UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency Washington, DC 20250

For: State Offices

2004 Crop Hard White Wheat Incentive Program (HWWIP) Processing

Approved by: Deputy Administrator, Farm Programs

Som U.

1 Overview

A Background

Software has been developed and is available to County Offices for issuing 2004 crop HWWIP payments.

Before issuing 2004 HWWIP payments, County Offices shall ensure that the 2004 crop CCC-490 application data has been entered into the web-based system according to Notice DCP-94.

HWWIP payments are managed by Electronic Funds Control (E-FC). The process for E-FC is a web-based application that interfaces with AS400 and System 36 software. See Notice FI-2592 for complete instructions about E-FC. State Offices shall ensure that funds have been allocated for payment before executing the E-FC process.

B Purpose

This notice provides instructions for processing 2004 crop HWWIP payments using the data entered on the 2004 crop CCC-490 application. The instructions remain the same as the instructions in Notice DCP-94. The web-based HWWIP system allows the following:

- FSA Intranet access to CCC-490 through Microsoft IE (http://forms.sc.egov.usda.gov)
- County Offices access to the automated CCC-490 data stored on the CCC-490 application
- CCC-490 data for issuing payments to be populated to the System 36
- reports to be printed.

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July 1, 2005	State Offices	
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1 Overview (Continued)

B Purpose (Continued)

System 36 is used to issue:

- certified seed incentive payments
- production incentive payments.

C Signup Period

The signup period for the 2004 crop of HWWIP is October 1, 2003, through May 31, 2005. The signup for the 2003 crop of HWWIP ends on May 31, 2004, and final payments for all 2003 crop **shall be no later than June 30, 2004**.

2 Web-Based Requirements

A Accessing Software

Access the HWWIP software from the intranet web site through the link provided in Web Application Transmittal No. 34.

The HWWIP software was created using the Internet Explorer. Problems may occur if using Netscape Navigator.

After accessing the HWWIP software, the user receives a warning screen that provides the option to continue or cancel.

The following is an example of the HWWIP warning screen.



B eAuthentication Login

After choosing the option to continue, the user will be prompted to:

- enter user's ID
- enter password.
- **Important:** Only employees with eAuthentication Login authority will be allowed to use the web-based system to populate the payment data to System 36 for HWWIP. The eAuthentication ID is the employee's ICAMS ID and the password. If the password has been changed for ICAMS and the employee no longer knows what the original password was, contact the National Help Desk at 800-255-2434 to reset the password. Unauthorized users will receive an access denied message.

The following is an example of the HWWIP eAuthentication Login Screen.

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C Web-Based Data Entry

After the user has successfully signed on, the HWWIP Main Menu will be displayed prompting the user to select 1 of the following options:

- signup
- payments
- reports
- admin (reserved for future use).

The following is an example of the HWWIP Main Menu.



D Signup Screen

If the "signup" option was selected, the user shall complete the following steps.

Step	Instructions
1	Enter the State and county code. If in a multi-County Office, the user must
	process application data payment or print reports for each county separately.
2	Select program year "2004" from the drop-down menu.
3	Click "Submit" to proceed to the next screen.
4	Click "Reset" to clear any data already entered.

The following is an example of the Signup Screen containing State and county codes and applicable crop year.

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D Signup Screen (Continued)

After completing step 3, the user will be prompted to enter data into SCIMS to search for the customer. Users shall follow all procedures outlined in 1-CM when accessing SCIMS.

The following is an example of the Data Entry Screen.

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D Signup Screen (Continued)

The following is an example of the Application Screen.

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Note: See Notice DCP-94 for completing the CCC-490 application.

E Payments Screen

If the "**payments**" option was selected on HWWIP Menu, the user shall complete the following steps.

