

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice PS-302

For: State and County Offices

**APSS Software in County Release No. 402-S for Processing
Small Hog Operation Payment (SHOP) Program Payments**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

Notice LD-478 provided policy and procedure for implementing the 1999 SHOP Program.

County Release No. 400 provided software for entering SHOP application data in APSS at the County Office.

The following notices provided automation instructions for SHOP:

- Notice PS-297, for entering and storing application data in APSS
- Notice PS-298, for additional data entry and upload of data to KCMO
- Notice PS-299, for the "cut-off" date for entering SHOP application data.

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Purpose

County Release No. 402-S provides software for processing SHOP Program payments at the County Office. This notice provides automation instructions for:

- printing the SHOP **Pre-Payment** Statement
- issuing SHOP Program payments and printing SHOP Payment Statements
- printing "**stored**" SHOP Payment Statements after payments have been issued
- printing the County Office's SHOP Summary Report after payments have been issued.

Important: County Offices cannot process SHOP Program payments until the payment rate and National factor table are broadcast to County Offices.

Disposal Date	Distribution
September 1, 1999	State Offices; States Offices relay to County Offices

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2 Important SHOP Program Payments Information

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Warning Message

If County Offices attempt to process SHOP Program payments according to this notice **before** the payment rate and National factor table have been received, the following warning message will be displayed:

```
"// SHE010
  SHOP rate file in not on this system.
  If the SHOP rate file has been downloaded to the counties
  Please contact the Technical Assistance Center for Help
  SYS-3725  Options (0  )
  Pause--when ready, enter ) to continue".
```

B

Basic Payment Information

Following is basic information for processing SHOP Program payments:

- program year is "99"
 - involve these 2 categories of hogs and payment rates:
 - feeder pigs at \$1.80 a head
 - slaughter hogs at \$5.00 a head
 - involve the entire program allocation of \$50 million
 - \$2,500 is the maximum payment amount limited for each "operation"
 - **not** subject to assignment or offset
 - may be adjusted by a National factor, according to Notice LD-478, subparagraph 2 D
 - use the following automated accounting codes:
 - disbursement code "99SHOP"
 - overpayment code "99SHOP".
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2 Important SHOP Program Payments Information (Continued)

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Pre-Payment and Payment Sequence

SHOP Program:

- **Pre-Payment Statements:**

- **may** be printed to review SHOP calculations before issuing payments, according to paragraph 5
- will list all payment information on 1 document

Note: See Exhibit 1.

- **payments** and **Payment Statements** will process automatically, according to paragraph 6, in "batches" of 150 transactions **for each "batch"**, as:
 - CCC-184's
 - EFT's, when applicable, according to 1-FI, Part 2, Section 3 and Part 3
 - a combination of CCC-184's and EFT's when applicable.
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3 Getting Started With Processing Automated SHOP Program Payments

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Accessing SHOP Processing Menu

County Offices shall take the following action to access the SHOP Processing Menu PHA000.

Step	Action	Result
1	On Application Selection Menu FAX07001: • ENTER "13", "Price Support" • PRESS "Enter".	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: • ENTER "10", "Perform SHOP Processing Functions" • PRESS "Enter".	SHOP Processing Menu PHA000 will be displayed.

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3 Getting Started With Processing Automated SHOP Program Payments (Continued)

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SHOP Processing Menu PHA000

Following is an example of the current SHOP Processing Menu PHA000.

COMMAND	PHA000	C5
SMALL HOG OPERATION PAYMENT - PROCESSING MENU		
1. Entering and Storing SHOP Application Data 2. Delete a SHOP Application Before Upload 3. Issuing SHOP Payments * 4. Canceling SHOP Payables * 5. Recording SHOP Overpayments 6. Print Stored SHOP Application Data 7. Print Stored SHOP Payment Statements 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		

Installation of County Release No. 402-S activates:

- option 3 for:
 - printing the SHOP **Pre-Payment** Statement
 - Note:** See paragraph 5.
 - issuing SHOP Program payments and SHOP **Payment** Statements
 - Note:** See paragraph 6.
- option 7 for printing stored SHOP **Payment** Statements. See paragraph 8.

For information on **canceling payables** and reissuing payments, see paragraph 7.

4 Initiating SHOP Program Payments Process

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Accessing Screen PHA50500

To initiate SHOP Program payments processing, ENTER "3", "Issuing SHOP Payments", and PRESS "Enter" on SHOP Processing Menu PHA000. Screen PHA50500 will be displayed. Following is an example of Screen PHA50500.

