

For: State and County Offices

**Processing and Issuing Potato Diversion Program (PDP) Batch Payments
Using APSS Software in County Release No. 466**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

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Background

County Release No. 463 provided software and Notice PS-406 provided instructions for recording PDP applications in APSS.

County Release No. **466** provides updated APSS software for processing batch payments to PDP applicants.

Warnings: **APSS will not allow PDP batch payments to be processed and issued until the weight factor table has been downloaded to County Offices.** An Information Bulletin announcing the download of the weight factor table will be issued when it is available.

After the weight factor table has been downloaded and installed, but **before** running the PDP batch payment process, review important information in:

- subparagraph 2 A concerning assignments
- paragraph 5 concerning refused payments
- subparagraphs 6 A, B, C, and E concerning pre-payment summary reports.

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<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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1 Overview (Continued)

B

Purpose

This notice provides APSS instructions for:

- processing payments to PDP applicants in a batch process using a predetermined PDP payment rate and the applicable weight factor
 - canceling PDP payments
 - processing PDP corrections
 - printing stored PDP payment statements during the batch process
 - issuing canceled/failed PDP payments
 - flagging refused PDP payments for applications that were recorded in APSS with multiple producers before batch payments are provided.
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2 Basic PDP Information

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Basic Facts

Basic PDP program information is as follows:

- PDP payment processing is authorized to begin when County Offices receive the "factored" weight table by download
- **payment calculations** shall be based on a "factored" cwt production limit **ONLY** if total quantity uploaded exceeds total funds available
- payments are subject to assignment

Note: County Offices shall establish an assignment record by entering program code "00PDP" in the "Other" program field on Screen AZK10020.

- payments are subject to setoff.
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B

Program Codes

The **Automated** program code for:

- charitable institutions is "**00PDP**"
 - livestock feed is "**00PDP**"
 - ethanol production is "**00PDP**"
 - nonmarketable and disposed of is "**00PDP**".
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3 PDP Payment Rate Table

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PDP Payments

The PDP batch payment process will:

- use system-stored PDP application production data to calculate the PDP batch payment amount
 - issue the PDP payment using an announced quantity factored multiplied by a payment rate of \$1.00 .
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4 Getting Started with PDP Processing

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Accessing PDP Processing Menu County Offices shall access PDP Processing Menu PYA000 according to the following table.

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 "8", "Perform Potato Diversion Program (PDP) Processing Functions"• PRESS "Enter".	PDP Processing Menu PYA000 will be displayed.

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4 Getting Started with PDP Processing (Continued)

A Accessing PDP Processing Menu (Continued)

The following is an example of PDP Menu PYA000.

COMMAND	PYA000	C5
POTATO DIVERSION PROGRAM - PROCESSING MENU		

*1. Entering and Storing PDP Application Data		
*2. Delete a PDP Application Before Upload		
3. Issuing PDP Payments		
4. Canceling PDP Payables		
5. Processing PDP Corrections		
6. Print Stored PDP Application Summary		
7. Print Stored PDP Payment Statement Data		
8. Issue Canceled/Failed PDP Payments		
9. Flag Refused PDP 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. 466 activates the following options:

- "3" to issue PDP batch Payments according to paragraph 6
 - "4" to cancel PDP Payables, according to paragraph 7
 - "5" to processing PDP Corrections according to paragraph 9
 - "7" to print Stored PDP Payment Statement Data according to paragraph 8
 - "8" to issue canceled/failed PDP Payments according to paragraph 10
 - "9" to flag refused PDP Payments according to paragraph 5.
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5 Flagging Individuals for Refused Payment for the PDP Batch Payment Process

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Flagging Refused Payments

For PDP applications that were recorded in APSS with **multiple** producers, if any producer does not want to receive payment, **refused** payments **must** be flagged according to this paragraph **before** the PDP batch payment process is initiated according to paragraph 6.

PDP applications can be flagged for **refused** payment for 1 or more multiple producer(s). To flag a refused payment, on PDP Menu PYA000:

- ENTER "9", "Flag Refused PDP Payments"
- PRESS "Enter".

The following sequence will occur:

- self-explanatory Screens PYA03500, PYA04000, and PYA03010 will be displayed, in that order, and allow the user to identify the PDP application number and the contract producer for which a **refused** payment is to be flagged
- Screen PYA90000 will be displayed listing all multiple producers on the selected application allowing the user to ENTER "Y" or "N" after name of producers.

