

For: State and County Offices

**1999 Small Hog Operation Payment (SHOP)  
Program APSS Software in County Release No. 400**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

USDA will make direct cash payments to producers through the 1999 Small Hog Operation Payment (SHOP) program.

Notice LD-478 provides:

- policy and procedure for implementing SHOP
- instructions for completing FSA-1042.

Automated SHOP:

- processing instructions will be provided through PS notices
- applications and payments will be processed through APSS software.

**Important: County Release No. 399S, APSS Century Date 2000 File Conversion software, must be successfully installed before County Release No. 400 can be installed.**

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<p><b>Disposal Date</b></p> <p>September 1, 1999</p>	<p><b>Distribution</b></p> <p>State Offices; States Offices relay to County Offices</p>
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## Notice PS-297

### 1 Overview (Continued)

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#### B

#### Purpose

This notice provides County Offices with automation instructions for:

- entering and storing SHOP application data
- modifying stored SHOP application data before upload to KCMO
- deleting SHOP application data before upload to KCMO
- printing stored SHOP application data reports.

Information about SHOP program calculations and instructions for County Offices to process downloaded automated SHOP program payments will be provided in a future PS notice.

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### 2 SHOP Program Basic Automation Information

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#### A

#### Electronic FSA-1042

FSA-1042 is available to the general public electronically from the PSD web site at <http://www.fsa.usda.gov/dafp/psd/>. From the PSD Home Page, select “Commodity Loan and LDP Forms” to access FSA-1042.

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#### B

#### Basic SHOP Program Information

The automated SHOP program:

- allows for recording the following **2** categories of hogs:
    - feeder pigs
    - slaughter hogs
  - total hog recordings are limited to **999** head per producer
  - calculations shall use **2** payment rates, 1 rate for each category of hogs
  - system-calculated total payment will be:
    - initially limited to **\$2500** per application
    - factored downward, if nationwide total payments exceed allocated funds
  - **automated** accounting:
    - disbursement code is “**99SHOP**”
    - overpayment code is “**99SHOP**”.
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## Notice PS-297

### 2 SHOP Program Basic Automation Information (Continued)

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#### C SHOP Automated Process

The automated SHOP program:

- application data:
    - will be entered by County Offices and “system-stored” at the County level during the signup period
    - will be uploaded to KCMO by means of a “trigger mechanism” that will be “broadcasted” to County Offices at a date to be determined by PSD
    - cannot be entered, modified, or deleted after data is uploaded to KCMO
  - payment rate **calculations** will be:
    - processed on the KCMO mainframe computer
    - downloaded to County Offices as directed by PSD
  - **payments** will be issued by County Offices according to instructions in a future PS notice.
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## Notice PS-297

### 3 Getting Started

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#### A

#### Initiating SHOP from Price Support Main Menu PCA005

To begin SHOP processing, select option 13, "Price Support", on Application Selection Menu FAX07001 and PRESS "Enter". The Price Support Main Menu PCA005 will be displayed.

COMMAND	PCA005	C5
PRICE SUPPORT - MAIN MENU		
1. Inquire about a Loan/LDP	8. Perform Loan/LDP Servicing Functions	
2. Perform Loan Making Functions	9. Perform Administrative Functions	
3. Perform Transfer Functions	<b>10. Perform SHOP Processing Functions</b>	
4. Repay a Loan/Refund LDP Amount	11. Perform System Control Functions	
5. Settle a Loan	12. Settle a Purchase Agreement	
6. Forfeit a Loan	13. Perform LDP Processing Functions	
7. Correct a Loan/LDP	14. Settle a Loan In Claims Status	
	21. Return To Application Selection Menu	
	22. Return to Office Selection Menu	
	23. Return to Primary Selection Menu	
	24. Sign Off	
Enter option and press the "Enter" key		
Cmd3=Previous Menu		

To initiate SHOP processing from Price Support Main Menu PCA005, select revised option 10, "Perform SHOP Processing Functions" and press "Enter".

