

For: State and County Offices

**Emergency Supplemental Appropriations for NAP (NAP20)  
Payment and Overpayment Processing**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

On November 29, 1999, the President signed into law the Omnibus Consolidated Appropriations Act of 2000 (the Act), Pub. L. 106-113. The Act authorized \$20 million of current NAP funds to be used to cover 1999 noninsurable crop losses where NAP area triggers could not be met. The assistance provided in the Act does **not** replace NAP.

**B**

**Purpose**

This notice:

- announces the final payment factor that will be used for issuing 1999 NAP20 payments
- provides instructions for completing the following NAP20 processes:
  - issuing payments
  - canceling payments
  - recording overpayments
  - canceling overpayments
  - generating a payment history report.

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<p><b>Disposal Date</b></p> <p>April 1, 2002</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice NAP-44

### 1 Overview (Continued)

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#### C

##### Software

Software for NAP20:

- payment processing was included in County Release No. 444
- overpayment processing was included in County Release No. 449.

Payment and overpayment processing will be available after the factor file has been downloaded. Factor file T.MH.FMM will be downloaded on or about March 15, 2001, according to Information Bulletin 2061.

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### 2 General Payment Information

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#### A

##### Final Payment Factor

Determination of a payment factor was necessary to ensure payments do not exceed the \$20 million allocated from existing funds by the Act. Notice NAP-43 established a new schedule of February 26, 2001, for the upload of NAP20 payment data to determine the applicable payment factor.

Based on the data uploaded from approved worksheets, the payment factor for NAP20 payments for eligible 1999 crop losses is 1.00.

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#### B

##### Payments Less Than \$10

The NAP20 payment process will:

- issue payments that round to at least \$1
  - **not** issue payments less than 50 cents.
- 

#### C

##### Prompt Payment Due Dates

According to the Prompt Payment Act, a prompt payment interest penalty applies if a NAP20 payment is not issued 30 calendar days after the payment factor is announced. See 61-FI for additional information on handling prompt payment interest penalties.

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**Notice NAP-44**

**2 General Payment Information (Continued)**

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**D  
Payment  
Groupings**

A crop may be considered as part of a “crop group” which is determined by the price and yield data for the same crops. When 2 or more crops on the same unit have the same summary crop code and summary type code, the crops will be considered a “crop group” for payment calculation purposes. If the summary crop code and summary type code are not the same, each crop will be paid as a separate crop.

**Example for unit 1:**

<b>Crop</b>	<b>Type</b>	<b>Summary Crop Code</b>	<b>Summary Type Code</b>
PEPRS	ANA	0083	001
PEPRS	CHR	0083	001
PEPRS	HOT	0083	002

In this example, the first two “PEPRS” listed will be considered a “crop group” for payment purposes because the summary crop code and summary type code are the same. The third crop of “PEPRS” has a different summary type code and will be considered a separate crop.

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## Notice NAP-44

### 3 Accessing NAP20 Software

#### A

#### Accessing Software

From Menu FAX250, access NAP20 software according to the following table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "2", "Non-insured Disaster Assistance Program", and PRESS "Enter".
6	MHB0YR	ENTER "2", "1999 Crop Year", and PRESS "Enter".
7	MHB000	ENTER "8", "NAP20 Processing", and PRESS "Enter".
8	MHAT00	ENTER "3", "Payment Processing", and PRESS "Enter". Menu MHATP0 will be displayed.

#### B

#### Menu MHATP0

Following is an example of the 1999 NAP20 Payment Processing Menu MHATP0.

```

COMMAND                                MENU: MHATP0                                C4
1999 NAP20 Payments Menu
-----
1. Issue Payments
2. Cancel Payments
3. Record Overpayments
4. Cancel Overpayments
5. Producer Payment History Print

20. Return to Application Primary Menu
21. Return to Application Selection Menu
23. Return to Primary Selection Menu
24. Sign Off

Cmd3=Previous Menu

Enter option and press "Enter".

```

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**Notice NAP-44**

**3 Accessing NAP20 Software (Continued)**

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**C**

**Options on  
Menu MHATP0**

This table lists the options that are available on Menu MHATP0.

<b>Option</b>	<b>Display</b>	<b>Use of Option</b>
“Issue Payments”	1999 NAP20 Printer Selection Screen MHATAP01 will display with the final result being the NAP20 Producer Selection Screen. See paragraph 4 for the Producer Selection Screen.	Issuing 1999 NAP20 payments.
“Cancel Payments”	1999 NAP20 Payment Cancellation Warning Screen MHATINFO will be displayed. See subparagraph 8 B, step 3 for information on Warning Screen MHATINFO.	Canceling 1999 NAP20 payments.
“Record Overpayments”	1999 NAP20 Printer Selection Screen MHATAP01 will display with the final result being the NAP20 Producer Selection Screen. See paragraph 4 for the Producer Selection Screen.	Recording 1999 NAP20 overpayments.
“Cancel Overpayments”	1999 NAP20 Printer Selection Screen MHATAP01 will display with the final result being the NAP20 Cancellation Selection Screen. See paragraph 4 for the Producer Selection Screen.	Canceling 1999 NAP20 overpayments.
“Producer Payment History Report”	1999 NAP20 Printer Selection Screen MHATAP01 will display with the final result being the 1999 NAP20 Producer Selection Screen. See paragraph 4 for the Producer Selection Screen.	Printing the 1999 NAP20 producer payment history reports.

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## Notice NAP-44

### 4 Producer Selection Screen

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#### A

##### Overview

Access to NAP20 software screens requires entry of 1 of the following:

- producer's ID number and type
  - last 4 digits of producer's ID
  - producer's last name.
- 

