

For: FSA Offices

Enhancements to Correct TAA Payment Transactions

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Enhancements to the TAA Program payment software have been developed by FSA to allow County Office employees to correct data on applications in the TAA computer database. When data changes are made that affect payments, TAA software uses the new data to recalculate payment amounts.

In certain instances, payments may have to be cancelled and a new application entered and processed.

Error corrections must be initiated by the user. The processing required to recalculate the payment data, create receivables, and additional payments:

- is performed by the software
- are transparent to the user.

B Terms

In price support web-based programs, the:

- terms “correction” and “overpayment/underpayment” are basically the same

Note: A correction usually will result in an overpayment (with receivable) or an underpayment (with additional payment), but not always. All of these conditions are described in this notice.

- term “correction” applies to a user-initiated action that occurs **after** a transaction has been passed to the National Payment System (NPS).

Note: If a transaction is still on the program side, changes can be made to that transaction by using either “edit” or “cancel” functions, in which case neither an overpayment nor an underpayment result.

Disposal Date	Distribution
August 1, 2007	All FSA Offices; State Offices relay to County Offices

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1 Overview (Continued)

C Purpose

This notice informs State and County Offices of:

- the most common errors with steps required to correct them
- TAA software functions that are used to perform payment corrections
- examples of payment corrections.

D Contact

If there are questions or situations not addressed in this notice, State Offices shall contact Joseph Doleski, PSD, by either of the following:

- e-mail at joseph.doleski@wdc.usda.gov
- telephone at 202-720-8401.

2 Canceling and Adding, Editing, Updating Quantity, and Subsidiary Data Correction Overview

A Canceling Existing Payment Transactions and Adding New Applications

County Offices **must** cancel existing payment transactions and add new applications when:

- applicant names are wrong
- applicant ID numbers are wrong.

B Canceling Payment Transactions and Editing Existing Applications

County Offices **must** cancel payment transactions and edit existing applications when:

- petition numbers are wrong
- the wrong State and/or county were selected
- questions 7A through 7D were answered incorrectly.

C Updating Quantity

County Office shall use the new “Update Quantity” function when the quantity is wrong.

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2 Canceling and Adding, Editing, Updating Quantity, and Subsidiary Data Correction Overview (Continued)

D Correcting Data in Subsidiary Files

County Offices correct data in subsidiary files when the net payment amount could change because of changes in subsidiary files.

Examples: Following are example subsidiary file changes that may change the net payment amount:

- eligibility flags
- AGI's
- divorce affecting payment recipients
- entity structures (individual to partnership)
- entity type needs to be corrected.

3 Common Errors and Corrective Actions

A Corrective Action Options

County Offices should decide on corrective actions based on the following scenarios:

- wrong petition number (wrong commodity and payment rate) and payment already signed in NPS

Step	Action	Result
1	“Cancel” payment on the TAA program side.	System establishes receivable for payment made to applicant made under wrong petition.
2	Change application status to “Pending”.	
3	“Edit” application and select new petition number.	System: <ul style="list-style-type: none">• generates new application with correct petition number and copies other data from old application• disapproves old application.
4	Change status of new application to “Approved”.	System calculates new payment based upon data from new petition.
5	“Release” payment for new application from TAA payment register to NPS	
6	Certify and sign payment in NPS	

Note: A delay of up to 5 days after a payment is cancelled and the receivable released from TAA payment register is recommended if a setoff is to be made with the new payment.

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3 Common Errors and Corrective Actions (Continued)

A Corrective Action Options (Continued)

- wrong applicant selected from Service Center Implementation Management System (SCIMS) and payment already signed in NPS

Step	Action	Result
1	“Cancel” payment on TAA program side.	Receivable is established for payment made to wrong applicant.
2	Update all required eligibility and subsidiary files for correct applicant.	
3	Add new application for correct applicant.	
4	“Approve” new application.	System calculates payment on new application.
5	“Release” the payment for the new application from TAA payment register to NPS.	
6	Certify and sign payment in NPS.	
7	Change status of application with wrong applicant to “Pending”.	
8	Change status of application with wrong applicant to “Refer to FAS” for disapproval.	

- wrong quantity - quantity entered too low or too high (see subparagraph 5 G) and payment already signed in NPS

Step	Action	Result
1	Change the quantity on the existing paid application using “Update Quantity”.	System recalculates payment and if: <ul style="list-style-type: none"> overpaid, generates receivable due for overpayment amount underpaid, generates additional payment.
2	“Release” updated over/under payments from TAA payment register.	
3	Certify and sign payments or receivables in NPS.	

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3 Common Errors and Corrective Actions (Continued)

A Corrective Action Options (Continued)

- wrong State and/or county - user selected wrong State and/or county when entering FSA-229 and payment already signed in NPS

Step	Action	Result
1	“Cancel” payment on TAA program side.	System generates receivable for entire amount.
2	“Change status” or ensure that the status of FSA-229 is “Pending”.	
3	“Edit” information for correct state/county.	
4	“Approve” FSA-229.	System calculates payment using new State/county.
5	“Release” payment for FSA-229 with updated State/county from TAA payment register.	
6	Certify and sign in NPS.	

- wrong ID number entered for applicant and payment already signed in NPS

Step	Action	Result
1	“Cancel” payment on TAA program side.	System creates a receivable for the incorrect application for ID actually paid.
2	Update all required eligibility and subsidiary files for correct ID number in SCIMS.	
3	“Add” a new application for applicant with correct ID number.	
4	“Approve” new application.	System calculates payment for new application.
5	“Release” payment for new application with correct ID number from TAA payment register to NPS.	
6	Certify and sign in NPS.	
7	Change status of application with wrong ID number to “Pending”.	
8	Change status of application with wrong ID number to “Refer to FAS” for disapproval.	

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3 Common Errors and Corrective Actions (Continued)

A Corrective Action Options (Continued)

- data in subsidiary files needs to be corrected (changed data in other systems/processes after entering FSA-229 in TAA) and payment already signed in NPS

Step	Action	Result
1	Correct data in subsidiary and eligibility files.	System: <ul style="list-style-type: none"> • calculates payment difference for applicant based on new subsidiary and eligibility data • generates receivable (for overpayment) or additional payment (for underpayment).
2	Release newly calculated over/under payment from TAA payment register to NPS.	
3	Certify and sign in NPS.	

- application, questions 7A through 7D answered incorrectly (such as CSREES training **not** complete) and payment already signed in NPS.

