UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

**Software for Recording and Storing 2000 Apple Market Loss Assistance
Program (AMLAP-II) Payment Application Data Using Software
Contained in County Release No. 484**

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A
Background

The Agricultural, Rural Development, Food and Drug Administration, and Related
Agencies Appropriations Act for Fiscal Year:

- 2001 provided for the 1st Apple Market Loss Assistance
  Program (AMLAP-I)

- 2002 provides for AMLAP-II that authorizes $75 million of Commodity Credit
  Corporation (CCC) funds to be paid to apple producers to provide relief for
  the loss of markets for 2000 crops.

Important: All recipients of AMLAP-I must "sign-up" again and **be re-entered
into the automated price support system (APSS) again** as
AMLAP-II applicants.

APSS **will not** allow AMLAP-II batch payments to be processed
and issued until the payment rate table has been downloaded to
County Offices, however, batch payments are **not** authorized until a
future LD notice authorizing AMLAP2 payments is issued. A
future information bulletin will announce the download of the
payment rate table when it is available.

Disposal Date	Distribution
April 1, 2003	State Offices; States Offices relay to County Offices

1 Overview (Continued)

B
Purpose

This notice provides APSS instructions for AMLAP-II for:

- recording, modifying, and deleting applications before upload to KC-ITSDO
- printing application summary reports at the County Office level.

C
Release Schedule

AMLAP-II application recording software detailed herein was provided to State and County Offices in County Release No. **484** which was mailed April 29, 2002.

2 AMLAP-II Basic Information

A
Electronic
AMLAP-II
Application
Form

CCC-891 is available electronically at **http://www.fsa.usda.gov/dafp/psd**.

Note: Select "Forms" to access CCC-891.

2   AMLAP-II Basic Information (Continued)

B
Basic AMLAP-II
Facts

For AMLAP-II:

- the program year is "02"

- the total funds available for program payments after adjustment for reserve is $74,887,500

- application data shall be recorded in APSS by COF's, then uploaded to the KC-ITSDO-based mainframe for calculating a "factored" payment rate

- allows for entry of crop year 2000 production

- production shall be recorded in whole pounds and system-limited to 5,000,000 pounds per apple operation

- payment calculations will be based on production, as limited to the 1st 5,000,000 pounds, for the reported year

- the per pound payment rate will be determined by dividing the total available funds of $74,887,500 by the total eligible production, as limited, that was "entered" nationwide in APSS during sign-up recordings

- installing County Release No. 484 will not inhibit any AMLAP-I processing capabilities

- after the "factored" payment rate is provided to COF's by download, payments can be processed either as CCC-184 or electronic funds transfer (EFT) according to 1-FI

C
Program Codes

AMLAP-II automated program code for disbursements, overpayments, and collections is "00AMLAP".

2   AMLAP-II Basic Information (Continued)

D
Automated
Process

AMLAP-II "application" data:

- shall be entered, modified, or deleted in APSS by COF's, according to subparagraph 5 A and 6 A, and shall be "system-stored" at the COF level during the sign-up period

- will be uploaded to the KC-mainframe by a "trigger mechanism" that will be broadcast to COF's as determined by the Price Support Division (PSD) and KC-PSCAD-CLB

- **cannot** be entered, modified, or deleted **after** data has been uploaded to KC, except as provided below.

Important: After nationwide AMLAP-II data has been uploaded by COF's to KC, but before determining the national factor, an unannounced **4-week** period shall be allowed for KC to process:

- failed transmissions will be corrected
- KC-performed file "corrections"
- late COF data entries or deletions as authorized by PSD.

3   Getting Started

A
Accessing
AMLAP-II

County Offices shall access AMLAP-II according to the following.

On Price Support Main Menu PCA005:

• ENTER "10", "Perform Special Price Support Functions"
• PRESS "Enter".

