

For: State and County Offices

**APSS Instructions for Processing Wool and Mohair Market Loss Assistance Program (WAMLAP-II) Corrections for Overpayments and Underpayments Using Software in County Release No. 463**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

County Release No. 457 provided software and Notice PS-393 provided instructions for recording WAMLAP-II applications in APSS.

Notice PS-398 provided additional information for processing WAMLAP-II applications.

County Release No. 461-S provided updated APSS software, and Notice PS-401 provided APSS instructions for processing batch payments to WAMLAP-II applicants.

**B Purpose**

County Release No. 463 provides APSS software for processing WAMLAP-II payment corrections for:

- overpayments
- underpayments
- other errors.

This notice provides APSS instructions for the payment correction actions in this subparagraph.

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<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>
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## Notice PS-404

### 1 Overview (Continued)

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#### C

**Deadline for Corrective Actions** Corrective actions according to this notice must be completed by COB, Friday, August 10, 2001.

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### 2 Getting Started with WAMLAP-II Processing

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#### A

**Accessing WAMLAP-II Processing Menu** County Offices shall access WAMLAP-II Processing Menu PCA000 according to the following table.

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 "5", "Perform Wool and Mohair Marketing Loss Assistance Program (WAMLAP) Functions"</li><li>PRESS "Enter".</li></ul>	WAMLAP Processing Menu PWA005 will be displayed.
4	On Menu PWA005: <ul style="list-style-type: none"><li>ENTER "2", Perform Wool and Mohair Market Loss Assistance Program (WAMLAP-II) Functions</li><li>PRESS "Enter".</li></ul>	WAMLAP-II Processing Menu PWB000 will be displayed.

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## Notice PS-404

### 2 Getting Started with WAMLAP-II Processing (Continued)

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#### B

#### Menu PWB000

The following is an example of WAMLAP-II Menu PWB000.

COMMAND	PWB000
WOOL/MOHAIR MARKETING LOSS ASSISTANCE PROGRAM - PROCESSING MENU	
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1. Entering and Storing WAMLAP-II Application Data	
2. Delete a WAMLAP-II Application Before Upload	
3. Issuing WAMLAP-II Payments	
4. Canceling WAMLAP-II Payables	
<b>5. Recording WAMLAP-II Overpayments/Underpayments</b>	
6. Print Stored WAMLAP-II Application Summary	
7. Print Stored WAMLAP-II Payment Statement Data	
<b>8. Issue Canceled/Failed WAMLAP-II Payments</b>	
9. Flag Refused WAMLAP-II 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	

Installing County Release No. 463 activates option:

- "5", "Recording WAMLAP-II Overpayments/Underpayments", according to paragraphs 3 through 6
  - "8", "Issue Canceled/Failed WAMLAP-II Payments", according to paragraph 7.
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## Notice PS-404

### 3 Recording WAMLAP-II Overpayments/Underpayments

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#### A

#### Processing Routine Corrections

After WAMLAP-II payments have been issued, County Offices can:

- change a quantity of allowable wool or mohair production
- change a producer(s) shares
- change any name and/or ID
- add or delete producer(s)
- change the commodity.

The corrections in this subparagraph can result in an overpayment or underpayment.

County Offices shall correct WAMLAP-II:

- producer **shares** according to paragraph 4
- **production**, which when:
  - **decreased** creates receivable, according to paragraph 5
  - **increased** results in additional disbursement, according to paragraph 6.

**Important:** County Offices **must** obtain a password from PSD for each additional disbursement issued for increased production. See subparagraph 6 A, step 7.

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**Notice PS-404**

**4 Changing WAMLAP-II Payment Shares**

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**A**

**Changing WAMLAP-II Shares**

To change WAMLAP-II **shares** for payments that have been issued **and not canceled**, ENTER “5”, “Recording WAMLAP-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PWB000. Screen PWB03500 will be displayed.

Follow this table to **change WAMLAP-II shares**.