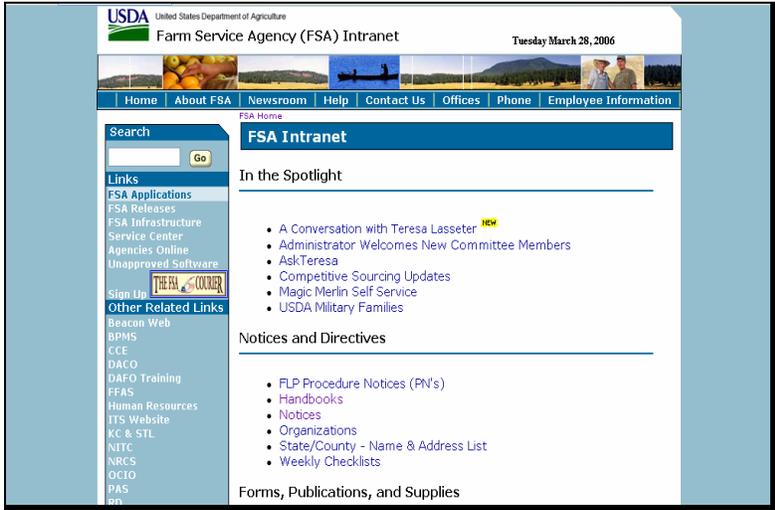
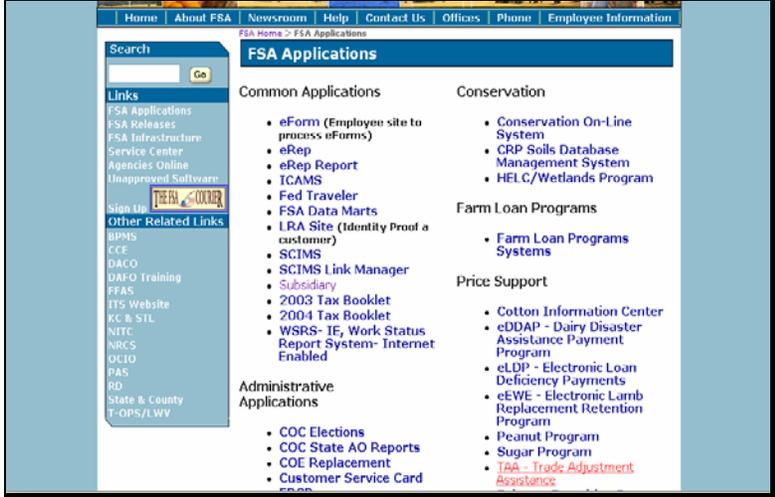
Step	Action	Result
1	“Cancel” the payment on TAA program side.	System calculates receivable for entire amount of payment.
2	Change status of application to “Pending”.	
3	“Edit” application and correct answers to application, questions 7A through 7D.	System will not allow status change to “Approved” if answers to application, questions 7A through 7D make the applicant ineligible for payment.
4	Change status of application with corrected answers to “Refer to FAS”.	
5	FAS “Disapproves” application.	

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4 Accessing TAA Software

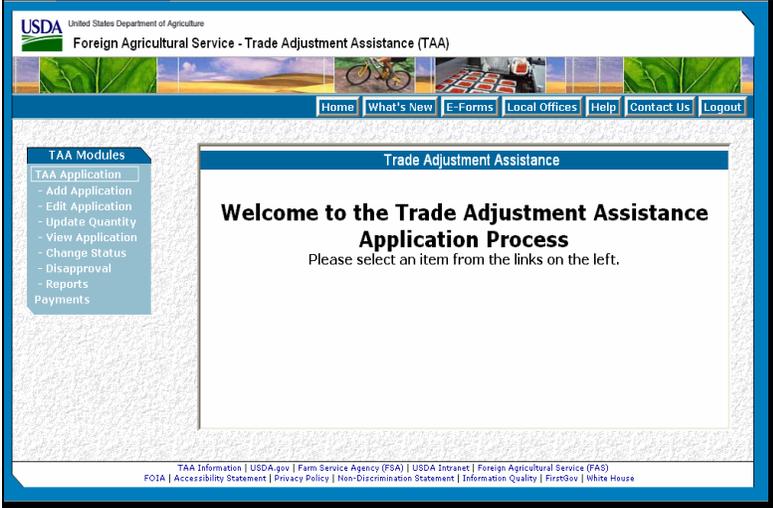
A Accessing TAA Application Process Welcome Page Modules

The following table provides steps for accessing TAA main page modules.

Step	Action
1	Access the FSA Intranet site at http://intranet.fsa.usda.gov/fsa .
2	CLICK “FSA Applications” under “Links” on the left side of the FSA Intranet web page.
	
3	On the FSA Applications page, navigate to Price Support, scroll down, and CLICK “TAA–Trade Adjustment Assistance” .
	

4 Accessing TAA Software (Continued)

A Accessing TAA Application Process Welcome Page Modules (Continued)

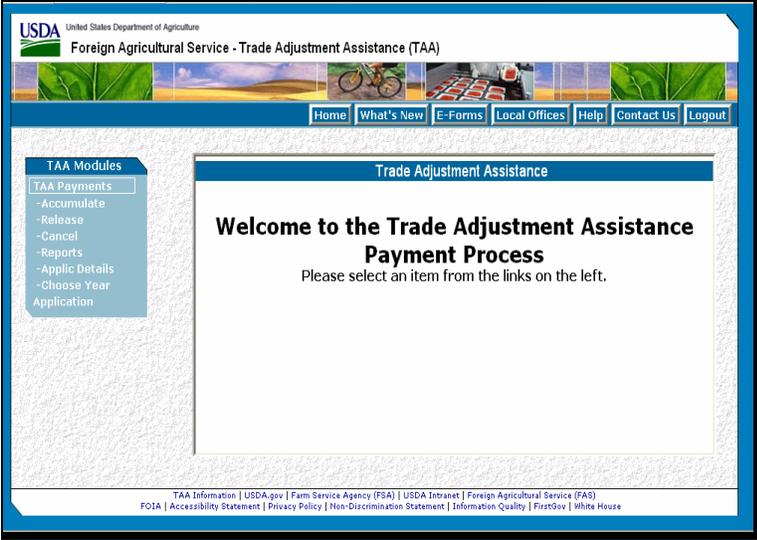
Step	Action
4	<p>TAA Application Process Welcome Page should be displayed as follows.</p>  <p>TAA Application Process Welcome Page provides links to allow the user to perform the following application module functions:</p> <ul style="list-style-type: none"> • Add - enter and confirm entries for new application's (see subparagraph 5 A) • Edit - edit existing application's to correct errors (see subparagraph 5 B) • Update Quantity (new function for corrections) - to correct a quantity error for application's in "Pending" or "Paid" status (see subparagraph 5 C) • View - view an application already successfully entered into the TAA database (see subparagraph 5 E) • Change Status - now only allows change of status of an application in the database from pending to approved, pending to refer to FAS, or approved to pending (see subparagraph 5 F) • Disapproval - print disapproval letter after FAS disapproves applicant (not used in payment corrections) • Reports - generate reports of applicants entered into Database (see subparagraph 5 G) • Payments - go to TAA payments module (see subparagraph B).

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4 Accessing TAA Software (Continued)

B Accessing TAA Payments Module

The following table provides steps for accessing TAA payments module.

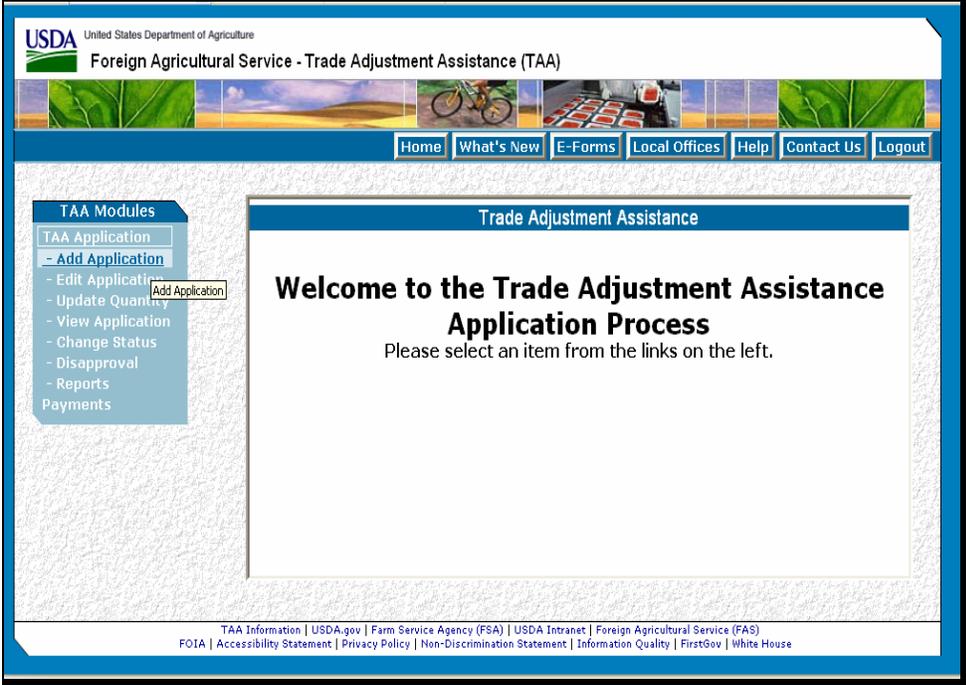
Step	Action
1	<p>CLICK “Payments” link on TAA Application Process Welcome Page to access TAA payments module.</p>  <p>Functions included in TAA payments module are as follows:</p> <ul style="list-style-type: none"> • Accumulate - acquires data for payment reports (see subparagraph 6 A) • Release - permits release of payment data to NPS for certification and signing (see subparagraph 6 B) <p>Note: User can CLICK “Details” for each applicant listed and view Release Payments Detail Screen to determine where any payment reduction occurred, if any.</p> <ul style="list-style-type: none"> • Cancel (new function) - cancels a payment before or after a payment is issued (see subparagraph 6 C) • Reports - provides payment reports (either a list or individual applicant) and payments (see subparagraph 6 D) • Applic Details (new function) - provides individual payment details and reason why payment reduced (see subparagraph 6 E) • Choose Year - current FY of payment is default, but can be changed to prior FY’s for the session (see subparagraph 6 F) • Application - returns user to TAA Application Process Welcome Page (see subparagraph A).

