

For: State and County Offices

**Frequently Asked Questions About Price Support Payments/Repayments and  
Financial Applications Including NPS, Financial Services, and NRRS**

Approved by: Deputy Administrator, Farm Programs



**1 Price Support Payments/Repayments and Financial Applications**

**A Background**

The first release of the Financial Management Modernization Initiative – Readiness (FMMI-R) was implemented December 2008. FMMI-R Release I routed all farm program payment activity to NPS on the Web. Within FMMI-R Release I, several financial applications housed on System 36 were moved to a web-based format.

FMMI-R Release II implemented web-based NRRS that retired the remaining accounting functionality from System 36 and upgraded the functionality of the other financial applications already web-based.

PSD delivers program payments through software on the Web and through APSS in System 36. Because of FMMI-R, several Price Support programs have been impacted because the completion of financial actions on System 36, previously viewed as seamless transactions, have been moved to the Web. Particularly, because APSS and NRRS do **not** communicate in real time, the collection of funds for APSS-based programs must be completed in the following 2 distinct actions:

- processing program-related data
- subsequent recording of the financial actions.

It has been discovered that because of this additional processing, occasionally Price Support receivables, repayments, and collections have **not** been recorded properly.

**B Purpose**

This notice addresses frequently asked questions about fund collections for Price Support programs and recording financial data.

|                           |  |
|---------------------------|--|
| <b>Disposal Date</b>      | <b>Distribution</b>                                  |
| October 1, 2011<br>5-9-11 | State Offices; State Offices relay to County Offices |

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### C Contact

For questions about this notice, State Offices shall follow this table.

| <b>IF questions are about...</b>  | <b>THEN contact...</b>   |
|---|--|
| Price Support APSS repayments   | Shayla Watson, PSD, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>shayla.watson@wdc.usda.gov</b></li><li>• telephone at 202-690-0013.</li></ul>   |
| Financial Services, NPS, and FMD policy related to Price Support issues | Jackie Pickens, FMD, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>jackie.pickens@wdc.usda.gov</b></li><li>• telephone at 703-305-1310.</li></ul> |
| NRRS receivables  | Robin Jones, FMD, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>robin.jones@kcc.usda.gov</b></li><li>• telephone at 816-926-1613.</li></ul>       |
| NRRS collections  | Stephen Yulich, FMD, by either of the following: <ul style="list-style-type: none"><li>• e-mail at <b>stephen.yulich@kcc.usda.gov</b></li><li>• telephone at 816-926-6453.</li></ul> |

#### D Questions and Answers

**Q1.** In what order should collections be recorded? Does it matter?

**A1.** APSS and NRRS are independent systems and do not communicate in real time; therefore, collections must be recorded in **both** systems. The order in which collections are recorded is **very** important. Collections **must** first be recorded in APSS and subsequently entered in NRRS. The process must occur in this order to ensure that the collection is recorded accurately in NRRS. For example, if a refund is due, the collections must first be established as a receivable in NRRS using the appropriate code. The refund amount is usually not known until the repayment amount is calculated in APSS. See A9 for instructions on processing a refund. Currently, County Offices do **not** have the ability to correct CCC-257's after CCC-257's have been verified and transmitted.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

**Q2.** Does APSS “talk” to NRRS? Does the information entered in APSS have to match NRRS?

**A2.** Although APSS and NRRS do not communicate in real time as APSS and NPS, it is important that the dollar amounts entered for a repayment in APSS match what is ultimately recorded in NRRS.

If an entire loan that has been certified and signed is cancelled in APSS, a receivable is automatically created in NRRS.

**Important:** Do **not** manually create a receivable in NRRS for a reversed loan.

However, when the option to transfer a loan to claims in APSS is taken, or an overdisbursement is created, APSS does not pass that information directly to NRRS. The determining factors for creating a receivable are provided in A11.

**Q3.** A loan was corrected and the repayments were reapplied. The repayment amount did not change. What must be completed in NRRS?

**A3.** If a correction was made to a disbursed loan in which repayments have been reversed then reapplied to the reentered loan within APSS, after APSS is updated **no** further action in NRRS is needed.

