

For: State and County Offices

**APSS Software in County Release No. 453 for Processing  
3rd Dairy Market Loss Assistance (DMLA-III) Program  
Corrections and New DMLA-III Applications and Payments in Real Time**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A**

**Background**

County Release No. 449 provided APSS software for processing DMLA-III batch payments.

Notice PS-377 provided automation instructions for processing:

- DMLA-III batch payments
- “new” DMLA-III applications and payments in 1 real time function.

**B**

**Purpose**

County Release No. 453 provides APSS software for processing DMLA-III program payment **corrections** for:

- overpayments
- underpayments.

This notice provides automation instructions for those correction processes and for processing “new” DMLA-III applications and payments.

Continued on the next page

<p><b>Disposal Date</b></p> <p>December 1, 2001</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
---	--

## Notice PS-384

### 1 Overview (Continued)

---

#### C

#### County Office Action

**After County Release No. 453 has been installed, but before processing any DMLA-III “new” applications, all County Offices must follow the steps in the following table.**

After the process detailed in the following table has been completed, County Offices shall process “new” applications and payments in real time according to:

- paragraph 2
- instructions in Notice PS-377, paragraphs 4 and 7.

**If a payment was canceled** as a result of the DMLA-III **batch payment** process that now needs to be reissued, re-enter the application data and make the payment in real time using option “1” on Menu PMA000 as shown in subparagraph 2 B.

Step	Action
1	Access DMLA-III Processing Menu PMA000 according to paragraph 2 and: <ul style="list-style-type: none"><li>• ENTER “3”, “Issuing DMLA-III Batch Payments”, to display Screen PMB32000</li><li>• on Screen PMB32000, ENTER:<ul style="list-style-type: none"><li>• “Y” to print DMLA Pre-Payment Summary Report</li><li>• “N” to any other options that may be displayed on Screen PMB32000.</li></ul></li></ul>
2	If the term “NO PRODUCER FOUND - BUILD PRODR” appears on the report, follow the procedure outlined in <b>Information Bulletin No. 2013</b> to reactivate the missing <b>Name and Address (NAM)</b> record(s).
3	After NAM table reactivations have been completed, <b>reprint</b> DMLA-III Pre-Payment Summary Reports by <b>entering</b> on Screen PMB32000: <ul style="list-style-type: none"><li>• “Y” to print Pre-Payment Summary Report</li><li>• “N” to any other options that may be displayed on Screen PMB32000.</li></ul>
4	After <b>all</b> entries prints out correctly on the Prepayment Summary Report, take option “3” on Menu PMA000 to redisplay Screen PMB32000 and to issue DMLA-III batch payment to reactivated producers. The issuance of any <b>unissued</b> batch payment will then be possible, but only when payment processing options are displayed on Screen PMB32000.

**Note:** The process outlined in this subparagraph will batch-pay only those producers who were not previously payed. It will **not correct** batch payments that were processed and then canceled because of other problems. For routine corrections, go to paragraph 2.

---

**Notice PS-384**

**2 Accessing DMLA Processing Menu to Process New Producer Payments and to Process Routine Corrections**

---

**A**

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

<b>Step</b>	<b>Action</b>	<b>Result</b>
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 Processing Menu PMA000 will be displayed.

---

Continued on the next page

## Notice PS-384

### 2 Accessing DMLA Processing Menu to Process New Producer Payments and to Process Routine Corrections (Continued)

---

#### B DMLA Processing Menu PMA000

This is an example of DMLA Processing Menu PMA000.

COMMAND	PMA000
DAIRY MARKET LOSS ASSISTANCE PROGRAM - PROCESSING MENU	
-----	
1. Entering DMLA-III Application Data and Issuing Payment (New Only)	
*2. Reserved	
3. Issuing DMLA-III Batch Payments	
4. Canceling DMLA-III Payables	
<b>5. Recording DMLA-III Overpayments/Underpayments</b>	
6. Print Stored DMLA-I & DMLA-II Payment Data	
7. Print Stored DMLA-III Payment Data	
*8. Issue Canceled/Failed DMLA 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	

\* Options not available

Installation of County Release No. 453 activates option:

- "1", "Entering DMLA-III Application Data and Issuing Payment"
- "5", "Recording DMLA-III Overpayments/Underpayments".

**Notice PS-377, paragraph 7 provides instructions for processing "new" DMLA-III application and payment in 1 function.**

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

- producer **shares** according to paragraph 3
  - **production**, which when:
    - **decreased** may create a receivable according to paragraph 4
    - **increased** results in an additional disbursement according to paragraph 5.
-

**3 Changing DMLA Payment Shares**

**A**

**Changing DMLA Shares**

To change DMLA **shares** for payments that have been issued **and not canceled**, ENTER “5”, “Recording DMLA-III Overpayments/Underpayments”, and PRESS “Enter” on Menu PMA000. Screen PMB03500 will be displayed.