When option 10 is selected:

- for the **first** time, Screen PKE00000 will be displayed with the following 2 messages when the user presses "Enter":
  - "No Small Hog Operation Payment Files have been found for (County)"
  - "Press 'Enter' to create empty SHOP Files"
- after empty SHOP files have been created, SHOP Processing Menu PHA000 will be displayed when the user presses "Enter".

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## Notice PS-297

### 3 Getting Started (Continued)

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#### B

#### SHOP Processing Menu PHA000

This is an example of SHOP Processing Menu PHA000.

COMMAND	PHA000	C5
SMALL HOG OPERATION PAYMENT - PROCESSING MENU		
<hr/>		
<b>1. Entering and Storing SHOP Application Data</b>		
<b>2. Delete a SHOP Application Before Upload</b>		
3. Issuing SHOP Payments		
4. Canceling SHOP Payables		
5. Recording SHOP Overpayments		
<b>6. Print Stored SHOP Application Data</b>		
7. Reserved		
21. Return To Application Selection Menu		
22. Return to Office Selection Menu		
23. Return to Primary Selection Menu		
24. Sign Off		
Enter option and press "Enter"		
Cmd3=Previous Menu		

Installing County Release No. 400 activates:

- option 1 for:
  - recording initial data, see paragraph 4
  - modifying stored data before upload, see paragraph 5
- option 2 for deleting stored data before upload, see paragraph 6
- option 6 for printing summary reports, see paragraph 7.

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## Notice PS-297

### 4 Entering and Storing SHOP Application Data

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#### A

#### Entering Initial SHOP Application Data

To enter initial SHOP application data, select option 1 on SHOP Processing Menu PHA000 and PRESS "Enter". Screen PHA11000 will be displayed to allow the user to identify the **contact** producer for whom **initial** SHOP data will be entered.

This is an example of Screen PHA11000 for entering basic **contact** producer information.

077-MARTINDALE	PHA11000
SMALL HOG OPERATION PAYMENT	Version: AA52 01-11-99 14:06 Term C5
Enter <b>Contact</b> Producer's Last Name <b>BOAR</b> or	
Contact Producer's ID (Numeric) .....	and (Optional) Type (S, I, E or T) ..
Program Year <b>99</b>	SHOP Number ..... (N)ew ..
Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job	

When entering **initial** SHOP application data, on Screen PHA11000:

- follow general instructions in 14-PS, Part 3, for recording basic **contact** producer information
- the program year will be "system-displayed" and cannot be changed
- requires an "N" or "New" in the SHOP number field
- the SHOP number is "system-assigned"
- enter ID entity type according to eligibility instructions in Notice LD-478

After completing entries on Screen PHA11000, PRESS "Enter". Screen PHA11010 will be displayed.

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4 Entering and Storing SHOP Application Data (Continued)

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**B**  
**Producer**  
**Verification**

This is an example of Screen PHA11010. **Contact** producer information will be displayed for user verification.

077-MARTINDALE		PHA11010
SMALL HOG OPERATION PAYMENT		Version: AA52 01-25-99 14:06 Term C5
Contact Producer's Last Name	<b>BOAR</b>	Producer's ID <b>222 22 2222 S</b>
Program Year <b>99</b>	SHOP Number <b>1</b>	
Contact Producer's Name	(First Middle Last Suffix)	
	<b>WILLIAM BOAR</b>	
Producer's Address	<b>RR 1 BOX 74</b> <b>PHILLIP, MS 38950-9603</b>	
Is this the correct producer? (Y or N) . .		
Press "Enter" To Continue    Cmd3=Previous Menu    Cmd7=End of Job		

After verifying producer information, PRESS "Enter". Screen PHA10000 will be displayed.

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Notice PS-297

4 Entering and Storing SHOP Application Data (Continued)

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C  
SHOP Sign-Up  
Screen  
PHA10000

This is an example of Screen PHA10000. The following information will be displayed:

- SHOP payment year
- question, "Does this SHOP Application have multiple producers?".