#### B

##### Producer Selection Screen MHATAA01

Following is an example of Producer Selection Screen MHATAA01.

```
1999 NAP20                073-C RANSOM                Selection          MHATAA01
Producer Selection Screen  Version: AE03    02/28/2001 08:01    Term C1
-----
Enter  Producer ID Number:          and Type:
      (Enter "ALL" for all producers)

      or  Last Four Digits of ID:

      or  Last Name:
          (Enter partial name to do an inquiry)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

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Notice NAP-44

4 Producer Selection Screen (Continued)

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**C**  
**Producer**  
**Selection Screen**  
**HATAA01**

Access the payment process by producer according to this table.

Selection	Action	Result
Process 1 producer	Enter 1 of the following: <ul style="list-style-type: none"><li>• producer's ID number and type</li><li>• last 4 digits of producer's ID number</li><li>• producer's last name.</li></ul>	If the worksheet has an approval date, it will be processed.
Process all producers <b>Note:</b> The "ALL" option for processing all producers is only available when issuing payments.	ENTER "All" in the "Producer ID Number" field.	All producers with a COC approval date on the worksheet will be processed.

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**Notice NAP-44**

**4 Producer Selection Screen (Continued)**

**D**

**Messages**

This table lists messages that may display at the bottom of the screen when accessing a producer for payment.

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Payments were processed. There were no exceptions.”	Payments will have been processed without exceptions.	No action necessary; payment processing is complete.
“Payment(s) were processed. Refer to non-payment register for exceptions.”	Payments may have been processed; however, some exceptions were present.	Verify nonpayment conditions on nonpayment register.
“Producer not found on the Name and Address File”	An ID number was entered that is not in the Name and Address File.	Ensure that the correct ID number is entered, or select the producer by entering the producer’s last name.
“Producer ID and Type, Last Four Digits of ID, or Last Name is Required”	“Enter” was pressed without selecting a producer on Screen MHATAA01.	Select a specific producer or “All” producers for processing.
“Producer ID Type must be 'E', 'I', 'S', or 'T'”	An invalid Producer ID Type was entered.	Ensure that the Producer ID Type entered is “E”, “I”, “S”, or “T”.
“Only enter Producer ID and Type, Last Four Digits of ID, or Last Name.”	An entry was recorded for more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Producer does not have a NAP20 worksheet”	An ID number was entered, but a match was not found on the NAP20 worksheet file.	Enter NAP20 worksheet for producer.

Notice NAP-44

5 Payment Processing

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**A**  
**Account Batch**  
**Designation**  
**Screen**

The NAP20 payment process reads the Name and Address File for each producer with a payable that has been processed. How the payable is processed depends on the value of the flags in the Name and Address File. This table provides a description of the payment batches for NAP payment processing.

Batch	Description
"O"nline	Payables to producers that may require special processing because there is a "Y" in at least 1 of the following fields in the Name and Address File: <ul style="list-style-type: none"><li>• receivable</li><li>• claim</li><li>• other agency claim</li><li>• bankruptcy</li><li>• deceased</li><li>• missing</li><li>• incompetent.</li></ul> <p><b>Note:</b> County Offices shall ensure that payments are issued for producers in bankruptcy status according to the Regional Attorney's guidance.</p>
"A"ssignment	Payables to producers that are flagged in the Name and Address File as having an assignment or joint payee on file.
"B"atch	Payables to producers that do not have any special circumstances like those payables processed through the "O" and "A" payment batches.

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**B**  
**Accounting**  
**Checkwriting**  
**Screens**

Accounting checkwriting screens will be displayed to enter CCC-184 or direct deposit information. See 6-FI.

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## Notice NAP-44

### 6 Nonpayment Register

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#### A

#### Payments Which the System Cannot Calculate

The Nonpayment Register:

- shows all payments that the system is unable to calculate
- provides an exception message explaining the reason why.

**Note:** A negative register will not print.

County Offices shall:

- review the register
  - take corrective action, if necessary.
- 

#### B

#### Exception Messages

This table contains explanations of the exception messages that print on the Nonpayment Register. County Offices shall take action according to this table.

Message	Reason for Message	County Office Action
“Missing COC approval date.”	Producer or member does not have an approval date on the worksheet.	Determine whether COC approval date should have been entered on the worksheet.
“Program eligibility flag is not ‘Y’.”	Payment eligibility flag on the Worksheet is “N” or “R”.	Determine whether producer program eligibility flag was entered correctly on the worksheet.
“Temporary ID’s (except BIA’s) are excluded from NAP20 payments.”	Producer, other than the Bureau of Indian Affairs, has a temporary ID number.	Correct the producer ID type if it is not loaded correctly in the Name and Address File.
“Indemnities less than \$1.00 are excluded from NAP20 payment.”	Total payment is less than \$1.	No action is necessary.

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## Notice NAP-44

### 7 Canceling Payments

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#### A

##### Introduction

After payment processing has been completed, County Offices shall review transaction statements to ensure that the correct disbursements have been generated. If an error is determined, the payable shall be canceled by accessing option 2, "Cancel Payments", on Menu MHATPO.

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#### B

##### When to Cancel Payables

NAP20 payables shall be canceled using NAP20 application software only when original NAP20 amounts are incorrect and either of the following apply:

- CCC-184 is available

**Note:** County Office has physical possession of CCC-184.

- direct deposit records have not been queued or transmitted.

Extra caution shall be observed when canceling payables to ensure that:

- correct payables are being canceled
- only payables for which CCC-184's are in the office or the direct deposit records have not been queued or transmitted to the producer's financial institution are being canceled
- payables are being canceled through the proper application.

**Note:** See subparagraph D for additional information on when the payable shall not be canceled through the NAP20 application.

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#### C

##### When to Cancel Payments Through Accounting Application

In some situations, data in the Accounting application needs to be corrected and a substitute CCC-184 issued. Use the Accounting cancel/issue substitute option according to 1-FI when any of the following situations apply:

- payee on an original CCC-184 is incorrect but payable amount is correct
- 1 or more CCC-184's in a printed batch needs to be reprinted
- CCC-184 is lost, stolen, or destroyed
- CCC-184 has expired.

**Note:** If the computer-generated CCC-184 numbers on CCC-184's do not match preprinted CCC-184 numbers, see 1-FI, paragraph 233.

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**7 Canceling Payments (Continued)**

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**D**

**When Not to  
Cancel Payments  
Through NAP20  
Application**

Payments shall not be canceled from NAP20 application software when either of the following situations apply:

- CCC-184 is not available
- direct deposit record has been queued or transmitted.

Once the check has been issued to the producer or the direct deposit record queued or transmitted, an overpayment or underpayment situation exists if the payable was incorrect.

County Offices shall take the necessary action to correct the situation that caused the payment to be issued in error, then:

- issue additional payment amounts if the producer was underpaid
- compute and transfer the overpayment amount to common receivables system. See paragraph 15 to record overpayments.

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**Notice NAP-44**

**7 Canceling Payments (Continued)**

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**E**

**Example of Payable Cancellation Situations**

This table provides examples of when payables shall be canceled and which application shall be used for the cancellation.

Situation	Action						