**Q4.** What happens if an error is discovered in the collection process?

**A4.** If an error is discovered **before** CCC-257 is verified, follow procedure in 64-FI, paragraph 38 to remove the collection. Adjust the collection in the appropriate program, if necessary, **before** reentering in NRRS.

If an error is made during the collection process and CCC-257 **has been verified**, the County Office **cannot** make corrections. The user must contact the area within user’s State Office that handles cash receipts and then e-mail **ug-mokansasc2-nrrs-production@kcc.usda.gov** for assistance. The user’s State Office shall also contact the National Office so the appropriate accountant can be notified of the error for reconciliation purposes.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

- Q5.** During correction and reissuing of a payment, prompt payment interest was automatically applied. The customer is not due any interest as this is a correction. How should this be corrected?
- A5.** If it is discovered that prompt payment interest (PPI) is applied in error, a receivable shall be created using the code, "INTPEN", for the amount of interest **not** due the customer. In the reference field of the receivable, enter the original program code of the payment that generated PPI. This **must** be done so that accountants can return the funds to the original source. It is also beneficial to include in the remarks section why the receivable was created. Offset the payment with the newly created receivable. If the receivable is not repaid at the time it is created, NRRS will send a demand letter.
- Q6.** A payment was issued without PPI? How should PPI be added to the payment?
- A6.** The PPI calculation is based on a specific date (that is, date documents received, approval date, request date) which is passed from the program software to NPS. For PPI to be added to the payment, the payment must be cancelled and reissued with the correct date to generate PPI based on program requirements.
- PPI payments can be issued for certain program codes using the INTPEN process through System 36; however, this option is not available for most payments routed through NPS.
- Q7.** A producer wants their DCP or MILC payment to be applied to their MAL. How is this completed?
- A7.** To apply a payment from 1 program to an outstanding loan, a check or money order must be in hand and the producer must request the offset. To apply another farm program payment to an outstanding loan, the check must be issued to CCC and sent to the County Office. Do **not** create a receivable for an outstanding loan. Follow the steps in this answer to apply a farm program payment to an outstanding loan.
- Note:** The exact repayment amount cannot be calculated because the date the check will be received is not definite.

**Notice PS-683**

**1 Price Support Payments/Repayments and Financial Applications (Continued)**

**D Questions and Answers (Continued)**

**A7. (Continued)**

Process a program offset according to the following.

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | In Financial Services, under the customer’s profile, set the “Other Agency Claim” indicator to “Yes” according to 63-FI, paragraph 177. This will allow payable requests sent through NPS to be forwarded to the “Manual Handling Worklist” for other Agency processing.             |
| 2           | After the payable request is displayed on the “Manual Handling Worklist”, follow the procedures in 1-FI to enter the amount to be sent to the County Office, add CCC as the payee, and enter the address of the County Office. A Treasury check will be mailed to the County Office. |
| 3           | After the Treasury check is received in the County Office, apply it to the repayment in APSS in the normal manner.   |
| 4           | Record the repayment in NRRS.<br><br><b>Note:</b> A refund may result from the repayment. See A9 to process the refund.  |

**Q8.** “REFREP” payment has appeared in NPS. Is this a valid payment if there have not been any refund issued?

**A8.** The State Office shall contact Cari Pack, FMD, by either of the following to research the payment:

- e-mail at **cari.pack@kcc.usda.gov**
- telephone at 816-926-6790.

**Q9.** If a producer provides a check larger than the loan repayment amount, how is the refund issued?

**A9.** If a check has been received that is issued directly to CCC, or jointly to CCC and the producer, issue the refund according to the following.

| <b>Step</b> | <b>Action</b>  |
|-------------|--|
| 1           | Enter the repayment in APSS to determine the actual amount due.  |
| 2           | In NRRS, create a receivable using the program code, “XXCOMMLNMR”, using the amount due in APSS according to 64-FI, subparagraph 65 K. |

