Receipts for Outstanding Loans by Warehouse

A
Accessing Menu PAA050

Access Menu PAA045 according to subparagraph 1460 A.

From Menu PAA045, process activities for outstanding loans by warehouse according to this table.

Step	Action	Result
1	ENTER “6” and PRESS “Enter”.	Menu PAA050 will be displayed.
2	On Menu PAA050, the following options will be displayed: • print report • copy report to diskette.	To print the report, see subparagraph B. To copy the report to a tape or diskette, see subparagraph C.

B
Printing Reports

From Menu PAA050, print a report according to this table.

Step	Action	Result	
1	ENTER “1” and PRESS “Enter”.	Screen PAA69500 will be displayed.	
2	Enter the desired warehouse code and PRESS “Enter”.	**IF warehouse code entered...**	**THEN...**
		is **not** on file	the message, “Warehouse is not on the Name and Address File”, will be displayed. Check the warehouse code entry or update the name and address file according to 1-CM.
		is on file, but no loans are on file	no report will be generated, and Menu PAA045 will be redisplayed.
		is on file, and loans are on file	Screen PAA69505 will be displayed with the message, “Warehouse Receipts for Outstanding Loans File is being processed.” After the report has been generated, Menu PAA045 will be redisplayed.

Continued on the next page

C
Copying Report to Tape or Diskette

From Menu PAA050, copy a report of warehouse receipts for outstanding loans by warehouse to a tape or diskette according to this table.

Step	Action	Result	
1	ENTER “2” and PRESS “Enter”.	Screen PAA69500 will be displayed.	
2	Enter the desired warehouse code and PRESS “Enter”.	**IF warehouse code entered...**	**THEN...**
		is **not** on file	the message, “Warehouse is not on the Name and Address File”, will be displayed. Check the warehouse code entry, or update the name and address file according to 1-CM.
		is on file, but no loans are on file	no tape or diskette will be generated, and Menu PAA045 will be redisplayed.
		is on file, and loans are on file	Screen PAA69505 will be displayed with the message, “Warehouse Receipts for Outstanding Loans File is being processed”. After a short time, Screen PAA69700 will be displayed, which will identify the number of tapes or diskettes needed to create the file.
3	Insert an initialized tape or diskette in slot S1 and PRESS “Enter”.	Diskette will be **prepared**. When the necessary number of tapes or diskettes have been **prepared**, Screen PAA69720 will be displayed.	
4	Insert **prepared** tapes or diskettes in slot S1 and PRESS “Enter”.	When the copying process is complete, Screen PAA69730 will be displayed and will provide instructions for labeling the **prepared** tapes or diskettes.	
5	PRESS “Enter”.	Menu PAA050 will be redisplayed.	

1467 Saved Loan Report

A
General Information

A report of saved loans currently on file can be printed by the County Office.

Saved loans are kept on file for 3 calendar months, at which time they are automatically purged.

B
Generating the Saved Loan Report

Access Menu PAA045 according to subparagraph 1460 A. On Menu PAA045, ENTER “8” and PRESS “Enter” to generate a list of saved loans.

1468 Loan and LDP Summary Reports

A General Information

County Offices can print the summary reports in the following table for their own county for a crop year.

County Offices can also print customized summary reports by making **optional** entry of:

- specific start and stop dates
- a specific commodity code
- a specific loan or LDP type
- combinations of these specific entries.

See subparagraph B for instructions on making optional entries.

This table lists the summary reports and their contents.

Report	Contents Listed in Ascending Numerical Order
Report ID: PAA260-R001, County Loan Summary Report	• loans initially processed in APSS • manually prepared loans later entered in APSS • saved loans
Report ID: PAA265-R001, County LDP Summary Report	• LDP's initially processed in APSS • manually prepared LDP's later entered in APSS

Continued on the next page

B
Entries on Screen PAA25000

Access Menu PAA045 according to subparagraph 1460 A. On Menu PAA045, ENTER "9" and PRESS "Enter" to display Screen PAA25000.

Make entries on Screen PAA25000 according to this table.

Field	Action	Result
Required Entries		
Select Option To Be Printed	Enter either of the following: • "1" to print loan report • "2" to print LDP report.	
Enter Crop Year To Print	Enter desired crop year, and PRESS "Enter"; **or** go to optional entry fields. **Note:** When making optional entries, do not PRESS "Enter" until those optional entries have been made.	If "Enter" was pressed, the selected report for the complete crop year entered will be printed.
Optional Customized Entries in Addition to the Preceding Entries		
Start Date and Stop Date	Enter both the desired "start" and "stop" date in MM-DD-YY format.	Selected report for the crop year entered will be printed showing only the information requested by the optional entries.
Commodity	Enter desired commodity code in alpha abbreviation format.	
Loan or LDP Type	Enter desired type in single letter alpha format.	
	PRESS "Enter".	

Continued on the next page

C
County Loan Summary Report

The County Loan Summary Report will contain the following information.

Column Title	Contents
LOAN #	All loans, in ascending loan number order, including saved loans, purchase agreements, and manually processed loans.
DISBUR'D	First disbursement date or word "Saved" for saved loans.
LOAN TYPE	Applicable loan type.
COMM	Applicable commodity code.
NAME	Up to 18 characters of name as printed in "Name & Mailing Address of Contact Producer" block of applicable loan agreement.
LOAN QUANTITY	Total loan quantity.
LOAN AMOUNT	Total loan dollar and cents amount.
OUTSTANDING LOAN QUANTITY	Outstanding loan quantity.
OUTSTANDING LOAN AMOUNT	Outstanding loan dollar and cents amount.
FNL/PROD EVIDENCE	One of the following: • nothing if final evidence has **not** been recorded • date (MM-DD-YY) when final evidence **was** recorded • "N/A" for commodities and situations not applicable.

At the bottom of the last page, the County Loan Summary Report will print the total:

- number of currently saved loans
- number of settled purchase agreements
- number of loans disbursed
- amount outstanding.

Continued on the next page

D
County LDP Summary Report

The County LDP Summary Report will contain the following information.

Column Title	Contents
LDP #	All LDP's, in ascending LDP number order, including manually processed LDP's.
INITIAL	Initial LDP date.
LDP TYPE	Applicable LDP type.
COMM	Applicable commodity code.
NAME	Up to 18 characters of name as printed in "Name & Mailing Address of Contact Producer" block of applicable CCC-700.
LDP QUANTITY	Total LDP quantity, as adjusted over time for additional, reduced, or violation quantities.
LDP AMOUNT	Total LDP dollar and cents amount, as adjusted over time for additional, reduced, or violation quantities.
OVERPAYMENT OR RECEIVABLE	Dollar and cents of LDP: • overpayment amount resulting from evidence shortage • receivable amount resulting from correction.
FNL/PROD EVIDENCE	One of the following: • nothing if final evidence has **not** been recorded • date (MM-DD-YY) when final evidence **was** recorded • "N/A" for commodities and situations not applicable.

At the bottom of the last page, the County LDP Summary Report will print the total:

- number of LDP's
- amount of LDP's
- amount to be refunded.

1469 Outstanding Loan and LDP Violations Report

A
Generating the Outstanding Violations Report

County Offices can begin the process to print a report of outstanding loan and LDP violation amounts by accessing Menu PAA045 according to subparagraph 1460 A.

On Menu PAA045, ENTER “11” and PRESS “Enter” to generate Report ID PAA275-R001, a violation report.

B
Violations Report Contents

Violation reports will list only outstanding loan and LDP violation data under column headings according to this table.

Column Title	Contents
PRODUCER	Contact producer’s name.
YEAR	Applicable crop year.
NUM	Applicable loan or LDP number.
TYPE	Applicable loan or LDP type.
COMM	Applicable commodity code.
GOOD FAITH	Either “Y” or “N”, depending on the answer entered for the “good faith determination” question when the violation was recorded.
OCCUR	Either “1” or “2”, depending on the answer entered for the “first or second offense” question when the violation was recorded. Field will display “-” when good faith answer is “N”.
QUANTITY	Violation quantity.
AMOUNT	Violation amount in dollars and cents.
LIQUIDATED DAMAGES	Liquidated damages amount in dollars and cents.
DISCOVERY	Discovery date as entered when the violation was recorded.
DEMAND	Demand date as entered when the violation was recorded.

1470 Market Gain Reports

A General Information

Four market gain reports are available to account for market gain transactions. Access the following reports by selecting option 12 on Menu PAA045 according to subparagraph 1460 A. Menu PAA046 will display the following report options.

Report	Contents
Denied Market Gain Report	Prints the total market gain for each producer ID with denied market gain for the selected crop year.
Total Market Gain Report	Prints the total market gain for each producer ID with market gain for the selected crop year.
Market Gain Report By Loan or LDP	Prints each market gain transaction for each producer on the selected loan or LDP.
Market Gain Report By Producer	Prints each market gain transaction for the selected producer for the selected crop year.

1471-1479 (Reserved)

1480 Price Support Queries

A Gaining Access to the Query Menu

Queries provide reports of price support information that can be:

- customized for specific records
- viewed on computer screen
- printed.

From Main Menu PCA005, access the price support queries menu according to this table.

Step	Action	Result
1	ENTER “9” and PRESS “Enter”.	Menu PAA010 will be displayed.
2	ENTER “8” and PRESS “Enter”.	Query Menu PQA015 will be displayed.

B Available Queries

From Menu PQA015, the following price support queries can be selected.

Option	Title	Result
1	Loan Summary Records	Screen PQA00100 will be displayed. See paragraph 1481.
2	Bin/Receipt Summary Records	Screen PQA00200 will be displayed. See paragraph 1482.
3	Disbursement Records	This option is not available at this time.
4	Liquidation Records	Screen PQA00400 will be displayed. See paragraph 1483.
5	Receivable Records	Screen PQA00500 will be displayed. See paragraph 1484.
6	Receipt/Grading Factor Records	Screen PQA00600 will be displayed. See paragraph 1485.
7	Farm Number Records	Screen PQA00700 will be displayed. See paragraph 1486.
8	Producer Records	Screen PQA00800 will be displayed. See paragraph 1487.
9	Cotton Storage Statement Records	This option is not available at this time.
10	CMA Eligibility	This option is not available at this time.
11	Commodity Loan/LDP Eligibility	See paragraph 1488.
*--12	Loan Maturity Letter	See paragraph 1489.5.--*

1481 Loan Summary Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480.

From Menu PQA015, process the loan summary records query according to this table.

Step	Action	Result	
1	ENTER “1” and PRESS “Enter”.	Screen PQA00100 will be displayed and will provide for: • cotton records only • all records, except cotton • customized record selections • choice of output device.	
2	Enter either of the following: • “1” for cotton • “2” for except cotton.		
3	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 4 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 4.
4	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 5.
5	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

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B

Query Contents

The loan summary records query provides the following information.

Column	Contents
1	Crop year
2	Loan number
3	Loan type
4	Commodity code
5	Reserve number
6	Class code
7	Outstanding quantity
8	Outstanding amount
9	Maturity date
10	Warehouse code
11	Process code indicating the disbursement status of the loan
12	Last update
13	Original quantity
14	Original amount

1482 Bin or Receipt Summary Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480. From Menu PQA015, process the bin and receipt records query according to this table.

Step	Action	Result	
1	ENTER “2” and PRESS “Enter”.	Screen PQA00200 will be displayed listing options for: • farm-stored bin information • warehouse-stored cotton information • warehouse-stored other commodity information • customized selections • choice of output device.	
2	Enter 1 of the following: • “1” for farm-stored • “2” for warehouse (cotton) • “3” for warehouse (other).		
3	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 4 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 4.
4	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 5.
5	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

Continued on the next page

B
Query Contents for Farm-Stored Option

The Bin Summary Report provides the following information.

Column	Contents
1	Crop year
2	Loan number
3	Bin number
4	Sequence number
5	Mortgaged quantity
6	Outstanding quantity
7	Loan rate
8	Interest rate
9	Outstanding amount
10	Disbursement date
11	Inspection date

Continued on the next page

C
Query Contents for Warehouse-Stored Option

The Receipt Summary Report provides the following information.

Column	Contents
1	Crop year
2	Loan number
3	Receipt number
4	Sequence number
5	Outstanding quantity
6	Disbursement date
7	Loan rate
8	Storage start date
9	Storage paid through date
10	Receiving charges
11	Storage charges
12	Total charges
13	Repayment date

1483 Liquidation Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480.

From Menu PQA015, process the liquidation records query according to this table.

Step	Action	Result	
1	ENTER “4” and PRESS “Enter”.	Screen PQA00400 will be displayed listing options for: • customized selections • choice of output device.	
2	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 3 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 3.
3	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 4.
4	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

Continued on the next page

B

Query Contents

Liquidation records provide the following information.

Column	Contents
1	Crop year
2	Loan number
3	Liquidation type
5	Sequence number
6	Liquidation date
7	Repayment amount
8	Interest amount
9	Principal liquidated
10	Quantity liquidated
11	Liquidated damages

1484 Receivable Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480.

From Menu PQA015, process the receivable records query according to this table.

Step	Action	Result	
1	ENTER “5” and PRESS “Enter”.	Screen PQA00500 will be displayed listing options for: • customized selections • choice of output device.	
2	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 3 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 3.
3	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 4.
4	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

Continued on the next page

B

Query Contents

Receivable records provide the following information.

Column	Contents
1	Crop year
2	Loan number
3	Record type
4	Sequence number
5	Receivable amount
6	Receivable date
7	Interest amount
8	Interest rate
9	Transaction code

1485 Receipt and Grading Factor Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480. From Menu PQA015, process the receipt and grading factor records query according to this table.

Step	Action	Result	
1	ENTER “6” and PRESS “Enter”.	Screen PQA00600 will be displayed listing commodity options for barley, rice, corn, cotton, grain sorghum, soybeans, oats, and wheat, and additional options to: • customize selections • choose output device.	
2	Enter applicable commodity option.	Go to step 3.	
3	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 4 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 4.
4	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 5.
5	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

Continued on the next page

1485 Receipt and Grading Factor Records Query (Continued)

B

Query Contents

The Receipt and Grading Factor Report provides the following information.

Column	Contents
1	Crop year
2	Loan number
3	Receipt number
4	Net pounds
5	Net bushels
6	Test weight
7	Moisture percent
8	Heat damage
9	Total damage
10	Broken kernels, foreign material, and other grains

1486 Farm Number Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480.

From Menu PQA015, process the farm number records query according to this table.

Step	Action	Result	
1	ENTER “7” and PRESS “Enter”.	Screen PQA00700 will be displayed listing options for: • customized selections • choice of output device.	
2	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 3 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 3.
3	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 4.
4	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

Continued on the next page

B

Query Contents

Farm number records provide the following information.

Column	Contents
1	Crop year
2	Loan number
3	Farm number
4	State code
5	County code
6	Record type

1487 Producer Share Records Query

A
Running the Query

Access Menu PQA015 according to paragraph 1480.

From Menu PQA015, process the producer share records query according to this table.

Step	Action	Result	
1	ENTER “8” and PRESS “Enter”.	Screen PQA00800 will be displayed listing options for: • customized selections • choice of output device.	
2	Enter either of the following: • “Y” to customize • “N” to not customize.	**IF the entry is...**	**THEN...**
		“Y”	after completing step 3 and pressing “Enter”, the Select Records Screen allows selection of specific records.
		“N”	go to step 3.
3	Enter either of the following: • “P” to print report • “C” to view. PRESS “Enter”.	**IF the entry is...**	**THEN query report will be...**
		“P”	printed and Menu PQA015 will be redisplayed.
		“C”	displayed. Go to step 4.
4	PRESS “Cmd3”.	Menu PQA015 will be redisplayed.	

Continued on the next page

B

Query Contents

Producer share records provide the following information.

Column	Contents
1	Crop year
2	Loan number
3	Producer's ID number
4	Producer's ID type
5	Producer's share
6	Contact producer
7	Heir indicator

1488 Commodity Loan or LDP Eligibility Query

A
Background

Annually, PSD's, Automation Branch provides counties with price support eligibility queries developed by a query team to assist in determining a producer's:

- eligibility
- reasonable production
- total quantity eligible for marketing assistance loans and LDP's
- ***--**commodity loan and LDP eligibility.**--***

B
General Information

There are 2 categories of price support eligibility queries through which various options can be processed.

- **Basic Eligibility** queries that are static, meaning they remain unchanged each time they are run.

- **Running Account** queries that continually change. Each time a loan or LDP is processed the total actual quantity under loan or LDP is reduced from the projected eligible quantity the next time the Running Account query is run.

Running Account and Basic Eligibility queries for *** * *** farms will report data based on **reported** or **determined** acres which ever is available and/or applicable using the following formats:

- initial projected eligible crop quantity (for Running and Basic)
- actual crop quantity processed for loan or LDP to date (for Running only)
- remaining projected eligible quantity (for Running only).

Continued on the next page

C
COC-Established Yields

--**Before running current year queries, counties must enter current crop year**-- COC-established yields according to the following table.

Step	Action	Result
1	ENTER "9" from the Main Menu and PRESS "Enter".	Menu PAA010 will be displayed.
2	ENTER "3" and PRESS "Enter".	Menu PAA015 will be displayed.
3	ENTER "1" and PRESS "Enter".	Menu PAA020 will be displayed.
4	ENTER "6" and PRESS "Enter".	Screen PAA77000 will be displayed.
5	Enter State and County Code and crop year and PRESS "Enter".	Screen PAA77005 will be displayed.
6	Enter COC-established yields for all commodities that loans and LDP's will be made for current year and PRESS "Enter".	Table will be updated with current year's COC-established yields which are necessary for Running Eligibility Queries.

D
Contact

State Offices shall direct questions about price support eligibility queries to **Jerry Epting**, Automation Branch Specialist, PSD by:

- telephone at 202-720-7696
- e-mail to **Jerry_Epting@wdc.usda.gov**.

*--1489 Processing Current Crop Year Price Support Eligibility Queries

A

Accessing Queries

Access queries according to this table.

Step	Action	Result
1	On Menu FAX07001: • select option “13”, “Price Support” • PRESS “Enter”.	Menu PCA005 will be displayed.
2	On Menu PCA005: • select option “9”, “Perform Administrative Functions” • PRESS “Enter”.	Administrative Main Menu PAA010 will be displayed.
3	On Menu PAA010: • select option “8”, “Price Support Query Menu” • PRESS “Enter”.	Price Support Query Menu PQA015 will be displayed.
4	On Menu PQA015: • select option “11”, “Commodity Loan/LDP Eligibility” • PRESS “Enter”.	Price Support Query Menu PQA020 will be displayed.
5	On Menu PQA020, select "Crop Year" and PRESS “Enter”.	Query Type Selection Screen PQA01104 will be displayed.

--*

Continued on the next page

B

Menu PQA020

This is an example of Menu PQA020.

*--

```
COMMAND                                    PQA020                                    F1
PRICE SUPPORT  -  CROP YEAR SELECTION MENU
-----------------------------------------------------------------------------------------------------------------------

      1.  2002
      2.  2003




     21.  Return to Application Selection Screen
     22.  Return to Office Selection Menu
     23.  Return to Primary Selection Menu
     24.  Sign Off

Enter the Number of your selection and press the "Enter" key.

Cmd3=Previous Menu
```

C

Query Options Screen PQA01104

This is an example of Screen PQA01104.

```
PRICE SUPPORT                    073-ORLEANS                                PQA01104
QUERY TYPE SELECTION SCREEN                VERSION: AA02    05-13-02  10:48    TERM #1
-----------------------------------------------------------------------------------------------------------------------

          1.  Running Account - Eligibility Queries
          2.  Farm-stored Loans/LDP Queries
          3.  Cotton Loans/LDP Queries
          4.  Basic Eligibility Queries
          5.  Commodity Loan/LDP Eligibility Flag Queries



Enter the Number of your selection and press the "Enter" key.          . .

Cmd3=Previous Menu                 Cmd7=End of Job
```

--*

Continued on the next page

C
Query Options Screen PQA01104 (Continued)

County Offices shall follow this table to run query-selected reports.

IF the user selects option...	THEN...
"1" for **Running Account** on Screen PQA01104 and presses "Enter"	• Screen PQA01105 will be displayed to allow the user to display or print the 2002 queries, see subparagraph D • after a selection is made, Screen PQA01106 will be displayed, see subparagraph E.
"2" for **Farm-stored** on Screen PQA01104 and presses "Enter"	Screen PQA01102 will be displayed, see subparagraph F. **Note:** This option only allows for printing the query.
"3" for **Cotton** on Screen PQA01104 and presses "Enter"	Screen PQA01103 will be displayed, see subparagraph G. **Note:** This option only allows for printing the query.
"4" for **Basic** on Screen PQA01104 and presses "Enter"	• Screen PQA01105 will be displayed to allow the user to display or print the *** * *** queries, see subparagraph D • after a selection is made, Screen PQA01108 will be displayed, see subparagraph H.

***--**"5" for **Commodity Loan/LDP Eligibility** on Screen PQA01104 and presses "Enter"	• Screen PQA01133 will be displayed to allow the user to print the queries by:
	
	  • Total Certified List
	  • specific producer
	
	• user must enter identification number of producer if "Specific Producer" was selected. See subparagraph M.**--***

Continued on the next page

D
Print or View Screen PQA01105

This is an example of Screen PQA01105 that allows the user to select to print or display applicable query.

```
PRICE SUPPORT          073-ORLEANS                                    PQA01105
OUTPUT DEVICE SELECTION SCREEN      VERSION: AA0205-13-02 10:48     TERM  #1
-----------------------------------------------------------------------------------------------------------------------

    1. Print Query
    2. Display Query



Enter the number of your selection and press the "Enter" key.
Cmd3=Previous Menu                    Cmd7=End Of Job
```

E
Running Account Screen PQA01106

This is an example of Screen PQA01106 for crop year 2002 Running Account queries.

```
PRICE SUPPORT          073-ORLEANS                                    PQA01106
RUN REPORTS SCREEN                  VERSION: AA02       05-13-02 10:48     TERM  #1
-----------------------------------------------------------------------------------------------------------------------

    1. Running Account - Reasonable Eligibility by Crop
    2. Running Account - Reasonable Eligibility by Producer ID


Enter the Number of your selection and press the "Enter" key.

Cmd3=Previous Menu                    Cmd1 - Resume job
```

Based on the user selection on Screen PQA01105, the applicable query will be printed or displayed.**--***

Continued on the next page

F
Farm-Stored Screen PQA01102

This is an example of **existing** Screen PQA01102 *** * ***.

```
PRICE SUPPORT            073-ORLEANS                                        PQA01102
FARM STORED LOAN/LDP MENU        VERSION: AA02  05-13-02 10:48      TERM #1
-------------------------------------------------------------------------------------------------------------------------------
-----


      1. Total Farm Stored Loans/LDP's for a Producer by Bin number.
      2. List of Loans/LDP's for a Producer by Class and Bin number.




Please enter your selection.   . .

Cmd3=Previous Menu                    Cmd7=End of Job
```

According to user selection on this screen, the applicable query report will print only.

G
Cotton Screen PQA01103

This is an example of **existing** Screen PQA01103 *** * ***.

```
PRICE SUPPORT                    073-ORLEANS                                PQA01103
COTTON LOAN/LDP MENU                     VERSION: AA02   05-13-02 10:48      TERM #1
-------------------------------------------------------------------------------------------------------------------------------
          1. Upland Cotton LDP's by Producer - All Bales
          2. Upland Cotton LDP's by Producer - Specific Bales
          3. Upland Cotton LDP's by Producer - Range of Bales
          4. Upland Cotton Loans by Producer
          5. Upland Cotton Loans by Specific Receipt Number
          6. Upland Cotton Loans by Range of Receipt Numbers
          7. ELS Cotton Loans by Producer
          8. ELS Cotton Loans by Specific Receipt Numbers
          9. ELS Cotton Loans by Range of Receipt Numbers


          Please enter your selection.   . .

Cmd3=Previous Menu                    Cmd7=End of Job
```

According to user selection on this screen, the applicable query report will print only.

Continued on the next page

I
Irrigated
Screen
PQA01109

This is an example of new Screen PQA01109.

```
PRICE SUPPORT                 073-ORLEANS                                                    PQA01109
IRRIGATED REPORT FORMAT SELECTION SCREEN    VERSION: AA02      05-13-02   10:48   TERM #1
-------------------------------------------------------------------------------------------------------------

      1. Select ALL Producers by Crop Type in Producer Order
      2. Select ALL Producers by Crop Type in Farm Number Order
      3. Select Individual Producer by ID Number by Crop Type

Enter the Number of your selection and press the "Enter" key.
Cmd3=Previous Menu          Cmd7=End of Job
```

The user selects option:

- “1” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic * * * irrigated** query by crop, in producer order

- “2” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic * * * irrigated** query in FSN order

- “3” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic * * * irrigated** query by the individual producer's ID Number.

  Note: Select query by entering producer's ID number according to subparagraph L. The results for the producer and crop will then be displayed.

Continued on the next page

J
Nonirrigated Screen PQA01110

This is an example of new Screen PQA01110 for crop year 2002.

```
PRICE SUPPORT                 073-ORLEANS                                                    PQA01110
NONIRRIGATED REPORT FORMAT SELECTION SCREEN    VERSION: AA02      05-13-02   10:48    TERM #1
-----------------------------------------------------------------------------------------------------------------------

      1. Select ALL Producers by Crop Type in Producer Order
      2. Select ALL Producers by Crop Type in Farm Number Order
      3. Select Individual Producer by ID Number by Crop Type

Enter the Number of your selection and press the "Enter" key.
Cmd3=Previous Menu          Cmd7=End of Job
```

The user selects option:

- “1” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic * * * nonirrigated** query by crop, in producer order

- “2” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic** * * * **nonirrigated** query in FSN order

- “3” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic** * * * **nonirrigated** query by the individual producer’s ID Number.

  Note: Select query by entering producer's ID number according to subparagraph L. The results for the producer and crop will then be displayed.

Continued on the next page

J
Nonirrigated Screen PQA01110

This is an example of new Screen PQA01110 for crop year 2002.

```
PRICE SUPPORT                 073-ORLEANS                                          PQA01110
NONIRRIGATED REPORT FORMAT SELECTION SCREEN    VERSION: AA02      05-13-02   10:48   TERM #1
-----------------------------------------------------------------------------------------------------------------------

      1. Select ALL Producers by Crop Type in Producer Order
      2. Select ALL Producers by Crop Type in Farm Number Order
      3. Select Individual Producer by ID Number by Crop Type

Enter the Number of your selection and press the "Enter" key.
Cmd3=Previous Menu          Cmd7=End of Job
```

The user selects option:

- “1” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic** 2002 **nonirrigated** query by crop, in producer order

- “2” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic** 2002 **nonirrigated** query in FSN order

- “3” to print or view, based on the selection made on Screen PQA01105 (subparagraph D), the applicable **Basic** 2002 **nonirrigated** query by the individual producer’s ID Number.

  Note: Select query by entering producer's ID number according to subparagraph L. The results for the producer and crop will then be displayed.**--***

Continued on the next page

K
Commodity To Be Queried

Users may select the commodities to be queried for selected crop year from Screen PQA01130 as shown in this example.

