

For: State and County Offices

**Software Modifications to the Check Writing Function Included in County Release No. 422
That Automate the Prompt Payment Interest (PPI) Disbursement Process**

Approved by: Acting Deputy Administrator, Management



1 Overview

A

Background

The Prompt Payment Rule, published in OMB Circular A-125, requires Federal agencies to make payments within certain time periods and to pay interest penalties when payments are made late. State and County Offices issue PPI penalty payments to producers and vendors when payments are not made by the due date, according to instructions in 61-FI.

The PPI penalty is currently calculated and the payment is issued with program code "INTPEN" using the Check Writing software in the Accounting application on System 36. County Release No. 422 contains software that automates the calculation and creation of "INTPEN" disbursements.

B

Purpose

This notice provides instructions on using the new PPI penalty calculation software in County Release No. 422.

C

Contact

If there are questions about this notice:

- County Offices shall contact the State Office
- State Offices shall contact Lenior Simmons, FMD, at 703-305-1313.

Continued on the next page

Disposal Date	Distribution
June 1, 2000	State Offices; State Offices relay to County Offices

Notice FI-2404

1 Overview (Continued)

D

New Software

The new software contained in County Release No. 422 will:

- automatically calculate and create “INTPEN” disbursements for payments subject to PPI, issued in the Check Writing function
- automatically calculate and create an “INTPEN” disbursement for any late LDP’s created in the Price Support application

Note: County Offices will no longer have to create an “INTPEN” disbursement for late LDP’s, because it will be automatically created at the time the LDP disbursement is sent to the Accounting application for processing.

- calculate the PPI amount based on the issue date of all other automated programs when “INTPEN” is created for these program using the Check Writing function.

Note: Future software enhancements will enable more automated program applications to interface with the new automated PPI software, so that the “INTPEN” disbursement will be automatically created at the time the program payment is sent to the Accounting application.

E

Paragraphs in This Notice

This notice contains the following paragraphs.

Paragraph	Title	Page
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4	Issuing an “INTPEN” Disbursement	13
5	Issuing an “INTPEN” Disbursement for LDP’s	22

2 Automation of PPI Disbursements Using the On-Line Check Writing Function (Continued)

**B
On-Line Check
Writing for PPI
(Continued)**

Step	Action	Result								
3	<p>On Screen ANK32510, enter the following:</p> <ul style="list-style-type: none"> • the payment amount • “Y” or “N” to the question, “Will payment be made by due date?” <p>PRESS “Enter”.</p> <p>Example: The following is an example of Screen ANK32510 that will be displayed when “N” is entered.</p>	<p>Screen ANK32510 will be redisplayed.</p> <p>If “Y” was entered, continue with normal payment processing of the program payment. See 1-FI.</p> <p>Note: If “Y” is entered in error, go to paragraph 4 to process a separate “INTPEN” payment.</p> <p>If “N” is entered:</p> <ul style="list-style-type: none"> • a “Due Date” field will be displayed to enter the due date • enter special data, if required, and information to appear on the Transaction Statement, and PRESS “Enter” • Screen ANKINT10 will be displayed to create an “INTPEN” payable. <p>Note: If the PPI amount is calculated to be less than \$1, an “INTPEN” payable will not be created. The normal processing of the program payment will continue. See 1-FI.</p>								
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 17%;">On-line</td> <td style="width: 17%;">ANK32510</td> </tr> <tr> <td>Enter Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <p>Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS</p> <p>Program Code 98EQIP Payment Amount 800.00 Issue Date 11-23-1999</p> <p>Will payment be made by due date? N Due Date 11-02-1999</p> <p>Reference: Control Number or “MUL”: 980054</p> <p>Enter any information to appear on the Transaction Statement:</p> <p>Enter=Continue Cmd2=Restart Cmd7=End Help=Help Text</p>			Accounting	081 LITTLE RIVER	On-line	ANK32510	Enter Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1
Accounting	081 LITTLE RIVER	On-line	ANK32510							
Enter Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1							

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2 Automation of PPI Disbursements Using the On-Line Check Writing Function (Continued)