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

##### A9. (Continued)

| Step | Action  |
|------|---|
| 3    | <p>Apply the entire amount received from the producer to the new receivable. To issue the refund immediately, select “Remittance Type”, “<b>Cashier’s Check</b>”.</p> <p><b>Note:</b> If the check received from a merchant or authorized agent is not a cashier’s check, it is at the discretion of the County Office to use that option to issue the refund immediately. If the repayment is from the producer’s personal account and <b>not</b> a cashier’s check, this option shall <b>not</b> be selected.</p> <p>Ensure that user selects “Existing Receivable” from the “Collection Type” drop-down menu. If a merchant or third party has repaid the loan on behalf of the producer, to ensure that the refund is sent to the appropriate person, on the Allocate Receipt Screen in NRRS, CLICK “<b>Y</b>” in the “Alternate Payee” box. This will ensure that the payment is sent to Manual Handling in NPS so the appropriate other payee can be entered.</p> |
| 4    | <p>When the collection is applied to the receivable, the refund, coded as “REFREP”, will be created and passed to NPS in 8 workdays, unless the repayment was a cashier’s check. If “Cashier’s Check” is entered, the refund should appear in NPS in 3 workdays.</p>  |
| 5    | <p>In NPS, certify and sign the payment.</p>  |

If a merchant or third party has repaid the loan on behalf of the producer, ensure that the refund is sent to the appropriate person by checking (✓) the, “Alternate Payee” box when the receipt is entered. See 8-LP, subparagraph 745 F for additional information.

**Q10.** The process to generate a refund through NRRS was completed, but the refund is **not** in NPS. How is this resolved?

**A10.** Repayments marked as “Cashier’s Check” are passed to NPS in 3 workdays. Other types are passed to NPS in 8 workdays. After the specific waiting period, search for the receipt in NRRS. Look on the Receipt Detail Screen at the “Associated Refund” section. If the status is “Ready to Transmit”, check the remittance type to determine if the appropriate selection was chosen. If the status is “Pending”, check to see if the schedule has been verified. If the status is “Failed”, contact Cari Pack by either of the following:

- e-mail at [cari.pack@kcc.usda.gov](mailto:cari.pack@kcc.usda.gov)
- telephone at 816-926-6790 for further research.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

**Q11.** Is there a way to hold small balance refunds and later apply them to a loan?

**A11.** Currently there is no way to hold small balances that result from refunds. Any funds not applied to a collection must be returned at the customer's request. According to 3-FI, subparagraph 93 D, "Disburse refund amounts of \$9.99 or less only upon request from the person entitled to receive the refund. Refund amounts that are greater than \$9.99 should always be disbursed." If the small balance is \$9.99 or less and the producer does not ask for a refund, add a collection record as "MISCINC" for the small amount to keep the schedule of deposit in balance so that program information equals deposit through the bank. The field will be notified if software is modified to hold balances to apply them to a debt at a later date.

**Q12.** When and how should a receivable be created for a loan?

**A12.** 8-LP, Exhibit 11 provides guidelines for determining when a receivable shall be created for a loan. A receivable shall **not** be created for an outstanding commodity loan or FSFL as a means to offset another program payment to repay a loan or loan installment that has not yet reached the maturity or due date.

A receivable is automatically created for a payment signed and disbursed through NPS when a:

- loan is cancelled or completely reversed
- web-based program, such as eLDP, is cancelled.

A receivable must be manually created when:

- the transfer to claims option is taken in APSS
- an overdisbursement resulting from a transfer violation or shortage is not repaid immediately
- what is intended as the final payment is received for a loan and a balance remains.

To facilitate the collection process for delinquent or called MAL's, the loan must be moved out of APSS to manually establish a receivable.

**Note:** Receivables shall **not** be established for MAL's and FSFL's when the loan collateral is still available. Only when CCC has taken possession of the loan collateral shall a receivable be established.