***--**

```
COMMAND                          PQA01130                                  XX
PRICE SUPPORT - COMMODITY MENU
-------------------------------------------------------------------------------------------------------------------------

  1. BARLEY                                        16.  SUNFLOWER SEED  (OIL TYPE)
  2. CANOLA                                        17.  SUNFLOWER SEED (OTHER TYPE)
  3. CORN
  4. COTTON, ELS                                   WHEAT
  5. COTTON, UPLAND
                                                   (Enter types according to 2-LP)
  7. FLAXSEED
  8. GRAIN SORGHUM                            18.  DUM
  9. MUSTARD SEED                             19.  HRS
 10. OATS                                     20.  HRW
 11. RAPESEED                                 21.  HWW
 12. RICE                                     22.  SRW
 13. SAFFLOWER                                23.  SWW
                                              24.  More Crops (Next Screen)
 15. SOYBEANS

Enter the Number of your selection _ _

Cmd3=Previous Menu              Cmd 7=End of Job
```

After the user selects the applicable commodity from this screen or subsequent Screen PQA01131 and presses “Enter”, the system will calculate and run the**--***
applicable query report.

Continued on the next page

L

Entering Producer's ID Number

After selecting option "3" on Screen PQA01109 (subparagraph I) or Screen PQA01110 (subparagraph J), the user must enter the producer's ID in the field according to this example.

Note: Enter the ID number of the producer where the value "999999999" is displayed in this example.

```
                                 SELECT RECORDS                                ALL
      Query: BRLB01            Library: QRPRICE2
Type comparisons, press Enter. Specify OR to start each new group of
comparisons.  Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, and LIKE.

 AND/OR  FIELD     TEST    VALUE (FIELD, NUMBER, or 'characters')
         IDNUM     EQ      999999999
 AND     CROPCD    EQ      91
 AND     STATCP    LIST    'I' 'D' 'S'
 AND     STATUS    EQ      ' '
 .....   .........  ......  ...............................
 .....   .........  ......  ...............................
 .....   .........  ......  ...............................
Cmd1=Insert          Cmd12=Reorganize          Roll=Page
                                 LIST OF FIELDS                              TOP
 NAME        COMMENT                                          LEN   DEC POS
 IDNUM       ID Number                                          9       0
 CROPCD                                                         4       0
 STATCP                                                         3
 STATUS                                                         1
 FARMNO      Farm Number                                        7       0

Cmd4=Show names only         Cmd6=Fast roll          Roll=Page
Enter=Select records and run report                  Cmd7=End
```

Continued on the next page

*--M

Commodity Loan/LDP Eligibility Flag Queries

Commodity Loan/LDP Eligibility Flag Queries were developed to assist County Offices in making producer eligibility determinations. The queries identify a flag setting by producer for either of the following:

- all producers in the county (Total Certified List)
- specific producer inquiry.

The query prints the customer's Control County's flag settings for all of the following:

- certified cropland indicator by farm
- controlled substance
- AD-1026
- 6-CP
- actively engaged
- person determination
- adjusted gross income.

Note: This Query provides the user with the customer's subsidiary and compliance certified flag settings and does **not** prevent a customer that may be ineligible from obtaining marketing assistance loans or LDP. County Offices shall use the query as a reference only. Further determinations as to a customer's eligibility may be necessary.--*

*--1489.5 Processing Loan Maturity Letters

A
General Information

County Offices may process letters notifying customers of loans that are maturing. Letters are processed using queries that select outstanding loans by the following:

- type of loan
- maturity date.

B
Accessing Queries

Access queries according to the following table.

Step	Action	Result
1	On Menu FAX07001, ENTER “13”, “Application Selection Menu” and PRESS “Enter”.	Menu PCA005 will be displayed.
2	On Menu PCA005, ENTER “9”, “Perform Administrative Functions” and PRESS “Enter”.	Menu PAA010 will be displayed.
3	On Menu PAA010, ENTER “8”, “Price Support Query Menu” and PRESS “Enter”.	Menu PQA015 will be displayed.
4	On Menu PQA015, ENTER “12”, “Loan Maturity Letters” and PRESS “Enter”.	Menu PQA1150 will be displayed.

C
Loan Type

From Menu PQA01150, select 1 the following options:

- “1”, “Non-Recourse Farm-Stored Loan Maturity Letter”
- “2”, “Non-Recourse Warehouse-Stored Loan Maturity Letter”
- “3”, “Recourse Loan Maturity Letter”
- “4”, “Cotton Loan Maturity Letter”.--*

Continued on the next page

D
Changing Query Date Information

After the type of loan has been selected according to subparagraph C, the user shall change **only** the maturity date and then PRESS "Enter" to print the loan maturity letters that have a maturity date that corresponds with the date that was entered. The date should be entered in the following format:

"**YYYYMMDD**".

Example: For loans maturing on May 31, 2003, the user would enter "**20030531**".

E
Example of Query Screen

The following is an example of the Query Screen where the user will need to change the date to print letters for a requested date.

```
                                SELECT RECORDS                        TOP
      Query: MATURNFS         Library: QRPRICE2
Type comparisons, press Enter. Specify OR to start each new group of
comparisons.  Tests: EQ, NE, LE, GE, LT, GT, RANGE, LIST, and LIKE.

 AND/OR  FIELD         TEST    VALUE (FIELD, NUMBER, or 'characters')
         A.MALNDT      EQ      20030531
 AND     A.CRYEAR      EQ      2002
 AND     A.CRYEAR      EQ      B.CRYEAR
 AND     A.CORECT      EQ      ' '
 AND     A.OTSTGA      GT      0
 AND     A.WHSECD      EQ      ' '

Cmd1=Insert         Cmd12=Reorganize          Roll=Page
                                LIST OF FIELDS                        TOP
 NAME       NAME       NAME       NAME       NAME       NAME       NAME
 A.MALNDT   A.WHSECD   A.HGHMOI   C.ADD1     C.ZIPCD4   A.LOANTY   E.NMEPRT
 A.CRYEAR   B.STATUS   A.CLASS    C.ADD2     D.FORMAT   A.SPCKIN   E.POBOX
 B.CRYEAR   C.STATUS   C.FORMAT   C.CITY     A.LOANNO   A.PRCSCS   E.ADD1
 A.CORECT   C.RCIDTP   C.ROUTE    C.STABBR   A.STATUS   A.LNSTAT   E.ADD2
 A.OTSTGA   A.CMDTY    C.POBOX    C.ZIPCD5   A.RECTYP   E.CNTYNM   E.CITY


Cmd4=Show comments          Cmd6=Fast roll         Roll=Page
Enter=Select records and run report                Cmd7=End
```

--*

*--1490 Additional Information About Price Support Queries

A

Solving Problems

County Offices that encounter problems when running new price support queries shall:

- link unlinked files according to the general instructions in subparagraph B
- request assistance from PSD through their State Office according to subparagraph 1488 D.

B

Linking Files

Queries "run" only when the applicable files are linked to the correct file definitions in the current data dictionary. Usually, this linking process runs automatically and is not apparent to the user.

When the user receives a message that a particular file is not "linked" to the file definition, the user can link any unlinked query file with the correct file definition in the correct data dictionary by following steps similar to those provided in this table.

IF the message displayed is...	THEN, to link files, on a command line...
"File AQ.CRN not linked to a file definition ..."	• type "IDDULINK LINK,AQ.CRN,IDDEF01,QW0102" • PRESS "Enter" to run link process. In this case: • AQ.CRN represents the file name (corn) • IDDEF01 represents the data dictionary • QW0102 represents a unique file definition given by the programmer.
"File AQ.PL001 not linked to a file definition ..."	• type, "IDDULINK LINK,AQ.PL001,IDDEF02,AQPL001" • PRESS "Enter" to run link process. In this example: • AQ.PL001 represents the file name • IDDEF02 represents the data dictionary • AQPL001 represents the file definition.

--*

1491-1499 (Reserved)

Part 15 Spot-Check Processing

1500 Spot-Check Provisions

A
Spot-Check

County Offices shall use APSS to randomly select outstanding farm-stored loans and LDP's for spot-check, and record spot-check results. Farm-stored loans randomly selected include loans:

- open after maturity more than 30 calendar days
- transferred to claims with a debt not fully repaid
- repaid to zero with a market loan repayment without production evidence.

To be properly selected for spot-check, all sugar loans shall be flagged as required checks in loanmaking software.

Note: Conduct onsite spot checks for:

- wheat, feed grains, and oilseeds according to 8-LP, Part 5
- honey according to 2-LP Honey, Part 3
- sugar according to 10-SU, Part 4.

Continued on the next page

B
Random Selections

From all eligible loans and LDP's in selection pool, for all commodities, APSS will randomly select **2.5 percent** for spot-check monthly.

If 1 or more months pass without the spot-check process being run, increase the **2.5 percent** selection factor by **.2 percent**, which is 1/12 the initial factor, for each month missed and continue this increase in effect through next October 31.

The random process of selecting loans and LDP's for spot-check shall be completed according to this table.

Step	Process for All Commodities Except Honey	Result
1	Randomly select **2.5 percent** from pool of eligible loans and LDP's, including all required loan checks.	Random selections.
2	Randomly select **33 1/3 percent** of required **loan** checks that remain after step 1. **Exception:** Make no other required check selections for loans: • open after maturity more than 30 calendar days • transferred to claims but not repaid. **Note:** Required spot checks for LDP's must be manually selected according to subparagraph 1505 B.	Other required check selections.
3	**Add** random selections made by steps 1 and 2.	Total random selections.

C
Random Selection Limitations

After a loan or LDP has been selected, exclude that loan from the selection pool for the next **2 months**. After 2 months pass, that loan is eligible for selection again. Once a required loan check has been selected, it becomes eligible again after 2 months, but then as a loan that is not a required check.

Continued on the next page

D
Minimum and Maximum Selection Limitations

APSS limits the number of random selections to a:

- minimum of 2; if there is only 1, minimum is 1
- maximum of 40.

Notes: For each month that passes without process being run:

- make no change to minimum number
- increase maximum number by 5.

Establish no minimum or maximum number of other required checks.

After an LDP has been selected for spot-check, APSS will no longer select that LDP for any subsequent report.

E
Related Loans and LDP's

After total random selections have been made according to subparagraph B, APSS determines **related loans and LDP's** for inspection according to this table.

Step	Action	Result
1	For each ID number recorded on loan or LDP selected for spot-check, identify all other loans and LDP's with that same ID number.	All other loans and LDP's.
2	From all other loans and LDP's identified in step 1, determine those that meet criteria in subparagraph A.	All related loans and LDP's.
3	From all related loans and LDP's determined in step 2, determine those located at **same** site as each of the total random selections.	Related loans and LDP's for visual inspection.

Continued on the next page

F
Expanded Sample Policy

An expanded sample is required whenever 20 percent or more of completed spot checks for random selections result in discrepancies. Successive expanded samples are required if there are discrepancies.

Expanded samples shall have:

- selection percentage that is **50 percent** of preceding list
- maximum selections that are **50 percent** of preceding list.

G
Filing and Forwarding Spot-Check Information

The County Office shall:

- maintain files of spot-check information according to 25-AS, Exhibit 48
- send completed and signed spot-check performance reports to State Office specialist each month.

H
Other Spot-Check Activities

According to 8-LP, Part 5:

- County Office shall spot-check:
  - 15 percent of all loans and purchases delivered to CCC
  - commodity inspectors to ensure proper spot-checking
- State Office shall review County Office files periodically to ensure that spot-checking is conducted on a timely and proper basis.

1501 Summary of Spot-Check Processing

A
Summary

This table provides a summary of processes for:

- selecting **farm-stored** loans and LDP's for spot-check
- recording spot-check results.

Note: **All** spot-check results must be recorded at **one time**. After accepting data and exiting result recording screens, those screens cannot be reaccessed for additional entries. See paragraph 1505 for recording spot-check results.

Step	Process
1	Beginning on the first business day of **each** month, and continuing until process is initiated, County Office will be prompted during start-of-day processing to: "Run - List of Loans and LDP's For Spot-check - Today!" These instructions are **briefly** displayed as a screen message and automatically generated as a printed message on the session printer.
2	Using an "Administrative Reports" menu option, County Office will initiate automated selection process. This process will randomly select loans and LDP's to be spot-checked using selection percentages detailed in paragraph 1503.
3	After all random selections are made, a **list** of selections is printed showing: • category number and name • crop year • loan or LDP number, with loan required checks being designated by an asterisk • commodity name • producer name or producers' names • all related loans and LDP's for each producer on the selected loan or LDP.
4	County Office conducts actual onsite spot checks.
5	County Office records spot-check results in APSS and prints a completed monthly spot-check performance report. When results yield excessive discrepancies, County Office **must** run an **expanded sample** list, conduct those additional onsite spot checks, and enter those results in computer. CED shall sign and date completed performance reports, send a copy to the State Office, and provide a written explanation when **checks completed** do not match adjusted **total selections**.

1502 Spot-Check Categories

A
Six Categories by Number and Name

This table provides the following information for the **6** spot-check categories:

- category number
- category name
- commodities covered
- category contents.

Category			
No.	**Name**	**Commodities**	**Contents**
1	Farm-Stored Regular Certified Loans and LDP's	All except honey	All certified: • outstanding loans • loans repaid to zero, all or in part by market loan repayment, but final production evidence **not** recorded • LDP's with final production evidence **not** recorded.
2	Farm-Stored Regular Measured Loans and LDP's	All except honey	All measured: • outstanding loans • loans repaid to zero, all or in part by market loan repayment, but final production evidence **not** recorded • LDP's, where measurements are not final production evidence, with final production evidence **not** recorded.
3	Farm-Stored Reserve Loans	All eligible	All outstanding loans in the Farmer-Owned Reserve. **Note:** Category is provided for future use should there be this type of loan.

Continued on the next page

1502 Spot-Check Categories (Continued)

A
Six Categories by Number and Name (Continued)

Category		Commodities	Contents
No.	**Name**		
4	Farm-Stored Regular Extended Loans	All except honey	All extended certified and measured: • outstanding loans • loans repaid to zero, all or in part by market loan repayment, with final production evidence **not** recorded. **Note:** Category is provided for future use should there be this type of loan.
5	Farm-Stored Honey Loans and LDP's	Honey	All honey: • outstanding loans • loans repaid to zero, all or in part by market loan repayment, with final disposition evidence **not** recorded • LDP's with final disposition evidence **not** recorded.
6	Farm-Stored Loans Open After Maturity - or Transferred to Claims	All	All outstanding loans open 30 or more calendar days past maturity, and all loans transferred to claims but not yet "settled" using Menu PCA005, option 14, "Settle a Loan In Claim Status".

1503 APSS Spot-Check Methodology

A
Introduction

Subparagraphs B, C, and D explain the step-by-step automated process of selecting loans and LDP's for each of the 6 spot-check categories.

Calculations made in these processes use a rule of rounding that rounds-up any fraction to the next whole number.

Note: For an explanation of what loans and LDP's are in each category, see paragraph 1502.

Continued on the next page

B
Categories 1
Through 4

Category			
No.	**Name**	**Step**	**Selection Process**
1 2 3 4	Farm-Stored Regular Certified Loans and LDP's Farm-Stored Regular Measured Loans and LDP's Farm-Stored Reserve Loans Farm-Stored Regular Extended Loans	1	From all loans and LDP's in each category at time process is run, **including** all loan required checks, but **omitting** previous 2 months' selections, APSS randomly selects **2.5 percent**. This step results in **random selections**. **Note:** Initial 2.5 percent factor increases each month that process is not run. See subparagraph G.
		2	From all loan required checks **remaining** after step 1, APSS randomly selects **33 1/3 percent**. This step results in **other required check selections**. **Notes:** This step occurs monthly until all loan required checks have been selected once, after which selection is made according to step 1. Required checks for LDP's must be manually selected according to subparagraph 1505 B. Initial 33 1/3 percent factor remains constant if process is not run for 1 or more months.
		3	APSS adds random selections made in step 1 to other required check selections made in step 2. This step results in **total random selections**.
		4	For **each** producer on selections in step 3, APSS prints all **related loans and LDP's**, of which only those **at same sites** as random selections shall be checked.

Continued on the next page

C
Category 5

Category		Step	Selection Process
No.	**Name**		
5	Farm-Stored Honey Loans and LDP's	1	From all loans and LDP's in this category at time process is run, **including** all loan required checks, but **omitting** previous 2 months' selections, APSS randomly selects **33 1/3 percent**. This step results in **total random selections**. **Notes:** There are no **other required selections**. Initial 33 1/3 percent factor remains **constant** even if process is not run for 1 or more months.
		2	For **each** producer on selections in step 1, APSS prints all **related loans and LDP's**, of which only those **at same sites** as random selections shall be checked.

Continued on the next page

D
Category 6

Category		Step	Selection Process
No.	**Name**		
6	Farm-Stored Loans Open After Maturity - or Transferred to Claims	1	Each month when random selection process is initiated, APSS will roll-over from categories 1 through 4: • all loans outstanding at least 30 calendar days past maturity • all loans transferred to claims but not settled using Menu PCA005, option 14, "Settle a Loan in Claims Status". This step results in the category 6 pool.
		2	From all loans at time process is run, **including** all previous month's selections, APSS randomly selects **2.5 percent**. This step results in the **total random selections**. **Notes:** There are **no** required check selections. Initial 2.5 percent factor increases each month that process is not run. See subparagraph G.
		3	For **each** producer on selections in step 2, APSS prints all **related loans and LDP's**, of which only those **at same sites** as random selections shall be checked.

Continued on the next page

E
Minimum and Maximum Random Selections

This table provides minimum and maximum number of **random selections**, by spot-check category.

Note: For category descriptions, see paragraph 1502.

Category	Number of Selections
1, 2, 3, 4, 6	**Minimum** of 2, unless fewer than 2 are in the pool, then minimum is 1. **Maximum** of 40, unless selection percentage increases when 1 or more months pass without process being run. **Note:** For increased selection percentages, see subparagraph G.
5	**Minimum** of 1, unless none are in selection pool. **Maximum** of 40, which will never increase since 33 1/3 percent factor for honey does not change when 1 or more months pass without process being run.

F
Minimum and Maximum Other Required Checks

There is **no** minimum or maximum number of **other required checks**.

Notes: Only categories 1, 2, 3, and 4 involve **other required checks** as part of the random selection process.

Other required check selection factor remains a constant 33 1/3 percent of required checks remaining after random selections have been made, even when random selection percentage increases when 1 or more months pass without process being run.

Continued on the next page

G
Increasing Random Selection Percentage

The selection percentage for **random selections** increases when 1 or more months pass without County Office initiating automated selection process. This table explains how APSS increases selection percentage for **random selections**, by category.

Category	Selection Increases
1, 2, 3, 4, 6	For each month process is not run, APSS will increase the **2.5 percent** selection factor for **random selections** by **0.2 percent**. **Notes:** For example, if December, January, and February pass without automated selection process being run, selection percentage for March increases to **3.1 percent**. Increased selection percentage will remain in effect through the following October 31. Each time selection percentage for **random selections** increases, selection percentage for **other required checks** remains constant at 33 1/3 percent.
5	Selection percentage remains **constant** at 33 1/3 percent for: • random selections • other required checks.

H
Increasing Maximum Number of Random Selections

For each increase in selection percentage for **random selections**:

- **minimum** number remains unchanged
- **maximum number** will increase by **5**.

Notes: Maximum will increase:

- from **40** to **45** if 1 month is missed
- from **45** to **50** if 2 months are missed.

Maximum number increase or increases remain in effect through the following October 31.

Continued on the next page

I
Limiting Repeat Selections

For any spot-check category, once a:

- loan has been selected for spot-check, that loan will **not** be eligible for selection again for 2 months

- loan **required check** has been selected for spot-check, either as a **random selection** or as an **other required check selection** when applicable, that loan becomes eligible for selection as a regular loan, but not until 2 months after its initial selection.

This table provides an example of how APSS will inhibit repeat selection of loans and LDP's for spot-check for 2 months.

Spot-Check Selections for April 1999	Re-Selection Eligibility		
	May 1999	**June 1999**	**July 1999**
Loan No. 2	ineligible	ineligible	eligible
Loan No. 11	ineligible	ineligible	eligible
Loan No. 66 **Note:** Loan initially selected as an other required check selection.	ineligible	ineligible	eligible **Note:** Loan is now eligible as a regular loan selection.
LDP No. 98	ineligible	ineligible	ineligible

Note: When LDP is selected for spot-check, it will not be eligible for reselection.

Continued on the next page

J
Expanded Samples

Processing an **expanded sample** is required when recordings for any of the 6 spot-check categories result in **excessive discrepancies**.

Notes: Excessive discrepancies are a function of recorded completed checks for random selections only.

Related loan and LDP checks can also result in discrepancies that must be entered in APSS; however, those entries **are not** a factor in determining excessive discrepancies.

An expanded sample can be run only **after** results of preceding list spot checks have been entered according to subparagraph 1505 G or I, as applicable.

Expanded samples have:

- a selection percentage that is one-half of preceding list
- no other required check selections
- no minimum selections
- maximum selections set at 50 percent of preceding list
- listing of all related loans and LDP's
- selections made from same pool as preceding list, minus:
  - preceding list selections
  - loans subsequently repaid in full, principal plus interest
  - subsequent in full market loan repayments with final evidence recorded at repayment
  - loans subsequently delivered for settlement in full
  - LDP's with final evidence subsequently recorded.

1504 Start-of-Day Prompts

A

Spot-Check Prompts

Beginning on the **first** business day of each month, County Offices will be prompted during the **start-of-day** process to run spot-check processes by a message on:

- Screen PVB08000
- Report PVB050-R001.

Note: This sequence of prompts will continue **each day** during the start-of-day process until the automated spot-check process is run.

Continued on the next page

B Examples of Screen and Report Prompts

The following are examples of start-of-day spot-check prompts on:

- Screen PVB08000
- Report PVB050-R001.

```
*******************************************************************************
*                        122-REDWOOD                                PVB08000   *
* PRICE SUPPORT - SPOTCHECK NOTICE          Version: FGDT  08-11-9X 10:49 Term KA *
*-----------------------------------------------------------------------------*
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                   Run List of Loans and LDP's for Spotcheck                 *
*                                                                             *
*                              today for August.                              *
*                                                                             *
*                                                                             *
*                    A printed reminder message will follow.                  *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
*                                                                             *
* Press "Enter" To Continue.                                                  *
*******************************************************************************
```

```
MINNESOTA                 U.S. Dept. of Agriculture         Prepared: 08-11-9X
REDWOOD                       Farm Service Agency              As Of: 08-11-9X
Report ID: PVB050-R001                                          Page:    1

            *******************************************************
            *                                                     *
            *                                                     *
            *      Run List of Loans and LDP's for Spotcheck      *
            *                                                     *
            *                 today for August.                   *
            *                                                     *
            *                                                     *
            *                                                     *
            *        These instructions will print until the      *
            *                                                     *
            *          Spotcheck Selection Process is run.        *
            *                                                     *
            *                                                     *
            *******************************************************
```

1505 Accessing and Using Options for Spot-Check Processing

A

County Office Action to Access Spot-Check Processing

Access spot-check processing from Application Selection Menu **FAX07001** according to this table.

Step	Action	Menu Displayed
1	***--**ENTER “13” and PRESS “Enter”.	Price Support Main Menu PCA005
2	ENTER “9” and PRESS “Enter”.	Administrative Main Menu PAA010
3	ENTER “7” and PRESS “Enter”.	Administrative Reports Main Menu PAA045 **Note:** Wording of option 4 on Menu PAA045 has been changed to read: “**Spotcheck Processing**”.
4	ENTER “3” and PRESS “Enter”.**--***	Loan Servicing - Loan and LDP Spotcheck Menu PVB000

Continued on the next page

B Spot-Check Menu PVB000

The Loan Servicing - Loan and LDP Spotcheck Menu **PVB000** provides the following options that facilitate spot-check processing:

- **first** list of loan and LDP selections
- up to 9 **expanded sample** lists of additional selections
- compilation and printing of monthly performance reports
- printing performance reports reflecting status as of printed date
- cumulative performance reports showing all activity to date
- reprint **most recent list** of loans and LDP's for spot-check.

An example of Menu **PVB000** follows.

```
*******************************************************************************
* COMMAND                          PVB000                                 D2  *
* PRICE SUPPORT LOAN SERVICING - LOAN AND LDP SPOTCHECK                       *
*-----------------------------------------------------------------------------*
*                                                                             *
*  1.  Print List of Loans and LDP's for Spotcheck                            *
*  2.  Print an Expanded Sample List of Loans and LDP's for Spotcheck         *
*  3.  Compile Monthly Spotcheck Performance Report                           *
*  4.  Print Monthly Spotcheck Performance Report                             *
*  5.  Print a Cumulative Spotcheck Performance Report                        *
*  6.  Reprint Most Recent List of Loans and LDP's for Spotcheck              *
*  7.  Remove a Loan/LDP from Category 6 Selection Pool                       *
*                                                                             *
* 20.  Return to Application Primary Menu                                     *
* 21.  Return to Application Selection Screen                                 *
* 22.  Return to Office Selection Screen                                      *
* 23.  Return to Primary Selection Menu                                       *
* 24.  Sign Off                                                               *
*                                                                             *
* Cmd3=Previous Menu                                                          *
*                                                                             *
* Enter option and press "Enter".                                             *
*                                                                             *
*                                                                             *
*******************************************************************************
```

Note: When County Office selects option 1 on Menu **PVB000** to print a first list when all previous spot-check processing has **not** been completed, the message, "Spotcheck selections cannot be made now. Previous spotcheck processing is not complete. You must complete previous spotcheck processing." will be displayed.

C Adding Loans and LDP's for Spot-Check

When selecting options 1 or 2, the user will have the option to add loans or LDP's to the spot-check lists on Screen PVB09000. Required spot-checks for LDP's must be added on Screen PVB09000.

Continued on the next page

D
Using Option 1 for First List

To **initiate** selection process and **print** first list of selections for spot-check, follow this table.

Step	Action	Result
1	ENTER "1" and PRESS "Enter".	Screen **PVB10000** will be displayed with the message, "Random list of Loans and LDP's for Spotcheck is being generated. Please wait." Screen may display briefly, or for **several** minutes, depending on loan and LDP volume. Report **PVB150-R001**, List of Spot-Check Selections, will be printed on the session printer. See Exhibit 11 for examples of each category. Screen **PVB15000** will be displayed with the message, "Do you want to reprint this listing? (Y or N)".
2	**IF answer is...**	**THEN...**
	"Y"	Report **PVB150-R001** will be reprinted on the session printer.
	"N"	Performance Report **PVB160-R001** will be printed on the session printer, showing random selection data and providing **blank** fields for recording spot-check results. See Exhibit 12 for an example. **Note:** For compiling these reports, see subparagraph F. Screen **PVB16000** will be displayed with the message, "Do you want to reprint this report? (Y or N)".
3	**IF answer is...**	**THEN...**
	"Y"	Report **PVB160-R001** will be reprinted on the session printer.
	"N"	Screen **PVB18000** will be displayed with the message, "Price Support Loan and LDP Spotchecking files are being updated. Please wait." Menu **PVB000** is automatically redisplayed.

Continued on the next page

D
Using Option 1 for First List (Continued)

In some County Offices:

- there may be **no** price support activity
- all eligible loans and LDP's may have already been selected for applicable timeframe.

In these situations:

- all 6 pages of Report **PVB150-R001** and Report **PVB160-R001** will print showing no selections in any category (see Exhibit 14)
- Performance Report **PVB160-R001** will print, showing:
  - zeros in all columns
  - message at bottom of report, "There are no valid Loans or LDP's for this month's spotcheck process. No further spotchecking action is required until next month."

Notes: County Office has now completed **all** APSS workstation spot-check activity until next month. If any of Menu PVB000 options 2 through 5 is taken when there are no valid loans or LDP's, a message will be displayed stating monthly process is complete.

If the prior month's summary report is not generated before the close of the next month, the subsequent month's spot-check register will not print.

Example: February spot-check register is generated in February, but if the summary report is not prepared until April, the March spot-check register cannot be generated.

