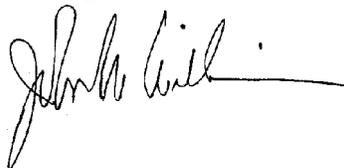


For: State and County Offices

Apple Loan Repayments and Disbursements for Lien Searches and Credit Reports

Approved by: Deputy Administrator, Management



1 Overview

A

Background

County Offices began issuing apple loans, authorized by the Agricultural Risk Protection Act of 2000, Pub. L. 106-224, in December 2000. Apple loans are made to producers of apples that are suffering economic loss as the result of low prices.

The AS-400/S-36 Accounting Software is used to enter collections and issue disbursements for credit reports and lien searches related to Apple Loan application processing. Software included in County Release No. 464 and State Release No. 380 modifies the screens in the check writing function when issuing a disbursement for credit reports and lien searches.

Some apple loan producers have begun repaying their loans, but the software to record the apple loan repayments is not yet available in the County Office. The apple loan repayment software is currently in development and will be included in a future software release.

B

Purpose

This notice provides instructions for:

- using new screens when issuing disbursements for credit reports and lien searches
- manually recording apple loan repayments.

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Disposal Date August 1, 2002	Distribution State Offices; State Offices relay to County Offices
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1 Overview (Continued)

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.
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2 Entering Special Data in the Check Writing Function

A

Program Code

“00APPLEFEES”

State and County Offices use the AS-400/S-36 check writing function to issue disbursements for apple loan credit reports or lien searches using program code "00APPLEFEES". The producer ID and amount of the payment that was collected from the producer in the special data field of the disbursement record is needed to reconcile the amount collected with the amount disbursed. The current software does not **require** that the producer ID or amount be entered in the special data field.

With the installation of County Release No. 464 and State Release No. 380, a new Apple Fees Entry Screen will be displayed when program code "00APPLEFEES" is entered in the check writing function. This new screen will **require** that the producer ID and amount of the payment that was collected from each producer be entered in the disbursement record. In addition, the amount entered for each producer will be totaled and validated against the amount of the disbursement.

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2 Entering Special Data in the Check Writing Function (Continued)

**B
Using the New
Special Data
Screen**

The following table provides instruction for using the new special data field when the program code "00APPLEFEES" is used to issue a disbursement.

Step	Action	Result
1	On Accounting Main Menu AAA000: <ul style="list-style-type: none"> • ENTER "1", "Disbursements/Check Writing " • PRESS "Enter". 	Check Writing Main Menu ANK000 will be displayed.
2	On Menu ANK000: <ul style="list-style-type: none"> • ENTER "1", "On-line Check Writing" • PRESS "Enter". 	Enter Check Writing Data Screen ANK31501 will be displayed.
3	On Screen ANK31501, enter the following: <ul style="list-style-type: none"> • program code "00APPLEFEES" • issue date, if different from current date • ID and type of payee. <p>PRESS "Enter".</p>	Enter Payment Data Screen ANK32510 will be displayed.
4	On Screen ANK32510, enter the following: <ul style="list-style-type: none"> • payment amount • "Y" or "N" to the question "Will payment will be made by due date?" • any information to be included on the transaction statement. <p>PRESS "Enter".</p>	Apple Fees Entry Screen ANK34410 will be displayed.

Example: The following is an example of Screen ANK32510.

Accounting	081 LITTLE RIVER	On-line	ANK32510
Enter Payment Data Screen		Version: AD61	07-10-2001 14:03 Term E4

Producer/Non-Producer ID <u>933 88 1449 S</u> <u>XYZ Credit Report Agency</u>			
Program Code <u>00APPLEFEES</u>	Payment Amount	<u>100.00</u>	Issue Date <u>07-10-2001</u>
Will payment be made by due date? <u>Y</u>			
Reference: <u>None</u>			
Enter any information to appear on the Transaction Statement:			
Enter=Continue Cmd2=Restart Cmd7=End Help=Help Text			

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2 Entering Special Data in the Check Writing Function (Continued)

B
Using the New
Special Data
Screen
(Continued)

Step	Action	Result
5	On Screen ANK34410, enter the following: <ul style="list-style-type: none"> • producer or applicant's ID • amount collected from each for the lien search or credit report disbursement. PRESS "Enter". <p>Note: The amounts entered for each producer ID must total the amount of the disbursement.</p>	The regular payment process will continue.