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions

A Adding New FSA-229's - Corrections That Require Adding FSA-229's to the TAA Database (See 1-SP, Paragraph 86)

The following table provides steps for adding FSA-229's because of corrections.

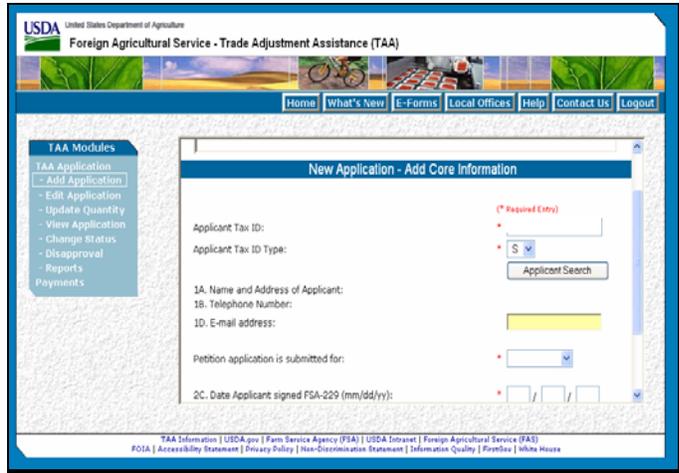
Step	Action
1	<p>CLICK “Add Application” on TAA Application Process Welcome Page.</p> 

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

A Adding New FSA-229's - Corrections That Require Adding FSA-229's to the TAA Database (See 1-SP, Paragraph 86) (Continued)

Step	Action
2	<p>Enter Applicant Tax ID and ID Type (or CLICK “Applicant Search” to select from SCIMS database). The following core information must be loaded when adding an FSA-229 to TAA database on the New Application – Add Core Information Screen:</p> <ul style="list-style-type: none"> • applicant tax ID and type from drop-down box (or CLICK “Applicant Search” to select from SCIMS database) • e-mail address, if available • petition number from drop-down box • production quantity • State and county code for applicant if multi-County Office • date applicant signed original, hard-copy FSA-229 • FSA-229, questions 7A through 7D. <p>Note: All other data fields not listed here are auto-filled by the system.</p>



When data entry is complete, CLICK “**Submit Application**” button at bottom of screen to save application to the database. On the **Add Application Confirmation Page** that displays, scroll to the bottom and CLICK “**OK**” to save the application.

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

B Editing

When editing application data, be guided by the following:

- the user **cannot** edit the following:
 - applicant tax ID
 - applicant tax ID type
 - items:
 - 1A. Name and Address of Producer
 - 1B. Telephone No.
 - 1E. Crop Year
 - 1F. Commodity (description)
 - 3. Application Number (system assigned)

- **Note:** If user changes the petition number, the system will assign both items:
 - 1E. Crop Year
 - 1F. Commodity Description.

- the user can edit the following:
 - 1D. E-mail Address
 - automatically assigned petition number for application submitted
 - 1G. Production
 - 2C. Date (mm/dd/yyyy), date applicant signed original, hard-copy FSA-229
 - 4. State Code, based on applicant's record in SCIMS
 - 5. County Code, based on applicant records in SCIMS
 - 7A. through 7D.

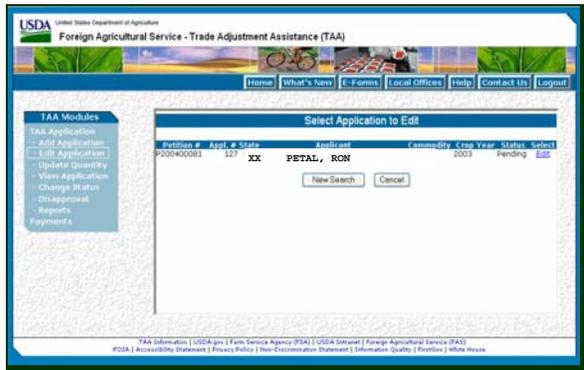
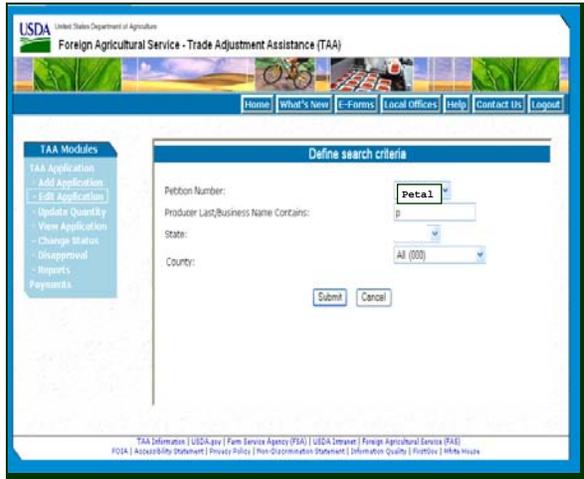
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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

B Editing (Continued)

- the following table provides steps for FSA-229 corrections.

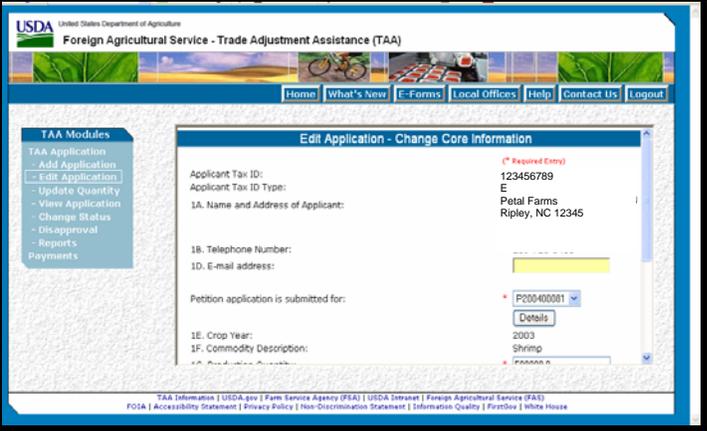
Step	Action
1	Cancel the paid transaction using the “Cancel” function under TAA payments module (see subparagraph 6 C).
2	Change status of the application from “Approved” to “Pending” (see subparagraph 5 F).
3	<p>CLICK “Edit Application” and enter the:</p> <ul style="list-style-type: none"> petition number producer name State and county for applicant from drop-down boxes (Selection list of States and counties is based upon SCIMS records for producer).
4	<p>CLICK “Edit” under the Select column to select the applicant to be edited on the Select Application Screen.</p>