Continued on the next page

E
Using Option 2 for Expanded Samples

To **initiate** selection process and **print** expanded sample list of selections for spot-check when applicable, follow this table.

Step	Action	Result
1	ENTER "2" and PRESS "Enter".	Screen **PVB10000** will be displayed with the message, "Random list of Loans and LDP's for Spotcheck is being generated. Please wait." Screen may display briefly or for **several** minutes depending on loan and LDP volume. **Expanded Sample** Report **PVB150-R001** listing **additional** selections for spot-check will be printed on the session printer. See Exhibit 16 for an example. Screen **PVB15000** will be displayed with the message, "Do you want to reprint this listing? (Y or N)".
2	**IF answer is...**	**THEN...**
	"Y"	**expanded** Report **PVB150-R001** will be reprinted on the session printer.
	"N"	**expanded** Performance Report **PVB160-R001** will be printed on the session printer, showing random selection data and providing **blank** fields for recording **additional** spot-check results. See Exhibit 17 for an example. Screen **PVB16000** will be displayed with the message, "Do you want to reprint this report? (Y or N)".
3	**IF answer is...**	**THEN...**
	"Y"	**expanded** Report **PVB160-R001** will be reprinted on the session printer.
	"N"	Screen **PVB18000** will be displayed with the message, "Price Support Loan and LDP Spotchecking files are being updated. Please wait." Menu **PVB000** will be redisplayed.

Continued on the next page

F

Using Option 3 to Record Results for a First List

Follow this table, when processing a Monthly Spotcheck Performance Report for a **first** list to:

- **compile** spot-check results by recording information in APSS
- **print** a completed report.

Step	Action	Result	
1	ENTER "3" and PRESS "Enter".	Compile Monthly Report Screen **PVB30000** will be displayed for **first list** results entry. See Exhibit 18 for an example.	
2	Enter **first list** results in **all** blank fields and PRESS "Enter".	Screen **PVB28000** will be displayed with **either** of following messages, depending on **first list** spot-check results.	
		IF there are excessive discrepancies in...	**THEN message will read...**
		no category	"Monthly Spotcheck Performance Report Compilation is complete. The results from the initial spotchecked loans and LDP's were satisfactory. No other action is required until the selection of next month's spotcheck list."
		1 or **more** categories	"Excessive discrepancies were determined in the initial spotchecked loans and LDP's. Select option number 2 from menu PVB000 to create an expanded sample spotcheck list for the following categories."
3	PRESS "Enter".	Performance Report **PVB160-R001** will be printed on the session printer, showing **recorded** spot-check results. See Exhibit 19 for an example. Screen **PVB16000** will be displayed with the message, "Do you want to reprint this report? (Y or N)".	
	IF answer is...	**THEN....**	
	"Y"	Performance Report **PVB160-R001** will be reprinted on the session printer, showing **recorded** spot-check results.	
	"N"	Menu **PVB000** will be redisplayed.	

Continued on the next page

G
Entering Results on Screen PVB30000

Enter the following spot-check result information in each applicable **blank** field in each row on Screen **PVB30000**.

Notes: Entries **must** be numerical, and at least 1 of the entries must be greater than "0". Sum of entries cannot be greater than "Total Selections" for the column. When sum of entries is **less** than "Total Selections", CED shall write an explanation on resulting printed performance report.

To move cursor to the right from field to field, PRESS "Field Exit". PRESS "Left Arrow" key to back up.

Row Title	Field Contents
"**Selcs Repaid/Setd**"	Number of "Total Selections" that during period between printing **first** list and actual onsite spot-checks were: • loans repaid in full principal plus interest • in full market loan repayments with final evidence • in full market loan repayments with final evidence later recorded • loans fully settled • LDP's with final evidence now recorded.
"**Checks Completed**"	Number of onsite spot checks completed.
"**Discrepancies**"	Number of onsite spot checks completed that County Office determined to be discrepancies.
"**Related Checks Cmptd**"	Number of related loans and LDP's visually checked during onsite spot checks.
"**Discrepancies**"	Number of related loans and LDP's visually checked that commodity inspector determined to be discrepancies.
"Number of Bins Chkd"	Number of bins checked onsite.

Continued on the next page

H

Using Option 3 to Record Results for an Expanded Sample

Follow this table when processing a Monthly Spotcheck Performance Report for an **expanded sample** list to:

- **compile** additional results by recording information in APSS
- **print** a completed report.

Step	Action	Result	
1	ENTER "3" and PRESS "Enter".	Screen **PVB35000** will be displayed for entering expanded sample results. See Exhibit 20 for an example of the report.	
2	Enter **expanded sample** list results in **all** blank fields and PRESS "Enter".	Screen **PVB28000** will be displayed with **either** of the following messages, depending on **additional** spot-check results.	
		IF there are excessive discrepancies in...	**THEN message will read...**
		no expanded sample category	"Monthly Spotcheck Performance Report Compilation is complete. The results from this expanded spotchecked loans and LDP's were satisfactory. No other action is required until the selection of next month's spotcheck list."
		1 or **more expanded sample** categories	"Excessive discrepancies were determined in this expanded spotcheck list. Select option number 2 from Menu PVB000 to create a **successive expanded spotcheck** list for the following categories."
3	PRESS "Enter".	Performance Report **PVB160-R001** will be printed on the session printer, showing random selection data and **recorded** spot-check results. See Exhibit 21 for an example. Screen **PVB16000** will be displayed with the message, "Do you want to reprint this report? (Y or N)".	
	IF answer is...	**THEN...**	
	"Y"	Performance Report **PVB160-R001** will be reprinted on the session printer, showing **recorded** spot-check results.	
	"N"	Menu **PVB000** will be redisplayed.	

Continued on the next page

I
Entering Results Screen PVB35000

For any **expanded sample**, enter spot-check result information on Screen **PVB35000**, according to criteria in subparagraph G, which explains entries on Screen **PVB30000**.

J
Using Option 4 on Menu PVB000 to Print Lists

To **print** a Monthly Spotcheck Performance Report, follow this table.

Note: By using option 4, depending on status of spot-check process at time option is selected, **performance report** could be printed in any of the following conditions:

- first list with **blank** result fields (see Exhibit 12)
- first list with **completed** results (see Exhibit 19)
- expanded sample with **blank** result fields (see Exhibit 17)
- expanded sample with **completed** results (see Exhibit 21).

Step	Action	Result
1	ENTER “4” and PRESS “Enter”.	Performance Report **PVB160-R001** will be printed on the session printer. Screen **PVB16000** will be displayed with the message, “Do you want to reprint this report? (Y or N)”.
	IF answer is...	**THEN...**
	“Y”	Performance Report **PVB160-R001** will be reprinted on the session printer.
	“N”	Menu **PVB000** will be redisplayed.

Continued on the next page

K
Using Option 5 on Menu PVB000 for Cumulative Reports

To **print** a Cumulative Spot-Check Performance Report of **all** categories showing spot-check results to date for all months for current calendar year, as entered in APSS, follow this table. User will be asked to enter the last 2 digits of FY.

Step	Action	Result
1	ENTER "5" and PRESS "Enter".	Cumulative Performance Report **PVB165-R001** will be printed on the session printer. See Exhibit 22 for an example. Screen **PVB16500** will be displayed with the message, "Do you want to reprint this report? (Y or N)".
	IF answer is...	**THEN...**
	"Y"	Cumulative Performance Report **PVB165-R001** will be reprinted on the session printer.
	"N"	Menu **PVB000** will be redisplayed.

L
Using Option 6 on Menu PVB000 to Reprint Lists

To reprint the most recent list of loans and LDP's for spot-check, follow this table.

Step	Action	Result
1	ENTER "6" and PRESS "Enter".	Report PVB150-R001 will print. See Exhibit 11 for an example of this report. Screen PVB15000 will be displayed with the message, "Do you want to reprint this report? (Y or N)".
	IF answer is...	**THEN...**
	"Y"	spot-check reports will reprint on the session printer.
	"N"	Menu PVB000 will be redisplayed.

Continued on the next page

M

Using Option 7 on Menu PVB000 to Remove Loans or LDP's

In category 6, if a loan or LDP has been transferred to claims and the claim has been repaid in full, the loan or LDP should be removed from the selection process. Since this is not done automatically in APSS, follow this table to remove these loans or LDP's.

Step	Action	Result
1	ENTER "7" and PRESS "Enter".	Screen PVB4000 will be displayed prompting the user to enter the crop year and loan or LDP number to be permanently removed. The message, "Do you want to remove loans or LDP's from Category 6? (Y or N)", will be displayed.
	IF answer is...	**THEN...**
	"Y"	Screen PVB40000 will be redisplayed to allow additional loans or LDP's to be removed.
	"N"	Menu PVB000 will be redisplayed.

1506 Validity Checks and Screen Messages

A Introduction

Throughout spot-check processing there are a number of validity checks, all of which can be classified in 2 categories:

- **menu sequence errors**
- **compilation entry errors** for spot-check results.

B Menu Sequence Errors

Messages that display in response to user errors when taking Menu **PVB000** options 1 through 3 will be displayed according to this table.

Option	IF attempting to...	THEN message displayed is...
1	print first list **after** a first list for same month has already been printed	"A List of Loans and LDP's for Spotcheck has already been run this month. You can only run one list per month. Press "Enter" to return to the menu."
	print first list for a month **before** all previous spot-check processing is completed	"Spotcheck selections cannot be made now. Previous spotcheck processing is not complete. You must complete previous spotcheck processing."

Continued on the next page

B
Menu Sequence
Errors
(Continued)

Option	IF attempting to...	THEN message displayed is...
2	print an expanded list **before** first list is printed	"There is no Spotcheck List created. Menu PVB000 option number 1, 'Print List of Loans and LDP's for Spotcheck' must be completed before any other option can be chosen."
	print expanded list when first list had no excessive discrepancies	"Monthly Spotcheck Performance Report compilation is complete. The results from the initial spotchecked loans and LDP's were satisfactory. No other action is required until the selection of next month's spotcheck list."
	print another expanded list when preceding expanded list had no excessive discrepancies	"Monthly Spotcheck Performance Report compilation is complete. The results from these expanded spotchecked loans and LDP's were satisfactory. No other action is required until the selection of next month's spotcheck list."
	print expanded list before first list has been compiled	• "Select option number 3 from menu PVB000 to compile the results of the initial spotcheck list of loans and LDP's before choosing any other option." • "Select option number 3 from menu PVB000 to compile the results of the latest expanded list of loans and LDP's before choosing any other option."
3	compile performance report **before** first or expanded list is created	"There is no Spotcheck List created to compile a monthly performance report. Menu PVB000 option number 1, 'Print List of Loans and LDP's for Spotcheck' must be completed before any other option can be chosen."

Continued on the next page

C
Compilation Entry Errors

Compilation number entry errors listed in this table occur when users make errors while entering spot-check results for:

- first list on Screen **PVB30000** according to subparagraph 1505 G
- expanded sample lists on Screen **PVB35000** according to subparagraph 1505 I.

IF...	THEN message displayed is...
a negative number is entered in entry field	"This entry must be 0 or greater than zero. Please reenter."
"**Selcs Repaid/Setd**" field is greater than "**Total Selections**" field	"Selections Repaid or Settled cannot be greater than Total Selections."
"**Checks Completed**" field is greater than "**Total Selections**" field	"Checks Completed cannot be greater than the number of Total Selections."
sum of "**Selcs Repaid/Setd**" and "**Checks Completed**" fields is greater than "**Total Selections**" field	either: • "Selcs Repaid/Setd plus Checks Completed cannot be greater than Total Selcs." • "Checks Completed cannot be greater than the number of Total Selections."
sum of "**Selcs Repaid/Setd**" and "**Checks Completed**" fields is less than "**Total Selections**" field	"Entries are less than Total Selections. Correct if necessary."
"**Discrepancies**" field is greater than "**Checks Completed**" field	"Discrepancies cannot be greater than the number of Checks Completed."
"**Related Checks Cmptd**" field is greater than "**Related Loans/LDP's**" field	"Related Checks Completed cannot be greater than total Related Loans and LDP's."
related "**Discrepancies**" field is greater than "**Related Checks Cmptd**" field	"Discrepancies cannot be greater than the number of Related Checks Completed."
user enters a zero in all fields, or simply presses "Enter" without making entries	"Some entries must be greater than zero."
"Number of Bins Chkd" field is zero and loans are selected for spot-check	"At least one bin must be checked for this category."

1507-1599 (Reserved)

Part 16 (Reserved)

1600-1699 (Reserved)

Part 17 System Control Functions

Section 1 General Information About System Control

1700 System Control Capabilities

A
General Information

The system control software provides the following 3 main functions:

- normal start-of-day and end-of-day processes
- the capability to queue and transmit files to the State Office
- creation and maintenance of history files and tapes.

B
Accessing System Control Functions

The system control functions are not accessed solely through Price Support Main Menu PCA005 like most other functions. Some functions can be accessed through:

- "Start-of-Day Processing" on Telecommunication Functions Menu FAX271
- "End-of-Day Processing" on Telecommunication Functions Menu FAX271
- option 7, "Queue Files for Transmission", on Application Selection Menu FAX07001.

C
Transmission Process

The transmission process for accounting and price support data files will:

- balance accounting and price support summary records before queuing transmission files
- queue accounting and price support transmission files
- complete the balancing and queuing process on the designated transmission night.

Note: While the balance and queue process is running, no other users should be working on price support or accounting transactions.

1701 Accessing the Balancing and Queuing Process

A Balancing and Queuing

Use this table to access the balancing and queuing process.

Step	Action	Result
1	On Menu FAX250, ENTER “3”, “Application Processing (Headquarters Office)”, and PRESS “Enter”. Go to step 3.	Menu FAX07001 will be displayed.
	On Menu FAX250, ENTER “4”, “Application Processing (Office Selection)”, and PRESS “Enter”.	Menu FAX09002 will be displayed.
2	On Menu FAX09002, select the County Office or CMA to be processed and PRESS “Enter”, if “4” was entered in step 1.	Menu FAX07001 will be displayed.
3	On Menu FAX07001, ENTER “7”, “Queue Files for Transmission”, and PRESS “Enter”.	Menu FMA901 will be displayed.

B Communications and Transmission Menu FMA901

Menu FMA901 provides access to:

- queuing all weekly transmission files, which includes balancing and queuing accounting and price support files

- additional menus for queuing the following individual transmission files:

  - Accounting/Price Support/COE Menu
  - Production Adjustment Menu
  - Conservation Menu
  - Soil Conservation Service Menu
  - Dairy Menu
  - Configuration Management Menu
  - Network Management Menu
  - Generic File Requests Menu
  - FCIC Menu.

Continued on the next page

1701 Accessing the Balancing and Queuing Process (Continued)

C
Accounting and Price Support Files

Menu FMA902 will be displayed if “2”, “Accounting/Price Support Menu”, is entered on Menu FMA901.

Menu FMA902 provides for:

- balancing and queuing the following accounting and price support files by entering “1”:

  - AE6, cotton inventory
  - AE7, accounting transmission
  - AE8, warehouse inventory
  - AU2, claims transmission data
  - PK8, loans detail activity file
  - PK9, county price support summary file

- queuing the IRS Reporting CCC-1099-A file separately by entering “2”, see 62-FI.

1702-1709 (Reserved)

1710 Balancing Accounting and Price Support Files

A
Balancing Files Balance accounting and price support files according to this table.

Step	Action	Result
1	On Menu FMA902, ENTER “1” and PRESS “Enter”.	Price support file balancing process will run first. The message, “LOANS Balancing Active”, will be displayed.
2	The price support balancing process includes: • an internal balance of records • a balancing routine between price support detail records and summary records. **Note:** If another user is currently working in price support when the option to balance and queue price support and accounting is selected, Screen PKE51000 will be displayed. After the price support update process is complete on the transaction being run by other users, PRESS “Enter”.	If the price support files are in balance, the accounting files will be balanced.
3	**IF...**	**THEN...**

	either balancing routine detects an out-of-balance condition	the message, “LOANS - Out-of-balance - Job CANCELED. Pause - when ready, enter 0 to continue.”, will be displayed.
		• ENTER “0” and PRESS “Enter”.
		• Either of the following reports will automatically print:
		  • Price Support Summary Validation Report
		  • Price Support Summary and Detail Out-of-Balance Report.
		• KC-ITSDO, NHD will use the printed report to determine the reason for the out-of-balance condition.
		• Review the transmission problem determination checklist to correct the out-of-balance condition. See Exhibit 35.

Continued on the next page

A
Balancing Files
(Continued)

Step	Action	
4	When the procedure for balancing the accounting files begins, the message, "ACCOUNTING Balancing Active", will be displayed.	
	IF the files are...	**THEN...**
	in balance	the message, "BALANCED", will be displayed.
	out-of-balance with the price support files	Screen AEA10001 will display the following out-of-balance data: • the application (price support) outstanding balance for quantity and amount • the accounting outstanding balance for quantity and amount • the difference between the price support and accounting outstanding amounts. As a result of the out-of-balance: • the transmission request will be denied; PRESS "Cmd7" to end processing • out-of-balance reports will automatically be printed • review the out-of-balance checklist to correct the condition (see Exhibit 35) • notify NHD of the out-of-balance condition. **Note:** If requested, send files to NHD to correct the out-of-balance condition according to paragraph 1744.
5	After the price support and accounting files have been successfully balanced, the price support summary file will be queued to be transmitted during the next end-of-day processing.	

A
County Office Summary File

A County Office summary file should always be queued for transmission even if price support transactions have not been entered since the last transmission.

B
Queuing Options

Screen PDL02500 provides the following for queuing a price support County Office summary file for transmission:

- County Office summary transactions created since the last transmission
- entire County Office summary file, which is also called a full file upload.

C
Normal Queuing Process

To continue with the normal queuing process, PRESS "Enter" on Screen PDL02500.

- The message, "File SSCCCPK1 has been queued for transmission", will be displayed.

- Do **not** PRESS "Cmd1" unless the State Office specifically requests the entire file.

IF the County Office summary file...	THEN...
has already been queued to be transmitted during the next end-of-day processing	Screen PDL02502 will be displayed. • The price support County Office summary file that is already queued for transmission must be transmitted before another price support County Office summary file can be queued. • PRESS "Enter" to continue with the transmission file queuing process.
contains no records	Screen PDL05501 will be displayed. • The summary file contains zero records. • The balancing process between price support and accounting will probably detect an out-of-balance condition. • Notify the State Office for further instructions.

Continued on the next page

C
Normal Queuing Process (Continued)

The session date report transmission file will be queued for transmission during the next end-of-day processing.

IF...	THEN...
session date changes have been entered since the last transmission	• the message, "File SSCCCPK5 has been queued for transmission", will be displayed, and Screen PKE82000 will be displayed • PRESS "Enter" **Note:** An empty file will be queued for transmission and will be deleted during end-of-day processing. A negative report will be sent to the State Office • the message, "File SSCCCPK5 has been queued for transmission", will be displayed.
session date report file has already been queued to be transmitted during the next end-of-day processing	Screen PDL02503 will be displayed. • The session date report file that is already queued for transmission must be transmitted before another session date report file can be queued. • PRESS "Enter".

Continued on the next page

D

Accounting Files

After the price support files have been queued, the following accounting files will be queued for transmission:

- SSCCCAE4, the accounting summary, check, and cash receipts transmission file
- SSCCCAP2, the CCC check transmission file
- SSCCCAU1, the claims transmission file
- SSCCCAE5, the grain warehouse receipt detail transmission file, if grain forfeitures or settlements have been entered
- SSCCCAE6, the cotton warehouse receipt detail transmission file, if cotton forfeitures have been entered.

After the queuing process is completed, Menu FMA900 will be displayed.

1712 Inventory Transmittal Control Document

A Generated Transmittal Control Document

When the price support and accounting files are balanced and queued, a transmittal control document will be generated automatically if the files are not out-of-balance and the files are successfully queued for transmission for:

- all settlements, except local sales, if any settlements have been processed since the last successful balance and queue process
- forfeitures, if any forfeitures have been processed since the last successful balance and queue process.

Notes: The document will include a document number that is assigned to the transmittal control document and recorded in the transmission file.

The document number will be used by KCCO to cross-reference transmittal control documents and transmission files.

See 8-LP, Part 10 for submitting documents to KC-ITSDO and KCCO.

1713-1729 (Reserved)

1730 Start-of-Day Process

A
Background

The start-of-day process that is done after the initial program load when the computer is first turned on or when start-of-day is selected from Menu FAX250 includes a price support process for each County Office or cooperative on the computer.

- The price support start-of-day process reviews the size of the online transaction history file to determine whether creating the APK205 tape cartridge, the permanent backup of the transaction history file to tape, is necessary.

  Notes: If no APK205 tape will be created, no additional action is necessary.

  If an APK205 tape will be created, 1 day's warning is given before creating the APK205 tape. The process identifies the number of tapes needed and allows for those tapes to be initialized.

- The price support start-of-day process will only be executed for County Offices where price support activity has been entered since the last start-of-day.

  Note: If there was no price support activity, the price support start-of-day process will be bypassed.

- No price support activity may be entered during the price support start-of-day process.

- If the unattended end-of-day process does not run the night before, the process will be done during the start-of-day process.

- During start-of-day, the following reminders or lists will be displayed or printed:

  - to generate the monthly spot-check reports according to paragraph 1504

  - to process farmer-owned reserve storage payments

  - a report of overdisbursements, receivables, and payables according to paragraph 1465.

Continued on the next page

B
Backup Characteristics

The backup of the online transaction history file to tape has the following characteristics:

- 1 day's advance warning will be given when it becomes necessary to create the permanent backup
- the number of blank, initialized tapes necessary to complete the backup will be identified
- if additional blank initialized tapes are needed, tapes can be initialized during the process
- the APK205 tape will be created once every 6 months regardless of file size.

C
Access During Start-of-Day Process

If another user tries to access price support while the start-of-day process is being run, Screen PKA71050 will be displayed.

Note: Price support transactions may not be entered while the price support start-of-day process is being run. PRESS "Enter" to continue.

D
Before an APK205 Tape Is Created

During the start-of-day process on the day before an APK205 tape is to be created, Screen PKA70000 will be displayed.

Note: The next time the start-of-day process is run, APK205 and APK208 tapes will be created. PRESS "Enter" to continue.

1731 Creating Backups of Price Support History Files to Tape Cartridges in Start-of-Day

A
Screen Displays

This paragraph provides a sequential display of start-of-day screens for price support **tape cartridge** migration.

B
Example of Screen PKA70000

This example of Screen PKA70000 will be displayed when the "APK202" record count exceeds 200,000 records.

```
                          067-E@FLOYD                          PKA70000
PRICE SUPPORT  - START OF DAY                Version: AA02   07-21-00   8:08 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

                A permanent Price Support Transaction History file will
                be created and saved to tape the next time Start-Of-Day
                is performed for E@FLOYD Co., IOWA

Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files to Tape Cartridges in Start-of-Day (Continued)

C
Example of Screen PKA71000

This example of Screen PKA71000 will be displayed when the migration process is apportioning oldest price support activity to “APK202”.

```
                    067-E@FLOYD                                  PKA71000
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:09 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

                 The Price Support Transaction History file is now being built.

                                      Please wait . . .

Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

D
Example of Screen PKA70500

This example of Screen PKA70500 will be displayed and advise the user of the number of tape cartridges needed to migrate history to tape.

```
                    067-E@FLOYD                          PKA70500
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:10 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

              Two tape cartridges will be required to save the
               Price Support Transaction History for this county.

               You will be prompted to insert/remove tapes at the
               appropriate time.

               Press “Enter” to begin.


Enter=Continue
```

Continued on the next page

E
Example of Screen PKA71005

This example of Screen PKA71005 will be displayed and prompt the user to insert the tape cartridge to be initialized for the tape migration.

Important: This price support start-of-day process uses the word "PRICE" as the unique VOLID of the tape cartridge being initialized. This prevents unintentional initialization of a price support tape cartridge by this start-of-day or any other process attempting to initialize a tape.

```
                                   067-E@FLOYD                          PKA71005
PRICE SUPPORT  - INITIALIZE TAPES                Version: AA02   07-21-00   8:12 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

                    Insert the tape cartridge to be initialized into the tape drive.

                     Press "Enter" to begin.

Enter=Continue   Cmd7=End
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

F
Example of Screen PKA71007

This example of Screen PKA71007 will be displayed and inform the user that the tape cartridge is being initialized.

```
                              067-E@FLOYD                          PKA71007
PRICE SUPPORT  - INITIALIZE TAPES              Version: AA02   07-21-00   8:14 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

                                 The tape cartridge is being initialized.

                                          Please wait . . .

Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

G
Example of Screen PKA71020

This example of Screen PKA71020 will be displayed when applicable and inform the user that the tape cartridge already contains price support history.

Important: This is detected if the VOLID of the tape cartridge equals the unique word "PRICE" that should only be applied by this price support start-of-day process. The user is instructed to do the following, "Please remove the tape cartridge and replace it with another one".

```
                    067-E@FLOYD                    PKA71020
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:18 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

        This tape cartridge already contains a permanent Price Support
        Transaction History file.  Please remove the tape cartridge
        from the tape drive and insert another one.


        DO NOT REINITIALIZE THIS TAPE CARTRIDGE FOR ANY REASON.


Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

H
Example of Screen PKA71021

This example of Screen PKA71021 will be displayed when applicable.

Important: Software is sent to County Offices through a tape cartridge that contains a unique VOLID beginning with the characters “KO...”. Screen PKA71021 will be displayed when the VOLID begins with those characters and instruct the user to do the following, “Please remove the tape cartridge from the tape drive and insert another one”.

```
                    067-E@FLOYD                    PKA71021
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:21 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

            This tape cartridge contains County Release Software.
            Please remove the tape cartridge from the tape drive
            and insert another one.

            Press “Enter” to continue.

            THIS TAPE CARTRIDGE CANNOT BE REINITIALIZED.


Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

I
Example of Screen PKA71008

This example of Screen PKA71008 will be displayed after the initialization has successfully completed.

Important: Screen PKA71008 indicates that price support history is being migrated to tape and that the process is continuing normally. There may be some time delay during the initialization process while the tape cartridge is being tensioned by the tape drive.

```
                    067-E@FLOYD                          PKA71008
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:33 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

                    Price Support History is being saved to tape.

                                   Please wait . . .
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

J
Example of Screen PKA71030

This example of Screen PKA71030 will be displayed and inform the user that the first tape migration has completed successfully.

```
                    067-E@FLOYD                          PKA71030
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:40 Term #4
-------------------------------------------------------------------------------------------------------------------------------------

          Remove the tape cartridge from the tape drive and label it
          "APK205, 072100" for E@FLOYD Co., IOWA

          This tape cartridge is a permanent record.  Please label and
           retain in a safe location.

          Press "Enter" to continue.

        DO NOT REINITIALIZE THIS TAPE CARTRIDGE FOR ANY REASON.


Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

K
Example of Screen PKA71035

This example of Screen PKA71035 will be displayed and instruct the user to insert another tape cartridge to create a second tape backup in the event that the first 1 is damaged or lost.

Important: At this point control is again directed to the initialization process. Accordingly, screens will again display in the sequence described in subparagraphs E through I.

```
                    067-E@FLOYD                          PKA71035
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:44 Term #4
-------------------------------------------------------------------------------------------------------------

        Please insert another tape cartridge into the tape drive and create
        a second backup of the Price Support Transaction History for this
        county.

        This tape cartridge will be used as a backup in the event of
        damage to the "APK205, 072100" permanent history tape cartridge.

        Press "Enter" to continue.



Enter=Continue
```

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

L
Example of Screen PKA71040

This example of Screen PKA71040 will be displayed and instruct the user to label the tape cartridge and maintain the copy at an **offsite** location.

