

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Common Payment System
9-CM

Amendment 5

Approved by: Acting Deputy Administrator, Farm Programs



Amendment Transmittal

A Reasons for Amendment

Subparagraph 51:

- B has been amended to update the ELAP and SURE program years that use the Common Payments Reports System
- C has been amended to add the Prepayment Report to the list of reports that process “real time”.

Subparagraph 54 A has been amended to update the example of the Common Payment Reports Menu.

Subparagraph 55 B has been amended to add the Prepayment Report to the list of reports that the Data Range search does not apply to.

Subparagraph 61 A has been amended to add the prepayment Report to the list of Reports that are available in the Common Payment Reports System.

Paragraph 71 has been amended to provide procedure for the Prepayment Report.

Page Control Chart		
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Part 5 Common Reports System

Section 1 Basic System Information

51 Overview

A Concept of Common Report System

The Common Reports System provides a central location for reports for program payments processed through the common payment system.

Historically, FSA payment systems have functioned somewhat independently because different rules apply to different programs. As a result, there was not always consistency in how reports were developed to assist users. The concept of the Common Reports System is to provide users with a standardized set of reports that can be used to assist with payment reconciliation issues. The benefits of the Common Reports System include:

- reports generated through this process have the same format regardless of the program for which the report is generated
- once the user uses the reports for one program, they gain a knowledge of how to reconcile payment issues for other programs
- when a new program is implemented, software development effort is not needed to generate reports.

B Programs Using the Common Reports System

The following programs use the Common Reports System.

Program Area	Program - Program Type	Years
Disaster Assistance	ELAP	*--2010 - 2011
	LFP	2008 - 2011
	LIP	2008 - 2011
	NAP	2011 and future
	SURE	2008 and future
	TAP	2008 - 2011
Price Support	RTCP	2010 and future
	TAAF	2008 and future
Production Adjustment	ACRE-ACRE	2009 - 2010
	ACRE - Direct	2009 - 2012
	DCP - Counter-Cyclical	2009 - 2010
	DCP - Direct	2009 - 2012--*

Note: It is anticipated that other web-based payment systems will use the Common Report System, however specific information on those programs is not available. This table will be updated as new programs are added to the process.

51 Overview (Continued)**C Common Payment Reports**

The reports developed through the Common Payment Reporting System are broken down into 2 categories depending on whether data for the report is available in “real time” or delayed.

The following reports include “real time” data:

- Estimated Calculated Payment Report, if applicable to the program
- *--Prepayment Report--*
- Submitted Payments Report
- Submitted Overpayments Report
- Pending Overpayment Report
- Insufficient Funds Report
- Payments Computed to Zero Report.

The following reports include data from a reporting database that is updated within 24 hours:

- Nonpayment/Reduction Report
- Payment History Report – Summary
- Payment History Report – Detail.

Note: The reporting database is scheduled to update daily at 4 a.m. c.t. However, the last update date is listed on the Common Reports Menu for user information.

53 Common Payment Reports Home Page (Continued)

C Initiating the Report Selection Process

Follow instructions in this table to initiate the report selection process from the Common Payment Reports Home Page.

