

For: State and County Offices

**APSS Software in County Release No. 432 Processing Corrections  
for Dairy Market Loss Assistance-II (DMLA-II) Program “Batch” Payments**

Approved by: Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

County Release No. 430 provided APSS software for processing DMLA-II “batch” payments. Automation instructions for processing DMLA-II “batch” payments were provided in Notice PS-346.

**B**

**Purpose**

County Release No. 432 provides APSS software for processing DMLA-II program payment corrections for:

- overpayments
- underpayments.

This notice provides automation instructions for those processes.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2000 4-26-00	State Offices; State Offices relay to County Offices

Notice PS-352

2 Accessing DMLA-II Processing Menu PMA000

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A

**Accessing** County Offices shall take the following actions to access Menu PMA000.  
**Menu PMA000**

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none"><li>• ENTER "13", "Price Support"</li><li>• PRESS "Enter".</li></ul>	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none"><li>• ENTER "10", "Perform Special Functions"</li><li>• PRESS "Enter".</li></ul>	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none"><li>• ENTER "2", "Perform Dairy Market Loss Assistance (DMLA) Processing Functions"</li><li>• PRESS "Enter".</li></ul>	DMLA-II Processing Menu PMA000 will be displayed.

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## Notice PS-352

### 2 Accessing DMLA-II Processing Menu PMA000 (Continued)

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#### **B** **DMLA-II** **Processing** **Menu PMA000**

This is an example of DMLA-II Processing Menu PMA000.

COMMAND	PMA000
Dairy Market Loss Assistance Program - PROCESSING MENU	
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1.	Entering DMLA-II Application Data and Issuing Payment (New Only)
* 2.	Reserved
3.	Issuing DMLA-II Batch Payments
4.	Canceling DMLA-II Payables
5.	<b>Recording DMLA-II Overpayments/Underpayments</b>
*6.	Reserved
7.	Print Stored DMLA Payment Data
8.	Issue Canceled/Failed DMLA-II Payments
9.	Flag Refused Payments
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	

Installation of County Release No. 432 activates option 5, "Recording DMLA-II Overpayments/Underpayments".

After DMLA-II payments have been issued, user can use option 5 to change DMLA-II:

- producer **shares**, according to subparagraph 3 A
  - **production**:
    - which when **decreased** creates a receivable, according to subparagraph 3 B
    - which when **increased** results in an additional disbursement, according to subparagraph 3 C
    - to **add** and/or **delete** producers, according to subparagraph 3 D.
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**Notice PS-352**

**3 Recording DMLA-II Overpayments/Underpayments**

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**A**

**Changing**

**DMLA Shares**

To change DMLA **shares** for payments that have been issued, ENTER “5”, “Recording DMLA-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to **change DMLA shares**.

Step	Action	Result
1	On Screen PMA31000: <ul style="list-style-type: none"> <li>• enter the “DMLA-II Number” of the application for which the shares are to be changed</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31500 will be displayed.
2	On Screen PMA31500: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31010 will be displayed.
3	On Screen PMA31010: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA10000 will be displayed</li> <li>• “N”, Screen PMA31000 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMA10000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this Application have multiple producers?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA12000 will be displayed to allow the user to enter the last name or ID number for the producer who will share in the proceeds of this DMLA-II</li> <li>• “N”, then:                             <ul style="list-style-type: none"> <li>• the selected contact producer will be paid 100 percent of the application amount</li> <li>• if there was originally more than 1 producer on the application, all other producers will have a receivable established for any payment amount that was issued</li> <li>• Screen PMA61000 will be displayed.</li> </ul> </li> </ul>
5	On Screen PMA12000, PRESS “Enter”.	Screen PMA12500 will be displayed to allow the user to “Enter each producer’s share in this DMLA-II as a whole percentage.”