Important: This tape cartridge contains a duplicate of the first "APK205" and should be labeled as such.

```
                    067-E@FLOYD                          PKA71040
PRICE SUPPORT  - START OF DAY          Version: AA02   07-21-00   8:50 Term #4
-------------------------------------------------------------------------------------------------------------------------------


        Remove the tape cartridge and label it "APK205, 072100"
        for E@FLOYD Co., IOWA

        This tape cartridge is a PERMANENT record.  Please label and
        retain in an offsite location.  This tape cartridge is a
        backup copy of Price Support Transaction History.

        Press "Enter" to continue.



Enter=Continue
```

When the user PRESSES "Enter" to continue on the above screen, the start-of-day process will continue with other in the normal manner.

Continued on the next page

1731 Creating Backups of Price Support History Files Tape Cartridges in Start-of-Day (Continued)

M
Permanent Tape Storage

Keep the tapes containing the permanent backup of the price support transaction log files for the following reasons:

- if any of the transactions on the tape need to be corrected, the backup tape will be needed in the correction process
- if any computer failures occur, the backup tapes can be used to reapply the transactions.

Keep APK205 onsite and store the APK208 permanent backup of the price support transaction log files in an offsite location.

When notified of a specific crop year being closed out, APK tapes prepared before the start of the earliest crop year remaining on APSS may be re-initialized and re-used.

Example: If the 1996 crop year was closed out, the APK tapes prepared before the beginning of the 1997 crop year may be re-initialized and re-used.

1732 End-of-Day Process

A
Background

The end-of-day process allows for processes to be run during non-office hours without intervention from the County Office. It also includes several price support processes that perform the following file maintenance activities:

- reviews the price support files for incomplete transactions; if incomplete transactions are detected:
  - the Incomplete Transaction Report will automatically print showing the reversal status of the transaction
  - inquire about the loan and verify that the loan is in the same status as before entry of the incomplete transaction

  Note: If the Incomplete Transaction Report indicates the reversal processed status is:
    - "Yes" and the loan inquiry indicates the loan is in the same status before the incomplete transaction, the loan records are correct
    - "No", notify NHD through the State Office for assistance.
- keysorts price support master files
- creates a temporary tape backup of price support history files
- moves records from the daily transaction file to the online transaction history file
- on the 5th, 15th, and 25th day of each month, reorganizes and reallocates price support master files.

Continued on the next page

B
End-of-Day Frequency

The end-of-day process will be run every day for each County Office or 800-number cooperative county on the system that has price support activity unless the County Office selects the option to do a full file backup during the unattended mode processing; then the price support end-of-day processing will be run during the start-of-day process.

C
Tape Backup

The tape used to back up the price support history files during the unattended end-of-day process may be used over again.

Note: Do not maintain the tape cartridge containing the backup of the price support history files.

1733 Price Support File Maintenance Errors

A Background

During the price support start-of-day or end-of-day process, hardware, software, or user errors can occur. To determine where the error has occurred, the price support process keeps track of each step in the file maintenance processes.

If an error occurs during the start-of-day or end-of-day process:

- the price support log file maintenance error report is automatically printed
- the user will not be able to access APSS
- NHD must be notified for assistance.

B Error Types

Several types of errors can cause the price support file maintenance processes to end without completing all processes. These errors include:

- job cancellation
- power failure.

C When Errors Occur

When an error occurs during the price support file maintenance process, Screen PKA71045 will be displayed. The Price Support Log File Maintenance Error Report will print automatically on the session printer. PRESS “Enter” to continue.

If there are:

- no more counties or cooperative counties on the computer to process, other start-of-day or end-of-day processes will run

- more counties or cooperative counties with price support activity since the last start-of-day on the computer to process, the process will continue.

Continued on the next page

D
Maintenance Error Report

The Price Support Log File Maintenance Error Report PKA220-R001, provides information on the price support file maintenance steps completed:

- NHD will use the report to evaluate the status of the price support start-of-day process
- mail a copy of the report to NHD
- maintain a copy of the report in the County Office.

Note: Notify NHD through the State Office for instructions to continue the price support file maintenance process.

E
Accessing Price Support

Until NHD provides recovery procedures, when option 13, "Price Support", is selected from Menu FAX07001, Screen PKA71045 will be displayed. PRESS "Enter" to continue and Menu PKA025 will be displayed.

Note: Retrieve the Price Support File Maintenance Error Report and contact the State Office immediately.

F
Log File Recovery

System Control Log File Recovery Menu PKA025, provides for:

- unlocking APSS after a start-of-day or end-of-day failure
- running the price support start-of-day process for the applicable county.

Notes: Do not select any option from Menu PKA025 unless directed to do so by NHD.

Upon instructions from NHD, select an option to recover from the price support start-of-day failure.

1734-1740 (Reserved)

1741 Accessing System Control Options Menu PKA000

A
Menu PKA000 Capabilities

Menu PKA000 provides for:

- preparing a report of all permanent backups of the price support history tape
- making copies of price support history tapes
- saving file groups on tape if requested by NHD; see paragraph 1744
- allowing the override for transmitting the loan detail transmission file when it is necessary to select a data transmission starting with a date before the date of last transmission
- reactivates a previously removed price support loan
- process cotton bale data files; see 7-CN
- balancing price support and accounting loan summary data without queuing the files.

Continued on the next page

B
System Control Options

On Menu PCA005, ENTER "11", "Perform System Control Functions", and PRESS "Enter". Menu PKA000 will be displayed.

On Menu PKA000, select an option according to this table and PRESS "Enter".

Option	Title	Result
1	Prepare Report of Permanent Price Support History Tapes	Prepares a report of permanent price support history tapes. See paragraph 1742.
2	Copy Permanent Price Support History Tapes	Makes tape copies of permanent price support history tapes. See paragraph 1743.
3	KCMO/SUAB Instructed file Save	Saves files on tape for submission to KCMO. See paragraph 1744.
4	Control Price Support Transmission Data	Allows an override of the activity selection date for the price support loan detail file. See paragraph 1745.
5	Re-activate a Previously Archived Price Support Loan/LDP	Re-activates a previously removed price support loan. See paragraph 1746.
6	Process Cotton Bale Data Files	See 7-CN.
7	Balance Accounting and Price Support Loan Summary Data	Balances accounting and price support loan summary data without queuing files for transmission to the State Office. See paragraph 1747.

1742 Preparing a Report of Permanent Price Support History Tapes

A
Printing Report

To print the permanent price support history tapes, on Menu PKA000, ENTER “1” and PRESS “Enter”. A message will be displayed stating that the report is being prepared.

The report lists:

- the APK205 tapes by the date the tapes were created
- dates of transactions on loans that are contained on each APK205 tape.

Note: Use the report to determine whether any permanent price support history tapes are missing.

1743 Copying Permanent Price Support History Tapes

A Permanent Backups

Price support start-of-day processing periodically creates the following 2 types of permanent backup tapes of the price support transaction log file:

- APK205 tapes for correcting loans
- APK208 tapes as offsite backups to the APK205 tapes.

Note: If more than 1 county is in the system, select the appropriate county for the APK205 or APK208 tape to be copied.

B Copying Tapes

To make additional backup copies of the APK205 tapes or to convert APK208 tapes to APK205 tapes, on Menu PKA000:

- ENTER “2”, “Copy permanent Price Support history tapes”
- PRESS “Enter”, and Screen PKA26000 will be displayed.

To complete the copying process on Screen PKA26000, follow the steps in this table.

Step	Action	Result
1	On Screen PKA26000, enter the date of the APK205 or APK208 tape to be copied and PRESS “Enter”.	Screen PKA26010 will be displayed.
2	On Screen PKA26010: • insert the tape to be copied, and PRESS “Enter” **Note:** If there is more than 1 tape, as each tape is restored to disk, a message prompting for entry of the next tape will be displayed until all tapes are restored to disk. • insert next tape and answer message.	After all tapes are restored, Screen PKA26020 will be displayed. If an incorrect tape is inserted, Screen PKA26015 will be displayed. • remove the incorrect tape • insert the correct tape, and PRESS “Enter”. The copy process will continue.

Continued on the next page

B
Copying Tapes
(Continued)

Step	Action	Result
3	Screen PKA26020 provides for entry of a blank tape on which to copy the APK205 or APK208 file: • insert a blank, initialized tape into slot S1, and PRESS "Enter" • as additional blank, initialized tapes are required, the message will be displayed on Screen PKA26020.	After the APK205 or APK208 tape has been successfully copied, Screen PKA26030 will be displayed.
4	Screen PKA26030 provides instructions for removing and labeling the tapes. • Remove the tape from the tape drive. • Label the tape according to the message displayed. • PRESS "Enter".	The tape copying process is complete.

1744 KC-ITSTO/SUAB Instructed File Saves

A
Background

If an out-of-balance condition occurs during the process of balancing and queuing price support and accounting files, County Offices shall notify the following in this order:

- State Office
- NHD.

When NHD requests County Offices to provide their files by diskette or tapes, follow the KCMO/SUAB file save process.

NHD may request that the file groups be sent to them for review. This process saves those files on tape.

Notes: This process should only be run at the instruction of KC-ITSDO, SUAB.

A dedicated system is required.

B
Saving Files

To save the file groups, on Screen PKA30000:

- ENTER “3”, “KCMO/SUAB Instructed File Save”
- PRESS “Enter”, and Screen PKA30000 will be displayed.

To continue with the file save process on Screen PKA30000, follow the steps in this table.

Step	Action	Result
1	Enter crop year of loan or LDP in question if known, otherwise leave blank. PRESS “Enter”.	Screen PKA30001 will be displayed.
2	Insert a tape to initialize in the tape drive. ENTER “Y” or “N” to the question, “Is the tape drive ready to proceed? (Y or N)”	

Continued on the next page

B
Saving Files
(Continued)

Step	Action	Result
2 (CNTD)	**IF the response is...**	**THEN...**
	"Y"	Screen PKA30003 will display the following: • Price Support/Accounting files are being saved to tape • a message that the tape is being cataloged and will print on the system printer • mailing instructions to Kansas City by either regular or express mail.
	"N"	Screen PKA30001 will remain displayed until "Y" is entered to continue or "Cmd7" is pressed to end.
3	Labeling and mailing instructions will be displayed when the file save process is complete. PRESS "Enter" to continue.	Menu PKA000 will be displayed.
	IF sending tapes by...	**THEN mail to...**
	regular mail	USDA, CSACD, SUAB Attention: (name of technician) P.O. Box 419205 Kansas City, MO 64141-6205.
	express mail	USDA, CSACD, SUAB Attention: (name of technician) 8930 Ward Parkway Kansas City, MO 64114-3363.

Continued on the next page

C
Additional Information

In addition to the files on tapes, County Offices shall also supply NHD with:

- catalog printout showing files saved
- any incomplete transaction reports
- out-of-balance report
- applicable permanent start-of-day diskettes if loan or LDP number is known
- following start-of-day diskette
- all start-of-day diskettes since last transmission.

1745 Control Price Support Transmission Data

A Background

When controlling the price support transmission data, it allows:

- an override to the loan detail transmission file
- a full file upload of the PK9 loan summary data.

Notes: Authorization is needed from either NHD or the State Office before selecting these options.

When a crop year is closed out of APSS, a full file upload will automatically be transmitted by those County Offices once having activity for that crop year. State Offices are not required to do any special processing; they transmit to Kansas City as normal.

B Loan Detail Transmission File

A loan and LDP detail transmission file (PK8) transmits automatically with the transmission of the weekly balance and queue of price support and accounting files.

This file contains master and detail data for all warehouse loans, farm-stored and warehouse-stored LDP's, and producer and market gain information for farm-stored loans, for which some form of activity has taken place since the last transmission.

This information is merged at the State Office and transmitted to KC-ITSDO. No data is retained in the State Office.

Continued on the next page

C
File Override

To allow an override to the loan detail transmission file, when notified by the State Office or NHD, follow this table.

Step	Action	Result
1	On Menu PKA000, ENTER "4", "Control Price Support Transmission Data", and PRESS "Enter".	Menu PKA015 will be displayed.
2	ENTER "1" and PRESS "Enter".	Screen PKD15000 will be displayed.
3	Enter the override date specified, and PRESS "Enter".	• If the override date was accepted, Screen PKD15010 will be displayed. • If date entered has no transmission record, Screen PDK15020 will be displayed.

D
Full File Upload

To schedule a full file upload of PK9 loan summary data, use this table.

Step	Action	Result
1	On Menu PKA000, ENTER "4" and PRESS "Enter".	Menu PKA015 will be displayed.
2	ENTER "2" and PRESS "Enter".	Screen PKE16000 will be displayed.
3	PRESS "Enter" to schedule the summary to detail balance to process during the next balance and queue process.	Screen PKE16010 will be displayed.
4	PRESS "Enter".	Menu PKA015 will be displayed.

Note: A full file upload of PK9 data will be prepared during the next balance and queue accounting and price support and loan summary data process.

1746 Re-Activating Previously Archived Price Support Loans or LDP's

A
Background

Loans or LDP's that have not been accessed for a period of 1 year or more are automatically archived in the system.

This process allows a loan or LDP that has been previously archived to be re-activated.

Note: If an older loan or LDP is selected during this process, the message, "The crop year selected is a Closed Crop Year. Access denied." will be displayed. If this is the case, the loan or LDP cannot be restored.

B
Re-Activating Process

To re-activate a previously archived price support loan or LDP, follow this table.

Step	Action	Result
1	On Menu PKA000, ENTER "5" and PRESS "Enter".	Screen PKA45000 will be displayed.
2	Enter the crop year and loan or LDP number you want to re-activate.	The loan or LDP will be re-activated and Menu PKA000 will be displayed. **Note:** It may be necessary to insert APK205 diskettes prepared according to paragraph 1730 to complete the re-activation process.

A
Balancing Files

To balance accounting and price support summary loan data without queuing the files for transmission, follow this table.

Step	Action	Result
1	On Menu PKA000, ENTER “7” and PRESS “Enter”.	Price support file balancing process will run first. The message, “LOANS Balancing Active”, will be displayed.
2	The price support balancing process includes: • an internal balance of records • a balancing routine between price support detail records and summary records. **Note:** If another user is currently working in price support when the option to balance and queue price support and accounting is selected, Screen PKE51000 will be displayed. After the price support update process is complete on the transaction being run by other users, PRESS “Enter”.	If the price support files are in balance, the accounting files will be balanced.
3	**IF...**	**THEN...**

	either balancing routine detects an out-of-balance condition	the message, “LOANS - Out-of-balance - Job CANCELED. Pause - when ready, enter 0 to continue.” will be displayed.
		• ENTER “0” and PRESS “Enter”.
		• Either of the following reports will automatically print:
		  • Price Support Summary Validation Report
		  • Price Support Summary and Detail Out-of-Balance Report.
		• The printed report will be used by KC-ITSDO, NHD to determine the reason for the out-of-balance condition.
		• Review the transmission problem determination checklist to correct the out-of-balance condition. See Exhibit 35.

Continued on the next page

A
Balancing Files
(Continued)

Step	Action	
4	When the procedure for balancing the accounting files begins, the message, "ACCOUNTING Balancing Active", will be displayed.	
	IF the files are...	**THEN...**
	in balance	the message, "BALANCED", will be displayed.
	out-of-balance with the price support files	Screen AEA10001 will display the following out-of-balance data: • the application (price support) outstanding balance for quantity and amount • the accounting outstanding balance for quantity and amount • the difference between the price support and accounting outstanding amounts. As a result of the out-of-balance: • the transmission request will be denied, PRESS "Cmd7" to end processing • out-of-balance reports will automatically be printed • review the out-of-balance checklist to correct the condition (see Exhibit 35) • notify NHD of the out-of-balance condition. **Note:** If requested, send files to NHD to correct the out-of-balance condition according to paragraph 1744.
5	After the price support and accounting files have been successfully balanced, the price support summary file will be queued to be transmitted during the next end-of-day processing.	

1748-1799 (Reserved)

Part 18 (Reserved)

1800-1899 (Reserved)

Part 19 Loan Deficiency Payments

Section 1 General LDP Provisions

1900 Basic LDP Information

A General Eligibility Information

To be eligible to receive LDP for a commodity, producers and the commodity itself must meet all requirements for receiving a price support loan on that commodity. See 8-LP and the applicable 2-LP's for loan and LDP eligibility requirements.

B Commodities Covered by This Part

This part provides instructions for processing LDP's for:

- barley
- canola
- corn
- crambe
- flaxseed
- grain sorghum
- honey
- mustard seed
- oats
- rapeseed
- rice
- safflower
- soybeans
- sunflower seed, oil type
- sunflower seed, other type
- wheat.

Notes: See 7-CN for processing cotton LDP's.

Peanuts and sugar are ineligible for LDP's.

Continued on the next page

C
General LDP Processing Information

LDP transactions:

- can be processed by County Offices, according to paragraph 1901, for:

  - **producer's** farm-stored, warehouse-stored, and load summary sheet quantities

  - **CMA's** farm-stored, warehouse-stored, and load summary sheet quantities

  Note: Before processing LDP's for approved CMA's, a cooperative county must first be established on the county automated system according to 1-CM, Part 16.

- can be completed manually by County Offices when APSS is not working, and later recorded in APSS

  Note: If an underpayment is detected when a manually made LDP making action is recorded in APSS, CCC-184/EFT for the underpayment amount will be system-generated.

- cannot be processed by State Offices except for training purposes.

D
Printing Blank LDP Forms

Before completing manually made LDP actions, print blank forms for that purpose according to Part 14.

1901 Preparing to Process LDP's

A
Preparing for LDP-Making

Before starting an LDP-making activity:

- verify that the County-maintained table files are updated with the current data according to paragraph 12

  Note: Before processing LDP's, the applicable commodity loan rates must be installed on the Commodity Loan Rate table file.

- have at the workstation the completed:

  - CCC-709
  - CCC-633 LDP
  - warehouse receipts, when applicable
  - load summary sheets, when applicable
  - acceptable production evidence, when applicable
  - manually prepared LDP forms, when applicable.

1902 Accessing LDP Processing Functions

A
Accessing LDP Processing

Access Menu PCA005 according to paragraph 15. To access LDP processing functions, ENTER “13” and PRESS “Enter”. Screen PCA11020, the first in a series of identification screens, will be displayed.

Complete this series of LDP identification screens according to paragraph 16.

After completing the producer and LDP information screens, LDP processing Menu PGA000 will be displayed and provide options for processing **initial** LDP’s.

Notes: See Section 3 for processing **initial** LDP’s.

See Section 4 for recording LDP production evidence for 1998 crop years and prior, and processing **additional** LDP’s or establishing **overpayments**.

See Section 5 for recording LDP **violations**.

See Section 6 for **refunding** LDP overpayment and violation amounts.

Continued on the next page

B
Selecting LDP Type on Menu PGA000

After completing the producer and LDP identification screens according to paragraph 16, Menu PGA000 will display the types of **initial** LDP's that can be processed.

Select LDP making options according to this table and PRESS "Enter".

Option	Title	Result
1	FS/WS CER LDP, Farm-Stored & Warehouse-Stored Certified Quantities	Screen PGA10000 will be displayed. See Section 2.
2	FS MEA LDP, Farm-Stored Measured Quantities	
3	WS LDP, Receipted Warehouse-Stored Quantities	
4	LS LDP, Load Summary Sheet & Scale Ticket Quantities	
5	Regular Cotton LDP	See 7-CN.
6	Cotton LDP Using Pre-Processed Bale Data	
7	FD CER/PE LDP, Field-Direct Certified & Production Evidence Quantities	

Notes: Option 1 is available only for honey.

Options 1, 2, 3, 4, and 7 are **not** available for cotton.

Options 5 and 6 are available only for cotton.

Continued on the next page

1902 Accessing LDP Processing Functions (Continued)

C Example of Menu PGA000

Following is an example of Menu PGA000.

```
*******************************************************************************
* COMMAND                              PGA000                                #1  *
* PRICE SUPPORT - LOAN DEFICIENCY PAYMENT MAKING MENU                            *
* ------------------------------------------------------------------------------ *
*                                                                                *
*      1.  FS/WS CER LDP, farm-stored & warehouse-stored certified quantities    *
*                                                              (Except Cotton)  *
*      2.  FS MEA LDP, farm-stored measured quantities         (Except Cotton)  *
*                                                                               *
*      3.  WS LDP, receipted warehouse-stored quantities       (Except Cotton)  *
*                                                                               *
*      4.  LS LDP, load summary sheet & scale ticket quantities (Except Cotton) *
*                                                                               *
*      5.  Regular Cotton LDP                                                   *
*                                                                               *
*      6.  Cotton LDP Using Pre-processed Bale Data                             *
*                                                                               *
*      7.  FD CER/PE LDP, field-direct certified & production evidence quantities*
*                                                              (Except Cotton)  *
*  Enter the number of your selection and press 'Enter' key.                    *
*                                                                               *
*  Cmd3=Previous Menu                                                           *
*******************************************************************************
```

1903-1905 (Reserved)

1906 Common Entries for Initial LDP's

A
Initial LDP Types

From Menu PGA000, which is accessed according to paragraph 1902, the following types of **initial** LDP's can be processed:

- "FS/WS CER LDP", meaning farm-stored or warehouse-stored certified quantities, by entering "1"
- "FS MEA LDP", meaning farm-stored quantities calculated from measurements, by entering "2"
- "WS LDP", meaning warehouse receipt quantities, by entering "3"
- "LS LDP", meaning load summary sheet or 100 percent producer packer quantities, by entering "4"
- "FD CER/PE LDP", meaning field direct certified and production evidence quantities, by entering "7".

Continued on the next page

B

Basic LDP Information on Screen PGA10000

If "1", "2", "3", "4", or "7" was entered on Menu PGA000 according to paragraph 1902, Screen PGA10000 will be displayed. Enter basic data for **initial** LDP's on Screen PGA10000 according to this table.

Field	Entry	Explanation
Commodity (Alpha-Code)	Enter commodity code.	PRESS "Help" key for applicable commodity codes.
Class/Variety	Enter 1-, 2-, or 3-letter class code depending on commodity.	For class codes, PRESS "Help" key. See 8-LP, Exhibit 39.
Crop Year (Numeric)	Enter last 2 digits of the applicable crop year.	
Does this LDP have multiple producers? (Y or N)	ENTER "Y" or "N" and PRESS "Enter".	This field is for entering additional producers. If there are: • additional producers, see paragraph 1907 • no additional producers, see subparagraph C.
St/Cty Code (nn nnn) **Note:** Field does not display for rice.	Leave blank, or to process LDP for a commodity stored in another county enter State and county code for applicable county, and PRESS "Enter".	If field: • is blank, Screen PGA10010 will be displayed • has code entered, but applicable loan rate is not on table file, a field displays for entering loan rate.
Loan Rate (nn.nnnn)	Enter applicable loan rate, and PRESS "Enter".	Screen PGA10010 or Screen PGA10005 will display. See subparagraph C or D.

Continued on the next page

C

Specific LDP Information for Certified LDP's on Screen PGA10010

Screen PGA10010 displays fields for entering specific information for **initial** farm-stored certified LDP's.

Note: For **rice**, Screen PGA10010 displays the question, "Is this Aromatic Rice? (Y or N)".

Make entries on Screen PGA10010 according to this table.

Field	Entry	Explanation
CCC Determined Value (nn.nnnn) **Note:** For **rice**, this field is titled "World Market Index".	Enter announced repayment rate from "MARKET.RATES" folder, adjusted as applicable. For **rice,** enter world market index from "RICEPRICES" folder.	See 8-LP, Part 9, Section 7 for information about determining the CCC-determined value. For **rice,** see 2-LP Rice, Part 5.
LDP Approval Date (MMDDYY)	Enter date the request was approved by CCC.	For **rice,** see 2-LP Rice, Part 5. For all other commodities, see LDP provisions in 8-LP, Part 4.
LDP Percentage (nnn)	Enter LDP percentage as a whole number from 1 to 100.	

PRESS "Enter" after completing entries and Screen PGA10500 will be displayed.

Continued on the next page

D

Specific LDP Information on Screen PGA10005

Screen PGA10005 displays fields for entering specific information for **initial** LDP's for quantities that are:

- calculated from measurements
- from a warehouse receipt
- from a load summary sheet.

Note: For **rice**, Screen PGA10005 displays the question, "Is this Aromatic Rice? (Y or N)".

Make entries on Screen PGA10005 according to this table.

Field	Entry	Explanation
CCC Determined Value (nn.nnnn) **Note:** For **rice,** this field is titled "World Market Index".	Enter announced repayment rate from "MARKET.RATES" folder, adjusted as applicable. For **rice,** enter world market index from "RICEPRICES" folder.	See 8-LP, Part 9, Section 7 for information about determining the CCC-determined value. For **rice,** see 2-LP Rice, Part 5.
LDP Approval Date (MMDDYY)	Enter date the request was approved by CCC.	For **rice,** see 2-LP Rice, Part 5. For all other commodities, see LDP provisions in 8-LP, Part 4.
LDP Percentage (nnn) **Note:** This field defaults to "100" and cannot be changed.		
Warehouse Code **Note:** This field displays only for WS LDP.	Enter applicable warehouse code.	

PRESS "Enter" after completing entries and Screen PGA10500 will be displayed.

Exception: Screen PGA11000 will be displayed for WS LDP.

Continued on the next page

E
Specific LDP Information on Screen PGA10015

Screen PGA10015 displays fields for entering specific information for **initial** LDP's for field direct quantities.

Make entries on Screen PGA10015 according to this table.

Field	Entry	Explanation
709 Approval Date (MMDDYY)	Enter approval date for the completed CCC-709.	See 8-LP, Part 3 for information about approving CCC-709.
Date of Certification or Documentation Received (MMDDYY)	Enter the date the producer certified or provided documentation for the requested field direct LDP.	
Is this a certified Field Direct LDP? (Y or N)	ENTER "Y" or "N" as applicable to LDP.	
Should "Gross" quantity be adjusted for moisture? (Y or N)	ENTER "Y" or "N" as applicable to LDP.	

PRESS "Enter" after completing entries and Screen PGA11000 will be displayed.

F
Entering Location Where Commodity Is Stored on Screen PGA10500

Screen PGA10500 is for entering the location where the commodity is stored.

Note: APSS stores the storage location information entered on Screen PGA10500 for program purposes; however, that information is not printed on the LDP statement.

After all information has been entered, PRESS "Enter" and Screen PGA11000 will be displayed.

Continued on the next page

1906 Common Entries for Initial LDP's (Continued)

G
Entering Farm Numbers Where Commodity Was Produced on Screen PGA11000

Screen PGA11000 is for entering the farm numbers where the commodity for LDP was produced. At least 1 farm number must be entered.

If answer to the question, "Are there additional Farm Numbers? (Y or N)", is:

- "Y", Screen PGA11000 will be redisplayed
- "N", Screen PCA42000 will be displayed.

1907 Recording Multiple Producers for LDP's

A
Basic Provisions

Screen PGA12000 will be displayed if multiple producers were indicated on Screen PGA10000 according to paragraph 1906.

The following provisions apply when recording multiple producers:

- if multiple producers shared in the production of a commodity for a single LDP, each producer and each producer's share must be recorded through LDP processing

- each producer's name and address must be recorded in the name and address file according to 1-CM, Part 9

- for all mailings, 1 producer must be designated on LDP as the "contact" producer. The contact producer:

  - will automatically be designated as the first producer entered unless 1 of the additional producers is designated

  - cannot be changed once designated and the **initial** LDP is processed.

  Note: When applicable, record heirs according to Part 12.

Continued on the next page

B
Identifying Additional Producers on Screen PGA12000

Screen PGA12000 will be displayed if multiple producers were indicated on Screen PGA10000 according to paragraph 1906. Follow this table to identify additional producers.

