

For: State and County Offices

**Software for Recording and Storing Apple Market Loss Assistance Payment (AMLAP3)
Application Data Using Software in County Release No. 499**

Approved by: Deputy Administrator, Farm Programs



1 Overview

A

Background

Section 10105 of the Farm Security and Rural Investment Act of 2002 authorized \$94 million of CCC funds to be paid to apple producers to provide relief for the loss of markets for their 2000 crops.

Important: All recipients of AMLAP2 must “sign-up” again and **be re-entered into APSS again** as AMLAP3 applicants.

APSS **will not** allow AMLAP3 batch payments to be processed and issued until the payment rate table has been downloaded to County Offices. Batch payments are **not** authorized until the LP notice authorizing AMLAP3 payments is issued. An Information Bulletin will announce the download of the payment rate table when it is available.

B

Purpose

This notice provides APSS instructions for AMLAP3 for:

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

C

Release Schedule

AMLAP3 application recording software detailed in this notice was provided to field offices in County Release No. **499** which was mailed November 25, 2002. The County Office deadline for entering AMLAP3 applications in APSS is COB **December 27, 2002**. On that date, national data will be uploaded to the Kansas City mainframe for calculating a factored payment rate.

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

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2 AMLAP3 Basic Information

A

Electronic Application Form

The AMLAP3 application, CCC-891-3, is available electronically at the PSD website at <http://www.fsa.usda.gov/dafp/psd/>. From the Home Page, select “Forms” to access CCC-891-3.

B

Basic AMLAP3 Facts

For AMLAP3:

- the program year is “02”
 - the total funds available for program payments after adjustment for reserve is \$93,859,000
 - application data shall be recorded in APSS by County Offices, then uploaded to the KC-ITSDO-based mainframe for calculation of a “factored” payment rate
 - entry of crop year 2000 production is allowed
 - 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 first 5,000,000 pounds, for the reported year
 - the per pound payment rate will be determined by dividing the total available funds of \$93,859,000 by the total eligible production, as limited, that was “entered” nationwide in APSS during sign-up recordings
 - after the “factored” payment rate is provided to County Offices by download, payments can be processed either as CCC-184 or EFT according to 1-FI.
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2 AMLAP3 Basic Information (Continued)

C

Program Codes AMLAP3 automated program code for:

- disbursements is “00AMLAP3”
 - overpayments is “00AMLAP3”
 - collections is “00AMLAP3”.
-

D

Automated Process

AMLAP3 “application” data:

- shall be entered, modified, or deleted in APSS by County Offices, according to subparagraphs 5 A and 6 A, and shall be “system-stored” at the County Office level during the sign-up period
- will be uploaded to the KC-mainframe by a “trigger mechanism” that will be broadcast to County Offices as determined by PSD and KC-ITSDO, Price Support and Commodity Applications Division, Commodity Loans Branch
- **cannot** be entered, modified, or deleted **after** data has been uploaded to KC, except as provided below.

Important: After nationwide AMLAP3 data has been uploaded by County Offices to KC, but before determining the national factor, an unannounced **2-week** period shall be allowed for KC to:

- process failed transmissions
- perform file “corrections”.

PSD may authorize late County Office data entries or deletions.

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3 Getting Started

A Accessing AMLAP3

County Offices shall access AMLAP3 Program processing in APSS using option "10" on Price Support Main Menu PCA005.

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		

After user selects option "10" on Menu PCA005, PRESS "Enter" and Menu PDA005 will be displayed.

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3 Getting Started (Continued)

B

Revised Special Price Support Functions Sub-Menu for AMLAP3

This is an example of the revised Apple Special Price Support Functions Sub-Menu that now includes the following options:

- Perform Apple Market Loss Assistance Payment (AMLAP1) Functions
- Perform Apple Market Loss Assistance Payment (AMLAP2) Functions
- Perform Apple Market Loss Assistance Payment (AMLAP3) Functions.

```
COMMAND                                PDA005                                C5
SPECIAL PRICE SUPPORT FUNCTIONS - PROCESSING MENU
-----
1. Perform Apple Market Loss Assistance Payment (AMLAP1) Functions
2. Perform Apple Market Loss Assistance Payment (AMLAP2) Functions
3. Perform Apple Market Loss Assistance Payment (AMLAP3) 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
```

After user selects option "3" on Menu PDA005, PRESS "Enter".

