

**For:** State and County Offices

**Trade Adjustment Assistance (TAA) Web-Based Software Information and  
Instructions for Using TAA Interim Payment Process to Make TAA Payments**

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



**1 Overview**

**A Background**

**State and County Offices are authorized to begin processing TAA payments according to this notice.**

Until National Financial Services (NFS) and National Payment Services (NPS) are fully deployed, an "Interim Payment Process" has been developed to allow TAA payment processing to begin.

The TAA Interim **Payment Processing** software allows **authorized FSA State and County Office employees to process TAA payments using a combination of TAA web-based server payment processing software and the System 36.**

**FSA County Offices shall complete TAA payments by:**

- initiating the Payment Processes using the TAA web-based software on a server
- completing the Payment Processing using an Interim Payment Process using the System 36.

**B TAA Payments When NPS Is Deployed**

When the new web-based NFS and NPS systems developed by FMD to support web-based program applications are fully operational, only the TAA web-based software will be available to make payments.

<b>Disposal Date</b>	<b>Distribution</b>
June 1, 2005	State Offices; State Offices relay to County Offices

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### 1 Overview (Continued)

#### C Purpose

This notice provides instructions to FSA State and County Offices for:

- accessing the new **web-based TAA Payment Process**
- using the System 36 to complete the payment processing.

### 2 TAA Payment Software Is a Two-Step Process Subject to eFunds Control

#### A Payment Processing

Payment processing software has been developed to:

- allow authorized FSA personnel only to process TAA payments on-line
- integrate, as needed, with the FAS-used TAA Petition and Payment Processes
- process payments using a combination of:
  - TAA web-based software, see paragraphs 3, 4, 5, and 6
  - System 36 software, see paragraph 7.

#### B Processing TAA Payments

TAA payments can be processed after the following events have occurred:

- FAS has:
  - entered all necessary petition data on-line
  - approved the petition(s) on-line
  - entered the allocation for the FY in the FAS Payment Processing software
  - transferred funds for the TAA Program Fiscal Year to FSA
  - reviewed National Payment Obligations to determine whether Pro-rating is necessary
  - triggered Payment Processing
- FSA FMD has:
  - entered the FAS Funds Allocation into eFunds control
  - read the TAA database to determine payment obligations in “Approved” status
  - populated individual counties with allocations based on “Approved” obligations in eFunds control

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### 2 TAA Payment Software Is a Two-Step Process Subject to eFunds Control (Continued)

#### B Processing TAA Payments (Continued)

- FSA County Office has:
  - entered an FSA-229 application on-line and made certain applicant has met all program requirements
  - approved FSA-229 applications in the TAA web-based software
  - reviewed all approved applications in TAA web-based software and selected those applications to be passed on to the System 36
  - reviewed all applications passed to the System 36 for payment processing and approved them for passing to accounting.

#### C eFunds Control

The Payment Processing Cycle will not complete unless the funds are made available for a county attempting to process payments. If payments being processed exceed the eFunds specifically allocated to that county, the County Office will be prevented from completing the Payment Processing for any applications exceeding the eFunds allocation. Because the eFunds allocation process is being handled at Kansas City for TAA, it will **not** be necessary for State Offices to request funds for their County Offices.

Kansas City will update the eFunds needed every Tuesday for each county, as applicable. This will be accomplished for all applications in an “Approved” status, only. After this process has updated the allocation of funds to counties for payment based on the sum of the “Approved” applications on file, the funds will be made available for the System 36 to continue processing additional “Approved” applications.

To ensure that funds are available for applications in “Approved” status for a given Payment Cycle, County Offices shall perform TAA Editing, Approval, and Payment Processing according to this notice.

If a County Office receives a message on the System 36 while processing payments that not enough funds are available to continue Payment Processing, the County Office must wait until the next Wednesday, when their control ledger will have been updated, to continue processing payments.

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### 3 Web Process - Authorized Access to the Secure TAA Web Site

#### A Access Requirements

To access any TAA automated function, authorized users must have a current eAuth:

- user ID
- password.

**Important:** See Notices AO-1281 and AO-1292 for specific instructions for obtaining a eAuth user ID and password. The KC-ADC security office is responsible for all FSA program delivery security issues and functions.

### 4 Web Process - Payment Processing

#### A Approvals and Cancellation

From the blue banner on the left side of the FSA Intranet-based TAA Application Process Main Page, authorized users can select to **change the status** of an application in the data base.

The “**Change Status**” function allows authorized users to **change the status** of an application. An application can be changed from “Pending” status to 1 of the following:

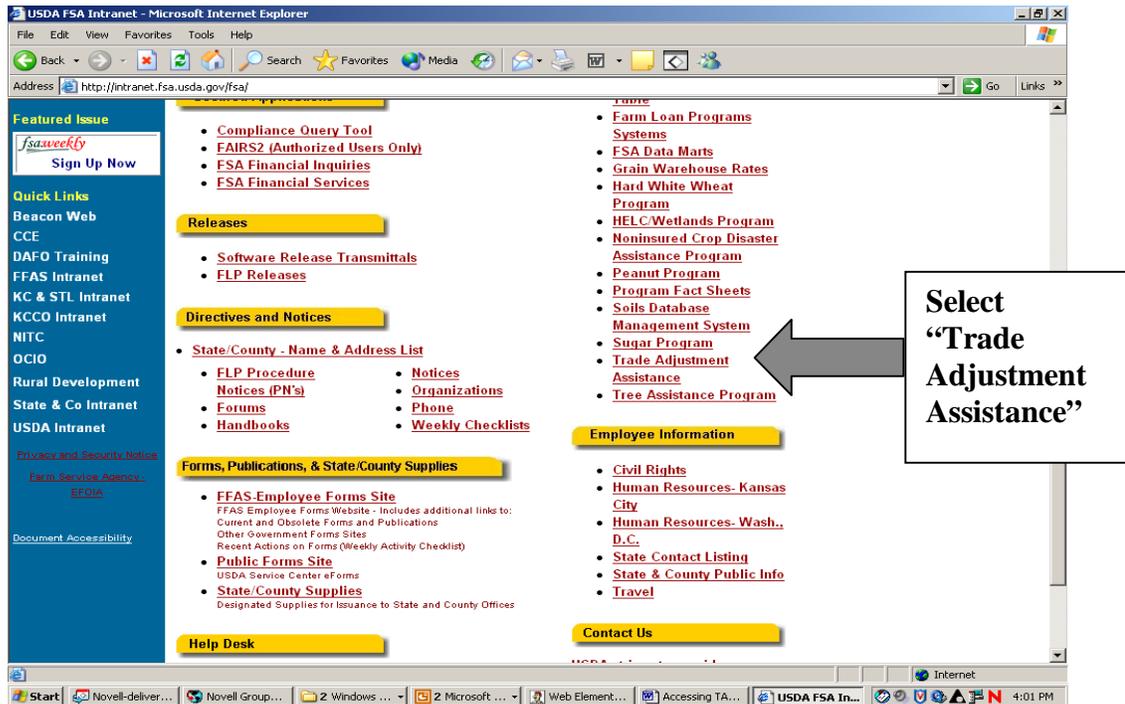
- “Approved”
- “Disapproved”
- “Suspend”
- “Cancelled”.

## 5 Web Process - Accessing TAA Application and Payment Processes

### A TAA Main Page

County Offices shall access TAA functions from the **FSA Intranet Home Page** at <http://intranet.fsa.usda.gov/fsa/>. Under the “Programs” heading, click on “Trade Adjustment Assistance”. eAuthentication and Authorization Screen will be displayed for the user to enter credentials. After successful access, the TAA Main Page will be displayed.

The following is an example of the Intranet site where “Trade Adjustment Assistance” is selected.

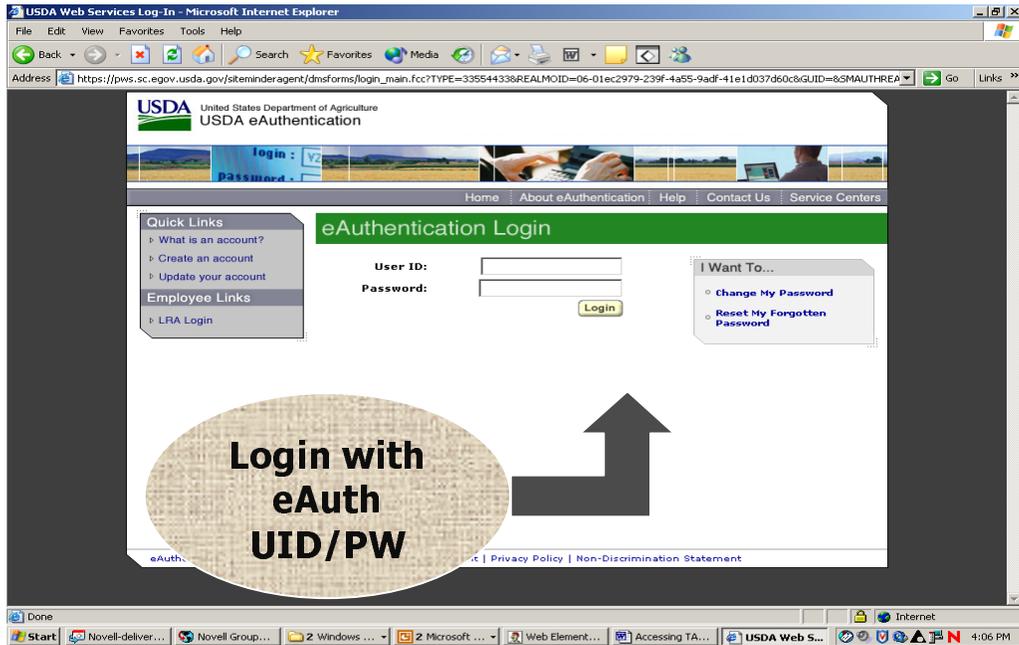


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### 5 Web Process - Accessing TAA Application and Payment Processes (Continued)

#### B eAuth Login Page

The following is an example of the eAuth Login Page, after the user has selected “Trade Adjustment Assistance” under “Programs” on the FSA Intranet Page. The user enters the user ID and password, then clicks on the “Login” button.