Field	Entry
Last Name	Enter 1 of the following: • first letter of the last name • last name • applicable ID number.
ID Number (Numeric)	
Contact Point for Mailings? (Y or N)	ENTER: • "Y" if this producer should be designated as the contact producer • "N" if another producer is designated as the contact producer. **Note:** Only 1 producer on LDP can be designated as the contact producer.
Are there additional producers? (Y or N)	ENTER: • "Y" if there are additional producers • "N" if there are **no** additional producers.

PRESS "Enter" after completing entries.

Continued on the next page

C
Completion and Results From Screen PGA12000

This table provides the next screen displayed based on the information entered on Screen PGA12000 and a search of the name and address file.

IF in the name and address file...	AND...	THEN...
1 or more names are found with the same first letter as the name entered		Screen MACR04-01 will be displayed. See subparagraph D.
no names are found with the first letter as the name entered		Screen PGA12000 will be redisplayed with the message, "Producer not on Name and Address File. Ineligible for LDP." See subparagraph A.
there is **no** match with the ID entered	"Y" was entered to the question, "Are there additional producers?"	Screen PGA12000 will be displayed to add the additional producers. See subparagraph B.
	"N" was entered to the question, "Are there additional producers?"	Screen PGA12000 will be displayed to add the **original** additional producer. See subparagraph B.

Continued on the next page

D
Name Selection on Screen MACR04-01

If a name is found in the name and address file that matches the name entered, Screen MACR04-01 will be displayed.

Names displayed on Screen MACR04-01 are selected from the name and address file in the following order.

- If there is a match, same spelling as the last name entered on Screen PGA12000.
- If there is **no** match:
  - similar spelling to the last name entered on Screen PGA12000
  - last names that start with the same letter as the first letter of the last name entered on Screen PGA12000.

Each producer's name, ID number, and ID type will be displayed.

Note: Use the Roll up or Roll down keys if the desired producer is not displayed.

Select the correct producer by entering the applicable number in the "Select number for desired Name" field.

If a name is:

- selected, PRESS "Enter"
- **not** selected, PRESS "Cmd3".

Continued on the next page

E
Completion and Results From Screen MACR04-01

This table provides the next screen displayed based on the completion option entered on Screen MACR04-01.

IF on Screen MACR04-01...	AND on Screen PGA12000...	THEN...
"Enter" is pressed	"Y" was entered to the question, "Are there additional producers?"	Screen PGA12000 will be displayed to add additional producers. See subparagraph B.
	"N" was entered to the question, "Are there additional producers?"	Screen PCA42000 will be displayed for LDP types: • FS CER LDP • FS MEA LDP • LS LDP • WS LDP.
"Cmd3" is pressed		Screen MACR04 will be displayed. See subparagraph F.

Continued on the next page

F
Producer Search on Screen MACR04

If "Cmd3" was pressed on Screen MACR04-01 according to subparagraph D, Screen MACR04 will be displayed.

This table describes the entries on Screen MACR04.

Field	Entry
Last 4 digits of ID	Enter 1 of the following: • last 4 digits of the applicable producer's ID number • ID number and ID type for the applicable producer • last name for the applicable producer.
ID Number	
ID Type	
Last Name	

Take 1 of the following options:

- if information is entered, PRESS "Enter"
- if information is **not** entered, PRESS "Cmd3".

Continued on the next page

G
Completion and Results From Screen MACR04

This table describes the next screen displayed based on information entered on Screen MACR04 and the completion option taken.

IF...	AND there is...	THEN...
"Enter" is pressed on Screen MACR04	**no** match in the name and address file to the: • ID number entered • name entered	Screen PGA12000 will be displayed with the message, "Producer not on Name & Address File. Ineligible for LDP." See subparagraph A.
	a match in the name and address file to the ID number entered	Screen PGA12000 will be displayed if there are additional producers to enter. See subparagraph B.
		Screen PCA42000 will be displayed for LDP types: • FS CER LDP • FS MEA LDP • LS/PP LDP • WS LDP.
	a match in the name and address file to the last name or first letter of last name entered	Screen MACR04-01 will be displayed. See subparagraph D.
"Cmd3" is pressed on Screen MACR04		Screen PGA12000 will be displayed with the message, "Producer not on Name & Address File. Ineligible for LDP." See subparagraph A.

1908 Percent Cropland Factor Verification

A

Screen PCA42000

Screen PCA42000 verifies the percent of cropland factors for all applicable producers.

Answer the question, "Is the percent of cropland factor correct for each producer? (Y or N)" and PRESS "Enter". Follow this table to determine the next screen displayed.

Note: Percent of cropland field defaults to .0000.

IF on Screen PCA42000...	THEN...

"Y" was entered to the question, "Is the percent of cropland factor correct for each producer?"	either of the following screens will be displayed:
	
	• Screen PGB12000 for LDP types:
	
	  • FS CER LDP
	  • FS MEA LDP
	  • LS LDP
	
	• Screen PGC20000 for type WS LDP
	• Screen PGA13000 for honey LDP's.

"N" was entered to the question, "Is the percent of cropland factor correct for each producer?"	Screen PCA42000 will be redisplayed. Enter the applicable cropland factor (n.nnn) for each producer. If percent of cropland is correct, ENTER "Y" to the question, "Is the percent of cropland factor correct for each producer?" See corresponding results.

1909 (Reserved)

1910 Initial LDP for Farm-Stored Certified Quantity

A

Screen PGB12000 for Certified LDP Quantity

If "1" was entered on Menu PGA000 to process an **initial** LDP for a farm-stored **certified** quantity, Screen PGB12000 will be displayed after:

- making common LDP entries according to paragraph 1906
- recording multiple producers according to paragraph 1907.

Important: Record production evidence for 1998 and prior crop years for farm-stored **certified** LDP, and process additional LDP or establish overpayment according to Section 4.

For a **certified** quantity, make entries on Screen PGB12000 according to this table.

Field	Entry	Explanation
Lot Number	Enter number to manually assign a new number, when applicable.	Lot numbers are system assigned and displayed, 1 number per screen. The displayed number can be manually replaced by entering a new number when applicable.
Farm Number Where Stored (If applicable)	Enter farm number were commodity is stored.	Optional entry. Field allows for 1 farm number entry, up to "9999999".
Certified Quantity	Enter the certified quantity in units applicable to the commodity.	Required entry. Field allows for 1 quantity entry, which can be either as a whole number **or** as a number with up to 2 decimal places.

Note: Review information for accuracy. If displayed and entered information is correct, PRESS "Enter". Screen PGB12005 will be displayed.

Continued on the next page

B
Displayed Quantity Information and Additional Lots on Screen PGB12005

After completing the entries according to subparagraph A, the following information will be displayed and **cannot** be changed on Screen PGA12005:

- seal number
- certified quantity for LDP
- maximum percent eligible for LDP
- maximum LDP quantity.

Note: If information displayed on Screen PGB12005 is incorrect, PRESS "Cmd3" to return to Screen PGA12000 to correct entries.

Screen PGA120005 also requires an entry concerning additional lots. Make entry on Screen PGA12005 according to this table.

Question	IF...	THEN...
Are there additional Bins/Lots? (Y or N)	"Y" was entered	Screen PGA12000 will be redisplayed for entries for additional lots, according to subparagraph A.
	"N" was entered	Screen PGA14000 will be displayed. See paragraph 1916.

1911 Initial LDP for Farm-Stored Measured Quantity

A

Screen PGB12000 for Quantity Calculated From Measurements

If "2" was entered on Menu PGA000 to process an **initial** LDP for a farm-stored **measured** quantity, Screen PGB12000 will be displayed after:

- making common LDP entries according to paragraph 1906
- recording multiple producers according to paragraph 1907.

Important: Record production evidence for 1998 crop years and prior, when applicable, for farm-stored **measured** LDP, and process additional LDP or establish overpayment according to Section 4.

For a **measured** quantity, make entries on Screen PGB12000 according to this table.

Field	Entry	Explanation
Lot Number	Enter number to manually assign new number, when applicable.	Numbers are system assigned, 1 number per screen, but can be manually replaced.
Farm Number Where Stored (If applicable)	Enter farm number were commodity is stored.	Optional entry. Field allows 1 farm number up to "9999999".
Measurement Date (MMDDYY)	Enter measurement date.	Required entry.
Length	Enter length of storage structure.	
Cubic Foot Deduction	Manually calculate and enter the number of cubic feet that should be deducted from the measured quantity.	Examples include: • false floors • unloading augers • aeration tubes • cones for removed grain.
Height	Enter height of commodity.	Always a numerical entry.

Continued on the next page

A
Screen PGB12000 for Quantity Calculated From Measurements (Continued)

Field	Entry	Explanation
Width	Enter width of the storage structure.	Numerical entry for rectangular storage structures.
Diameter or Circumference	Enter either of the following for round storage structures: • diameter • circumference.	Numerical entry.
Test Weight	Enter determined test weight from sample taken at storage structure.	Numerical entry.
For additional quantity **not** included in measurements	Enter cubic feet of the additional quantity.	Examples are: • pits • cones • peaks • mounds.

After making all applicable entries, PRESS “Enter”.

B
Calculations From Measurements

The measured quantity will be:

- system-calculated from the measurement data entered
- adjusted for combined test weight and pack factor.

Screen PGB12005 will be displayed.

Continued on the next page

C
Displayed Quantity Information and Additional Lots on Screen PGB12005

After completing the entries according to subparagraph A, the following information will be displayed on Screen PGA12005:

- seal number
- certified quantity for LDP
- maximum percent eligible for LDP
- maximum LDP quantity.

For measured LDP's, Screen PGA120005 also allows for:

- reducing the measured quantity
- entering scale weights
- additional lots.

Make these entries on Screen PGA12005 according to this table.

Field	Entry	Explanation	
To reduce the measured quantity	Enter **either** new: • percentage • quantity.	Only 1 entry is allowed.	
To enter scale weights	Enter scale weights.	If authorized by COC, scale weights can replace measured quantity, if weighed quantity does **not** exceed 125 percent of measured quantity.	
Are there additional Bins/Lots? (Y or N)	Enter either: • "Y" • "N".	**IF...**	**THEN...**
		"Y" was entered	Screen PGA12000 will be redisplayed for entries for additional lots according to subparagraph A.
		"N" was entered	Screen PGA14000 will be displayed. See paragraph 1916.

A
Screen PGA13000 for Honey LDP

If "1" was entered on Menu PGA000 to process honey LDP, Screen PGA13000 will be displayed after:

- making common LDP entries according to paragraph 1906
- recording multiple producers according to paragraph 1907.

For honey LDP's, make entries on Screen PGA13000 according to this table.

Field	Entry	Explanation
Lot Number	Enter number to manually assign a new number, when applicable.	Lot numbers are system-assigned and displayed, 1 number per screen. The displayed number can be manually replaced by entering a new number when applicable.
Floral Source	Enter the applicable alpha-code from the predominant floral source. **Note:** "Help" is available to determine the corresponding code for the applicable floral source.	Required entry.
Estimated Quantity	Enter the estimated quantity of honey in pounds. **Note:** "Estimated quantity" is determined by multiplying the results of the "size of containers" x 18 pounds x "number of containers.	
Number of Containers	Enter the number of containers containing the honey for which this LDP is requested.	
Size of Containers	Enter the size of containers containing the honey for which this LDP is requested in gallons.	

Continued on the next page

A
Screen PGA13000 for Honey LDP (Continued)

The question, “Are there additional Lots/Receipts? (Y or N)” will be displayed. If:

- “Y” is entered, Screen PGA13000 will be redisplayed and allow for data entries for additional lots
- “N” is entered, Screen PGA14000 will be displayed in sequence for each lot, when applicable.

1913 LDP for Warehouse Receipt Quantity

A

Screen PGC20000 for Warehouse Receipt Quantity

If "3" was entered on Menu PGA000 to process LDP for a **warehouse receipt** quantity, Screen PGC20000 will be displayed after:

- making common LDP entries according to paragraph 1906
- recording multiple producers according to paragraph 1907.

Important: **Warehouse receipt** quantity LDP's are processed initially at 100 percent. Production evidence **cannot** be recorded and an additional LDP cannot be processed. Reaccess is allowed **only** to record violations according to Section 5.

For a **warehouse receipt** quantity, make entries on Screen PGC20000 according to this table.

Field	Entry	Explanation
Receipt Number	Enter warehouse receipt number.	Required entry.
Date Receipt Issued (MMDDYY)	Enter date the warehouse receipt was issued.	
Net Bushels **Note:** This field applies to barley, corn, oats, soybeans, and wheat.	Enter the warehouse receipt quantity in units applicable to the commodity.	Field allows for 1 quantity entry, which can be either as a whole number **or** as a number with up to 2 decimal places.
Net Hundredweight **Note:** This field applies to grain sorghum, rice, canola, crambe, flaxseed, mustard seed, rapeseed, safflower, and sunflower seed.		

PRESS "Enter" after completing entries and a screen for entering applicable grading factors will be displayed.

Continued on the next page

B
Grade and Grading Factors

The commodity grade and factor screens will be displayed after completing Screen PGC20000 according to subparagraph A.

Commodity grade and factor screens:

- are provided for each commodity
- are different for each commodity
- display the warehouse receipt number
- display fields for entering grade and factor data that apply to the commodity for LDP
- are used to record grade and factor data from either a **warehouse receipt** or **supplemental certificate**.

Enter the following on grade and factor screens, as applicable:

- subclass for wheat and barley
- moisture for all commodities
- grade, for all commodities except mustard seed, rapeseed, safflower, and sunflower seed (other type)
- test weight, for all commodities except canola, mustard seed, rapeseed, and safflower
- milling yield for rice.

Continued on the next page

B
Grade and Grading Factors (Continued)

After all entry requirements on Screen PGC20000 have been met, the next screen displayed:

- depends on the commodity for LDP
- is for entering grade and grading factors on the warehouse receipt.

Grading factor screens display according to this table.

Commodity	Screen Displayed
Barley	PGC22500
Canola	PGC21000
Corn	PGC20500
Crambe	PGC26500
Flaxseed	PGC23000
Grain Sorghum	PGC24500
Mustard Seed	PGC24000
Oats	PGC23500
Rapeseed	PGC22000
Rice	PGC28000
Safflower	PGC25000
Soybeans	PGC29000
Sunflower Seed (Oil type)	PGC26000
Sunflower Seed (Other type)	PGC27000
Wheat	PGC21500

Continued on the next page

C
Grade and Factor Validations

The following validations will occur:

- grading factors entered support grade the warehouseman assigned

  Note: If the grading factors shown on the warehouse receipt do not support the grade shown, the warehouse receipt is invalid. Return the receipt to the producer for correction by the warehouseman.

- commodity is eligible for LDP based on the grade and grading factors entered.

D
Completing Grade and Factor Screens

After all grade and factor information has been entered on applicable grading factors input screen, follow this table to determine what screen will be displayed next.

Question	IF...	THEN...
Do you have additional Receipts? (Y or N)	"Y" was entered	Screen PGC20000 will be displayed for entering information from next warehouse receipt according to subparagraph A.
	"N" was entered	Screen PGA14000 will be displayed. See paragraph 1916.

1914 LDP for Load Summary Sheet Quantity

A

Screen PGB12000 for Load Summary Sheet Quantity

If "4" was entered on Menu PGA000 to process LDP for a **load summary sheet** quantity, Screen PGB12000 will be displayed after:

- making common LDP entries according to paragraph 1906
- recording multiple producers according to paragraph 1907.

Important: **Load summary sheet** quantity LDP's are processed initially at 100 percent. Production evidence **cannot** be recorded and an additional LDP cannot be processed. Reaccess is allowed **only** to record violations according to Section 5.

Follow this table to make entries on Screen PGB12000 for **load summary sheet** quantities.

Field	Entry	Explanation
Lot Number	Enter number to manually assign a new number, when applicable.	Lot numbers are system assigned and displayed, 1 number per screen. The displayed number can be manually replaced by entering a new number.
Farm Number Where Stored (If applicable)	Enter farm number were commodity is stored, if applicable.	Optional entry. Field allows for 1 farm number entry, up to "9999999".
Certified Quantity	Enter certified quantity in units applicable to the commodity.	Required entry. Field allows for 1 quantity entry, which can be either as a whole number **or** as a number with up to 2 decimal places.

Note: Review information for accuracy. If displayed and entered information is correct, PRESS "Enter". Screen PGB12005 will be displayed.

Continued on the next page

B
Displayed Quantity Information and Additional Lots on Screen PGB12005

After completing the entries according to subparagraph A, the following information will be displayed and **cannot** be changed on Screen PGA12005:

- seal number
- certified quantity for LDP
- maximum percent eligible for LDP
- maximum LDP quantity.

Note: If information displayed on Screen PGB12005 is incorrect, PRESS "Cmd3" to return to Screen PGA12000 to correct entries.

Screen PGA120005 also requires an entry concerning additional lots. Make entry on Screen PGA12005 according to this table.

Question	IF...	THEN...
Are there additional Bins/Lots? (Y or N)	"Y" was entered	Screen PGB12000 will be redisplayed for entries for additional lots. See subparagraph A.
	"N" was entered	Screen PGA14000 will be displayed. See paragraph 1916.

1915 Initial LDP for Field Direct Certified/Production Evidence Quantity

A

Screen PGA10000 for Field Direct LDP Quantity

If "7" was entered on Menu PGA000 to process an **initial** LDP for a field direct quantity, Screen PGA10000 will be displayed after:

- making common LDP entries according to paragraph 1906
- recording multiple producers according to paragraph 1907.

For a field direct quantity, make entries on Screen PGB12500 according to this table.

Field	Entry	Explanation
Delivery Date	Enter date LDP quantity is delivered directly from the field to a processor, buyer, warehouse, or cooperative.	See 8-LP, Part 3 for information about field direct LDP's. **Note:** Delivery date must be after CCC-709 approval date and before date of certification or documentation received.
CCC Determined Value	Enter announced repayment rate from "MARKET.RATES" folder, adjusted as applicable. For **rice**, enter world market index from "RICEPRICES" folder.	See 8-LP, Part 9 for information about determining the CCC-determined value. For **rice**, see 2-LP Rice, Part 5.
Delivery Quantity	Enter quantity delivered directly from the field to a processor, buyer, warehouse, or cooperative.	See 8-LP, Part 3 for information about field direct LDP's.

If the answer to the question, "Do you have more deliveries to enter? (Y or N)" is:

- "Y", Screen PGB12500 will be redisplayed
- "N", Screen PGB12505 will be displayed.

Continued on the next page

B
Calculations for Field Direct LDP's on Screen PGB12505

After completing the entries on Screen PGB12500, the following information will be displayed and cannot be changed on Screen PGB12505:

- delivery date
- CCC-determined value
- delivery quantity
- LDP rate
- LDP amount.

Note: If information displayed on Screen PGB12505 is:

- correct, screen print and save with delivery information
- incorrect, PRESS "Cmd3" to return to Screen PGB12500 to correct entries.

C
Additional Calculations for Field Direct LDP's on Screen PGA15000

The following information will be displayed and cannot be changed on Screen PGA15000:

- total LDP quantity
- total LDP amount
- weighted average LDP rate.

Review displayed information and PRESS "Enter". Screen PGA15005 will be displayed.

1916 Displaying Initial LDP Quantities and Amounts

A
Screen PGA14000 for Displaying LDP Calculations

For **initial** LDP's, Screen PGA14000 displays information according to this table.

For...	Screen PGA14000 displays...
each lot or receipt	the following information that **cannot** be changed on this screen: • lot or receipt number • total quantity • LDP quantity • LDP rate • LDP amount.
rice, when a rice marketing certificate is applicable	the message, "LDP RATE and LDP AMOUNT include marketing certificate payment". See 2-LP Rice.
more lots or receipts than can be displayed on 1 screen	the message, "There are more Lots/Receipts to be displayed. Please press 'Enter'".

B
Reviewing Screen PGA14000

Review information displayed on Screen PGA14000 for accuracy. If information is:

- **incorrect**, PRESS "Cmd3" to applicable screen to correct entries
- correct, PRESS "Enter" to continue.

Follow this table to determine what the next screen will be.

IF...	THEN...
1 producer was indicated on LDP	Screen PGA15005 will be displayed. See subparagraph D.
multiple producers were indicated on LDP	Screen PGA12500 will be displayed. See subparagraph C.

Continued on the next page

C
Producer's Share of LDP on Screen PGA12500

If multiple producers were indicated according to paragraph 1907, Screen PGA12500 is displayed for entering **each** producer's share of this LDP. Entries on Screen PGA12500 will be used to calculate net proceeds to each producer.

This table describes entries on Screen PGA12500.

Field	Entry	Explanation
Percentage	Enter either of the following for each producer: • percentage share • quantity share.	Sum of entries in "Percentage" field must equal 100 percent.
Quantity		Sum of entries in "Quantity" field must equal total LDP quantity displayed on Screen PGA12500.

PRESS "Enter" after completing entries on Screen PGA12500.
Screen PGA15005 will be displayed.

D
LDP Summary on Screen PGA15005

For **initial LDP's**, Screen PGA15005 will be displayed with the following summary information, which the user cannot change on this screen:

- initial LDP quantity
- LDP amount
- denied market gain, if applicable
- net LDP amount.

The question, "Do you wish to print a TSR Report? (Y or N)" will be displayed. If:

- "N" is entered, Screen PGA17005 will be displayed
- "Y" is entered, Screen PCE83010 will be displayed.

1917 Completing Initial LDP Processing

A
Screen PCE83010

Screen PCE83010 will display the message, “Market Gain TSR should now be printing on P?”

The question, “Do you want to reprint this form? (Y or N)” will be displayed. If:

- “Y” is entered, the form will reprint and Screen PCE83010 will be redisplayed
- “N” is entered, Screen PGA17005 will be displayed.

B
Completing the Initial LDP Process on Screen PGA17005

For **initial** LDP’s, Screen PGA17005 will be displayed with the question, “Do you wish to complete this process? (Y or N)”.

On Screen PGA17005, ENTER:

- “Y” and PRESS “Enter” to complete processing
- “N” and PRESS “Enter” to return to summary screens.

Follow this table to determine what the next screen will be.

IF answer to, “Do you wish to complete this process? (Y or N)”, is...	THEN after pressing “Enter”...
“Y”	the following sequence occurs: • system control displays a series of 3 brief verification messages, each of which asks the user to “Please wait...” • Screen PCA97000 will be displayed with the message, “Price Support procedure to print forms and reports has started”; PRESS “Enter” • Screen PCE72010 will be displayed; see subparagraph C • CCC-700 will be printed. For additional information about CCC-700, see paragraph 1918.
“N”	Screen PGA15005 will be redisplayed; see subparagraph 1916 D.

Continued on the next page

C
Printing and Reprinting CCC-700 on Screen PCE72010

For **initial** LDP's, Screen PCE72010 will be displayed with the message, "CCC-700 should now be printing on P?"

To the question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-700 did **not** print satisfactorily or if additional copies are needed, and PRESS "Enter"
- "N" if CCC-700 printed satisfactorily and no additional copies are needed, and PRESS "Enter".

Follow this table to determine what the next screen will be.

IF answer to, "Do you want to reprint this form? (Y or N)", is...	**THEN after pressing "Enter"...**
"Y"	CCC-700 is reprinted.
"N"	• when CCC-700A is applicable Screen PCE73010 will be displayed; see subparagraph D **Note:** For additional information about CCC-700A, see paragraph 1918. • accounting screens will be displayed for: • checkwriting • recording offsets and other payees • updating accounting records. See 6-FI for accounting instructions.

Continued on the next page

D
Printing and Reprinting CCC-700A on Screen PCE73010

For **initial** LDP's, Screen PCE73010 will be displayed with the message, "CCC-700A should now be printing on P?"

To question, "Do you want to reprint this form? (Y or N)", ENTER:

- "Y" if CCC-700A did **not** print satisfactorily or if additional copies are needed, and PRESS "Enter"
- "N" if CCC-700A printed satisfactorily and no additional copies are needed, and PRESS "Enter".

Follow this table to determine what the next screen will be.

IF answer to, "Do you want to reprint this form? (Y or N)", is...	**THEN after pressing "Enter"...**
"Y"	CCC-700A is reprinted.
"N"	accounting screens will be displayed for: • checkwriting • recording offsets and other payees • updating accounting records. See 6-FI for accounting instructions.

1918 CCC-700 and CCC-700A for LDP's

A
Conditions When CCC-700 Is Printed

CCC-700 will be printed upon the completion of:

- processing an automated LDP
- recording a manually prepared LDP.

B
Conditions When CCC-700A Is Printed

CCC-700A will be printed, in addition to CCC-700 according to subparagraph A, whenever the number of:

- farm numbers where the commodity was produced entered on Screen PGA11000 is greater than 15; see paragraph 1906
- multiple producers is greater than 17; see paragraph 1907.

C
Examples of CCC-700 and CCC-700A

For detailed examples of CCC-700 and CCC-700A for:

- rice, see 2-LP Rice, paragraph 158
- all other commodities, see 8-LP, Part 4.

1919 Recording Manually Prepared LDP's

A Manually Prepared Initial LDP's

Access Menu PCA005 according to paragraph 15.

Follow the steps in this table to record manually prepared LDP's.

Step	Action		Result
1	ENTER "13" and PRESS "Enter".		Screen PCA11020 will be displayed. Go to step 2.
2	Enter: • producer name; see paragraph 16 • crop year • manually assigned LDP number; see 8-LP, paragraph 491. PRESS "Enter".		Screen PCA12020 will be displayed. Go to step 3.
3	On Screen PCA12020, if the producer's name and address are correct, ENTER: • "Y" to the question, "Is this the correct producer?" • "Y" to the question, "Is this a recording of a manually made action?" • "N" to the question, "Is this the re-entry of a corrected LDP?" PRESS "Enter". **Note:** If name and address displayed are **not** correct, ENTER "N" to question, "Is this the correct producer?" and PRESS "Enter".		Menu PGA000 will be displayed. This menu displays the types of LDP's for which manual actions can be recorded. Go to step 4.
4	**IF recording a manually made initial LDP for a...**	**THEN follow instructions in this part as follows...**	
	farm-stored certified quantity	Section 2; paragraph 1910; and paragraph 1916.	After completing the applicable instructions, the following screens will be displayed: • Screen PGA15005 for single producers; go to step 5 • Screen PGA16500 for multiple producers; go to step 6.
	quantity calculated from measurements	Section 2; paragraph 1911; and paragraph 1916.	
	warehouse receipt quantity	Section 2; paragraph 1913; and paragraph 1916.	
	load summary sheet quantity	Section 2; paragraph 1914; and paragraph 1916.	
	field direct certified quantity	Section 2; paragraph 1915; and paragraph 1916.	

Continued on the next page

A
Manually
Prepared Initial
LDP's
(Continued)

Step	Action	Result
5	Screen PGA15005 displays the following computer calculations in fields in the "**CALCULATED**" column: • LDP quantity • LDP amount • denied market gain. Enter the following in the 3 blank fields in the "**MANUAL**" column: • "**Transaction Date**", which is payment date of the manual action • "**LDP Amount**", which is the amount that was manually calculated • "**Net LDP Amount**", which is amount **actually** paid during the manual action. To answer the question, "Do you wish to print a TSR Report? (Y or N)", see subparagraph 1916 D. PRESS "Enter" after making the 3 required entries in the "**MANUAL**" column.	Any differences between the "**CALCULATED**" amounts that are displayed, and the "**MANUAL**" amounts entered will be evaluated. If the calculated "LDP Amount" is: • **greater** than "LDP Amount" entered, APSS will issue CCC-184 or EFT for the **underpayment** amount, divided among producers according to shares when applicable • **less** than "LDP Amount" entered, APSS will establish an **overpayment** for the difference between calculated LDP amount and LDP amount entered • **equal** to "LDP Amount" entered, APSS will simply update records and print applicable forms. Go to step 7.
6	Enter total LDP amount disbursed on Screen PGA16500. PRESS "Enter".	Screen PGA16000 will be displayed. Go to step 7.

