

For: State and County Offices

**Updated Instructions for Entering "Corrected" Price Support
Marketing Assistance Loans in Automated Price Support System (APSS)**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A

Background

According to 12-PS, to correct Price Support Marketing assistance loans in APSS, County Offices must:

- cancel the original loanmaking transaction
- re-enter the loan as a manually prepared transaction with a 90,000 series loan number.

Before installation of County Release No. 458, the re-entry of a corrected loan in APSS required County Offices to:

- type the loan disbursement check on a **typewriter**
- enter the typed "check number" in the accounting subsystem to complete the re-entry of a corrected loan transaction in APSS.

County Release No. 458 included software that eliminated these requirements when re-entering corrected loans in APSS.

B

Purpose

This notice provides updated instructions for re-entering **corrected** loans as manually made actions.

Note: Entry of actual manual loans in APSS remains unchanged at this time. See subparagraph 2 C.

<p>Disposal Date</p> <p>December 1, 2001</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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Notice PS-396

2 Re-Entering Corrected and Manual Loans in APSS

A

Re-Entering Corrected Loans

A loan that was entered in error and needs to be re-entered correctly in APSS is considered a “corrected” loan. These corrected loans are re-entered as manually prepared loan transactions. Re-enter corrected loans according to this table.

Step	Action	Results
1	On Main Menu PCA005, ENTER, “2”, “Perform Loanmaking Functions”, and PRESS “Enter”.	ID Entry Screen PCA11000 will be displayed.
2	On Screen PCA11000: <ul style="list-style-type: none"> • enter: <ul style="list-style-type: none"> • producer information • crop year • 90,000 series loan number • PRESS “Enter” to continue. 	Verify Chosen Producer Screen PCA12000 will be displayed.
3	On Screen PCA12000: <ul style="list-style-type: none"> • ENTER “Y” to access questions: <ul style="list-style-type: none"> • “Is this the correct producer?” • “Is this the recording of a manually made action?” • “Is this the re-entry of a corrected loan?” • PRESS “Enter” to continue. 	Screen PCA12000 will be redisplayed.
4	On the re-displayed Screen PCA12000: <ul style="list-style-type: none"> • ENTER “Crop year and loan number of the original loan (YYNNNNN)” • PRESS “Enter”. 	Loan Making Menu PLA000 will be displayed. Follow instructions in 12-PS to continue loanmaking process in APSS according to the type of loan to be re-entered.

Menu PLA005 will be displayed for selecting loan completion options after the user has entered corrected loan data in APSS.

Note: Follow instructions in 12-PS for completing the loan making process.

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2 Re-Entering Corrected and Manual Loans in APSS (Continued)

B

Accounting Process for Re-Entering Corrected Loans

Accounting Interim Payment Process Section Screen ABK10001 is the first accounting screen displayed after completing the loanmaking process in APSS. Complete the accounting process involved in the re-entering of corrected loans according to this table.

Step	Action	Results
1	<p>Screen ABK10001 displays:</p> <ul style="list-style-type: none"> • producer/nonproducer ID • reference number • program code • payable amount • amount remaining to be disbursed • the options to: <ul style="list-style-type: none"> • “Enter amount due FSA/CCC Claim” • “Enter amount due FSA/CCC Receivable” • “Enter amount due Other Payees” • the question, “Are there additional payments to be entered?” <p>Users should ENTER “Y” to the question, “Are there additional payments to be entered?”</p> <p>PRESS “Enter” to continue.</p>	<p>Check Printer Number Screen ANK00201 will be displayed.</p>
2	<p>On Screen ANK00201:</p> <ul style="list-style-type: none"> • enter the: <ul style="list-style-type: none"> • printer number used to print the check • check form used to print checks • PRESS “Enter”. <p>Note: The accounting software was enhanced to include Screen ANK00201 when processing re-entered corrected manual loans. Manual Check Data Screen ANK30010 will not be displayed when processing re-entered corrected manual loans.</p>	<p>Check Printing Screen ANK40501 will be displayed.</p>
3	<p>On Screen ANK40501:</p> <ul style="list-style-type: none"> • verify/enter check number range • PRESS “Enter”. 	<p>Request Alignment Check Writing Screen ANK40510 will be displayed. Follow instructions in 3-FI to complete the accounting processes.</p>

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Notice PS-396

2 Re-Entering Corrected and Manual Loans in APSS (Continued)

B

Accounting Process for Re-Entering Corrected Loans (Continued)

If the producer or producers receiving the loan have direct deposit, then the check will be issued by electronic funds transfer. Because Screen ANK30010 is no longer displayed when processing corrected loans, the manual check number entry is omitted.

C

Entering Manual Loans

Loanmaking transactions shall be completed manually when the computer is inoperable, but must be recorded later in the computer. Follow instructions in 12-PS, Part 3, Section 7 to record manually prepared loans, because of an inoperable computer.

For these actual manual loans, County Offices are still required to:

- manually type a check at the typewriter
 - enter the manually typed check number in the accounting subsystem to complete the corrected loanmaking transaction in APSS.
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