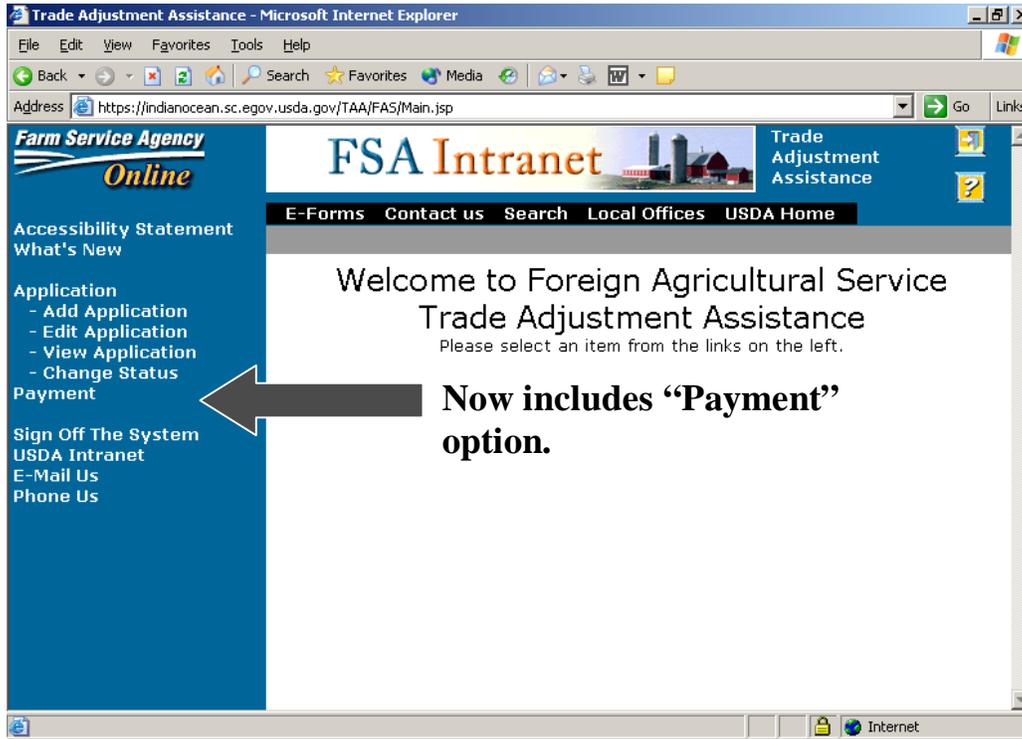


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### 5 Web Process - Accessing TAA Application and Payment Processes (Continued)

#### C Main Page

The following is an example of the Main Page for accessing either **Application Processing** or **Payment Processing**.



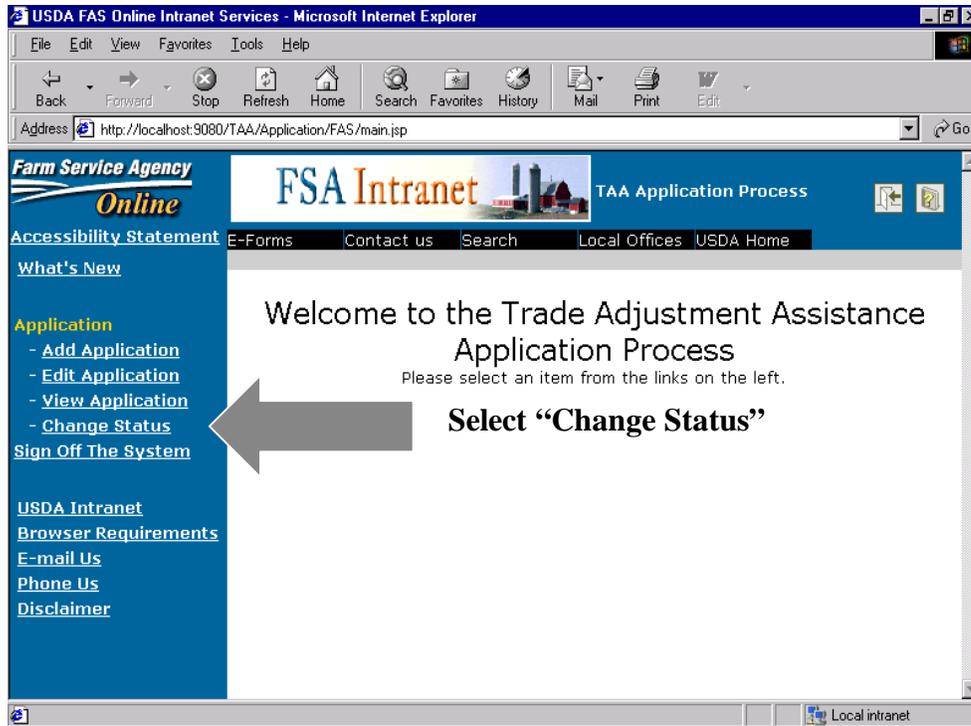
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### 5 Web Process - Accessing TAA Application and Payment Processes (Continued)

#### D Application Page

The following is an example of the **TAA Application Page**.

The user must ensure that status is “Approved” so payment can be processed. From the blue banner on the left-hand side of the TAA Application Page, to **change** the status of an application, click on “Change Status”.



After “Change Status” has been selected, an Application Change Status List Page will be displayed showing all applications by:

- application number
- State
- applicant
- commodity
- crop year
- application status.

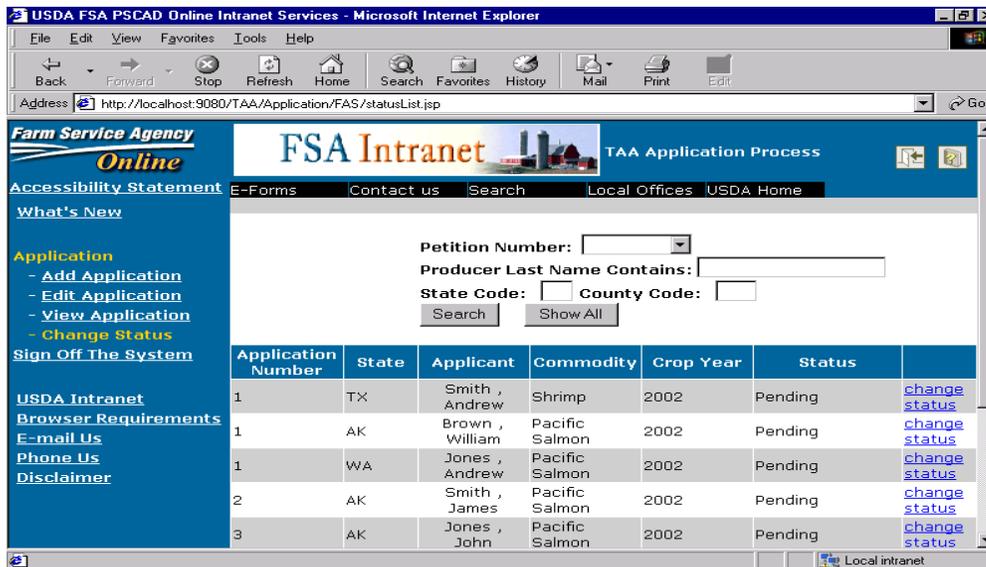
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### 5 Web Process - Accessing TAA Application and Payment Processes (Continued)

#### E Change Status Page

The user receives a list of applications with “Change Status” option. The user then selects the “Change Status” option (to the right of the Status” column) for the application desired.

On the example of the screen indicating “Status” of the applications, the user would select the application to be “Approved” by clicking on “Change Status” to the right of the Status Column.



The screenshot shows a web browser window titled "USDA FSA PSCAD Online Intranet Services - Microsoft Internet Explorer". The address bar shows "http://localhost:9080/TAA/Application/FAS/statusList.jsp". The page header includes "Farm Service Agency Online" and "FSA Intranet TAA Application Process". A navigation bar contains "E-Forms", "Contact us", "Search", "Local Offices", and "USDA Home". A search form is present with fields for "Petition Number", "Producer Last Name Contains", "State Code", and "County Code", along with "Search" and "Show All" buttons. A table lists applications with columns for Application Number, State, Applicant, Commodity, Crop Year, Status, and a "change status" link.