Continued on the next page

A Manually Prepared Initial LDP's (Continued)

Step	Action		Result
7	**IF there...**	**THEN...**	
	is 1 producer	Screen PGA17005 will be displayed. Go to step 9.	
	are multiple producers	Screen PGA16000 will be displayed.	Screen PGA16000 is for entering each producer's total payment amount. Amounts entered will be used to calculate percentage share of LDP for each producer; **and** for this same LDP number these shares are subsequently applicable to either: • an automated additional LDP • a manually prepared additional LDP; see Section 4.
	On Screen PGA16000, enter total amount paid to each producer, including all offsets and additional payee amounts. PRESS "Enter" after making entries.		If sum of individual payments entered on Screen PGA16000: • **equals** "Net LDP Amount" entered in step 5, Screen PGA12500 will be displayed; go to step 8 • **does not equal** "Net LDP Amount" entered in step 5, the message, "Producers' shares exceed the Total Disbursement amount. Please reenter", is displayed; PRESS "Cmd3" to correct entries in step 5 **or** correct entries on this screen. PRESS "Enter" after completing entries and Screen PGA12500 will be displayed. Go to step 8.
8	On Screen PGA12500, enter the producer's share in either the percentage or quantity field. PRESS "Enter".		If sum of producer's shares entered on Screen PGA12500: • **equals** "Total LDP Quantity", Screen PGA15005 will be displayed • **does not equal** "Total LDP Quantity", the message, "Producer's Shares exceed the Total Loan Quantity. Please reenter", will be displayed. Correct entries on this screen. PRESS "Enter" after completing entries and Screen PGA15005 will be displayed. Go to step 5.

Continued on the next page

A Manually Prepared Initial LDP's (Continued)

Step	Action	Result	
9	Screen PGA17005 displays the question, "Do you wish to complete this process? (Y or N)". Make entries on Screen PGA17005 according to subparagraph 1917 B. Go to step 10.		
10	**IF answer is...**	**THEN...**	
	"N"	Screen PGA15005 will be redisplayed. Go back to step 5.	
	"Y"	**IF there is...**	**THEN...**
		no overpayment	• CCC-700 will be printed and Screen PCE72010 will be displayed; complete process according to, in following order: • subparagraphs 1917 C and D • paragraph 1918 • accounting screens will be displayed; see 6-FI.
		an **overpayment** established	• notification letter will be printed and Screen PGA19600 will be displayed; see subparagraph B to reprint and see paragraph 1920 for contents • CCC-700 will be printed and Screen PCE72010 will be displayed; complete process according to, in the following order: • subparagraphs 1917 C and D • paragraph 1918 • accounting screens will be displayed; see 6-FI.

Continued on the next page

B Printing and Reprinting Notification Letter on Screen PGA19600

Screen PGA19600 displays the:

- message, "The Overpayment Notification Letter is now being printed"
- question, "Would you like to reprint this letter? (Y/N)".

ENTER:

- "Y" if letter did **not** print satisfactorily or if additional copies are needed, and PRESS "Enter"

- "N" if letter printed satisfactorily and no additional copies are needed, and PRESS "Enter".

Follow this table to determine what the next screen will be.

IF answer to, "Would you like to reprint this letter? (Y/N)", is...	THEN after pressing "Enter"...
"Y"	letter is reprinted.
"N"	• CCC-700 will be printed and Screen PCE72010 will be displayed; complete process according to, in the following order: • subparagraphs 1917 C and D • paragraph 1918 • accounting screens will be displayed; see 6-FI.

1920 Manual LDP Version of Overpayment Notification Letter

A

Manual LDP Version of Notification Letter

When the recording of a manually made **initial** LDP action determines that the manual LDP was overpaid, an overpayment notification letter will be printed at the end of the recording process.

The information printed on the manual LDP version of the overpayment notification letter includes:

- overpayment amount due CCC
- interest start date
- interest rate.

Note: Another version of the overpayment notification letter is printed when insufficient production evidence is recorded, see paragraph 1935.

1921-1929 (Reserved)

Section 4 (Withdrawn--Amend. 3)

1930-1937 (Withdrawn--Amend. 3)

*--Section 4.5 Correcting LDP Transactions

1938 General Information

A
Introduction

Use the correction process when an LDP transaction has been recorded and updated in the price support master file, but later is discovered to be incorrect.

On LDP Correction Control Menu PXA12000:

- manual LDP's with 90,000 series number **shall not** be corrected using option 1, "Modify the initial LDP transaction and remove any subsequent transactions"

- 90,000 series LDP numbers must use option 2, "Remove the initial LDP transaction and all subsequent transactions".

The LDP correction process allows for correcting and updating 1 or more LDP "data fields". The system will calculate the corrected LDP amount and:

- create a receivable in CRS, if the original LDP was overpaid
- system-generate a payment, if the original LDP was underpaid.

If the initial LDP should not have been processed, LDP can be completely canceled. A receivable will be created in CRS, if the original LDP payment check or EFT is not available.

B
Getting Started

Before beginning any type of correction processing, the complete LDP folder should be at the terminal for reference purposes.

1939 Accessing LDP Correction Functions

A
Initial Entry

Access Menu PCA005 according to paragraph 15.

On Menu PCA005, ENTER "7", "Correct a Loan/LDP", to initiate the correction process and PRESS "Enter". Screen PCA11000 will be displayed.**--***

Continued on the next page

***--1939 Accessing LDP Correction Functions (Continued)**

B
Producer and LDP Data

Complete the producer and LDP information according to paragraph 16. Screen PXA00005 will be displayed.

C
Screen PXA00005

After the LDP is identified, Screen PXA00005 will be displayed with the following:

- producer's name
- crop year
- LDP number
- commodity
- transaction types, in order of occurrence
- transaction date
- transaction time
- tape date, if applicable.

Screen PXA00005 will display all the transactions that have taken place on the selected LDP. Transactions are listed in sequential order as they occurred. After identifying the transaction that is to be corrected, ENTER "Y" in front of the transaction and PRESS "Enter" to continue.

Notes: Only one "Y" is allowed. **All transaction** types **listed after** the selected transaction will **also be reversed** during the correction process.

If a tape date is present for the transaction being reversed, see paragraph 1940 before proceeding.**--***

---

*--1940 Using History Tapes

A
Types of History Tapes

Price support start-of-day processing periodically removes loan and LDP data from the history files. The removed data is saved on the 2 tapes listed in the following table.

Type	Purpose
1st APK205	Stored on-site and used to correct loans or LDP's.
2nd APK205	Stored as off-site backup.

B
APK205 Tapes

If correcting 1 or more transactions, APK205 tapes may be needed to restore information necessary for the correction.

According to subparagraph 1939 C, if a tape is needed, the "Tape Date" field on Screen PXA00005 will display the date of APK205 tapes containing the loan or LDP information needed for the correction. Insert tapes into the tape drive, in sequential order, when prompted. After the transaction is restored from the tapes, the correction process will continue.

Note: Depending on the transaction being reversed, more than one APK205 tape may be needed for subsequent transactions that will also be reversed during the correction process.

C
Damaged Tapes

The correction process may reject a damaged APK205 tape and display an error message. If an error message is received, the second APK205 tape stored off-site will be required. If the 2nd tape is also damaged, call the National Help Desk for assistance.**--***

*--1941 LDP Corrections

A
LDP Correction Control Menu PXA12000

This handbook provides correction instructions for **all** LDP commodities **except** cotton. Instructions for cotton LDP corrections are provided in 7-CN.

LDP Correction Control Menu PXA12000 provides the following:

- option 1, "Modify the initial LDP transaction and remove any subsequent transactions"

- option 2, "Remove the initial LDP transaction and all subsequent transactions".

Option 1 will "correct" (meaning change) any 1 "field entry", or combination of "field entries", for the following:

- certified LDP's, see subparagraph D
- farm-stored measured LDP's, see subparagraph E
- LDP's for receipted warehouse-stored quantities, see subparagraph F
- loan summary sheet and scale ticket quantities, see subparagraph G
- field direct LDP's, see subparagraph H.

Option 2 will "delete" an entire transaction when deletion is the **only** desired action.

B
Warning Message

When option 1 is selected on Menu PXA12000, the process **must be completed**. If no changes are desired, complete the process by entering through all screens without making changes. Cancelling the job at the console will require files to be sent to Kansas City for correction. The following warning message, **"Do not cancel this job**", will be displayed when option 1 is selected.

C
Add/Delete Producer

When LDP is paid to an incorrect producer ID, users must delete and/or add producers by answering the multiple producer indicator "Y". Once "Y" is entered, change the incorrect producer share to "0" and add the correct producer ID indicating "100" share. If LDP already had multiple producers and shares are incorrect, enter the correct shares and continue through the process to complete the transaction.**--***

Continued on the next page

D
Certified LDP's

Correcting **certified LDP's** allows for changes on the following:

- Screen PGA10000:
  - "Class/Variety" field
  - "Multiple Producers" field
  - "St/Cty Code Where the Commodity Is Stored" field
  - "Different Loan Rate Due to Storage Location" field
- Screen PGA10010:
  - "CCC Determined Value (nn.nnnn)" field
  - "LDP Approval Date" field
  - "LDP Percentage (nnn)" field
- Screen PGA10500, "Free Form Entry of Location Where the Commodity Is Stored" field
- Screen PGA11000, "Farm Number(s) Where the Commodity Was Produced" field
- Screen PGA12500, "Producer Share" field
- Screen PCA42000, "Percent of Cropland Factor" field
- Screen PGB12000:
  - "Seal Number" field
  - "Certified Quantity for LDP" field
- Screen PGB12005, "Are There Additional Bins/Lots? (Y or N)" field.--*

Continued on the next page

E
Farm-Stored Measured LDP's

Correcting **farm-stored measured LDP's** allows for changes on the following:

- Screen PGA10000:
  - "Class/Variety" field
  - "Multiple Producers" field
  - "St/Cty Code Where the Commodity Is Stored" field
  - "Different Loan Rate Due to Storage Location" field
- Screen PGA10005:
  - "CCC Determined Value (nn.nnnn)" field
  - "LDP Approval Date" field
  - "Should 'Gross' Quantity be Adjusted for Moisture? (Y or N)" field
  - "Is it Ear or Shelled Corn? (E or S)" field
- Screen PGA10500, "Free Form Entry of Location Where the Commodity Is Stored" field
- Screen PGA11000, "Farm Number(s) Where the Commodity Was Produced" field
- Screen PGA12500, "Producer Share" field
- Screen PCA42000, "Percent of Cropland Factor" field
- Screen PGB12000:
  - "Farm Number Where Stored (if applicable)" field
  - "Seal Number" field
  - "Measurement Date" field
  - "Length" field
  - "Height" field
  - "Diameter" field
  - "Moisture" field
  - "Is this settled ear corn? (Y or N)" field--*

Continued on the next page

E
Farm-Stored Measured LDP's (Continued)

- "Test Weight" field
- "Moisture" field
- "(for Corn) Is This Settled Ear Corn? (Y/N)" field
- "Cone Diameter" field
- "Cubic Foot Deduction" field
- "Width or Circumference" field
- "Cone Height" field
- "Cone Depth" field
- "Cubic Feet of Additional Quantity" field

- Screen PGB12005:

  - to reduce the "Measured Quantity" field, enter the following:

    - new percentage or new LDP quantity
    - scale weights quthorized by COC

  - "Are There Additional Bins/Lots? (Y or N)" field

  - "Do you want to delete this bin/lot from the LDP? (Y/N)" field.--*

Continued on the next page

F
LDP's for Receipted Warehouse-Stored Quantities

Correcting **LDP's for receipted warehouse-stored quantities** allows for changes on the following:

- Screen PGA10000:
  - "Class/Variety" field
  - "Multiple Producers" field
  - "St/Cty Code Where the Commodity Is Stored" field
  - "Different Loan Rate Due to Storage Location" field
- Screen PGA10005:
  - "CCC Determined Value (nn.nnnn)" field
  - "LDP Approval Date" field
  - "Warehouse Code" field
- Screen PGA11000, "Farm Number(s) Where the Commodity Was Produced" field
- Screen PCA42000, "Percent of Cropland Factor" field
- Screen PGC20000:
  - "Receipt Number" field
  - "Date Receipt Issued" field
  - "Net Bushels" field
  - "Do you wish to delete this receipt? (Y or N)" field
- Screen PGCxxxxx (screen number varies by commodity):
  - "Receipt Number" field
  - "Grade" field
  - "Any Grading Factors" field
  - "Additional Receipts? (Y or N)" field
- Screen PGA12500, "Producer Share" field.**--***

Continued on the next page

G
Load Summary Sheet and Scale Ticket Quantities

Correcting **LDP's for load summary sheet and scale ticket quantities** allows for changes on the following:

- Screen PGA10000:
  - "Class/Variety" field
  - "Multiple Producers" field
  - "St/Cty Code Where the Commodity Is Stored" field
  - "Different Loan Rate Due to Storage Location" field
- Screen PGA10005:
  - "CCC Determined Value (nn.nnnn)" field
  - "LDP Approval Date" field
  - "Should 'Gross' Quantity be Adjusted for Moisture? (Y or N)" field; if "Y", then Screen PGB12200 will be displayed with the following:
    - "Quantity" field
    - "Moisture" field
- Screen PGA10500, "Free Form Entry of Location Where the Commodity Is Stored" field
- Screen PGA11000, "Farm Number(s) Where the Commodity Was Produced" field
- Screen PGA12500, "Producer Share" field
- Screen PCA42000, "Percent of Cropland Factor" field
- Screen PGB12000, "Load Summary Sheet Quantity in Applicable Units" field
- Screen PGB12005:
  - "Are There Additional Bins/Lots? (Y or N)" field
  - "Do you want to delete this bin/lot from LDP? (Y or N)" field.--*

Continued on the next page

***--1941 LDP Corrections (Continued)**

H
Field Direct LDP's

Correcting **field direct LDP's** allows for changes on the following:

- Screen PGA10000:
  - "Class/Variety" field
  - "Multiple Producers" field
- Screen PGA100015:
  - "709 Approval Date" field
  - "Date of Certification or Documentation Received" field
  - "Is this a Certified Field Direct LDP? (Y or N)" field
  - "Should 'Gross' Quantity be Adjusted for Moisture? (Y or N)" field
- Screen PGA11000, "Farm Number Where the Commodity Was Produced" field
- Screen PGA12500, "Producer Share" field
- Screen PCA42000, "Cropland Factors" field
- Screen PGB12500:
  - "Delivery Dates" field
  - "CCC Determined Values" field
  - "Delivery Quantities" field.**--***

Continued on the next page

***--1941 LDP Corrections (Continued)**

I
Updating

According to subparagraph 2 A, apply any "corrections" to the re-accessed LDP so as to, in 1 function:

- correct applicable fields
- update changes
- establish receivables in CRS when applicable
- issue additional system-generated payments when applicable
- create a correction verification report
- print a corrected CCC-700 showing the date of the:
  - original transaction
  - correction.**--***

1942-1949 (Reserved)

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*--Section 5 LDP Shortage/Violation

1950 General Information

A
Modified Information

The process for recording loan and LDP shortages or violations has been modified. These processes are now **loan servicing** functions. Loan and LDP shortages or violations may be caused by the following:

- incorrect certification
- unauthorized removal
- unauthorized disposition.

Only a farm-stored certified LDP can have a shortage recorded. The shortage as a result of a spotcheck question defaults to "N" for any other type LDP and can **not** be changed.

Record a loan shortage/violation according to Part 12, Section 12.

B
Liquidated Damages

Liquidated:

- damages apply to loan and LDP **violations only**

  Note: See 8-LP, Part 6.

- damage adjustments after recording in APSS:

  - **can** be done for **loan** violations according to Part 12, Section 13
  - **cannot** be done for **LDP** violations. A correction is required.

C
Recording Manual Transactions

To record a manual transaction, on Screen PCA12020, the question, "Is this a recording of a manually made action? (Y or N)", is displayed; ENTER:

- "N" when the transaction requires the current date
- "Y" when the transaction requires a past date.**--***

---

*--1951 Recording an LDP Shortage/Violation

A
Accessing the Process

Record an LDP shortage/violation according to the following table.

Step	Action	Result
1	On Price Support Main Menu **PCA005**: • ENTER "8", "Perform Loan/LDP Servicing Functions" • PRESS "Enter".	Menu PVA005 will be displayed.
2	On Price Support Loan/LDP Servicing Main Menu PVA005: • ENTER "16", "Record a Loan/LDP Shortage/Violation" • PRESS "Enter".	Screen PCA11000 will be displayed.
3	On Screen PCA11000, complete producer and loan identification information and verify according to paragraph 16.	Screen PCA14010 will be displayed.
4	Screen PCA14010 will display loan information. PRESS "Enter".	Screen PVA64000 will be displayed.

B
Recording a Shortage

Record a **shortage** on the selected **LDP** according to the following table.

Step	Action	Result
1	On Screen PGA30100, the question, "Is this the recording of a shortage as a result of a spot check?", will be displayed. ENTER "Y" to record a shortage and PRESS "Enter".	Screen PGA13700 will be displayed.
2	On Screen PGA13700, enter the actual production quantity available and PRESS "Enter".	Screen PGA14100 will be displayed with the calculated reduced quantity for refund and refund amount. Verify this information and PRESS "Enter". Screen PGA15005 will be displayed.

3	On Screen PGA15005:
	
	• the refund amount will be displayed
	
	• the question, "Do you wish to print a TSR Report?", will be displayed; ENTER:
	
	  • "Y" to print the report
	  • "N" to not print the report.
		Screen PGA15005 will be redisplayed with the message, "Correct entries, or overpayment will be created for amount shown".
		
		PRESS "Enter" to continue. TSR will print, if applicable.
		
		Screen PGA17005 will be displayed.

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Continued on the next page

B
Recording a Shortage (Continued)

Step	Action	Result
4	On Screen PGA17005, the question, "Do you wish to complete this process?", will be displayed. ENTER: • "Y" to complete • "N" to exit with no update.	Screen PCA97000 will be displayed with the printer selection for all forms printed for this transaction.
5	On Screen PCA97000, enter the following: • printer ID to be used **Note:** Select an IBM printer to properly print forms. • the number of copies to print. PRESS "Enter".	Screen PCE72010 will be displayed.

6	On Screen PCE72010, the following messages will be displayed:
	• "CCC-700 should now be printing on Px."
	• "Do you want to reprint this form?"; ENTER:
	  • "Y" to reprint
	  • "N" to not reprint.
	PRESS "Enter".
		Screen PCE83010 will be displayed.

7	On Screen PCE83010, the following messages will be displayed:
	• "Market gain TSR should now be printing on Px."
	• "Do you want to reprint this form?"; ENTER:
	  • "Y" to reprint
	  • "N" to not reprint.
	PRESS "Enter".
		The process is completed.

--*

Continued on the next page

C
Recording a Violation

Record a **violation** on the selected LDP according to the following table.

Step	Action	Result
1	On Screen PGA30100, the question, "Is this the recording of a shortage as a result of a spot check?", will be displayed. ENTER "N" to record a violation and PRESS "Enter". **Note:** To record a violation the user **must** answer "**N**".	Screen PGA46000 will be displayed.
2	On Screen PGA46000, the question, "Is this the recording of a violation?", will be displayed. ENTER "Y" and PRESS "Enter".	Screen PGA10105 will be displayed.

3	On Screen PGA10105, the following will be displayed:
	• producer name, CY, and LDP number
	• the question, "Is this the recording of: 1. A violation"
	  • ENTER "Y"
	• CCC determined value (nn.nnnn)
	• LDP approval date (MMDDYY)
	• LDP percentage
	• "Should 'gross' quantity be adjusted for moisture?"
	  • ENTER "N".
	Verify the information and PRESS "Enter".
		Screen PGA30000 will be displayed.

4	On Screen PGA30000, the question, "Was good faith determined by COC? (Y or N)", will be displayed. **IF the answer is....** / **THEN....** "Y" / Screen PGA30000 will be redisplayed. ENTER: • "1" for a first offense • "2" for a second offense. "N" / PRESS "Enter".	Screen PGA31000 will be displayed.

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Continued on the next page

C
Recording a Violation (Continued)

Step	Action	Result
5	On Screen PGA31000, enter the following: • demand date • discovery date • LDP violation quantity. PRESS "Enter"	Screen PGA35000 will be displayed.
6	On Screen PGA35000: • violation information will be displayed • adjustment of liquidated damages may be adjusted • the question, "Do you wish to print a TSR Report?", will be displayed. ENTER: • "Y", TSR will print • "N", TSR will not print. PRESS "Enter".	Screen PGA35500 will be displayed.
7	On Screen PGA35500, the question, "Do you wish to complete this process? (Y or N)", will be displayed. ENTER: • "N" to terminate the process with no update • "Y" to continue the process.	Screen PCA97000 will be displayed.
8	On Screen PCA97000, enter the following: • printer ID number **Note:** Select an IBM printer to properly print forms. • number of copies to print. PRESS "Enter" .	Screen PCE72010 will be displayed.

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Continued on the next page

C
Recording a Violation (Continued)

Step	Action	Result
9	On Screen PCE72010: • CCC-700 will print • the question, “Do you want to reprint this form?”, will be displayed.	Screen PCE84010 will be displayed.
10	On Screen PCE84010: • the LDP Violation Report will print • the question, “Do you want to reprint this form?”, will be displayed.	Screen PCE83010 will be displayed.
11	On Screen PCE83010: • the Market Gain TSR will print • the question, “Do you want to reprint this form?”, will be displayed. **Notes:** An overpayment will be established for the LDP shortage/violation quantity and liquidated damages. Use the Loan Violation Report to assist in preparing the applicable demand letter according to 8-LP, Part 6. See Part 7, Section 6 for repaying an overpayment. See Part 12, Section 4 for transferring an overpayment to claims.	The process is complete.

--*

*--1952 Recording Repay/Refund of an LDP Overpayment

A

Recording Repay/Refund in APSS

Record the repayment/refund of an overpayment resulting from a shortage/violation according to the following table.

Step	Action	Result
1	On Menu PCA005: • ENTER “4”, “Repay a Loan/Refund LDP Amount” • PRESS “Enter”.	Screen PCA12000 will be displayed.
2	Complete the producer/LDP selection process and producer verification.	Screen PCA12020 will be displayed.

3	On Screen PCA12020:
	• producer information will be displayed
	• the following questions will be displayed:
	  • “Is this the correct producer?”; ENTER:
	  • “N” to change producer
	  • “Y” to verify producer selection
	  • “Is this a recording of a manually made action?”; ENTER:
	  • “N” to use current date for repayment/refund
	  • “Y” to use a prior date for repayment/refund.
		Screen PCA14010 will be displayed.

4	On Screen PCA14010:
	• LDP information will be displayed
	• the following questions will be displayed:
	  • “Is this the correct LDP?”; ENTER:
	  • “N” to change LDP
	  • “Y” to verify LDP selection
	  • “Do you wish to see disbursements on this LDP?”; ENTER:
	  • “N” to not display disbursement information
	  • “Y” to display disbursement information.
		Menu PPD00000 will be displayed.

5	On Menu PPD00000, ENTER “2”, “Overpayment Refund”, and PRESS “Enter”.	Screen PPD72050 will be displayed.

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Continued on the next page

*--1952 Recording Repay/Refund of an LDP Overpayment (Continued)

A Recording Repay/Refund in APSS (Continued)

Step	Action	Result
6	On Screen PPD72050: • the overpayment effective date and outstanding amount will be displayed • enter the refund date (MMDDYY) • the question ,“Is this refund by wire transfer?”, will be displayed.	Screen PPD73050 will be displayed.
7	On Screen PPD73050: • the effective date, amount, and reason will be displayed • select the record for refund **Note:** Violation amounts must be repaid before liquidated damages. • enter the refund amount.	Screen PPD73050 will be redisplayed.
8	On Screen PPD73050, the following will now be displayed: • all information from step 7 • date refund demanded (MMDDYY). PRESS “Enter”.	Screen PPD75050 will be displayed.

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Continued on the next page

A Recording Repay/Refund in APSS (Continued)

Step	Action	Result

9	On Screen PPD75050:
	• the following will be displayed:
	  • overpayment effective date
	  • overpayment amount refunded
	  • interest due
	  • liquidated damages amount refunded
	  • total due for this refund
	• enter amount to refund
	• the question, "Do you wish to make another refund?", will be displayed; ENTER:
	  • "N" to complete this refund
	  • "Y" to calculate liquidated damages refund, if applicable.
	Note: PRESS "Cmd 2", "Return To Refunds Menu", to calculate the amount due including interest but not apply repayment at this time or PRESS "Cmd7", "End of Job".
		If the question, "Do you wish to make another refund?", is answered:
		• "N", Screen PPD77050 will be displayed; go to step 10
		• "Y" Screen PPD73050 will be displayed; go to step 12.

10	On Screen PPD77050:
	• refund information will be displayed
	• the question, "Do you wish to complete this refund?", will be displayed; ENTER:
	  • "Y" to complete the repayment
	  • "N" to end the process without update.
	Note: Allows users to view the total refund amount.
		If:
		• "N", process will end with no update
		• "Y", Screen PCA97000 will be displayed.

11	On Screen PCA97000, enter the following: • printer ID to be used **Note:** Select an IBM printer to properly print CCC-500. • number of copies to print. PRESS "Enter".	CCC-500 Payment Receipt will be printed. Deposit passes to accounting. The process is complete. Screen PPD73050 will be displayed.

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Continued on the next page

A Recording Repay/Refund in APSS (Continued)

Step	Action	Result
12	On Screen PPD73050: • select a record to liquidate • enter the amount to liquidate.	Screen PPD73050 will be redisplayed.
13	On Screen PPD73050, the following will be displayed: • all information from step 12 • the date refund demanded (MMDDYY). PRESS "Enter".	Screen PPD75050 will be displayed.

14	On Screen PPD75050:
	• the following is displayed:
	  • overdisbursement effective date
	  • overdisbursement principal liquidated
	  • interest due
	  • liquidated damages due
	  • total due for this refund
	• enter refund amount
	• the question, "Do you wish to make another refund?", will be displayed; ENTER "N".
		Screen PPD77050 will be displayed.

15	On Screen PPD77050:
	• the refund information, including the grand total will be displayed
	• the question, "Do you wish to complete this refund?", will be displayed; ENTER:
	  • "Y" to complete the refund
	  • "N" to end the process without update.
	
	Note: Allow users to view the grand total refund amount.
		If:
		• "N", process will end with no update
		• "Y", Screen PCA97000 will be displayed.

16	On Screen PCA97000, enter the following: • printer ID to be used **Note:** Select an IBM printer to properly print CCC-500. • number of copies to print.	CCC-500 Payment Receipt will be printed. Deposit passes to accounting. The process is complete.

--*

*--1953 Preparing LDP's for Transfer to Claims

A

When Refund Is Not On Time

After an LDP shortage/violation has been recorded, if the shortage/violation amount plus interest and liquidated damages, if applicable, are not refunded**,** a transfer to claims shall be prepared according to the following table.

Step	Action	Result

1	For a **good faith** determination on the 31st calendar day after the demand date, on Menu:
	• PCA005, ENTER "8", "Perform Loan/LDP Servicing Function", and PRESS "Enter"
	• PVA005:
	  • ENTER "3", "Transfer a Loan or LDP to Claims", and PRESS "Enter"
	  • select the producer and LDP for transfer
	  • verify producer and loan.
	PRESS "Enter".
		Menu PAA41000 will be displayed.