Something on the NAP20 worksheet was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• is generated for the incorrect amount</li> <li>• has not been issued to the producer.</li> </ul>	Cancel the payable through the NAP20 application to: <ul style="list-style-type: none"> <li>• cancel the payable associated to CCC-184</li> <li>• correct the situation that caused the payable to be issued incorrectly</li> <li>• reissue the payment through regular payment processing.</li> </ul>						
Something on the NAP20 worksheet was entered in the system incorrectly. CCC-184: <ul style="list-style-type: none"> <li>• is generated for the incorrect amount</li> <li>• has already been issued to the producer.</li> </ul>	<b>Do not cancel</b> the payable. Correct the situation that caused the payment to be calculated incorrectly.						
	<table border="1"> <tr> <th align="center">IF the original CCC-184 resulted in the producer being...</th> <th align="center">THEN...</th> </tr> <tr> <td>underpaid</td> <td>issue an additional payment to the producer.</td> </tr> <tr> <td>overpaid</td> <td> <ul style="list-style-type: none"> <li>• compute an overpayment</li> <li>• transfer the overpayment to the common receivable system (CRS)</li> <li>• notify the producer according to 67-FI.</li> </ul> </td> </tr> </table>	IF the original CCC-184 resulted in the producer being...	THEN...	underpaid	issue an additional payment to the producer.	overpaid	<ul style="list-style-type: none"> <li>• compute an overpayment</li> <li>• transfer the overpayment to the common receivable system (CRS)</li> <li>• notify the producer according to 67-FI.</li> </ul>
	IF the original CCC-184 resulted in the producer being...	THEN...					
underpaid	issue an additional payment to the producer.						
overpaid	<ul style="list-style-type: none"> <li>• compute an overpayment</li> <li>• transfer the overpayment to the common receivable system (CRS)</li> <li>• notify the producer according to 67-FI.</li> </ul>						
CCC-184 was lost, stolen, or destroyed and notification has been received from KC-ITSDO that CCC-184 has not been negotiated.	Issue a substitute CCC-184 using the Accounting cancel/issue substitute option according to 1-FI.						
CCC-184 has expired, but the statute of limitation has not elapsed.							

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**Notice NAP-44**

**8 Canceling Payments Through NAP20 Application**

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**A**

**Introduction**

The NAP20 cancellation process has been developed to provide the capability to cancel an erroneously issued payable through the NAP20 application, when applicable.

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**B**

**How to Cancel Payables**

Follow the provisions of this table to cancel erroneous payments that **have not been issued** to the producer.

**Reminder:** Do not cancel the payable if:

- CCC-184 has been mailed to the producer
- electronic funds transfer (EFT) has been queued or transmitted to the producer’s financial institution.

Step	Action	Result
1	Access Menu MHATP0 according to paragraph 3.	
2	ENTER “2”, “Cancel Payments”, and PRESS “Enter”.	Screen MHATINFO will be displayed.
3	Screen MHATINFO is an informational warning screen reminding the user that the payable <b>shall not</b> be canceled if: <ul style="list-style-type: none"> <li>• CCC-184 has been mailed to the producer and is not available in the County Office</li> <li>• EFT has been transmitted to the producer’s financial institution.</li> </ul>	
	<b>IF the payable is...</b>	<b>THEN...</b>
	available	PRESS “Enter” to continue with the cancellation process.
	not available	PRESS “Cmd7”.
		<b>Action</b>
		Screen MHATAP01 will be displayed.
		Menu MHATP0 will be redisplayed.

Continued on the next page

**8 Canceling Payments Through NAP20 Application (Continued)**

**B  
How to Cancel  
Payables  
(Continued)**

Step	Action	Result	
4	On Screen MHATAP01: <ul style="list-style-type: none"> <li>• Enter the printer ID number</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHATAG01 will be displayed.	
5	Screen MHATAG01 requires the user to enter specific data about the payable to be canceled. See subparagraph 9 A for additional information on Screen MHATAG01.		
	<b>IF the user wants to...</b>	<b>THEN, on Screen MHATAG01...</b>	
	continue with the payable cancellation	<ul style="list-style-type: none"> <li>• enter the following data:                             <ul style="list-style-type: none"> <li>• producer’s ID number and type, last 4 digits of the producer’s ID number, or the producer’s last name</li> <li>• transaction number for the record associated with the payable to be canceled</li> </ul> </li> <li>• PRESS “Enter”.</li> </ul>	If there is an active payable on the payment history file that matches the criteria entered, Screen MHATAH01 will be displayed.  <b>Note:</b> If more than 1 producer is found on the Name and Address File matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.
end processing without canceling a payable	PRESS “Cmd7”.	Menu MHATP0 will be displayed.	

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8 Canceling Payments Through NAP20 Application (Continued)

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**B**  
**How to Cancel**  
**Payables**  
**(Continued)**

Step	Action	Result
6	Screen MHATAH01 provides the user with information about the payable being canceled, including: <ul style="list-style-type: none"> <li>• producer name and ID number and type</li> <li>• transaction number for the payable being canceled</li> <li>• date the payable was issued</li> <li>• net payment amount.</li> </ul>	
	<b>IF the user wants to...</b>	
	<b>THEN, on Screen MHATAH01...</b> <ul style="list-style-type: none"> <li>• ENTER “Y” to answer the question, “Do you wish to cancel this payment?”</li> </ul> <p><b>Note:</b> The payable <b>shall not</b> be canceled if the check is not available in the County Office.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter” to cancel the payable.</li> </ul>	A verification message will be displayed on Screen MHATAH01.  PRESS “Enter” to confirm that this is the correct payable for cancellation, and Screen ANK52010 will be displayed.  <b>Warning:</b> When “Enter” is pressed again, users will not have another opportunity to end processing without canceling the payable.

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8 Canceling Payments Through NAP20 Application (Continued)

**B**  
**How to Cancel**  
**Payables**  
**(Continued)**

Step	Action		Result
6 (Cntd)	<b>IF the user wants to...</b>	<b>THEN, on Screen MHATAH01...</b>	
	cancel an EFT payable	<ul style="list-style-type: none"> <li>• ENTER “Y” to answer the question, “Do you wish to cancel this payment?”</li> </ul> <p><b>Note:</b> The payable <b>shall not</b> be canceled if the EFT record has been transmitted.</p> <ul style="list-style-type: none"> <li>• PRESS “Enter” to cancel the payable.</li> </ul>	<p>A verification message will be displayed on Screen MHATAH01.</p> <p>PRESS “Enter” to confirm that this is the correct payable for cancellation, and Screen ANK52040 will be displayed confirming that the payable has been deleted from the direct deposit file. PRESS “Enter” on Screen ABK53005 to print the producer transaction statement.</p> <p><b>Warning:</b> When “Enter” is pressed again, users will not have another opportunity to end processing without canceling the payable.</p> <p><b>Note:</b> Screen ANK52020 will be displayed if the selected payable has already been transmitted to the producer’s financial institution. Follow 6-FI to establish the receivable.</p>
	end with canceling	PRESS “Cmd7”.	Menu MHATP0 will be redisplayed.

Continued on the next page

**Notice NAP-44**

**8 Canceling Payments Through NAP20 Application (Continued)**

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**B  
How to Cancel  
Payables  
(Continued)**

Step	Action		Result
7	Screen ANK52010 requires the user to specify whether or not CCC-184 is available. How this question is answered will determine whether receivables are or are not created.		
	<b>IF CCC-184 is...</b>	<b>THEN, on Screen ANK52010...</b>	
	available in the County Office and has not been cashed by the producer	<ul style="list-style-type: none"> <li>• ENTER “Y” to answer the question, “Is the check to be canceled available?”</li> <li>• PRESS “Enter”.</li> </ul>	Screen ANK53005 will be displayed. Follow 6-FI to complete the cancellation process.
	not available	<ul style="list-style-type: none"> <li>• ENTER “N” to answer the question, “Is the check to be canceled available?”</li> <li>• PRESS “Enter”.</li> </ul>	Screen ANK52020 will be displayed. Follow 6-FI to properly establish the receivable.

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## Notice NAP-44

### 9 Cancellation Selection Screen MHATAG01

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A

#### Example of Screen MHATAG01

NAP20 payments can only be canceled if both of the following are entered on Screen MHATAG01:

- producer identification, by entering any of the following:
  - producer ID number and type
  - the producer's last name
  - last 4 digits of the producer's ID number
- transaction number for the payable issued to the identified producer.

This is an example of Screen MHATAG01.