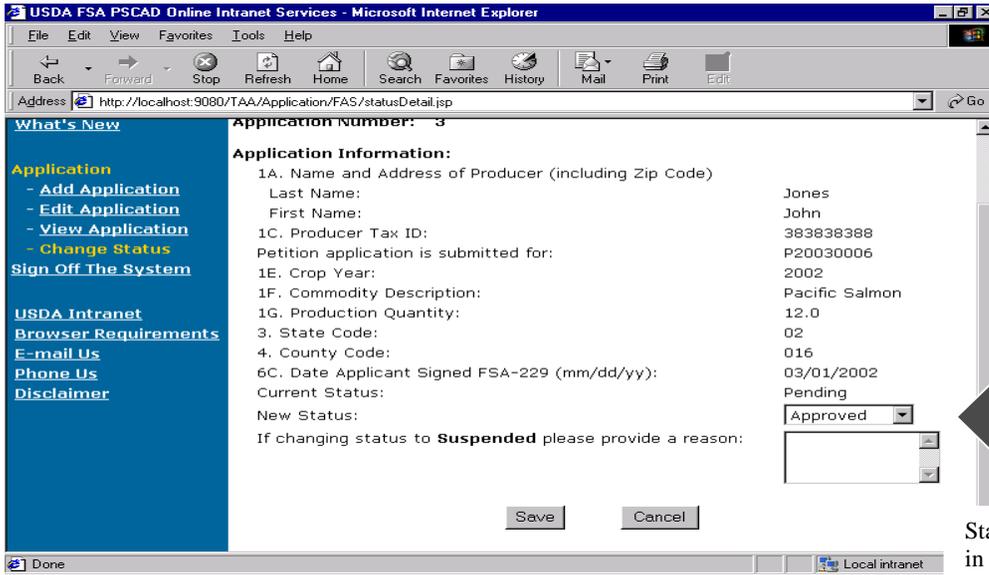
Application Number	State	Applicant	Commodity	Crop Year	Status	
1	TX	Smith , Andrew	Shrimp	2002	Pending	<a href="#">change status</a>
1	AK	Brown , William	Pacific Salmon	2002	Pending	<a href="#">change status</a>
1	WA	Jones , Andrew	Pacific Salmon	2002	Pending	<a href="#">change status</a>
2	AK	Smith , James	Pacific Salmon	2002	Pending	<a href="#">change status</a>
3	AK	Jones , John	Pacific Salmon	2002	Pending	<a href="#">change status</a>

The user changes the status to “Approved” for any application meeting all payment eligibility requirements. Only “Approved” status applications will process for payment.

5 Web Process - Accessing TAA Application and Payment Processes (Continued)

E Change Status Page (Continued)

Click on the “Save” button to save the status change so the application will be available for processing when the next payment processing cycle is run. See the following example.



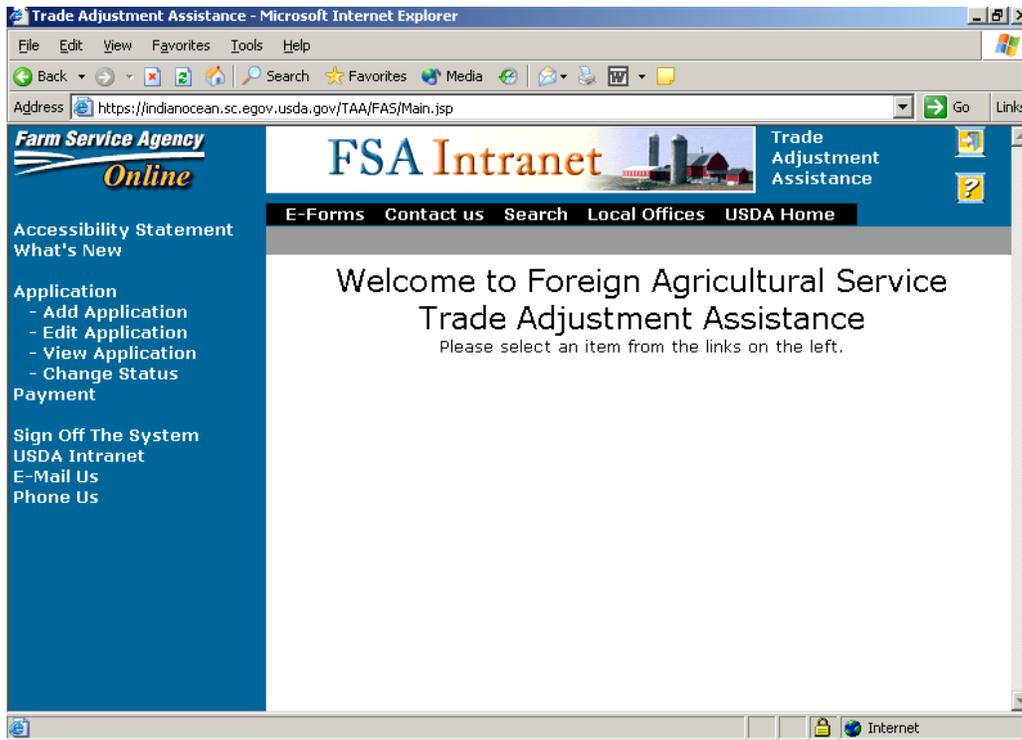
Status must be “Approved” in order to allow Payment Processing.

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### 6 Web Process - Using the Payment Processing Software

#### A Accessing the TAA Payment Processing Software on the Server

Click **“Payment”** on the blue banner on the left to access the TAA Payment Processing Software.



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### 6 Web Process - Using the Payment Processing Software (Continued)

#### A Accessing the TAA Payment Processing Software on the Server (Continued)

Select “Payment” to access the “TAA Payment Process” Page. See the following example.

TAA Payment Process - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://localhost:9000/TAA/Payment/PSA/Main.jsp

TAAonline  
Agricultural  
TRADE  
ADJUSTMENT  
ASSISTANCE

TAA Payment Process

E-Forms Contact us Search Local Offices USDA Home

Accessibility Statement  
What's New  
**Payment**  
- Accumulate C...  
- Release Payments  
- Payment Cancellation  
- Payment Reports  
Sign Off The System  
USDA Intranet  
E-Mail Us  
Phone Us

Welcome to the Trade Adjustment Assistance Payment Process

Please select an item from the links on the left.

User selected Payment on previous page.

Note: NEW PAGE!

## 6 Web Process - Using the Payment Processing Software (Continued)

### B Accumulating Obligations Reports

Users may wish to view or print reports that accumulate the dollar amounts obligated for TAA before Payment Processing is performed. The reports are for use by FSA and FAS to provide updates on payment obligations for applications entered into the data base.

**Note: These reports are optional by the user. They are not required to be accessed before electing to perform Payment Processing.**

By selecting “Accumulate Obligation” in the blue banner on the left (in the Payment Function), the Payment Processing software allows the user to select the criteria to be used in querying the database.

The user has the option to select (in any combination):

- the Accumulation Method
- the Application Status.

The reports page provides the user with options to select reports on the basis of Accumulation Method by:

- applicant
- petition
- crop year
- fiscal year.

The user selects Application Status by:

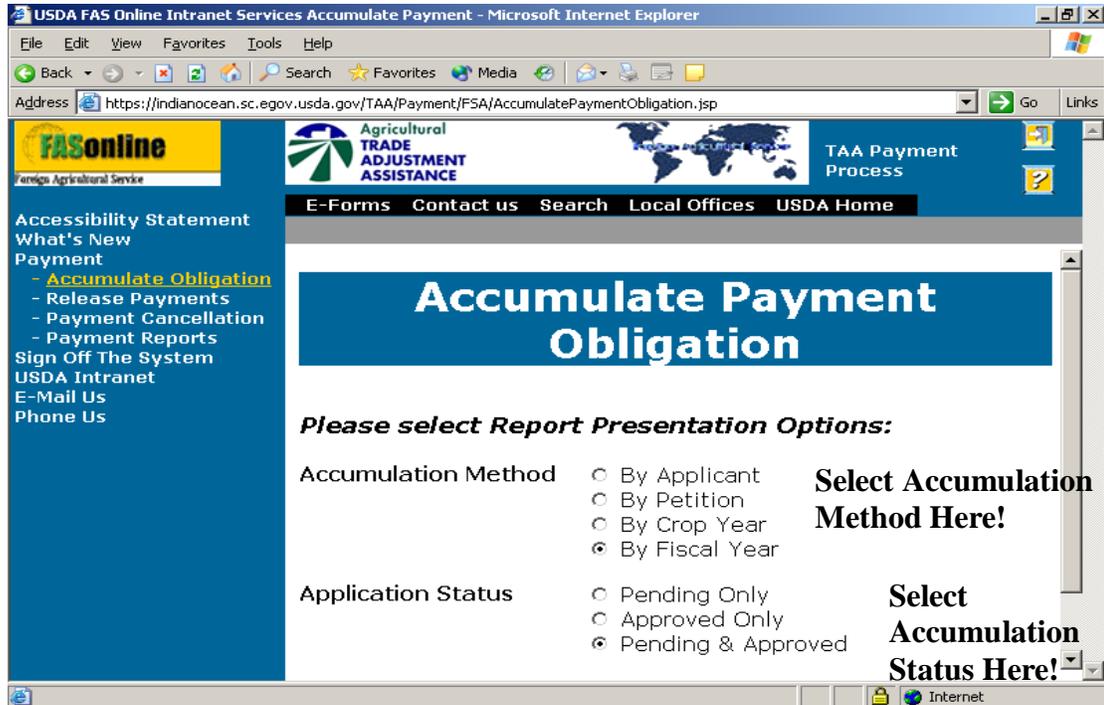
- pending applications only
- approved applications only
- pending and approved applications.

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### 6 Web Process - Using the Payment Processing Software (Continued)

#### B Accumulating Obligations Reports (Continued)

The following is an example of the Accumulate Payment Obligation Selection Screen.



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## 6 Web Process - Using the Payment Processing Software (Continued)

### B Accumulating Obligations Reports (Continued)

The examples in this subparagraph show the page for selection of criteria for accumulating the **Payment Obligations reports**.

The following example shows the listing of Payment Obligations **by applicant**.

