

For: State and County Offices

APSS Instructions for 2002 Sugar Loans

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Before "new" sugar loan software was released to the field, loans were disbursed either manually or using old software.

All sugar loans entered using the "old" software must be canceled and reentered using the new software contained in County Release No. 498 mailed November 8, 2002.

B

Purpose

This notice provides County Offices with instructions for:

- entering manual sugar loans in APSS
- canceling sugar loans made with "old" software
- re-entering cancelled sugar loans
- processing sugar loans in "new" software for:
 - in-process sugar loans
 - warehouse processed sugar loans.

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

Notice PS-444

2 Processing Sugar Loans Disbursed Before Installing County Release No. 498

A

Entering Manual Loans in APSS

To enter 2002 sugar loans that were disbursed manually and **never** entered in APSS follow instructions provided in 12-PS:

- paragraph 372 for in-process sugar loans
 - paragraph 453 for processed sugar loans.
-

B

Updating Loans Entered in “Old” APSS Software

Any 2002 sugar loans which were entered in APSS before receiving “new” software must be **cancelled** according to 12-PS, Part 11 and **re-entered** using the new software.

Re-enter cancelled sugar loans using the original disbursement date.

Re-enter:

- in-process sugar loans as:
 - manual loans (90000 series number)
 - farm-stored certified loans
- processed sugar loans as:
 - manual loans (90000 series number)
 - warehouse-stored loans.

System-generated checks shall be made payable to CCC and applied to receivables created when the original loan was cancelled.

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Notice PS-444

2 Processing Sugar Loans Disbursed Before Installing County Release No. 498 (Continued)

C

**Replacing Single
KC-227's or
KC-227-A's
With Multiple
KC-227's or
KC-227-A's**

Processed 2002 sugar loans **must** be entered as warehouse-stored loans. Processors were not aware that:

- partial receipt redemptions are not permitted on warehouse loans
- multiple KC-227's or KC- 227-A's were needed, if they wished to redeem a portion of a warehouse loan.

For manual sugar loans or sugar loans entered in APSS using the “old” software, processors may have only provided one KC-227 or KC-227-A as a receipt.

County Offices shall contact processors to determine whether they wish to replace the original KC-227 or KC-227-A with multiple KC-227's or KC- 227-A's to allow for partial redemption of quantities under loan.

Substituting multiple KC-227's or KC- 227-A's for a single KC-227 or KC-227-A shall **only** be applicable to these initial loans. Processors are now aware of the requirement that no partial KC-227 or KC-227-A may be redeemed. In the future, processors shall provide KC-227's or KC- 227-A's for quantities they may wish to redeem and County Offices **shall not correct** a loan to break down quantities.

Notice PS-444

3 Processing 2002 Sugar Loans After Installing County Release No. 498

A

In-Process Sugar Loanmaking County Offices shall follow instructions in this table to complete an in-process sugar loan.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA12000 will be displayed.
2	On Screen PCA12000, enter producer verification information and PRESS “Enter”.	Menu PLA000 will be displayed.
3	On Menu PLA000, ENTER “1”, Farm Stored Regular Certified, and PRESS “Enter”.	Screen PLB10000 will be displayed.
4	On Screen PLB10000, enter applicable commodity information and PRESS “Enter”.	Screen PLB10005 will be displayed.
5	On Screen PLB10005, enter: <ul style="list-style-type: none"> • answer to the question, “Is a spot check required for this loan?” • loan application date • answer to the question, “Is this a replighted loan?” • the region code for applicable loan rate. PRESS “Enter”.	Screen PLB10010 will be displayed.
6	On Screen PLB10010, enter the location where the commodity is stored.	Screen PLB11010 will be displayed.
7	On Screen PLB11010, enter: <ul style="list-style-type: none"> • seal number (this number has been preassigned by the system, enter new number to manually assign) • quantity in storage • quantity for loan • answer to the question, “additional lots?”. PRESS “Enter”.	

Loan summary screens are system-displayed after completing the above steps. Once all the loan summary screens have been displayed, **Completion Selection Menu PLA005** will be displayed. Enter applicable option number for loan completion.

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3 Processing 2002 Sugar Loans After Installing County Release No. 498 (Continued)

B

Processed Sugar Loanmaking County Office shall follow instructions in this table to complete a processed sugar loan.

Step	Action	Result
1	On Menu PCA005, ENTER “2” and PRESS “Enter”.	Screen PCA12000 will be displayed.
2	On Screen PCA12000, enter producer verification information and PRESS “Enter”.	Menu PLA000 will be displayed.
3	On Menu PLA000, ENTER “4”, Warehouse Stored Regular, and PRESS “Enter”.	Screen PLC10000 will be displayed.
4	On Screen PLC10000, enter applicable commodity information and PRESS “Enter”.	Screen PLC20000 will be displayed.
5	<p>On Screen PLC2000, enter:</p> <ul style="list-style-type: none"> • warehouse receipt number (this number is the number the processors enter on the KC-227 or KC-227-A), there will be no warehouse receipts issued • date receipt issued • net pounds. <p>Note: These are the only required entries.</p> <p>PRESS “Enter”.</p>	Screen PLC23500 will be displayed.
6	<p>On Screen PLC23500 the receipt number is system-displayed.</p> <p>Enter answer to the question “Do you have additional Receipts?”</p> <p>PRESS “Enter”.</p>	

Loan summary screens are system-displayed after completing the above steps. Once all the loan summary screens have been displayed, Completion Selection Menu PLA005 will be displayed. Enter applicable option number for loan completion.