SIGN-UP	077-MARTINDALE	PHA10000
SMALL HOG OPERATION PAYMENT		Version: AA52 01-25-99 14:06 Term C5
<hr/>		
WILLIAM BOAR	PY 99	SHOP # 1
Small Hog Operation Payment Process for payment year: <b>1999</b>		
Does this SHOP Application have multiple producers? (Y or N) . .		
Press "Enter" To Continue    Cmd7=End of Job		

The user shall select either of the following:

- "N" and PRESS "Enter", Screen PHA15000 will be displayed, go to subparagraph 4 F
- "Y" and PRESS "Enter", Screen PHA12000 will be displayed, go to subparagraph 4 D.

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4 Entering and Storing SHOP Application Data (Continued)

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**D**  
**Recording**  
**Multiple**  
**Producers**

This is an example of Screen PHA12000 for recording multiple producers.

SIGN-UP	077-MARTINDALE	PHA12000
SMALL HOG OPERATION PAYMENT	Version: AA52 01-25-99 14:06 Term	C5
<b>WILLIAM BOAR</b>		<b>PY 99 SHOP # 1</b>
Enter the Last Name or ID Number for the producer who will share in the proceeds of this SHOP.		
Last Name .....		
ID Number (Numeric) .....		
Are there additional producers? (Y or N) . .		
Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End of Job		

For general instructions for recording multiple producers, see 12-PS, paragraph 312.

After all multiple producer entries have been recorded on Screen PHA12000, PRESS "Enter". Screen PHA12500 will be displayed.

**Reminder:** User shall record system-issued SHOP number on FSA-1042.

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4 Entering and Storing SHOP Application Data (Continued)

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**E**  
**Multiple**  
**Producer Shares**

This is an example of Screen PHA12500 for recording multiple producer shares.

SIGN-UP	077-MARTINDALE	PHA12500						
SMALL HOG OPERATION PAYMENT	Version: AA52 01-25-99 14:06 Term	C5						
<hr/>								
<b>WILLIAM BOAR</b>	<b>PY 99</b>	<b>SHOP # 1</b>						
Enter each producer's share in this SHOP as a whole percentage. Total SHOP Percent to be allocated: 100								
<table><thead><tr><th>NAME</th><th>PERCENTAGE (%)</th></tr></thead><tbody><tr><td>WILLIAM BOAR</td><td>45</td></tr><tr><td>BILLY GRIFFIN</td><td>55</td></tr></tbody></table>			NAME	PERCENTAGE (%)	WILLIAM BOAR	45	BILLY GRIFFIN	55
NAME	PERCENTAGE (%)							
WILLIAM BOAR	45							
BILLY GRIFFIN	55							
Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End of Job								

Screen PHA12500:

- **requires** producer shares to:
  - be entered as a whole percentage
  - total 100%
- allows for entry of a zero share.

After all shares are recorded and total 100%, PRESS "Enter". Screen PHA15000 will be displayed.

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4 Entering and Storing SHOP Application Data (Continued)

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**F**  
**Number of Hogs**  
**Marketed**

This is an example of Screen PHA15000 for entering number of hogs marketed from July 1, 1998, through December 31, 1998.

SIGN-UP	077-MARTINDALE	PHA15000
SMALL HOG OPERATION PAYMENT	Version: AA52 01-25-99 14:06 Term	C5
<b>WILLIAM BOAR</b>		<b>PY 99 SHOP # 1</b>
Enter Name of Hog Operation from FSA-1042: <b>BILLY G'S OINK OINK FARM</b>		
Enter number of hogs for this SHOP:		
Feeder Pigs . . . . .		<b>999</b>
Slaughter Hogs . . . . .		<b>1</b>
Total Hogs Marketed . . . .		<b>1,000</b>
Press "Enter" To Continue    Cmd3=Previous Screen    Cmd7=End of Job		
<b>Hogs marketed 07/01/98 thru 12/31/98 cannot exceed 999. Producer ineligible.</b>		

The following entries are **required** on Screen PHA15000:

- name of hog operation
- number of hogs, by category, the total cannot exceed **999**.