Step	Action	Result
1	On Screen PWB03500: <ul style="list-style-type: none"> <li>• enter the “WAMLAP-II Number” of the application for which the shares are to be changed</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB04000 will be displayed.
2	On Screen PWB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB03010 will be displayed.
3	On Screen PWB03010: <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 PWB01000 will be displayed and will show the payment year</li> <li>• “N”, Screen PWB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PWB01000: <ul style="list-style-type: none"> <li>• if the application already has multiple producers , this question will be defaulted to “Y”. PRESS “Enter” to add or delete producers</li> <li>• if no multiple producers exist on this application, ENTER “Y” to the question, “Does this WAMLAP-II Application have multiple Producers?”, to add producers.</li> </ul>	Screen PWB02000 will be displayed. <ul style="list-style-type: none"> <li>• To add producer, enter the last name or ID number for the producer.</li> <li>• To delete an existing producer, ENTER “Y” to the question, “Delete producer?”.</li> <li>• To keep an existing producer on the application, ENTER “N” to the question, “Delete producer?”. If there are other producers, answer “Y” to the question, “Are there additional producers?”. The next producer will be displayed.</li> </ul> After adding and/or deleting producers, Screen PWB02500 will be displayed.

Continued on the next page

**Notice PS-404**

**4 Changing WAMLAP-II Payment Shares (Continued)**

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**A  
Changing  
WAMLAP-II  
Shares  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
5	On Screen PWB02500, as applicable: <ul style="list-style-type: none"> <li>• enter revised percentage for existing producers</li> <li>• enter applicable percentages for new producers</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB51000 will be displayed and will show the application’s: <ul style="list-style-type: none"> <li>• <b>calendar year</b> of production</li> <li>• production in whole pounds.</li> </ul>
6	On Screen PWB51000, PRESS “Enter”.	Screen PWB51005 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 “lbs.”</li> <li>• payment rate</li> <li>• payment amount</li> </ul> </li> <li>• display the statement, “Press “Enter” to modify this WAMLAP-II application.”</li> </ul>
7	On Screen PWB51005, PRESS “Enter” .	Screen PWB07500 will be displayed with the statement, “WAMLAP-II 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>

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**Notice PS-404**

**4 Changing WAMLAP-II Payment Shares (Continued)**

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**A  
Changing  
WAMLAP-II  
Shares  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
8	On Screen PWB07500, PRESS "Enter" to continue.	<ul style="list-style-type: none"> <li>• WAMLAP-II Payment Statement will be printed.</li> <li>• Screen PWB99910 will be displayed and will allow for reprinting payment statements.</li> </ul>
9	On Screen PWB99910: <ul style="list-style-type: none"> <li>• if payment statements print successfully, ENTER "N"</li> <li>• PRESS "Enter".</li> </ul>	Screen ANK55000 will display a message to alert the user that the changes made result in receivables and/or additional disbursements.  The following message will also be displayed:  <b>"Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."</b>
10	On Screen ANK55000, PRESS "Enter" to continue.	Accounting process will continue to: <ul style="list-style-type: none"> <li>• create receivables for overpayments</li> <li>• issue additional disbursements for underpayments.</li> </ul>

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**Notice PS-404**

**5 Decreasing WAMLAP-II Payment Production and Creating Receivable**

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**A**

**Decreasing WAMLAP-II Production**

To **decrease** WAMLAP-II production for payments that have been issued, ENTER “5”, “Recording WAMLAP-II-III Overpayments/Underpayments”, and PRESS “Enter” on Menu PWB000. Screen PWB03500 will be displayed.

Follow this table to decrease WAMLAP-II production and **create receivable**.

