

For: State and County Offices

Automated Price Support System (APSS) Instructions for Processing Wool and Mohair Market Loss Assistance Program (WAMLAP) Corrections for Overpayments and Underpayments

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

County Release No. 444 provided APSS software for processing WAMLAP payments.

APSS instructions for processing WAMLAP payments were provided in Notice PS-372.

B

Purpose

County Release No. 448 provided APSS software for processing WAMLAP payment corrections for:

- overpayments
- underpayments
- other errors.

This notice provides APSS instructions for these correction actions.

Disposal Date	Distribution
August 1, 2001	State Offices; State Offices relay to County Offices

Notice PS-380

2 Accessing WAMLAP Processing Menu PWA000

A

Accessing Menu PWA000 County Offices shall take the following actions to access Menu PWA000.

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 "5", "Perform Wool and Mohair Market Loss Assistance Program (WAMLAP) Functions"• PRESS "Enter".	WAMLAP Processing Menu PWA000 will be displayed.

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2 Accessing WAMLAP Processing Menu PWA000 (Continued)

B **WAMLAP** **Processing** **Menu PWA000**

This is an example of WAMLAP Processing Menu PWA000.

COMMAND	PWA000
WAMLAP - PROCESSING MENU SCREEN	

	1. Entering Wool Application Data and Issuing Payments
	2. Entering Mohair Application Data and Issuing Payments
*	3. Entering Unshorn Lambs Application Data and Issuing Payments
	4. Canceling WAMLAP Payments
	5. Recording WAMLAP Overpayments/Underpayments
*	6. Reserved
	7. Print Stored WAMLAP Payment Data
*	8. Issue Canceled WAMLAP Payments
	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. 448 activated option "5", "Recording WAMLAP Overpayments/Underpayments".

After WAMLAP payments have been issued, the user can use option "5" to "correct" WAMLAP's to:

- **add** or **delete** a producer for application, according to subparagraph 3 A
 - **change** producer **shares** and set **refused payment** flag, according to subparagraph 3 B
 - **decrease** the WAMLAP payment amount, according to paragraph 4
 - **increase** the WAMLAP payment amount, according to paragraph 5.
-

Notice PS-380

3 Adding or Deleting Producers and Changing Producer Payment Shares

A

**Adding and
Deleting
Producers**

On Recording WAMLAP Overpayments/Underpayments Menu PWA000, to **add and/or delete** producers to an application for WAMLAP payments that have been issued:

- ENTER “5”
- PRESS “Enter”
- Screen PWA03500 will be displayed.

Follow the instructions in this table to **add/delete** a producer.

Step	Action	Result
1	On Screen PWA03500: <ul style="list-style-type: none"> • enter the “WAMLAP Number” of the application for which the shares are to be changed • PRESS “Enter”. 	Screen PWA04000 will be displayed.
2	On Screen PWA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PWA03510 will be displayed.
3	On Screen PWA03510: <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 PWA01000 will be displayed and will show the original Calendar Year application. • “N”, Screen PWA03500 will be redisplayed.

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

A
**Adding and
 Deleting
 Producers
 (Continued)**

Step	Action	Result
4	<p>On the applicable Screen, either a “Y” or an “N” will be displayed, based on whether the initial WAMLAP had multiple producers or not, to the question, “Does this WAMLAP Application have multiple producers?”</p> <p>PRESS “Enter”.</p>	<p>If the answer is:</p> <ul style="list-style-type: none"> • “Y”, Screen PWA02000 will be displayed to give the user the opportunity to add/delete producers. • “N”, Screen PWA51500 will be displayed for wool, or PWA52500 for mohair to give the user the opportunity to change pounds of wool or mohair. <p>Note: If the “Y” is changed to “N”, then all producers on the application are deleted, except for the contact producer.</p>
5	<p>On Screen PWA02000:</p> <ul style="list-style-type: none"> • enter the last name or ID number for the producer who will share in the proceeds of this WAMLAP payment • ENTER, as applicable, “Y” or “N” to the question, “Are there additional producers?”. 	<p>If the answer is:</p> <ul style="list-style-type: none"> • “Y”, Screen PWA02000 will be redisplayed • “N”, Screen PWA02500 will be displayed to give the user the opportunity to change shares of currently entered producers and/or set refused payment flag. <p>Note: The producer the user wants to “delete” will continue to be “displayed” in the system. User must “adjust” payment shares as applicable.</p>

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Notice PS-380

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

B

Changing Payment Shares

On Recording WAMLAP Overpayments/Underpayments Menu PWA000, to change WAMLAP producer payment **shares** for payments that have been issued:

- ENTER “5”
- PRESS “Enter”
- Screen PWA03500 will be displayed.

Follow the instructions in subparagraph A until step 5 when Screen PWA02500 has been displayed.

On Screen PWA02500, to change WAMLAP producer payment **shares**:

- enter each producer’s share in this WAMLAP as a whole percentage
- ENTER, as applicable, “Y” or “N” to indicate refused payment
- PRESS “Enter”
- Screen PWA51500 for wool, and PWA52500 for mohair will be displayed.

On applicable screen, users can change or delete pounds of shorn wool or mohair.