**B
On-Line Check
Writing for PPI
(Continued)**

Step	Action	Result																												
4	<p>On Screen ANKINT10, the following calculated information will be displayed:</p> <ul style="list-style-type: none"> • number of days late • interest rate used • interest payment amount • program/payment type. <p>ENTER "X" next to the reason for the late payment.</p> <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ANKINT10.</p>	<p>If the producer's name and address file contains:</p> <ul style="list-style-type: none"> • no flags, the payment process will continue processing and 2 disbursements will be created; see 1-FI <p>Note: One disbursement will be created for the program payment and a second for the "INTPEN" payment.</p> <ul style="list-style-type: none"> • flags for claims, receivables, or amounts due other agencies, Screen ABK10001 will be displayed. 																												
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Notice FI-2404

2 Automation of PPI Disbursements Using the On-Line Check Writing Function (Continued)

B
On-Line Check
Writing for PPI
(Continued)

Step	Action	Result																																
5	<p>Note: If both a program payable and an "INTPEN" payable are being processed, Screen ABK10001 will be displayed twice, once for each payment.</p> <p>Enter the amount of the payments to be applied to claims, receivables, and amounts due other agencies, as instructed in 6-FI.</p> <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ABK10001 for the deduction of the program payable.</p>	<p>If there is a balance remaining after applying the program payment and "INTPEN" payment to claims, receivables, amounts due other agencies, and assignments, disbursements for the remaining balances will be created. See 1-FI.</p>																																
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 33%;">Deductions</td> <td style="width: 15%;">ABK10001</td> </tr> <tr> <td>Interim Payment Process Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table>			Accounting	081 LITTLE RIVER	Deductions	ABK10001	Interim Payment Process Screen	Version: AD23	11-23-1999 12:55	Term W1																								
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Notice FI-2404

3 Automation of PPI Disbursements Using the Batch Check Writing Function

A

Introduction

With the installation of County Release No. 422, the Batch Check Writing function will be modified to allow for the automatic calculation and creation of an “INTPEN” disbursement during the “Print Payables in Batch” function, for any payment that is subject to PPI, being made late.

The Batch Check Writing function allows the user to enter 1 or more payments before processing. This option shall be used when:

- there is more than 1 payment to be entered
- payment data is being entered, but the processing will be completed at a later time.

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3 Automation of PPI Disbursements Using the Batch Check Writing Function (Continued)

B

Batch Check Writing for PPI County Offices shall follow this table to process payments using the Batch Check Writing function.

Step	Action	Result																												
1	On Accounting - Check Writing Main Menu ANK000, select option 2, "Batch Check Writing Function".	Screen ANK20010 will be displayed.																												
2	On Screen ANK20010, ENTER "1", "Add payables to Batch File".	Screen ANK31501 will be displayed.																												
3	<p>On Screen ANK31501, enter the following:</p> <ul style="list-style-type: none"> • program code • producer ID number, type, and facility code or name. <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ANK31501.</p>	<p>The system will automatically determine whether the program code entered on Screen ANK31501 is subject to PPI. If the program code entered:</p> <ul style="list-style-type: none"> • is not subject to PPI, the regular batch process will continue <p>Note: See 1-FI.</p> <ul style="list-style-type: none"> • is subject to PPI, Screen ANK32510 will be displayed. 																												
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 33%;">Batch</td> <td style="width: 33%;">ANK31501</td> </tr> <tr> <td>Enter Check Writing Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td>Program Code</td> <td colspan="3">98EQIP</td> </tr> <tr> <td>Producer/Non-Producer ID</td> <td colspan="3">345678992 Type S Facility Code 00</td> </tr> <tr> <td>Name</td> <td colspan="3"> </td> </tr> <tr> <td>Enter=Continue</td> <td colspan="3">Cmd7=End Help=Help Text</td> </tr> </table>			Accounting	081 LITTLE RIVER	Batch	ANK31501	Enter Check Writing Data Screen	Version: AD23	11-23-1999 12:55	Term W1					Program Code	98EQIP			Producer/Non-Producer ID	345678992 Type S Facility Code 00			Name				Enter=Continue	Cmd7=End Help=Help Text		
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3 Automation of PPI Disbursements Using the Batch Check Writing Function (Continued)