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**Notice PS-352**

**3 Recording DMLA-II Overpayments/Underpayments (Continued)**

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**A  
Changing  
DMLA Shares  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
6	On Screen PMA12500, as applicable: <ul style="list-style-type: none"> <li>• enter applicable percentages for each producer</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA61000 will be displayed to show the following original applications: <ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Production in Whole Pounds.</li> </ul>
7	On Screen PMA61000, PRESS “Enter”.	The system-calculated maximum eligible “cwt.” is displayed on Screen PMA61000.
8	On Screen PMA61000, PRESS “Enter”.	Screen PMA61005 will be displayed to: <ul style="list-style-type: none"> <li>• show the original application’s payment summary, including:                             <ul style="list-style-type: none"> <li>• Allowable Production in “Cwt.”</li> <li>• Payment Rate</li> <li>• Payment Amount</li> </ul> </li> <li>• display the statement, “Press “Enter” to store data for upload to Kansas City and to print DMLA-II Application Data Statement.”</li> </ul>

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**Notice PS-352**

**3 Recording DMLA-II Overpayments/Underpayments (Continued)**

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**B**

**Decreasing  
DMLA-II  
Production**

To **decrease** DMLA production for payments that have been issued, ENTER “5”, “Recording DMLA-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to decrease DMLA production and **create a receivable**.

Step	Action	Result
1	On Screen PMA31000: <ul style="list-style-type: none"> <li>• enter the “DMLA-II Number” of the application for which the production is to be decreased</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31500 will be displayed.
2	On Screen PMA31500: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31010 will be displayed.
3	On Screen PMA31010: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA10000 will be displayed</li> <li>• “N”, Screen PMA31000 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMA10000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this Application have multiple producers?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA12000 will be displayed to allow the user to enter the last name or ID number for the producer who will share in the proceeds of this DMLA-II</li> <li>• “N”, then:                             <ul style="list-style-type: none"> <li>• the selected contact producer will be paid 100 percent of the application amount</li> <li>• if there was originally more than 1 producer on the application, all other producers will have a receivable established for any payment amount that was issued</li> </ul> </li> <li>• Screen PMA61000 will be displayed.</li> </ul>

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Notice PS-352

3 Recording DMLA-II Overpayments/Underpayments (Continued)

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**B**  
**Decreasing**  
**DMLA-II**  
**Production**  
**(Continued)**

Step	Action	Result
5	On Screen PMA12000, PRESS "Enter".	Screen PMA12500 will be displayed to allow the user to "Enter each producer's share in this DMLA-II as a whole percentage."
6	On Screen PMA12500, as applicable: <ul style="list-style-type: none"> <li>• enter applicable percentages for each producer</li> <li>• PRESS "Enter".</li> </ul>	Screen PMA61000 will be displayed to show the following original applications: <ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Production in Whole Pounds.</li> </ul>
7	On Screen PMA61000: <ul style="list-style-type: none"> <li>• enter the <b>decreased</b> production quantity in whole pounds</li> <li>• PRESS "Enter".</li> </ul>	Screen PMA61000 will display the: <ul style="list-style-type: none"> <li>• <b>decreased</b> production in whole pounds</li> <li>• system-calculated maximum eligible "cwt."</li> </ul>
8	On Screen PMA61000, PRESS "Enter".	Screen PMA61005 will be displayed to: <ul style="list-style-type: none"> <li>• show the <b>decreased</b> production's payment summary, including: <ul style="list-style-type: none"> <li>• Allowable Production in "Cwt."</li> <li>• Payment Rate</li> <li>• Recalculated Payment Amount</li> </ul> </li> <li>• display the statement, "Press "Enter" to modify this DMLA-II application."</li> </ul>

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Notice PS-352

3 Recording DMLA-II Overpayments/Underpayments (Continued)

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**B**  
**Decreasing**  
**DMLA-II**  
**Production**  
**(Continued)**

Step	Action	Result
9	On Screen PMA61005, PRESS "Enter".	Screen PMA97000 will be displayed with the statement, "DMLA-II procedure to print forms and reports has started", to allow the user to enter: <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul>
10	On Screen PMA97000, PRESS "Enter" to continue.	<ul style="list-style-type: none"> <li>• DMLA-II Payment Statement will be printed.</li> <li>• Screen PCE99910 will be displayed to allow for reprinting payment statements.</li> </ul>
11	On Screen PCE99910: <ul style="list-style-type: none"> <li>• if payment statements print successfully, ENTER "N"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK55010 will be displayed with the following statements: <ul style="list-style-type: none"> <li>• "You have requested a change resulting in an amount less than the original payment amount. A receivable is being established for the difference. Press ENTER to begin the Common Receivable System processing."</li> <li>• <b>"Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."</b></li> </ul>
12	On Screen ANK55010, PRESS "Enter".	Screen AQK15201 will be displayed to show basis of debt correction code "10412".

