

For: State and County Offices

**APSS Instructions for Processing Peanut Marketing Assistance Program (PMAP)
Corrections for Overpayments and Underpayments for PMAP-II**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

County Release No. 443 provided APSS software for processing PMAP-II payments.

APSS instructions for processing PMAP-II payments were provided in Notice PS-368.

B

Purpose

County Release No. 445 provides APSS software for processing PMAP-II payment corrections for:

- overpayments
- underpayments
- other errors.

This notice provides APSS instructions for those correction actions.

<p>Disposal Date</p> <p>April 1, 2001</p>	<p>Distribution</p> <p>State Offices; States Offices relay to County Offices</p>
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Notice PS-373

2 Accessing PMAP Processing Menu PIA000

A

Accessing
Menu PIA000

County Offices shall take the following actions to access Menu PIA000.

Step	Action	Result
1	On Application Selection Menu FAX07001: <ul style="list-style-type: none">• ENTER "13", "Price Support"• PRESS "Enter".	Price Support Main Menu PCA005 will be displayed.
2	On Menu PCA005: <ul style="list-style-type: none">• ENTER "10", "Perform Special Functions"• PRESS "Enter".	Special Price Support Functions Processing Menu PCA000 will be displayed.
3	On Menu PCA000: <ul style="list-style-type: none">• ENTER "3", "Perform Peanut Marketing Assistance Program (PMAP) Processing Functions"• PRESS "Enter".	PMAP Processing Menu PIA000 will be displayed.

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2 Accessing PMAP Processing Menu PIA000 (Continued)

B PMAP Processing Menu PIA000

This is an example of PMAP Processing Menu PIA000.

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COMMAND                                PIA000
PEANUT MARKETING ASSISTANCE PROGRAM - PROCESSING MENU SCREEN
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  1. Entering PMAP-I Application Data and Issuing Payments
*  2. Reserved
*  3. Reserved
  4. Canceling PMAP-I Payables
  5. Recording PMAP-II Overpayments/Underpayments
*  6. Reserved
  7. Print Stored PMAP Payment Data
*  8. Reserved
  9. Adjust Farm Marketing Data

21. Return To Application Selection Menu
22. Return to Office Selection Menu
23. Return to Primary Selection Menu
24. Sign Off