See 8-LP for settlement or forfeiture procedures.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

##### A12. (Continued)

Remove a MAL from APSS and create a receivable in NRRS according to the following.

| Step | Action  |
|------|---|
| 1    | In APSS, from the Price Support Main Menu PCA005, ENTER “8”, “Perform Loan/LDP Servicing Functions”.  |
| 2    | On Screen PVA005, ENTER “3”, “Transfer a loan/LDP to Claims”.   |
| 3    | Identify the appropriate producer and loan in the normal manner.  |
| 4    | On the Transfer to Claims Selection Screen, ENTER “1”, “Full Transfer”.   |
| 5    | Enter the claim date on the next screen. See 8-LP, Exhibit 11 to determine when to enter the claim – which is the claim date.   |
| 6    | Complete the transfer process in APSS and ensure that the Transfer to Claims Report has printed.<br><br><b>Important:</b> The Transfer to Claims Report is very important as it provides the total amount due to create the receivable in NRRS.   |
| 7    | See 64-FI to manually create a receivable in NRRS using the code, “XXCOMMLND”.  |
| 8    | Use the information provided in the Transfer to Claims Report printout to determine the amount due.<br><br>Add the amounts due for the: <ul style="list-style-type: none"> <li>• principal amount (XXCOMMLN)</li> <li>• regular loan interest (COMMCLINT)</li> <li>• additional 1 percent loan interest (XXADDLNINTCOMM), as applicable.</li> </ul> <p>This total will be entered as 1 receivable in the “Program Amount” field in NRRS on the Create a Receivable Screen. Do <b>not</b> make any entries in the “Program Interest”, “Late Payment Interest”, or “Other Interest” fields.</p> |
| 9    | In the “Reference” field enter the following: <ul style="list-style-type: none"> <li>• “Discovery Code”, “<b>Program Operations</b>”</li> <li>• “Basis Code”, “<b>Program Earnings Exceeded</b>”</li> <li>• “Reference Type”, “<b>Loan</b>”</li> <li>• “Reference Number”, loan number of the loan transferred.</li> </ul>  |

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

##### A12. (Continued)

| Step | Action  |
|------|---|
| 10   | <p>Notate in the “Create New Receivable” remarks section the breakdown of the loan amounts for each code.</p> <p><b>Example:</b> “Receivable includes loan principal \$1,890.00 + regular loan interest \$8.57 + additional 1% interest \$20.77 = \$1,919.34 total due.”</p>  |
| 11   | <p>If liquidated damages (PSLIDACOMM) are included with the loan, enter that amount in the “Program Charges” field.</p> <p>Enter any liquidated damages in the remarks section as well.</p> <p><b>Example:</b> “Receivable includes loan principal \$1,890.00 + regular loan interest \$8.57 + additional 1% interest \$20.77 = \$1,919.34 total due. Liquidated damages included as a program charge in the amount of \$191.93.”</p> |

If a loan is past maturity, in bankruptcy status, or under OIG investigation, the loan must be transferred to NRRS using this same process. See:

- 63-FI, paragraph 171 to adjust the customer’s bankruptcy status, as necessary
- 64-FI, paragraph 24 to change the status of a receivable, if collection process is to be delayed for litigation.

**Important:** See 8-LP, Exhibit 11 to determine the process for issuing demand letters. If a demand letter has been sent for a newly entered receivable, follow Notice FI-2981 to manually adjust the demand letter date to prevent the automatic generation of another demand letter.

**Q13.** How are MAL overdisbursement repayments recorded in APSS and NRRS?

**A13.** An overdisbursement can occur as a result of several actions. If a shortage or violation is recorded, an overdisbursement is created based on the quantity recorded. If a loan is transferred (that is, farm to warehouse, warehouse to warehouse), an overdisbursement could be generated because the quantity delivered to the new location is less than the original loan. First determine if the producer is ready to repay the overdisbursement by check or by offset of another program.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

##### A13. (Continued)

The following provides instructions to repay an overdisbursement when the producer is ready to repay immediately.