Menu PCA000 will be displayed. Go to subparagraph C.

```
COMMAND                               PCA005                               C5
PRICE SUPPORT - MAIN MENU
------------------------------------------------------------------------------------------
  1. Inquire about a Loan/LDP          8. Perform Loan/LDP Servicing Functions
  2. Perform Loan Making Functions     9. Perform Administrative Functions
  3. Perform Transfer Functions       10. Perform Special Price Support Functions
  4. Repay a Loan/Refund LDP Amount   11. Perform System Control Functions
  5. Settle a Loan                    12. Settle a Purchase Agreement
  6. Forfeit a Loan                   13. Perform LDP Processing Functions
  7. Correct a Loan/LDP               14. Settle a Loan In Claims Status

                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
```

3   Getting Started (Continued)

B
Revised Special
Price Support
Functions
Sub-Menu for
AMLAP-II

The following is an example of the revised sub-menu Special Price Support Functions - Processing Menu PDA005, that includes:

- option 1, Perform Apple Market Loss Assistance Payment (AMLAP-I) Functions

- option 2, Perform Apple Market Loss Assistance Payment (AMLAP-II) Functions.

```
COMMAND                                      PDA005                                  C5
SPECIAL PRICE SUPPORT FUNCTIONS -  PROCESSING MENU
-------------------------------------------------------------------------------------------------------------------
   1. Perform Apple Market Loss Assistance Payment (AMLAP-I) Functions
   2. Perform Apple Market Loss Assistance Payment (AMLAP-II) Functions




  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
```

3   Getting Started (Continued)

C
Building
AMLAP-II Files

After software according to County Release No. 484 has been installed, on Special Price Support Functions - Processing Menu PCA000:

- ENTER "7", "**Perform AMLAP Processing Functions**"
- PRESS "Enter".

On Screen PKE00000:

- the following 2 messages will be displayed the **1**st time:

  - "No Apple Market Loss Assistance Program Files found for (County)"
  - "Press 'Enter' to create empty AMLAP-II Files"

- PRESS "Enter".

After empty AMLAP-II files have been created, a revised AMLAP-II Special Price Support Funtions - Processing Menu PDA005 will be displayed as shown in subparagraph B.

3   Getting Started (<u>Continued</u>)

D
Revised
Processing
Menu PDB000
for AMLAP-II

On Special Price Support Functions Processing Menu PDA005:

- ENTER "2", "Perform Apple Market Loss Assistance Payment (AMLAP-II) Functions"

- PRESS "Enter"

The following revised AMLAP-II - Processing Menu PDB000 will be displayed.

```
COMMAND                                      PDB000                              C5
APPLE  MARKET LOSS ASSISTANCE PAYMENT  - PROCESSING MENU
----------------------------------------------------------------------------------------------------------
    1.  Entering and Storing AMLAP-II Application Data
    2.  Delete an AMLAP-II Application Before Upload
  *3.  Issuing AMLAP-II Payments
  *4.  Canceling AMLAP-II Payables
  *5.  Processing AMLAP-II Corrections
    6.  Print stored AMLAP-II Application Summary
  *7.  Print Stored AMLAP-II Payment Statement Data
  *8.  Issue Cancelled/Failed AMLAP-II Payments
  *9.  Flag Refused AMLAP-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. 484 activates option:

- "1" to enter or modify AMLAP-II application data, see   paragraphs 4 and 5

- "2" to delete an AMLAP-II application before upload, see paragraph 6

- "6" to print an the County AMLAP-II Application Summary Report, see paragraph 7.

Future software releases will activate other options on Menu PDB000.

4 Entering and Storing AMLAP-II Program Data

**A
Entering
AMLAP-II
Application Data**

To enter AMLAP-II application data, on Menu PDB000, ENTER "1", "Entering and Storing AMLAP-II Application Data", and PRESS "Enter". Screen PDB03500 will be displayed and allow the user to identify the **contact** producer whose data will be entered.

The following is an example of Screen PDB03500 for entering basic **contact** producer information.

```
          077-MARTINDALE                                          PDB03500
APPLE  MARKET LOSS ASSISTANCE PAYMENT          Version: AC34 05-01-02 14:06 Term   C5
_____


Enter Contact Producer's Last Name    APPLE                    or
 Contact Producer's ID (Numeric)  ..........................    and   (Optional) Type  (S, I, E or T) . .
 Program Year  02                 AMLAP-II Number ................   (N)ew






 Press "Enter" To Continue     Cmd3=Previous Menu   Cmd7=End of Job
```

On Screen PDB03500:

• program year **"02"** will be system displayed and cannot be changed

• in the AMLAP-II number field will default to "New" and can be changed

• AMLAP-II application number will be system-assigned and can be changed to the application number that was previously loaded.

After user completes entries on Screen PDB03500, PRESS "Enter"and Screen PDB03010 will be displayed.

4   Entering and Storing AMLAP-II Application Data (Continued)

B
Contact
Producer
Verification

This following is an example of Screen PDB03010 on which **contact** producer information will be system-displayed for verification.