Enter the number of your selection and press the 'Enter' key.
Cmd3=Previous Menu
```

Installation of County Release No. 445 activates option “5”, “Recording PMAP-II Overpayments/Underpayments”.

After PMAP-II payments have been issued, the user can use option “5” to “correct” PMAP-II’s to:

- **add** or **delete** a producer for application, according to subparagraph 3 A
 - **change** producer payment **shares** and set **refused payment** flag, according to subparagraph 3 B
 - **decrease** the PMAP-II payment according to paragraph 4 by:
 - decreasing the number of quota pounds
 - removing data for an erroneous farm number
 - decreasing the farm quota share
 - **increase** the PMAP-II payment according to paragraph 5 by:
 - increasing the number of quota pounds
 - adding an additional farm number
 - increasing the farm quota share.
-

Notice PS-373

3 Adding or Deleting Producers and Changing Producer Payment Shares

A

**Adding and
Deleting
Producers**

On Recording PMAP-II Overpayments/Underpayments Menu PIA000, to **add or delete** producers to an application for PMAP-II payments that have been issued:

- ENTER “5”
- PRESS “Enter”
- Screen PIA31000 will be displayed.

Follow this table to add or delete a producer.

Step	Action	Result
1	On Screen PIA31000: <ul style="list-style-type: none"> • enter the “PMAP-II Number” of the application for which the shares are to be changed • PRESS “Enter”. 	Screen PIA31500 will be displayed.
2	On Screen PIA31500: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PIA31010 will be displayed.
3	On Screen PIA31010: <ul style="list-style-type: none"> • ENTER, as applicable, “Y” or “N” to the question, “Is this the correct producer?” • PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> • “Y”, Screen PIA10000 will be displayed and will show the original Calendar Year application • “N”, Screen PIA31000 will be redisplayed. Go back to step 1.
4	On Screen PIA10000, “Y” will be displayed to the: <ul style="list-style-type: none"> • question, “Does this PMAP-II Application have multiple producers?” • PRESS “Enter”. 	Screen PIA12000 will be displayed to give the user the option to add or delete producers .
5	On Screen PIA12000: <ul style="list-style-type: none"> • enter the last name or ID number for the producer who will share in the proceeds of this PMAP-II payment • ENTER, as applicable, “Y” or “N” to the question, “Are there additional producers?” 	If the answer is: <ul style="list-style-type: none"> • “Y”, Screen PIA12000 will be redisplayed • “N”, Screen PIA12500 will be displayed to give the user the option to change shares of currently entered producers and/or set refused payment flag. <p>Note: The producer to be “deleted” will continue to be “displayed” in the system. The user must “adjust” payment shares, as applicable.</p>

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Notice PS-373

3 Adding or Deleting Producers and Changing Producer Payment Shares (Continued)

B

Changing Payment Shares

On Recording PMAP-II Overpayments/Underpayments Menu PIA000, to change PMAP-II producer payment **shares** for payments that have been issued:

- ENTER “5”
- PRESS “Enter”
- Screen PIA31000 will be displayed.

In subparagraph A, follow the instructions in the table until step 5 when Screen PIA12500 has been displayed.

On Screen PIA12500, to change PMAP-II producer payment **shares**:

- enter each producer’s share in this PMAP-II as a whole percentage
- ENTER, as applicable, “Y” or “N” to indicate refused payment
- PRESS “Enter”
- Screen PIA15000 will be displayed.

On Screen PIA15000 users can change or delete:

- farm numbers
 - shares
 - quota pounds.
-

Notice PS-373

4 Decreasing PMAP-II Payment and Creating a Receivable

A

**Decreasing
Payment and
Creating
Receivable**

On Recording PMAP-II Overpayments/Underpayments Menu PIA000, to **decrease** a PMAP-II amount for a payment that has been issued:

- ENTER “5”
- PRESS “Enter”.

Follow the instructions in subparagraphs 3 A and B until Screen PIA15000 has been displayed. Then follow the instructions in this table to **decrease** payment amount and create a **receivable**.

Step	Action	Result
1	<p>On Screen PIA15000:</p> <ul style="list-style-type: none"> • decrease the incorrect producer payment shares for the applicable farm number • delete FSN to remove a farm from this PMAP-II • ENTER “N” to question, “Do you have more FSN’s and Shares to enter?” • PRESS “Enter”. 	<p>Screen PIA15002 will be displayed showing PMAP-II Farm Quota Pound Summaries.</p>
2	<p>On Screen PIA15002:</p> <ul style="list-style-type: none"> • system calculations will be displayed • the question, “Are the quota pounds for this contact producer correct?” will be displayed • the message, “Screen print this screen and file with FSA-1043” will be displayed. 	<p>If the answer is:</p> <ul style="list-style-type: none"> • “Y”: • print Screen PIA15002 to file with FSA-1043 • PRESS “Enter” to display Screen PIA15005, that shows the PMAP-II Payment Summary of Quota and Additional Peanut amounts • “N”, users can return to Screen PIA15000 to modify data.

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4 Decreasing PMAP-II Payment and Creating a Receivable (Continued)

**A
Decreasing
Payment and
Creating
Receivable
(Continued)**

Step	Action	Result
3	On Screen PIA15005, PRESS "Enter".	Screen PIA97000 will be displayed with the message, "PMAP-II procedure to print forms and reports has started", and will allow the user to enter the following: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print.
4	On Screen PIA97000, PRESS "Enter".	PMAP-II Payment Statement will be printed. Screen PCE99910 will be displayed for PMAP-II and will allow for reprinting payment statement.
5	On Screen PCE99910: <ul style="list-style-type: none"> • if payment statements print successfully, ENTER "N" • PRESS "Enter". 	Screen ANK55010 will be displayed with the following messages: <ul style="list-style-type: none"> • "You have requested a change resulting in an amount less than the original payment amount. A receivable is being established for the difference." • "DO NOT CANCEL THIS JOB. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