**B
Batch Check
Writing for PPI
(Continued)**

Step	Action	Result								
4	<p>On Screen ANK32510, enter the following:</p> <ul style="list-style-type: none"> • the payment amount • “Y” or “N” to the question, “Will payment be made by due date?” <p>PRESS “Enter”.</p> <p>Example: The following is an example of Screen ANK32510 that will be displayed when “N” is entered.</p>	<p>Screen ANK32510 will be redisplayed.</p> <p>If “Y” was entered, continue with normal payment processing of the program payment. See 1-FI.</p> <p>Note: If “Y” is entered in error, go to paragraph 4 to process a separate “INTPEN” payment.</p> <p>If “N” is entered:</p> <ul style="list-style-type: none"> • a “Due Date” field will be displayed to enter the due date • enter special data, if required, and information to appear on the Transaction Statement, and PRESS “Enter” • Screen ANK31501 will be redisplayed to add another payment to the batch file. 								
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3 Automation of PPI Disbursements Using the Batch Check Writing Function (Continued)

**B
Batch Check
Writing for PPI
(Continued)**

Step	Action	Result
5	After all payables have been added to the batch file, select option 2, "Print Payables in Batch File Function", on Screen ANK20010.	Screen ANK21501 will be displayed.
6	<p>On Screen ANK21501:</p> <ul style="list-style-type: none"> • select the desired option to print payables • enter the issue date, if different from current date. <p>Note: The issue date may be the current date or up to 14 calendar days in the future.</p>	Screen ANK21515 will be displayed.
7	<p>Screen ANK21515 will display the number of payables for each payable type.</p> <p>PRESS "Enter" to continue.</p>	<p>Screen ANKINT10 will be displayed for each payable that the user entered "N" to the question, "Will the payment be made by the due date?"</p> <p>Note: Screen ANKINT10 will not display if the amount of the "INTPEN" disbursement calculated is less than \$1.</p> <p>If none of the payments in the batch process are being made late, or the amount of the "INTPEN" disbursement is less than \$1, the normal batch process will continue. See 1-FI.</p>

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3 Automation of PPI Disbursements Using the Batch Check Writing Function (Continued)

**B
Batch Check
Writing for PPI
(Continued)**

Step	Action	Result																				
8	<p>On Screen ANKINT10, the following calculated information will be displayed:</p> <ul style="list-style-type: none"> • number of days late • interest rate used • interest payment amount • program/payment type. <p>ENTER "X" next to the reason for the late payment.</p> <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ANKINT10.</p>	<p>If the producer's name and address file contains:</p> <ul style="list-style-type: none"> • no flags, the payment process will continue processing and 2 disbursements will be created; see 1-FI <p>Note: One disbursement will be created for the program payment and a second for the "INTPEN" payment.</p> <ul style="list-style-type: none"> • flags for claims, receivables, or amounts due other agencies, Screen ABK10001 will be displayed. 																				
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4 Issuing an “INTPEN” Disbursement

A

Introduction

The Check Writing function may continue to be used to process an “INTPEN” disbursement for automated and nonautomated programs. After installation of County Release No. 422, County Offices will only have to use this option to issue an “INTPEN” if the:

- late payment is for an automated program other than LDP’s
- late program payment was issued before installation of County Release No. 422 (nonautomated program codes and LDP’s only)
- question, “Is the payment being made by the due date?” was answered incorrectly during the On-Line or Batch Check Writing processes.

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Notice FI-2404

4 Issuing an “INTPEN” Disbursement (Continued)

B

**Issuing
“INTPEN”
Disbursements**

County Offices shall follow this table to process an “INTPEN” disbursement.

Step	Action	Result																
1	On Accounting - Check Writing Main Menu ANK000, select option 1, “On-line Check Writing”.	Screen ANK31501 will be displayed to enter payment information.																
2	<p>On Screen ANK31501, enter the following:</p> <ul style="list-style-type: none"> • “INTPEN” in the “Program Code” field • issue date of the payable <p>Note: The issue date may be the current date or up to 14 calendar days in the future.</p> <ul style="list-style-type: none"> • producer ID number, type, and facility code or name. <p>PRESS “Enter” to continue.</p> <p>Example: The following is an example of Screen ANK31501.</p>	Screen ANK34010 will be displayed.																
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4 Issuing an “INTPEN” Disbursement (Continued)

B
Issuing
“INTPEN”
Disbursements
(Continued)