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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Payments, and Reporting Functions (Continued)

B Editing (Continued)

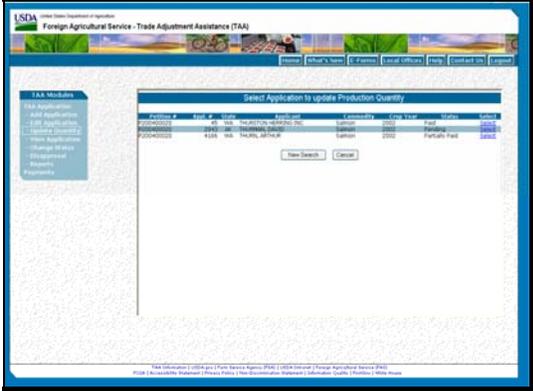
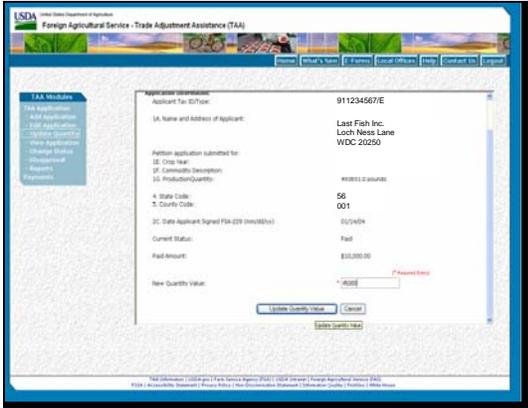
Step	Action
5	<p>Refer to this subparagraph to determine data that can be edited. If the applicant has been paid, you must cancel the payment to create a receivable first (see subparagraph 6 C).</p> <p>On the Edit Application – Change Core Information Screen, the system will auto-fill (from the petition):</p> <ul style="list-style-type: none"> • crop year • commodity description • commodity unit of measure <p>Scroll down the screen using the right scroll bar; edit any remaining data, including questions 7A through 7D, and CLICK “Save Changes” to save the new data.</p>  <p>Scroll to the bottom of the Edit Application Confirmation Page and CLICK “OK” to save the edited application.</p>

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Payments, and Reporting Functions (Continued)

C Updating Quantity

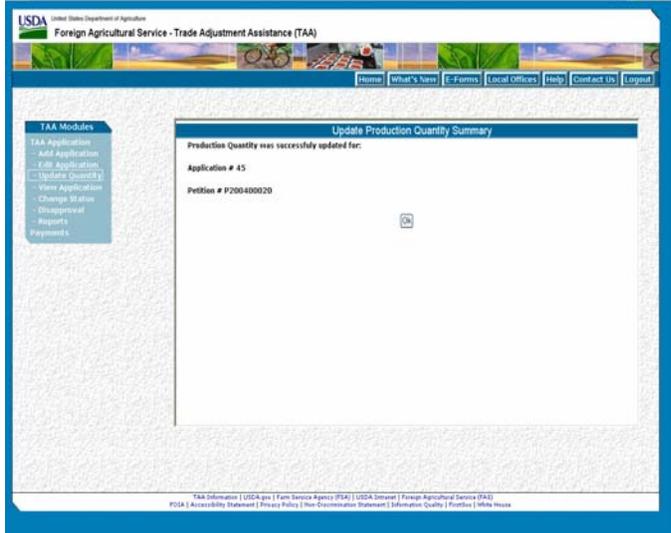
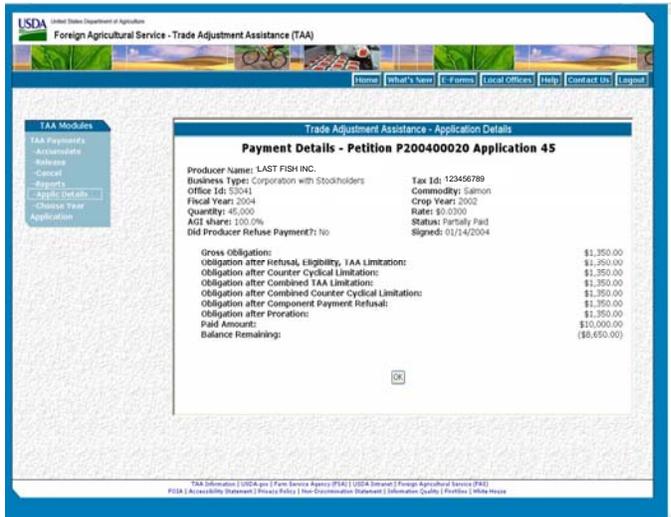
The following table provides steps for updating FSA-229 quantities.

Step	Action
1	<p>CLICK “Update Quantity” on TAA Application Process Welcome Page.</p> <p>Note: It is not necessary to Cancel the payment first, even if paid.</p>
2	<p>Obtain a list of applications to update the quantity by doing the following:</p> <ul style="list-style-type: none"> • selecting a petition number • selecting a state and county • CLICK “Submit” button. <p>Note: Update quantity can only be used on “Pending” or “Paid” applications.</p>
3	<p>CLICK “Select” to select the FSA-229 to update the quantity in Select column.</p> 
4	<p>Scroll to the bottom of the screen to see New Quantity Value field and enter new quantity data.</p>  <p>CLICK “Update Quantity/Value” button.</p>

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Payments, and Reporting Functions (Continued)

C Updating Quantity (Continued)

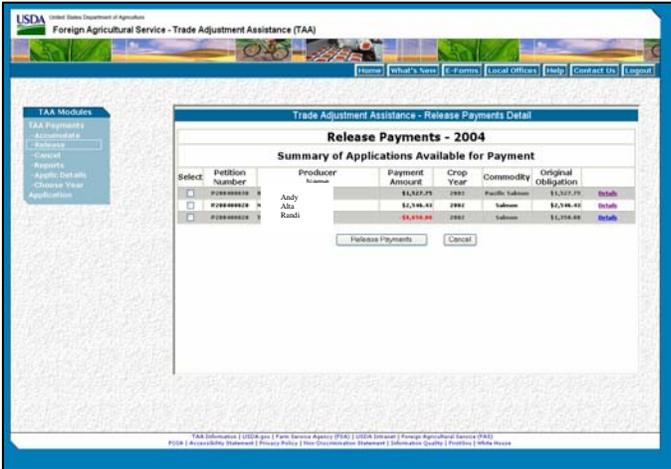
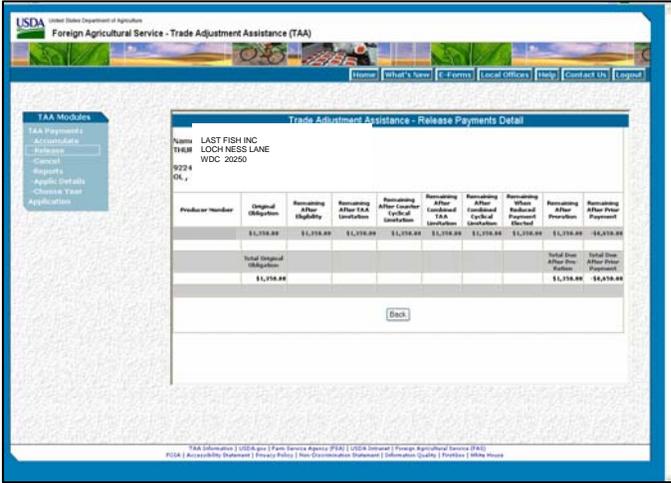
Step	Action
5	<p>A confirmation screen is displayed after updating quantity.</p> <div style="text-align: center;">  </div> <p>CLICK “OK” to continue.</p>
6	<p>CLICK “Applic Details” to see how the quantity reduction causes a change in Balance Remaining (dollar amount in parenthesis indicates overpayment).</p> <p>Note: User must wait for a successful nightly batch process to run after updating quantity to see the update in “applic details”.</p> <div style="text-align: center;">  </div> <p>CLICK “OK” to continue.</p>