Step	Instructions
1	Enter the State and county code. If in a multi-County Office, the user must
	process application data payment or print reports for each county separately.
2	Enter program year "2004" from the drop-down menu.
3	Select 1 of the following and click "Submit".
	Process Payment . This option populates the System 36 with CCC-490 data for the purpose of payments on the System 36.
	Note: If the data entered is acceptable, the message, "File has been successfully transferred to the System 36. Payments can now be processed through the appropriate county", will be displayed. If the data entered is not acceptable, the error message, "Please correct the following errors and submit again", will be displayed.
	Update Payment . This option is used to upload a producer's file when a nonpayment of hard white wheat occurs. This information is displayed on the
	exception report when the report is printed.

The following is an example of the Payment Screen.

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E Payments Screen (Continued)

This is an example of the Payment Screen for selecting Process Payment or Update Payment Database.

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E Payments Screen (Continued)

The following is an example of the Payment Screen that reflects that the "process payment" action was successful.

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The following is an example of an error message screen when data is not received through AS400 or the System 36 payment application file is not present on the System 36.

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F Reports Screen

On HWWIP Menu, select the "report" option to print the following reports.

Note: User must follow subparagraph E, steps 1 and 2 when accessing the report option.

Report	Contents
State Certified Seed Report	This report lists for each county in a State the following:
	 number of producers number of farms number of acres total dollar amount of the certified seed incentive payments.
State Production Report	This report lists for each county in a State the following:
	 number of producers number of farms number of acres total dollar amount of the production incentive payments. Note: The user can run this report only for that user's State. See
	Exhibit 1.
Producer Certified Seed Report	 This report lists the following for each producer in a county: producer's ID number FSN number number of acres total dollar amount of the certified seed incentive payments.
	Note: This report can be accessed only for the county accessible by the user's ID and password. See Exhibit 1.
Producer Production Bushels Report	 This report lists the following for each producer in a county: producer's ID number FSN number number of acres total dollar amount of the production incentive payments. Note: This report can be accessed only for the county accessible by the user's ID and password. See Exhibit 1.
Exception Report	This reports list all producers that did not received hard white wheat payments.

F Reports Screen (Continued)

The following is an example of the Report Option Screen.

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2003/ 2004 2005	State Code: Program Year:	(Enter the t	wo digit State Code)		County Code:	(Enter the th	ree digit County Code)		
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Note: State and producer reports are from the HWWIP web-based system.

3 System 36 Requirements

A System 36 Required Activity

Before entering data into the CCC-490 web-based application, the user must sign-in on the System 36 and load, correct, or modify FSA-578. All information loaded in the System 36 will be uploaded to the Kansas City mainframe. All changes to the customer's FSA-578 will be updated on the next business day. See 2-CP for FSA-578 instructions on entering FSA-578 data.

B Action Before Entering Data in Web-Based CCC-490

County Offices shall ensure that all requirements in the HWWIP manual application process have been met, including COC-approval of CCC-490, **before** data is entered in the web-based application.

C Populate Payment

After the user has entered the required data necessary to populate payment data to the System 36, the user must sign in on the System 36 and perform the following actions. A multi-County Office shall complete this procedure for each county for which HWWIP applications have been entered.

	Menu or	
Step	Screen	Action
1	FAX250	ENTER "3" or "4", "Application Processing".
2	FAX09002	Menu FAX09002 will be displayed if option 4 was selected on
		Menu FAX250. Select the appropriate county to continue to
		Menu FAX07001.
3	FAX07001	ENTER "11", "PFC/DCP/Compliance".
4	M00000	ENTER "10", "Direct and Counter-Cyclical Program".
5	MZYEAR	ENTER "3", "2004 Program Year".
6	MZA000	ENTER "4", "Hard White Wheat Incentive Processing".
7	MZAJPO	ENTER "1", "Payment Processing" or ENTER "2", "Overpayment
		Processing".

C Populate Payment (Continued)

The following is an example of Application Selection Menu FAX07001.