SHOP PAYMENTS	077-MARTINDALE	PHA50500
SMALL HOG OPERATION PAYMENT	Version: AA55	03-12-99 14:06 Term C5

Small Hog Operation Payment Process for payment year: 1999

Do you wish to print the Shop **Pre-Payment** Summary Report? (Y or N) . .

Do you wish to issue Shop **Payments** as a batch process? (Y or N) . .

Press "Enter" To Continue Cmd7=End of Job

These are required entries.

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Making Entries on Screen PHA50500

County Offices **must** make entries on Screen PHA50500, according to the following table.

IF entries on Screen PHA50500 are...	THEN PRESS "Enter" to...
both of the following: "Y" to print SHOP Pre-Payment Summary Report "N" to issue SHOP Program payments	print the Pre-Payment Summary Report according to paragraph 5.
both of the following: "N" to print SHOP Pre-Payment Summary Report "Y" to issue SHOP Program payments	issue both of the following according to paragraph 6: - one SHOP Program payment for each individual - one SHOP Payment Statement for each operation.
both of the following: "Y" to print the SHOP Pre-Payment Summary Report "Y" to issue SHOP Program payments	- print the SHOP Pre-Payment Summary Report according to paragraph 5 - issue both of the following according to paragraph 6: - one SHOP Program payment for each individual - one SHOP Payment Statement for each operation.

5 Printing SHOP Pre-Payment Summary Reports

A SHOP Pre-Payment Summary Report

If "Y" is entered for, "Do you wish to print the Shop **Pre-Payment** Summary Report?" according to subparagraph 4 B:

- Screen PHA97000 will be displayed to allow the user to enter the:
 - printer ID to be used
 - number of copies of the **pre-payment** report to print
- after entries are made on Screen PHA97000, PRESS "Enter". The informational Screen PHE00005 will be displayed. Following is an example of Screen PHE00005.

077-MARTINDALE	PHE00005
SMALL HOG OPERATION PAYMENT SCREEN	Version: AB55 03-12-99 14:10 Term C5

PY 99

SMALL HOG OPERATION PAYMENT

Printing **SHOP Pre-Payment Summary** report.

See Exhibit 1 for an example of the "County SHOP Pre-Payment Summary Report for 1999 Payment Year".

Important: The **Pre-Payment** Summary Report lists all payments on 1 document.

6 Issuing SHOP Program Payments in "Batch" Process

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SHOP Payment Statements

Important: Because SHOP applications were approved according to Notice LD-478, subparagraph 7 F before data was uploaded to KCMO, SHOP Payment Statements do **not** require an approval signature.

When the user selects to issue SHOP Program payments as a batch process according to subparagraph 4 B, this sequence will occur:

- informational Screen PHE00005 will be displayed with the message, "payments are processing"
- Screen PHA97000 will be displayed to allow the user to enter the:
 - printer ID to be used to print the **SHOP Payment Statements**
 - number of copies of **each** Payment Statement to print
- after entries are made on Screen PHA97000, PRESS "Enter". Screen PCE99910 will be displayed. Following is an example of Screen PCE99910.

SMALL Payment Statement	077-MARTINDALE	PCE99910
	Version: AB55	03-12-99 14:10 Term C5
PY 99 SHOP# MULTI SMALL HOG OPERATION PAYMENTS (SHOP) SHOP PAYMENT STATEMENT should now be printing on P. . Do you want to reprint this form? (Y or N) . . Press "Enter" To Continue		

See Exhibit 2 for an example of the SHOP Payment Statement.

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6 Issuing SHOP Program Payments in "Batch" Process (Continued)

B SHOP CCC-184's and EFT's

After pressing "Enter" on Screen PCE99910, this sequence will occur:

- informational screens will automatically display these messages, as applicable
 - "data control is now processing (*for checks*) please wait"
 - "the direct deposit (*for EFT's*) system is now processing"
 - for CCC-184's, additional self-explanatory screens will be displayed in sequence, which will allow the user to enter the:
 - printer ID to be used
 - range of CCC-184 numbers
 - CCC-184 alignment
 - SHOP Program payments are automatically issued in a "batch" as:
 - CCC-184's
 - EFT's
 - a combination of CCC-184's and EFT's, when applicable.
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C Accounting Payment Statements

In sequence with each SHOP Payment Statement that is issued according to subparagraph A, an Accounting Payment Statement will also be automatically printed for each **producer**.

7 Future APSS Capability to Cancel SHOP Payables

A Future Capability

As of the date of this notice, SHOP payables **cannot** be canceled through APSS software. However, APSS is being updated to provide County Offices with the capability to:

- cancel SHOP payables **after** they have been issued
- reissue SHOP Program payments.

Automation instructions for this pending cancellation process will be provided in a future PS notice.