Step	Action	Result
1	On Screen PWB03500: <ul style="list-style-type: none"> <li>• enter the “WAMLAP-II Number” of the application for which the production is to be decreased</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB04000 will be displayed.
2	On Screen PWB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB03010 will be displayed.
3	On Screen PWB03010: <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 PWB01000 will be displayed and will show the payment year</li> <li>• “N”, Screen PWB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PWB01000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this WAMLAP-II Application have multiple Producers?”.</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “N”, Screen PWB51000 will be displayed</li> <li>• “Y”, Screen PWB02000 will be displayed for the first multiple producer. ENTER “N” to the questions, “Delete producer?” and “Are there additional producers?”.</li> </ul> Screen PWB02500 will display producer’s shares.
5	On Screen PWB02500, PRESS “Enter”.	Screen PWB51000 will be displayed and will show the application’s: <ul style="list-style-type: none"> <li>• calendar year of production</li> <li>• production in whole pounds.</li> </ul>

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Notice PS-404

**5 Decreasing WAMLAP-II Payment Production and Creating Receivable (Continued)**

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**A  
Decreasing  
WAMLAP-II  
Production  
(Continued)**

Step	Action	Result
9	<p>On Screen PWB51000:</p> <ul style="list-style-type: none"> <li>• enter the <b>revised total</b> production quantity in whole pounds</li> <li>• PRESS “Enter”.</li> </ul>	<p>PWB51005 will be displayed and will:</p> <ul style="list-style-type: none"> <li>• show the <b>revised total</b> production’s payment summary, including:                             <ul style="list-style-type: none"> <li>• Modified Allowable Production</li> <li>• Payment Rate</li> <li>• <b>Recalculated</b> Payment Amount.</li> </ul> </li> </ul>
10	<p>On Screen PWB51005, PRESS “Enter”.</p>	<p>Screen PWB07500 will be displayed with the statement, “WAMLAP-II procedure to print forms and reports has started”, and will allow the user to enter:</p> <ul style="list-style-type: none"> <li>• printer ID to be used</li> <li>• number of copies to print.</li> </ul>
11	<p>On Screen PWB07500, PRESS “Enter” to continue.</p>	<ul style="list-style-type: none"> <li>• WAMLAP-II Payment Statement will be printed.</li> <li>• Screen PWB99910 will be displayed and will allow for reprinting payment statements.</li> </ul>
12	<p>On Screen PWB99910:</p> <ul style="list-style-type: none"> <li>• if payment statements print successfully, ENTER “N”</li> <li>• PRESS “Enter”.</li> </ul>	<p>Screen ANK55010 will be displayed with the following messages:</p> <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>
13	<p>On Screen ANK55010, PRESS “Enter”.</p>	<p>Accounting process will continue to create receivables for overpayment.</p>

**Notice PS-404**

**6 Increasing WAMLAP-II Payment Production and Disbursing Additional Funds**

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**A**

**Increasing WAMLAP-II Production**

To **increase** WAMLAP-II production for payments that have been issued, ENTER “5”, “Recording WAMLAP-II Overpayments/Underpayments”, and PRESS “Enter” on Menu PWB000. Screen PWB03500 will be displayed.

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

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Screen PWB03500: <ul style="list-style-type: none"> <li>• enter the “WAMLAP-II Number” of the application for which the production is to be increased</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB04000 will be displayed.
2	On Screen PWB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB03010 will be displayed.
3	On Screen PWB03010: <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 PWB01000 will be displayed and will show the payment year</li> <li>• “N”, Screen PWB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PWB01000: <ul style="list-style-type: none"> <li>• ENTER, as applicable, “Y” or “N” to the question, “Does this WAMLAP-II Application have multiple Producers?”.</li> <li>• PRESS “Enter”.</li> </ul>	If the answer is: <ul style="list-style-type: none"> <li>• “N”, Screen PWB51000 will be displayed</li> <li>• “Y”, Screen PWB02000 will be displayed for the first multiple producer. ENTER “N” to the questions, “Delete producer?” and “Are there additional producers?”.</li> </ul> Screen PWB02500 will display producer’s shares.
5	On Screen PWB02500, PRESS “Enter”.	Screen PWB51000 will be displayed and will show the application’s: <ul style="list-style-type: none"> <li>• <b>calendar year</b> of production</li> <li>• production in whole pounds.</li> </ul>