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

D Payments

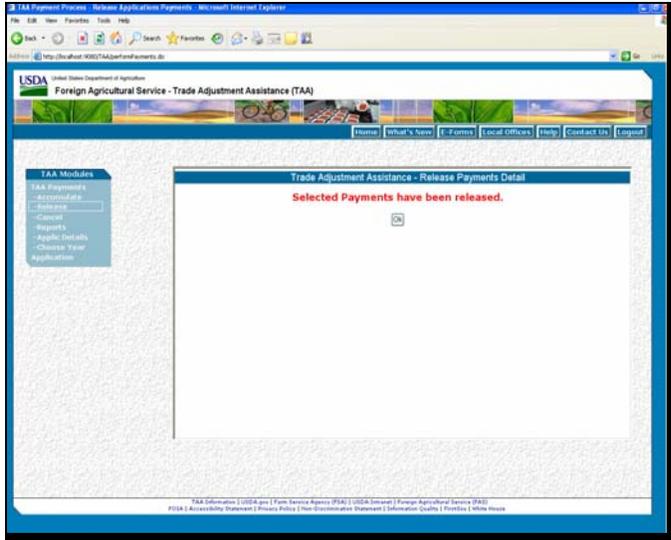
The following table provides steps for releasing TAA payments.

Step	Action
1	<p>CLICK “Release” payments function on TAA Payments Module Screen.</p>  <p>CLICK “Details” in right column to view applicant payment details before release to NPS.</p>
2	<p>Additional payment amounts, if any, or negative amounts will be listed in Balance After Prior Payment column.</p>  <p>CLICK “Back” button to return to Release Payments screen in Step 1.</p>
3	<p>CLICK “Release Payments” button on Release Payments screen in Step 1.</p>

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

D Payments (Continued)

Step	Action
4	<p>A confirmation screen displays after user releases a negative payment (receivable). The interface appears the same as when under payments are generated. The overpayments processing takes place “behind the scenes”.</p>  <p>CLICK “OK” to continue.</p>

E Viewing

To view a list of applications, CLICK “**View Application**” function on TAA Application Process Welcome Page to provide a list of applications in the database. Select by any of the following:

- petition number
- State
- county
- applicant’s last name.

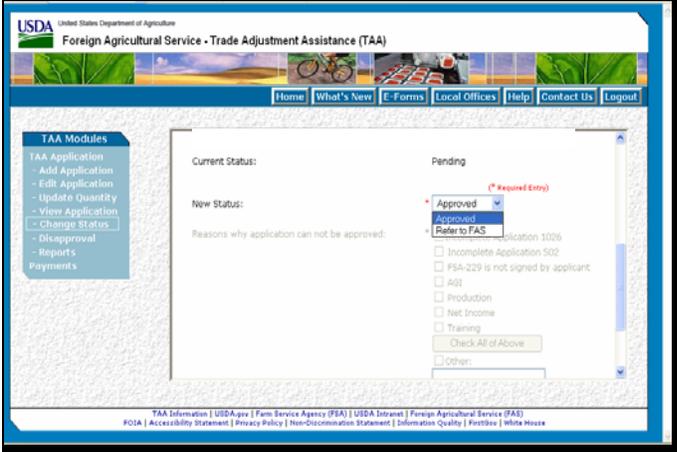
Note: No editing is allowed in the view function. Scroll to bottom of the application and CLICK “**Printable format**” to get a printed copy.

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

F Change Status

The following table provides steps for using the change status function.

Step	Action
1	CLICK “Change Status” function on TAA Application Process Welcome Page.
2	Enter: <ul style="list-style-type: none"> • petition number • producer last/business name • State. CLICK “Submit” button.
3	Scroll to bottom of screen and view Current Status . CLICK down arrow in “New Status” box to see selections available. The following 3 status options are allowed: <ul style="list-style-type: none"> • “Pending”, application may be edited • “Approved”, application can be processed for payment • “Refer to FAS”, application is referred to FAS for disapproval (County Office cannot disapprove an application). Normally, not all of the status options are available for selection in the drop-down box at any 1 time. <p>Example: “Pending” applications will have “approve” and “refer to FAS” available.</p> <p>Note: Approved applications can be changed back to pending status to edit.</p> 

After selecting the new status, scroll to the bottom of the page, CLICK “Save” button, and then CLICK “OK” on the confirmation page.

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5 Using the Adding, Editing, Updating Quantity, Viewing, Changing Status, Paying, and Reporting Functions (Continued)

G Reports

The Reports function provides lists of applications on file. To prepare reports of FSA-229's on file do the following:

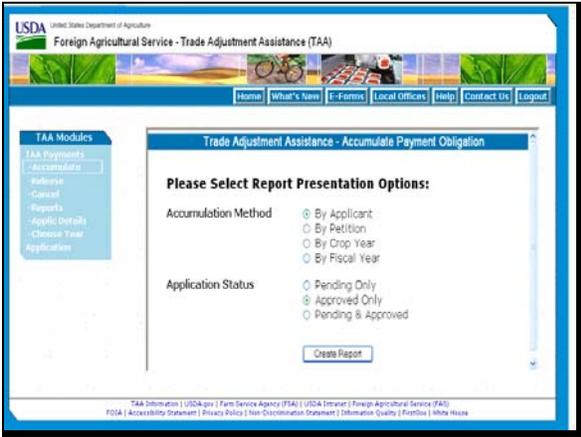
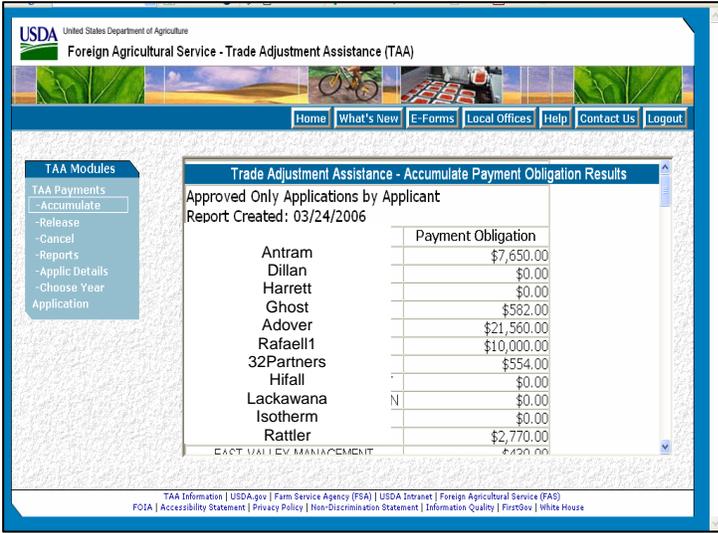
- CLICK **“Reports”** function on TAA Application Process Welcome Page
- select the criteria for the report, based on the following:
 - application number
 - name and address
 - State and county
 - petition number
 - quantity
 - units
 - petition area
 - crop year covered
 - FY designated for payment.

These reports can assist in finding individual applications in the database for further information and processing error corrections.

6 Payments Module Options

A “Accumulate” Function for Summarizing Accumulated Payment Amounts for “Approved” Applications

The following table provides steps for using the accumulate function under the payments module.