```
                  077-MARTINDALE                                      PDB03010
    APPLE  MARKET LOSS ASSISTANCE PAYMENT     Version: AC34 05-01-02 14:06 Term   C5

    Contact Producer's Last Name  APPLE                    Producer's ID   222 22 2222  S
    Program Year 02                    AMLAP-II Number     New

    Contact Producer's Name        (First  Middle  Last  Suffix)

                        CID R APPLE

     Producer's Address
                        RR 1 BOX 74
                        ORCHARD, ZZ   38950-9603

     Is this the correct producer? (Y or N) . .


    Cmd2=Return to the ID entry screen     Cmd3=Previous Menu   Cmd7=End of Job
```

After verifying producer information on Screen PDB03010, PRESS "Enter"and Screen PDB01000 will be displayed.

4   Entering and Storing AMLAP-II Application Data (Continued)

C
AMLAP-II
Multiple
Producer Screen
PDB01000

The following is an example of Screen PDB01000 that will system-display the:

• AMLAP-II program year that is "hard-coded" as "02"
• question, "Does this AMLAP-II Application have multiple producers?".

```
SIGN-UP                    077-MARTINDALE                              PDB01000
APPLE  MARKET LOSS ASSISTANCE PAYMENT     Version: AC34 05-01-02 14:06 Term   C5

CID R APPLE                                      PY 02    AMLAP-II  #  New


  Apple Market Loss Assistance Payment for Program Year 2002


  Does this AMLAP-II Application have multiple producers?  (Y or N) . .




  Press "Enter" To Continue      Cmd7=End of Job
```

If the answer is:

• "N", PRESS "Enter"and Screen PDB10000 will be displayed; go to subparagraph F

• "Y", PRESS "Enter"and Screen PDB02000 will be displayed; go to subparagraph D.

4 Entering and Storing AMLAP-II Application Data (Continued)

**D
Recording
Multiple
Producers**

The following is an example of Screen PDB02000 for recording AMLAP-II multiple producers.

```
SIGN-UP               077-MARTINDALE                              PDB02000
APPLE MARKET LOSS ASSISTANCE PAYMENT    Version: AC34 05-01-02 14:06 Term   C5

CID R APPLE                                    PY 02    AMLAP-II  #    1

Enter the Last Name or ID Number for the producer who will share in the
proceeds of this AMLAP-II.


         Last Name  ......................................

         ID Number (Numeric) .....................



 Are there additional producers?  (Y or N) . .

 Press "Enter" To Continue     Cmd3=Previous Screen     Cmd7=End of Job
```

After all multiple producer entries have been recorded on Screen PDB02000, PRESS "Enter"and Screen PDB02500 will be displayed.

4   Entering and Storing AMLAP-II Application Data (Continued)

E
Multiple
Producer Shares
And Flagging
Refused
Payments

The following is an example of Screen PDB02500 for:

- recording multiple producer shares
- flagging producers for refused payment.

```
SIGN-UP                 077-MARTINDALE                              PDB02500
APPLE  MARKET LOSS ASSISTANCE PAYMENT    Version: AC34 05-01-02 14:06 Term   C5

CID R APPLE                                        PY 02    AMLAP-II   #   1

Enter each producer's share in this AMLAP-II as a whole percentage.
   Total AMLAP-II Percent to be allocated: 100


            NAME                    PERCENTAGE (%)          REFUSED PYMT


     JACK MCINTOSH                        45                      N

     CID R APPLE                          55                      N



Press "Enter" To Continue     Cmd3=Previous Screen     Cmd7=End of Job
```

On Screen PDB02500:

- shares must be entered as a whole percentage and tota1 100 percent

- user can "flag" a producer for refused payment by changing the default "N"
  flag under "Refused Pymt" to "Y"; that portion of the payment will not be paid
  to anyone in the future payment process.

After completing the required entries, PRESS "Enter" and Screen PDB10000 will
be displayed.

4   Entering and Storing AMLAP-II Application Data (Continued)

F
Recording
Production

The following is an example of Screen PDB10000 for entering apple production in whole pounds for calendar year 2000.

After entering total production in whole pounds, PRESS "Enter". If the entered pounds exceeds 5,000,000 pounds, the entered pounds to will be system-limited to 5,000,000 pounds, and display the:

• resulting 5,000,000 pounds

• message, "Production has been limited to the maximum allowable quantity of 5,000,000 pounds".

Note: Only the "allowable" production in pounds will be used when computing the national AMLAP-II factored rate.