After hog numbers have been entered and the user presses "Enter", the total hogs marketed will be calculated and displayed.

If the total hogs marketed exceeds 999, the message: "**Hogs marketed 07/01/98 thru 12/31/98 cannot exceed 999. Producer ineligible.**" will be displayed.

**Reminder:** User shall record system-issued SHOP number on FSA-1042.

After hog numbers have been recorded and the total is less than 999, PRESS "Enter". Screen PHA15005 will be displayed.

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## Notice PS-297

### 4 Entering and Storing SHOP Application Data (Continued)

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G

#### SHOP Payment Summary Screen PHA15005

This is an example of Screen PHA15005. SHOP payment summary data will be **displayed** on this screen.

SIGN-UP	077-MARTINDALE	PHA15005	
SMALL HOG OPERATION PAYMENT	Version: AA52 01-25-99 14:06 Term	C5	
<b>WILLIAM BOAR</b>		PY 99 SHOP # 1	
SHOP Payment Summary			
	Number of Head	Payment Rate	Payment Amount
Feeder Pigs	111	0.00	0.00
Slaughter Hogs	222	0.00	0.00
TOTAL	333		0.00
Press "Enter" to store data for upload to KCMO and to print SHOP Application Data Statement.			
Press "Enter" To Continue	Cmd3=Previous Screen	Cmd7=End of Job	

The following will be displayed on Screen PHA15005:

- number of head, by category, as entered on Screen PHA15000
- the "system-calculated" total number of head
- "0.00" in the:
  - payment rate fields
  - payment amount fields
  - total payment amount field.

When the user presses "Enter" on Screen PHA15005, the:

- SHOP data that has been entered will be "system-stored" for upload to KCMO.
- **SHOP Application Data Statement** will be printed on the selected printer.

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4 Entering and Storing SHOP Application Data (Continued)

**H**  
**SHOP**  
**Application Data**  
**Statement**

This is a partial example of the **SHOP Application Data Statement**. Continuation sheet(s) of this statement will be printed automatically at the selected printer until all producers' information has been printed.

U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation SHOP Application Data Statement			
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Name & Address of Contact Producer	Program	St. & Co. Codes	
<b>William Boar RR 1 BOX 74 SOMETOWN, TN 33333-3333</b>	<b>SHOP</b>	<b>28-083</b>	
-----			
This Small Hog Operation Payment Program information will be uploaded to KCMO for SHOP payment rate and amount calculations, according to the information provided on form FSA-1042 filed by the producer(s) shown below.			
-----			
Name of Hog Operation:	<b>Billy G's Oink Oink Farm</b>		
SHOP Number:	<b>00001</b>		
Payment Year:	<b>1999</b>		
Transaction Date:	<b>01/25/99</b>		
-----			
	<u>Number of Head</u>	<u>Payment Rate</u>	<u>Payment Amount</u>
Feeder Hogs	<b>333</b>	0.00	0.00
Slaughter Hogs	<b>666</b>	0.00	0.00
<b>TOTAL</b>	<b>999</b>		<b>0.00</b>
-----			
PRODUCER	ID NUMBER	SHARE	SHOP AMOUNT
-----			
<b>WILLIAM BOAR</b>	<b>222 22 2222</b>	<b>45 %</b>	<b>0.00</b>
<b>BILLY GRIFFIN</b>	<b>777 77 7777</b>	<b>55 %</b>	<b>0.00</b>
-----			
	DATE	NAME & ADDRESS OF COUNTY FSA OFFICE	
		<b>Martindale County FSA Office Box 66, RD # 1 Martindale, AZ 99992-9987</b>	
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This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, marital status, or disability.			

## 5 Modifying SHOP Application Data Before Upload to KCMO

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### A Modifying Stored SHOP Data

To modify stored SHOP data, select option 1 on SHOP Processing Menu PHA000 and PRESS “Enter”. Screen PHA11000 will be displayed to allow the user to identify the **contact** producer for the stored SHOP data to be **modified**.