2	On Menu PAA41000, ENTER "3", "Overpayment", and PRESS "Enter".	Screen PPD72550 will be displayed.
3	On Screen PPD72550, either: • validate loan information and PRESS "Enter" **Note:** See paragraph 1283 on loans. • PRESS "Cmd 2" to return to Menu PAA41000 or PRESS "Cmd 7" to end job.	If: • "Enter" is pressed, Screen PPD73050 will be displayed • "Cmd 2" or "Cmd 7" is pressed, there is no update and process ends.
4	On Screen PPD73050, select the record for transfer to claims and PRESS "Enter".	Screen PPD75500 will be displayed.
5	On Screen PPD75500: • transfer information for validation will be displayed • the question, "Do you wish to transfer another LDP Overpayment to Claims?", will be displayed; ENTER "Y" or "N". PRESS "Enter".	If: • "N", Screen PPD77500 will be redisplayed • "Y", allows for transfer of other overdisbursements on the same loan number. Go through the process for any additional overdisbursements.

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Continued on the next page

*--1953 Preparing LDP's for Transfer to Claims (Continued)

A
When Refund Is
Not On Time
(Continued)

Step	Action	Result
6	On Screen PPD77500, the following will be displayed: • transfer information in another format • a 64-FI reference to establish the claim will be • the question, "Do you wish to complete this transfer to claims? (Y or N)". PRESS "Enter".	If: • "N", process ends with no update • "Y", Screen PAA45600 will be displayed.

7	On Screen PAA45600:
	• the printer on which the claims report is printing will be displayed
	• the question, "Do you want to reprint this form? (Y or N)", is displayed, ENTER:
	  • "Y" prints another copy
	  • "N" the process of transfer is complete.
		Transfer from APSS is complete.
		Users must establish the claim in accounting according to 64-FI.

--*

1954-1956 (Withdrawn--Amend. 2)

1957-1959 (Reserved)

1960 General LDP Refund Information

A
Basic Facts

LDP amounts to be refunded are classified as being either of the following:

- receivables
- overpayments.

This table explains these 2 terms.

Term	Explanation
Receivable	An amount due CCC that was created in APSS by a correction, where a payable is **not** canceled, for either an: • initial LDP • additional LDP for 1998 and prior crop year. **Note:** Receivables created by corrections are automatically passed to Accounting. See 67-FI for further instructions.

Overpayment	An amount due CCC that was created in APSS by recording 1 of the following:
	
	• net final production evidence that is **less** than initial LDP quantity for 1998 and prior crop year
	
	• a violation
	
	• quantity shortage
	
	• a manually made action, which is overpaid, for either an:
	
	  • initial LDP
	  • additional LDP.

Continued on the next page

1960 General LDP Refund Information (Continued)

B
Starting Refund Process

To begin processing either type of LDP refund:

- have the complete LDP folder at the terminal
- ENTER "4" on Menu PCA005 according to paragraph 15
- select LDP and producer according to paragraph 16.

Screen PCA14010 will be displayed.

C
Viewing Payments

On Screen PCA14010, ENTER "N" to the question, "Do you wish to see disbursements on this LDP? (Y or N)".

After completing entries on Screen PCA14010, PRESS "Enter" and Screen PPD00000 will be displayed.

1961 Selecting LDP Refund Options

A
Refund Options

Screen PPD00000 displays LDP refund options. Select the type of LDP refund to be processed, according to this table, and PRESS "Enter".

Option	Title	Result
1	Receivable Refund	Option is not available at this time.
2	Overpayment Refund	Screen PPD72050 will be displayed; see paragraph 1962.

B
Unavailable Options

An asterisk displayed in front of an option indicates that it is unavailable.

1962 Processing LDP Overpayment Refunds

A General Overpayment Information on Screen PPD72050

After entering "2" on Screen PPD00000 according to paragraph 1961, Screen PPD72050 will:

- display the:
  - overpayment effective date
  - overpayment amount outstanding
  - liquidated damages amount outstanding, when applicable
- allow for **entry** of refund date.

Notes: If there are multiple overpayment effective dates, "MULTIPLE" will be displayed instead of 1 specific date.

To find specific overpayment information about LDP before making the refund, ENTER "1", "Inquire about a Loan/LDP", on Menu PCA005 according to Part 2.

Complete Screen PPD72050 according to this table.

Field	Entry
Refund Date	Enter the: • current date to record a current day refund • date the refund will be made to inquire about a future refund • date the refund was received to record a manual refund.

PRESS "Enter" after completing entries. Screen PPD73050 will be displayed.

Continued on the next page

B
Selecting the Overpayment Record to Refund on Screen PPD73050

Screen PPD73050 lists the following information for each outstanding overpayment on LDP:

- select number
- effective date
- outstanding amount on this record
- creating application for this record.

Depending on the condition that created the overpayment, the creating application field will display 1 of the following:

- "LDP MAKING", for a manually prepared LDP that was overpaid
- "LDP VIOLATION", for a violation
- "LIQ DAMAGES", relative to the violation quantity.

Note: When LDP violation and liquidated damages creating applications are displayed, the "LDP VIOLATION" record **must** be refunded before the "LIQ DAMAGES" record is refunded.

Continued on the next page

B
Selecting the Overpayment Record to Refund on Screen PPD73050 (Continued)

Screen PPD73050 also requires 2 entries, and allows for 1 optional entry.

Complete Screen PPD73050 according to this table.

Step	Action	
1	Enter the number of the overpayment to be refunded from those listed on the screen. This is a required entry.	
2	Enter dollar amount to be refunded for this record. This is a required entry. Entry must be amount of outstanding amount to be refunded in this transaction. **Interest** will be calculated on amounts entered for "LDP MAKING" and "LDP VIOLATION" from date of initial LDP up to, but not including, refund date. Interest is **not** calculated on "LIQ DAMAGES" amounts. PRESS "Enter" and for creating applications: • "LDP MAKING", the message, "If refund is demanded enter the demand date", will be displayed; see step 3 • "LDP VIOLATION" and "LIQ DAMAGES", the message, "Date refund demanded", will be displayed showing demand date from the violation recording.	
3	**IF a demand letter was...**	**THEN...**
	sent	**enter** the date the letter was mailed.
	not sent	leave the field **blank**.

Note: When a demand letter is sent according to step 3, overpayment cannot be refunded through APSS if more than 30 calendar days have passed from demand date. Transfer overpayment to claims according to Part 12. Establish a claim and refund through ACS according to 64-FI.

After making entries, PRESS "Enter" and Screen PPD75050 will be displayed.

Continued on the next page

C
Selecting Another Overpayment on Screen PPD75050

Screen PPD75050:

- **displays** a summary of information for the record already selected, including the:
  - overpayment effective date
  - overpayment amount refunded
  - interest due
  - liquidated damages amount refunded, when applicable
  - total due for this refund
- allows for:
  - entering the amount of the record you want to refund
  - selecting another overpayment to refund.

Complete Screen PPD75050 according to this table.

Field	Entry	
Enter amount you wish to refund	Enter the amount to be refunded.	
Do you wish to make another refund? (Y or N)	Answer question and PRESS “Enter”.	
	IF...	**THEN...**
	“Y”	Screen PPD73050 will be redisplayed to select another overpayment; see subparagraph B.
	“N”	Screen PPD77050 will be displayed; see subparagraph D.

Continued on the next page

D Completing Overpayment Refund Process on Screen PPD77050

After all LDP receivable refunds have been entered, Screen PPD77050:

- **displays** the:
  - total overpayment amount due
  - total interest due
  - total liquidated damages amount due, when applicable
  - grand total received

    Note: Grand total received is total amount to be refunded for all overpayments selected.

- requires an **entry** according to this table.

Field	Entry	
Do you wish to complete this refund? (Y or N)	Answer question and PRESS "Enter".	
	IF...	**THEN...**
	"Y"	Screen PCE50010 will be displayed; see subparagraph E.
	"N"	Main Menu PCA005 will be displayed.

Continued on the next page

E
Reprinting CCC-500

Screen PCE50010 displays the message, "Form CCC-500 should now be printing on P?", and asks if you want to reprint this form.

Complete Screen PCE50010 according to this table.

Field	Entry	
Do you want to reprint this form? (Y or N)	Answer question and PRESS "Enter".	
	IF...	**THEN...**
	"Y"	CCC-500 will be reprinted, and Screen PCE50010 will be redisplayed.
	"N"	a series of accounting screens will be displayed for entry of CCC-257 data. Complete these screens according to 3-FI. **Note:** If LDP refund involves more overpayments than can be printed on CCC-500, CCC-500-1 will be printed and Screen PCE69010 will be displayed; see subparagraph F.

Continued on the next page

F
Reprinting CCC-500-1

Screen PCE69010 displays the message, “Form CCC-500-1 should now be printing on P?”, and asks if you want to reprint this form.

Complete Screen PCE69010 according to this table.

Field	Entry	
Do you want to reprint this form? (Y or N)	Answer question and PRESS “Enter”.	
	IF...	**THEN...**
	“Y”	CCC-500-1 will be reprinted, and Screen PCE69010 will be redisplayed.
	“N”	a series of accounting screens will be displayed for entry of CCC-257 data. Complete these screens according to 3-FI.

1963 Recording Manually Prepared LDP Refunds

A
Recording Manual Actions

Follow this table to record LDP **refunds** that were manually calculated and collected when the computer was not operational.

Step	Action	Result
1	ENTER “4” on Menu PCA0005 and PRESS “Enter”.	Screen PCA11000 will be displayed.
2	Enter the: • producer’s last name • crop year • LDP number for which the manual action was made. PRESS “Enter”.	Screen PCA12020 will be displayed. **Note:** If only **crop year** and **LDP number** were entered, Screen PCA11500 displays **all** producers on LDP, and allows for selecting the desired producer.
3	Screen PCA12020 displays the 2 questions: • “Is this the correct producer? (Y or N)” • “Is this a recording of a manually made action? (Y or N)”. Identify correct producer; see paragraph 16. ENTER “Y” to question, “Is this a recording of a manually made action? (Y or N)”, and PRESS “Enter”.	Screen PCA14010 will be displayed.
4	Screen PCA14010 allows for verifying **chosen LDP** by displaying general information for LDP number entered on Screen PCA11000 and displays these 2 questions: • “Is this the correct LDP? (Y or N)” • “Do you wish to see disbursements on this LDP? (Y or N)”. **Note:** ENTER “N” to the question regarding disbursements. Make entries and PRESS “Enter”.	If answer to, “Is this the correct LDP? (Y or N)”, is: • "Y”, Screen PPD0000 will be displayed; go to step 5 • “N”, Screen PCA13000 will be displayed listing all LDP’s for the producer and allow for selecting the desired LDP.
5	Select refund option according to paragraph 1961.	
6	Continue the recording process for a manually prepared **overpayment** refund according to paragraph 1962.	

1964-1974 (Reserved)

*--Section 7 Payments "in Lieu of LDP" for Grazed Acreage

1975 Eligibility

A
Basic Payment Information

To be eligible to receive a payment "in lieu of an LDP" for grazed acres, producers and the grazed commodity must meet all requirements for receiving a price support loan on that commodity. See 8-LP for applicable eligibility requirements.

B
Commodities Eligible

The following commodities are eligible for a payment "in lieu of an LDP":

- wheat
- barley
- oats
- triticale.

C
General Processing Information

Payments "in lieu of an LDP" for grazed acres shall be processed by the County Office in APSS, according to paragraphs 1976 through 1980.

Note: Software does not allow for recording manual payments. County Offices shall issue all payments using APSS.--*

*--1976 Preparing to Process "in Lieu of LDP's"

A

Preparing for "in Lieu of an LDP" for Grazed Acres

Before starting "in lieu of an LDP" activity:

- verify that the county-maintained table files are updated with the current data according to paragraph 12

  Note: Before processing "in lieu of an LDP" activity, the applicable commodity loan rate must be entered on the Commodity Loan Rate table file.

- have at the workstation the manually completed CCC-633 Grazing.**--***

*--1977 Accessing "in Lieu of an LDP" Processing Functions

A
Accessing "In Lieu of an LDP" Processing Functions

Access the "in lieu of an LDP" functions according to the following.

Step	Action
1	Access Menu PCA005 according to subparagraph 15 A.
2	On Menu PCA005, ENTER "10", "Perform Special Functions", and PRESS "Enter".
3	On Menu PCA000, ENTER "6", "Perform Grazing Payment Functions" and PRESS "Enter".

On Menu PGG000, select an option according to the following table.

IF...	THEN...
a new GRAZE-OUT application is to be entered	ENTER "1", "Entering GRAZE-OUT Application and Issue Payment". See paragraph 1978.
cancelling a previously entered GRAZE-OUT payable	ENTER "4", "Canceling GRAZE-OUT Payables". See paragraph 1979.
recording a previously entered GRAZE-OUT overpayment/underpayment	ENTER "5", "Recording GRAZE-OUT Overpayments/Underpayments". See paragraph 1980.

--*

Continued on the next page

*--1978 Entering a New GRAZE-OUT Application

A
Selecting Customer

On Menu PGA000, ENTER “1”, “Entering GRAZE-OUT Application and Issue Payment”, and PRESS “Enter”. Customers’ Selection Screen PCA11000 will be displayed.

On Screen PCA11000:

- select a customer according to the 1 of the following:
  - customers’ last name and crop year
  - customers’ ID, ID Type, and crop year
  - crop year
- PRESS “Enter”.

The following is an example of Screen PCA11000.

```
PAYMENTS            131-Northhampton PSD QRY            PCA11000
GRAZE OUT PAYMENTS                    Version: AC53  10-15-02  9:04 Term K4
-----------------------------------------------------------------------------------------------

Enter Contact Producer’s Last Name  SMITH              or
Producer’s ID (Numeric)            and (Optional) Type (S, I, or E)
Program Year 02    Graze-Out Number  NEW   (nnnnn) or (N)ew




Press "Enter" To Continue    Cmd3=Previous Menu    Cmd7=End Of Job
```

--*

Continued on the next page

*--1978 Entering a New GRAZE-OUT Application (Continued)

B
Entering Commodity Data

On Commodity Information Screen PGG10000, enter the required data for the following:

- Commodity (Alpha Code)
- Class/Variety
- Application Date (mmddyy)
- Approval Date (mmddyy)
- answer the question, “Does this GRAZE-OUT application have multiple Producers (Y or N)”.

PRESS “Enter”.

The following is an example of Screen PGG10000.

```
GRAZE-OUT PAYMENTS    131-Northhampton PSD QRY              PGG10000

GRAZE-OUT PAYMENT APPLICATION   Version: AC53  10-15-02  9:29 Term K4
-----------------------------------------------------------------------------------------------
BERNICE L SMITH                          PY 02  GRAZE #NEW    COMM


  Enter for this 2002 Crop Year GRAZE-OUT:

      Commodity (Alpha Code)      WHT

      Class / Variety             SRW

      Application Date  (mmddyy)  101502

      Approval Date     (mmddyy)  101502


  Does this GRAZE-OUT Application have Multiple Producers (Y or N)  N


  Press "Enter" to Continue       Cmd7=End of Job      Help=Help Text
```

--*

Continued on the next page

C
Entering Data for Calculating Payment

Enter the following required information for calculating a GRAZE-OUT payment:

- acres
- yield
- payment (LDP) rate for the commodity.

Note: Only enter whole acres.

PRESS “Enter”.

The following is an example of the required information on GRAZE-OUT Payment Application Screen PGG13000.

```
GRAZE-OUT PAYMENTS    131-Northhampton PSD QRY              PGG13000
GRAZE-OUT PAYMENT APPLICATION       Version: AC53  10-15-02 10:54 Term K4
-------------------------------------------------------------------------------
BERNICE L SMITH                          PY 02  GRAZE #    2  COMM WHT


 Program Year    Commodity      Acres      Yield     Pymt (LDP) Rate

    2002             WHT          100        30           .10



Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End Of Job
```

--*

Continued on the next page

D
Displayed Calculated Data

Screen PGG14000 will be displayed with the question, “Complete GRAZE-OUT Payment?”. ENTER “Y” or “N”.

The following is an example of GRAZE-OUT Payments Summary Screen PGG14000.

```
GRAZE-OUT PAYMENTS    131-Northhampton PSD QRY              PGG14000
GRAZE-OUT PAYMENTS SUMMARY          Version: AC53  10-15-02 11:02 Term K4
-------------------------------------------------------------------------------------------
BERNICE L SMITH                        PY 02  GRAZE #    2       COMM WHT


  Acres                  100                    Date                    10-15-02

  Yield                   30                    Graze-Out Amt             300.00

  Quantity            3,000.00                  Denied Pymt                 .00
                                                Refused Pymt                .00
  Pymt (LDP) Rate     .1000
                                                Net Payment               300.00


  Do you want to Compete this GRAZE-OUT Payment?  Y

Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End Of Job
```

E
Completing and Issuing Payment

After entering “Y” to the question, “Do you want o Complete this GRAZE-OUT Payment”, accounting screens will follow that allow for:

- setoffs
- assignments
- issuing the check or direct deposit.

Note: If “N” is entered, Screen PGG10000 will be redisplayed.**--***

*--1979 Canceling GRAZE-OUT Payables

A
Accessing Cancellation Option

To cancel a payable generated from entering an application according to paragraph 1978:

- on Menu PGG000:
  - ENTER “4”, “Canceling GRAZE-OUT Payables”
  - PRESS “Enter”
- follow the instructions in subparagraphs B and C.

GRAZE-OUT ID Entry Screen PCA11000 will be displayed.

B
Selecting Customer

On Screen PCA11000, select a customer according to the 1 of the following:

- customers’ last name, crop year, and GRAZE-OUT application number
- a customer’s ID, ID Type, crop year, and GRAZE-OUT application number
- crop year and GRAZE-OUT application number.

PRESS “Enter” and select a customer.

The following is an example of Screen PCA11000.

```
 131-Northhampton PSD QRY                                  PCA11000
GRAZE-OUT ID ENTRY                  Version: AC53  10-15-02 14:11 Term K4
-------------------------------------------------------------------------------

Enter Contact Producer’s Last Name                  or
Producer’s ID (Numeric)          and (Optional) Type (S, I, or E)
Program Year 02   Graze-Out Number  00003 (nnnnn) or (N)ew





Press "Enter" To Continue    Cmd3=Previous Menu    Cmd7=End Of Job
```

--*

Continued on the next page

C
Canceling Payables

After selecting a customer, GRAZE-OUT Cancel Process Screen PGG50000 will be displayed showing the following:

- payment date
- payment amount
- warning to the user that all payments will be cancelled and a receivable will be established if the payable is not available
- the question, “Do you wish to cancel this GRAZE-OUT application? (Y or N)”; ENTER “Y” if this is the correct application to cancel.

  Note: If “N” is entered, Menu PGG000 will be redisplayed.

The following is an example of Screen PGG50000.

```
GRAZE-OUT CANCEL      131-Northhampton PSD QRY              PGG50000
GRAZE-OUT CANCEL PROCESS          Version: AC53  10-15-02 14:32 Term K
-------------------------------------------------------------------------------------------
BERNICE L SMITH                          PY 02  GRAZE #       2  COMM WHT

   Payment Date  10-15-02                Payment Amount          300.00


   This process will cancel ALL payments (CCC-184 and EFT) issued to ALL
   producers on this GRAZE-OUT application.

   Cancellation will create receivables if EFTs were queued or if the
   CCC-184s have been mailed.


   Do you wish to cancel this GRAZE-OUT application? (Y or N) Y


Press "Enter" To Continue    Cmd7=End Of Job
```

--*

Continued on the next page

D Confirming Availability of Payment

Screen ANK52010 will display the following:

- application amounts
- the question, “Do you have the check in your office? (Y or N)”.

If:

- “Y”, check or direct deposit will be cancelled in Accounting
- “N”, a receivable will be established.

The following is an example of Amount Due Screen ANK52020.

```
Accounting          131 Northhampton PSD QRY   Cancel          ANK52020
Amount Due Screen                  Version: AC53  10-15-2002 14:40 Term K4
-----------------------------------------------------------------------------------------

        300.00 is still outstanding from DAVID A SANDERS


 Producer/Non-producer ID  238 08 3195 S       Program Code  02GRAZEWHT
 Reference  Application Number 00004

 Enter a Basis of Debt Code  10341  See Handbook 67-FI Exhibits 6 & 7

 Enter interest start date and program code if interest is due.
   Interest Start Date              Interest Program Code
 Enter charge(s) program code and amount if due.
   Charge Program Code 1                      Amount Due
   Charge Program Code 2                      Amount Due


Enter=Continue                 Cmd6=Show Payments  Help=Help Text
```

--*

*--1980 Recording GRAZE-OUT Overpayment/Underpayment

A
Recording Overpayments/ Underpayments

If it is discovered an application data is in error, the user may change the following in a customer's application:

- add additional customers
- change acres for payment
- change yield for payment
- change a payment rate.

Note: To change the commodity, the application must be cancelled according to subparagraph 1979 and a new application entered. A receivable may be established if the customer has been paid, therefore the new application's payment can be used to satisfy the all or part of the receivable or if applicable an additional disbursement will be made.

B
Accessing Customer

To access the customer application, on Menu PGG000, ENTER "5", "Recording GRAZE-OUT Overpayments/Underpayments". Select the customer by program year and GRAZE-OUT application number. After selecting the customer, GRAZE-OUT Correction Screen PGG13000 will be displayed to make necessary changes.

The following is an example of Screen PGG13000.

```
GRAZE-OUT PAYMENTS    131-Northhampton PSD QRY              PGG13000

GRAZE-OUT CORRECTION                Version: AC53  10-15-02 15:15 Term K4
-----------------------------------------------------------------------------------------
DAVID A SANDERS                          PY 02  GRAZE #    5  COMM WHT

  Program Year    Commodity      Acres      Yield     Pymt (LDP) Rate

     2002             WHT          100        30            .1000



Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End Of Job
```

--*

Continued on the next page

***--1980 Recording GRAZE-OUT Overpayment/Underpayment (Continued)**

C
Recording Changes

After recording changes to previously entered data, the newly entered data will recalculate the payment and either disburse an additional payment or set up a receivable.**--***

Reports, Forms, Abbreviations, and Redelegations of Authority

Reports None

Forms This table lists the forms referenced in this handbook.

Number	Title	Display Reference	Reference
AD-1026	Appendix to Form for Highly Erodible Land Conservation (HELC) and Wetland Conservation (WC) Certification (Assembled as a component with AD-1026 Appendix)		1489
CCC Cotton A	Cotton Producers Note and Security Agreement		1201
CCC Cotton A-1	Schedule of Pledged Cotton		356, 441
CCC-184	CCC Check		Text
CCC-257	Schedule of Deposit		Text
CCC-500	Loan Repayment Receipt		Part 7, 1282, 1952, 1962
CCC-500-1	Loan Repayment Receipt Continuation Sheet		716, 740, 752, 762, 779, 1962
CCC-516-1	Authorization for Additional Market Gain Payment		740, 741
CCC-633 LDP	Loan Deficiency Payment Certification and Application		1901, 1976
CCC-639	Competitive Bid Pricing Worksheet		920, 921
CCC-643	Request for Shipping Instructions		918, 919
CCC-666	Farm Stored Loan Quantity Certification		300, 320
CCC-676	LDP and Loan Number Register		372, 453, 724
CCC-677	Farm Storage Note and Security Agreement		311, 356, 500, 542, 552, 553
CCC-677-1	Farm Storage Loan Worksheet		300, 331, 344, 543
CCC-678	Warehouse Storage Note and Security Agreement		441, 500, 552, 553

Continued on the next page

Forms
(Continued)

Number	Title	Display Reference	Reference
CCC-681-1	Authorization for Delivery of Loan Collateral for Sale		1298, 1299
CCC-681-1A	CCC-681-1 Continuation Sheet		724, 1298
CCC-684	Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-677)		356, 552, 553
CCC-684-1	Note and Security Agreement Continuation Sheet Schedule of Commodity (for CCC-678)		441, 552, 553
CCC-686	Application for Loan or Loan Deficiency Payment by Heirs (On a Commodity Produced by a Person Who Has Died)		1215
CCC-691	Commodity Delivery Notice		900, 901, 912, 914, 1220
CCC-692	Settlement Statement		900, 920, 946, 947
CCC-692A	Settlement Statement (Continuation Sheet)		946, 947
CCC-697	Request to Lock in a Market Loan Repayment Rate		1299
CCC-700	Loan Deficiency Payment Statement		1468, Part 19
CCC-700A	Loan Deficiency Payment Statement (Continuation of CCC-700)		1917, 1918,
CCC-709	Direct Loan Deficiency Payment Agreement		1901, 1906, 1915
CCC-1099-A	Producer Forfeiture, Settlement, and Abandonment Record		1701
FSA-603	Collection Register for State and County Offices		726
FSA-604	Debt Register		901
UCC-1	Financing Statement		356, 552

Continued on the next page

Abbreviations Not Listed in 1-CM

The following abbreviations are not listed in 1-CM.

Approved Abbreviation	Term	Reference
ATHM	acid treated high moisture	301, 311, 323, 331, 333, 344
COE	County Office expense	1701
CRS	Common Receivable System	1118, 1941
CSACD	Customer Service and Acceptance Certification Division, SUAB, KC-ITSDO	1744
EFT	electronic funds transfer	Text
HM	high moisture	301, 311, 320, 323, 331, 333
NHD	National Help Desk, KC-ITSDO	Part 17
PCP	posted county price	724, 726
PLM	payment limitation	724, 726
RCP	regionally calculated price	724, 726
SUAB	SCOAP User Assistance Branch, KC-ITSDO	1741, 1744
TSR	Transaction Summary Report	Text

Redelegations of Authority

Redelegation authority is provided in 8-LP, paragraph 3.

--

Definitions of Terms Used in This Handbook

Discrepancy

A discrepancy exists when spot-check results reveal that the measured quantity is less than the outstanding loan or LDP quantity or the storability and sanitary conditions are unacceptable. Based on these spot-check results, COC may determine that a violation has occurred and the producer will be notified of the discrepancy.

Excessive Discrepancies

Excessive discrepancies exist when 20 or more percent of recorded spot checks completed for total random selections result in discrepancies.

Expanded Sample

An expanded sample is the automated process of selecting and printing a list of additional random selections for any of the 6 spot-check categories when there are excessive discrepancies.

Loans Transferred to Claims but Not Settled

Loans transferred to claims but not settled are all loans transferred to claims software, but for which collateral remains on farm and a full settlement has not been processed through APSS using Main Menu PCA005, option 14, "Settle a Loan In Claims Status".

Market Loan Repayment

Market loan repayment is the process of repaying a nonrecourse loan at the CCC-determined repayment rate that is less than the announced loan rate, or at a rate higher than the loan rate when repayment amount is less than principal plus interest.

Note: Market loan repayments, in part or in full, require that final production or disposition evidence be recorded in APSS.

Other Required Check Selections

Other required check selections occur in spot-check categories 1 through 4 only and are the result of multiplying all of the required checks remaining after random selections are made by 33 1/3 percent.

Random Selections

Random selections are a result of multiplying all outstanding farm-stored loans in applicable category, including required checks, loans repaid in part or in full by market loan repayment without final evidence, and LDP's for which final evidence is not recorded, by a variable selection percentage.