```
SIGN-UP                    077-MARTINDALE                              PDB10000
APPLE  MARKET LOSS ASSISTANCE PAYMENT   Version: AC34 05-01-02    14:06 Term   C5

CID R APPLE                                          PY 02    AMLAP-II  #  1

Enter Name of Apple Operation from CCC-891:    CID'S APPLE FARM

Enter applicable calendar year and the Apple Production for only that calendar year in whole
pounds:

     Crop Year          Production in Whole Pounds

       2000             25,000,000
                         5,000,000


Press "Enter" To Continue      Cmd3=Previous Screen      Cmd7=End of Job

Production has been limited to the maximum allowable quantity of 5,000,000 pounds.
```

After entries and system-calculations have been completed and displayed on Screen PDB10000, PRESS "Enter"and Screen PDB10005 will be displayed.
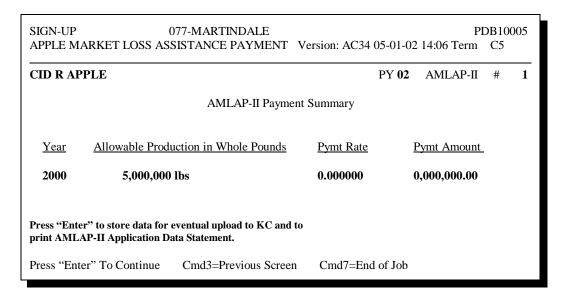
4   Entering and Storing AMLAP-II Application Data (Continued)

**G
AMLAP-II
Payment
Summary Screen
PDB10005**

The following is an example of Screen PDB10005 and will display the following:

• applicable crop year

• allowable production in whole pounds, as limited

• zeros in the payment rate field

• zeros in the payment amount field

• the "hard-coded" statement, "Press 'Enter' to store data for eventual upload to KC and to print AMLAP-II Application Data Statement".

```
SIGN-UP                  077-MARTINDALE                              PDB10005
APPLE MARKET LOSS ASSISTANCE PAYMENT   Version: AC34 05-01-02 14:06 Term   C5

CID R APPLE                                          PY 02    AMLAP-II   #    1

                            AMLAP-II Payment Summary


     Year      Allowable Production in Whole Pounds      Pymt Rate        Pymt Amount

     2000           5,000,000 lbs                        0.000000        0,000,000.00



Press "Enter" to store data for eventual upload to KC and to
print AMLAP-II Application Data Statement.

Press "Enter" To Continue     Cmd3=Previous Screen      Cmd7=End of Job
```

On Screen PDB10005, PRESS "Enter" to:

• store allowable production data later upload to KC-mainframe
• print the AMLAP-II Application/Payment Statement, see subparagraph H.

4 Entering and Storing AMLAP-II Application Data (Continued)

H
Payment
Statement

The following is an example of the AMLAP-II Application/Payment Statement. Continuation sheet(s) will be printed automatically at the selected printer until all producers' information has been printed.

U. S. DEPARTMENT OF AGRICULTURE
Commodity Credit Corporation
AMLAP-II Application/Payment Statement

Name & Address of Contact Producer   Program   St. & Co. Codes

Cid R Apple   **AMLAP-II**   **28-083**
RR 1 BOX 74
ORCHARD, ZZ   33333-3333

This **Apple Market Loss Assistance Payment** information will be uploaded to KC for payment rate calculation according to the information provided on form **CCC-891** filed by the producer(s) shown below.

Name of Apple Operation: **Cid's Apple Farm**

AMLAP-II Number: **00001**

Program Year: **2002**

Transaction Date: **xx/xx/xx**

Payment Amount:

Crop Year	Recorded Production	Allowable Production	Pymt Rate	Pymt Amount
2000	**25,000,000**	**5,000,000**	0.000000	0,000,000.00

Note: Application production has been system-limited to maximum allowable.

PRODUCER	ID NUMBER	SHARE	AMLAP-II AMOUNT
JACK MCINTOSH	222 22 2222	45 %	0.00
CID R APPLE	777 77 7777	55 %	0.00

DATE	NAME & ADDRESS OF COUNTY FSA OFFICE
	Martindale County FSA Office
	Box 66, RD # 1
	Martindale, ZZ 99992-9987

This program or activity will be conducted on a nondiscriminatory basis without regard to race, color, religion, national origin, age, sex, sexual orientation, marital status, or disability.

When the payment process ends, AMLAP-II Processing Menu PDB000 will be redisplayed.

5   Modifying AMLAP-II Application Data Before Upload to KC

A
Modifying
Stored
AMLAP-II Data

To modify an AMLAP-II application that has already been recorded in APSS, access AMLAP-II - Processing Menu PDB000 acording to paragraph 3. On Menu PDB000, PRESS "1", "Entering and Storing AMLAP-II Application Data", and PRESS "Enter". Screen PDB03500 will be displayed.

On Screen PPDB03500

• enter the "AMLAP-II Number" to be modified

• PRESS "Enter" and Screen PDB03010 will be displayed for contact producer verfication.

After verifying the contact producer on Screen PDB03010, PRESS "Enter"and Screen PDB01000 will be displayed. To modify AMLAP-II data, see subparagraphs 4 C through 4 H.

6   Deleting AMLAP-II Application Data Before Upload to KC

A
Deleting
AMLAP-II Data

To **delete** an AMLAP-II application that has already been recorded in APSS:

• access AMLAP-II processing Menu PDB000 according to paragraph 3

• ENTER "2", "Delete an AMLAP-II Application Before Upload", and PRESS "Enter".

Screen PDB03500 will be displayed.

On Screen PDB03500

• enter the "AMLAP-II Number" to be modified

• PRESS "Enter".

Screen PDB03010 will be displayed for contact producer verification. After verifying the contact producer, PRESS "Enter"and Screen PDB20000 will be displayed and allow the user to delete the AMLAP-II application.

6   Deleting AMLAP-II Application Data Before Upload to KC (Continued)

**A
Deleting
AMLAP-II Data
(Continued)**

The following is an example of Screen PDB20000 that will allow users to **delete** an entire stored AMLAP-II application.