```
1999 NAP20                073-C RANSOM                Selection      MHATAG01
Cancel Payment Selection Screen      Version: AE03 02/28/2001 08:20      Term C1
-----
Enter  Producer ID Number:          and Type:

or    Last Four Digits of ID:

or    Last Name:
      (Enter partial name to do an inquiry)

And   Transaction Number:

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

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**Notice NAP-44**

**9 Cancellation Selection Screen MHATAG01 (Continued)**

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**B**

**Error Messages**

This table describes the error messages that may be displayed on Screen MHATAG01 and the corrective action that shall be taken.

**Recommendation:** The Producer Payment History print includes all the payables issued to the producer with the transaction number for each payable. It is recommended that the County Offices use the PPH print to verify the payable to be canceled.

Message	Explanation	Action
“Producer ID and Type, Last Four Digits of ID, or Last Name is required.”	“Enter” was pressed without selecting a producer and transaction number on Screen MHATAG01.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
“Only enter Producer ID and Type, Last Four Digits of ID, or Last Name.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Producer ID must be a 9-digit numeric entry.”	All 9 digits of producer ID number was not entered or something other than numeric was entered.	Enter all 9 digits of the producer’s ID number or select the producer by entering the producer’s last name.
“Producer ID Type must be ‘E’, ‘I’, ‘S’, or ‘T’.”	Producer ID type was entered as something other than “E”, “I”, “S”, or “T”.	Enter producer ID type associated to the producer ID number entered.
“Producer ID Type is required when Producer ID is present.”	Producer ID was entered without entering the producer ID type.	Enter producer ID type associated to the producer ID number entered.
“Producer ID is required when Producer ID Type is present.”	Producer ID type was entered without entering the producer ID.	Enter the producer ID.
“Last Four Digits of Producer ID must be numeric.”	Last 4 digits of producer ID was entered as something other than numeric.	Enter last 4 digits of producer’s ID number or select the producer by entering the producer’s last name.

Continued on the next page

**Notice NAP-44**

**9 Cancellation Selection Screen MHATAG01 (Continued)**

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**B  
Error Messages  
(Continued)**

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Transaction Number is a required entry.”	A producer ID number was entered, but the “transaction number” field was left blank.	Enter the associated transaction number for the payable to be canceled.
“Transaction Number must be an 11-digit numeric entry.”	All 11 digits of transaction number were not entered or something other than numeric was entered.	Enter all 11 digits of the transaction number.
“Producer and/or Transaction Number not found on payment history.”	Producer ID number or transaction number entered does not match a payable in the payment history file.	Ensure that: <ul style="list-style-type: none"> <li>• correct producer ID number was entered</li> <li>• transaction number entered is associated to the payable being canceled for the producer.</li> </ul>
“Transaction Number not valid for producer selected.”	A valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any payable associated with the producer.	Enter the transaction number associated with the producer for the payable. Refer to the PPH to determine the transaction number.
“Transaction has been previously canceled.”	Payable for the producer was previously canceled.	Do either of the following: <ul style="list-style-type: none"> <li>• enter a producer ID number and transaction number if additional payables need to be canceled</li> <li>• PRESS “Cmd7” to end processing and return to Menu MHATP0.</li> </ul>

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**10 Cancellation Screen MHATAH01**

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A

**Example of Screen MHATAH01**

After a payable has been selected on Screen MHATAG01, Payment Cancellation Screen MHATAH01 will be displayed. This screen will display data from the payment history file to allow the user to verify that the correct payable has been selected. The following information is displayed on Screen MHATAH01:

- producer name, ID number, and ID type
- transaction number
- payment issue date
- net payment amount.

**Note:** Because the payable was selected by entering the transaction number on Screen MHATAG01, only 1 payable will be displayed for cancellation on Screen MHATAH01.

The following field requires an entry on Screen MHATAH01.

Field	Description/Entry	
Do you wish to cancel this payment?	ENTER "Y" or "N".	
	IF the user enters...	THEN...
	"Y" indicating that the payment is in the County Office or that the EFT has not been transmitted	a message will display instructing the user to "Enter" to confirm payment cancellation.
	"N" indicating that the payment has been issued to the producer	<ul style="list-style-type: none"> <li>• Message "Invalid Entry - Must be 'Y'es when requesting this payment to cancel." will be displayed.</li> <li>• PRESS "Cmd7" to end processing and return to Menu MHATP0.</li> </ul>

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## Notice NAP-44

### 10 Cancellation Screen MHATAH01

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**A**  
**Example of**  
**Screen**  
**MHATAH01**  
**(Continued)**