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3 Recording DMLA-II Overpayments/Underpayments (Continued)

**B**  
**Decreasing**  
**DMLA-II**  
**Production**  
**(Continued)**

Step	Action	Result
13	On Screen AQK15201: <ul style="list-style-type: none"> <li>• enter basis of debt text</li> <li>• PRESS “Enter”.</li> </ul>	Screen AQKPRT01 will be displayed for initial notification letters to allow users to enter: <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul>
14	On Screen AQKPRT01, PRESS “Enter”.	<ul style="list-style-type: none"> <li>• Initial Debt Notification Letter will be printed.</li> <li>• Screen AQK01401 will be displayed to ask if the notification letter printed successfully.</li> </ul>
15	When notification letters print successfully: <ul style="list-style-type: none"> <li>• ENTER “Y” on Screen AQK01401</li> <li>• PRESS “Enter”.</li> </ul>	Screen AQKPRT01 will be redisplayed for receivable transaction verification reports to allow users to enter: <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul>
16	On Screen AQKPRT01, PRESS “Enter” to continue.	<ul style="list-style-type: none"> <li>• Receivable Establishment Verification Report will be printed.</li> <li>• Screen AQKCFM01 will be displayed to ask if the report printed successfully.</li> </ul>
17	When receivable reports print successfully: <ul style="list-style-type: none"> <li>• ENTER “Y” on Screen AQKCFM01</li> <li>• PRESS “Enter”.</li> </ul>	Screen ABK53005 will be displayed for transaction statements to allow users to enter: <ul style="list-style-type: none"> <li>• printer number to be used</li> <li>• number of copies to print</li> <li>• postal bar code information.</li> </ul>
18	On Screen ABK53005: <ul style="list-style-type: none"> <li>• make applicable entries</li> <li>• PRESS “Enter”.</li> </ul>	<ul style="list-style-type: none"> <li>• Producer Disbursement Statements will be printed.</li> <li>• Screen ABK53010 will be displayed to ask if the transaction statements printed successfully.</li> </ul>
19	When disbursement statements print successfully: <ul style="list-style-type: none"> <li>• ENTER “1” on Screen ABK53010</li> <li>• PRESS “Enter”.</li> </ul>	DMLA-II Processing Menu PMA000 will be redisplayed.

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**Notice PS-352**

**3 Recording DMLA-II Overpayments/Underpayments (Continued)**

**C**

**Increasing  
DMLA-II  
Production**

To **increase** DMLA-II production for payments that have been issued, ENTER “5”, “Recording DMLA-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to increase production and **disburse additional funds**.

Step	Action	Result
1	On Screen PMA31000: <ul style="list-style-type: none"> <li>• enter the “DMLA-II Number” of the application for which the production is to be increased</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31500 will be displayed.
2	On Screen PMA31500: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31010 will be displayed.
3	On Screen PMA31010: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA10000 will be displayed</li> <li>• “N”, Screen PMA31000 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMA10000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this Application have multiple producers?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA12000 will be displayed to allow the user to enter the last name or ID number for the producer who will share in the proceeds of this DMLA-II</li> <li>• “N”, then:                             <ul style="list-style-type: none"> <li>• the selected contact producer will be paid 100 percent of the application amount</li> <li>• if there was originally more than 1 producer on the application, all other producers will have a receivable established for any payment amount that was issued</li> <li>• Screen PMA61000 will be displayed.</li> </ul> </li> </ul>
5	On Screen PMA12000, PRESS “Enter”.	Screen PMA12500 will be displayed to show each producer’s share as a whole percentage.

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3 Recording DMLA-II Overpayments/Underpayments (Continued)

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**C**  
**Increasing**  
**DMLA-II**  
**Production**  
**(Continued)**