When **modifying** SHOP application data, on Screen PHA11000:

- follow general instructions in 14-PS, Part 3, for recording basic **contact** producer information
- enter the SHOP number of the data to be **modified**
- PRESS “Enter” and Screen PHA11010 will be displayed for **contact** producer verification.

After verifying **contact** producer information on Screen PHA11010, PRESS “Enter”. Screen PHA10000 will be displayed.

After Screen PHA10000 has been displayed, follow general instructions in subparagraphs 4 C through H, as applicable, to **modify** SHOP application data.

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## 6 Deleting SHOP Application Data Before Upload to KCMO

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### A

#### Deleting SHOP Data

To delete SHOP application data, select option 2 on SHOP Processing Menu PHA000 and PRESS “Enter”. Screen PHA11000 will be displayed to allow the user to identify the **contact** producer for SHOP data to be **deleted**.

When **deleting** SHOP application data, on Screen PHA11000:

- follow general instructions in 14-PS, Part 3, for recording basic **contact** producer information
- enter the SHOP number for the application to be **deleted**
- PRESS “Enter” and Screen PHA11010 will be displayed for **contact** producer verification.

After verifying **contact** producer information on Screen PHA11010, PRESS “Enter”. Screen PHA10500 will be displayed.

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Notice PS-297

6 Deleting SHOP Application Data Before Upload to KCMO (Continued)

**A**  
**Deleting SHOP Data**

This is an example of Screen PHA10500 which will allow users to **delete** an entire stored SHOP Application.

SIGN-UP	077-MARTINDALE	PHA10500	
SMALL HOG OPERATION PAYMENT	Version: AA52 01-25-99 14:06 Term	C5	
<b>WILLIAM BOAR</b>		<b>PY 99 SHOP # 1</b>	
Delete SHOP Data			
Name of Hog Operation from FSA-1042: <b>BILLY G'S OINK OINK FARM</b>			
Sign-Up Transaction Date . . . . . 01-25-99			
	Number of Head	Payment Rate	Payment Amount
Feeder Pigs	<b>111</b>	0.00	0.00
Slaughter Hogs	<b>222</b>	0.00	0.00
TOTAL	<b>333</b>		0.00
<b>Press "Enter" to DELETE information associated with this SHOP number.</b>			
Cmd7=End of Job			

On Screen PHA10500, when the user:

- presses "Enter" to delete information:
  - an informational screen will be displayed for 5 seconds informing the user that this application is being deleted
  - after the informational screen is displayed for 5 seconds, SHOP Processing Menu PHA000 will be automatically redisplayed for the next transaction
- selects "Cmd7" to end the job, SHOP Processing Menu PHA000 will be automatically redisplayed.

7 **Printing County SHOP Summary Report for 1999 Payment Year**

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**A**  
**Printing a**  
**County SHOP**  
**Summary Report**

To print a county SHOP summary report, select option 6 on SHOP Processing Menu PHA000 and PRESS "Enter".

A screen will be displayed for the user to select the printer and number of copies.

Another screen will be displayed with the message that the report is being printed on the selected printer.

The County SHOP Summary Report for 1999 Payment Year will be printed with the following information:

- **detail** data, as applicable, for each SHOP number under these 13 headings:
  - SHOP number
  - signup transaction date
  - date of payment
  - program
  - producer name (contact and all multiple)
  - producer percentage share
  - feeder pig count
  - feeder pig payment rate
  - feeder pig payment amount
  - slaughter hog count
  - slaughter hog payment rate
  - slaughter hog payment amount
  - total payment amount
  
- **total** data, as applicable, for the County Office in these categories:
  - number of SHOP's
  - amount of SHOP's
  - amount of payments
  - number of feeder pigs
  - number of slaughter hogs
  - number of head.

After the report is printed, SHOP Processing Menu PHA000 will be automatically redisplayed for the next transaction.

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