Step	Action	Result													
3	On Screen ANK34010, enter the check or payment number of the payment that was made late. PRESS “Enter” to continue.	If the check or payment number entered: <ul style="list-style-type: none"> • is not on file, go to step 4 • is on file, go to step 5. 													
	<table border="1" style="width: 100%;"> <tr> <th data-bbox="250 741 597 842">IF the...</th> <th data-bbox="597 741 1073 842">THEN the following message will be displayed...</th> <th data-bbox="1073 741 1474 842">Action</th> </tr> </table>	IF the...	THEN the following message will be displayed...	Action											
IF the...	THEN the following message will be displayed...	Action													
	program code of the payment number entered is not subject to PPI	“Program Code for Payment Number is not entitled to Penalty Payment”.	Verify that the payment number is correct. PRESS “Cmd2” to re-enter the payment number or “Cmd7” to end.												
	payment number entered was issued to a different payee	“Producer ID entered and Payment number Producer ID do not match”.													
	issue date exceeds the due date of the payment number entered	“Dates indicate that a Penalty Payment may have been issued”.	Verify that the payment number is correct and that an “INTPEN” has not been issued.												
<p>Example: The following is an example of Screen ANK34010.</p>															
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 15%;">On-line</td> <td style="width: 19%;">ANK34010</td> </tr> <tr> <td>Enter Late Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> <tr> <td colspan="4"> Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 11-23-1999 Late Payment Number 55555555 Enter=Continue Cmd4=Previous Screen Cmd7=End </td> </tr> </table>			Accounting	081 LITTLE RIVER	On-line	ANK34010	Enter Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1	Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 11-23-1999 Late Payment Number 55555555 Enter=Continue Cmd4=Previous Screen Cmd7=End				
Accounting	081 LITTLE RIVER	On-line	ANK34010												
Enter Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1												
Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 11-23-1999 Late Payment Number 55555555 Enter=Continue Cmd4=Previous Screen Cmd7=End															

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4 Issuing an "INTPEN" Disbursement (Continued)

B
Issuing
"INTPEN"
Disbursements
(Continued)

Step	Action	Result								
4	<p>If the check or payment number entered on Screen ANK34010 is not on file, the message, "Payment/Check Number Not Found", will be displayed.</p> <p>Enter information for the late payment in the following fields:</p> <ul style="list-style-type: none"> • "Payment Amount (Principal)" • "Program Code" • "Payment Date" • "Due Date". <p>Example: The following is an example of Screen ANK34010 for a payment record not on file.</p>	<p>If the PPI amount calculates to:</p> <ul style="list-style-type: none"> • less than \$1, Screen ANK34020 will be displayed; go to step 6 • more than \$1, Screen ANKINT10 will be displayed; go to step 7. 								
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 17%;">On-line</td> <td style="width: 17%;">ANK34010</td> </tr> <tr> <td>Enter Late Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <p>Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 02-19-1999</p> <p>Late Payment Number 99999999</p> <p>Late Payment Information</p> <p>Payment Amount _____ Program Code _____ (Principal)</p> <p>Payment Date _____ Due Date _____</p> <p>Enter=Continue Cmd2=Restart Cmd4=Previous Screen Cmd7=End Payment/Check Number Not Found</p>			Accounting	081 LITTLE RIVER	On-line	ANK34010	Enter Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1
Accounting	081 LITTLE RIVER	On-line	ANK34010							
Enter Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1							

Continued on the next page

4 Issuing an "INTPEN" Disbursement (Continued)

B
Issuing
"INTPEN"
Disbursements
(Continued)

