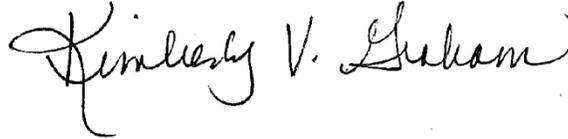


**For:** State and County Offices

**Adjusting Short Remittances in Commodity Loan Processing System (CLPS)**

**Approved by:** Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

When APSS loans were transferred to CLPS, the new calculation in CLPS may not have always agreed with the APSS calculation. The difference in calculations was usually because of rounding and resulted in small differences.

County Offices have been unable to re-enter a repayment originally made in APSS into CLPS because the APSS remittance and the CLPS calculated remittance did not agree to the penny which resulting in a short remittance.

CLPS has been enhanced to allow the repayment of a short remittance when the difference between the calculated amounts in CLPS is less than \$1.00.

**B Purpose**

This notice provides State and County Offices with instructions for processing adjustments for short remittances in CLPS.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2016 5-16-16	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Contact

If there are questions about this notice, State Offices shall contact the appropriate office as follows.

Issue	Contact
Software-related problems	Contact Laura Schlote by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b><a href="mailto:laura.schlote@wdc.usda.gov">laura.schlote@wdc.usda.gov</a></b></li><li>• telephone at 202-720-7785.</li></ul>
Policies for MAL's	Contact DeAnn Allen by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b><a href="mailto:deann.allen@wdc.usda.gov">deann.allen@wdc.usda.gov</a></b></li><li>• telephone at 202-720-9889.</li></ul>
Policies for cotton	Contact Kelly Dawson by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b><a href="mailto:kelly.hereth@wdc.usda.gov">kelly.hereth@wdc.usda.gov</a></b></li><li>• telephone at 202-720-0448.</li></ul>
Policies for peanuts	Contact Kathy Sayers by either of the following: <ul style="list-style-type: none"><li>• e-mail to <b><a href="mailto:kathy.sayers@wdc.usda.gov">kathy.sayers@wdc.usda.gov</a></b></li><li>• telephone at 202-834-5879.</li></ul>

### 2 Adjusting Short Remittances

#### A Short Remittances in CLPS

When the remittance submitted is \$1.00 or less than the CLPS calculated repayment amount, County Offices shall process the small difference as an "Adjustment". The remittance of the repayment must be entered first followed by the "Adjustment".

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### 2 Adjusting Short Remittances (Continued)

#### B Example of Add Remittance Section

The following is an example of the “Add Remittance” section of the Remittance Details Screen.

**Add Remittance**

\*Payment method:

\*Remittance Number:

\*Remittance Amount:

\*Repayment Amount:

\*Remitter Name:

#### C Action

On the “Add Remittance” section of the Repayments Screen:

- first, enter the remittance information according to 16-PS, paragraph 105

**Note:** This is the actual remittance received from the customer.

- then, enter the small difference (\$1 or less) between the remittance amount and the CLPS calculated amount by:
  - selecting “Adjustment” as the payment method
  - entering in the “Remittance” field the amount that is short (must be \$1 or less)
  - entering in the “Repayment” field the amount that is short (must be \$1 or less)

**Notes:** Do not enter the remitter information and the remittance number for “Adjustment”.

“Adjustment” remittance is a small balance (\$1 or less) write-off transaction which is reported directly to accounting from CLPS and will **not** go to NRRS.

- CLICK “Submit”.