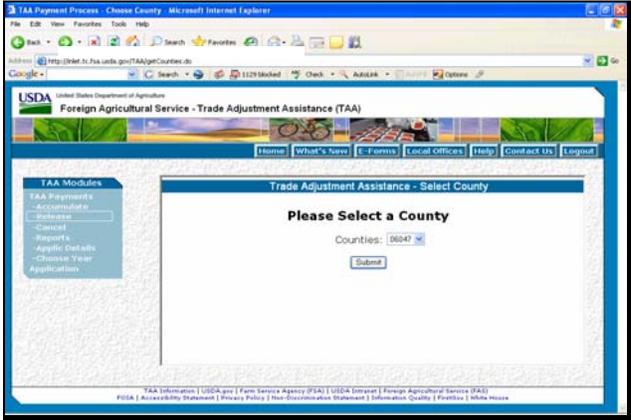
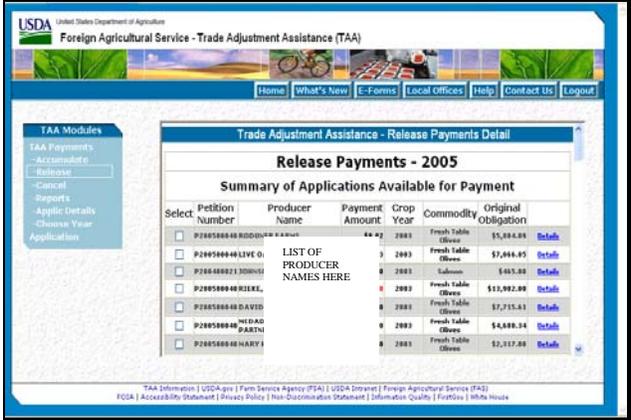
Step	Action																										
1	<p>CLICK “Accumulate” under TAA payments module.</p>  <p>CLICK appropriate radio buttons for Accumulation Method and Application Status then CLICK “Create Report” button.</p>																										
2	<p>The following report will be displayed.</p>  <table border="1" data-bbox="581 1381 1068 1654"> <thead> <tr> <th>Applicant</th> <th>Payment Obligation</th> </tr> </thead> <tbody> <tr> <td>Antram</td> <td>\$7,650.00</td> </tr> <tr> <td>Dillan</td> <td>\$0.00</td> </tr> <tr> <td>Harrett</td> <td>\$0.00</td> </tr> <tr> <td>Ghost</td> <td>\$582.00</td> </tr> <tr> <td>Adover</td> <td>\$21,560.00</td> </tr> <tr> <td>Rafael1</td> <td>\$10,000.00</td> </tr> <tr> <td>32Partners</td> <td>\$554.00</td> </tr> <tr> <td>Hifall</td> <td>\$0.00</td> </tr> <tr> <td>Lackawana</td> <td>N \$0.00</td> </tr> <tr> <td>Isotherm</td> <td>\$0.00</td> </tr> <tr> <td>Rattler</td> <td>\$2,770.00</td> </tr> <tr> <td>Total</td> <td>\$420.00</td> </tr> </tbody> </table> <p>Applicants with \$0.00 payments may be displayed because eligibility, AGI, or other data is not correct and has caused the payment to be reduced to \$0.00.</p>	Applicant	Payment Obligation	Antram	\$7,650.00	Dillan	\$0.00	Harrett	\$0.00	Ghost	\$582.00	Adover	\$21,560.00	Rafael1	\$10,000.00	32Partners	\$554.00	Hifall	\$0.00	Lackawana	N \$0.00	Isotherm	\$0.00	Rattler	\$2,770.00	Total	\$420.00
Applicant	Payment Obligation																										
Antram	\$7,650.00																										
Dillan	\$0.00																										
Harrett	\$0.00																										
Ghost	\$582.00																										
Adover	\$21,560.00																										
Rafael1	\$10,000.00																										
32Partners	\$554.00																										
Hifall	\$0.00																										
Lackawana	N \$0.00																										
Isotherm	\$0.00																										
Rattler	\$2,770.00																										
Total	\$420.00																										

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6 Payments Module Options (Continued)

B “Release” Function for Multi-County Office Underpayments, Overpayments, and Normal Payment Examples

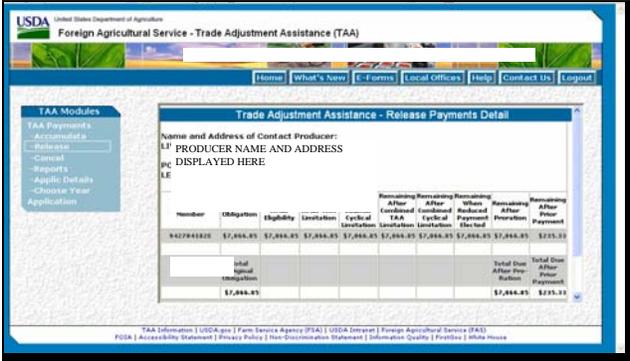
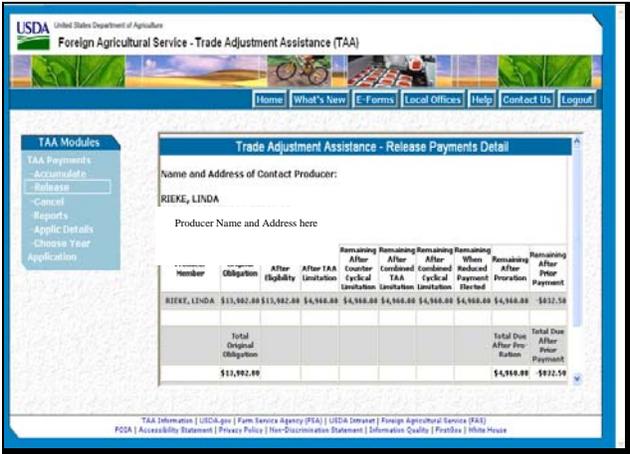
The following table provides steps for using the release function under the payments module.

Step	Action
1	CLICK “Release” under TAA payments module.
2	<p>In a multi-County Office, selection of a county for the release of payments is required. CLICK down arrow to select the county from the drop-down list.</p>  <p>CLICK “Submit” button.</p>
3	<p>All payments available for release to NPS are listed. Payment amount data may be:</p> <ul style="list-style-type: none"> • positive • negative (red) • \$0.00 <p>Note: CLICK “Details” to the right of application data to view payment data.</p> 

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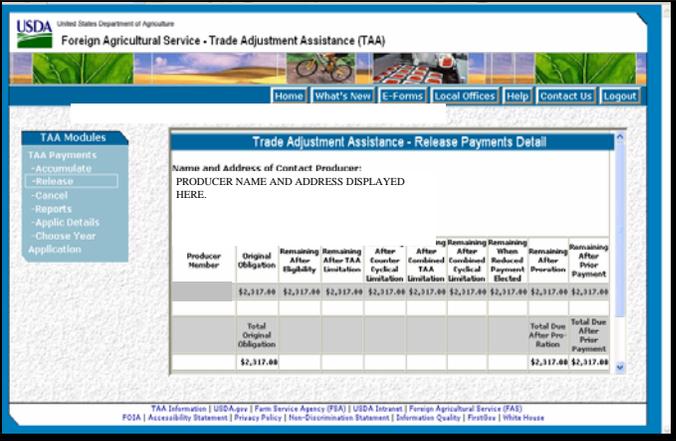
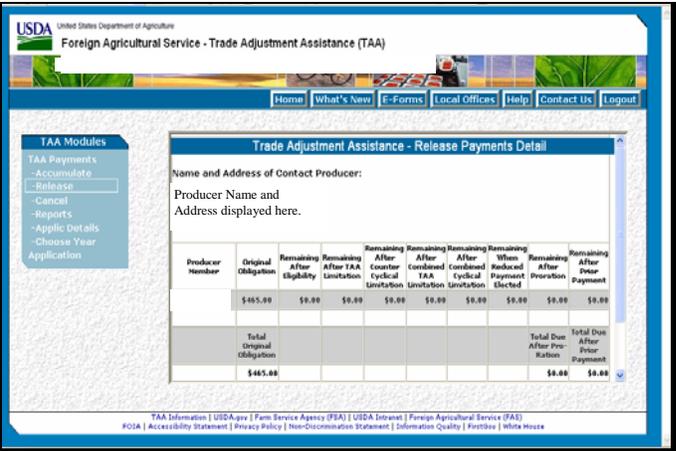
6 Payments Module Options (Continued)