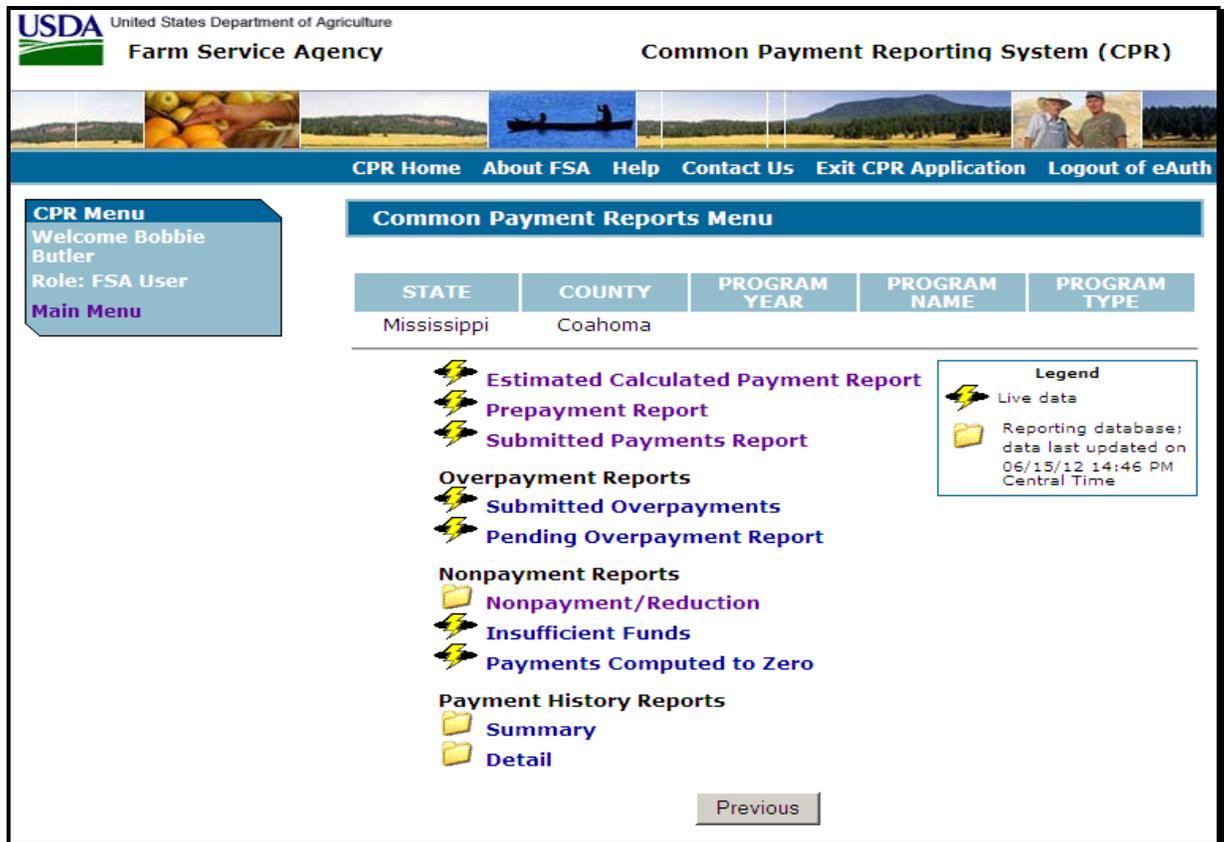
Step	Action		Result
1	If the defaulted State and county is not the county for the report to be generated, then select the State and county from the drop-down list.		
2	There are 2 options to navigate to the reports selection screen based on the preference of the user.		
	IF the user wishes to access...	THEN select...	
	the same report for multiple programs	"Report" and CLICK "Next".	Options will be displayed to select the applicable program. Go to step 3.
	all reports for an applicable program	"Program" and CLICK "Next".	The Common Payment Reports Menu will be displayed.
3	Using the drop-down menus provided, select the following and CLICK "Next": <ul style="list-style-type: none"> • Program • Program Year • Program Type. 		The Common Payment Reports Menu will be displayed.

54 Common Payment Reports Menu

A Example of Common Payment Reports Menu

Following is an example of the Common Payment Reports Menu.

*--



Note: The reports displayed on the Common Payment Reports Menu may vary depending on the selection for accessing the Common Payment Reports Menu and whether payments are being processed for the selected year, program, and program type.--*

B Page Information/Options

The following options are available on the Common Payment Reports Menu.

Option	Action
State	Displays the State and county selected on the Common Payment Reports Home Page.
County	
Program Year	Displays the selected program year, program name, and program type, if the “program” option was selected on the Common Payment Reports Home Page.
Program Name	
Program Type	
Report	Allows the user to select the report to be generated. Click on the report name and the search criteria page will be displayed. See paragraph 55.
Previous	Returns to the Common Payment Reports System Home Page.

55 Search Criteria Selection Page

A Example of Common Payment Reports Menu

The Search Criteria Page provides standardized options for generating report information; however, some search options are only available for certain reports.