6	On Screen ANK55010, PRESS "Enter".	Screen AQK15201 will be displayed and show basis of debt correction code "10412".
7	On Screen AQK15201: <ul style="list-style-type: none"> • ENTER basis of debt text • PRESS "Enter". 	Screen AQKPRT01 will be displayed for initial notification letters and will allow users to enter the following: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print.
8	On Screen AQKPRT01, PRESS "Enter".	Initial Debt Notification Letter will be printed. Screen AQK01401 will be displayed and will ask if the notification letter printed successfully.

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4 Decreasing PMAP-II Payment and Creating a Receivable (Continued)

**A
Decreasing
Payment and
Creating
Receivable
(Continued)**

Step	Action	Result
9	On Screen AQK01401, when notification letter prints successfully: <ul style="list-style-type: none"> • ENTER “Y” • PRESS “Enter”. 	Screen AQKPRT01 will be redisplayed for receivable transaction verification reports and will allow users to enter the following: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print.
10	On Screen AQKPRT01, PRESS “Enter” to continue.	Receivable Establishment Verification Report will be printed. Screen AQKCFM01 will be displayed and will ask if the report printed successfully.
11	On Screen AQKCFM01, when receivable report prints successfully: <ul style="list-style-type: none"> • ENTER “Y” • PRESS “Enter”. 	Screen ABK53005 will be displayed for transaction statements and will allow users to enter the following: <ul style="list-style-type: none"> • printer number to be used • number of copies to print • postal bar code information.
12	On Screen ABK53005: <ul style="list-style-type: none"> • make applicable entries • PRESS “Enter”. 	Producer Disbursement Statement will be printed. Screen ABK53010 will be displayed and will ask if the statement printed successfully.
13	On Screen ABK53010, when disbursement statement prints successfully: <ul style="list-style-type: none"> • ENTER “1” • PRESS “Enter”. 	Menu PIA000 will be displayed.

5 Increasing PMAP-II Payment and Disbursing Additional Funds

A

Disbursing Additional Funds

On Recording PMAP-II Overpayments/Underpayments Menu PIA000, to **increase** a PMAP-II payment amount for a payment that has been issued:

- ENTER “5”
- PRESS “Enter”.

Follow the instructions in subparagraphs 3 A and B until Screen PIA15000 has been displayed. Then follow the instructions in this table to **increase** payment amount and **disburse additional funds**.

Step	Action	Result
1	On Screen PIA15000: <ul style="list-style-type: none"> • increase the incorrect producer payment shares for the applicable farm number • add applicable FSN’s not previously recorded to this PMAP-I application • ENTER “N” to question, “Do you have more FSN’s and Shares to enter?” • PRESS “Enter”. 	Screen PIA15002 will be displayed showing PMAP-II Farm Quota Pound Summaries.
2	On Screen PIA15002: <ul style="list-style-type: none"> • system calculations will be displayed • the question, “Are the quota pounds for this contact producer correct?” will be displayed • the message, “Screen print this screen and file with FSA-1043” will be displayed. 	If the answer is: <ul style="list-style-type: none"> • “Y”: • print Screen PIA15002 to file with FSA-1043 • PRESS “Enter” to display Screen PIA15005 that shows the PMAP-II Payment Summary of Quota and Additional Peanut amounts • “N”, users can return to Screen PIA15000 to modify data.
3	On Screen PIA15005, PRESS “Enter”.	Screen PIA97000 will be displayed with the message, “PMAP-II procedure to print forms and reports has started”, and will allow the user to enter the following: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print.

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Notice PS-373

5 Increasing PMAP-II Payment and Disbursing Additional Funds (Continued)

**A
Disbursing
Additional Funds
(Continued)**

Step	Action	Result
4	On Screen PIA97000, PRESS "Enter".	<p>PMAP-II Payment Statement will be printed.</p> <p>Screen PCE99910 will be displayed for PMAP-II and will allow for reprinting payment statement.</p>
5	<p>On Screen PCE99910:</p> <ul style="list-style-type: none"> • if payment statement prints successfully, ENTER "N" • PRESS "Enter". 	<p>Screen ANK55020 will be displayed with the following messages:</p> <ul style="list-style-type: none"> • "You have requested a change resulting in an additional payment." • "Press "Enter" to begin payment processing according to Accounting flag settings (claim, receivable, assignment/joint payment, direct deposit)." • "DO NOT CANCEL THIS JOB. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed".
6	On Screen ANK55020, PRESS "Enter".	<p>Payment processing will proceed according to Accounting flags for direct deposit set in the Name and Address file.</p> <p>Screen ABK53005 will be displayed.</p>
7	<p>On Screen ABK53005:</p> <ul style="list-style-type: none"> • make applicable entries • PRESS "Enter". 	<p>Producer Disbursement Statement will be printed.</p> <p>Screen ABK53010 will be displayed and will ask if the statement printed successfully.</p>
8	<p>On Screen ABK53010, when disbursement statement prints successfully:</p> <ul style="list-style-type: none"> • ENTER "1" • PRESS "Enter". 	Menu PIA000 will be displayed.

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5 Increasing PMAP-II Payment and Disbursing Additional Funds (Continued)

B

Processing Additional Funds as CCC-184 or EFT

If the additional funds payment is to be processed by:

- **CCC-184**, the following sequence of Accounting screens will be displayed:
 - ANK00201, for print options
 - ANK40501, for total number of checks to be printed
 - ANK40510, for check alignment
 - ANK41092, for reprinting checks
 - **EFT**, only informational messages will be displayed with information about what accounting system is processing.
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