```
SIGN-UP                   077-MARTINDALE                              PDB20000
APPLE MARKET LOSS ASSISTANCE PAYMENT   Version: AC34 05-01-02 14:06 Term   C5
─────────────────────────────────────────────────────────────────────────────
CID R APPLE                                          PY 02    AMLAP-II  #  1

                             Delete AMLAP-II Data

   Name of Apple Operation from CCC-891:   CID'S APPLE FARM
   Sign-Up Transaction Date . . . . . . . . . . . . .  05-01-2002


   Year      Recorded Production in Whole Pounds    Pymt Rate    Pymt Amount

   2000      25,000,000                             0.000000     0,000,000.00


 Press "Enter" to DELETE all information associated with this AMLAP-II number.

   Cmd7=End of Job
```

On Screen PDB20000:

- PRESS "Enter" to **delete** an AMLAP-II application:

  - Informational Screen PDB00005 will be displayed for about 5 seconds informing the user that the selected application is being **deleted**

  - Menu PDB000 will be redisplayed and allow for the next transaction

- PRESS "Cmd7" to end the job, Menu PDB000 will be redisplayed and allow for the next transaction.

7   Printing the County AMLAP-II Application Summary Report

**A
County
AMLAP-II
Application
Summary Report**

To **print** an AMLAP-II Application Summary Report before or after application data upload, on Menu PDB000, ENTER "6" and PRESS "Enter".

A screen will be displayed for the user to select the printer and number of copies.

Another screen will be displayed with the message that the report is being printed on the selected printer.

The County AMLAP-II Summary Report for 2001 Payment Year will be printed with:

- **detailed** data, as applicable, for each AMLAP-II number printed under these headings:

  - AMLAP-II number
  - transaction (sign-up) date
  - date of payment
  - producer name (contact 1st, then all others)
  - producer payment share
  - recorded production in whole pounds
  - allowable production in whole pounds
  - payment rate with 7 decimal places
  - total payment amount
  - refused payment

- **totaled** application data for COF in these categories:

  - total recorded production
  - total allowable production
  - number of AMLAP-II's
  - total AMLAP-II payment amount.

After the report is printed, AMLAP-II Processing Menu PDB000 will be redisplayed and allow for the next transaction.

8   Data Upload to KC-Mainframe, Computing the Payment Rate and Downloading the Payment Rate Table to County Offices

**A
AMLAP-II Data
Upload and
Download**

Future PS notices and information bulletins will provide information about, and instructions for the following:

- **uploading** AMLAP-II application data from COF's to the KC-mainframe computer for calculating the "factored" AMLAP-II payment rate according to subparagraph 2 B

- **downloading** an AMLAP-II Payment Rate Table to COF's to facilitate the processing of AMLAP-II batch payments processing according to paragraph 10

- processing batch AMLAP-II payments at the County Office level

- processing AMLAP-II corrections using accounting authorization codes, when applicable, for funds control purposes.