C

Building AMLAP3 Files

After software according to this user requirement has been installed, when the user selects option "3", "**Perform AMLAP3 Functions**" on Special Price Support Functions - Processing Menu PDA005 and PRESSES "Enter":

Screen PDE321 will be displayed with the following 2 messages:

- "All AMLAP2 Applications are being system rolled into AMLAP3. County Offices Must Re-certify Each AMLAP2 Application that has system rolled to AMLAP3"
- "No Apple Market Loss Assistance Program Files found for this County. AMLAP3 files are being created."

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3 Getting Started (Continued)

D

Re-Certification Screen

After the user presses “Enter” a **new** screen will be displayed with the following information:

- application number
- operation name
- allowable production
- the question, “Do you want to re-certify this AMLAP3 Application? (Y, N, or W (Wait))”

This screen will be displayed with all applications which have **not** been designated certified or non-certified and will appear every time until no more undesignated applications are left.

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3 Getting Started (Continued)

E New Processing Menu PDC000 for AMLAP3

When the user selects option “3”, “Perform Apple Market Loss Assistance Payment (AMLAP3) Functions” on Sub-Menu PDA005, a new AMLAP3 processing menu will be displayed.

COMMAND	PDC000	C5
APPLE MARKET LOSS ASSISTANCE PAYMENT - PROCESSING MENU		

1. Entering and Storing AMLAP3 Application Data		
2. Delete an AMLAP3 Application Before Upload		
*3. Issuing AMLAP3 Payments		
*4. Canceling AMLAP3 Payables		
*5. Processing AMLAP3 Corrections		
6. Print stored AMLAP3 Application Summary		
*7. Print Stored AMLAP3 Payment Statement Data		
*8. Issue Cancelled/Failed AMLAP3 Payments		
*9. Flag Refused AMLAP3 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. 499 activates option:

- “1” for entering or modifying AMLAP3 application data, see paragraphs 4 and 5
- “2” for deleting an AMLAP3 application before upload, see paragraph 6
- “6” for printing an application summary, see paragraph 7.

Future software releases will activate other options on Menu PDC000.

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4 Entering and Storing AMLAP3 Application Data

A

Entering AMLAP3 Application Data

Select option “1” on AMLAP3 Processing Menu PDC000 and PRESS “Enter” to:

- **re-certify** AMLAP2 data that has been system-rolled to AMLAP3
- **change** AMLAP2 data that has been system-rolled to AMLAP3
- enter **new** AMLAP3 application data.

Screen PDC03500 will be displayed and allow the user to identify the **contact** producer whose data will be entered.

The following is an example of Screen PDC03500 for entering basic **contact** producer information.

077-MARTINDALE		PDC03500
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02 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	AMLAP3 Number	(N)ew
Press "Enter" To Continue Cmd3=Previous Menu Cmd7=End of Job		

On Screen PDC03500:

- program year “**02**” will be system-displayed and cannot be changed
- the AMLAP3 number field will default to “New” and can be changed
- the AMLAP3 application number will be system-assigned and cannot be changed to the application number that was previously loaded.

After the user completes entries on Screen PDC03500, PRESS “Enter” and Screen PDC03010 will be displayed.

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4 Entering and Storing AMLAP3 Application Data (Continued)

B
Producer
Verification

The following is an example of Screen PDC03010 on which **contact** producer information will be system-displayed for verification.

077-MARTINDALE		PDC03010
APPLE MARKET LOSS ASSISTANCE PAYMENT		Version: AC34 12-06-02 14:06 Term C5
Contact Producer's Last Name	APPLE	Producer's ID 222 22 2222 S
Program Year 02	AMLAP3 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, PRESS "Enter" and Screen PDC01000 will be displayed.

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4 Entering and Storing AMLAP3 Application Data (Continued)

C

**AMLAP3
Multiple
Producer Screen
PDC01000**

The following is an example of Screen PDC01000 that will system-display the:

- AMLAP3 program year that is “hard-coded” as “02”
- question, “Does this AMLAP3 Application have multiple producers?”.

SIGN-UP	077-MARTINDALE	PDC01000
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02 14:06 Term	C5
CID R APPLE		PY 02 AMLAP3 # New
Apple Market Loss Assistance Payment for Program Year 2002		
Does this AMLAP3 Application have multiple producers? (Y or N) . .		
Press “Enter” To Continue Cmd7=End of Job		

If the answer is:

- “N”, PRESS “Enter”and Screen PDC10000 will be displayed; go to subparagraph F
- “Y”, PRESS “Enter”and Screen PDC02000 will be displayed; go to subparagraph D.