This is an example of Screen MHATAH01.

```
1999 NAP20                073-C RANSOM                Entry                MHATAH01
Payment Cancellation Screen                Version: AE03 02/28/2001 09:30 Term C1
-----
                Producer: JOHN DOE
                ID/Type: 147258350 S
Transaction Number: 00281155301
                Issue Date: 10/07/2000
                Net Payment: $ 42,400.00

                Do you wish to cancel this payment? __

WARNING: Do NOT cancel this payment if it has been mailed or transmitted
to the producer.  If you do not wish to continue, press Cmd7.

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

---

Continued on the next page

**Notice NAP-44**

**10 Cancellation Screen MHATAH01 (Continued)**

---

**B**

**Error Messages**

This table describes the error messages that are displayed on Screen MHATAH01 and the action that shall be taken.

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Invalid Entry - Must be 'Y'es when requesting this payment to cancel.”	Something other than “Y” was entered.	Do either of the following: <ul style="list-style-type: none"><li>• ENTER “Y” to continue the cancellation process</li><li>• PRESS “Cmd7” to end processing and return to Menu MHATP0.</li></ul>
“Confirm payment cancellation.”	The payable was selected for cancellation and required fields have been entered.	Do either of the following: <ul style="list-style-type: none"><li>• if the selected payable is correct, PRESS “Enter” to complete the cancellation</li><li>• if the selected payable is not correct, PRESS “Cmd7” to end processing and return to Menu MHATP0.</li></ul>

---

## Notice NAP-44

### 11 General Overpayment Provisions

---

#### A

##### Introduction

The NAP20 overpayment process will not work like other overpayment processes in that it will require the user to determine whether an overpayment has occurred. This is because of the possibility that the NAP20 worksheet data may not always be accessible. The overpayment process must allow for the entry of overpayments as they occur whether the worksheet data is accessible or not.

---

#### B

##### Required Processing

Overpayments shall be entered into the system for all producers as the overpayment occurs or is determined to ensure that:

- producers are timely notified of overpayments
  - the finality rule will not apply.
- 

#### C

##### Collecting Overpayments

County Offices shall take necessary action to collect overpayments immediately upon determining that a legitimate overpayment exists. Before an overpayment is transferred to CRS, County Offices shall:

- verify that the debt is actually owed to CCC
  - take corrective action causing the overpayment if the overpayment is not legitimate.
- 

#### D

##### Overpayments Less Than \$35

For overpayment amounts less than \$35, County Offices shall transfer the overpayment to CRS according to this paragraph. If the receivable amount is:

- less than \$10, follow 67-FI to perform a small balance write-off
  - \$10 or greater but less than \$35, notify the producer of the debt according to 67-FI. If the debt is not repaid within 60 calendar days, transfer the receivable to the claims system according to 67-FI. Process the claim according to 64-FI.
-

## Notice NAP-44

### 12 Charging Interest

---

#### A

##### Introduction

Interest shall be charged on all NAP20 overpayments to producers who become ineligible after the NAP20 worksheet was approved and the NAP20 payment was issued.

---

#### B

##### Ineligible Producers

A producer is considered ineligible if:

- COC determines that the producer:
  - erroneously or fraudulently represented any act affecting a determination
  - knowingly adopted a scheme or device that tends to defeat the purposes of the program
  - misrepresented their interest in the NAP20 worksheet and subsequently received a NAP20 payment
- the producer did not meet “person” determination requirements
- the producer does not meet the gross revenue requirements
- conservation compliance provisions are violated
- controlled substance provisions are violated.

Interest for ineligible producers shall be charged from the date of disbursement. The system will compute this interest when the overpayment is transferred to CRS

---

#### C

##### When Not To Charge Interest

Interest shall **not** be charged if the producer:

- is not determined to be ineligible as defined in subparagraph B
  - returns CCC-184 without being cashed
  - refunds the payment voluntarily.
-

## Notice NAP-44

### 13 Debt Basis Codes

---

#### A

##### Introduction

The debt basis code is the code transferred to CRS that identifies the reason for the debt. It is important that the debt basis code transferred to CRS is correct to track all overpayments.

---

#### B

##### Overpayments Found as Result of Audits

If an overpayment is discovered as the result of an audit, the first 2 digits of the debt basis code must be "19".

---

#### C

##### Debt Basis Codes

This table identifies the applicable debt basis code for the overpayment condition.

IF the overpayment condition is...	THEN the debt basis code will be...
producer did not comply with program provisions	10-421
fraud, scheme, or device	10-423
payment limitation has been exceeded	10-426
6-CP flag is invalid	10-427
controlled substance flag is invalid	
producer does not meet gross revenue requirement	
person determination flag is invalid	
AD-1026 flag is invalid	
no eligibility record is on file	
prior payments exceed payment amount due	10-428
payment was issued, but NAP20 worksheet should not have been entered into the system	10-429

---

**Notice NAP-44**

**14 Processing NAP20 Overpayments**

---

**A**

**Accessing NAP20 Overpayment Process**      Access the NAP20 overpayment process from Menu FAX250 according to this table.

Step	Menu or Screen	Action								
1	FAX250	ENTER "3" or "4", "Application Processing," as applicable, and PRESS "Enter".								
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".								
3	FAX07001	ENTER "11", "PFC/Compliance", and PRESS "Enter".								
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".								
5	MH0000	ENTER "2", "Non-insured Disaster Assistance Program", and PRESS "Enter".								
6	MHB0YR	ENTER "2", "1999 Crop Year", and PRESS "Enter".								
7	MHB000	ENTER "8", "NAP20 Processing", and PRESS "Enter".								
8	MHAT00	ENTER "3", "Payment Processing", and PRESS "Enter". Menu MHATP0 will be displayed.								
9	MHATP0	<p><b>Note:</b> Menu MHATP0 is the main menu for NAP20 payment processing.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">IF the user wants to...</th> <th style="text-align: left;">THEN, on Menu MHATP0, ENTER...</th> <th style="text-align: left;">Result</th> </tr> </thead> <tbody> <tr> <td>record an overpayment and transfer the overpayment to CRS</td> <td>"3", Record Overpayments</td> <td rowspan="2">After a printer ID is entered on Printer Selection Screen MHATAP01, Producer Selection Screen MHATAA01 will be displayed.</td> </tr> <tr> <td>cancel an overpayment</td> <td>"4", Cancel Overpayments</td> </tr> </tbody> </table>	IF the user wants to...	THEN, on Menu MHATP0, ENTER...	Result	record an overpayment and transfer the overpayment to CRS	"3", Record Overpayments	After a printer ID is entered on Printer Selection Screen MHATAP01, Producer Selection Screen MHATAA01 will be displayed.	cancel an overpayment	"4", Cancel Overpayments
IF the user wants to...	THEN, on Menu MHATP0, ENTER...	Result								
record an overpayment and transfer the overpayment to CRS	"3", Record Overpayments	After a printer ID is entered on Printer Selection Screen MHATAP01, Producer Selection Screen MHATAA01 will be displayed.								
cancel an overpayment	"4", Cancel Overpayments									

## Notice NAP-44

### 15 Recording NAP20 Overpayments

---

#### A

##### Introduction

The NAP20 overpayment process has been developed to provide the capability to record an overpayment through the NAP20 application, when applicable.

---

#### B

##### Computing Overpayments

The overpayment process will be similar to other overpayment processing systems; however, the system will not calculate the overpayment. County Offices shall record an overpayment when it has been determined that an overpayment has occurred.

---

#### C

##### How to Record Overpayments

Follow the provisions of this table to record overpayments.

Step	Action	Result
1	Access Menu MHATP0 according to subparagraph 14 A.	
2	ENTER, "3", "Record Overpayments", and PRESS "Enter".	Screen MHATAA01 will be displayed.
3	Screen MHATAA01 requires the user to select a producer for processing. <ul style="list-style-type: none"><li>Enter 1 of the following to select a producer:<ul style="list-style-type: none"><li>producer ID number and type</li><li>last 4 digits of ID</li><li>last name</li></ul></li><li>PRESS "Enter".</li></ul>	Screen MHATAJ01 will be displayed. <b>Note:</b> If more than 1 producer is found on the Name and Address File matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.

---

Continued on the next page

15 Recording NAP20 Overpayments (Continued)

C  
How to Record  
Overpayments  
(Continued)

Step	Action	Result	
4	Screen MHATAJ01 requires the user to select a pay crop/type for processing. <ul style="list-style-type: none"> <li>• Enter “X” to select a pay crop/type for processing.</li> <li>• PRESS “Enter”</li> </ul>	<b>IF...</b>	<b>THEN...</b>
		“X” was entered and the producer is <b>not</b> a member of a joint operation	Screen MHATAL01 will be displayed. See step 6.
		“X” was entered for a producer that <b>is</b> a member of a joint operation	Screen MHATAK01 will be displayed.
5	Screen MHATAK01 requires the user to select a member for processing. <ul style="list-style-type: none"> <li>• Enter “X” to select a member for processing.</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHATAL01 will be displayed.	
6	Screen MHATAL01 requires the user to enter the overpayment data. <ul style="list-style-type: none"> <li>• Enter applicable data for:                             <ul style="list-style-type: none"> <li>• overpayment amount</li> <li>• debt basis code.</li> </ul> </li> <li>• PRESS “Enter”.</li> </ul> <p><b>Note:</b> The overpayment amount entered cannot be greater than the adjusted net payment amount displayed on Screen MHATAL01.</p>	<b>IF...</b>	<b>THEN...</b>
		debt basis code is any of the following: <ul style="list-style-type: none"> <li>• 10421 or 19421</li> <li>• 10423 or 19423</li> <li>• 10427 or 19427</li> </ul>	Screen MHATAL1A will be displayed.
		debt basis code does not require further information	Screen MHATAL1B will be displayed. See step 8.

Continued on the next page

15 Recording NAP20 Overpayments (Continued)

C  
How to Record  
Overpayments  
(Continued)

Step	Action	Result												
7	<p>Screen MHATAL1A requires the user to enter interest data due to the debt basis code entered in step 6.</p> <ul style="list-style-type: none"> <li>• Enter applicable interest data for:                             <ul style="list-style-type: none"> <li>• start date</li> <li>• rate.</li> </ul> </li> <li>• PRESS “Enter”.</li> </ul>	Screen MHATAL1B will be displayed.												
8	<p>Screen MHATAL1B provides the user with information about the overpayment that has been entered, including:</p> <ul style="list-style-type: none"> <li>• overpayment amount</li> <li>• debt basis code</li> <li>• interest start date</li> <li>• interest rate.</li> </ul>													
	<table border="1"> <thead> <tr> <th>IF the user wants to...</th> <th>THEN, on Screen MHATAL1B...</th> <th></th> </tr> </thead> <tbody> <tr> <td>update the overpayment</td> <td>PRESS, “Cmd5” to update the overpayment.</td> <td> <ul style="list-style-type: none"> <li>• Overpayment information will be updated</li> <li>• Screen MHATP0 will be displayed.</li> </ul> </td> </tr> <tr> <td>change data previously entered</td> <td>PRESS, “Cmd4” to redisplay overpayment screens.</td> <td>User will be returned to each screen previously displayed each time Cmd4 is pressed. Update screens according to this table to return to update Screen MHATAL1B.</td> </tr> <tr> <td>end processing without updating overpayment</td> <td>PRESS “Cmd7”.</td> <td>Menu MHATP0 will be displayed.</td> </tr> </tbody> </table>	IF the user wants to...	THEN, on Screen MHATAL1B...		update the overpayment	PRESS, “Cmd5” to update the overpayment.	<ul style="list-style-type: none"> <li>• Overpayment information will be updated</li> <li>• Screen MHATP0 will be displayed.</li> </ul>	change data previously entered	PRESS, “Cmd4” to redisplay overpayment screens.	User will be returned to each screen previously displayed each time Cmd4 is pressed. Update screens according to this table to return to update Screen MHATAL1B.	end processing without updating overpayment	PRESS “Cmd7”.	Menu MHATP0 will be displayed.	
IF the user wants to...	THEN, on Screen MHATAL1B...													
update the overpayment	PRESS, “Cmd5” to update the overpayment.	<ul style="list-style-type: none"> <li>• Overpayment information will be updated</li> <li>• Screen MHATP0 will be displayed.</li> </ul>												
change data previously entered	PRESS, “Cmd4” to redisplay overpayment screens.	User will be returned to each screen previously displayed each time Cmd4 is pressed. Update screens according to this table to return to update Screen MHATAL1B.												
end processing without updating overpayment	PRESS “Cmd7”.	Menu MHATP0 will be displayed.												

## Notice NAP-44

### 16 Overpayment Screen MHATAA01

---

A

#### Example of Screen MHATAA01

Producer Selection Screen MHATAA01 requires the entry of 1 of the following:

- producer ID number and type
- last 4 digits of ID
- last name

This is an example of Screen MHATAA01.