| Step | Action   |
|------|--|
| 1    | Identify if there is an overdisbursement to be repaid. Print the Loan and LDP's Overdisbursements Report according to 12-PS, paragraph 1465.   |
| 2    | From Screen PCA005 in APSS, ENTER "4", "Repay a Loan/Refund LDP Amount".   |
| 3    | Locate the appropriate producer and loan in the normal manner.   |
| 4    | On the Price Support – Loan Repayments Screen PPD0000, ENTER "5", "Overdisbursement Repayment".  |
| 5    | Enter the current date as the repayment date.<br><br><b>Note:</b> APSS will not let users back date overdisbursement repayments.   |
| 6    | On Screen PPD73000, select the record to liquidate, enter the amount to be liquidated, and PRESS "Enter". The demand date shall be left blank. PRESS "Enter" again to proceed.   |
| 7    | Screen PPD75000 will be displayed with the: <ul style="list-style-type: none"> <li>• Overdisbursement Effective Date (date overdisbursement was created in system)</li> <li>• Overdisbursement Principal Liquidated (amount entered from Screen PPD73000)</li> <li>• Interest Due (from the principal to be liquidated)</li> <li>• Liquidated Damages Due (if overdisbursement resulted from a violation)</li> <li>• Total Due.</li> </ul> |
| 8    | Enter the amount to be repaid (total due) and ENTER "N", if there are no other records to be liquidated on the loan.   |
| 9    | Screen PPD77000 will be displayed with the summary of the total due. To complete the repayment, ENTER "Y" and PRESS "Enter" to continue.   |
| 10   | In NRRS, record the collection as described in 64-FI, subparagraph 35 A to link it to the loan.  |

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

##### A13. (Continued)

Repay an overdisbursement by program offset according to the following.

| Step | Action   |
|------|--|
| 1    | Identify if there is an overdisbursement to be repaid, print the Loan and LDP's Overdisbursements Report according to 12-PS. paragraph 1465.   |
| 2    | In APSS, transfer the overdisbursement to claims according to 12-PS, paragraph 1220. ENTER "3", "Overdisbursement/Overpayment" as the transfer option.   |
| 3    | After the transfer process is complete, save the Transfer to Claims Report, which will be used to create a manual receivable in NRRS.  |
| 4    | Using the code, "XXCOMMLND", create a receivable in NRRS using the information from the Transfer to Claims Report. See A11 for instructions to create the receivable.  |
| 5    | When a program payment is issued, ensure that the receivable is offset in NPS according to 1-FI.<br><br><b>Note:</b> Receivables not repaid within 60 calendar days from the date the receivable was established will accrue additional interest and may result in Treasury offset of any Federal benefit. |

**Q14.** How should a repayment be recorded for an operation if 1 or more members exceed AGI?

**A14.** Currently, APSS can only process 1 type of repayment at a time. That repayment is attributed to all producers on the application, regardless of eligibility. Manual intervention is needed to process loan repayments for entities or multiple-producer issued loans if 1 or more members are ineligible to receive market loan gain because of their AGI.

At the time of repayment, if there is no market gain for a commodity, regardless of AGI eligibility status, repayments should always be processed using option "1", "Regular Repayment" on Screen PPD00000.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

##### A14. (Continued)

If there is a market gain for a commodity, the denied gain should be equal to the share of the producer who exceeds AGI. Determine portion of denied gain according to the following, using the following scenario.

Operation AB consists of 2 members. Member A has a 50 percent share and is compliant with AGI. Member B also has a 50 percent share, but is ineligible because of AGI. They received MAL that would have been eligible for a \$10,000 market gain, if both members were eligible. The principal amount liquidated is \$20,000. Operation AB will instead receive a market gain of \$5,000 because of the 50 percent ineligible share because of AGI.

| Step | Action   |
|------|--|
| 1    | Calculate the amount eligible for market gain; on Screen PPD0000, ENTER “3”, “Market Price Repayment”. Enter the quantity to be liquidated.  |
| 2    | Screen PPD64400 will be displayed showing the amounts eligible for market gain and the denied gain for the repayment. Screen print Screen PPD64400. Do <b>not</b> complete the repayment. PRESS “Cmd7” to end processing.<br><br><b>Example:</b> The total amount due is \$15,000. This is the result of liquidating the principal amount of \$20,000 minus the eligible market gain of \$5,000. |
| 3    | Determine the total interest due on the amount liquidated; on Screen PPD0000, ENTER “1”, “Regular Repayment”. Enter the quantity to be liquidated.   |
| 4    | Screen PPD13800 will be displayed with the total interest due for amount liquidated. Screen print Screen PPD13800. Do <b>not</b> complete the repayment. PRESS “Cmd7” to end processing.<br><br><b>Example:</b> The total interest due is \$213.97 from Screen PPD13800.   |
| 5    | Calculate the interest due for the producer that will be denied a market gain. Divide the denied market gain by the total gain to determine the interest due factor.<br><br><b>Example:</b> The denied market gain from Screen PPD6400 is \$5,000.<br>$\$5,000 \div \$10,000 = 0.50$ . The interest due factor is 0.50.  |
| 6    | Calculate the total interest due by multiplying the total interest due by the interest due factor.<br><br><b>Example:</b> The total interest due from Screen PPD13800 is \$213.97.<br>$\$213.97 \times 0.50 = \$106.99$ . \$106.99 is the interest due for the amount liquidated.  |