B “Release” Function for Multi-County Office Underpayments, Overpayments, and Normal Payment Examples (Continued)

Step	Action																																												
3	<p>In this example, the producer has already been paid, but is receiving an additional payment because of a change in data affecting the payment calculations.</p>  <p>The screenshot shows the 'Trade Adjustment Assistance - Release Payments Detail' page for producer 'LIE'. The table below represents the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Obligation</th> <th>Eligibility</th> <th>Limitation</th> <th>Cyclical Limitation</th> <th>Remaining After Counter Cyclicals</th> <th>Remaining After TAA</th> <th>When Combined</th> <th>Reduced</th> <th>Remaining After Prior Payment</th> <th>Remaining After Payment</th> </tr> </thead> <tbody> <tr> <td>94274102E</td> <td>\$7,886.85</td> <td>\$2,886.85</td> <td>\$7,886.85</td> <td>\$7,886.85</td> <td>\$7,886.85</td> <td>\$7,886.85</td> <td>\$7,886.85</td> <td>\$7,886.85</td> <td>\$7,886.85</td> <td>\$235.33</td> </tr> <tr> <td></td> <td>Total Original Obligation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total Due After Prior Payment</td> <td>Total Due After Payment</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$7,886.85</td> <td>\$235.33</td> </tr> </tbody> </table>	Number	Obligation	Eligibility	Limitation	Cyclical Limitation	Remaining After Counter Cyclicals	Remaining After TAA	When Combined	Reduced	Remaining After Prior Payment	Remaining After Payment	94274102E	\$7,886.85	\$2,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$235.33		Total Original Obligation								Total Due After Prior Payment	Total Due After Payment										\$7,886.85	\$235.33
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94274102E	\$7,886.85	\$2,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$7,886.85	\$235.33																																			
	Total Original Obligation								Total Due After Prior Payment	Total Due After Payment																																			
									\$7,886.85	\$235.33																																			
4	<p>In this example, a producer has received a previous payment and is now overpaid (perhaps a quantity error was corrected). The software will generate a receivable when the data is released from TAA to NPS based on the negative amount in the Remaining After Prior Payment column.</p>  <p>The screenshot shows the 'Trade Adjustment Assistance - Release Payments Detail' page for producer 'RIEKE, LINDA'. The table below represents the data shown in the screenshot:</p> <table border="1"> <thead> <tr> <th>Number</th> <th>Obligation</th> <th>After Eligibility</th> <th>After TAA Limitation</th> <th>Counter Cyclicals Limitation</th> <th>After TAA</th> <th>After Combined TAA</th> <th>When Combined</th> <th>Reduced</th> <th>Remaining After Prior Payment</th> <th>Remaining After Payment</th> </tr> </thead> <tbody> <tr> <td>RIEKE, LINDA</td> <td>\$13,982.88</td> <td>\$13,982.88</td> <td>\$4,968.00</td> <td>\$4,968.00</td> <td>\$4,968.00</td> <td>\$4,968.00</td> <td>\$4,968.00</td> <td>\$4,968.00</td> <td>\$4,968.00</td> <td>\$832.58</td> </tr> <tr> <td></td> <td>Total Original Obligation</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>Total Due After Prior Payment</td> <td>Total Due After Payment</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>\$4,968.00</td> <td>\$832.58</td> </tr> </tbody> </table>	Number	Obligation	After Eligibility	After TAA Limitation	Counter Cyclicals Limitation	After TAA	After Combined TAA	When Combined	Reduced	Remaining After Prior Payment	Remaining After Payment	RIEKE, LINDA	\$13,982.88	\$13,982.88	\$4,968.00	\$4,968.00	\$4,968.00	\$4,968.00	\$4,968.00	\$4,968.00	\$4,968.00	\$832.58		Total Original Obligation								Total Due After Prior Payment	Total Due After Payment										\$4,968.00	\$832.58
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6 Payments Module Options (Continued)

B “Release” Function for Multi-County Office Underpayments, Overpayments, and Normal Payment Examples (Continued)

Step	Action
5	<p>In this example, the Remaining After Prior Payment is the same as the Original Obligation.</p> 
6	<p>Some payments may display as reduced to \$0.00 because the producer may not have met eligibility requirements, eligibility flags were not set, or PL was met.</p> <p>Use the “Application Details” function to find out why the system reduced the payment. When eligibility flags are set properly, the system will automatically recalculate the payment.</p> 

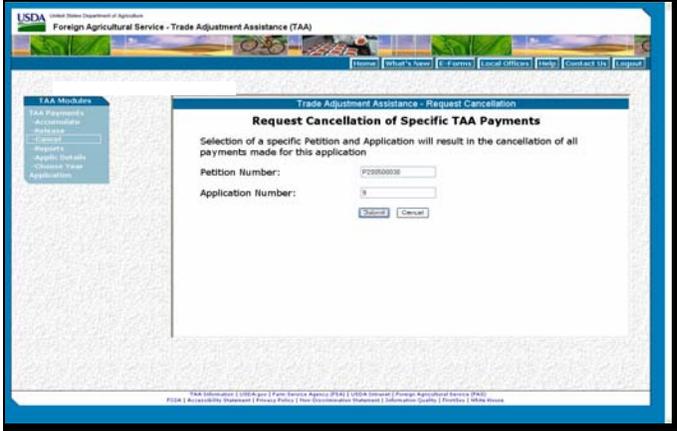
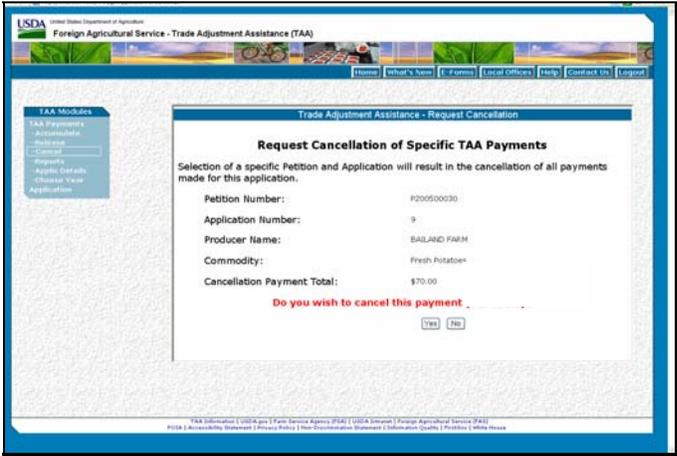
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6 Payments Module Options (Continued)

C “Cancel” Function - Create Receivable

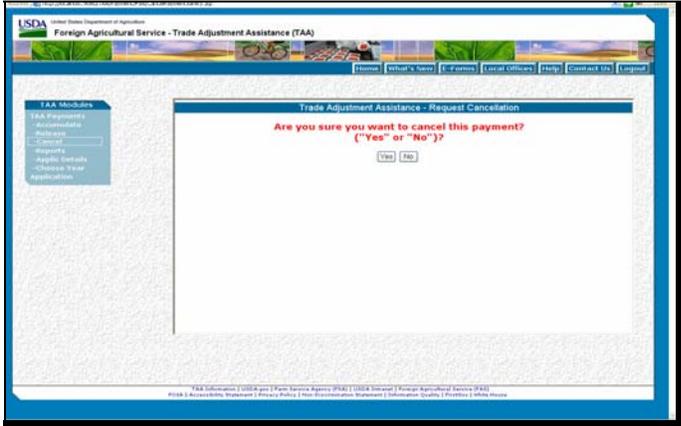
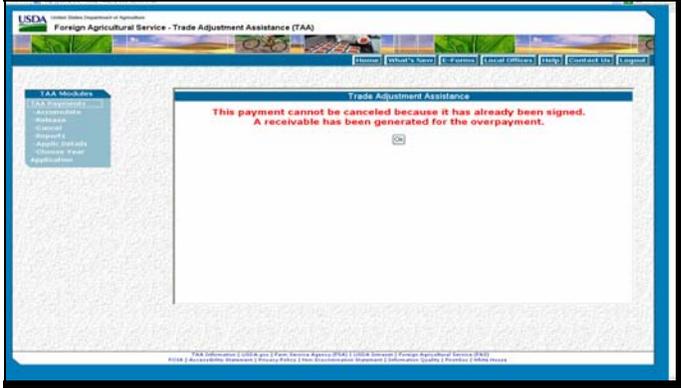
The following table provides steps for using the cancel function under the payments module.