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4 Entering and Storing AMLAP3 Application Data (Continued)

D
Recording
Multiple
Producers

The following is an example of Screen PDC02000 for recording AMLAP3 multiple producers.

SIGN-UP	077-MARTINDALE	PDC02000
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02 14:06 Term	C5
CID R APPLE	PY 02	AMLAP3 # 1
Enter the Last Name or ID Number for the producer who will share in the proceeds of this AMLAP3.		
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 PDC02000, PRESS "Enter" and Screen PDC02500 will be displayed.

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4 Entering and Storing AMLAP3 Application Data (Continued)

E Multiple Producer Shares And Flagging Refused Payments

The following is an example of Screen PDC02500 for:

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

SIGN-UP	077-MARTINDALE	PDC02500
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02 14:06 Term	C5
CID R APPLE	PY 02	AMLAP3 # 1
Enter each producer's share in this AMLAP3 as a whole percentage. Total AMLAP3 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 PDC02500:

- shares must be entered as a whole percentage and total 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 entries, PRESS "Enter" and Screen PDC10000 will be displayed.

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4 Entering and Storing AMLAP3 Application Data (Continued)

F Recording Production

The following is an example of Screen PDC10000 for entering apple production in whole pounds for calendar year 2000.

After entering total production in whole pounds, PRESS “Enter”. If the entered pounds exceed 5,000,000 pounds, the entered pounds 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”.

Note: Only the “allowable” production in pounds will be used when computing the national AMLAP3 factored rate.

SIGN-UP	077-MARTINDALE	PDC10000
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02	14:06 Term C5
CID R APPLE		PY 02 AMLAP3 # 1
Enter Name of Apple Operation from CCC-891-3: CID'S APPLE FARM		
Enter applicable calendar year and the Apple Production for only that calendar year in whole pounds :		
<u>Crop Year</u>	<u>Production in Whole Pounds</u>	
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 PDC10000, PRESS “Enter” and Screen PDC10005 will be displayed.

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4 Entering and Storing AMLAP3 Application Data (Continued)

G

AMLAP3
Payment
Summary Screen
PDC10005

The following is an example of Screen PDC10005 that will be displayed with:

- the applicable crop year
- the 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 KCC and to print AMLAP3 Application Data Statement”.

SIGN-UP	077-MARTINDALE	PDC10005	
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02 14:06 Term	C5	
CID R APPLE	PY 02	AMLAP3 # 1	
AMLAP3 Payment Summary			
<u>Year</u>	<u>Allowable Production in Whole Pounds</u>	<u>Pymt Rate</u>	<u>Pymt Amount</u>
2000	5,000,000 lbs	0.000000	0,000,000.00
Press “Enter” to store data for eventual upload to KCC and to print AMLAP3 Application Data Statement.			
Press “Enter” To Continue Cmd3=Previous Screen Cmd7=End of Job			

On Screen PDC10005, PRESS “Enter” to:

- store allowable production data and later upload to KC-mainframe
- print Application Data Statement, see subparagraph H.

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4 Entering and Storing AMLAP3 Application Data (Continued)

**H
Payment
Statement**

The following is an example of the AMLAP3 Application Payment Statement. Continuation sheets will be printed automatically at the selected printer until all producer's information has been printed.

U. S. DEPARTMENT OF AGRICULTURE Commodity Credit Corporation AMLAP3 Application/Payment Statement				
Name & Address of Contact Producer		Program	St. & Co. Codes	
Cid R Apple RR 1 BOX 74 ORCHARD, ZZ 33333-3333		AMLAP3	28-083	

This Apple Market Loss Assistance Payment information will be uploaded to KCC for payment rate calculation according to the information provided on form CCC-891-3 filed by the producer(s) shown below.				

Name of Apple Operation:	Cid's Apple Farm			
AMLAP3 Number:	00001			
Program Year:	2002			
Transaction Date:	xx/xx/xx			
Payment Amount:	-----			
<u>Crop Year</u>	<u>Recorded Production</u>	<u>Allowable Production</u>	<u>Pymt Rate</u>	<u>Pymt Amount</u>
2000	25,000,000	5,000,000	0.000000	0,000,000.00
Note: Application production has been system-limited to maximum allowable.				
<u>PRODUCER</u>	<u>ID NUMBER</u>	<u>SHARE</u>	<u>AMLAP3 AMOUNT</u>	
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, AMLAP3 Processing Menu PDC000 will be redisplayed.