After entries are completed on Screen PYA90000, PRESS "Enter":

- payments flagged "Y" will not be processed
 - PDP Processing Menu PYA000 will be redisplayed.
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6 Processing PDP Batch Payments

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Initiating Batch Payment Processing

To initiate the PDP batch payment process, on PDP Menu PYA000:

- ENTER "3", "Issuing PDP Payments"
- PRESS "Enter"
- Screen PYA30000 will be displayed.

Note: After the user PRESSES "Enter", system processing could take several minutes before advancing.

Screen PYA32000 will be displayed and allow for processing these PDP functions:

- printing pre-payment summary reports that County Offices are advised to run
- issuing payments in batches.

The following is an example of Screen PYA32000 that will be displayed in the PDP batch payment process.

```
PDP PAYMENTS      077-MARTINDALE      PYA32000
POTATO DIVERSION PAYMENT PROGRAM      Version: AA02      07-16-01 11:05 Term Y4
-----
Potato Diversion Program Payment Process for Payment Year 2001

Do you wish to print the PDP Pre-Payment Summary Report? (Y or N) ..
Do you wish to issue PDP Payments as a batch process? (Y or N) 99999 ..
Do you wish to issue PDP Payments with Setoff? (Y or N)          99999 ..
Do you wish to issue PDP Payments with Assignments? (Y or N) 99999 ..

Caution: To flag refused payments return to Menu PYA000 and take Option 9

Press "Enter" To Continue  Cmd7=End Of Job
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6 Processing PDP Batch Payments (Continued)

B

**Entries on
Screen
PYA32000**

Process PDP batch payments according to the following table.

IF the question is...	THEN...
<p>"Do you wish to print PDP Pre-Payment Summary Report?"</p> <p>Note: County Offices are strongly encouraged to run this process.</p>	<p>Enter:</p> <ul style="list-style-type: none"> • "Y" to print the Pre-Payment Summary Report • "N" not to print the Pre-Payment Summary Report.
<p>"Do you wish to issue PDP Payments as a batch process?"</p>	<p>Enter:</p> <ul style="list-style-type: none"> • "Y" to process: <ul style="list-style-type: none"> • 1 payment to applicable operation (entity) ID # • 1 payment to each "multiple producer" ID # • 1 PDP Payment Statement for each payment • "N" not to issue PDP payments.
<p>"Do you wish to issue PDP Payments with Setoff?"</p>	<p>Enter:</p> <ul style="list-style-type: none"> • "Y" to process: <ul style="list-style-type: none"> • 1 payment to applicable operation (entity) ID # • 1 payment to each "multiple producer" ID # • 1 PDP Payment Statement for each payment • "N" not to issue PDP payments.
<p>"Do you wish to issue PDP Payments with Assignments?"</p>	<p>Enter:</p> <ul style="list-style-type: none"> • "Y" to process: <ul style="list-style-type: none"> • 1 payment to applicable operation (entity) ID # • 1 payment to each "multiple producer" ID # • 1 PDP Payment Statement for each payment • "N" not to issue PDP payments.

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6 Processing PDP Batch Payments (Continued)

C

**PDP Batch
Payment
Sequence**

Based on the selections made according to subparagraph A, PDP:

- Pre-Payment Summary Report shall:
 - allow users to **review calculations before** batch payments are issued
 - list all payments on 1 document
 - batch payments and Payment Statements shall be processed automatically:
 - according to 2-FI
 - except when producers are flagged for refused payments.
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D

**Formula for PDP
Batch Payments**

For all PDP payment recipients, the batch payment process:

- uses the rate in subparagraph 3 A to calculate PDP payment
 - allocates the result to the payment shares, as applicable.
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E

**Processing
Pre-Payment
Summary
Reports**

Print a PDP Pre-Payment Summary Report according to the following table.

Step	Action	Result
1	On Screen PYA32000: <ul style="list-style-type: none">• ENTER “Y” to the question, “Do you wish to print PDP Pre-Payment Summary Report?”• PRESS “Enter”.	Screen PYA07500 will be displayed with the defaulted printer and number of copies.
2	On Screen PYA07500: <ul style="list-style-type: none">• change defaults, if desired• PRESS “Enter”.	The Pre-Payment Summary Report will print. Menu PYA000 will be displayed.

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6 Processing PDP Batch Payments (Continued)

F PDP Batch Payment Statements

When users elect to issue PDP batch payments according to subparagraph A, the following sequence will occur:

- informational Screen PYE00005 will be displayed with the following message, “POTATO DIVERSION PAYMENT”
- Screen PYA07500 will be displayed and allow the user to enter:
 - printer ID to be used to print PDP Payment Statements
 - number of copies of each Payment Statement to print.

After entries have been completed on Screen PYA07500, PRESS “Enter”. Screen PYE99910 will be displayed as shown in the following example.