Step	Action	Result																				
5	<p>If the payment number entered on Screen ANK34010 is valid, the following information for the late payment will be displayed:</p> <ul style="list-style-type: none"> • principal payment amount • program code • payment date • payment's due date <p>Note: If the payment number was issued before installation of County Release No. 422, the "Payment Due Date" field will be blank. Enter the payment's due date.</p> <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ANK34010 with additional late payment fields.</p>	<p>If the PPI amount calculates to:</p> <ul style="list-style-type: none"> • less than \$1, Screen ANK34020 will be displayed; go to step 6 • more than \$1, Screen ANKINT10 will be displayed; go to step 7. 																				
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 17%;">On-line</td> <td style="width: 17%;">ANK34010</td> </tr> <tr> <td>Enter Late Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <p>Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 11-23-1999</p> <p>Late Payment Number D0001496</p> <p>Late Payment Information</p> <table border="0" style="width: 100%;"> <tr> <td>Payment Amount</td> <td>2.00</td> <td>Program Code</td> <td>98EQIP</td> </tr> <tr> <td colspan="4">(Principal)</td> </tr> <tr> <td>Payment Date</td> <td>01-05-1999</td> <td>Due Date</td> <td>01-01-1999</td> </tr> </table> <p>Enter=Continue Cmd2=Restart Cmd4=Previous Screen Cmd7=End</p>			Accounting	081 LITTLE RIVER	On-line	ANK34010	Enter Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1	Payment Amount	2.00	Program Code	98EQIP	(Principal)				Payment Date	01-05-1999	Due Date	01-01-1999
Accounting	081 LITTLE RIVER	On-line	ANK34010																			
Enter Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1																			
Payment Amount	2.00	Program Code	98EQIP																			
(Principal)																						
Payment Date	01-05-1999	Due Date	01-01-1999																			

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4 Issuing an "INTPEN" Disbursement (Continued)

B
Issuing
"INTPEN"
Disbursements
(Continued)

Step	Action	Result								
6	<p>On Screen ANK34020, the following calculated information will be displayed:</p> <ul style="list-style-type: none"> • number of days late • interest payment amount • interest rate used. <p>The message, "Calculated interest is less than \$1, no payment will be created", will also be displayed.</p> <p>PRESS "Cmd2" to restart or "Cmd7" to end.</p> <p>Example: The following is an example of Screen ANK34020.</p>	<p>Return to Screen ANK31501 to enter another payable on Menu ANK000.</p>								
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 15%;">On-line</td> <td style="width: 19%;">ANK34020</td> </tr> <tr> <td>Confirm Late Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <p>Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 11-23-1999</p> <p>Late Payment Number D0001496 Late Payment Information Payment Amount 2.00 Program Code 98EQIP (Principal) Payment Date 01-05-1999 Due Date 12-05-1998</p> <p>Calculated Information Number of Days Late 31 Interest Rate Used 6.000 Interest Payment .01 Program/Payment Type Reason Code</p> <p>Calculated interest is less than 1.00, no payment will be created</p> <p style="text-align: center;">Cmd2=Restart Cmd7=End</p>			Accounting	081 LITTLE RIVER	On-line	ANK34020	Confirm Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1
Accounting	081 LITTLE RIVER	On-line	ANK34020							
Confirm Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1							

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4 Issuing an "INTPEN" Disbursement (Continued)

B
Issuing
"INTPEN"
Disbursements
(Continued)

Step	Action	Result																												
7	<p>On Screen ANKINT10, the following calculated information will be displayed:</p> <ul style="list-style-type: none"> • number of days late • interest rate used • Interest payment amount • program/payment type. <p>ENTER "X" next to the reason for the late payment.</p> <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ANKINT10.</p>	<p>Screen ANK34020 will be displayed.</p>																												
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Accounting</td> <td style="width: 25%;">081 LITTLE RIVER</td> <td style="width: 25%;">On-line</td> <td style="width: 25%;">ANKINT10</td> </tr> <tr> <td>Enter Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <p>Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS</p> <p>Late Payment Information</p> <table border="0" style="width: 100%;"> <tr> <td>Payment Amount</td> <td>800.00</td> <td>Program Code</td> <td>98EQIP</td> </tr> <tr> <td colspan="4">(Principal)</td> </tr> <tr> <td>Payment Date</td> <td>11-22-1999</td> <td>Due Date</td> <td>11-01-1999</td> </tr> </table> <p>A late payment will be created for the above payment.</p> <p>Calculated Information</p> <table border="0" style="width: 100%;"> <tr> <td>Number of Days Late</td> <td>21</td> <td>Interest Rate Used</td> <td>6.500</td> </tr> <tr> <td>Interest Payment</td> <td>3.03</td> <td>Program/Payment Type</td> <td>EQ</td> </tr> </table> <p>Please Select a Late Payment Reason with an 'X'</p> <p><input checked="" type="checkbox"/> High Number of Payments Being Processed During Payment Cycle</p> <p><input type="checkbox"/> Delay in Receipt of Required Documentation</p> <p><input type="checkbox"/> Local Office Misplacing/Mishandling of Documentation</p> <p><input type="checkbox"/> Computer System Failure</p> <p>Enter=Continue</p>			Accounting	081 LITTLE RIVER	On-line	ANKINT10	Enter Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1	Payment Amount	800.00	Program Code	98EQIP	(Principal)				Payment Date	11-22-1999	Due Date	11-01-1999	Number of Days Late	21	Interest Rate Used	6.500	Interest Payment	3.03	Program/Payment Type	EQ
Accounting	081 LITTLE RIVER	On-line	ANKINT10																											
Enter Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1																											
Payment Amount	800.00	Program Code	98EQIP																											
(Principal)																														
Payment Date	11-22-1999	Due Date	11-01-1999																											
Number of Days Late	21	Interest Rate Used	6.500																											
Interest Payment	3.03	Program/Payment Type	EQ																											