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5 Modifying AMLAP3 Application Data Before Upload to KC

A **Modifying** **Stored AMLAP3** **Data**

To modify an AMLAP3 application that has already been recorded in APSS:

- access AMLAP3 processing Menu PDC000 according to paragraph 3
- select option “1”, “Entering and Storing AMLAP3 Application Data”, and PRESS “Enter”. Screen PDC03500 will be displayed.

On Screen PDC03500

- enter “AMLAP3 Number” to be modified
- PRESS “Enter” and Screen PDC03010 will be displayed for contact producer verification.

After verifying the contact producer on Screen PDC03010, PRESS “Enter” and Screen PDC01000 will be displayed. To modify AMLAP3 data, follow instructions beginning in subparagraphs 4 C through H.

6 Deleting AMLAP3 Application Data Before Upload to KC

A **Deleting** **AMLAP3 Data**

To **delete** an AMLAP3 application that has already been recorded in APSS:

- access AMLAP3 processing Menu PDC000 according to paragraph 3
- select option “2”, “Delete an AMLAP3 Application Before Upload”, and PRESS “Enter”. Screen PDC03500 will be displayed.

On Screen PDC03500

- enter “AMLAP3 Number” to be modified
- PRESS “Enter” and Screen PDC03010 will be displayed for contact producer verification.

After verifying the contact producer on Screen PDC03010, PRESS “Enter” and Screen PDC20000 will be displayed and allow the user to delete the AMLAP3 application.

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6 Deleting AMLAP3 Application Data Before Upload to KC (Continued)

A
Deleting
AMLAP3 Data
(Continued)

The following is an example of Screen PDC20000 that will allow users to **delete** an entire stored AMLAP3 application.

SIGN-UP	077-MARTINDALE	PDC20000
APPLE MARKET LOSS ASSISTANCE PAYMENT	Version: AC34 12-06-02 14:06 Term	C5
<hr/>		
CID R APPLE	PY 02	AMLAP3 # 1
Delete AMLAP3 Data		
Name of Apple Operation from CCC-891: CID'S APPLE FARM		
Sign-Up Transaction Date 05-01-2002		
<u>Year</u>	<u>Recorded Production in Whole Pounds</u>	<u>Pymt Rate</u> <u>Pymt Amount</u>
2000	25,000,000	0.000000 0,000,000.00
Press "Enter" to DELETE all information associated with this AMLAP3 number.		
Cmd7=End of Job		

On Screen PDC20000, when the user:

- presses "Enter" to **delete** an AMLAP3 application:
 - Informational Screen PDC00005 will be displayed for about 5 seconds informing the user that the selected application is being **deleted**
 - after the informational screen is displayed, AMLAP3 Menu PDC000 will be automatically redisplayed and allow for the next transaction
 - selects "Cmd7" to end the job, AMLAP3 Menu PDC000 will be automatically redisplayed to allow for the next transaction.
-

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7 Printing the County AMLAP3 Application Summary

A

County

AMLAP3

Application

Summary Report

To **print** an AMLAP3 Summary Report before or after application data upload, on Menu PDC000, select option “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 AMLAP3 Summary Report for 2001 Payment Year will be printed with:

- **detailed** data, as applicable, for each AMLAP3 number printed under these headings:
 - AMLAP3 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 the County Office in these categories:
 - total recorded production
 - total allowable production
 - number of AMLAP3's
 - total AMLAP3 payment amount.

After the report is printed, AMLAP3 Processing Menu PDC000 will be automatically redisplayed and allow for the next transaction.

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

A

AMLAP3 Data Upload and Download

Future PS notices and Information Bulletins will provide information about, and instructions for:

- **upload** of AMLAP3 application data from County Offices to KC-mainframe computer for calculation of the “factored” AMLAP3 payment rate according to subparagraph 2 B
 - **download** of an AMLAP3 Payment Rate Table to County Offices to facilitate the processing of AMLAP3 batch payments processing according to paragraph 10
 - processing batch AMLAP3 payments at the County Office level
 - processing AMLAP3 corrections using accounting authorization codes, when applicable, for funds control purposes.
-