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Notice PS-404

**6 Increasing WAMLAP-II Payment Production and Disbursing Additional Funds (Continued)**

**A  
Increasing  
WAMLAP-II  
Production  
(Continued)**

Step	Action	Result
6	On Screen PWB51000: <ul style="list-style-type: none"> <li>• enter the <b>revised total</b> production quantity in whole pounds</li> <li>• PRESS “Enter”.</li> </ul>	PWB51005 will be displayed and will show the <b>revised total</b> production’s payment summary, including: <ul style="list-style-type: none"> <li>• Modified Allowable Production</li> <li>• Payment Rate</li> <li>• <b>Recalculated</b> Payment Amount.</li> </ul>
7	On Screen PWB51005, PRESS “Enter”.	Screen PWB59000 will be displayed with the following message:  “This correction to the WAMLAP-II Application resulted in additional funds to the Producer(s). <i><b>This action requires approval from WDC in order to complete this process. Call 202-720-7901 and ask for George Stickels or Stacy Carroll for password issuance.</b></i> ”
8	On Screen PWB59000: <ul style="list-style-type: none"> <li>• enter the approved password</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB07500 will be displayed with the statement, “WAMLAP-II 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 PWB07500, PRESS “Enter” to continue.	<ul style="list-style-type: none"> <li>• WAMLAP-II Payment Statement will be printed.</li> <li>• Screen PWB99910 will be displayed and will allow for reprinting payment statements.</li> </ul>

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Notice PS-404

**6 Increasing WAMLAP-II Payment Production and Disbursing Additional Funds (Continued)**

**A  
Increasing  
WAMLAP-II  
Production  
(Continued)**

<b>Step</b>	<b>Action</b>	<b>Result</b>
12	On Screen PWB99910: <ul style="list-style-type: none"><li>• if payment statements printed 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 processing according to accounting flag settings."</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".	Accounting - Check writing procedure will begin to issue additional disbursements.  <b>Note:</b> See 1-FI for Accounting - Check writing procedure.

**Notice PS-404**

**7 Issuing Canceled/Failed WAMLAP-II Payments**

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**A**

**Issuing Canceled or Failed Payments**

After WAMLAP-II payments have been issued, County Offices can:

- reissue payments that were canceled
- process payments that were not issued during the batch process because of problems such as eligibility.

To issue canceled or failed WAMLAP-II payments, on Menu PWB000, ENTER “8”, “Issue Canceled/Failed WAMLAP-II Payments”. Screen PWB03500 will be displayed.

Follow this table to **issue canceled or failed payments..**

<b>Step</b>	<b>Action</b>	<b>Result</b>
1	On Screen PWB03500: <ul style="list-style-type: none"> <li>• enter the “WAMLAP-II Number” of the application</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB04000 will be displayed.
2	On Screen PWB04000: <ul style="list-style-type: none"> <li>• select the desired producer “Seq Num”</li> <li>• PRESS “Enter”.</li> </ul>	Screen PWB03010 will be displayed.
3	On Screen PWB03010: <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 PWB07500 will be displayed with the statement, “WAMLAP-II 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> </li> <li>• “N”, Screen PWB03500 will be redisplayed; go back to step 1.</li> </ul>
4	On Screen PWB07500, PRESS “Enter” to continue.	WAMLAP-II Payment Statement will be printed.  Screen PWB99910 will be displayed and will allow for reprinting payment statements.
5	On Screen PWB99910: <ul style="list-style-type: none"> <li>• if payment statements printed successfully, ENTER “N”</li> <li>• PRESS “Enter”.</li> </ul>	Accounting - Check writing procedure will begin to issue disbursements.  <b>Note:</b> See 1-FI for Accounting - Check writing procedure.