

For: State and County Offices

Canceling NAP Payment Process

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

1-NAP, paragraphs 1321 through 1323 provide procedure for the NAP payment process and steps to be taken during system processing. Automated software is working correctly; however, a problem results when users cancel the payment process from the system console.

B Purpose

This notice provides information about canceling the NAP payment process from the system console.

Disposal Date	Distribution
December 1, 2004 3-17-04	State Offices; State Offices relay to County Offices

Notice NAP-71

2 NAP Payment Process

A Payment Processing

1-NAP, paragraph 1323 refers to “Batch Check and Printing Control” Screen MHACPN01. This screen shows that payables have been sorted into 3 categories of “B” for batch, “A” for assignment, and “O” for online. Also, the Pending Payment Register and Nonpayment Register are sent to the printer. At this point in processing, some users are choosing to cancel the payment process from the system console.

The payment process should **not** be cancelled once processing has begun. As a result of canceling the payment process:

- the payment data for all “B”, “A”, and “O” batches is left behind on the system in such a way that the data can no longer go through the accounting process
- there is no way to complete issuing payments to producers in those payment batches as the system is designed to continue processing a properly suspended payment batch only
- producers will **not** be issued a NAP payment
- County Offices will require assistance from the National Help Desk if a NAP payment process has been erroneously canceled.

B Identifying an Erroneously Canceled Payment Process

County Offices can recognize the problem in either of the following ways:

- by selecting a single producer for processing on NAP Selection Screen MHACPA01

Note: If that producer was involved in a previously cancelled payment batch, the payment screens will display as if a payment is being calculated, but will return the user to NAP Selection Screen MHACPA01 without displaying “Batch Check and Printing Control” Screen MHACPN01.

- after running a payment batch, any producer involved in the previously cancelled payment batch will **not** be listed on either the pending or nonpayment register.

Notice NAP-71

3 Action

A County Office Action

County Offices shall:

- follow 2-NAP, paragraphs 1321 through 1323 for NAP payment processing
- ensure that the payment process is **not** cancelled from the system console
- contact the State Office if a payment is unable to be issued to a producer because of an erroneously cancelled payment process.

B State Office Action

State Offices shall:

- ensure County Offices are instructed to **not** cancel the NAP payment process from the system console
- contact the National Help Desk for assistance if a payment is unable to be issued to a producer because of an erroneously cancelled payment process.