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4 Issuing an "INTPEN" Disbursement (Continued)

B
Issuing
"INTPEN"
Disbursements
(Continued)

Step	Action	Result								
8	<p>The original payment and "INTPEN" information will be displayed again on Screen ANK34020 to confirm and create the penalty payment.</p> <p>Verify data. If the data:</p> <ul style="list-style-type: none"> • is correct, PRESS "Enter" to confirm and create interest penalty payment • is not correct, "Cmd2" to restart, "Cmd4" to go to previous screen, or "Cmd7" to end. <p>Example: The following is an example of Screen ANK34020.</p>	<p>If the producer's name and address file contains:</p> <ul style="list-style-type: none"> • no flags, the payment process will continue processing <p>Note: See 1-FI.</p> <ul style="list-style-type: none"> • flags for claims, receivables, or amounts due other agencies, Screen ABK10001 will be displayed. 								
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 17%;">On-line</td> <td style="width: 17%;">ANK34020</td> </tr> <tr> <td>Confirm Late Payment Data Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <p>Producer/Non-Producer ID 345 67 8992 S JORDAN SIMMONS Program Code INTPEN Issue Date 11-23-1999</p> <p>Late Payment Number D0001494 Late Payment Information Payment Amount 3029.00 Program Code 99PFCWHT (Principal) Payment Date 01-05-1999 Due Date 12-05-1998</p> <p>Calculated Information Number of Days Late 31 Interest Rate Used 6.000 Interest Payment 15.66 Program/Payment Type PF Reason Code HV</p> <p>Enter=Continue Cmd2=Restart Cmd4=Previous Screen Cmd7=End</p> <p>Press Enter to confirm/create penalty payment.</p>			Accounting	081 LITTLE RIVER	On-line	ANK34020	Confirm Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1
Accounting	081 LITTLE RIVER	On-line	ANK34020							
Confirm Late Payment Data Screen	Version: AD23	11-23-1999 12:55	Term W1							

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5 Issuing an “INTPEN” Disbursement for LDP’s

A

Introduction

With the installation of County Release No. 422, the calculation and creation of the “INTPEN” disbursement for LDP’s will be automated. The Data Control System will compare the LDP approval date with the issue date and automatically determine whether LDP is due PPI.

If LDP is due PPI, the Accounting software will prompt the user to enter the reason the payment is being made late. The “INTPEN” disbursement will then be calculated and created without further input from the user. If the Data Control System determines that no PPI is due, the normal payment process will occur.

Continued on the next page

Notice FI-2404

5 Issuing an “INTPEN” Disbursement for LDP’s (Continued)

B

Processing an LDP “INTPEN” Disbursement

County Offices shall follow this table to process an “INTPEN” disbursement for LDP.