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

Step	Action	Result
1	On Screen PMB03500: <ul style="list-style-type: none"> <li>• enter the “DMLA Number” of the application for which the shares are to be changed</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB04000 will be displayed.
2	On Screen PMB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB03010 will be displayed.
3	On Screen PMB03010: <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 PMB01000 will be displayed and will show the payment year</li> <li>• “N”, Screen PMB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMB01000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this DMLA-III Application have multiple Producers?”</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “N”, Screen PMB51000 will be displayed</li> <li>• “Y”, Screen PMB02000 will be displayed to allow the user to add producer.</li> </ul>
5	On Screen PMB51000, PRESS “Enter”.	The system-calculated maximum eligible “cwt.” is displayed on Screen PMB51000.
6	On Screen PMB51000, PRESS “Enter”.	Screen PMB51005 will be displayed and will: <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 modify this DMLA application.”</li> </ul>

Continued on the next page

**3 Changing DMLA Payment Shares (Continued)**

**A  
Changing  
DMLA Shares  
(Continued)**

Step	Action	Result
7	On Screen PMB51005, PRESS "Enter".	Screen PMB02500 will be displayed and will allow the user to "Enter each producer's share in this DMLA as a whole percentage."
8	On Screen PMB02500, as applicable: <ul style="list-style-type: none"> <li>• enter applicable percentages for each producer</li> <li>• PRESS "Enter".</li> </ul>	Screen PMB07500 will be displayed with the statement, "DMLA procedure to print forms and reports has started", and will 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>
9	On Screen PMB07500, PRESS "Enter" to continue.	<ul style="list-style-type: none"> <li>• DMLA Payment Statement will be printed.</li> <li>• Screen PCE99910 will be displayed and will allow for reprinting payment statements.</li> </ul>
10	On Screen PCE99910: <ul style="list-style-type: none"> <li>• if payment statements print successfully, ENTER "N"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK55000 will be displayed with the following: <ul style="list-style-type: none"> <li>• the message, "You have requested changes which will result in additional payments for some recipients while creating receivables for others."</li> <li>• upon pressing "Enter", the following prompts:                             <ul style="list-style-type: none"> <li>• offsets information</li> <li>• basis of debt text</li> <li>• printer ID for CCC-184's</li> </ul> </li> <li>• the message, "<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>
11	On Screen ANK55000, PRESS "Enter" to continue.	Screen AQK15201 will be displayed and will show basis of debt correction code "10412".

Continued on the next page

**3 Changing DMLA Payment Shares (Continued)**

---

**A  
Changing  
DMLA Shares  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
12	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 and will 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>
13	On Screen AQKPRT01, PRESS “Enter” to continue.	<ul style="list-style-type: none"> <li>• Initial Debt Notification Letter will be printed.</li> <li>• Screen AQK01401 will be displayed and will ask if the notification letter printed successfully.</li> </ul>
14	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 displayed for receivable transaction verification reports and will 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>
15	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 and will ask if the report printed successfully.</li> </ul>
16	When receivable reports print successfully: <ul style="list-style-type: none"> <li>• ENTER “Y” on Screen AQKCFM01</li> <li>• PRESS “Enter”.</li> </ul>	Processing will continue according to NAM flag settings.

---

Notice PS-384

**4 Decreasing DMLA Payment Production and Creating Receivable**

A

**Decreasing DMLA Production**

To **decrease** DMLA production for payments that have been issued, ENTER “5”, “Recording DMLA-III Overpayments/Underpayments”, and PRESS “Enter” on Menu PMB000. Screen PMB03500 will be displayed.

Follow this table to decrease DMLA production and **create a receivable** if EFT or CCC-184 is not available.

Step	Action	Result
1	On Screen PMB03500: <ul style="list-style-type: none"> <li>• enter the “DMLA Number” of the application for which the production is to be decreased</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB03010 will be displayed.
2	On Screen PMB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB03010 will be displayed.
3	On Screen PMB03010: <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 PMB51000 will be displayed and will show the original applications:                             <ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Production in Whole Pounds</li> </ul> </li> <li>• “N”, Screen PMB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMB51000: <ul style="list-style-type: none"> <li>• enter the <b>decreased</b> production quantity in whole pounds</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB51000 will display the: <ul style="list-style-type: none"> <li>• <b>decreased</b> production in whole pounds</li> <li>• system-calculated eligible “cwt.”</li> </ul>
5	On Screen PMB51000, PRESS “Enter”.	PMB51005 will be displayed and will: <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 application.”</li> </ul>