Example: The option to generate a report based on the reason the payment was not issued is only applicable to the Nonpayment/Reduction Report.

The following is an example of the Search Criteria Page for the Nonpayment/Reduction Report. See subparagraph B for a list of all options that are available on this page for all reports.

The screenshot shows the USDA Farm Service Agency Common Payment Reporting System (CPR) interface. At the top, it displays the USDA logo and the text "United States Department of Agriculture Farm Service Agency". The main title is "Common Payment Reporting System (CPR)". Below the title is a navigation bar with links: "CPR Home", "About FSA", "Help", "Contact Us", "Exit CPR Application", and "Logout of eAuth".

The main content area is titled "Search Nonpayment/Reduction Report". On the left, there is a "CPR Menu" sidebar with the following items: "Welcome Bobbie Butler", "Role: FSA User", "Main Menu", and "Report Menu".

The search criteria are as follows:

- State:** Mississippi
- County:** Coahoma
- Program Name:** SURE
- Program Year:** 2008
- Program Type:** Stimulus
- Producer:** Add All
- Contract/Application/Farm Number:** Add All
- Reduction Reason:** Select Add All
- Format:** PDF HTML

At the bottom of the search criteria section, there are three buttons: "Previous", "Clear", and "Next".

55 Search Criteria Selection Page (Continued)

B Page Information/Options

All reports are limited to the specific State, county, and program initially. The Search Criteria Page narrows down the information that will be displayed on a selected report.

Notes: Users are allowed to select multiple search criteria options, where applicable.

State level reports are **not** available through this process.

The following options are available on the Search Criteria Page.

Type of Search	Description			
Date Range	<p>Allows the user to specify a beginning and ending date for the selected report. If the user selects this option, then:</p> <ul style="list-style-type: none"> • a beginning date must be entered • an ending date is not required. <p>Note: If no ending date is entered, then the ending date is the current date.</p> <p>If this option is selected, then only the records that fall within the specified date range are displayed/printed on the applicable report.</p> <p>Note: This search criteria option is not applicable for:</p> <ul style="list-style-type: none"> • Estimated Calculated Payment Report • *--Prepayment Report--* • Pending Overpayment Report • Payment Computed to Zero Report • Nonpayment/Reduction Report • Insufficient Funds Report. 			
Producer	<p>Allows the user to generate a report for:</p> <ul style="list-style-type: none"> • 1 or more producers by selecting the “Add” option • all producers by selecting an “All” option. <p>Note: The “All” option is not available for the Payment History Reports.</p>			
	IF the user chooses to...	Step	Action	Result
	select 1 or more producers	1	CLICK “Add”	The SCIMS search page will be displayed.
		2	Select the producer to search	The Search Criteria Page will be redisplayed with the selected producer.
		3	Repeat steps 1 and 2 until all producers have been selected.	
		4	Select “PDF” or “HTML”.	The “PDF” option provides a report formatted for printing. The “HTML” version displays the information in a new window.
5		CLICK “Next”.	The results for the applicable report will be displayed in a new window.	

Section 2 Common Payment Reports

61 General Report Information

A Overview

This section provides detailed information about the reports provided through the Common Payment Report process.

The following reports are available through the Common Payment Reports System:

- Estimated Calculated Payment Report
- ~~*--Prepayment Report--*~~
- Submitted Payments Report
- Overpayment Reports:
 - Submitted Overpayments Report
 - Pending Overpayment Report
- Nonpayment Reports:
 - Nonpayment/Reduction Report
 - Insufficient Funds Report
 - Payments Computed to Zero Report
- Payment History Reports:
 - Payment History Report – Summary
 - Payment History Report – Detail.

61 General Report Information (Continued)**B Report Header Information**

Each report includes header information that is consistent for all reports. This table describes the report header information.

Field	Description
State	Full name for the State selected by the user.
County	Full name for the county selected by the user.
Program Year	Program year selected by the user.
Program Name	Full program name and program type selected by the user.
Report Name	The name of the report.
Date	Date the report is generated by the user.
Page Number	Page number for the report.
Date Range	If the user selected the search criteria by date range, the selected date range is displayed/printed.