077-MARTINDALE	PYA99910
PDP Application Statement	Version: AA02 07-16-01 12:21 Term Y4
PY2000 PDP # MULTI	
POTATO DIVERSION PROGRAM (PDP)	
PDP PAYMENT STATEMENT should now be printing on P.1.	
Do you want to reprint this form? (Y or N) . .	
Press “Enter” To Continue	

The PDP batch payment process, as applicable, will:

- issue 1 payment to the applicable operation ID number
- issue 1 payment to each “multiple producer” ID number
- print 1 PDP Payment Statement for each **application**.

When the batch payment process is completed, Menu PYA000 will be redisplayed.

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7 Canceling PDP Payables

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Canceling PDP Payables

To cancel PDP producer payables **that have been issued** for a PDP application, on Menu PYA000:

- ENTER “4”, “Canceling PDP Payables”
- PRESS “Enter” and Screen PYA03500 will be displayed.

Cancel payables according to the following table.

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application to be canceled • PRESS “Enter”. 	Screen PYA04000 will be displayed.
2	On Screen PYA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PYA03010 will be displayed.
3	On Screen PYA03010: <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 PYA40000 will be displayed showing the original application’s: <ul style="list-style-type: none"> • payment year • payment date • payment amount. <p style="text-align: center;">Note: The message, “This process will cancel ALL payments (CCC-184 and EFT) issued to ALL producers on this PDP application.” will be displayed.</p> <ul style="list-style-type: none"> • “N”, Screen PYA03500 will be redisplayed. Go back to step 1.
4	On Screen PYA40000: <ul style="list-style-type: none"> • ENTER, as applicable, “Y” or “N” to the question, “Do you wish to cancel this PDP Application’s Payments?” • PRESS “Enter”. 	If “Y” is entered, processing will continue as determined by Accounting according to the status and method of payment. After Accounting completes processing, Menu PYA000 will be displayed. If “N” is entered, Menu PYA000 will be displayed.

8 Printing Stored PDP Payment Statements

A

Stored Payment Statements

Any time **after** PDP payments have been issued, County Offices can print stored PDP Payment Statements for:

- all applications
- for a single application
- for a range of applications.

To print stored PDP Payment Statements, on Menu PYA000:

- ENTER “7”, “Print Stored PDP Payment Statement Data”
- PRESS “Enter”, and Screen PYA09000 will be displayed.

On Screen PYA09000:

- enter application number(s) to be printed
- PRESS “Enter”, and Screen PYA07500 will be displayed.

On Screen PYA07500:

- enter the printer ID to be used
 - enter the number of copies requested
 - PRESS “Enter”, and Screen PCE99910 will be displayed allowing the user an opportunity to reprint the forms.
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9 Recording PDP Corrections

A

**Processing
Routine
Corrections**

After PDP payments have been issued, County Offices can:

- change a quantity of allowable PDP production
- change a producer(s) shares
- add or delete producer(s)
- change the commodity.

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

County Offices shall correct PDP:

- producer **shares** according to subparagraph 9 A
- **production**, which when:
 - **decreased** creates receivable, according to subparagraph 9 C
 - **increased** results in additional disbursement, according to subparagraph 9 D.

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9 Recording PDP Corrections (Continued)

B

Changing PDP Shares

To change PDP shares for payments that have been issued **and not canceled**, ENTER “5”, “Recording PDP Overpayments/Underpayments”, and PRESS “Enter” on Menu PYA000. Screen PYA03500 will be displayed.

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

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application for which the shares are to be changed • PRESS “Enter”. 	Screen PYA04000 will be displayed.
2	On Screen PYA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PYA03010 will be displayed.
3	On Screen PYA03010: <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 PYA01000 will be displayed and will show the payment year • “N”, Screen PYA03500 will be redisplayed; go back to step 1.
4	On Screen PYA01000: <ul style="list-style-type: none"> • if the application already has multiple producers, this question will be defaulted to “Y”. PRESS “Enter” to add or delete producers • if no multiple producers exist on this application, ENTER “Y” to the question, “Does this PDP Application have multiple Producers?”, to add producers. 	Screen PYA02000 will be displayed. <ul style="list-style-type: none"> • To add producer, enter the last name or ID number for the producer. • To delete an existing producer, ENTER “Y” to the question, “Delete producer?”. • 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. After adding and/or deleting producers, Screen PYA02500 will be displayed.