**Accumulate Payment Obligation**  
Pending and Approved Applications by Applicant  
Report Created: 05/04/2004

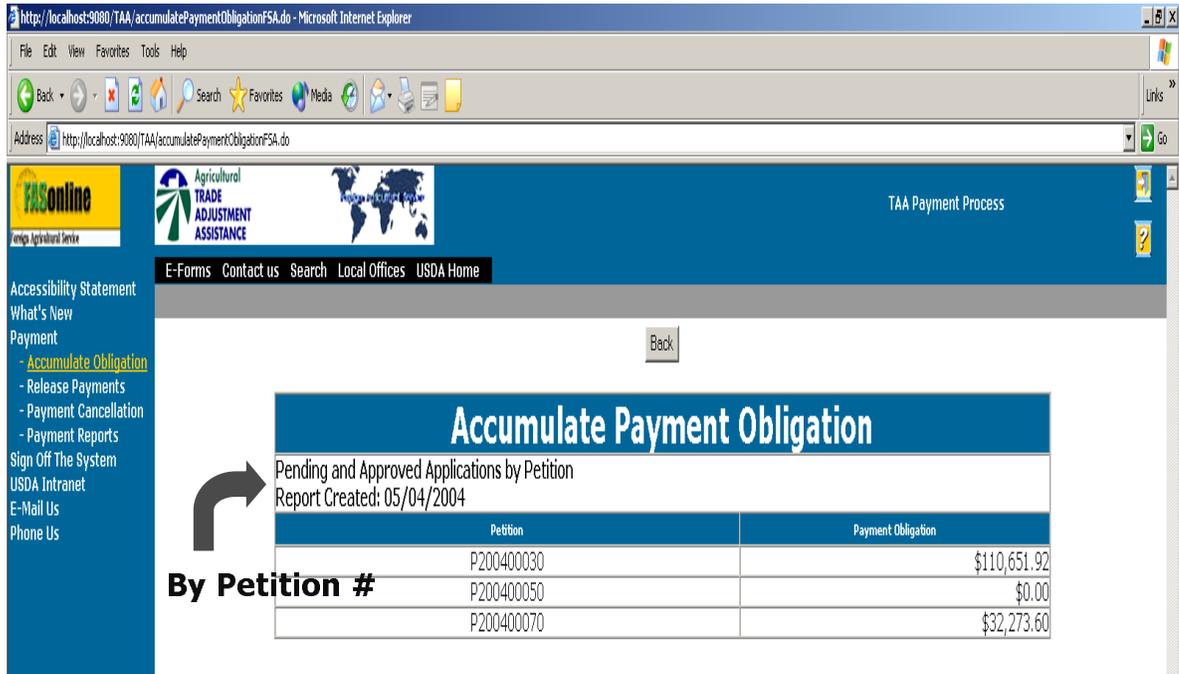
Applicant	Payment Obligation
	\$4,681.41
	\$0.00
	\$20,000.00
	\$6,684.16
	\$4,550.04
	\$14,738.99
	\$4,759.95
	\$2,071.18
	\$7,726.27
	\$17,892.88
	\$8,798.93
	\$0.00
	\$4,208.93
	\$0.00
	\$10,000.00
	\$10,000.00
	\$0.00
	\$0.00
	\$10,000.00
	\$5,474.91
	\$5,449.96
	\$5,887.91

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### 6 Web Process - Using the Payment Processing Software (Continued)

#### B Accumulating Obligations Reports (Continued)

The following example shows the page to “Accumulate Payment Obligation” by **petition number**.



The screenshot shows a web browser window displaying the TAA Payment Process application. The browser address bar shows the URL: `http://localhost:9080/TAA/accumulatePaymentObligationFSA.do`. The page header includes the TAA logo and navigation links: E-Forms, Contact us, Search, Local Offices, and USDA Home. A sidebar on the left contains links for Accessibility Statement, What's New, Payment, and Sign Off The System. The main content area features a blue header for "Accumulate Payment Obligation" and a table titled "Pending and Approved Applications by Petition" with a report creation date of 05/04/2004. A large arrow points to the "By Petition #" column header.

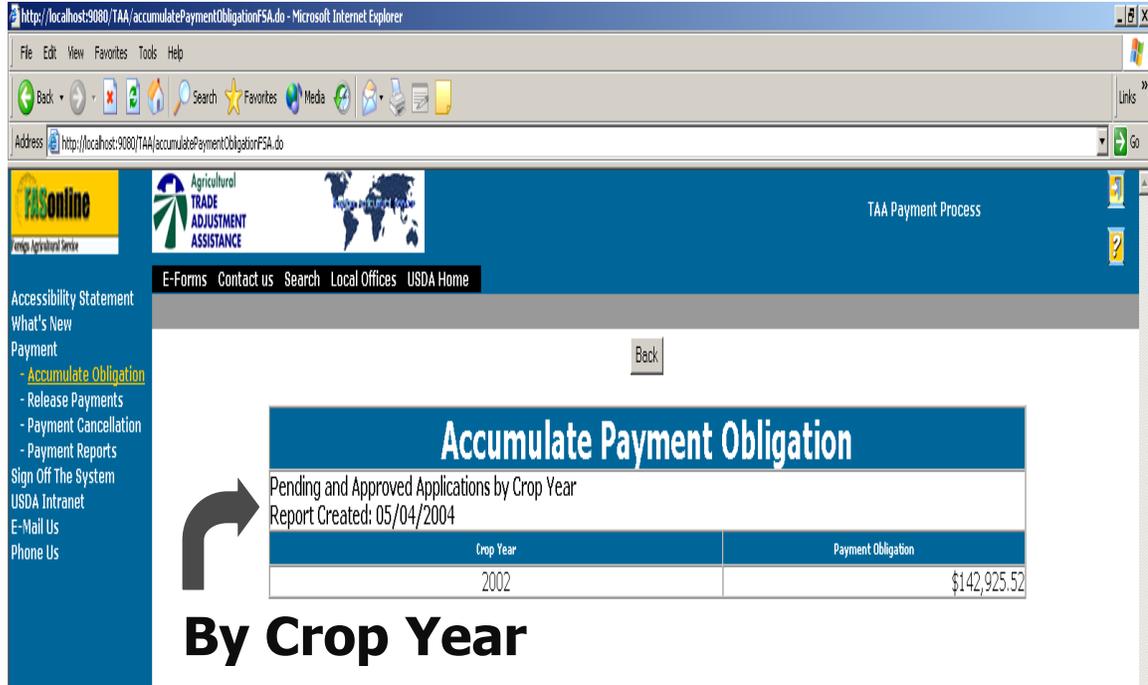
Accumulate Payment Obligation	
Pending and Approved Applications by Petition	
Report Created: 05/04/2004	
Petition	Payment Obligation
P200400030	\$110,651.92
P200400050	\$0.00
P200400070	\$32,273.60

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### 6 Web Process - Using the Payment Processing Software (Continued)

#### B Accumulating Obligations Reports (Continued)

The following example shows the “Accumulate Payment Obligation” by **crop year**.



The screenshot displays a web browser window with the URL `https://localhost:9080/TAA/accumulatePaymentObligationFSA.do`. The page title is "TAA Payment Process". The main content area shows a report titled "Accumulate Payment Obligation" with the subtitle "Pending and Approved Applications by Crop Year" and "Report Created: 05/04/2004". A table below the report shows the following data:

Crop Year	Payment Obligation
2002	\$142,925.52

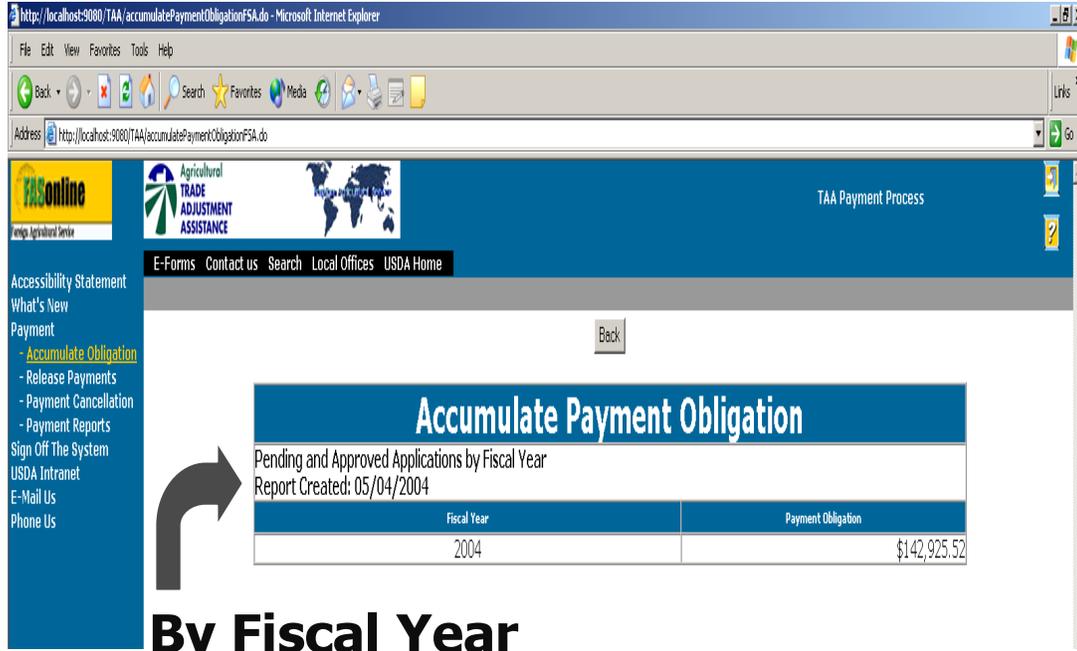
A large black arrow points from the text "By Crop Year" to the table. The left sidebar contains a navigation menu with the following items: Accessibility Statement, What's New, Payment, - Accumulate Obligation (highlighted), - Release Payments, - Payment Cancellation, - Payment Reports, Sign Off The System, USDA Intranet, E-Mail Us, and Phone Us. The top navigation bar includes links for E-Forms, Contact us, Search, Local Offices, and USDA Home.