C Multiple IE Windows

Reports are opened in a new Internet Explorer window regardless of the “pdf” or “html” option is selected. Users shall close the window for an existing report before generating a new report.

62 Estimated Calculated Payment Report**A Description of Report**

Estimated calculated payment reports are program-specific and some programs do not have this report. Users can access the Estimated Calculated Payment Report through the Common Payment Reports System, but information about each report is not included in this handbook.

Refer to the applicable program handbook for a description of the information on the Estimated Calculated Payment Report.

***--71 Prepayment Report**

A Description of Report

The Prepayment Report provides a report of payment entities whose payments may be reduced because of various eligibility conditions. The information on the report allows users to take corrective action, if needed, to ensure that payments are issued timely.

The Prepayment Report may be used by State or County Offices to identify:

- payment entities and members that have payments being reduced because of various eligibility conditions
- where corrective action may be required if a payment was reduced based on incorrect data recorded in the system.

B Availability of the Report

The Prepayment Report will only be available before the start of payment processing for the selected year, program, and program type.

C Availability of Data

The information displayed on the report includes “real time” data.--*

*--71 Prepayment Report (Continued)

D Information Provided on the Report

This report includes information for subsidiary eligibility nonpayment conditions for the payment entity and/or any ineligible member.

Note: Payment entities and members listed on the Prepayment Report will be removed from the report if corrective action is taken.

The following information is provided on the Prepayment Report.

Field	Description		
Name	<p>The name of the payment entity or member that has an ineligible subsidiary eligibility condition. If the payment entity is a joint operation or entity with members, then the payment entity is listed first, even if there was not an actual reduction applicable to the payment entity. The ineligible members are listed directly below the payment entity.</p> <p>The name printed is based on the following from SCIMS:</p> <ul style="list-style-type: none"> • for individuals - last name, first name, middle name, and suffix • for businesses - business name. 		
	IF the payment entity is an...	AND a reduction is applicable to...	THEN the following is printed on the report...
	<ul style="list-style-type: none"> • individual • entity without members 		individual/entity's name is listed. The reason for the nonpayment is printed directly below the individual/entity's name.
	<ul style="list-style-type: none"> • joint operation • entity with members 	<ul style="list-style-type: none"> • joint operation • entity 	joint operation/entity's name is listed. The reason for the nonpayment is printed directly below the joint operation/entity's name.
		a member	member's name is listed directly below the joint operation/entity name. The reason for the nonpayment for the member is printed directly below the member's name.
Business Type	Numeric business type for the selected customer.		
Reason	Reason that the payment won't be processed. See subparagraph F for information on the messages that are printed for each applicable payment entity and/or member. <p>Note: Only 1 ineligible subsidiary eligibility reason will be listed for each payment entity and/or member.</p>		
Button	Action/Result		
Producer Selection	Select the producer to be reprocessed. CLICK "Reprocess Prepayment" to submit the producer for immediate reprocessing.		

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***--71 Prepayment Report (Continued)**

E Sort Order

The information on the report is sorted by producer name.

F Prepayment Report Messages

The type of nonpayment conditions that will be determined are general eligibility reductions.

The following table identifies the general eligibility messages that may be listed on the Prepayment Report and the corrective action that may be taken to resolve the error, if applicable.

Notes: See Exhibit 4 for additional information on which payment eligibility rules apply to various programs.

The following messages are listed in alphabetical order.