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9 Recording PDP Corrections (Continued)

B
Changing PDP
Shares
(Continued)

Step	Action	Result
5	On Screen PYA02500, as applicable: <ul style="list-style-type: none"> • enter revised percentage for existing producers • enter applicable percentages for new producers • PRESS “Enter”. 	Screen PYA51000 will be displayed and will show the application’s: <ul style="list-style-type: none"> • calendar year of production • production in whole pounds.
6	On Screen PYA51000, PRESS “Enter”.	Screen PYA51005 will be displayed and will: <ul style="list-style-type: none"> • show the original application’s payment summary, including: <ul style="list-style-type: none"> • recorded production in “cwt.” • factored production “cwt” • payment rate • payment amount • display the statement, “Press “Enter” to modify this PDP application.”
7	On Screen PYA51005, PRESS “Enter” .	Screen PYA07500 will be displayed with the statement, “PDP procedure to print forms and reports has started”, and will allow the user to enter: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print.

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9 Recording PDP Corrections (Continued)

B
Changing PDP
Shares
(Continued)

Step	Action	Result
8	On Screen PYA07500, PRESS "Enter" to continue.	<ul style="list-style-type: none"> • PDP Payment Statement will be printed. • Screen PYA99910 will be displayed and will allow for reprinting payment statements.
9	On Screen PYA99910: <ul style="list-style-type: none"> • if payment statements print successfully, ENTER "N" • PRESS "Enter". 	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: "Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
10	On Screen ANK55000, PRESS "Enter" to continue.	Accounting process will continue to: <ul style="list-style-type: none"> • create receivables for overpayments • issue additional disbursements for underpayments.

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9 Recording PDP Corrections (Continued)

C

Decreasing PDP Production

To **decrease** PDP production for payments that have been issued, ENTER “5”, “Recording PDP Overpayments/Underpayments”, and PRESS “Enter” on Menu PYA000. Screen PYA03500 will be displayed.

Follow this table to decrease PDP production and **create receivable**.

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application for which the production is to be decreased • PRESS “Enter”. 	Screen PYA04000 will be displayed.
2	On Screen PYA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PYA03010 will be displayed.
3	On Screen PYA03010: <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 PYA01000 will be displayed and will show the payment year • “N”, Screen PYA03500 will be redisplayed; go back to step 1.
4	On Screen PYA01000: <ul style="list-style-type: none"> • ENTER, as applicable, “Y” or “N” to the question, “Does this PDP Application have multiple Producers?”. • PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> • “N”, Screen PYA51000 will be displayed • “Y”, Screen PYA02000 will be displayed for the first multiple producer. ENTER “N” to the questions, “Delete producer?” and “Are there additional producers?”. <p>Screen PYA02500 will display producer’s shares.</p>
5	On Screen PYA02500, PRESS “Enter”.	Screen PYA51000 will be displayed and will show the application’s: <ul style="list-style-type: none"> • type of diversion • recorded production in whole cwt.

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9 Recording PDP Corrections (Continued)

C
Decreasing PDP
Production
(Continued)

Step	Action	Result
6	<p>On Screen PYA51000:</p> <ul style="list-style-type: none"> enter the revised total production quantity in whole cwt PRESS "Enter". 	<p>PYA51005 will be displayed and will:</p> <ul style="list-style-type: none"> show the revised total production's payment summary, including: <ul style="list-style-type: none"> Year Recorded Production Factored Production Payment Rate Recalculated Payment Amount.
7	<p>On Screen PYA51005, PRESS "Enter".</p>	<p>Screen PYA07500 will be displayed with the statement, "PDP procedure to print forms and reports has started", and will allow the user to enter:</p> <ul style="list-style-type: none"> printer ID to be used number of copies to print.
8	<p>On Screen PYA07500, PRESS "Enter" to continue.</p>	<ul style="list-style-type: none"> PDP Payment Statement will be printed. Screen PYA99910 will be displayed and will allow for reprinting payment statements.
9	<p>On Screen PYA99910:</p> <ul style="list-style-type: none"> if payment statements print successfully, ENTER "N" PRESS "Enter". 	<p>Screen ANK55010 will be displayed with the following messages:</p> <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. Press ENTER to begin the Common Receivable System processing." "Do not cancel this job. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed".
10	<p>On Screen ANK55010, PRESS "Enter".</p>	<p>Accounting process will continue to create receivables for overpayment.</p>