Notice PS-380

4 Decreasing WAMLAP Payment and Creating a Receivable

A

Decreasing Payment and Creating Receivable

On Recording WAMLAP Overpayments/Underpayments Menu PWA000, to **decrease** a WAMLAP amount for a payment that has been issued:

- ENTER “5”
- PRESS “Enter”.

Follow the instructions in subparagraphs 3 A and B, in that order, until Screen PWA51500 for wool and Screen PWA52500 for mohair have been displayed. Then follow the instructions in this table to **decrease** payment amount and create a **receivable**.

Step	Action	Result
1	On Screen PWA51500 for wool or PWA52500 for mohair: <ul style="list-style-type: none"> • decrease the number of pounds of shorn wool or mohair • PRESS “Enter”. 	Screen PWA51505 for wool and PWA52505 for mohair will be displayed showing WAMLAP payment summaries.
2	Screen PWA51505 for wool, or PWA52505 for mohair: <ul style="list-style-type: none"> • displays system calculations • ENTER “Y” or “N” to the question, “Do you want to complete this payment?”. 	If the answer is: <ul style="list-style-type: none"> • “Y”, Printer ID Selection Screen PWA07500 will be displayed. • “N”, Menu PWA000 will be redisplayed.

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Notice PS-380

4 Decreasing WAMLAP Payment and Creating a Receivable (Continued)

A
Decreasing
Payment and
Creating
Receivable
(Continued)

Step	Action	Result
3	On Screen PWA07500, PRESS "Enter" to continue.	WAMLAP Payment Statement will be printed. Screen PCE99910 will be displayed for WAMLAP and will allow for reprinting payment statements.
4	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."
5	On Screen ANK55010, PRESS "Enter" to continue.	Screen AQQ15201 will be displayed and show basis of debt correction code "10412".
6	On Screen AQQ15201: <ul style="list-style-type: none"> • ENTER basis of debt text • PRESS "Enter". 	Screen AQQPRT01 will be displayed for initial notification letters and will allow users to enter the following: <ul style="list-style-type: none"> • printer ID • number of copies to print.
7	On Screen AQQPRT01, PRESS "Enter" to continue.	Initial Debt Notification Letter will be printed. Screen AQQ01401 will be displayed and will ask if the notification letter printed successfully.

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Notice PS-380

4 Decreasing WAMLAP Payment and Creating a Receivable (Continued)

A
Decreasing
Payment and
Creating
Receivable
(Continued)

Step	Action	Result
8	On Screen AQK01401, when notification letter prints successfully: <ul style="list-style-type: none"> • ENTER “Y” • PRESS “Enter”. 	Screen AQKPR01 will be redisplayed for receivable transaction verification reports and will allow users to enter the following: <ul style="list-style-type: none"> • printer ID • number of copies to print.
9	On Screen AQKPR01, PRESS “Enter” to continue.	Receivable Establishment Verification Report will be printed. Screen AQKCFM01 will be displayed and will ask if the report printed successfully.
10	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 • number of copies to print • postal bar code information.
11	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.
12	On Screen ABK53010, when disbursement statement prints successfully: <ul style="list-style-type: none"> • ENTER “1” • PRESS “Enter”. 	Menu PWA000 will be displayed.

Notice PS-380

5 Increasing WAMLAP Payment and Disbursing Additional Funds

A

Disbursing Additional Funds On Recording WAMLAP Overpayments/Underpayments Menu PWA000, to **increase** a WAMLAP payment amount for a payment that has been issued:

- ENTER “5”
- PRESS “Enter”.

Follow the instructions in the tables in subparagraphs 3 A and B, in that order, until Screen PWA51500 for wool and PWA52500 for mohair have been displayed. Then follow the instructions in this table to **increase** WAMLAP payment amount and **disburse additional funds**.

Step	Action	Result
1	On Screen PWA51500 for wool, or PWA52500 for mohair: <ul style="list-style-type: none"> • increase the number of pounds of shorn wool or mohair • PRESS “Enter”. 	Screen PWA51505 for wool and PWA52505 for mohair will be displayed showing WAMLAP Payment summaries.
2	Screen PWA51505 for wool, or PWA52505 for mohair: <ul style="list-style-type: none"> • displays system calculations • ENTER “Y” or “N” to the question, “Do you want to complete this payment?” 	If the answer is: <ul style="list-style-type: none"> • “Y”, Printer ID Selection Screen PWA07500 will be displayed • “N”, Menu PWA000 will be redisplayed.
3	On Screen PWA07500, PRESS “Enter”.	WAMLAP Payment Statement will be printed. Screen PCE99910 will be displayed for WAMLAP and will allow for reprinting payment statement.

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5 Increasing WAMLAP Payment and Disbursing Additional Funds (Continued)

A
Disbursing
Additional Funds
(Continued)

Step	Action	Result
4	On Screen PCE99910: <ul style="list-style-type: none"> • if payment statement prints successfully, ENTER “N” • PRESS “Enter”. 	Screen ANK55020 will be displayed with the following messages: <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”.
5	On Screen ANK55020, PRESS “Enter”.	Payment processing will proceed according to Accounting flags for direct deposit set in the Name and Address file. Screen ABK53005 will be displayed.
6	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.
7	On Screen ABK53010, when disbursement statement prints successfully: <ul style="list-style-type: none"> • ENTER “1” • PRESS “Enter”. 	Menu PWA000 will be displayed.

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5 Increasing WAMLAP 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 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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