**Notice PS-683**

**1 Price Support Payments/Repayments and Financial Applications (Continued)**

**D Questions and Answers (Continued)**

**A14. (Continued)**

| <b>Step</b> | <b>Action</b>   |
|-------------|---|
| 7           | <p>Add the calculated interest due to the total amount due from Screen PPD64400. Save the calculation for further processing in NRRS.</p> <p><b>Example:</b> The total amount due from Screen PPD6400 is \$15,000.<br/> <math>\\$15,000 + 106.99 = \\$15,106.99</math>.</p>   |
| 8           | <p>Process the repayment in APSS; on Screen PPD0000, ENTER “3”, “Market Price Repayment”.</p>   |
| 9           | <p>Complete the repayment in APSS.</p>  |
| 10          | <p>On CCC-500:</p> <ul style="list-style-type: none"> <li>• in the remarks section, add the following statement: <p style="margin-left: 40px;">“Interest Due from producer with Denied Market Gain = \$[<i>enter amount</i>]”.</p> </li> <li>• cross-out the printed amount of “Waived Interest” and enter the new waived interest amount.</li> </ul> <p><b>Note:</b> Deduct the amount of interest due on denied market gain from the waived interest printed in the remarks section to determine the new waived interest amount.</p> <p><b>Example:</b> “Interest due from producer with denied market gain = \$106.99.<br/>           Waived interest minus interest due from producer with denied market gain: <math>\\$213.97 - \\$106.99 = \\$106.98</math> new waived interest.”</p> |
| 11          | <p>To complete the repayment in NRRS, manually create a new receivable in NRRS using the code, “XXCOMMLND” (where “XX” is the fiscal year and “COMM” is the commodity).</p> <p><b>Example:</b> “10CORNLND”.</p>   |

Notice PS-683

**1 Price Support Payments/Repayments and Financial Applications (Continued)**

**D Questions and Answers (Continued)**

**A14. (Continued)**

| Step | Action  |
|------|---|
| 12   | <p>On the New Receivable Page, enter:</p> <ul style="list-style-type: none"> <li>• date of indebtedness</li> <li>• budget fiscal year</li> <li>• State/county</li> <li>• program amount (enter 1 program amount)</li> </ul> <p><b>Important:</b> Add the interest due to the principal due, and enter the total amount in the “Program Amount” field on the Create Receivable Screen. “Discovery Code”, “<b>Program Operations</b>”.</p> <ul style="list-style-type: none"> <li>• “Basis Code”, “<b>Receivable Generated due to Eligibility Issues</b>”</li> <li>• “Reference Type”, “<b>Loan</b>”</li> <li>• “Reference Number”: loan number of the loan that was repaid.</li> </ul> |
| 13   | <p>In the remarks section, explain the “Program Amount” calculation.</p> <p><b>Example:</b> “\$106.99 interest due on loan from producer with denied market gain. <math>\\$15,000 + \\$106.99 = \\$15,106.99</math>”.</p>   |
| 14   | <p>Record the amount due in NRRS by applying the collection to the receivable that was just created. See 64-FI for additional information on recording loan collections in NRRS.</p>  |

**Notice PS-683**

**1 Price Support Payments/Repayments and Financial Applications (Continued)**

**D Questions and Answers (Continued)**

**Q15.** What codes are appropriate to use for a transaction in NRRS?

**A15.** Codes in NRRS are listed alphabetically by crop year. When most Price Support codes are referenced, “XXCOMM” is a common prefix. In these cases:

- “XX” references the 2-digit crop year, such as “11” for “2011” or “10” for “2010”
- “COMM” references the abbreviated commodity, as follows.

| Commodity                   | COMM<br>Abbreviation | Commodity                             | COMM<br>Abbreviation |
|-----------------------------|----------------------|---------------------------------------|----------------------|
| Barley                      | BRLY                 | Peanuts                               | PNUT                 |
| Canola Seed                 | CAN                  | Peas (dry whole)                      | PEAD                 |
| Chickpeas (large and small) | CHKP                 | Rapeseed                              | RAP                  |
| Cotton Seed (Oilseed)       | CNS                  | Raw Cane Sugar                        | RACS                 |
| Corn                        | CORN                 | Refined Beet Sugar                    | BSUG                 |
| Crambe Oilseed              | CRAM                 | Rice                                  | RICE                 |
| ELS Cotton                  | ELS                  | Safflower Seed                        | SAF                  |
| Flaxseed                    | FLX                  | Sesame                                | SEME                 |
| Grain Sorghum               | SORG                 | Soybean                               | SOYA                 |
| Honey                       | HONY                 | Sunflower (oil type and confectioner) | SUN                  |
| In-Process Beat Sugar       | IPBS                 | Sunflower Seed                        | SFN                  |
| In-Process Cane Sugar       | IPCS                 | Unshorn Pelts                         | PELT                 |
| Lentils (Dry)               | LEND                 | Upland Cotton                         | UPCN                 |
| Mustard Seed                | MUS                  | Wheat                                 | WHT                  |
| Oats                        | OATS                 | Wool                                  | WOOL                 |

The following is a list of commonly used codes in NRRS with a brief description.

| Code        | Description  |
|-------------|--|
| XXCOMMLN    | Selected when recording a repayment in NRRS. Do <b>not</b> use this code when manually creating a receivable.                                |
| XXCOMMLND   | Selected when a receivable is established for a loan or overdisbursement that has been transferred to claims.                                |
| XXCOMMMLNMR | Selected when a receivable must be created to generate a refund when a check or money order is presented for more than the repayment amount. |
| PSLIDACOMM  | Selected when liquidated damages are assessed for a eLDP violation   |

See 64-FI, Exhibit 7for additional codes and their descriptions.

## Notice PS-683

### 1 Price Support Payments/Repayments and Financial Applications (Continued)

#### D Questions and Answers (Continued)

**Q16.** How do I record a shortage in APSS, if it was the result of a spot check?

**A16.** Shortages must be recorded in APSS using the violation software. Before establishing the shortage, any repayment previously processed **must** be reversed. Shortage quantity **cannot** be greater than 10 percent.

| Step | Action   |
|------|--|
| 1    | From the Price Support Main Menu PCA005, ENTER “8”, “Perform Loan/LDP Servicing Functions”.  |
| 2    | From Screen PVA005, ENTER “16”, “Record a Loan/LDP Shortage/Violation”.  |
| 3    | Search for the appropriate producer and loan in the normal manner.   |
| 4    | On Screen PPD64000, ENTER “N” to the question, “Is this the recording of a shortage as a result of a spot check?”<br><br><b>Note:</b> If “Y” is entered, users will <b>not</b> be able to proceed. |
| 5    | Proceed with the processing in the normal manner; however, ensure that users ENTER “W” to waive liquidated damages.  |

Process a violation or shortage on a loan that has been fully or partially repaid according to the following.

| Step | Action  |
|------|---|
| 1    | Reverse repayment actions; on Screen PCA005, ENTER “7”, “Correct a loan”.   |
| 2    | On Screen PVA005, ENTER “16”, “Record a Loan/LDP Shortage/Violation”.   |
| 3    | Proceed with the violation processing in the normal manner.   |
| 4    | Reapply repayments in the normal manner.<br><br><b>Important:</b> Be sure to answer “Y” to the question, “Is this a manual transaction?”, so that repayments can be applied accurately with the original date. Users will only be able to back date repayments to the original collection date, if users answer “Y” to the manual transaction question. |
| 5    | Do <b>not</b> rerecord the repayment in NRRS if user has previously recorded the repayment in NRRS.   |