```
1999 NAP20                073 - Ransom                SELECTION                MHATAA01
Producer Selection Screen  Version: AE03 02/28/2001 09:41 Term C1
-----
Enter Producer ID Number: _____ and Type:  _

OR   Last Four Digits of ID:  _____

OR   Last Name:  _____
      (Enter Partial Name To Do An Inquiry)

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

---

Continued on the next page

**Notice NAP-44**

**16 Overpayment Screen MHATAA01 (Continued)**

---

**B**

**Error Messages**

This table describes the error messages that may be displayed on Screen MHATAA01 and the corrective action that shall be taken.

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Producer ID and Type, Last Four Digits of ID, or Last Name is required.”	“Enter” was pressed without selecting a producer and transaction number on Screen MHATAG01.	Select a specific producer and the associated transaction number for the payable to be canceled.
“Only enter Producer ID and Type, Last Four Digits of ID, or Last Name.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Producer ID must be a 9-digit numeric entry.”	All 9 digits of producer ID number was not entered or something other than numeric was entered.	Enter all 9 digits of the producer’s ID number or select the producer by entering the producer’s last name.
“Producer ID Type must be ‘E’, ‘I’, ‘S’, or ‘T’.”	Producer ID type was entered as something other than “E”, “I”, “S”, or “T”.	Enter producer ID type associated to the producer ID number entered.
“Producer ID Type is required when Producer ID is present.”	Producer ID was entered without entering the producer ID type.	Enter producer ID type associated to the producer ID number entered.
“Producer ID is required when Producer ID Type is present.”	Producer ID type was entered without entering the producer ID.	Enter the producer ID.
“Last Four Digits of Producer ID must be numeric.”	Last 4 digits of producer ID was entered as something other than numeric.	Enter last 4 digits of producer’s ID number or select the producer by entering the producer’s last name.

---

**Notice NAP-44**

**17 Overpayment Screen MHATAJ01**

---

**A**

**Example of Screen MHATAJ01**

Screen MHATAJ01 requires the entry of an “X” to select the applicable pay crop/type for processing.

**Note:** Only 1 pay crop/type can be selected at a time.

The following is an example of Screen MHATAJ01.

```

1999 NAP20              073 - Ransom              Selection  MHATAJ01
Pay Crop/Type Selection Screen          Version: AE03 02/28/2001 08:30 Term C1
-----

Producer: Smith Farms Incorporated          ID/Type: 38 1234567 E

Place an "X" before the desired Pay Crop/Type to process:

                Location          Pay
                St/Cty           Unit  Crop/Type
                ---
                38 073             2   GRAPE / MER
                38 077             3   GRAPE / MUC

Enter=Continue  Cmd4=Previous Screen  Cmd7=End  Roll=Page
    
```

**B**

**Error Message**

This table describes the error message that may be displayed on Screen MHATAJ01 and the corrective action that shall be taken.

Message	Explanation	Action
“Enter “X” for Pay Crop/Type to Process”	“Enter” was pressed without selecting a pay crop/type.	Enter “X” to select a pay crop/type for processing.

**Notice NAP-44**

**18 Overpayment Screen MHATAK01**

---

**A**

**Example of Screen MHATAK01**

Screen MHATAK01 requires the entry of an “X” to select the applicable member for processing.

**Notes:** Screen MHATAK01 will only display when the producer selected for processing is a joint operation.

Only 1 member can be selected at a time.

```

1999 NAP20              073 - Ransom              Selection  MHATAK01
Member Selection Screen  Version: AE03  02/28/2001 08:40  Term  C1
-----
Producer: Joe Smith Farms      ID/Type: 38-1234521 E
Location State/County: 38/073  Unit: 1          Pay Crop/Type: 0027 001

Place an "X" before the desired member to process:

      Member              ID/Type
      -- John Williams    123-45-6789
      -- Philip Jones      270-08-0328

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
    
```

**B**

**Error Message**

This table describes the error message that may be displayed on Screen MHATAK01 and the corrective action that shall be taken.

Message	Explanation	Action
“Enter “X” for Member to Process”	“Enter” was pressed without selecting a member.	Enter “X” to select a member for processing.

## Notice NAP-44

### 19 Overpayment Screen MHATAL01

---

A

#### Example of Screen MHATAL01

Record Overpayment Screen MHATAL01 will be displayed after a pay crop/type and/or member was selected. Screen MHATAL01 requires the entry of an overpayment amount and debt basis code. The following information is displayed on Screen MHATAL01:

- producer name, ID number, and ID type
- location state/county
- pay crop/type
- previous net payments
- previously recorded overpayments
- adjusted net payments.