Step	Action	Result								
1	<p>After completing the initial LDP process, the LDP data will be passed to the Data Control System, which will determine whether PPI is due the payment being passed to Accounting.</p> <ul style="list-style-type: none"> • If the payments are due PPI, Screen ANKINT05 will be displayed. Go to step 2. • If PPI is not due for the payments, the regular payment process will occur. See 6-FI for Accounting instructions. 									
2	<p>Screen ANKINT05 will be displayed when PPI is due for LDP’s being processed.</p> <p>ENTER “X” next to the reason for the late payment.</p> <p>PRESS “Enter” to continue.</p> <p>Note: If there are multiple late payments, the reason selected on this page will be used for all payments being processed.</p> <p>Example: The following is an example of Screen ANKINT05</p>	<p>If the producer’s name and address file contains:</p> <ul style="list-style-type: none"> • no flags, the payment process will continue processing and 2 disbursements will be created; see 1-FI • flags for claims, receivables, or amounts due other agencies, Screen ABK10001 will be displayed. <p>Note: One disbursement will be created for the program payment and a second for the “INTPEN” payment.</p>								
<table border="0" style="width:100%"> <tr> <td style="width:33%">Accounting</td> <td style="width:33%">081 LITTLE RIVER</td> <td style="width:33%">Interest</td> <td style="width:15%">ANKINT05</td> </tr> <tr> <td>Interim Penalty Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table>			Accounting	081 LITTLE RIVER	Interest	ANKINT05	Interim Penalty Screen	Version: AD23	11-23-1999 12:55	Term W1
Accounting	081 LITTLE RIVER	Interest	ANKINT05							
Interim Penalty Screen	Version: AD23	11-23-1999 12:55	Term W1							
<p>Prompt payment interest will be calculated for late payments being issued. Select the reason code below which most closely explains the delay. Note: If there are multiple late payments, the selected reason code will be used for all payments.</p> <p>Please Select a Late Payment Reason with an 'X'</p> <p>___ High Number of Payments Being Processed During Payment Cycle</p> <p>___ Delay in Receipt of Required Documentation</p> <p>___ Local Office Misplacing/Mishandling of Documentation</p> <p><u>X</u> Computer System Failure</p> <p>Enter=Continue</p>										

Continued on the next page

5 Issuing an "INTPEN" Disbursement for LDP's (Continued)

B
Processing an
LDP "INTPEN"
Disbursement
(Continued)

Step	Action	Result																																				
3	<p>Note: If both a program payable and an "INTPEN" payable are being processed, Screen ABK10001 will be displayed twice, once for each payment.</p> <p>Enter the amount of the payments to be applied to claims, receivables, and amounts due other agencies, as instructed in 6-FI.</p> <p>PRESS "Enter" to continue.</p> <p>Example: The following is an example of Screen ABK10001 for the deduction of the LDP payable.</p>	<p>If there is a balance remaining after applying the program payment and "INTPEN" payment to claims, receivables, amounts due other agencies, and assignments, disbursements for the remaining balances will be created. See 6-FI.</p>																																				
<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Accounting</td> <td style="width: 33%;">081 LITTLE RIVER</td> <td style="width: 33%;">Deductions</td> <td style="width: 33%;">ABK10001</td> </tr> <tr> <td>Interim Payment Process Screen</td> <td>Version: AD23</td> <td>11-23-1999 12:55</td> <td>Term W1</td> </tr> </table> <table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Producer/Non-producer ID: 345 67 8992 S</td> <td style="width: 33%;">JORDAN SIMMONS</td> <td style="width: 33%;"></td> <td style="width: 33%;"></td> </tr> <tr> <td>Reference Number:</td> <td>Program Code: 99LDPCORN</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Payable amount: \$800.00</td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Amount remaining to be disbursed</td> <td style="text-align: right;">\$800.00</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Enter amount due ASCS/CCC Claim</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">or Enter amount due ASCS/CCC Receivable</td> <td style="text-align: right;">_____</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">or Enter amount due Other Payees</td> <td style="text-align: right;">_____</td> <td></td> </tr> </table> <p>Are there additional payments to be entered? (Y)es or (N)o</p> <p>Enter=Continue</p>			Accounting	081 LITTLE RIVER	Deductions	ABK10001	Interim Payment Process Screen	Version: AD23	11-23-1999 12:55	Term W1	Producer/Non-producer ID: 345 67 8992 S	JORDAN SIMMONS			Reference Number:	Program Code: 99LDPCORN				Payable amount: \$800.00			Amount remaining to be disbursed		\$800.00		Enter amount due ASCS/CCC Claim		_____		or Enter amount due ASCS/CCC Receivable		_____		or Enter amount due Other Payees		_____	
Accounting	081 LITTLE RIVER	Deductions	ABK10001																																			
Interim Payment Process Screen	Version: AD23	11-23-1999 12:55	Term W1																																			
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or Enter amount due Other Payees		_____																																				