Message on Prepayment Report	Description/Corrective Action
Entity or joint operation data is recorded on the permitted entity file, but the accumulated member shares do not equal 100 percent and the discrepancy exceeds 1 percent.	<p>If the entity or joint operation is recorded in the Business File application for 2012 and future years, indicating at least 1 contract is subject to 4-PL provisions, then the member shares:</p> <ul style="list-style-type: none"> • have not been recorded for all members • are not recorded in whole percentages. <p>Example: Shares may be recorded as 0.3333 instead of 33.33%.</p> <p>If the entity or joint operation is only associated with contracts subject to 1-PL provisions, then:</p> <ul style="list-style-type: none"> • County Offices shall refer the case to the State Office specialist responsible for subsidiary processes • State Offices shall contact PECD for guidance.
Member data is not recorded in the entity file.	<p>Producer or member data is not recorded in the Business File application.</p> <p>County Offices shall ensure that the joint operation or entity information is recorded in the Business File application and the farm operating plan is not in a suspended status.</p> <p>Note: See 3-PL (Rev. 1) for additional information.</p> <p>A farm operating plan is suspended in the Business File application because of changes made to the ownership structure of the entity/joint operation through another operation.</p> <p>A revised CCC-902 must be filed for the operation to update the member information. See 3-PL (Rev. 1) for additional information.</p>
Member does not meet the substantive change provisions.	Verify the substantive change flag is updated properly in the business file.
Member is a 3 rd level joint operation or entity.	Verify the member data has been recorded properly in the business file.

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*--71 Prepayment Report (Continued)

F Prepayment Messages (Continued)

Message on Prepayment Report	Description/Corrective Action
Member is not compliant with requirement to provide active personal labor or active personal management.	Verify the member contribution flag is updated properly in the business file.
Producer or member does not have an active eligibility record.	Ensure that the producer or member is linked to the FSA County Office in SCIMS. If the producer/member is linked in SCIMS: <ul style="list-style-type: none"> • County Offices shall refer the case to the State Office specialist responsible for subsidiary processes • State Offices shall contact PECD for guidance.
Producer or member has a fraud violation.	Check the subsidiary eligibility data to ensure that it is updated correctly based on the documentation filed by the producer and the determinations made by COC.
Producer or member is not compliant with actively engaged in farming provisions.	See 3-PL (Rev. 1) for additional information for updating eligibility data.
Producer or member is not compliant with AD-1026 certification provisions.	
Producer or member is not compliant with adjusted gross income provisions.	
Producer or member is not compliant with conservation compliance provisions.	
Producer or member is not compliant with controlled substance provisions.	
Producer or member is not compliant with the foreign person eligibility provisions.	
Producer or member is not fully compliant with cash rent tenant provisions.	
Producer or member is not linked in SCIMS.	
Producer or member's business type is not eligible for payment.	Review the information recorded in SCIMS and the joint operation/entity file, as applicable, to ensure that both of the following are correct: <ul style="list-style-type: none"> • business type in SCIMS • entity type on System 36.
Producer or member's entity type on the permitted entity file does not match the business type in SCIMS.	Follow 1-CM, paragraph 196 to correct System 36 data for the applicable years for the payment entity or member, as applicable.
Producer or member's tax ID number is not eligible for payment.	<ul style="list-style-type: none"> • Verify that the producer or member has not provided a valid TIN. If a valid TIN has been provided, update SCIMS with the correct TIN. • Ensure that the TIN in the entity file for the producer or member matches the producer or member's TIN in SCIMS.

--*

***--71 Prepayment Report (Continued)**

G Example of Report

The following is an example of a Prepayment Report.

Coahoma Mississippi	United States Department of Agriculture Farm Service Agency	Date: 06/11/2012
2012 Direct and Counter-Cyclical Program - Direct Prepayment Report		
Name	Business Type	
<input type="checkbox"/> FARMER 1, IMA Producer or member is not compliant with actively engaged in farming provisions.	00	
<input type="checkbox"/> FARMER 2, IMA * Producer or member is not compliant with adjusted gross income provisions.	07	
<input type="checkbox"/> FARMER 3, IMA Producer or member is not compliant with actively engaged in farming provisions.	00	
<input type="checkbox"/> ANY ENTITY Member data is not recorded in the entity file.	04	
* Name may have changed due to SCIMS merge.		
<input type="button" value="Select All"/>	<input type="button" value="Deselect All"/>	<input type="button" value="Recompute Prepayment"/>
		<input type="button" value="Print"/>

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Menu and Screen Index

The following menus and screens are displayed in this handbook.

Menu or Screen	Title	Principal Reference
	Common Payment Reports Menu	54
	Prepayment Report	71
	Search Nonpayment/Reduction Report	55