The following is an example of Screen MHATAL01.

```
1999 NAP20          073 - Ransom          Selection  MHATAL01
Record Overpayment Screen          Version: AE03 02/28/2001 08:41  Term C1
-----
Producer: John Williams          ID/Type: 123-45-6789 S
Location State/County: 38/073  Unit: 1  Pay Crop/Type: 0027 001

          Previous Net Payment(s):          400
Previously Recorded Overpayments(s):          0
          Adjusted Net Payment(s):          400

          Overpayment Amount          Debt Basis Code
          $ _____          _____ - _____

Enter=Continue  Cmd4=Previous Screen  Cmd7=End
```

**Note:** The overpayment amount entered cannot be greater than the adjusted net payment displayed.

---

Continued on the next page

**Notice NAP-44**

**19 Overpayment Screen MHATAL01**

---

**B**

**Error Messages**

This table describes the error messages that may be displayed on Screen MHATAL01 and the corrective action that shall be taken.

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Overpayment Amount Cannot be Blank.”	“Enter” was pressed without entering an overpayment amount.	Enter an overpayment amount.
“Overpayment Amount Cannot be Greater Than the Initial Displayed Adjusted Net Payment.”	The overpayment amount entered was greater than the adjusted net payment amount displayed on Screen MHATAL01.	Enter an overpayment amount that is equal to or less than the adjusted net payment amount displayed on Screen MHATAL01.
“Debt Basis Code Is Invalid.”	“Enter” was pressed and: <ul style="list-style-type: none"><li>• debt basis code was not entered or</li><li>• debt basis code was entered as something other than those in subparagraph 13 C.</li></ul>	Enter a debt basis code according to subparagraph 13 C.

---

**Notice NAP-44**

**20 Overpayment Screen MHATAL1A**

---

**A**

**Example of Screen MHATAL1A**

Screen MHATAL1A requires the entry of an interest start date and interest rate.

**Note:** Screen MHATAL1A will display when a debt basis code in subparagraph 13 C, step 6 was entered on Screen MHATAL01.

Record Overpayment Interest Data Screen MHATAL1A

Interest terms are required due to the Debt Basis Code entered.

Start Date                      Rate  
 \_\_\_\_\_                      \_\_\_\_\_

Enter=Continue      Cmd4=Previous Screen

---

**B**

**Error Messages**

This table describes the error messages that may be displayed on Screen MHATAL1A and the corrective action that shall be taken.

Message	Explanation	Action
“Interest Start Date Must be Entered.”	“Enter” was pressed without entering an interest start date.	Enter an interest start date.
“Interest Rate Must Be Entered.”	Interest start date was entered and the interest rate was not entered.	Enter the applicable interest rate.
Interest Start Date Cannot be Greater than Current Date.”	Interest start date entered was greater than the current date.	Enter an earlier date or the current date for the interest start date.
“Invalid Entry - Interest Rate Cannot Exceed 25.000.”	Interest rate entered was great than 25.000.	Enter an interest rate less than or equal to 25.000.

---

## Notice NAP-44

### 21 Overpayment Screen MHATAL1B

---

#### A

#### Example of Screen MHATAL1B

Record Overpayment Verification Screen MHATAL1B will be displayed after all overpayment information has been entered. The following information is displayed on Screen MHATAL1B:

- overpayment amount
- debt basis code
- interest start date
- interest rate.

The following is an example of Screen MHATAL1B.

```
Record Overpayment Verification Screen                                MHATAL1B

Confirm overpayment data to be transferred to the
Common Receivable System.  If you wish to modify
overpayment data, press Cmd4.  If you do not wish
to complete this transaction, press Cmd7.

Overpayment Amount:  $    200
Debt Basis Code:     10421
Interest Start Date: 02/28/2001
Interest Rate:       8 %

Cmd4=Previous Screen  Cmd5=Complete Transaction  Cmd7
```

#### B

#### Action

Review all information displayed on Screen MHATAL1B. If displayed data is:

- correct, then PRESS “Cmd5” to complete the transaction
  - not correct, PRESS “Cmd4” to return to the previously displayed screens and correct applicable data.
-

**Notice NAP-44**

**22 Canceling NAP20 Overpayments**

---

**A**

**Introduction**

The NAP20 cancel overpayment process was developed to provide the capability to cancel an overpayment already sent to CRS.

---

**B**

**How to Cancel an Overpayment**

Follow the provisions of this table to cancel an overpayment.

Step	Action	Result
1	Access Menu MHATP0 according to subparagraph 14 A.	
2	ENTER “4”, “Cancel Overpayments”, and PRESS “Enter”.	Screen MHATAG01 will be displayed.
3	<p>Screen MHATAG01 requires the user to select a producer and applicable transaction for processing.</p> <ul style="list-style-type: none"> <li>• Enter 1 of the following to select a producer:                             <ul style="list-style-type: none"> <li>• producer ID number and type</li> <li>• last 4 digits of ID</li> <li>• last name.</li> </ul> </li> <li>• Enter the applicable transaction code.</li> <li>• PRESS “Enter”.</li> </ul>	<p>Screen MHATAM01 will be displayed.</p> <p><b>Note:</b> If more than 1 producer is found on the Name and Address File matching the criteria entered, Screen MACR04-01 will be displayed, allowing the user to select the desired producer.</p>
4	<p>Screen MHATAM01 requires the user to:</p> <ul style="list-style-type: none"> <li>• verify data displayed is correct</li> <li>• Enter “Y” to cancel the overpayment</li> <li>• PRESS “Enter”.</li> </ul>	Screen MHATVRFY will be displayed.
5	Screen MHATVRFY requires the user to PRESS “Cmd5” to update the transaction.	Overpayment will be canceled.

---

Continued on the next page

## Notice NAP-44

### 23 Cancellation Selection Screen MHATAG01

---

A

#### Example of Screen MHATAG01

NAP20 overpayments can only be cancelled if both of the following are entered on Screen MHATAG01:

- producer identification, by entering any of the following:
  - producer ID number and type
  - last 4 digits of ID
  - last name
- transaction number of the overpayment to be canceled.

**Recommendation:** The PPH print includes all the overpayments recorded for the producer with the transaction number for each overpayment. It is recommended that the County Offices use the PPH print to verify the overpayment to be canceled.

This is an example of Screen MHATAG01.

```
1999 NAP20                073 - Ransom                Selection      MHATAG01
Cancellation Selection Screen                Version: AE03   02/28/2001 09:30   Term C1
-----
Enter Producer ID Number: _____ and Type:  _
OR   Producer Last Four Digits of ID:      ____
OR   Producer Last Name:  _____
      (Enter Partial Name To Do An Inquiry)
AND  Transaction Number:  _____

Enter=Continue  Cmd7=End
```

---

Continued on the next page

**Notice NAP-44**

**23 Cancellation Selection Screen MHATAG01 (Continued)**

---

**B**

**Error Messages**

This table describes the error messages that may be displayed on Screen MHATAG01 and the corrective action that shall be taken.