Step	Action	Result
6	On Screen PMA12500, as applicable: <ul style="list-style-type: none"> <li>• enter applicable percentages for each producer</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA61000 will be displayed to show the following original applications: <ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Production in Whole Pounds.</li> </ul>
7	On Screen PMA61000: <ul style="list-style-type: none"> <li>• enter the <b>increased</b> production quantity in whole pounds</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA61000 will display the: <ul style="list-style-type: none"> <li>• <b>increased</b> production in whole pounds</li> <li>• system-calculated maximum eligible “cwt.”</li> </ul>
8	On Screen PMA61000, PRESS “Enter”.	Screen PMA61005 will be displayed to: <ul style="list-style-type: none"> <li>• show the <b>increased</b> production’s payment summary, including:                             <ul style="list-style-type: none"> <li>• Allowable Production in “Cwt.”</li> <li>• Payment Rate</li> <li>• Recalculated Payment Amount</li> </ul> </li> <li>• display the statement, “Press “Enter” to modify this DMLA-II application.”</li> </ul>

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**3 Recording DMLA-II Overpayments/Underpayments (Continued)**

**C  
Increasing  
DMLA-II  
Production  
(Continued)**

Step	Action	Result
9	On Screen PMA61005, PRESS "Enter".	Screen PMA69000 will be displayed with the statement, "This correction to the DMLA-II Application resulted in additional funds to the Producer(s). This action requires approval from WDC in order to complete this process. <b>Call 202-720-7901 and ask for George Stickels or Asime Atuboyedia ."</b>
10	On Screen PMA69000: <ul style="list-style-type: none"> <li>• enter the current password</li> <li>• PRESS "Enter" to continue.</li> </ul>	Screen PMA97000 will be displayed with the statement, "DMLA-II procedure to print forms and reports has started", to allow the user to enter: <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul>
11	On Screen PMA97000: <ul style="list-style-type: none"> <li>• make applicable entries</li> <li>• PRESS "Enter".</li> </ul>	<ul style="list-style-type: none"> <li>• DMLA-II Payment Statement will be printed.</li> <li>• Screen PCE99910 will be displayed to allow for reprinting payment statements.</li> </ul>
12	On Screen PCE99910: <ul style="list-style-type: none"> <li>• if payment statements print successfully, ENTER "N"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK55020 will be displayed with the following statements: <ul style="list-style-type: none"> <li>• "You have requested a change resulting in an additional payment."</li> <li>• "Press ENTER to begin payment processing."</li> <li>• <b>"Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed. "</b></li> </ul>
13	On Screen ANK55020, PRESS "Enter".	Payment processing will proceed according to NAM accounting flags set for: <ul style="list-style-type: none"> <li>• claims</li> <li>• receivables</li> <li>• assignment/joint payment</li> <li>• direct deposit.</li> </ul>

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Notice PS-352

**3 Recording DMLA-II Overpayments/Underpayments (Continued)**

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**D**

**Adding and/or  
Deleting  
Producers**

To **add and/or delete** producers to an application for DMLA payments that have been issued, ENTER “5”, “Recording DMLA-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PMA000. Screen PMA31000 will be displayed.

Follow this table to **add and/or delete a producer.**

Step	Action	Result
1	On Screen PMA31000: <ul style="list-style-type: none"> <li>• enter the “DMLA-II Number” of the application for which the shares are to be changed</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31500 will be displayed.
2	On Screen PMA31500: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMA31010 will be displayed.
3	On Screen PMA31010: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA10000 will be displayed</li> <li>• “N”, Screen PMA31000 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMA10000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this Application have multiple producers?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA12000 will be displayed to allow the user to enter the last name or ID number for the producer who will share in the proceeds of this DMLA-II</li> <li>• “N”, then:                             <ul style="list-style-type: none"> <li>• the selected contact producer will be paid 100 percent of the application amount</li> <li>• if there was originally more than 1 producer on the application, all other producers will have a receivable established for any payment amount that was issued</li> </ul> </li> <li>• Screen PMA61000 will be displayed.</li> </ul>
5	On Screen PMA12000: <ul style="list-style-type: none"> <li>• enter the last name or ID number for the producer who will share in the proceeds of this DMLA</li> <li>• ENTER, as applicable, “Y” or “N” to the question, “Delete producers?”</li> <li>• ENTER, as applicable, “Y” or “N” to the question, “Are there additional producers?”</li> </ul>	If the answer to “delete producers” is “Y”, the producer is deleted.  If the answer to “additional producers” is: <ul style="list-style-type: none"> <li>• “Y”, Screen PMA12000 will be redisplayed</li> <li>• “N”, Screen PMA12500 will be displayed to give the user the opportunity to change <b>shares</b> and/or <b>refused payment</b> flag.</li> </ul>