Continued on the next page

Definitions of Terms Used in This Handbook (Continued)

Related Loans and LDP's

Related loans and LDP's are **all** other outstanding farm-stored loans and LDP's, identified by producer ID number, including:

- loans repaid to zero by market loan repayment but without final disposition or production evidence
- loans open after maturity more than 30 calendar days
- loans transferred to claims but not settled
- all other LDP's without final disposition or production evidence for **each** producer on a loan or LDP selected for spot-check.

Required Check

A required check is the mandatory spot-check requirement for a loan of a COC or STC member, FSA employee, or producer otherwise so designated by COC. Required check flags are set in loanmaking according to Part 3. LDP processing does not have the capability to add required check flag.

Session Printer

Session printer is the printer to which the user's terminal defaults.

Spot Check

A spot check of a loan or LDP is the onsite measuring and quality determination of a farm-stored commodity in its storage structure for total random selections, or the visual inspection of a commodity in its storage structure for related loans and LDP's.

Total Random Selections

Total random selections are all random selections, plus all other required check selections when they apply, as in categories 1 through 4.

Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Reference
	Select Records	1489, 1489.5
ANK52020	Amount Due Screen	1979
PCA005	Price Support - Main Menu	1
PGA000	Price Support - Loan Deficiency Payment Making Menu	1902
PCA11000	GRAZE OUT Payments Screen	1978
PCA11000	GRAZE-OUT ID Entry Screen	1979
PGG1000	GRAZE-OUT Payment Application Screen	1978
PGG13000	GRAZE-OUT Correction Screen	1980
PGG13000	GRAZE-OUT Payment Application Screen	1978
PGG14000	GRAZE-OUT Payments Summary Screen	1978
PGG50000	GRAZE-OUT Cancel Process Screen	1979
PQA01102	Farm Stored Loan/LDP Menu	1489
PQA01103	Cotton Loan/LDP Menu	1489
PQA01104	Query Type Selection Screen	1489
PQA01105	Output Device Selection Screen	1489
PQA01106	Run Reports Screen	1489
PQA01108	Crop Practice Selection Screen	1489
PQA01109	Irrigated Report Format Selection Screen	1489
PQA01110	Nonirrigated Report Format Selection Screen	1489
PQA01130	Price Support - Commodity Menu	1489
PQA020	Price Support - Crop Year Selection Menu	1489
PVA30000	Display Loan Information	200

Continued on the next page

Menu and Screen Index (Continued)

Menu or Screen	Title	Paragraph
PVA30005	Additional Loan Information	201
PVA30100	General LDP Information	202
PVA30105	LDP Amount Calculations	203
PVA31000	Display of Farm Numbers Where Produced	201, 203
PVA32000	Display of Previous Loan Numbers	201
PVA33300	Display of Bin Information	201
PVA33400	Display of LDP Bin/Lot/Receipt Information	203
PVA33501	Receipt Information	201
PVA36000	Display of Disbursement Information/Producer Share	201
PVA37000	Display of Liquidated Information	201
PVA37010	Display of LDP Refund Information	203
PVA38000	Display of Receivables/Overdisbursements	201
PVA38100	Display of LDP Overpayments	203
PVA39000	Display of Market Gain Information	201, 203
PVB000	Price Support Loan Servicing - Loan and LDP Spotcheck	1505
PVB08000	Price Support - Spotcheck Notice	1504

Example of First List

Category 1

```
MISSISSIPPI              U.S. Dept. of Agriculture          Prepared: 01-07-98
LEFLORE               Consolidated Farm Service Agency         As Of: 01-07-98
Report ID: PVB150-R001                                          Page:    1

                         LOANS AND LDP'S FOR SPOTCHECK

                                  FOR JAN 1998

          Category 1:  FARM-STORED REGULAR CERTIFIED LOANS AND LDP'S


 Loans and LDP's Currently Eligible In This Category:          15
                                   Random Selections:           2
                       Other Required Check Selections:         2
                                     Added Selections:          0
                                     TOTAL SELECTIONS:          4
          Related Loans/LDP'S for Producers Selected:          23


CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================= ============================

97   LDP     20 CORN  JOHN C SABIN                  96 LOAN 90844  96 LOAN 90885
                                                    96 LOAN 90886  96 LOAN 99789
                                                    97 LDP     35

                      LYNNE A SABIN                 96 LOAN 90081  96 LOAN 98080
                                                    97 LOAN 95285  97 LOAN 95447

97   LDP     40 RRICE BUDDY JONES

97  *LOAN    47 RRICE CHARLES R SMITH MD            97 LOAN     6  97 LOAN 90010
                                                    97 LDP  90013  97 LOAN 90019
                                                    97 LOAN 90035  97 LOAN 90045

                      E B SMITH JR

                      CLOVIS SMITH                  96 LOAN 90023  96 LOAN 90024

97  *LOAN 90035 CORN  CHARLES R SMITH MD            97 LOAN     6  97 LOAN    47
                                                    97 LOAN 90010  97 LDP  90013
                                                    97 LOAN 90019  97 LOAN 90045
```

Continued on the next page

Example of First List (Continued)

Category 2

```
MISSISSIPPI              U.S. Dept. of Agriculture          Prepared: 01-07-98
LEFLORE               Consolidated Farm Service Agency         As Of: 01-07-98
Report ID: PVB150-R001                                          Page:    1

                         LOANS AND LDP'S FOR SPOTCHECK

                                  FOR JAN 1998

            Category 2:  FARM-STORED REGULAR MEASURED LOANS AND LDP'S


  Loans and LDP's Currently Eligible In This Category:            0
                                   Random Selections:             0
                      Other Required Check Selections:            0
                                     Added Selections:            0
                                     TOTAL SELECTIONS:            0
           Related Loans/LDP'S for Producers Selected:            0


CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================== ==============================




                   There are no selections for this category
```

Continued on the next page

Example of First List (Continued)

Category 3

```
MISSISSIPPI              U.S. Dept. of Agriculture          Prepared: 01-07-98
LEFLORE               Consolidated Farm Service Agency         As Of: 01-07-98
Report ID: PVB150-R001                                          Page:    1

                         LOANS AND LDP'S FOR SPOTCHECK

                                  FOR JAN 1998

                     Category 3:  FARM-STORED RESERVE LOANS


 Loans and LDP's Currently Eligible In This Category:            0
                                   Random Selections:            0
                     Other Required Check Selections:            0
                                  Added Selections:            0
                                  TOTAL SELECTIONS:            0
           Related Loans/LDP'S for Producers Selected:            0


CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================= =============================

                    There are no selections for this category
```

Continued on the next page

Example of First List (Continued)

Category 4

```
MISSISSIPPI              U.S. Dept. of Agriculture          Prepared: 01-07-98
LEFLORE               Consolidated Farm Service Agency         As Of: 01-07-98
Report ID: PVB150-R001                                          Page:    1

                         LOANS AND LDP'S FOR SPOTCHECK

                                 FOR JAN 1998

                Category 4:  FARM-STORED REGULAR EXTENDED LOANS


 Loans and LDP's Currently Eligible In This Category:            0
                                   Random Selections:            0
                     Other Required Check Selections:            0
                                  Added Selections:            0
                                  TOTAL SELECTIONS:            0
           Related Loans/LDP'S for Producers Selected:            0


CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================ ============================




                   There are no selections for this category
```

Continued on the next page

Example of First List (Continued)

Category 5

```
MISSISSIPPI                U.S. Dept. of Agriculture          Prepared: 01-07-98
LEFLORE                 Consolidated Farm Service Agency         As Of: 01-07-98
Report ID: PVB150-R001                                            Page:    1

                          LOANS AND LDP'S FOR SPOTCHECK

                                  FOR JAN 1998

                 Category 5:  FARM-STORED HONEY LOANS AND LDP'S


  Loans and LDP's Currently Eligible In This Category:            0
                                   Random Selections:             0
                      Other Required Check Selections:          N/A
                                    Added Selections:             0
                                    TOTAL SELECTIONS:             0
           Related Loans/LDP'S for Producers Selected:            0


CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================= ==========================================================
```

Example of First List (Continued)

Category 6

```
MISSISSIPPI              U.S. Dept. of Agriculture          Prepared: 01-07-98
LEFLORE               Consolidated Farm Service Agency         As Of: 01-07-98
Report ID: PVB150-R001                                          Page:    1

                         LOANS AND LDP'S FOR SPOTCHECK

                                 FOR JAN 1998

 Category 6:  FARM-STORED LOANS OPEN AFTER MATURITY - OR TRANSFERRED TO CLAIMS


 Loans and LDP's Currently Eligible In This Category:          18
                                   Random Selections:           2
                     Other Required Check Selections:         N/A
                                  Added Selections:             0
                                  TOTAL SELECTIONS:             2
          Related Loans/LDP'S for Producers Selected:           5


CY   LOAN/LDP   COMM  PRODUCER NAME                 RELATED LOANS/LDP'S
==   ========== ===== ============================ ============================

96   LOAN   115 RRICE CARR & CARR INC              96 LOAN   114

96   LOAN 96005 BSUG  JASON ABBOTT                 96 LOAN 96002  97 LOAN    45
                                                   97 LOAN 97067  97 LOAN 97102
```

Example of Blank Performance Report for a First List

MISSISSIPPI
LEFLORE
Report ID: PVB160-R001

U.S. Department of Agriculture
Agricultural Stabilization and Conservation Service

Prepared: 01-07-98
As Of: 01-07-98
Page: 1

MONTHLY SPOTCHECK PERFORMANCE REPORT WORKSHEET

*** FIRST LIST *** FOR JAN 1998

"Enter" Spotcheck Data In All Of The Blank Fields (Use "0" If Neg)	CATEGORY 1 Certified	CATEGORY 2 Measured	CATEGORY 3 Reserve	CATEGORY 4 Extended	CATEGORY 5 Honey	CATEGORY 6 30 Days/Trnsf Cl
Current Eligible Loans/LDP's	15	0	0	0	0	18
Selection Pct	2.70%	2.70%	2.70%	2.70%	33.33%	2.70%
Random Selections	2	0	0	0	0	2
Other Reqd Checks	2	0	0	0	N/A	N/A
Added Selections	0	0	0	0	0	0
Total Selections	4	0	0	0	0	2
Selcs Repaid/Setd	___	___	___	___	___	___
Checks Completed	___	___	___	___	___	___
Discrepancies	___	___	___	___	___	___
Total Related Loans and LDP's	23	0	0	0	0	5
Related Chks Cmptd	___	___	___	___	___	___
Discrepancies	___	___	___	___	___	___
Num of Bins Chkd	___	___	___	___	N/A	___

Example of Report PVB160-R001 When There Are No Selections

PENNSYLVANIA
MONTGOMERY
Report ID: PVB160-R001

U.S. Department of Agriculture
Agricultural Stabilization and Conservation Service

Prepared: 03-01-9
As Of: 03-01-9
Page: 1

MONTHLY SPOTCHECK PERFORMANCE REPORT WORKSHEET

*** FIRST LIST *** FOR MAR 1996

'Enter' Spotcheck Data In All Of The Blank Fields (Use '0' If Neg)	CATEGORY 1 Certified	CATEGORY 2 Measured	CATEGORY 3 Reserve	CATEGORY 4 Extended	CATEGORY 5 Honey	CATEGORY 6 30 Days/Trnsf C
Current Eligible Loans/LDP's	0	0	0	0	0	0
Selection Pct	2.50%	2.50%	2.50%	2.50%	33.33%	2.50%
Random Selections	0	0	0	0	0	0
Other Reqd Checks	0	0	0	0	N/A	N/A
Added Selections	0	0	0	0	0	0
Total Selections	0	0	0	0	0	0
Selcs Repaid/Setd	0	0	0	0	0	0
Checks Completed	0	0	0	0	0	0
Discrepancies	0	0	0	0	0	0
Total Related Loans and LDP's	0	0	0	0	0	0
Related Chks Cmptd	0	0	0	0	0	0
Discrepancies	0	0	0	0	0	0
Num of Bins Chkd	0	0	0	0	N/A	0

There are no valid Loans or LDP's for this month's spotcheck process.
No further spotchecking action is required until next month.

CED Approval Signature: _____ Date: _____

Example of Expanded Sample List

Category 1

```
MISSISSIPPI                U.S. Dept. of Agriculture          Prepared: 02-27-96
TUNICA                  Consolidated Farm Service Agency         As Of: 02-27-96
Report ID: PVB150-R001                                            Page:     1

                          LOANS AND LDP'S FOR SPOTCHECK

                                  FOR FEB 1996

           Category 1:  FARM-STORED REGULAR CERTIFIED LOANS AND LDP'S

                     *** *** *** *** EXPANDED SAMPLE #1
  Loans and LDP's Currently Eligible In This Category:            29
                                   Random Selections:              1
                      Other Required Check Selections:           N/A
                                    Added Selections:              0
                                    TOTAL SELECTIONS:              1
           Related Loans/LDP'S for Producers Selected:             5

CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================== ============================

95   LOAN    37 CORN  LOVIE W SALLYWHITE             94 LOAN 94444  94 LOAN 97777
                                                     94 LOAN 98198  95 LOAN    33
                                                     95 LOAN 95216
```

Continued on the next page

Example of Expanded Sample List (Continued)

Category 2

```
MISSISSIPPI                U.S. Dept. of Agriculture          Prepared: 02-27-96
TUNICA                  Consolidated Farm Service Agency         As Of: 02-27-96
Report ID: PVB150-R001                                            Page:     1

                          LOANS AND LDP'S FOR SPOTCHECK

                                   FOR FEB 1996

            Category 2:  FARM-STORED REGULAR MEASURED LOANS AND LDP'S

                     *** *** *** *** EXPANDED SAMPLE #1
  Loans and LDP's Currently Eligible In This Category:            8
                                   Random Selections:             1
                      Other Required Check Selections:          N/A
                                    Added Selections:             0
                                    TOTAL SELECTIONS:             1
           Related Loans/LDP'S for Producers Selected:            0

CY   LOAN/LDP   COMM  PRODUCER NAME                  RELATED LOANS/LDP'S
==   ========== ===== ============================ ============================

94   LOAN     11 RRICE SCOTT SMALL

                      DONALD L TAYLOR

                      DONALD & GLENN TAYLOR LEASING
```

Example of Blank Performance Report for an Expanded Sample

NEBRASKA
YORK
Report ID: PVB160-R001

U.S. Department of Agriculture
Agricultural Stabilization and Conservation Service

Prepared: 08-13-96
As Of: 08-13-96
Page: 1

MONTHLY SPOTCHECK PERFORMANCE REPORT WORKSHEET

"Enter" Spotcheck Data In All Of The Blank Fields (Use "0" If Neg) — *** EXPANDED SAMPLE #1 *** FOR FEB 1996

	CATEGORY 1 Certified	CATEGORY 2 Measured	CATEGORY 3 Reserve	CATEGORY 4 Extended	CATEGORY 5 Honey	CATEGORY 6 30 Days/Trnsf Cl
Current Eligible Loans/LDP's	10	4	13	0	0	72
Selection Pct	3.10%	3.10%	3.10%	3.10%	33.33%	3.10%
Random Selections	2	2	2	0	0	3
Other Reqd Checks	0	0	0	0	N/A	N/A
Added Selections	0	0	0	0	0	0
Total Selections	2	2	2	0	0	3
Selcs Repaid/Setd	0	0	0	0	0	0
Checks Completed	**2**	**2**	**2**	**0**	**0**	**3**
Discrepancies	2	2	2	0	0	3
Total Related Loans and LDP's	2	1	1	0	0	8
Related Chks Cmptd	**0**	**0**	**0**	**0**	**0**	**0**
Discrepancies	0	0	0	0	0	0
Num of Bins Chkd	**2**	**2**	**1**	**0**	**N/A**	**8**
Current Eligible New Loans/LDP's	31	3	11	0	0	77
New Selection Pct	01.55%	01.55%	01.55%	0.00%	0.00%	01.55%
Random Selections	1	1	1	0	0	2
Added Selections	0	0	0	0	0	0
New Selections	1	1	1	0	0	2
Selcs Repaid/Setd	___	___	___	0	0	___
Checks Completed	___	___	___	0	0	___
Discrepancies	___	___	___	0	0	___
Total Related Loans and LDP's	14	14	0	0	0	0
Related Chks Cmptd	___	___	___	0	0	___
Discrepancies	___	___	___	0	0	___
Num of Bins Chkd	___	___	___	0	N/A	___

Example of Screen PVB30000 for Entering First List Results

```
                          143-TUNICA                                  PVB30000
PRICE SUPPORT - COMPILE MONTHLY REPORT    Version: AB03  02-27-96  9:08 Term D2
-------------------------------------------------------------------------------
    *** FIRST LIST ***        MONTHLY SPOTCHECK PERFORMANCE REPORT  For DEC 1995
Category             !      1          2          3          4          5          6
--------------------!-----------------------------------------------------------
Total Loans/LDP's    !     31          9          2          0          0         26
Selection Pct        !  2.70%      2.70%      2.70%      2.70%     33.33%      2.70%
Random Selections    !      2          2          2          0          0          2
Other Reqd Checks    !      0          0          0          0        N/A        N/A
Added Selections     !      0          0          0          0          0          0
Total Selections     !      2          2          2          0          0          2
Selcs Repaid/Setd    !
Checks Completed     !
Discrepancies        !
--------------------!-----------------------------------------------------------
Related Loans/LDP's!     17         22          8          0          0         22
Related Chks Cmptd !
Discrepancies        !
--------------------!-----------------------------------------------------------
Number of Bins Chkd!                                                   N/A
-------------------------------------------------------------------------------
Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End Of Job
```

Example of Completed First List Performance Report

MISSISSIPPI
LEFLORE
Report ID: PVB160-R001

U.S. Department of Agriculture
Agricultural Stabilization and Conservation Service

Prepared: 01-07-98
As Of: 01-07-98
Page: 1

MONTHLY SPOTCHECK PERFORMANCE REPORT

*** FIRST LIST *** FOR DEC 1997

"Enter" Spotcheck Data In All Of The Blank Fields (Use "0" If Neg)	CATEGORY 1 Certified	CATEGORY 2 Measured	CATEGORY 3 Reserve	CATEGORY 4 Extended	CATEGORY 5 Honey	CATEGORY 6 30 Days/Trnsf Cl
Current Eligible Loans/LDP's	17	2	0	0	0	14
Selection Pct	2.70%	2.70%	2.70%	2.70%	33.33%	2.70%
Random Selections	2	2	0	0	0	2
Other Reqd Checks	2	0	0	0	N/A	N/A
Added Selections	0	0	0	0	0	0
Total Selections	4	2	0	0	0	2
Selcs Repaid/Setd	0	0	0	0	0	0
Checks Completed	4	2	0	0	0	2
Discrepancies	0	0	0	0	0	0
Total Related Loans and LDP's	31	14	0	0	0	2
Related Chks Cmptd	10	14	0	0	0	2
Discrepancies	0	0	0	0	0	0
Num of Bins Chkd	4	2	0	0	N/A	2

CED Approval Signature: _____ Date: _____

Example of Screen PVB35000 for Entering Expanded Sample Results

```
                        143-TUNICA                                  PVB35000
PRICE SUPPORT - COMPILE MONTHLY REPORT    Version: AA70  02-27-96  9:48 Term D2
-------------------------------------------------------------------------------
*** EXPANDED SAMPLE # 1 ***  MONTHLY SPOTCHECK PERFORMANCE REPORT  For FEB 1996
Category            !      1          2          3          4          5          6
--------------------!-----------------------------------------------------------
New Loan/LDP Total  !     29          8                                        30
New Selection Pct   !  1.45%      1.45%                                     1.45%
Random Selections   !      1          1                                         1
Added Selections    !      0          0                                         0
New Selections      !      1          1                                         1
Selcs Repaid/Setd   !
Checks Completed    !
Discrepancies       !
--------------------!-----------------------------------------------------------
Related Loans/LDP's!       5          0                                        13
Related Chks Cmptd  !
Discrepancies       !
--------------------!-----------------------------------------------------------
Number of Bins Chkd!
-------------------------------------------------------------------------------

Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End Of Job
```

Example of Completed Expanded Sample Performance Report

MISSISSIPPI
TUNICA
Report ID: PVB160-R001

U.S. Department of Agriculture
Agricultural Stabilization and Conservation Service

Prepared: 02-27-96
As Of: 02-27-96
Page: 1

MONTHLY SPOTCHECK PERFORMANCE REPORT

"Enter" Spotcheck Data In All Of The Blank Fields (Use "0" If Neg) — *** EXPANDED SAMPLE #1 *** FOR FEB 1996

	CATEGORY 1 Certified	CATEGORY 2 Measured	CATEGORY 3 Reserve	CATEGORY 4 Extended	CATEGORY 5 Honey	CATEGORY 6 30 Days/Trnsf Cl
Current Eligible Loans/LDP's	32	11	0	0	0	32
Selection Pct	2.90%	2.90%	2.90%	2.90%	33.33%	2.90%
Random Selections	2	2	0	0	0	2
Other Reqd Checks	1	1	0	0	N/A	N/A
Added Selections	0	0	0	0	0	0
Total Selections	3	3	0	0	0	2
Selcs Repaid/Setd	0	0	0	0	0	0
Checks Completed	3	3	0	0	0	2
Discrepancies	3	3	0	0	0	1
Total Related Loans and LDP's	18	13	0	0	0	7
Related Chks Cmptd	18	13	0	0	0	7
Discrepancies	10	3	0	0	0	1
Num of Bins Chkd	18	13	0	0	N/A	7
Current Eligible New Loans/LDP's	29	8	0	0	0	30
New Selection Pct	1.45%	1.45%	0.00%	0.00%	0.00%	1.45%
Random Selections	1	1	0	0	0	1
Added Selections	0	0	0	0	0	0
New Selections	1	1	0	0	0	1
Selcs Repaid/Setd	0	0	0	0	0	0
Checks Completed	1	1	0	0	0	1
Discrepancies	0	0	0	0	0	0
Total Related Loans and LDP's	5	0	0	0	0	13
Related Chks Cmptd	5	0	0	0	0	13
Discrepancies	0	0	0	0	0	0
Num of Bins Chkd	6	1	0	0	N/A	15

CED Approval Signature: _____ Date: _____

Example of Cumulative Performance Report

MISSISSIPPI
TUNICA
Report ID: PVB165-R001

U.S. Department of Agriculture
Consolidated Farm Service Agency

Prepared: 02-27-
As Of: 02-27-
Page: 1

CUMULATIVE SPOTCHECK PERFORMANCE REPORT

"Enter" Spotcheck Data In All Of The Blank Fields (Use "0" If Neg)	FOR OCT 1994 THRU SEP 1995					
	CATEGORY 1 Certified	CATEGORY 2 Measured	CATEGORY 3 Reserve	CATEGORY 4 Extended	CATEGORY 5 Honey	CATEGORY 6 30 Days/Trnsf
Total Eligible Loans/LDP's	187	24	1	0	0	2
Selection Pct	3.50%	3.50%	3.50%	3.50%	33.33%	3.50%
Random Selections	12	11	1	0	0	2
Other Reqd Checks	1	0	0	0	N/A	N/A
Added Selections	0	0	0	0	0	0
Total Selections	13	11	1	0	0	2
Selcs Repaid/Setd	3	4	0	0	0	0
Checks Completed	10	7	1	0	0	2
Discrepancies	1	0	1	0	0	2
Total Related Loans and LDP's	19	20	1	0	0	4
Related Chks Cmptd	13	8	1	0	0	4
Discrepancies	0	0	1	0	0	0
Num of Bins Chkd	75	120	10	0	N/A	7
Total Eligible New Loans/LDP's	47	0	0	0	0	1
New Selection Pct	1.75%	0.00%	1.75%	0.00%	0.00%	1.75%
Random Selections	1	0	0	0	0	1
Added Selections	0	0	0	0	0	0
New Selections	1	0	0	0	0	1
Selcs Repaid/Setd	0	0	0	0	0	0
Checks Completed	1	0	0	0	0	1
Discrepancies	0	0	0	0	0	0
Total Related Loans and LDP's	12	0	0	0	0	4
Related Chks Cmptd	0	0	0	0	0	0
Discrepancies	0	0	0	0	0	0
Num of Bins Chkd	12	0	0	0	N/A	3

Out-of-Balance Conditions, Reports, and Checklist

A Introduction

An out-of-balance condition can occur when balancing and queuing price support and accounting files for transmission.

This condition results from:

- price support files being internally out-of-balance, as described in paragraph 1310

  Note: For this situation, contact the State Office for further instructions, and **do not** continue with the out-of-balance checklist described in subparagraph D.

- price support files being out-of-balance when compared with the accounting files.

  Note: For this situation, follow the checklist in subparagraph D to identify the transactions that caused the condition.

B Out-of-Balance Report

In the process of balancing and queuing, if an out-of-balance condition exists, an out-of-balance report will be automatically printed on the session printer. This report lists:

- crop year
- commodity by a numeric code; see subparagraph C
- loan transaction type
- difference between the price support and accounting files for:

  - quantity
  - amount.

Note: Review out-of-balance reports according to the checklist in subparagraph D.

Continued on the next page

C
Commodity Codes

Out-of-balance reports list commodities by their numeric code. Numeric commodity codes are listed in this table.

Note: Table listings are in ascending numeric code order.

Item	Commodity	Abbreviation	Code
1	Wheat	WHT	1000
2	Corn	CORN	2000
3	Barley	BRLY	2200
4	Oats	OATS	2300
5	Rye	RYE	2400
6	Flaxseed	FLAX	2500
7	Soybeans	SOYA	2600
8	Grain Sorghum	SORG	2700
9	Quota Peanuts	QPNTS	4271
10	Additional Peanuts	APNTS	4272
11	ELS Cotton	ELS	6000
12	Upland Cotton	UP	6100
13	Seed Upland Cotton	SUP	6300
14	Seed ELS Cotton	SELS	6600
15	Sesame	SEME	6900
16	Sunflower Seed (Oil)	SUNO	7100
17	Canola	CANO	7200
18	Rapeseed	RAPS	7300
19	Safflower	SAFF	7400

Continued on the next page

C
Commodity Codes (Continued)

Item	Commodity	Abbreviation	Code
20	Mustard Seed	MUSD	7600
21	Sunflower Seed (Other)	SUNF	7800
22	Crambe	CRAM	8000
23	Honey	HONY	8204
24	Cane Sugar	CSUG	8311
25	Beet Sugar	BSUG	8312
26	Rough Rice	RRICE	9500

D
Out-of-Balance Checklist

Review out-of-balance reports to determine the cause of the problem, and take action according to instructions in this table.

Step	Action	Result	
1	Identify the: • crop year • commodity • loan transaction type.		
2	Review all price support transactions since last successful balance and queue process.	**IF...**	**THEN...**
		positive identification of problem causing transaction is possible	go to step 3.
		problem causing transaction cannot be identified	call State Office for further assistance.

Continued on the next page

D
Out-of-Balance
Checklist
(Continued)

Step	Action	Result	
3	**Answer the following applicable questions.**		
	1. Was CCC check issued through loanmaking subsystem?	**IF...**	**THEN...**
		yes	go to step 4.
		no	go to question 2.
	2. Was CCC check issued through transfers, settlements, or forfeitures subsystems?	**IF...**	**THEN...**
		yes	go to step 4.
		no	go to question 3.
	3. Was a collection recorded on an automated CCC-257?	**IF...**	**THEN...**
		yes	go to step 4.
		no	go to question 4.
	4. Was a collection recorded on a manually prepared CCC-257?	**IF...**	**THEN...**
		yes	go to step 4.
		no	go to question 5.
4	Through corrections subsystem, delete transactions on loans that caused out-of-balance condition, and go to step 5.		
5	After successfully completing step 4, balance and queue price support and accounting files.	**IF...**	**THEN...**
		system is in-balance	no further action is required.
		system is still out-of-balance	call State Office for further assistance.