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### 6 Web Process - Using the Payment Processing Software (Continued)

#### B Accumulating Obligations Reports (Continued)

The following example shows the “Accumulate Payment Obligation” by **fiscal year**.



The screenshot shows a web browser window displaying the 'Accumulate Payment Obligation' report. The browser address bar shows 'http://localhost:9080/TAA/accumulatePaymentObligationFSA.do'. The page header includes 'TAA Payment Process' and navigation links like 'E-Forms', 'Contact us', 'Search', 'Local Offices', and 'USDA Home'. A sidebar on the left contains links such as 'Accessibility Statement', 'What's New', 'Payment', and 'Sign Off The System'. The main content area features a blue header with the title 'Accumulate Payment Obligation' and a subtitle 'Pending and Approved Applications by Fiscal Year'. Below this, a table displays the report data for the fiscal year 2004, showing a payment obligation of \$142,925.52. A large black arrow points from the text 'By Fiscal Year' to the table.

Fiscal Year	Payment Obligation
2004	\$142,925.52

**By Fiscal Year**

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### 6 Web Process - Using the Payment Processing Software (Continued)

#### C Details of an Application To Be Paid

When the user clicks on the “Release Payments” option on the blue banner on the left of the page, a list of those applicants not yet processed for payment will be listed on the screen.

The following is an example of the “Release Payments” listing by applicant.

**Note:** The user may click on the word “Details” on the right hand column of the data listing for an applicant to view additional details of that application.

The screenshot shows the 'Release Payments' page in the FASonline system. The page title is 'Release Payments' and the subtitle is 'Summary of Applications Available for Payment'. The table below lists various applications with their respective details.

Petition Number	Producer Name	Payment Amount	Crop Year	Commodity	Original Obligation	Details
<input type="checkbox"/> P28		\$0.00	2002	Pacific Salmon	\$738.78	<a href="#">Details</a>
<input type="checkbox"/> P28		\$5,474.91	2002	Pacific Salmon	\$5,474.91	<a href="#">Details</a>
<input type="checkbox"/> P28		\$7,726.40	2002	Pacific Salmon	\$7,726.40	<a href="#">Details</a>
<input type="checkbox"/> P28		\$6,684.16	2002	Pacific Salmon	\$6,684.16	<a href="#">Details</a>
<input type="checkbox"/> P28		\$4,759.95	2002	Pacific Salmon	\$4,759.95	<a href="#">Details</a>
<input type="checkbox"/> P28		\$5,887.91	2002	Pacific Salmon	\$5,887.91	<a href="#">Details</a>
<input type="checkbox"/> P28		\$5,449.96	2002	Pacific Salmon	\$5,449.96	<a href="#">Details</a>
<input type="checkbox"/> P28		\$14,738.99	2002	Pacific Salmon	\$14,738.99	<a href="#">Details</a>
<input type="checkbox"/> P28		\$10,000.00	2002	Pacific Salmon	\$13,949.25	<a href="#">Details</a>
<input type="checkbox"/> P28		\$0.00	2002	Pacific Salmon	\$2,388.08	<a href="#">Details</a>
<input type="checkbox"/> P28		\$0.00	2002	Pacific Salmon	\$3,091.13	<a href="#">Details</a>
<input type="checkbox"/> P28		\$8,798.93	2002	Pacific Salmon	\$8,798.93	<a href="#">Details</a>
<input type="checkbox"/> P28		\$7,726.27	2002	Pacific Salmon	\$7,726.27	<a href="#">Details</a>
<input type="checkbox"/> P28		\$17,892.88	2002	Pacific Salmon	\$17,892.88	<a href="#">Details</a>
<input type="checkbox"/> P28		\$4,550.04	2002	Pacific Salmon	\$7,647.97	<a href="#">Details</a>
<input type="checkbox"/> P28		\$4,208.93	2002	Pacific Salmon	\$6,971.16	<a href="#">Details</a>
<input type="checkbox"/> P28		\$0.00	2002	Pacific Salmon	\$6,276.10	<a href="#">Details</a>
<input type="checkbox"/> P28		\$4,681.41	2002	Pacific Salmon	\$4,681.41	<a href="#">Details</a>
<input type="checkbox"/> P28		\$10,000.00	2002	Shrimp	\$24,000.00	<a href="#">Details</a>
<input type="checkbox"/> P28		\$12,273.60	2002	Shrimp	\$24,000.00	<a href="#">Details</a>

6 Web Process - Using the Payment Processing Software (Continued)

D Releasing Payments

The user selected “Release Payments”, and then selected individual application details by clicking on “Detail” for an Applicant from the list of applicants displayed.

The following is an example of the “Release Payments Detail” page.

The screenshot shows a web browser window displaying the 'Release Payments Detail' page. The browser address bar shows the URL: http://localhost:9080/TAA/detailApplicationPayment.do?producerApplicationId=111. The page title is 'Selected Release Payments'. The main heading is 'Release Payments Detail'. A table displays payment details for two producer members. A callout box with an arrow points to the table header, stating 'Name and Address of Contact Producer Displaced Here.' Another callout box with an arrow points to the table, stating 'Note!'.

Producer Member	Original Obligation	Remaining After Eligibility	Remaining After TAA Limitation	Remaining After Counter Cyclical Limitation	Remaining After Combined TAA Limitation	Remaining After Combined Cyclical Limitation	Remaining When Reduced Payment Elected	Remaining After Proration	Remaining After Prior Payment
5384296265	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44
5394609005	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44	\$8,946.44
	Total Original Obligation							Total Due After Pro-Ration	Total Due After Prior Payment
	\$17,892.88							\$17,892.88	\$17,892.88

6 Web Process - Using the Payment Processing Software (Continued)

E Selecting Applications To Be Paid

The user clicked on the “Release Payments” option and a list of those applicants not yet processed for payment is listed on the screen.

When ready, the user clicks on the check box to the left of the applicant’s name to include that application in the batch to be processed in that payment cycle.

The following is the “Release Payments” page.

Petition Number	Producer Name	Payment Amount	Crop Year	Commodity	Original Obligation	Details
<input type="checkbox"/> P200		\$0.00	2002	Pacific Salmon	\$736.78	<a href="#">Details</a>
<input type="checkbox"/> P200		\$5,474.91	2002	Pacific Salmon	\$5,474.91	<a href="#">Details</a>
<input type="checkbox"/> P200		\$7,726.40	2002	Pacific Salmon	\$7,726.40	<a href="#">Details</a>
<input type="checkbox"/> P200		\$6,684.16	2002	Pacific Salmon	\$6,684.16	<a href="#">Details</a>
<input type="checkbox"/> P200		\$4,759.95	2002	Pacific Salmon	\$4,759.95	<a href="#">Details</a>
<input type="checkbox"/> P200		\$5,887.91	2002	Pacific Salmon	\$5,887.91	<a href="#">Details</a>
<input type="checkbox"/> P200		\$5,449.96	2002	Pacific Salmon	\$5,449.96	<a href="#">Details</a>
<input type="checkbox"/> P200		\$14,738.99	2002	Pacific Salmon	\$14,738.99	<a href="#">Details</a>
<input type="checkbox"/> P200		\$10,000.00	2002	Pacific Salmon	\$13,949.25	<a href="#">Details</a>
<input type="checkbox"/> P200		\$0.00	2002	Pacific Salmon	\$2,388.08	<a href="#">Details</a>
<input type="checkbox"/> P200		\$0.00	2002	Pacific Salmon	\$3,091.13	<a href="#">Details</a>
<input type="checkbox"/> P200		\$8,798.93	2002	Pacific Salmon	\$8,798.93	<a href="#">Details</a>
<input type="checkbox"/> P200		\$7,726.27	2002	Pacific Salmon	\$7,726.27	<a href="#">Details</a>
<input type="checkbox"/> P200		\$17,892.88	2002	Pacific Salmon	\$17,892.88	<a href="#">Details</a>
<input type="checkbox"/> P200		\$4,550.04	2002	Pacific Salmon	\$7,647.97	<a href="#">Details</a>
<input type="checkbox"/> P200		\$4,208.93	2002	Pacific Salmon	\$6,971.16	<a href="#">Details</a>
<input type="checkbox"/> P200		\$0.00	2002	Pacific Salmon	\$6,276.10	<a href="#">Details</a>
<input type="checkbox"/> P200		\$4,681.41	2002	Pacific Salmon	\$4,681.41	<a href="#">Details</a>
<input type="checkbox"/> P200		\$10,000.00	2002	Shrimp	\$24,000.00	<a href="#">Details</a>
<input type="checkbox"/> P200		\$12,273.60	2002	Shrimp	\$240,000.00	<a href="#">Details</a>

After selecting the applications to be paid by clicking on the box in the column at the left of the applicant name, the user would click on the “Submit” button at the bottom of the list to continue payment processing.