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9 Recording PDP Corrections

D

Increasing PDP Production

To **increase** PDP production for payments that have been issued, ENTER “5”, “Recording PDP Overpayments/Underpayments”, and PRESS “Enter” on Menu PYA000. Screen PYA03500 will be displayed.

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

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application for which the production is to be increased • PRESS “Enter”. 	Screen PYA04000 will be displayed.
2	On Screen PYA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PYA03010 will be displayed.
3	On Screen PYA03010: <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 PYA01000 will be displayed and will show the payment year • “N”, Screen PYA03500 will be redisplayed; go back to step 1.
4	On Screen PYA01000: <ul style="list-style-type: none"> • ENTER, as applicable, “Y” or “N” to the question, “Does this PDP Application have multiple Producers?”. • PRESS “Enter”. 	If the answer is: <ul style="list-style-type: none"> • “N”, Screen PYA51000 will be displayed • “Y”, Screen PYA02000 will be displayed for the first multiple producer. ENTER “N” to the questions, “Delete producer?” and “Are there additional producers?”. Screen PYA02500 will display producer’s shares.
5	On Screen PYA02500, PRESS “Enter”.	Screen PYA51000 will be displayed and will show the application’s: <ul style="list-style-type: none"> • type of diversion • recorded production in whole cwt.

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9 Recording PDP Corrections (Continued)

D
Increasing PDP
Production
(Continued)

Step	Action	Result
6	On Screen PYA51000: <ul style="list-style-type: none"> • enter the revised total production quantity in whole cwt • PRESS “Enter”. 	PYA51005 will be displayed and will show the revised total production’s payment summary, including: <ul style="list-style-type: none"> • Year • Recorded Production • Factored Production • Payment Rate • Recalculated Payment Amount.
7	On Screen PYA51005, PRESS “Enter”.	Screen PYA59000 will be displayed with the following message: “This correction to the PDP Application resulted in additional funds to the Producer(s). <i>This action requires approval from WDC in order to complete this process. Call 202-720-7901 and ask for George Stickels or Asime Atuboyedia for password issuance.</i> ”
8	On Screen PYA59000: <ul style="list-style-type: none"> • enter the approved password • PRESS “Enter”. 	Screen PYA07500 will be displayed with the statement, “PDP procedure to print forms and reports has started”, and will allow the user to enter: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print.
9	On Screen PYA07500, PRESS “Enter” to continue.	<ul style="list-style-type: none"> • PDP Payment Statement will be printed. • Screen PCE99910 will be displayed and will allow for reprinting payment statements.

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9 Recording PDP Corrections (Continued)

D
Increasing PDP
Production
(Continued)

Step	Action	Result
10	On Screen PCE99910: <ul style="list-style-type: none">• if payment statements printed 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 processing according to accounting flag settings."• "DO NOT CANCEL THIS JOB. Complete processing and contact your State Specialist or National Help Desk if additional assistance is needed."
11	On Screen ANK55020, PRESS "Enter".	Accounting - Check writing procedure will begin to issue additional disbursements. Note: See 1-FI for Accounting - Check writing procedure.

Notice PS-412

10 Issuing Canceled/Failed PDP Payments

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Issuing Canceled or Failed Payments

After PDP 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 PDP payments, on Menu PYA000, ENTER “8”, “Issue Canceled/Failed PDP Payments”. Screen PYA03500 will be displayed.

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

Step	Action	Result
1	On Screen PYA03500: <ul style="list-style-type: none"> • enter the “PDP Number” of the application • PRESS “Enter”. 	Screen PYA04000 will be displayed.
2	On Screen PYA04000: <ul style="list-style-type: none"> • select the desired producer “Seq Num” • PRESS “Enter”. 	Screen PYA03010 will be displayed.
3	On Screen PYA03010: <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 PYA07500 will be displayed with the statement, “PDP procedure to print forms and reports has started”, and will allow the user to enter: <ul style="list-style-type: none"> • printer ID to be used • number of copies to print. • “N”, Screen PYA03500 will be redisplayed; go back to step 1.
4	On Screen PYA07500, PRESS “Enter” to continue.	PDP Payment Statement will be printed. Screen PCE99910 will be displayed and will allow for reprinting payment statements.
5	On Screen PCE99910: <ul style="list-style-type: none"> • if payment statements printed successfully, ENTER “N” • PRESS “Enter”. 	Accounting - Check writing procedure will begin to issue disbursements. Note: See 1-FI for Accounting - Check writing procedure.