Example: The following is an example of Screen ANK34410.

Accounting Apple Fees Entry Screen	081 LITTLE RIVER	On-line	ANK34410
	Version: AD61 07-12-2001		14:02 Term E4

Producer/Vendor ID <u>933 88 1449 S</u> <u>XYZ Credit Report Agency</u>			
Program Code 00APPLEFEES Payment Amount 100.00 Issue Date 07-12-2001			
Producer ID/ Applicant ID	Credit/Lien Fees	Producer ID/ Applicant ID	Credit/Lien Fees
<u>55555555</u>	<u>25.00</u>	<u>44444444</u>	<u>25.00</u>
<u>33333333</u>	<u>25.00</u>	<u>11111111</u>	<u>25.00</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Enter=Continue Cmd2=Restart Cmd7=End If data is correct press "Enter"			

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3 Manually Recording Apple Loan Repayments

A

**Processing
Apple Loan
Repayments**

Software, currently in development, will allow the apple loan collections to be recorded in the cash receipts system. Until the software is released, County Offices shall record collections for apple loan repayment on a manual CCC-257.

County Offices shall follow instructions in this paragraph to manually record apple loan repayment collections.

Note: When the new software is released, instructions will be provided to enter the manual schedules in the cash receipts system.

B

**Printing a Blank
CCC-257**

County Offices shall use a blank CCC-257 to manually record apple loan repayments. Use the instructions in the following table to print a blank CCC-257.

Step	Action	Result
1	On Cash Receipts Main Menu AGK000: <ul style="list-style-type: none">• ENTER "5", "Print Reports and Forms"• PRESS "Enter".	Menu AKK000 will be displayed.
2	On Menu AKK000: <ul style="list-style-type: none">• ENTER "2", "Blank Schedule of Deposit Form"• PRESS "Enter".	Screen AHK01503 will be displayed.
3	On Screen AHK01503, enter number of copies to be printed. Note: The system automatically defaults to the system printer.	Menu AKK000 will be displayed.

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3 Manually Recording Apple Loan Repayments (Continued)

C

Entering Apple Loan Data on a Manual CCC-257

County Office shall follow instructions in the following table to enter apple loan collection data on a blank CCC-257.

Note: Separate apple loan repayment collections from all other collections. The manual schedule should only contain apple loan repayment collections.

Location on CCC-257	Action
Top Right	Enter schedule date.
Top Right	Enter page number.
Item 1	The deposit location will be pre-printed with the address of the lockbox bank or local depository bank.
Item 2	KCMO's address will automatically display.
Column A	Enter remittance sequential number.
Column B	Enter check or item number.
Column C	Enter remitter's ID number.
Column D	Enter deposit amount.
Item 3	Enter total number of checks and other remittances.
Item 4	Enter total amount of checks and other remittances.
Item 5	Enter total amount of cash received.
Item 6	Enter total amount of checks, other remittances, and cash.
Items 7A and 7B	The depositing bank will complete these items .
Item 8	Obtain signature from the authorized official and date, using the date CCC-257 was prepared.
Item 9	The State and county code will be pre-printed.
Item 10	Enter next available schedule number based on the last CCC-257 prepared. Note: This number should be in the same sequence as the current day CCC-257 numbers. To obtain the next available schedule number, check the CCC-257 file or on Cash Receipts Print Reports/Forms Menu, ENTER "4", "Available Schedule of Deposit Report".
Item 11	Enter total amount of checks, other remittances, and cash.

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3 Manually Recording Apple Loan Repayments (Continued)

D

Deposit Remittances

Send the manual CCC-257 and remittances to the lockbox bank or local depository.

Note: Do not enter the manual CCC-257 into the cash receipts software.

E

Maintain Copy of Manual CCC-257's

Keep all copies of the manual CCC-257's for the apple loan repayment collections in a separate file. Attach any documentation that contains relevant collection data, such as the loan number, to CCC-257 so that this information is easily available when CCC-257 is eventually entered into the cash receipts system.

Note: A future notice will be released with instructions on entering the manual schedules into the cash receipts system.