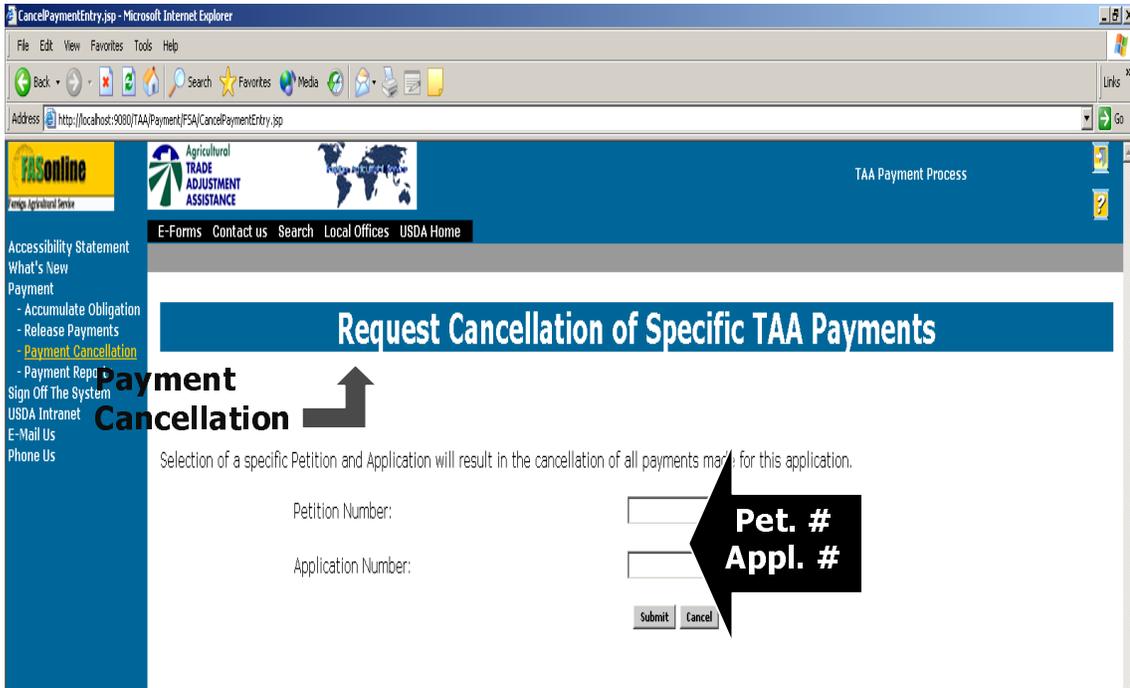
A file with payment data will be transmitted to the System 36 to allow the County Office to perform the steps required for accounting, automatic funds deposits, and/or check printing.

6 Web Process - Using the Payment Processing Software (Continued)

F Cancellation of a Payment

Payments may be canceled, once the application has been approved (and the payment processed), by clicking on the “**Payment Cancellation**” option on the blue banner at the left.

If an application must be canceled, the user would enter the petition and application number and click on the “**Submit**” button. Clicking the “**Cancel**” button would not process the cancellation.



6 Web Process - Using the Payment Processing Software (Continued)

G Payment Reports

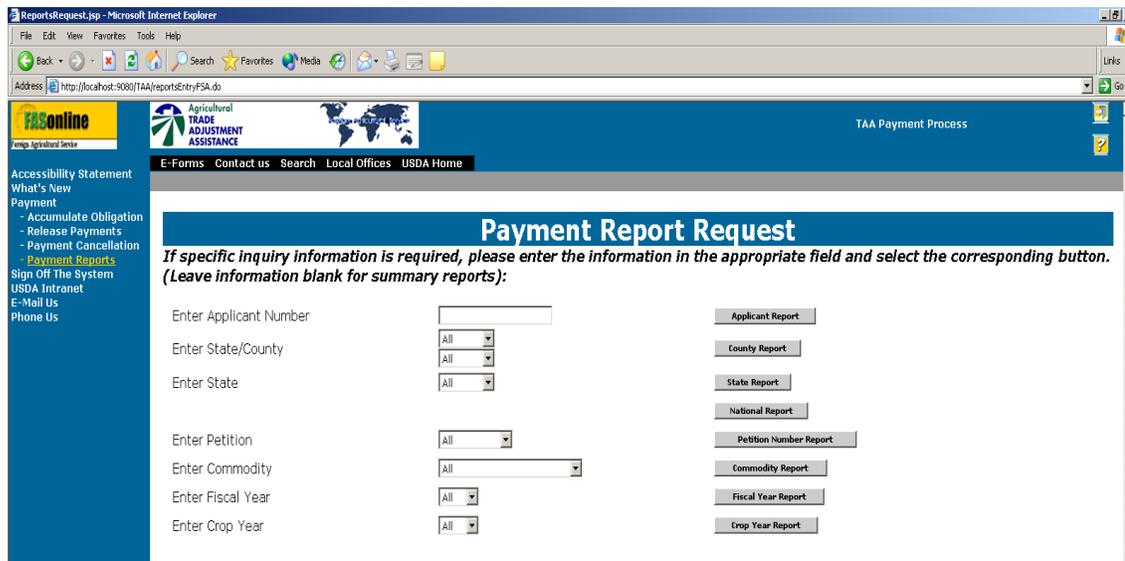
After some payments are processed, the user may select the “Payment Reports” function. Payment reports are the actual payment amounts processed in the TAA software, and are cumulative.

Payments are considered processed when the user selects applications to be processed, and a file is passed to the System 36.

Reports for payments processed may be requested based on:

- Applicant Number
- State/County
- State
- Petition
- Commodity
- Fiscal Year
- Crop Year.

The following is an example of the **Payment Report Request** Page.



The user may leave the selection fields blank for Summary Reports, or may select down to the “Details” for an individual applicant.

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## 6 Web Process - Using the Payment Processing Software (Continued)

### G Payment Reports (Continued)

The following is an example of the **Payment by Applicant Report**.

The screenshot shows a web browser window with the address `http://localhost:9080/TAA/reportsRequestPSA.do`. The page title is "TAA Payment Process". The main content area displays a "Payment By Applicant Report" created on 05/04/2004. The report is a table with four columns: Commodity, Units, Payment Rate, and Obligated Payment. The data is grouped by farm name.

Commodity	Units	Payment Rate	Obligated Payment
<b>LHEIMER BROS INC</b>			
Farm Raised Catfish	1500000.00	\$0.0030000	\$0.00
Pacific Salmon	66877.25	\$0.0700000	\$4,681.41
<b>ERRY RIDGE FARM</b>			
Blueberries	49124.00	\$0.0280000	\$1,375.47
<b>R FARMS</b>			
Pacific Salmon	12172.00	\$0.0700000	\$0.00
<b>N BRDS</b>			
Pacific Salmon	220754.52	\$0.0700000	\$7,726.40
Shrimp	3000000.00	\$0.1600000	\$12,273.00
<b>NETON FARMS</b>			
Pacific Salmon	95488.00	\$0.0700000	\$6,684.16
<b>STS NW</b>			

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6 Web Process - Using the Payment Processing Software (Continued)

G Payment Reports (Continued)

The following is an example of the **Payment by County Report**.

The screenshot shows a web browser window titled 'ReportsRequestResult.jsp - Microsoft Internet Explorer'. The address bar shows 'http://localhost:9080/TAA/reportsRequestFSA.do'. The page header includes 'FASonline', 'Agricultural TRADE ADJUSTMENT ASSISTANCE', and 'TAA Payment Process'. A navigation menu contains 'E-Forms', 'Contact us', 'Search', 'Local Offices', and 'USDA Home'. A left sidebar lists various system functions like 'Accessibility Statement', 'What's New', 'Payment', and 'Sign Off The System'. The main content area displays a 'Payment By County Report' for the date 05/04/2004. The report is a table with the following data:

Commodity	Units	Payment Rate	Obligated Payment
State Name: Alaska County Name: All			
Farm Raised Catfish	123456.79	\$0.0030000	\$0.00
Pacific Salmon	345689.00	\$0.0700000	\$0.00
State Name: California County Name: All			
Salmon	670368.75	\$0.0300000	\$0.00
State Name: Maine County Name: All			
Blueberries	258271.00	\$0.0280000	\$4,955.83
State Name: Minnesota County Name: All			
Salmon	36908.50	\$0.0300000	\$1,109.66
State Name: Washington County Name: All			
Farm Raised Catfish	1500000.00	\$0.0030000	\$0.00
Pacific Salmon	2534160.50	\$0.0700000	\$110,651.92
Salmon	2025913.00	\$0.0300000	\$11,017.99
Shrimp	3250000.00	\$0.1600000	\$32,273.60
			Payment Total: \$186,005.00

Notice SP-24

6 Web Process - Using the Payment Processing Software (Continued)

G Payment Reports (Continued)

The following is an example of the **Payment by State Report**.

The screenshot shows a web browser window with the URL `http://localhost:9080/TAA/reportsRequestPSA.do`. The page title is "TAA Payment Process". The main content area displays a "Payment By State Report" for the date 05/04/2004. The report is organized by state and lists various commodities with their respective units, payment rates, and obligated payments.

Commodity	Units	Payment Rate	Obligated Payment
State Name: Alaska			
Farm Raised Catfish	123456.79	\$0.0030000	\$0.00
Pacific Salmon	345609.00	\$0.0700000	\$0.00
State Name: California			
Salmon	670360.75	\$0.0300000	\$0.00
State Name: Maine			
Blueberries	250271.00	\$0.0200000	\$4,955.83
State Name: Minnesota			
Salmon	30900.50	\$0.0300000	\$1,109.66
State Name: Washington			
Farm Raised Catfish	150000.00	\$0.0030000	\$0.00
Pacific Salmon	2534160.50	\$0.0700000	\$110,451.92
Salmon	2025913.00	\$0.0300000	\$11,017.99
Shrimp	3250000.00	\$0.1000000	\$32,273.00
			Payment Total: \$100,009.00

## Notice SP-24

### 6 Web Process - Using the Payment Processing Software (Continued)

#### G Payment Reports (Continued)

The following is an example of the **Payment by National Report**.