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Producer ID and Type, Last Four Digits of ID, or Last Name is required.”	“Enter” was pressed without selecting a producer and transaction number on Screen MHATAG01.	Select a specific producer and enter the associated transaction number for the payable to be canceled.
“Only enter Producer ID and Type, Last Four Digits of ID, or Last Name.”	An entry was recorded in more than 1 producer selection field.	Enter producer selection data in only 1 field.
“Producer ID must be a 9-digit numeric entry.”	All 9 digits of producer ID number was not entered or something other than numeric was entered.	Enter all 9 digits of the producer’s ID number or select the producer by entering the producer’s last name.
“Producer ID Type must be ‘E’, ‘I’, ‘S’, or ‘T’.”	Producer ID type was entered as something other than “E”, “I”, “S”, or “T”.	Enter producer ID type associated to the producer ID number entered.
“Producer ID Type is required when Producer ID is present.”	Producer ID was entered without entering the producer ID type.	Enter producer ID type associated to the producer ID number entered.
“Producer ID is required when Producer ID Type is present.”	Producer ID type was entered without entering the producer ID.	Enter the producer ID.
“Last Four Digits of Producer ID must be numeric.”	Last 4 digits of producer ID was entered as something other than numeric.	Enter last 4 digits of producer’s ID number or select the producer by entering the producer’s last name.

---

Continued on the next page

**Notice NAP-44**

**23 Cancellation Selection Screen MHATAG01 (Continued)**

---

**B  
Error Messages  
(Continued)**

<b>Message</b>	<b>Explanation</b>	<b>Action</b>
“Transaction Number is a required entry.”	A producer ID number was entered, but the “transaction number” field was left blank.	Enter the associated transaction number for the overpayment to be canceled.
“Transaction Number must be an 11-digit numeric entry.”	All 11 digits of transaction number were not entered or something other than numeric was entered	Enter all 11 digits of the transaction number.
“Producer and/or Transaction Number not found on payment history.”	Producer ID number or transaction number entered does not match a payable in the payment history file.	Ensure that: <ul style="list-style-type: none"> <li>• correct producer ID number was entered</li> <li>• transaction number entered is associated to the overpayment being canceled for the producer.</li> </ul>
“Transaction Number not valid for producer selected.”	A valid producer was selected and there are records on the payment history file associated with the producer, but the transaction number entered does not match the transaction number for any overpayment associated with the producer	Enter the transaction number associated with the producer for the overpayment. Refer to PPH to determine the transaction number.
“Transaction has been previously canceled.”	Overpayment for the producer was previously canceled	Do either of the following: <ul style="list-style-type: none"> <li>• enter a producer ID number and transaction number if additional overpayments need to be canceled</li> <li>• PRESS “Cmd7” to end processing and return to Menu MHATP0.</li> </ul>

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**24 Overpayment Cancellation Screen MHATAM01**

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A

**Example of Screen MHATAM01**

After an overpayment has been selected on Screen MHATAG01, Overpayment Cancellation Screen MHATAM01 will be displayed. This screen will display data from the payment history file to allow the user to verify that the correct overpayment has been selected. The following information is displayed on Screen MHATAM01:

- producer name, ID number, and ID type
- location state and county
- unit number
- pay crop/pay type
- transaction number
- transfer date
- overpayment amount.

**Note:** Because the overpayment was selected by entering the transaction number on Screen MHATAG01, only 1 overpayment will be displayed for cancellation on Screen MHATAM01.

The following field requires an entry on Screen MHATAM01.

Field	Description/Entry	
Do you wish to cancel this overpayment?	ENTER "Y" or "N".	
	<b>IF the user enters...</b>	<b>THEN...</b>
	"Y" indicating that the overpayment is to be canceled	Screen MHATVRFY will be displayed.
	"N" indicating that the overpayment should not be canceled	<ul style="list-style-type: none"> <li>• Message "Must Enter 'Y'. Please Reenter." will be displayed.</li> <li>• PRESS "Cmd7" to end processing and return to Menu MHATP0.</li> </ul>

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Continued on the next page

## Notice NAP-44

### 24 Overpayment Cancellation Screen MHATAM01 (Continued)

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**A**  
**Example of**  
**Screen**  
**MHATAM01**  
**(Continued)**

This is an example of Screen MHATAM01.

1999 NAP20	073 - Ransom	Selection	MHATAM01
Overpayment Cancellation Screen	Version: AE03	02/28/2001	10:51 Term C1
-----			
Producer: Jim Smith			
ID/Type: 123-45-6789 S			
Location State and County: 38 073			
Unit Number: 000001			
Pay Crop / Pay Type: 001 027			
Transaction Number: 12345678910			
Transfer Date: 02-28-2001			
Overpayment Amount: \$ 200.00			
Do you wish to cancel this overpayment? ___			
Enter=Continue	Cmd4=Previous Screen	Cmd7=End	

---

## Notice NAP-44

### 25 Cancellation Verification Screen MHATVRFY

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#### A Example of Screen MHATVRFY

Cancellation Verification Screen MHATVRFY will be displayed after all overpayment information to be canceled has been entered.

The following is an example of Screen MHATVRFY.

```
Cancellation Verification Screen                                MHATVRFY

                                     Press Cmd5 to confirm cancellation.  If you do not
                                     wish to complete this transaction, press Cmd7.

Cmd5=Complete Transaction      Cmd7=End
```

---

#### B Action

Offices shall do either of the following:

- PRESS “Cmd5” to complete the transaction”
  - if the user does not want to cancel the overpayment, PRESS “Cmd7” to return to Menu MHATP0.
-

## Notice NAP-44

### 26 Print of NAP20 Payment History Report

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#### A

##### Introduction

The NAP20 Payment History Report is a report that indicates information in the payment history file. This print contains all payments issued, canceled, refunded, and overpayments recorded in date order.

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#### B

##### Accessing NAP20 Payment History Report

Access the NAP20 Payment History Report from Menu FAX250 according to this table.

Step	Menu	Action
1	FAX250	ENTER "3" or "4", "Application Processing", as applicable, and PRESS "Enter".
2	FAX09002	Enter the appropriate county on the Office Selection Menu, if applicable, and PRESS "Enter".
3	FAX07001	ENTER "11", "PFC/Compliance", and PRESS "Enter".
4	M00000	ENTER "1", "NAP and Disaster", and PRESS "Enter".
5	MH0000	ENTER "2", "Non-insured Disaster Assistance Program", and PRESS "Enter".
6	MHB0YR	ENTER "2", "1999 Crop Year", and PRESS "Enter".
7	MHB000	ENTER "8", "NAP20 Processing", and PRESS "Enter".
8	MHAT00	ENTER "3", "Payment Processing", and PRESS "Enter". Menu MHATP0 will be displayed.
9	MHATP0	ENTER "5", "Producer Payment History Report", PRESS "Enter". Printer Selection Screen MHATAP01 will be displayed.

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Continued on the next page

**Notice NAP-44**

**26 Print of NAP20 Payment History Report (Continued)**

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**Selecting Printer** After accessing option 5, “Producer Payment History Print”, from Menu MHATP0, Printer Selection Screen MHATAP01 will be displayed. Enter the printer ID for the printer on which the NAP20 Payment History Report will be printed.

---

**D Print Process** After selecting the printer ID, PRESS “Enter” to display NAP20 Producer Selection Screen MHATAA01. The print of the NAP20 Payment History Report is evoked.

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**E Print Options** Print NAP20 Producer Payment History Report according to the following table.

<b>Selection</b>	<b>Action</b>	<b>Result</b>
Process a producer	Enter the producer’s ID number and ID type.	A report is sent to the selected printer for the producer if payments are recorded in the NAP20 Payment History file.  <b>Note:</b> A negative report will not print for producer’s that do not have payments recorded in the NAP20 Payment History file.
	Enter the last 4 positions of the ID number.	
	Enter the last name or entity name.	

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