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1 Accounting 10 Other Programs/Administrative									
2 Administrative Processes									
3 County Office Work Measure- 11 PFC/DCP/Compliance									
ment / Fund Allocation 12 Personnel & Payroll									
4 Configuration Management 13 Price Support									
5 Conservation 14 Security Control									
6 Common Routines 15 Training									
7 Queue Files for Transmission 16 Universal Producer Inquiry									
8 * Initial Data Load Function									
9 Common Provisions 17 Farm Loan Programs									
18 Tobacco/Peanuts									
Select the application you wish to use and enter the									
appropriate option:									
* - This application has been disabled and is not available for your use									
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The following is an example of PFC/DCP/Compliance Menu M00000.

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PFC/DCP/Compliance Menu									
1. NAP and Disaster									
2. Farm Records Management									
3. Acreage and Compliance Determinations									
4. Production Flexibility Program									
5. PFC/DCP/Compliance Reports									
6. Displaywrite 36 and Query 36 Reports									
7. Loss Adjuster Processing									
8. Unit Maintenance									
9. Payment-In-Kind and Other Programs									
10. Direct and Counter-Cyclical Program									
21. Return to Application Selection Screen									
23. Return to Primary Selection Menu									
Cmd 3 - Previous Menu									
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Cmd 3 - Previous Menu Ready for option number or Command MA c Connected to remote server/host 199.128.136.189 using port 23 Connected to remote server/host 199.128.136.189 using port 23 Start Start Start Supplica Start Supplica									

C Populate Payment (Continued)

The following is an example of DCP – Year Selection Menu MZYEAR.

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COMMAND M2YEAR F4 DCP - Year Selection Menu							
1. 2002 Program Year 2. 2003 Program Year 3. 2004 Program Year							
21. Return to Application Selection Screen 23. Return to Primary Selection Menu							
Cmd3=Previous Menu							
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The following is an example of 2004 DCP – Application Selection Menu MZA000.

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C Populate Payment (Continued)

The following is an example of 2004 HWWIP Payment Main Menu MZAJPO.

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D Payment Processing

On Menu MZAJP0, by selecting option 1, "Payment Processing", 2004 HWWIP Payments Screen MZAJP1 will be displayed will the following options:

- 1, "Issue Payments"
- 2, "Cancel Payable"
- 3, "Producer Payment History Print".

The following is an example of Screen MZAJP1.

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1. Issue Payments 2. Cancel Payable 3. Producer Payment History Print								
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E Issuing Payments

On Screen MAZJP1, if option 1, "Issue Payments" was entered, the user will be prompted to select the printer to which the payments will be printed.

PRESS "Enter" to use default printer.

The following is an example of Printer Selection Screen MZAJPRT2.

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Enter Printer ID									
NOTE: The selected printer should contain the appropriate paper/forms.									
Enter=Continue Cmd7=End									
11 c A 14/043									
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F Canceling Payable

On Screen MAZJP1, if option 2, "Cancel Payable" was entered, 2004 HWWIP Cancel Screen MZAJN007 will be displayed.

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	WARNING: Canceling a payment will cancel all payables associated with the payment amount. If the check is not available in the county office or the EFT has been transmitted to the producer's financial institution, PRESS Cmd7.													
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G Printing Producer Payment History Report

On Screen MAZJP1, if option 3, "Producer Payment History Print" was entered, Printer Selection Screen MZAJPRT2 will be displayed.

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Producer Payment Hi	story Report							
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Enter Printer J	D							
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Note: This option will print a producer's payment history report.

G Printing Producer Payment History Report (Continued)

To generate the Producer's Payment History Report, the user will be required to enter the following information displayed on HWWIP Selection Screen MZAJHA01.



Note: This option is available for printing a producer's payment history report for hard white wheat.

Example of Hard White Wheat Reports

The following is an example of the Hard White Wheat Incentive Certified Seed Report for a State.



The following is an example of the Hard White Wheat Incentive Production Report for a State.



The following is an example of the Hard White Wheat Incentive Certified Seed Report for a producer.



The following is an example of the Hard White Wheat Incentive Production Report for a producer.



The following is an example of the Hard White Wheat Exception Report.