The screenshot shows a web browser window with the URL <http://localhost:9000/TAA/reportsRequestPSA.do>. The page title is "ReportsRequestResult.jsp - Microsoft Internet Explorer". The browser's address bar shows the URL. The page content includes a navigation menu with "E-Forms", "Contact us", "Search", "Local Offices", and "USDA Home". A "Back" button is visible. The main heading is "Payment By National Report" with a sub-heading "Report Created: 05/04/2004". Below this is a table with the following data:

Commodity	Units	Payment Rate	Obligated Payment
Blueberries	258271.00	\$0.0280000	\$4,955.83
Farm Raised Catfish	1623456.75	\$0.0030000	\$0.00
Pacific Salmon	2879849.50	\$0.0700000	\$110,651.92
Salmon	2733270.25	\$0.0300000	\$12,127.65
Shrimp	3250000.00	\$0.1600000	\$32,273.60
			Payment Total: \$160,009.00

## Notice SP-24

### 6 Web Process - Using the Payment Processing Software (Continued)

#### G Payment Reports (Continued)

The following is an example of the **Payments by Petition Number Report**.

The screenshot shows a web browser window displaying the 'TAA Payment Process' page. The main content area features a 'Payment By Petition Number Report' for the date 05/04/2004. The report is presented as a table with the following data:

Petition	Commodity	Units	Payment Rate	Obligated Payment
P200400010	Blueberries	258271.00	\$0.0280000	\$4,955.83
P200400020	Salmon	2733270.25	\$0.0360000	\$12,127.65
P200400030	Pacific Salmon	2879049.50	\$0.0700000	\$110,651.92
P200400050	Farm Raised Catfish	1623456.75	\$0.0030000	\$0.00
P200400070	Shrimp	3250000.00	\$0.1600000	\$32,273.60
				Payment Total: \$160,000.00

## Notice SP-24

### 6 Web Process - Using the Payment Processing Software (Continued)

#### G Payment Reports (Continued)

The following is an example of the **Payment by Commodity Report**.

The screenshot shows a Microsoft Internet Explorer browser window displaying a web application for 'TAA Payment Process'. The page title is 'Payment By Commodity Report' and it was created on 05/04/2004. The report contains a table with the following data:

Commodity	Units	Payment Rate	Obligated Payment
Blueberries	258271.00	\$0.0280000	\$4,955.83
Farm Raised Catfish	1623456.75	\$0.0020000	\$0.00
Pacific Salmon	2879849.50	\$0.0760000	\$110,451.92
Salmon	2733279.25	\$0.0300000	\$12,127.65
Shrimp	3250000.00	\$0.1600000	\$32,273.60
			Payment Total: \$160,009.00

## Notice SP-24

### 6 Web Process - Using the Payment Processing Software (Continued)

#### G Payment Reports (Continued)

The following is an example of the **Payment by Fiscal Year Report**.

The screenshot shows a web browser window with the address `http://localhost:9080/TAA/reportsRequestFSA.do`. The page title is "TAA Payment Process". The main content area displays a "Payment by Fiscal Year Report" for the fiscal year 2004, created on 05/04/2004. The report includes a table with the following data:

Commodity	Units	Payment Rate	Obligated Payment
Fiscal Year: 2004			
Blueberries	258271.00	\$0.020000	\$4,955.83
Farm Raised Catfish	1623456.75	\$0.003000	\$0.00
Pacific Salmon	2879849.50	\$0.070000	\$110,651.92
Salmon	2733270.25	\$0.030000	\$12,127.65
Shrimp	3250000.00	\$0.160000	\$32,273.60
			Payment Total: \$160,009.00

## Notice SP-24

### 6 Web Process - Using the Payment Processing Software (Continued)

#### G Payment Reports (Continued)

The following is an example of the **Payments by Crop Year Report**.

The screenshot shows a Microsoft Internet Explorer browser window displaying a report titled "Payment By Crop Year Report". The report was created on 05/04/2004 and is for the crop year 2002. The report is presented as a table with four columns: Commodity, Units, Payment Rate, and Obligated Payment. The data is as follows:

Commodity	Units	Payment Rate	Obligated Payment
Blueberries	258271.00	\$0.0280000	\$4,955.83
Farm Raised Catfish	1623456.75	\$0.0030000	\$0.00
Pacific Salmon	2879849.50	\$0.0700000	\$110,651.92
Salmon	2738270.25	\$0.0300000	\$12,127.65
Shrimp	3250000.00	\$0.1600000	\$32,273.60
			Payment Total: \$160,009.00

The browser window also shows the USDA Online logo and navigation links such as "E-Forms", "Contact us", "Search", "Local Offices", and "USDA Home". A sidebar on the left contains links for "Accessibility Statement", "What's New", "Payment", "Accumulate Obligation", "Release Payments", "Payment Cancellation", "Payment Reports", "Sign Off The System", "USDA Intranet", "E-Mail Us", and "Phone Us".

## Notice SP-24

### 7 System 36 Process - Interim TAA Payment Processing

#### A Completing Payment Processing

After a payment processing cycle in the TAA server software has been completed, **County Offices must log on to the System 36 to complete payment processing.**

After County Offices have logged on to the System 36:

- access the **Special Price Support Functions – Processing Menu PCA000**
- ENTER “9”, “**Perform Trade Adjustment Assistance Program (TAA) Processing Functions**”.

The following is an example of the **Special Price Support Functions – Processing Menu PCA000.**

■	COMMAND	PCA000	JV
■	<b>SPECIAL PRICE SUPPORT FUNCTIONS - PROCESSING MENU</b>		
■	-----		
■			
■	*1. Perform Small Hog Operation Payment (SHOP) Processing Functions		
■	2. Perform Dairy Market Loss Assistance (DMLA) Processing Functions		
■	*3. Perform Peanut Marketing Assistance Program (PMAP) Processing Functions		
■	4. Perform Lamb Meat Adjustment Assistance Program (LMAAP) Functions		
■	5. Perform Wool and Mohair Market Loss Assistance Program (WAMLAP) Functions		
■	6. Perform Grazing Payment (GRAZE-OUT) Functions		
■	7. Perform Apple Marketing Loss Assistance Payment (AMLAP) Functions		
■	8. Perform Potato Diversion Program (PDP) Processing Functions		
■	9. Perform Trade Adjustment Assistance Program (TAA) Processing 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		

## Notice SP-24

### 7 System 36 Process - Interim TAA Payment Processing (Continued)

#### A Completing Payment Processing (Continued)

**Trade Adjustment Assistance – Processing Menu PJA000** includes the following options.

- **Option 1, “Make TAA Payments (Batch)”** – This option is to complete the payment processing that was begun on the TAA server. Unless the payment process is completed for each applicant that was processed on the TAA server, payment will not actually be made to that applicant.
- **Option 2, “Cancel a TAA Payment”** – This option allows the user to complete the cancellation process for an application begun in the TAA software.
- **Option 3, “Pending Payment Report”** – Use to view or print a list of applications for which payment processing is not completed.
- **Option 4, “Pending/Cancel Payment Report”** – Use to view or print a list of applications for which the cancellation process is not yet completed on the System 36.

**Note: An application must have been canceled on the TAA server before it will be listed here.**

- **Option 5, “Failed/Canceled Report”** – Use to view problems associated with applications that have a problem that needs to be corrected before processing can continue.

**Example:** Applicant is not in N/A file.

- **Option 6, “Paid Producer Report”** – Use to view or print a list of applicants that have been processed for payment on the System 36. Once the application is processed in the System 36 software and the data passed to Accounting, the payment process is complete for that application.

For the Interim Payment Process, checks will print in the County Office. Once NPS is deployed, checks will be printed and mailed to the producer from Kansas City. The ACH processing of payments will work the same under both systems.

7 System 36 Process - Interim TAA Payment Processing (Continued)

A Completing Payment Processing (Continued)

The following is an example of Menu **PJA000** on the System 36 that provides all of the options for TAA.

■	<b>COMMAND</b>	<b>PJA000</b>
■	<b>TRADE ADJUSTMENT ASSISTANCE - PROCESSING MENU</b>	
■	-----	
■		
■	1. Make TAA Payments (Batch)	
■	2. Cancel a TAA Payment	
■		
■	3. Pending Payment Report	
■	4. Pending Cancel Payment Report	
■	5. Failed/Canceled Report	
■	6. Paid Producer Report	
■		
■		
■		
■	21. Return To Application Selection Menu	
■	22. Return To Office Selection Menu	
■	23. Return To Primary Selection Menu	
■	24. Sign Off	
■		
■	<b>Enter the number of your selection and press 'Enter' key.</b>	
■	<b>Cmd3=Previous Menu</b>	

Use option:

- 1 for payment processing
- 2 for canceling a payment
- 3 through 6 for reports.





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7 System 36 Process - Interim TAA Payment Processing (Continued)

B Canceling Payments (Continued)

Screen **PJA70000** provides additional data about the cancellation process for this application. Payment would be canceled even if EFT was queued or if CCC-184 was mailed.

The following is an example of Screen **PJA70000** which provides a payment that is being processed for cancellation. The question, "Do you wish to cancel this TAA Payment? (Y or N)", will be displayed. ENTER "Y" or "N" and PRESS "Enter" to continue.