Important: If a SHOP CCC-184 is mutilated during the processing of SHOP Program payments, County Offices can cancel CCC-184 and issue a substitute in the normal manner according to 1-FI, Part 5.

8 Printing "Stored" SHOP Payment Statements

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"Stored" SHOP Payment Statements

At any time **after** SHOP Program payments have been processed according to paragraph 6, "stored" SHOP Payment Statements can be printed. To print "stored" SHOP Payment Statements, ENTER "7", "Print Stored SHOP Payment Statements", and PRESS "Enter" on Menu PHA000. Screen PCE99910 will be displayed, as shown in subparagraph 6 A.

9 Printing County SHOP Summary Report for 1999 Payment Year

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County Summary Reports

County Release No. 400 provided the capability to print County SHOP Summary Reports. See Notice PS-297, paragraph 7. The County summary report:

- **before** SHOP Program payments have been issued, will:
 - display detailed SHOP application data
 - **not** display any payment information
 - **after** SHOP Program payments have been issued, will display detailed SHOP:
 - application data
 - Program payment data.
-

County SHOP Pre-Payment Summary Report for 1999 Payment Year

This is an example of the **Pre-Payment** Summary Report that will print according to paragraph 5.

TRANSYLVANIA
MARTINDALE
Report ID: PHA268-R001

U.S. Department of Agriculture
Farm Service Agency

COUNTY SHOP PRE-PAYMENT SUMMARY REPORT FOR 1999 PAYMENT YEAR

SHOP#	NAME (CONTACT First)	PCT	PIG CNT	PIG RATE	PIG PYMT	HOG CNT	HOG RATE	HOG PYMT	GROSS PYMT	MAX PYMT	FACTORED PYMT
00001	CHARLIE SMITH	100	500	1.80	900.00	200	5.00	1,000.00	1,900.00	1,900.00	1,543.45
00002	BILLY BALDWIN MD	40	665	1.80	1,917.00	334	5.00	1,670.00	2,867.00	2,500.00	2,030.86
	BODEL K. LOWE	20									
	C & C INC	20									
	SUNNYDALE HOGS	20									
00003	GRADY WALLER	100	500	1.80	900.00	200	5.00	1,000.00	1,900.00	1,900.00	1,543.45
00004	JIMMY TICKER	50	111	1.80	199.80	333	5.00	1,665.00	1,864.80	1,864.80	1,514.86
	CLYDE BONE	50									

Producer payments are reduced by a National factor (0.81234567) to limit total SHOP payments to \$50 million.

TOTAL NUMBER OF SHOPS:	4
TOTAL AMOUNT OF GROSS PAYMENTS:	\$8,531.80
TOTAL AMOUNT OF MAX PAYMENTS:	\$8,164.80
TOTAL AMOUNT OF FACTORED PAYMENTS:	\$6,632.62
TOTAL NUMBER Pigs:	1,776
TOTAL NUMBER Hogs:	1,067
TOTAL NUMBER OF Head:	2,843

SHOP Payment Statement

This is an example of the **SHOP Payment Statement** that will print according to paragraphs 6 and 8.

U.S. Department of Agriculture Commodity Credit Corporation SHOP Payment Statement			
Name and Address of Contact Producer		Program	St. & Co. Code
DUDLEY DOORIGHT 220 N TINKER ST WINDVILLE, TR 66666-1777		SHOP	51-077
Small Hog Operation Payment Program payments have been calculated according to the information provided on form FS A-1042 filed by the producer(s) shown on this form. A National Payment Factor (reduction) may apply.			
Name of Hog Operation:		DUDLEY D'S OINKERS	
SHOP Number:		00001	
Payment Year:		1999	
Payment Date:		03/17/99	
	Number of Head	Payment Rate	Payment Amount
Feeder Pigs	111	1.80	199.80
Slaughter Hogs	222	5.00	1,110.00
TOTAL	333		1,309.80
MAXIMUM PYMT AMT			1,309.80
NATIONAL FACTOR			0.81234567
FACTORED PYMT AMT			1,064.01
PRODUCER	ID NUMBER	SHARE	SHOP AMOUNT
DUDLEY DOORIGHT	555-33-9999	33%	351.12
BODEL K LOWE	533-22-7777	33%	351.12
CONSTANCE ABADABADULA	222-99-6666	34%	361.77
	DATE	NAME AND ADDRESS OF COUNTY FSA OFFICE	
		MARTINDALE COUNTY FSA OFFICE	
		BOX 100	
		GOSHEN, TRANSYLVANIA 67777-9999	
		TELEPHONE NO. (202) 777-3333	
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.			