

**For:** State and County Offices

**Adding Program Interest and/or Liquidated Damages Amounts to  
Over-disbursed Marketing Assistance Loans (MAL's) and Electronic LDP's  
Through the Common Receivables System (CRS)**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A Background**

Notice FI-2762 provides the necessary steps that **must be followed** when processing an overpayment or underpayment correction to a web-based program payment, including the establishment of the receivable in CRS.

8-LP, Part 6 provides that liquidated damages may be assessed to program participants who violate terms and conditions in LDP provisions. 8-LP also provides for the collection of program interest from producers who are overpaid due to incorrect production evidence being submitted, or from discrepancies found during spot-checks.

**B Purpose**

This notice provides instructions for County Office employees to follow when entering liquidated damages amounts and program interest amounts into CRS.

**C Contact**

If questions about this notice:

- County Offices should contact the State Office
- State Offices should contact Rodney Davis by e-mail at **rodney.davis@wdc.usda.gov**.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2007	State Offices; State Offices relay to County Offices

**Notice FI-2770**

**2 Processing Receivables for Electronic Web Programs**

**A Receivables Established by the National Payment Service (NPS)**

Most receivables reside in the System 36 CRS, including those created from web-based programs. The procedures for establishing web-based program receivables in CRS require that a Service Center employee enter the System 36 Accounting menu and follow the steps in Notice FI-2762. These required steps **must be performed** on a daily basis by Service Center employees when receivables are generated from NPS-issued payments.

**B Adding Amounts to Existing Receivables in CRS**

Program interest and liquidated damages must be added to an existing receivable if the receivable was generated from an NPS-issued payment.

Following is an example of the Select Receivables for Correction AQK71201 Screen. To select the receivable to be corrected, the user must place an "X" in the "Sel" column and PRESS "Enter". Screen AQK71401 will be displayed for the user to enter the amount of program interest or liquidated damages.

Receivables		197 WRIGHT COUNTY		Select		AQK71201	
Select Receivables For Correction Screen Version: AE55 08-08-2006 09:42 Term H5							
Row	Sel	Prod. ID/Type	Recv. No.	Reference Number	Multiple Type	Original Balance	Current Balance
1		12-345-6789	E 5886	0001007	FM	145.00	.00
2		12-345-6789	E 5906	0001078	FM	953.00	.00
3		12-345-6789	E 5910	0001087	FM	468.00	.00
4		12-345-6789	E 5933	0001204	FM	721.00	.00
5		12-345-6789	E 6161	0002348	FM	909.00	.00
6		12-345-6789	E 6708	0004715	FM	254.00	.00
7		12-345-6789	E 6709	0004716	FM	701.00	.00
8	X	12-345-6789	E 6953	00007	LD	6,100.00	6,100.00
9		12-345-6789	E 6954	00007	LD	19,520.00	19,520.00

Row No. For Inquiry . . . Type Of Inquiry . . (P=Producers, D=Detail)

Enter=Continue Cmd7=End Roll=Page

**\*\* End of File \*\***

**Note:** 67-FI, Part 11 provides detailed instructions for selecting existing receivables and accessing the Select Receivables for Correction Screen.

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2 Processing Receivables for Electronic Web Programs (Continued)

C Adding Program Interest to an Existing Receivable in CRS

After accessing Screen AQB71401, enter the following information to add program interest:

- “CCCINT” in the “Interest Program” field
- disbursement date in the Interest “Start Date” field
- interest rate.

Following is an example of Screen AQB71401 for entering program interest.

Receivables	197 WRIGHT COUNTY	Enter	AQB71401
Receivable Correction Screen		Version: AE55	08-08-2006 09:51 Term H5
-----			
Receivable Number	6953		
Principal:	Program 05LDPWHC	Amount	6,100.00
Interest:	Program CCCINT		
1st Charge:	Program	Amount	
2nd Charge:	Program	Amount	
1st Reference Number	00007	Type	LD
2nd Reference Number		Type	
3rd Reference Number		Type	
Receivable Due Date	10-26-2005	Basis Of Debt Code	10412
Interest Start Date	07-01-2005	Interest Rate	5.00
Initial Notification	10-26-2005	Audit Number	
Enter=Continue Cmd4=Previous Screen Cmd7=End			

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2 Processing Receivables for Electronic Web Programs (Continued)

D Adding Liquidated Damages to an Existing Receivable in CRS

After accessing Screen AQK71401, enter the following information to add liquidated damages:

- "LIDACOMM" in the "First Charge" field
- amount of liquidated damages in the "Amount" field.

Following is an example of Screen AQK71401 for entering liquidated damages.

Receivables	197 WRIGHT COUNTY	Enter	AQK71401
Receivable Correction Screen		Version: AE56	08-16-2006 15:20 Term H5
-----			
Receivable Number	8622		
Principal:	Program 05LDPCORNC	Amount	4,901.16
Interest:	Program		
1st Charge:	Program LIDACORN	Amount	191.45
2nd Charge:	Program	Amount	
1st Reference Number	00126	Type	LD
2nd Reference Number		Type	
3rd Reference Number		Type	
Receivable Due Date	08-16-2006	Basis Of Debt Code	10341
Interest Start Date		Interest Rate	
Initial Notification	08-16-2006	Audit Number	
Enter=Continue Cmd4=Previous Screen Cmd7=End			