Note: The cancel function now allows cancellation after signing.

Step	Action
1	<p>CLICK “Cancel” under TAA payments module to begin the cancellation process. Canceling after payment will create a receivable.</p> <p>Note: The cancel function now allows cancellation of applications after signing in NPS. This will generate a receivable for the entire amount paid.</p> 
2	<p>Enter the petition number and application number and CLICK “Submit”.</p> <p>The next screen displays additional data on the application to be cancelled, including the producer name, commodity, and payment total that will be cancelled.</p>  <p>CLICK “Yes” button to cancel the payment.</p>

6 Payments Module Options (Continued)

C “Cancel” Function - Create Receivable (Continued)

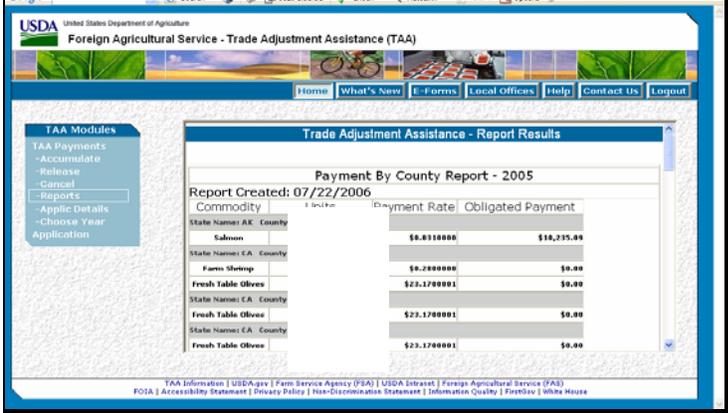
Step	Action
3	<p>The next screen displayed is the Confirmation Screen.</p>  <p>CLICK “Yes” button to complete the cancellation.</p>
4	<p>A message screen will be displayed indicating whether the payment has been signed and released through NPS. A receivable will be generated for the entire amount of payment cancelled and sent to System 36. It may take 5 workdays before the receivable will be available on the NPS system for offset.</p>  <p>CLICK “OK” on the message screen to continue.</p>

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6 Payments Module Options (Continued)

D “Reports” Function - Payment Reports as an Informational Tool

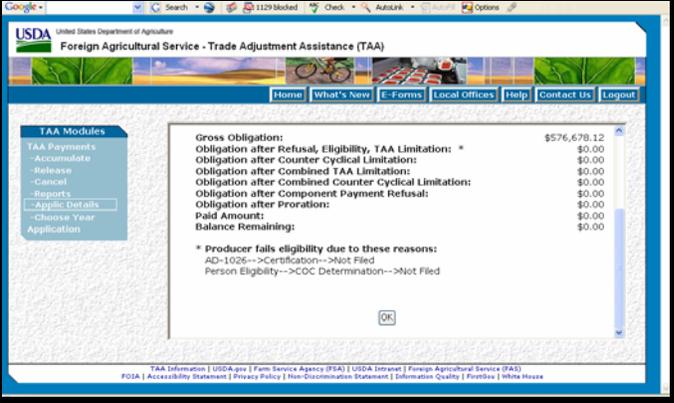
The following table provides steps for using the reports function under the payments module.

Step	Action																											
1	<p>CLICK “Reports” under TAA payments module. Criteria are user selected.</p> <p>Example: In this table, “County Report” was used to select this report. Enter applicant Tax ID and CLICK “Applicant Report” button to view an individual’s payments.</p>  <p>The screenshot shows the 'Trade Adjustment Assistance Report Request' form. It includes fields for 'Enter Applicant Tax ID', 'Select State/Country', and 'Select State'. There are buttons for 'Applicant Report', 'County Report', 'State Report', 'National Report', and 'Petition Number Report'. A sidebar on the left lists 'TAA Modules' with 'Reports' selected.</p>																											
2	<p>The report based on criteria selected will be displayed.</p>  <p>The screenshot shows the 'Trade Adjustment Assistance - Report Results' page. It displays a table titled 'Payment By County Report - 2005' with columns for 'Commodity', 'Payment Rate', and 'Obligated Payment'. The report was created on 07/22/2006.</p> <table border="1" data-bbox="581 1352 1040 1514"> <thead> <tr> <th>State Name: AK County</th> <th>Payment Rate</th> <th>Obligated Payment</th> </tr> </thead> <tbody> <tr> <td>Salmon</td> <td>\$8.8110000</td> <td>\$18,235.00</td> </tr> <tr> <td>State Name: CA County</td> <td></td> <td></td> </tr> <tr> <td>Fresh Shrimp</td> <td>\$8.2800000</td> <td>\$8.00</td> </tr> <tr> <td>Fresh Table Olives</td> <td>\$23.1700001</td> <td>\$8.00</td> </tr> <tr> <td>State Name: CA County</td> <td></td> <td></td> </tr> <tr> <td>Fresh Table Olives</td> <td>\$23.1700001</td> <td>\$8.00</td> </tr> <tr> <td>State Name: CA County</td> <td></td> <td></td> </tr> <tr> <td>Fresh Table Olives</td> <td>\$23.1700001</td> <td>\$8.00</td> </tr> </tbody> </table>	State Name: AK County	Payment Rate	Obligated Payment	Salmon	\$8.8110000	\$18,235.00	State Name: CA County			Fresh Shrimp	\$8.2800000	\$8.00	Fresh Table Olives	\$23.1700001	\$8.00	State Name: CA County			Fresh Table Olives	\$23.1700001	\$8.00	State Name: CA County			Fresh Table Olives	\$23.1700001	\$8.00
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6 Payments Module Options (Continued)

E “Application Details” Function

The following table provides steps for using the application details function under the payments module to see the reasons why a payment is reduced.

Step	Action
<p>1</p>	<p>CLICK “Application Details” under TAA payments module. This report provides details of the payment and specific reasons why a payment was reduced.</p> 
<p>2</p>	<p>Scroll to the bottom of the Payment Details Screen to see why the payment was reduced to \$0.00. In this example, there are eligibility issues.</p> <p>Note: The Obligation after Refusal, Eligibility, and TAA Limitation is \$0.00 with an asterisk after it.</p>  <p>CLICK “OK” when done viewing the report.</p>

6 Payments Module Options (Continued)

F “Choose Year” Function

The following table provides steps for using the choose year function to select the FY for the payments user wants to work with under the payments module.

Step	Action
1	<p>CLICK “Choose Year” under TAA payments module.</p>  <p>Payments have been processed for more than 1 FY. The default year is the current FY. This function enables selection of a prior FY to process payments for prior FY’s, if necessary.</p>
2	<p>On this screen, use the down arrow and the drop-down box to select a FY.</p>  <p>CLICK “Submit” button to change FY’s.</p> <p>Note: After completing a session (such as changing the FY to a prior FY) and logging off, the system will automatically default to the current FY.</p>