Continued on the next page

**4 Decreasing DMLA Payment Production and Creating Receivable (Continued)**

---

**A  
Decreasing  
DMLA  
Production  
(Continued)**

Step	Action	Result
6	On Screen PMB51005, PRESS "Enter".	Screen PMB02500 will be displayed and will show each producer's share as a whole percentage.
7	On Screen PMB02500, PRESS "Enter".	Screen PMB07500 will be displayed with the statement, "DMLA procedure to print forms and reports has started", and will 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>
8	On Screen PMB07500, PRESS "Enter" to continue.	<ul style="list-style-type: none"> <li>• DMLA Payment Statement will be printed.</li> <li>• Screen PCE99910 will be displayed and will allow for reprinting payment statements.</li> </ul>
9	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 messages: <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>
10	On Screen ANK55010, PRESS "Enter".	Screen AQK15201 will be displayed and will show basis of debt correction code "10412".

---

Continued on the next page

**4 Decreasing DMLA Payment Production and Creating Receivable (Continued)**

**A  
Decreasing  
DMLA  
Production  
(Continued)**

Step	Action	Result
11	On Screen AQK15201, ENTER: <ul style="list-style-type: none"> <li>• basis of debt code, using correction code “10412” according to 67-FI</li> <li>• basis of debt text.</li> </ul> PRESS “Enter”.	Screen AQKPRT01 will be displayed for initial notification letters and will 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>
12	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 and will ask if the notification letter printed successfully.</li> </ul>
13	When notification letters print successfully: <ul style="list-style-type: none"> <li>• ENTER “Y” on Screen AQK011401</li> <li>• PRESS “Enter”.</li> </ul>	Screen AQKPRT01 will be displayed for receivable transaction verification reports and will 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” to continue.	<ul style="list-style-type: none"> <li>• Receivable Establishment Verification Report will be printed.</li> <li>• Screen AQKCFM01 will be displayed and will ask if the report printed successfully.</li> </ul>
15	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 and will 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>
16	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 and will ask if the transaction statements printed successfully.</li> </ul>
17	When disbursement statements print successfully: <ul style="list-style-type: none"> <li>• ENTER “1” on Screen ABK53010</li> <li>• PRESS “Enter”.</li> </ul>	DMLA Processing Menu PMA000 will be displayed.

Notice PS-384

**5 Increasing DMLA Payment Production and Disbursing Additional Funds**

A

**Increasing DMLA Production**

To **increase** DMLA production for payments that have been issued, ENTER “5”, “Recording DMLA-III Overpayments/Underpayments”, and PRESS “Enter” on Menu PMB000. Screen PMB03500 will be displayed.

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

Step	Action	Result
1	On Screen PMB03500: <ul style="list-style-type: none"> <li>• enter the “DMLA Number” of the application for which the production is to be increased</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB04000 will be displayed.
2	On Screen PMB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB03010 will be displayed.
3	On Screen PMB03010: <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 PMB51000 will be displayed and will show the original applications:                             <ul style="list-style-type: none"> <li>• Calendar Year</li> <li>• Production in Whole Pounds</li> </ul> </li> <li>• “N”, Screen PMB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PMB51000: <ul style="list-style-type: none"> <li>• enter the <b>increased</b> production quantity in whole pounds</li> <li>• PRESS “Enter”.</li> </ul>	Screen PMB51000 will display the: <ul style="list-style-type: none"> <li>• <b>increased</b> production in whole pounds</li> <li>• system-calculated eligible “cwt.”</li> </ul>
5	On Screen PMB51000, PRESS “Enter”.	PMB51005 will be displayed and will: <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 application.”</li> </ul>

Continued on the next page

**5 Increasing DMLA Payment Production and Disbursing Additional Funds (Continued)**

---

**A  
Increasing  
DMLA  
Production  
(Continued)**

Step	Action	Result
6	On Screen PMB51005, PRESS "Enter".	Screen PMB02500 will be displayed and will show each producer's share as a whole percentage.
7	On Screen PMB02500, PRESS "Enter".	PMB07500 will be displayed with the statement, "DMLA procedure to print forms and reports has started", and will 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>
8	On Screen PMB07500: <ul style="list-style-type: none"> <li>• make applicable entries</li> <li>• PRESS "Enter".</li> </ul>	<ul style="list-style-type: none"> <li>• DMLA Payment Statement will be printed.</li> <li>• Screen PCE99910 will be displayed and will allow for reprinting payment statements.</li> </ul>
9	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 messages: <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>
10	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>