▪	<b>TAA CANCEL</b>	<b>017-GRANT</b>	<b>PJA70000</b>
▪	<b>TAA CANCELLATION</b>	<b>Version: AC04 03-23-04 13:50</b>	<b>Term JV</b>
▪	-----		
▪			
▪			
▪	<b>Trade Adjustment Assistance Process</b>		
▪			
▪			
▪	<b>Payment Date: 03-23-04</b>	<b>Payment Amount</b>	<b>50.00</b>
▪			
▪	<b>This process will cancel payment (CCC-184 and EFT) issued to this producer.</b>		
▪			
▪	<b>Cancellation will create receivable if EFT was queued or if the CCC-184 has been mailed.</b>		
▪			
▪	<b>Do you wish to cancel this TAA Payment? (Y or N)</b>		
▪			
▪	<b>Press "Enter" To Continue Cmd7=End Of Job</b>		

**Note:** Payment must also have been canceled in the TAA software.

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7 System 36 Process - Interim TAA Payment Processing (Continued)

B Canceling Payments (Continued)

Screen ANK52040 (in Accounting) is an information screen that indicates the payable is being deleted from the "Direct Deposit Pending" file. The following is an example of Screen ANK52040 after entering "Y" to the question, "Do you wish to cancel this TAA Payment? (Y or N)".

```
■ Accounting 017 GRANT Cancel ANK52040
■ Direct Deposit Notification Screen Version: AC04 03-23-2004 13:51 Term J
-----
■
■ Producer/Non-Producer ID 001 10 1234 S MARY TAC
■
■
■ Program Code 02TAAFSCS Amount 50.00
■ Payment Number D0026649 Issue Date 03-23-2004
■
■ Reference: Application Number P20020002
■
■
■ This payable is now deleted from the Direct Deposit Pending file.
■
■ Press 'Enter' to continue.
■
■
■
■ Enter=Continue
```

7 System 36 Process - Interim TAA Payment Processing (Continued)

C Printer Selection for Reports

The following is an example of Screen **PJA97000** used to select the printer for reports. Select the printer to be used for the reports, the number of copies to be printed, and PRESS "Enter" to continue.

```
■
■
■          017-GRANT                      PJA97000
■ TAA - PRINTER ID SELECTION      Version: AC04 03-23-04 12:47 Term JV
■ -----
■
■          TRADE ADJUSTMENT ASSISTANCE (TAA)
■
■ TAA procedure to print forms and reports has started.
■
■ Enter the printer ID to be used:      P2 (P1, P2, etc.)
■
■ Enter the number of copies to print: 01 (Maximum is 99)
■
■ Note: These entries will apply to all transaction generated forms printed by TAA at
■       this point.
■
■ Press "Enter" to continue
```

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7 System 36 Process - Interim TAA Payment Processing (Continued)

D Pending Payment Report

To view the **Pending Payment Report**, ENTER "3", "Pending Payment Report", on Menu **PJA000** according to subparagraph A.

The following is an example of the Pending Payment Report.

<b>NEW MEXICO</b>	<b>U.S. Department of Agriculture</b>						
Prepared: 03-22-04							
<b>GRANT</b>	<b>Farm Service Agency</b>	<b>As Of: 03-22-04</b>					
Report ID: PJA265-R001		Page: 1					
■	<b>PENDING PAYMENT REPORT</b>	St/Cty: 35-017					
■	<b>APPLN.</b>		<b>CROP</b>				
<b>PETITION NO.</b>	<b>NO.</b>	<b>PRODUCER ID</b>	<b>B IA</b>	<b>PRODUCER NAME</b>	<b>PAYMENT COMM</b>	<b>SENT</b>	<b>YEAR</b>
P-2002-0002-0	000001	001 10 1234	S N	MARY T	\$500.00	SALM	03-22-2004 2002
P-2002-0002-0	000007	110 33 5009	I N	TOM BROWN	\$8,575.50	SALM	03-22-2004 2002
P-2002-0002-0	000004	01 0123456	E N	TAC JOINT VENTURE	\$10,000.00	SALM	03-22-2004 2002
P-2002-0003-0	000008	15 1111111	E N	HARSHAW/JOHNSON	\$825.00	SALM	03-22-2004 2002
■							
■				<b>TOTAL NUMBER OF PENDING PAYMENTS:</b>			<b>4</b>
■				<b>TOTAL AMOUNT OF PAYMENTS:</b>			<b>\$19,900.50</b>

Notice SP-24

7 System 36 Process - Interim TAA Payment Processing (Continued)

E Pending Payments to Cancel Report

To view the **Pending Payments to Cancel Report**, ENTER "4", "Pending Cancel Payment Report", on Menu **PJA000** according to subparagraph A.

If this report does display 1 or more payments to cancel, the County Office should cancel the payment(s) through Screen **PJA000**, option 2, "Cancel a TAA Payment".

■	<b>NEW MEXICO</b>	<b>U.S. Department of Agriculture</b>
	Prepared: 03-23-04	
■	<b>GRANT</b>	<b>Farm Service Agency</b>
■	<b>Report ID: PJA268-R001</b>	<b>As Of: 03-23-04</b>
■		<b>Page: 1</b>
■	<b>PENDING PAYMENTS TO CANCEL REPORT</b>	<b>St/Cty: 35-017</b>
■		
■	<b>APPLN.</b>	
		<b>DATE CROP</b>
<b>PETITION NO.</b>	<b>NO.</b>	<b>PRODUCER ID BIA PROD. NAME PAYMENT COMM SENT YEAR</b>
P-2002-0002-0	000001	001 10 1234 S N MARY TAC \$500.00 SALM 03-23-2004 2002
■		
■		
■	<b>TOTAL NUMBER OF PENDING PAYMENTS:</b>	<b>1</b>
■	<b>TOTAL AMOUNT OF PENDING CANCELS:</b>	<b>\$500.00</b>
	<b>Still have a Payment to Cancel – From TAA Server!</b>	

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7 System 36 Process - Interim TAA Payment Processing (Continued)

F Failed/Canceled Payment Report

To view the **Failed/Canceled Payment Report**, ENTER "5", "Failed/Canceled Report", on Menu **PJA000** according to subparagraph A. If there are other actions to complete, such as "No N/A Information", the County Office should determine what the problem is, and if not able to correct the problem, contact PSD, Automation Branch according to paragraph 8.

The following is an example of the **Failed/Canceled Payment Report**.

■	<b>NEW MEXICO</b>	<b>U.S. Department of Agriculture</b>			
	<b>Prepared: 03-23-04</b>				
■	<b>GRANT</b>	<b>Farm Service Agency</b>			
■	<b>Report ID: PJA266-R001</b>	<b>As Of: 03-23-04</b>			
■		<b>Page: 1</b>			
■	<b>FAILED/CANCELED PAYMENT REPORT</b>	<b>St/Cty: 35-017</b>			
■					
■	<b>APPLN.</b>				
		<b>IND FAIL/CANCEL</b>			
<b>PETITION NO.</b>	<b>NO. PRODUCER ID</b>	<b>BIA PRODUCER NAME</b>	<b>PAYMENT</b>	<b>COMM</b>	<b>CANCEL</b>
<b><u>EXPLANATION</u></b>					
<b>P-2002-0002-0</b>	<b>000001</b>	<b>100 12 7234 S N</b>	<b>NO PRODUCER FOUN</b>	<b>\$500.00</b>	<b>SALM NO N/A INFO</b>
■					
■	<b>TOTAL NUMBER FAILED:</b>				<b>1</b>
■	<b>TOTAL AMOUNT OF FAILED PAYMENTS:</b>			<b>\$500.00</b>	

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7 System 36 Process - Interim TAA Payment Processing (Continued)

G Batch Payments, Setoffs, and Assignments

Payments will be issued using the Batch Payment Process on Menu **PJA000, option 1, "Make TAA Payments (Batch)"**. Each time a new download of payments is sent to the System 36, and option 1 is entered, Screen **PJA51500** will be displayed.

The following is an example of Screen **PJA51500** that will be displayed with the following 3 questions.

- Do you wish to issue TAA Payments as a batch process? (Y or N) 2 Y
- Do you wish to issue TAA Payments with Setoffs? (Y or N) 3 N
- Do you wish to issue TAA Payments with Assignments? (Y or N) 2 Y

**Note:** The numbers indicate the number of applications in each category.

ENTER "Y" or "N" to each question. When "Y" is entered to the question on issuing payments as a Batch Process, and "Enter" is pressed, payment processing is complete.

**Note:** Checks will be printed and funds deposited in the normal manner.

<b>TAA PAYMENTS</b>	<b>073-G@ORLEANS</b>	<b>PJA51500</b>
<b>TRADE ADJUSTMENT ASSISTANCE PAYMENT</b>	<b>Version: AC50 05-03-04 9:47 Term XG</b>	
-----		
■		
■		
■	<b>Trade Adjustment Assistance Program</b>	
■		
■		
■	<b>Do you wish to issue TAA Payments as a batch process? (Y or N)</b>	<b>2 Y</b>
■		
■	<b>Do you wish to issue TAA Payments with Setoffs? (Y or N)</b>	<b>3 N</b>
■		
■	<b>Do you wish to issue TAA Payments with Assignments? (Y or N)</b>	<b>2 Y</b>
■		
■		
■	<b>Press "Enter" To Continue Cmd7=End of Job</b>	

H Contact

If a County Office is experiencing problems with TAA software or correcting errors in the data base, contact Joseph Doleski, Program Specialist, PSD, Automation Branch by either of the following:

- telephone at 202-720-8401
- e-mail at [Joseph.Doleski@wdc.usda.gov](mailto:Joseph.Doleski@wdc.usda.gov).